

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, October 19, 2016**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Nancy Gilfoy,
Jynell Kristal, Mary Ellen Larsen, Lesley Segal;
Town: Selectmen – Larry Gomez, Treasurer – Jonathan Snyder,
DPW – Ray Tattersol, Facilities Manager – Kirk Mettel,
Energy Committee - Bill Straw,
Others: Auditor – Tom Scanlon
Minutes – Marni Lipke * Late arrivals or early departures

Call to Order

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:32PM.

Town Auditor

- This was Tom Scanlon of Scanlon Associates tenth year on the Town audit. The FinCom thanked him for his help in clarifying the Community Preservation Committee (CPC) funding (see Minutes: 1/20/16 p.1-2 & 2/10/16 p.3 & 2/17/16 p.4-5).
- Mr. Scanlon reported the Town had very sound financial controls and was well managed, in part as a result of FinCom policies. He praised the transition from retiring Treasurer Tim McLean to current Treasurer Jon Snyder and noted the quality tax collection.
- Free Cash and Stabilization funds were well over the recommended 10% reserve. He responded favorably to a proposal to commit some of the reserve to the Other Post Employee Benefits (OPEB) liability but discouraged using it to lower the tax rate—as it made problems for the next year’s budget.
- A \$26,000 drop in transient mooring fees in the Tisbury Harbor could be due to: calendar variations, weather, accounting method, or other technical matters but auditor warranted a risk assessment and “drill down”.
 - Harbor oversight should be on a day-to-day basis with monthly monitoring. Other municipalities and many harbors were moving away from cash transactions, which were often an issue.
- He would like to see the Water and Wastewater Departments use a single software accounting system. There was a brief discussion on delayed payment of water and wastewater bills and possible remedies.
- Eligibility requirements on the Nissan Leaf car lease grant required the Town pay the lease up front and the money could not be found in the operating budget—the Reserve Fund could be replenished later:

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• *NANCY GILFOY MOVED AUTHORIZATION OF THE WITHDRAWAL OF \$25,095 FROM THE FINANCE COMMITTEE RESERVE FUND FOR THE NISSAN LEAF LEASE; PAMELA BROCK SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

• **Energy Committee Update**

- A revolving fund was suggested for solar energy revenue so that it could be expended on other energy saving projects such as the Nissan Leaf lease above. Currently the revenue went into the general fund (more than compensating for the Tisbury municipal Eversource costs).
 - The Committee was looking for support to increase municipal solar arrays particularly on the Emergency Services (EMS) building (see documents on file) (the Dept. of Public Works (DPW) roof would not support solar but there were ways to circumvent the problem). The EMS was ideally situated and would generate about ~\$15,300 in the first year; capital costs could be proposed in a warrant article or included in a yearly budget line.
 - The FinCom discussed the complexity State programs on Solar Renewable Energy Credits (SRECS). This income was on top of reducing electricity costs. As noted above the current solar array already covered all 11 Tisbury municipal buildings so the EMS array power could be sold to “off-takers” through SRECS. SREC/solar accounting required specialists in the field.
 - Maintenance by the DPW, and oversight by the Fire Chief and Joe Tierney was discussed, as was the leaching field real estate behind the building.
- The FinCom asked for:
 - three quotes including such locals as South Mountain, and/or the Division of Capital Asset Management & Maintenance (DCAMM) list; and
 - exploration of grant funding.
- IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO SUPPORT PROCEEDING WITH THE EMS SOLAR PROJECT.

• **Kirk Metell, Facilities Manager Budget Formation** (See documents on file.)
The new Facilities Manager introduced himself giving a brief overview of his background. He reviewed the roughly \$100,000 worth of work since he was hired including the EMS kitchen leak.

- Estimates of more extensive capital projects were discussed.
 - \$275,000 for the EMS building included the solar project noted above.
 - The Senior Center roof would also include solar panels; and the Police Station still needed extensive work.
 - The ongoing Owen Park renovations including showers and windows with input from a citizen’s committee.

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- Town Hall work was overshadowed by the critical need to address the steeple (still under engineer's examination), which was rotted and leaning.
- The Library needed a new furnace, trim and gutter repair and windows, and was considering expanding the building into their courtyard.
- The proposed projects should be completed within the next five years and a variety of funding mechanisms were discussed, warrant articles, CPC funds, donations from the Barnstable County Grant for police, veterans and senior center projects, etc. There was \$100,000 in a Facilities stabilization fund that could be accessed and replenished at the next Town Meeting.
- Currently Kirk Metell was working under DPW Director Ray Tattersol but due to union regulations and lack of Facilities Manager staff and budget had to ask permission for every work order and expenditure. Ray Tattersol, Kirk Metell and the FinCom considered it cumbersome and redundant to establish an entire other department and budget when work, equipment, staff and cost could be integrated into the DPW.
- *JYNELL KRISTAL MOVED THAT AFTER REVIEWING THE BUDGET AND HAVING INTERVIEWED DEPARTMENT OF PUBLIC WORKS DIRECTOR RAY TATTERSOL AND FACILITIES DIRECTOR KIRK METELL, THE FINANCE COMMITTEE RECOMMENDED THAT IT WOULD BE FINANCIALLY EFFICIENT TO KEEP THE FACILITIES MANAGER UNDER THE DEPARTMENT OF PUBLIC WORKS; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- The FinCom thanked Mr. Metell and expressed their appreciation of his work.
- **Quarterly Budget Update** – Not available (see below: Actions)

• **Member Comment**

The CPC had 23 requests totaling ~\$2 million (see documents on file) of which 9 were regional. 3 were sent to Boston for eligibility clarification and 2 of them were eliminated. The CPC had \$566,000 in tax revenue, the State match was not yet determined, and there was ~\$1.109 million in residual funds. The list was briefly discussed including:

- West Tisbury Playground project;
- Katherine Cornell Theatre lighting,
- Veterans Park renovation,
- Sharks Baseball, and
- affordable housing requests.
- It was reported that Boston wanted to join the CPA which would substantially reduce available funds. The current State deficit was also noted.
- The next All Island FinCom meeting would focus on the Center For Living and next steps for regional entity budgets. There was some talk of Towns collaborating on large equipment sharing (catch basin cleaners, dredges, etc.).

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• **Public Comment** - None

• **Anything Not Reasonably Anticipated by the Chairman** - None

• **Adjourn**

• *MARY ELLEN LARSEN MOVED TO ADJOURN AT 8:17PM; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

• **FinCom - 6:30PM, Wednesday, November 16, 2016 - Tisbury EMS Bldg**

• **All Island FinCom – 6:00PM, Tuesday, November 22, 2016 – EMS Bldg**

Action List:

- Jeff – check with Suzanne Kennedy re: quarterly updates.
- Energy Committee – get 3 estimates and explore grants for EMS solar.
- November Agenda:
 - Minutes – Tis. FinCom: 6/15/16, 9/21/16, 10/19/16,
AI FinCom: 8/24/16, 9/13/16, 9/28/16,
 - Department Review Schedule
 - Wastewater Issues/Nitrogen Mitigation Regulations

Documents on file:

- Agenda 10/19/16
- Fullers Energy TFD 43.190 Kw Municipal ROI
- Town of Tisbury Community Preservation Committee Eligibility Applications
Received, September 30, 2016
- Tisbury DPW FY 2017 Budget Requests (2 p.) 10/19/16
- 5-Year Capital Improvement Plan, Tisbury Wastewater Operation Tisbury, MA
October 2015
- EMS - \$275k large solar... (8 p.)
- Title / Assigned To / Priority / Status / Category / Due Date... (2 p.)
- Orcutt email re: All Island FinCom Meeting in West Tisbury October 18th
10/4/16
- Kristal email re: Selectmen's Meeting October 4th 9/29/16
- Kristal email re: Posted Agenda for Tisbury BOS Mtg. Oct. 4th (2 p.) 9/30/16
- Kristal email re: Link to Parking System That Was Discussed Last Evening
9/22/16

Minutes approved 1/11/17.