

**Tisbury Finance & Advisory Committee  
at the Katherine Cornell Theatre  
6:30PM, Wednesday, May 31, 2017**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Jynell Kristal,  
Mary Ellen Larsen, Lesley Segal;  
Town: Accountant – Suzanne Kennedy,  
Others: Minutes – Marni Lipke

\* Late arrivals or early departures

**• Call to Order**

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:37PM. *(Discussions are summarized and grouped for clarity and brevity.)*

**• Discussion of Chairmanship for Fiscal Year 2018 (FY18)**

- The FinCom could continue Jeff Kristal as Chair or nominate someone else.
- Paul Cefola questioned the ethics of a husband and wife serving on the same committee, especially when one was Chair. Jeff Kristal had called the Ethics Commission to clear his membership when he was appointed. He invited any FinCom member to call and consult with the Commission for further information.
- Paul Cefola also objected to the Chair being away during the FinCom's busiest time. There was a reference to confusion during the busy season of when Jeff Kristal and Paul Cefola were Co-Chairs (see 3/9/16 Minutes). The FinCom discussed being able to call meetings under the Vice Chair Mary Ellen Larsen when the Chair was absent.
- This led to a discussion on quorum issues when both Jeff Kristal and Jynell Kristal were away, particularly during budget/warrant season. Meeting length and timing were also considered.
- *MARY ELLEN LARSEN MOVED TO TABLE THE MATTER UNTIL THE FULL FINANCE COMMITTEE WAS PRESENT; PAMELA BROCK AND LESLEY SEGAL SECONDED; MOTION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION—PAUL CEFOLA.*

**• Police Department Staff Conversation and Recommendation**

- Chair Jeff Kristal referenced the FinCom vote to recommend a fourteenth officer for the Police Department (see 2/17/16 Minutes p.2-3) on the premise of reducing Overtime. However FY17 Overtime was projected to be over-budget by about \$75,000, partly due to an error in previous calculations (see 1/11/17 Minutes p.3) and partly due to a series of unforeseen resignations, retirements and absences that reduced the force to 12 and 13 officers. Some of the Overtime would be covered by residuals from the vacancy salary lines.
- Mr. Kristal proposed that the 14th Officer did not constitute any monetary saving and that the FinCom should consider recommending the position not be filled. The positions had been advertised and Chief Hanavan would go before

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the Selectmen to hire replacements.

- Accountant Suzanne Kennedy reported that while there were 14 officers the Department budget was on target. The Department did not base overtime on a calculated budget but rather guessed from previous years' practices. Police Chief Hanavan also used specials to cover shifts where possible.

- The FinCom discussed:

- overtime givens (vacation, holidays, etc.) and variables; (sick leave, staff changes, etc.);

- conflicting laws regarding: illegality of over-expending appropriations and mandate to pay employees within 7 days;

- union contracts and police salary parity with other Island towns;

- Embarkation funding replacing Steamship Authority traffic reimbursement;

- comparison between police and ambulance overtime;

- hiring timing issues, possible candidates and compelling Chief Hanavan to defend the request;

- *PAUL CEFOLA MOVED TO REDUCE POLICE POSITIONS TO 13 OFFICERS; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.* (See below: Actions.)

- **Authorization for Inter-Department Transfers**

Earlier in the meeting Suzanne Kennedy explained that the new payroll software could not interface with the new Munis system upgrade and consequently had to be manually entered. The payroll software company (endorsed by the Auditors) had been working on the problem but was not very responsive. The problem would be resolved either with the new software company or by returning to the Munis payroll package.

- Records were updated until January 2017; payroll figures were accurate, and at the half way mark, departments were at 50% of their budgets. However payroll manual tracking was delayed when Ms. Kennedy's time was diverted to the FY18 Budget and Warrant. The remainder of payroll would be updated shortly. No large end-of-year differentials were expected.

- There were residuals in:

- health insurance lines;

- salary lines (due to vacancies);

- Center for Living (CFL)/Council on Aging (COA) – reduced operating costs due to new building delays (see 3/15/17 Minutes p.3).

- The Dept. of Public Works FY17 budget was in good shape.

- FY19 salaries would substantially increase due to the full Classification/Compensation implementation.

- New State law removed end-of-year transfer limits (see 5/4/16 Minutes p.3).

- The FinCom requested notification of any substantial transfer (e.g. over 3% of a department's budget).

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• *JYNELL KRISTAL MOVED TO AUTHORIZE THE TISBURY TOWN ACCOUNTANT AND TREASURER TO MAKE FISCAL YEAR 2017 BUDGET TRANSFERS AS NEEDED, INCLUDING INTERDEPARTMENTAL TRANSFERS; PAUL CEFOLA SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.* (See below: Actions.)

• **Adjourn**

- The FinCom discussed the next budget/warrant calendar (see below: Actions). This should include the 2018 Town Meeting date, and earlier salary information from the Personnel Board based on official Cost of Living (COLA) statistics (see 9/21/16 Minutes p.1). It was noted that budget preparation should really start shortly after the start of each fiscal year (see below: Actions).
- Town Hall was understaffed with vacancies in the Assistant to the Administrator, Human Resources, and front office positions.
- The All Island Finance Committee (AIFC) agreed to meet at 5PM on fourth Thursdays. Oak Bluffs would host the next one (see below: Meetings/ Events).
- *MARY ELLEN LARSEN MOVED TO ADJOURN AT 7:49PM; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY.*

**Meetings/Events:**

- **AIFC: 5.00pm, Thursday, June 22 2017 at OB Library Conference Rm.**
- **TSBC/TSC: 5:00PM, Wednesday, June 7 &/or 21, 2017 at Tisbury School**
- **TFC: 6.30pm, Wednesday, July 12 or 26, 2017 – TBD**

**Action List:**

- All: recruit new member to fill vacant seat.
- Marni/Jeff: Draft letters re:
  - Police position recommendation,
  - FY19 Budget Calendar, including Personnel Board request,
  - End of Year transfer vote,
- Marni: send TFC copy of OB FinCom budget calendar
- July Agenda:
  - Minutes: 4/5/17, 4/12/17, 4/25/17, 5/31/17
  - Reorganization (Chair & Vice Chair) / Meeting Schedule

**Documents on file:**

- Agenda 5/31/17
- Brown memo re: FY18 Part-time Seasonal COLA (11/10/16)
- Brown memo re: FY18 COLA (11/10/16)
- Kristal/Cefola emails re: STM/ATM April 2017 (2 p.) 4/24-26/17
- West Tisbury FinCom email re: AIFC Meeting May 16, @5:30PM
- Public Notice Posting Request

Minutes approved 9/25/17.