

**Tisbury Finance & Advisory Committee  
at the Tisbury Emergency Services Building  
6:30PM, Wednesday, January 25, 2017**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Barbara Fortes,  
Nancy Gilfoy, Tom Keller, Jynell Kristal, Mary Ellen Larsen,  
Lesley Segal;  
Town: Town Administrator – Jay Grande, Treasurer – Jon Snyder\*,  
Acting Harbormaster – John Crocker,  
Shellfish Warden – Danielle Ewart  
Others: MV Local Cultural Council – Noreen Baker, Robert Cropper,  
Minutes – Marni Lipke

\* Late arrivals or early departures

**• Call to Order**

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:35PM. *(Discussions are summarized and grouped for clarity and brevity.)*

**• Public Comment**

Martha's Vineyard Cultural Council (separate from the Tisbury Cultural District) helped support (through reimbursement grants) such Islandwide programs as: MV Playhouse, MV Film Society events, and the MV Public Schools kindergarten monarch butterfly bio-diversity project. Funding was based on service or opportunity to the greatest number of people and Island specificity. Applicants had increased and State funding remained flat (53 applicants last year—11 denied) so this year they were asking for \$3,000 (up from \$2,500) from all Towns except Aquinnah. As the January 24th deadline had passed this would now be a late filed article (see below: Actions).

• Chair Jeff Kristal reminded the FinCom that the Martha's Vineyard Regional High School assessment would increase \$741,066 due to 21 extra students, forcing the Town into override.

**Budget Discussions of Departments – Detailed Review of:**

All Dept. budgets showed Communications shifted to Information Technology (IT) and Fiscal Year 2017 (FY17) salaries did not reflect the collective bargaining or Compensation/Classification changes.

**Shellfish Department (#172)**

The Department's FY18 Budget was level funded as it had been for the past three years, however line items were shifted in accordance with trending.

- Vehicle repair was reduced \$100;
- Expenditure from the Equipment Repair and Building Materials Lines were fairly interchangeable and self-explanatory, as was Maintenance. This year the quahog rafts had to be re-built.

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- Boat Repair was stable and included regular maintenance. In 2010 the old Shellfish boat was replaced and a large hole in the other was repaired. The Carolina Skiff, purchased from the Trust Fund in 2011, was in good condition.
- Advertising covered notices, season dates and such.
- Both Instruction/Training and Travel were increased to cover Massachusetts Shellfish Officers Association (MSOA) membership and attendance.
- Gas/diesel was an average of yearly expenditure.
- Office Supplies was mostly expended on Shellfish permit books.
- Uniforms were up slightly. All new life jackets were purchased a couple years ago. The Dept. needed better storage as gear was subject to mildew.
- Dues and subscriptions were down.

**Harbor Department (#295)**

Similar to the Shellfish Dept. this budget was level funded but there were internal shifts according to need.

- The high use of Electricity was due to hot water for showers in the summer and winter heat for the office and restroom. The FinCom suggested solar panels for the building—installation grants were available. However there was some talk of moving the Office so plans were not yet settled.
- The building repair line (for keys and such) was stable; major work was done by the Dept. of Public Works (DPW).
- Vehicle Repair was stable covering maintenance on a fairly new truck.
- Equipment repair was level, as were: Instruction/Training, Postage, Supplies (ticket printing costs), Dues/Subscriptions, New Equipment and Radios.
- Boat Repair increased slightly. The patrol boat and vehicle were used year round; all other boats were taken out of the water until spring. One of the flooded motors was replaced, and the less damaged one repaired—about \$2,000 could be returned to the Reserve Fund (see 1/11/17 Minutes p.2).
- Moorings paid for divers to inspect the Town's 62 moorings on a rotating basis, as well as for replacement buoys, chains and blocks.
- The Ramp/Pier/Jetty Light line would be easily spent on maintenance.
- Advertising was increased \$1,000 for brochures and signage to educate and establish a no anchoring area in Lake Tashmoo.
- Gas/Diesel was level. The FinCom noted the truck only got 11 m/g.
- Although Uniforms was stable all needed to be replaced.
- Parks and Recreation (including Lifeguards) merged with the DPW several years ago but the action was being re-examined.
- Summer staff worked 50 hrs/wk. but incurred no overtime due to the seasonal work period.

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**Shellfish & Harbor Department Budgets**

In accordance with general feedback, the two Departments were keeping separate budgets but staff would cross-train to fill in for each other, reduce service duplication and increase staff/office efficiency. The Harbormaster and Shellfish Constable positions would remain but the Shellfish desk would move into the Harbor Office, now called the Natural Resource Office, and the 20/hr./wk. Asst. Harbormaster position (\$26,000) would be replaced by a full time shared administrative assistant—collective bargaining position grade #3 step 1 (\$43,900—benefits in the Town budget).

- Acting Harbormaster John Crocker requested the position be filled by April 15, 2017 (\$12,600 from FY17) in order to be ready for the tourist season.
- The position was placed in the Harbor Budget (at Town Accountant's request).
- The job description was still being refined but included such things as:
  - ° the extensive paperwork/reporting required by the pump-out service grant, relieving the overburdened Accountant;
  - ° deskwork/bill payment for both departments freeing staff for field duty;
  - ° emergency website posts (harmful algae blooms, etc.) from field staff calls.
- All staff would be trained and coordinate with the Fire Dept. on emergency water incidents.
- Shellfish Constable Danielle Ewart cut \$7,800 (456 hrs.) from the winter position to help fund the position.
- John Crocker preferred to level staff in light of the new Tashmoo no anchoring law and increased enforcement in the Lagoon—expecting to re-evaluate staff in FY19 when more data was available. He outlined dock and patrol numbers as well as the second Asst. Harbormaster/Boat Maintenance position employed as needed mostly off-season.
- A consultant (\$3,000 from the Selectmen's budget) would be hired to set first year achievable goals towards training and the larger Natural Resources goals. Everything the Departments did was a balancing act between protecting the resource and facilitating public use. Both the Warden and Harbormaster had enforcement powers and noted that water incidents could be physically and mentally assaulting. However it was also noted that the two Departments had very different duties that might never be completely merged. Their budgets might rise in the near future.
- The FinCom asked why there was a 9 month delay in hiring a Harbormaster—hopefully the process would now move forward.
- *TOM KELLER MOVED TO SUPPORT THE NATURAL RESOURCES COLLABORATION WITH THE CAVEAT THAT THE HARBOR DEPARTMENT BUDGET BE REVIEWED FOR POSSIBLE LABOR SAVINGS TO HELP FUND THE ADMINISTRATIVE ASSISTANT POSITION; LESLIE SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*

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• *NANCY GILFOY MOVED TO APPROVE THE SHELLFISH BUDGET; BARBARA FORTES SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*

Both Departments then outlined proposed warrant articles.

- The Harbor needed an account to deal with abandoned vessels (see 5/4/16 Minutes p.2-3)—\$7,000 from the Waterways Fund. The arduous process of proving abandonment, acquiring title, storage, demolition, etc. was outlined.
- To address the demand for transient moorings, John Crocker proposed to engineer and implement a new 20 mooring field (\$65,000 from Waterways). The field would accommodate 55 ft. boats with conservation helix moorings, and increase town revenues (\$50/night estimated to draw \$30,000). Currently the Town held 66 leases for 58 moorings and had to shuffle boats in accordance with daily vacancies. (Regulations allowing mooring leases in perpetuity might be re-examined.)
- The Dept. needed several no-wake buoys for Tashmoo (\$5,000 from Waterways).
- Dredge permits had expired and the entrance to Tashmoo was filling in alarmingly (\$70,000 from Waterways). The FinCom briefly discussed dredging restrictions and complex Town funding sources—Embarkation Funds for the Harbor, Dredge Stabilization to be built up for larger projects, and the annual article for maintenance dredging.
- Both the Lake Street and Owen Park piers have to be replaced (\$880,000 from Unreserved Funds). They were currently a liability risk, from rising boards, rotted oak spiles and failed bulkheads undermining the parking areas. If the Seaport Economic Council grant application for \$680,000 was successful the amount would be reduced to \$200,000. The Tisbury Waterways environmental group was working to reduce storm run-off.
- The FinCom asked about commercial fishermen using it as a private pier and expressed concern that the Owen Park Pier be safe for the Tisbury School annual March To The Sea.
- Danielle Ewart felt it was time to trade-in the 2011 truck for a new one (\$29,500 raise and appropriate). The FinCom suggested it was cheaper to run vehicles into the ground than to trade them in periodically.
- IT WAS THE CONSENSUS OF THE TISBURY FINCOM THAT THE SHELLFISH TRUCK GO THROUGH THE TOWN CAPITAL IMPROVEMENT PROCESS.
- The Harbor was looking to purchase harbor management software (\$7,200 recurring cost) that touched every facet of the business saving time and labor including: inspection tracking, allowing transient reservations by cell phone, payment in advance, and reductions of cash transactions. As a harbor specific expense it was not in the IT budget.
- The FinCom suggested the cost be recovered from mooring revenue increases.

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- IT WAS THE CONSENSUS OF THE TISBURY FINCOM TO INCORPORATE SOFTWARE LINE ITEM (ForMooringInfo LLC) \$7,200 TO THE FY18 HARBORMASTER BUDGET.

- A Vineyard Health Care Access (VHCAP) article was judged to be an annual practice in case grants were not funded—if funded, the article was withdrawn.

- **All Island FinCom Update**

- The meeting had not yet been scheduled due to delays in the Dukes County Regional Housing Authority (DCRHA) agenda item.

- The FinCom reviewed Departments for interviews (see below: Actions).

- Paul Cefola requested the Assessor Dept. be interviewed in regards to their honesty, however the FinCom considered this a personal dispute, not within its purview (see 4/20/16 Minutes p.2).

- A Line increase was conjectured to be for the triennial re-evaluation—shortly to be legislated to every 5 years (see below: Actions).

- **Minutes**

- *MARY ELLEN LARSEN MOVED TO APPROVE THE MINUTES OF JANUARY 11, 2017; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.*

- **Adjourn**

- *PAMELA BROCK MOVED TO ADJOURN AT 8:58PM; NANCY GILFOY SECONDED; MOTION PASSED UNANIMOUSLY.*

**Meetings/Events:**

- **FinCom - 5:30PM, Wednesday, February 1, 2017 - KCT**

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

- **FinCom - 6:00PM, Wednesday, February 8, 2017 - EMS Bldg.**

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

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

- **FinCom - 6:30PM, Wednesday, February 15, 2017 - EMS Bldg.**

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

**Action List:**

- Jeff – call back MV Cultural Council when articles are considered.

- Jeff - schedule: DPW, 2 Selectmen, Planning Bd., IT, & Building Inspector

- Jeff – request written explanation for Assessor's increase

- Suzanne/John C. – add software line to Harbor budget, find labor savings

- Agenda: Minutes -1/25/17

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**Documents on file:**

- Agenda 1/25/17
- Kristal/Custer cover emails re: Tisbury School FY18 Proposed Budget
- Tisbury School FY'18 Budget Analysis Draft #2 (12 p.) 12/13/16
- Tisbury School FY'18 Budget Analysis Drafts #3.1, 3.2, 3.3 (3 p.) 12/22/16
- Town of Tisbury Petition for Martha's Vineyard Local Cultural Council 1/18/17
- Wednesday, January 25, 2017 FY2017 Budget...FY2018 Budget...(2 p.)
- Town Clerk memo re: ATM (4/25/17) Deadline – January 24, 2017 4:30PM STM Deadline – March 10, 2017 4:30PM (3 p.) 1/24/17
- Kristal email re: Wednesday Meeting 1/23/17
- Kristal/Snyder/Kennedy cover emails re: FY18 Budgets (2 p.) 1/25/17
- FY 2018 Budget Plan Tisbury Budget Form, Department 122 Selectmen
- FY 2018 Budget Plan Tisbury Budget Form, Department 122 Selectmen- Other
- Selectmen 'Salaries FY2018 Budget Requests
- Mooring Info LLC Quotation 1/24/17
- Article To Fund Replacement of Lake Street and Owen Park Piers
- Article To Fund Repairs at Lake Street and Owen Park Docks 1/24/17
- Harbor Department Articles 1/24/17
- Natural Resources Admin. Asst. (NRAA)
- Ewart note To The Finance Committee (4 p.) 1/25/17
- Natural Resources Administrative Assistant (3 p.)
- Article To Fund Purchase of Replacement of Pickup Truck for Shellfish Department 12/14/15
- Liberty Chevrolet letter re: Proposal for new Chevrolet 10/14/16

Minutes approved as amended for typos 2/1/17.