

**Tisbury Finance and Advisory Committee
By Zoom Cloud Conference due to
Gov. Baker's Covid-19/Corona Virus Executive Order
6:30 pm, Wednesday, January 6, 2021**

Present: Chair Nancy Gilfoy, Jynell Kristal, Mary Ellen Larsen,
Kelley Metell, Allan Rogers, India Rose, Laura Rose,
Sarah York,
Others: Dukes County – Manager Martina Thornton,
MVCS Cindy Trish, CFL – Leslie Clapp, VHCAP – Sarah Kuh,
CPC – Heidi Dietterich, Victor Cappocia,
HAMV - Beth Folcarelli, Harbor Homes – Karen Tewhey,
Recorder Marni Lipke
Town: Treasurer – Jonathan Snyder,
* Late arrivals or early departures of FinCom members

Call to Order

• The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:33PM. *(Recorder's note: discussions are summarized and grouped for clarity and brevity.)*

**Review of Community Preservation Committee (CPC) Final
Recommendations for 2021-2022 – Heidi Dietterich, Administrator**
(See documents on file.)

Total available funds were ~ \$1,080,000 divided among \$1,300,000 worth of applications. CPC funds were kept and targeted in 4 categories:

- historic preservation,
- open space/recreation
- community housing, and
- unreserved.

Projects were assigned to each of the first 3 categories and if targeted funds were short, drew from unreserved funds.

- Open land/recreation recommended projects were:
 - completion of one and addition of two kayak racks;
 - Tisbury School playground—\$100,000 of \$300,000 request banked for coming project;
 - restoration of Church St. clay tennis courts and adjacent parking—work to be done by the Department of Public Works (DPW);
 - conversion of Lake St. courts to multi-use/pickle ball;
 - Martha's Vineyard Shellfish Group (MVSG) nursery piping repair.
- Historic preservation projects included the Tabernacle roof regional project, which was ready to proceed.
- Housing recommendations were:

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- final request for Kuehn's Way—projected to start construction this year;
 - Island Autism Center land acquisition—another regional project;
 - Harbor Homes homeless housing for 5 women—currently considering a house in Edgartown—the men's house was very successful (see 1/22/20 p.3 #m);
 - Dukes County Regional Housing Authority (DCRHA) rental assistance—increased to cover Covid-19 pandemic impact.
 - The TFC discussed several projects.
 - Public access to the Church St. tennis courts was by annual key application (with \$50 fee) through the DPW. A Committee was formed to oversee the applications brought forward by DPW Director Kirk Metell.
 - The Tisbury School playground had banked \$200,000 in addition to this year's recommendation. The recommendations were being staged as the plans/project was not yet settled and the CPC expected further applications and banking of funds to continue over the next 3 years.
 - The MVSG nursery supported shellfish seeding throughout the Island and requests were made to other Towns, Edgartown share was reported at ~ \$51,000. The repairs were separate from the annual dues.
 - Most regional projects were divided by the 50/50 formula (see below), although usually the host town paid a larger share, for example West Tisbury was paying a large portion of the Island Autism Center.
 - Administrative fees included Heidi Dietterich's salary, office supplies, dues, etc.
- The TFC thanked Victor Cappocia and Heidi Dietterich for their time and work.

Review of Fiscal Year 2022 (FY22) Regional Program Budgets

(See documents on file & below: Actions.)

Martina Thornton, County Manager

Although some funds were shifted around most budgets were level funded with the exception of:

- the Substance Use Disorders (SUD)/Homelessness Prevention, and
- a classification/compensation adjustment—previously delayed by the pandemic—currently expected around the end of January.
- The assessment formula was reviewed: 50% population by Town Street lists as of January 1st and 50% equalized valuation—real estate value totaled and proportioned to each of the six Towns.

Leslie Clapp, Director, The Center for Living (CFL)

The Center closed its doors March 15th and immediately shifted client and caregiver programs on-line and were now live-streamed 4 days/week, including home delivery of art supplies, bingo, etc.

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Fortunately the building accommodated social distancing, and staff planned and trained for in-person October reopening that was cut short after 2 weeks when the Covid-19 infection spiked. The technology afforded an excellent way to serve clients and increase numbers and was likely to be a continuing addition to CFL programs.

- In FY20 one staff member retired and was not replaced in FY21, but was requested in FY22. Two staff were furloughed (including the lunch assistant). In FY21 CFL received \$75,000 Payroll Protection Program (PPP) support. The two previously County based positions had been combined into one (see 12/14/19 Minutes p.2). The FY21 budget was amended from \$593,000 to \$536,000.

- Salaries and Cost of Living Adjustments (COLAs) were based on the County scale, however benefits were less: less costly health insurance and no retirement/pension except employee-funded 401ks.

- The Center invoiced its expenses to the County biweekly.

- A \$25/per Zoom donation was suggested. The FY22 fee structure (accepted by Elder Services) eliminated the \$35/half day and moved to \$60/day regardless of attendance time.

- As a 501c3, two appeal letters garnered \$20,000 in contributions. A yoga fundraiser was canceled due to the pandemic. Grant funding paid for a fitness program and technology equipment.

- Island Health Care second floor 'rent' paid building maintenance expenses that offset the County budget assessment to the Towns.

- Ms. Clapp also ran the Island Emergency Food Program (food, shipping, travel, refrigeration upgrades, etc.) at no cost to the Towns.

- Ms. Clapp would also administer the one-time \$25,000 utility assistance program from the Permanent Endowment grant—having previous practice with the Federal Emergency Management Agency (FEMA) utility program.

- The FinCom acknowledged the need for the program but expressed ongoing concern at the expense that served about 30 clients.

**Sarah Kuh, Director, Vineyard Health Care Access Program
(VHCAP) and Dukes County Social Services**

This budget was mostly level funded—with a \$1,511 FY22 Tisbury assessment increase (to \$67,402) partly due to a slight upward shift in the assessment proportion. The VHCAP budget was fairly stable from year to year being mostly people and modest office supplies and building expenses. Of the \$536,081 total budget about 25% (\$166,250) was in grant funding—e.g. Massachusetts Navigator Program, Martha's Vineyard Hospital (MVH and Island Health Care service contracts.

- 7 employees of which 3 were part time served 2,500-3,000 clients including specialties in Medicare and bilingual/bicultural services.

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- After a learning curve the switch to remote service during the pandemic went smoothly, with staff coming into the office for better access to the on-line Massachusetts Affordable Insurance.

- A \$25,900 health insurance increase placeholder was budgeted for a new employee and might be reduced pending choice of plans—County health insurance was part of the Cape Cod Community Municipal Health Group (CCMHG). Increases from the compensation/classification study (see above) were expected to result in a modest VHCAP increase.

Social Services had a heavy year with increased support and networking for those needing help during the pandemic with such things as computer literacy in applying for unemployment claims, stimulus funds, fuel assistance, Supplemental Nutrition Assistance Program (SNAP/food stamps), and other resources for those struggling with lost jobs.

- A health insurance increase was similar to the VHCAP placeholder mentioned above.

- Pending formal notification, Community Action of Cape Cod and the Islands (CACCI) committed to \$20,000 to increase the Island Case Manager from 30 to 40 hours—if funding was not forthcoming the hours would be scaled back.

Beth Folcarelli, CEO, Martha's Vineyard Community Services (MVCS)

The First Stop and Counseling, Outreach and Referral for Elders (CORE) budgets shifted resources.

- Reduced health insurance draws contributed to a decrease.

- After the initial work to build for the First Stop website, updates, maintenance and telephone inquiries times were down to ~ 1 hr./week.

- First Stop savings were repurposed to partially cover CORE response to rising elder needs (housing, food equity, social isolation and associated depression/ anxiety) due to rising population and the pandemic. The request was a staff increase from 0.875 to 1.35 Full Time Equivalent (FTE)—including better clinical/case management flexibility. The challenge continued to be recruitment/retention of qualified staff.

- The FinCom suggested networking with Visiting Nurses, Elder Services, etc. They commended the Federal administrative fee reduction from 14% to 12%.

Cindy Trish, Executive Coordinator, Health Aging MV (HAMV)

MVCS was also the fiscal agent for HAMV providing office space, Information Technology (IT) access, marketing etc. as well as giving HAMV strategic access to other Island resources. As a new Director working through the pandemic Ms. Trish was honored to work with the Board, volunteers and service agency committees on new initiatives.

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- Health insurance was lower; postage and supplies showed a slight increase.

Karen Tewhey, Harbor Homes

- The previous Substance Use Disorder (SUD) initiatives were now mostly subsumed in other budgets, Narcan into Police, independent funding for recovery coaches, etc.
- Dukes County was happy to shift Homelessness Prevention to the Harbor Homes non-profit. The funding history was reviewed (State, United Way, County). The skeletal budget only covered, office supplies and a case worker to respond to a homeless hot line, maintain the Island share of Housing Assistance Corp. vouchers, etc. It had office space adjacent to other Island housing organizations (DCRHA, & Island Housing Trust (IHT)) sharing phone costs, conference rooms, etc.
- The single room occupancy men and women's Homes were housing (not shelters) at \$450/month with shared kitchen and bath.

Update on Fiscal Year 2022 Calendar

The Select Board debated May 1 or June 5, 2021 as the Special and Annual Town Meeting (STM/ATM) date. The continuing pandemic and school project vote posed challenges in terms of:

- a larger crowd difficult to accommodate in a tent,
- weather dependency, and
- longer meeting(s).
- As Department budgets were not due until January 22nd, the FinCom was likely to be very busy in February and March.

Committee Reports

- The Tisbury School Building Committee (TSBC) requested \$25,000 for public education on the school project. There were challenges around mechanisms for the funds both as to sources (department residuals or the Reserve Fund) and as to lack of a TSBC account. It was understood that voter education was on a tight timeline.
- The TSBC had an interesting joint meeting with the Historical Commission for transparency and feedback.
- Select Board - Allan Rogers attended the pre-financial-workshop meeting on the school project to hear a number of bonding and other finance options. The options were narrowed down and would be presented at next week's meeting (see below: Meetings/Events.) Town Treasurer Jonathan Snyder would make the final decision in close conjunction with the Select Board.

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- There was nothing to report on temporary school costs (see 10/20/20 Minutes p.5). The range was reported as \$5,000,000 to \$2,500,000.
- The Tisbury School Committee (TSC) expected to vote its budget at their January 12th meeting.
- Embarkation finished the recommendations and prepared the article.
- The Sewer Advisory Board reported a 30% decline in income and was looking at ways to add revenue. New Wastewater Superintendent Jared Meader had taken the bull by the horns.

Upcoming Meetings – See below: Meetings/Events

Items Not Reasonably Anticipated by the Chair - None

Adjournment

• SARAH YORK MOVED TO ADJOURN AT 8:34PM; LAURA ROSE SECONDED; MOTION PASSED: 8 AYES, 0 NAYS, 0 ABSTENTIONS: SARAH YORK—AYE, ALLAN ROGERS—AYE, MARY ELLEN LARSEN—AYE, JYNELL KRISTAL—AYE, INDIA ROSE—AYE, LAURA ROSE—AYE, KELLEY METELL—AYE, NANCY GILFOY—AYE.

Appendix A: Meetings/Events:

- **TFC/SB/TSC/TSBC – 6:30 Wednesday, January 13, 2021 by Zoom**
- **TFC – 6:30 Wednesday, January 27, 2021 by Zoom**

Appendix B: Actions

Leslie Clapp – include grant funding and other programs in budget (rather than narrative).

Martina Thornton – correct OB portion error and email amended budget.

Jon Snyder – send Cherry Sheet information.

Jynell – send Embarkation recommendations.

Agenda Items –

- Minutes: 9/30/20, 10/14/20, 10/20/20, 11/4/20, 11/18/20, 1/6/21
- Reserve Fund Transfer (can be tabled if necessary).

FY21 Reserve Fund spending tally - \$100,000

Appendix C: Documents on File:

- Agenda 1/6/21
- Gilfoy email re: Town Meeting Calendar 12/9/20
- FY2022 Budget/2021 ATM & STM Calendar
- FY2022 Budget/2021 ATM & STM Calendar Draft 3 Revised 1/6/21

continued

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Appendix C: Documents on File (cont.):

- Tisbury Community Preservation Committee, Final Recommendations for FY2021-22 CPA Funding, November 23, 2020
- Gilfoy/Thornton cover email re: Additional information for 1/6/21 meeting (2 p.) 1/2/20
- Martha's Vineyard Center for Living, FY21 & FY22 Budget Narrative (5 p.)
- Fund 550 - Vineyard Health Care Access Program
- Fund 555 Dukes County Social Services
- FY2022 County Request for Funding 12/9/20
- FY2022 County Request for Funding 1/6/21
- Martha's Vineyard Community Services Town Funding Request 2022 (13 p.)

Nancy Gilfoy – Chair

Date

Minutes approved 2/10/21