

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, February 19, 2020**

Present: Chair – Mary Ellen Larsen, Nancy Gilfoy, Larry Gomez,
Jynell Kristal, Laura Rose, Lesley Segal, Sarah York,

Town Staff: Selectman Jeff Kristal, Town Administrator Jay Grande,
Treasurer Jonathon Snyder, Accountant Suzanne Kennedy,
Moderator Deborah Medders, IT Manager Heidi Rydzewski,
Planning Bd. - Cheryl Doble, Dan Seidman,

Schools: Superintendent Matt D’Andrea, Asst. Supt. Richie Smith,
MVPS Interim Finance Manager – Mark Friedman,
Tisb. Sch. Principal John Custer, Asst. Prin. Melissa Ogden,
MVRHS Prin. Sarah Dingley,
TSC – Amy Houghton, Michael Watts,

Others: ACE MV – Holly Bellebuono, Norm Werthwein,
MV Times Reporter – Rich Saltzberg,
Recorder Marni Lipke, * Late arrivals or early departures

Call to Order

- The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:39PM. *(Recorder’s note: discussions are summarized and grouped for clarity and brevity.)*
- The Tisbury School Committee (TSC) was called to order at 6:40PM.

Minutes–Review and Approval - Minutes of February 12, 2020–Tabled

Following Budgets and Warrant Articles for the Departments

Tisbury School (See documents on file.)

The increases were briefly reviewed.

- The Superintendent’s Shared Services lines were up 13.9% mostly due to changes in the assessment proportion (see below: p.4).
- A residential tuition was included.
- The \$300,000 Preventive Maintenance increase would be overseen by Principal John Custer, Facilities Manager Kirk Metell, Building Commissioner Ross Seavey and Owner’s Project Manager (OPM) Daedalus Projects, Inc. Request for Proposals (RFPs) would be issued depending on the size of the project.
- Without contractual, residential, and maintenance costs the Budget increase was only 1-2%.

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• JYNELL KRISTAL MOVED THAT THE TISBURY FINANCE COMMITTEE APPROVE THE FISCAL YEAR 2021 *TISBURY SCHOOL BUDGET (#300) AS PROPOSED*; LARRY GOMEZ SECONDED; MOTION PASSED *UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS*.

• Special Education Stabilization/Reserve Warrant Article - Special education costs such as residential tuitions or one-on-one staff, were unpredictable and difficult to budget. Partial State reimbursement was available but lagged a year behind. A dedicated reserve stabilization could smooth out unexpected cost spikes. The reserve would be capped at 2% of the Tisbury School operating budget and expenditure would require TSC and Selectmen approval. Sources could be end-of-year school residuals or other revenues.

• JYNELL KRISTAL MOVED TO RECOMMEND *APPROVAL OF THE SPECIAL TOWN MEETING ARTICLE FOR A TISBURY SCHOOL SPECIAL EDUCATION STABILIZATION RESERVE*; LAURA ROSE SECONDED; MOTION PASSED *UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS*.

• ON A MOTION DULY MADE BY MR. MICHAEL WATS AND SECONDED BY MS. HOUGHTON THE TISBURY SCHOOL COMMITTEE MEETING UNANIMOUSLY ADJOURNED AT 6:54PM.

Martha's Vineyard Regional High School (MVRHS)

(See documents on file.)

- Increases included:
 - \$354,000 in contractual salaries,
 - \$244,000 in residential tuitions,
 - \$66,000 in strategic capital projects (after careful long-term planning).
- These were counter-balanced by:
 - level health insurance rates resulting in a \$183,000 reduction;
 - staffing decreases; and
 - level Other Post Employment Benefit (OPEB) funding at \$1,100,000 (goal for pay-down ~ \$2,000,000 per year).
- The result was a \$396,000 (2.05%) overall assessment increase. The Tisbury assessment decreased 4-4.5% due to enrollment proportions (from 181 to 173 students).
- The Towns had requested the MVRHS find a different protocol than the 2019 Selectmen/Special Town Meeting (STM) Excess and Deficiency (E & D) authorizations. Consequently the MVRHSC set up a \$500,000 Contingency Reserve (funded this year by E & D offset) in accordance with previous spending trends for unanticipated costs such as residential tuitions or Corrective Maintenance (facilities breakdown fixes). Boards of Selectmen would be notified of all spending from the Line and unspent funds would revert to E & D (capped at 5% MVRHS operating budget).

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- There was a FinCom protest over administrative and teaching assistants. Teaching assistants (Education Support Professionals—ESPs) were dedicated to special education requirements. Administrative assistants (ASP) numbers were tightly controlled to support the organizational infrastructure needed to run a comprehensive educational institution. Every position was examined to insure thin budgeting, e.g.:
 - attendance reporting required for each class and block;
 - scholarship management;
 - mandated English Language Learners (ELL) monitoring protocols.
- Although Tisbury enrollment dipped, total MVRHS population increased by 12 students and was now over 700—with predictions the slow growth trend would continue.
- The FinCom also raised the issue of the much-needed large capital project. The MVRHS structure was sound but its systems (plumbing, electrical, heating/ventilation/air conditioning (HVAC), etc.) had to be replaced. This extensive work could also be an opportunity to upgrade rooms to 21st Century education formats: more flexible learning spaces, technology options, etc. The MVRHS hired Tappé Architects to re-engage in a previous contract to survey stakeholders and present preliminary visions to the Towns. However, it was the Towns' jurisdiction to settle the capital formula stalemate. It was hoped that parents and community would bring the Island together.
- *JYNELL KRISTAL MOVED THAT THE TISBURY FINANCE COMMITTEE APPROVE THE FISCAL YEAR 2021 **MARTHA'S VINEYARD REGIONAL HIGH SCHOOL BUDGET (#310) AS PROPOSED**; LAURA ROSE SECONDED; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**.*
- Dust Collection Warrant Article - (See documents on file & 1/29/20 Minutes p.7.) The total cost was estimated at \$225,000:
 - \$25,000 in engineering and design in the MVRHS operating budget;
 - \$100,000 total request to the Towns;
 - \$100,000 matching competitive State grant (same grant as Greenhouse construction funding—MVRHS was optimistic but not guaranteed).
- The ductwork might have to be changed for the large facilities project but the equipment should remain.
- *NANCY GILFOY MOVED TO RECOMMEND **APPROVAL OF THE ARTICLE FOR THE ANNUAL TOWN MEETING ARTICLE ON A MARTHA'S VINEYARD REGIONAL HIGH SCHOOL DUST COLLECTION SYSTEM**; SARAH YORK SECONDED; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**.*

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Superintendent and Shared Services Budget

(See documents on file.)

A 3.83% total increase was the result of the following changes.

- A half-time Mental Health Coordinator was shifted from a contract to the budget and Health Curriculum Coordinator was expanded half-time to address student health/wellness.
- A 0.4 Full Time Equivalent (FTE) Speech Pathologist increased in keeping with student population needs.
- Shared Services program staffing (serving 65 students) instructed the most challenged students, to integrate them into their home schools and reduce residential placements. Special Education transportation was also slightly increased. Tisbury children were bused to other schools for Shared Services programs.
- Health insurance rates were level but a small reserve was retained to account for any changes in staff.
- Contractual Professional Development (PD) increases were negotiated.
- Small technology and supply raises were needed.
- Payroll obligations decreased. Some Administrative positions were union and some were separate contracts.
- The Tisbury assessment increased 13.96% due to a proportional change in enrollments (mostly elementary schools).
- *LARRY GOMEZ MOVED THAT THE TISBURY FINANCE COMMITTEE APPROVE THE FISCAL YEAR 2021 **SUPERINTENDENT'S SHARED SERVICES OFFICE BUDGET AS PROPOSED**; SARAH YORK SECONDED; MOTION PASSED **UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS**.*

Adult Community Education Martha's Vineyard (ACE MV)

(See documents on file & 2/12/20 documents on file.)

ACE MV began in 2008 as enrichment classes for adults but after polling the community shifted to 90% workforce education for on-Island professional, certification and undergraduate/graduate credit courses. ACE MV bid on the All Island School Committee (AISC) issued RFP for adult education. Revenues were: 38% tuition, 37% grants/donations/fundraising, 25% Town ask. Revenues exceeding costs were put toward the following year's budget. They were looking at an initiative to increase enrichment classes so tuition would subsidized workforce courses.

- This year ACE MV would add a third administrator as Program Coordinator and in intern to coordinate with the MVRHS. ACE MV ran 45 programs for over 500 students with 2-3 staff, no vehicles, no buildings, etc.

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- The Towns had asked repeatedly that Town funding be reduced. Director Holly Bellebuono explained that grants were constantly solicited and awarded, but fundraising had not been significantly successful and that neither were predictable.
- Data showed Island activities were severely lacking for toddlers and 18-25 year olds. Nationally only 45% of students who went to college graduated in 6 years resulting in young adults without sufficient training or direction—a gap that ACE MV worked to fill.
- There was confusion over transmittal of documents as well as the warrant article amount (\$17,670) but previously agreed at \$10,000.
- The FinCom was strongly in favor of raising tuitions to cover costs, even 5% to cover \$40,000.
 - Tuitions covered direct course costs (but not administrative costs).
 - ACE MV mission (as requested by the survey and townships) was to keep tuition affordable.
 - The differential was not only the course market price off-Island but also the cost of travel, lodging and food.
 - Minimum class size was 7 balancing need and cost; for example, social workers and gerontology professionals were extreme Island needs.
 - On line trainings were available and ACE MV used as many as possible but preferences were for in-person courses with hands-on experience.
- *LAURA ROSE MOVED TO RECOMMEND APPROVAL OF THE ANNUAL TOWN MEETING ARTICLE FOR ADULT COMMUNITY EDUCATION MARTHA'S VINEYARD AT \$10,000; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

Information Technology (IT) (See 1/22/20 documents on file.)

- Changes in annual software costs included:
 - fillable forms on the Town website;
 - shift to Microsoft 365 for better government security;
 - Comcast location reductions,
 - increase in town staff software users (Police could reduce numbers with shared workstations);
 - [The FinCom requested the See/Click/Fix statistics.](#)
- Upgrades included:
 - server room switches and routers,
 - 10 workstations,
 - 4 workstation replacements with good quality extended lifespans machines,
 - Town website (~ \$4,000) (previous new platform ~ \$27,000).

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- By centralizing IT Heidi Rydzewski could manage purchasing/leasing, research quality, economies of scale, discounts and coordinate compatibility— not only reducing technology costs, but also indirect costs such as paper.
- *LARRY GOMEZ MOVED THAT THE TISBURY FINANCE COMMITTEE APPROVE THE FISCAL YEAR 2021 INFORMATION TECHNOLOGY BUDGET (#155) AS PROPOSED; NANCY GILFOY AND JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

Planning Board Warrant Article

(See 1/22/20 & 2/5/20 documents on file.)

- *LARRY GOMEZ MOVED THAT THE TISBURY FINANCE COMMITTEE APPROVE FISCAL YEAR 2021 PLANNING BOARD BUDGET (#175) AS PROPOSED; NANCY GILFOY SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- The Red Coat Hill Special Ways article and Definition article continued the West Tisbury protective designation, by essentially retaining the cart path (i.e. restricting development into a road), without restricting normal abutter construction projects. There was public confusion over the actual meaning of the designation (the Road Association already had more restrictive covenants).
- *NANCY GILFOY MOVED TO RECOMMEND APPROVAL OF THE SPECIAL TOWN MEETING ARTICLES FOR RED COAT HILL SPECIAL WAYS AND DEFINITIONS; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

Tisbury adopted a set of zoning bylaws in 1972 without the usual precursor of a Town Master Plan as a guiding framework. Consequently the bylaws, which had been amended and revised over the years, were now difficult to navigate for Town Boards as well as citizens. The Planning Board developed Master Planning goals in 2005 however the plan itself was a complex undertaking beyond the legal understanding of a volunteer Board, comprising inventory and analysis of many sections woven together—housing, circulation (partially covered by Complete Streets), open space, economic development, land use, commercial waterfront, ponds, environmental impact, climate change adaptation, etc. The resulting Master Plan would facilitate large and small projects and make Town goals clear.

- The Planning Board suggested two possibilities.
 - The preferred option was to hire/contract a full time benefited skilled planner for 2 years to complete the Master Plan—job description to include grant writing. As a temporary or full time resident embedded in the community, the planner would have local knowledge. Employment

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might continue with the Zoning Board of Appeals for the Bylaw re-codification, but the position would then end—although other Island Towns could hire them.

- Failing finding a skilled planner the Board would hire a firm.
- A couple Planning Board members had sufficient experience in the field to provide oversight. The Martha's Vineyard Commission (MVC) had been contacted as a good resource for mapping, reports, data, etc.

- *JYNELL KRISTAL AND LAURA ROSE MOVED TO RECOMMEND APPROVAL OF THE ANNUAL TOWN MEETING ARTICLE FOR A TOWN MASTER PLAN; SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

Finance Director Late Filed Articles for Special Town Meeting (STM) (See documents on file.)

These were standard articles that were presented due to an oversight.

- *JYNELL KRISTAL MOVED THAT THE TISBURY FINANCE COMMITTEE ACCEPT FOUR LATE-FILED ANNUAL/SPECIAL TOWN MEETING WARRANT ARTICLES ON:*

- *HEARING REPORTS;*
- *AUTHORIZATION TO BOND;*
- *COMPENSATING BALANCE; AND*
- *FISH COMMITTEE;*

LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

- *NANCY GILFOY MOVED TO RECOMMEND APPROVAL OF FOUR ANNUAL/SPECIAL TOWN MEETING ARTICLES ON:*

- *HEARING REPORTS;*
- *AUTHORIZATION TO BOND;*
- *COMPENSATING BALANCE; AND*
- *FISH COMMITTEE;*

LARRY GOMEZ SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.

- The \$50,000 FinCom article would replenish the FY20 Reserve Fund.
- Yesterday's joint Selectmen/FinCom meeting was briefly reviewed (see 2/18/20 Minutes):
 - the Vineyard Transit Authority (VTA) requested an additional \$100,000,
 - and the County requested about \$6,000 each to cover: a budget shortfall and a Stabilization fund to relieve cashflow problems.
 - Selectmen Jeff Kristal reiterated his advocacy to pass all social services to Martha's Vineyard Community Services (MVCS). The Warrant would be finalized tomorrow, February 20, 2020.

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Committee Reports – Tabled

Community Preservation Committee (CPC)

Embarkation

Energy

Natural Resources

MVRHSC

Planning Board

Tisbury School Committee (TSC)

Wastewater / Sewer

Tisbury School Building Committee

Topics Not Reasonably Anticipated by the Chair – None

Adjournment

- *LARRY GOMEZ MOVED TO ADJOURN AT 8:55PM; LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY.*

Appendix A: Meetings/Events:

TFC - 6:30PM, Wednesdays, at the EMS Building:

TFC - February 26, 2020 – (school vacation might present quorum issues) Information Technology (IT), Warrant Articles: serving liquor without food,

February 28, 2020 – FY21 Warrant Article recommendations deadline

March 2, 2020 – 3:00PM, Tis. Municipal Housing Trust

TFC - March 4 & 18, 2020

• STM/ATM – 7:00PM, Tuesday, March 31, 2020

Appendix B: Actions

- Heidi Rydzewski – send see/click/fix statistics.

FY20 \$70,000 - Reserve Fund spending tally = \$52,155.55

10/16/19 – BOH landfill monitoring application \$3,500

11/6/19 – Harbormaster – patrol boat invoices \$11,325.55

1/8/20 – Ambulance – ambulance repair - \$11,330

1/22/20 – Selectmen – Short Term Rental consultant - \$25,000

1/29/20 – BOH – Cook St. debris removal/disposal - \$1,000

Appendix C: Documents on File:

- Agenda/Revised Agenda 2/19/20
- Sign in Sheet – 2/19/20
- Turner cover email & letter re: MVC FY21 budget amendments (4 p.)
2/14/20

continued >

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Appendix C: Documents on File (cont.):

- Larsen/Gomez cover email re: Late Filed STM articles (2 p.)
- Tisbury School FY'21 Budget Analysis Draft #2.0, January 14, 2020
2/4/20
- Tisbury School Budget for 2019/2020 Draft #2, January 14, 2020 (6 p.)
- Superintendent's Shared Services Budget (2 p.)
- Martha's Vineyard Public Schools Superintendent's Office and Shared
Service Programs FY'21 Proposed Budget Approved by A.I.S.C.
November 14, 2019, Recertified for Health Insurance Rates
February 3, 2020 (5 p.)
- Martha's Vineyard Regional High School District, Budget for Fiscal
Year'2021, Recertified 2/03/20 (10 p.)
- Revised: Warrant Article for 2020 Annual Town Meetings, Submitted
by: Martha's Vineyard Regional High School District (2 p.)
- Houghton memo re: Draft 2 FY2021 Tisbury School Budget
- Tisbury School FY'21 Budget Analysis Draft #2 12/10/19
- Tisbury School Budget for 2019/2020 Draft #2 December 10, 2019
(6 p.)
- Grant letter re: Martha's Vineyard Transit Authority (VTA) 12/17/19
- Town of Tisbury Special Town Meeting Warrant, Tuesday, March 31,
2020 at 7:00PM (20 p.) Draft 2/18/20 (8 p.)
- Larsen/Bellebuono cover emails re: Materials (2 p.) 2/20/20
- Warrant Article for Adult Education
- John Grande Town Administrator emails 1/10/20 (4 p.)
- ACE MV Information for Tisbury for a Warrant Article to Support Adult
Education Programming July 1, 2020-June 30 2021 (5 p.)

Mary Ellen Larsen – TFC Chair

Date

Minutes approved 2/26/20