

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, January 11, 2017**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Barbara Fortes,
Nancy Gilfoy, Jynell Kristal, Mary Ellen Larsen, Lesley Segal;
Town: Town Administrator – Jay Grande, Selectman – Melinda Loberg*,
Treasurer – Jon Snyder*, Accountant – Suzanne Kennedy,
Personnel - Bill McConnell, Jack Rollins,
Police Chief – Dan Hanavan,
Others: Joe McCarthy, Minutes – Marni Lipke

* Late arrivals or early departures

• Call to Order

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:34PM and Chair Jeff Kristal wished everyone Happy New Year. *(Discussions are summarized and grouped for clarity and brevity.)*

• Minutes

• NANCY GILFOY MOVED TO APPROVE THE MINUTES OF:

- JUNE 15, 2016,
- SEPTEMBER 21, 2016,
- OCTOBER 19, 2016,
- NOVEMBER 11, 2016,
- NOVEMBER 22, 2016 (ALL ISLAND FINCOM),
- DECEMBER 14, 2016;

MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.

• Personnel Committee Discussion

The FinCom and Personnel Committee representatives introduced themselves.

- The Committee workload was greatly diminished by Town Administrator Jay Grande and Human Resources Manager Kim Lucas taking over the day-to-day duties. In addition friction was relieved by last year's Classification/Compensation adjustments. The Committee now handled larger picture policy and shifts: rulings on hiring specification waivers, classification/compensation studies, and non-collective bargaining (managerial/professional) positions. Job descriptions were the responsibility of the Department Heads.
- The FinCom suggested that the Committee should vet the new Facilities Manager after a probation period.
- The proposed Natural Resources Dept. would merge the Shellfish and Harbor Departments (since a 2010 initial attempt never implemented) by cross training personnel to be able to fill in for each other. The idea was to better utilize the three managerial staff positions and share administrative assistants and seasonal labor.

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- The FinCom expressed confusion over the proposal and mentioned:
 - ° top-heavy management,
 - ° hidden costs of new positions re: benefits/Other Post Employee Benefit (OPEB), etc.,
 - ° Harbormaster vs. dockhand needs,
 - ° extremely capable current personnel in both departments.
- The proposal would be discussed at the next Personnel Com. meeting (see below: Meetings/Events & Action List).

Harbor Department

(See documents on file.)

During routine maintenance on the patrol boat it was found that two lower motor units were full of seawater – repair cost \$7,900, replacement cost \$12,000. There was \$7,900 remaining in the Fiscal Year 2017 (FY17) Boat Repair line but this was usually overspent on standard maintenance/repairs for the fleet (patrols, skiffs, pump-outs, etc.), consequently the Acting Harbormaster requested a Reserve Fund transfer.

- The nature of the problem was explained. Both engines were nearing the end of their lifecycle and it was unclear how long they would last if repaired.
- Mr. Crocker had only been in the position 6-7 months and had been dealing with a number of difficult capital issues such as pier replacement during the height of the season.
- The FinCom discussed:
 - warranty length on repair vs. replacement;
 - spending down the line and transferring the difference;
 - Federal/State grants covering pump-out boat operation but not maintenance;
 - balance in Reserves (\$70,000 minus \$25,000 Electric Car leases) and possible replenishment at Annual Town Meeting (ATM);
- *JYNELL KRISTAL MOVED TO AUTHORIZE A RESERVE FUND TRANSFER OF \$12,000 TO THE HARBOR FOR BOAT MOTOR REPLACEMENT; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*

Budget Review and Discussions with:

- The FY17 budgets had not reported either Cost of Living Adjustments (COLAs), collective bargaining, or Compensation/Classification changes so FY18 salary increases were somewhat deceptive (see below: Action List).
- Any budget line that once held money could not be eliminated from Munis.

Police Department (#131)

(See documents on file.)

The FinCom examined the Budget line by line in some depth.

- The first three lines were contractual—the two traffic personnel were part-time/permanent.
- An officer was promoted to Sergeant with a substantial pay raise.

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- The education incentive percentage was standard practice across the Island but it was not cumulative; i.e. a \$1/hr. raise for one degree was included in (not in addition to) the \$1.50/hr. raise for the next degree. Mary Ellen Larsen considered it should be a flat stipend.
- Part-time Seasonal covered special officers for summer and for winter holidays/vacation fill-in and was different from Embarkation/Steamship Authority funded specials. Variations in expenditure from year to year were unexplained, although it might correlate with a change in State requirements that reduced the available personnel pool.
 - Specials were not under contract and as less trained officers posed a liability risk if deployed without accredited oversight.
- A calculation error in FY17 overtime (OT) (taking the year-to-date actual for the yearly expenditure) was rectified here by taking the last seven years of OT and dividing by seven (\$182,000) and subtracting the FY17 new officer salary (\$70,000) for a line at \$115,000. The contract stipulated OT fill-ins for:
 - a union member for first five days of sick time (vs. lower paid special);
 - 10 time-and-a-half holidays and 3 double-time (New Years, Thanks, Xmas);
 - 20 hr. training refreshers rotated every other year with half the staff.
- Jeff Krystal suggested a special be employed in the “fishbowl” (phone and walk-in work), to save funds and free up the Administrative Assistant.
- The School a special salary to fill-in for the School Resource Officer (SRO) 4 hr./day. Chief Hanavan deemed this an important position, improving facility security, school safety and expanding community policing by making friends among the children.
- The Department brought in revenue: about \$25,000 (10%) in police details and another \$90-100,000 in parking tickets.
- At Suzanne Kennedy’s request the FinCom suggested that school crossing guard stipend payment be simplified by shifting them into the school budget while maintaining Police Dept. training and oversight.
- A recent study suggested the Department needed work on job satisfaction, training, maintaining internal equity and shift selection as well as some poor areas in training specialties for social service components re: elderly or other populations.
- The FinCom mentioned the Station’s new windows and the imminent installation of heat pumps, on the other hand oil costs were already rising. Looking at trending:
 - *NANCY GILFOY MOVED TO REDUCE THE POLICE DEPT. HEATING LINE # 5212 BY \$2,500; PAUL CEFOLA SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*

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- The small Building Repair line in many budgets covered non-capital items that were none-the-less facilities related (carpet cleaning, keys, etc.) (see below: Action List).
- This was separate from the \$100,000 voted at the 2016 ATM for Station repairs (which had now been exceeded).
- Continuing Vehicle Repair overages were due to the reduced availability of a Town Mechanic. The Town had not advertised for a replacement.
- Computer Repair covered Dukes County Communication Center (911) fees, now split with Fire and Ambulance (see 12/14/16 Minutes p.3). The FinCom discussed:
 - the unknown authority of the Martha's Vineyard Law Enforcement Council (MVLEC); and
 - difficulties of accepting grants and having to fund services when they expired.
- Copier Leases was misnamed.
- Town Hall advertised for personnel but the Department advertised for events (bike rodeo, etc.).
- Medical Exams related to entry regulations for new officers.
- Instruction/Training, and Emergency Medical Technician (EMT) Certification paid the costs of the actual courses—as opposed to the OT fill-in costs.
- Communications - as with other departments all Comcast costs were shifted to the Information/Technology (IT) budget.
- Data Processing Postage, Photo, Car Wash, Computer Supplies, Tires, Medical Supplies, Crime Scene Search, Travel, Dues/Subscriptions were all approved.
- The Dept. of Public Works (DPW) continued to have trouble with its gas pump (which was being replaced) so actual spending was not accurate. The FinCom left the line intact.
- Office Supplies also covered parking ticket supplies, radar gun calibration, etc. Jeff Kristal was dissatisfied with the current parking ticket system and suggested an alternate be explored, especially in view of new technology.
- Custodial Supplies - the Station was committed to purchasing green supplies—same as the Fire Dept. (see 12/14/16 Minutes p.3)— (see below: Action List).
- Law books - were accessible on line (see 2/17/16 Minutes p.2).
- *PAUL CEFOLA MOVED TO REDUCE THE POLICE DEPT. LAW BOOKS LINE #5512 TO \$0; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Uniforms were contractual and reasonably purchased when needed.
- Ammunition was used in the same year it was issued. Hearing protection was part of uniform expense.
- Wellness Program/Health Club was contractual and seemed to lead to a fitter force and less sick leave.

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- Union members received one sick day per month that could be accumulated up to 91 days.
- Equipment (new) might contain the new copier lease (see below: Action List).
- The FinCom asked what Computer Equipment was.
- In line with previous practice the Dept. replaced a car a year, usually aging out at 95,000 miles.
- The cameras at Five Corners had been installed and were working. Town Hall requested Five Corners traffic control during morning and evening rush hours.

• **All Island FinCom Update**

Oak Bluffs would host the next meeting sometime in February. The agenda should include the Dukes County Regional Housing Authority (DCRHA), Martha's Vineyard Community Services (MVCS), FirstStop and Adult Community Education Martha's Vineyard (ACE-MV).

• **Public Comment**

In accordance with regular practice,

• *MARY ELLEN LARSEN MOVED THAT THE TISBURY FINANCE COMMITTEE APPROVE OVERDRAFT AUTHORIZATION FOR THE SNOW AND ICE FISCAL YEAR 2017 BUDGET LINE ITEM; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*

- There had been no State reimbursement for many years—not even for the big 2015 winter. However the Town received free salt in exchange for storage.

- Paul Cefola expressed his dissatisfaction with last weekend's snow plowing.

• In view of the pervasive impact of collective bargaining on the budget the FinCom should be represented on the negotiations team.

• **Adjourn**

• *NANCY GILFOY MOVED TO ADJOURN AT 8:53PM; PAMELA BROCK SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

• Personnel (Natural Resources) - 12:00N, Wednesday, January 18, 2017 - KCT

• TSBC - 5:00PM, Wednesday, January 25, 2017 - Tis. School

• **FinCom - 6:30PM, Wednesday, January 25, 2017 - Tis. EMS Bldg**

• MVRHSC - 5:00pm, Monday, February 6, 2017 MVRHS

• **FinCom - 6:30PM, Wednesdays, February 8 & 15, 2017 - Tis. EMS Bldg**

• TSC - 8:30AM, **Wednesday**, February 15, 2017 - Tis. School

• TSBC - 5:00PM, Wednesday, February 8 & 22, 2017 - Tis. School

• Tis. ATM/STM - 7:00PM, Tuesday, April 25, 2017 - Tis. School Gym

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Action List:

- All - FinCom go to Personnel Meeting on Natural Resources Dept.
- Jeff - schedule: DPW, Library, Schools, Harbor, IT,
- Jeff - contact Jay Grande re:
 - sending summary of all major FY18 Budget changes;
 - directing Ray Tattersol to look for & purchase bulk green custodial supplies;
 - replacing Town Mechanic
- FinCom representation on the Negotiations Team.
- Jeff - contact Suzanne Kennedy re:
 - sending FY17 actual salaries (w/COLA & Class/Comp.);
 - sending report on Dept. Building Repair expenditures;
 - is copier lease in Equipment (New) #5850;
 - what is Computer Equipment #5854?
 - sending out list of small department budgets.
- Agenda: Minutes - Tis. FinCom: 1/11/17

Documents on file:

- Agenda 1/11/17
- Kristal/Kennedy/et al email re: FY18 Budgets 1/10/17 (4 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 295 Harbormaster (6 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 141 Assessors (3 p.) 11/30/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 610 Library (3 p.)
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 161 Town Clerk (4 p.)
- FY 2018 Budget Plan, - Tisbury Budget Form, Department: 163 Registrar of Voters (2 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 171 Conservation ((3 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 172 Shellfish (8 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 175 Planning Board (3 p.) 12/12/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 176 Zoning/ Appeals Board (3 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 291 Emergency Management (2 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 114 Moderator (2 p.)

continued

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Documents on file (cont.):

- FY 2018 Budget Plan, Tisbury Budget Form, Department: 131 Finance Committee (2 p.)
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 155 Information Technology (4 p.) 1/9/17
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 241 Building Inspector (3 p.) 12/21/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 292 Animal Control (3 p.) 12/1/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 299 Constables (2 p.) 12/21/16
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 510 Board of Health (5 p.) 12/10/16
- Kristal/Grande email re: Natural Resource Preliminary Budget 1/10/17
- Proposed Natural Resource Department
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 172 Shellfish (5 p.) 12/1/16 & Department 295 Harbormaster
- Kristal/Grande email re: Snow and Ice Letter 1/10/17
- Tattersol/Dept. of Public Works letter re: FY2017 Snow and Ice Removal Budget 1/17/17
- Kristal email re: Police Minutes from Last Year 12/20/16
- February 17, 2016 – Police Department Budget/Articles Review (2nd Time)
- FY2017 Police Department Budget (2 p.) 12/21/16
- Kristal email re: Police Budget and Staffing 1/10/17
- FY 2018 Budget Plan, Tisbury Budget Form, Department: 210 (3 p.) 12/1/16

Minutes Approved 1/25/17