

**Tisbury Finance & Advisory Committee
at the Tisbury Town Hall/Katherine Cornell Theatre
5:30PM, Wednesday, February 1, 2017**

Present: Chair – Jeff Kristal, Pamela Brock, Barbara Fortes, Jynell Kristal,
Mary Ellen Larsen, Lesley Segal;
Town: Selectman Larry Gomez, Treasurer – Jon Snyder,
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 5:31PM. *(Discussions are summarized and grouped for clarity and brevity.)*

• Minutes

• JYNELL KRISTAL MOVED TO APPROVE THE MINUTES OF JANUARY 25, 2017 AS AMENDED FOR TYPOS; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

• Budget Discussions of Departments – Detailed Review of:

Information/Technology (IT) Department (#155)

- Computer Repair - had dropped significantly in two years since IT Head Heidi Rydzewski was doing a much of the work in-house.
- Consulting was also reduced, but outside contractors were still occasionally needed (about every two weeks); Ron Burson of the Communication Center and a Wareham consultant were readily available.
- Instruction/Training had not yet been used but the Town and Ms. Rydzewski would benefit from networking with other municipal IT workers, including promoting innovative Tisbury projects: e.g. Catman Data Acquisition software.
 - ° Dept. Heads were being trained to upload agendas and minutes, and make changes in the calendar. The FinCom noted that the calendar was not as updated as it could be, for example the Annual Town Meeting (ATM) was still not posted.
- Communications – was the conglomeration of the Comcast/Internet/Verizon charges from all other Town Departments (see 1/25/17 Minutes p.1).
 - ° Town staff should be using Town cell phones on their jobs and Ms. Rydzewski factored in growth for two cell phones and two iPads for necessary replacements or new staff.
 - ° To reduce paperwork, Town Hall would pay all bills (including Verizon) and charge the Waterworks/Wastewater Enterprise fund a lump sum.
- Computer Supplies was reduced by recycling of spare parts but occasionally things such as an Uninterrupted Power Source (UPS) had to be bought.

Tisbury Finance & Advisory Committee
February 1, 2017

2

- Computer Software – this consolidated much of the Town software. Department specific software (e.g. Harbor Mooring Info—see 1/25/17 Minutes p.4-5) were still within each Department’s budget.
- Computers – covered new workstations and servers (well over \$2,000 each).
- Equipment New – was reclassified (see below).
- Computer Equipment – this covered switches, routers, etc. Three or four location upgrades were planned for this year. Ms. Rydzewski did not keep a spreadsheet but had a good idea of the Town computers, tracking machine capacity for faster bandwidths, memory, new software, etc.
 - In addition to the above, an annual \$10,000 capital article for new servers and workstations was proposed. The FinCom discussed funding mechanisms:
 - Stabilization Funds intended to build capital for large expenses;
 - Warrant Articles usually for one time expenditure and allowing for Town vote;
 - Operating Budget for ongoing expenses of the day-to-day functions—and allowing intra-department line item transfers.
 - *JYNELL KRISTAL MOVED TO SHIFT THE \$10,000 COMPUTER WARRANT ARTICLE INTO LINE 5850 – EQUIPMENT (NEW) OF THE INFORMATION TECHNOLOGY DEPARTMENT FISCAL YEAR 2018 BUDGET; BARBARA FORTES SECONDED; MOTION PASSED UNANIMOUSLY; 6 AYES, 0 NAYS, 0 ABSTENTIONS.*
 - *MARY ELLEN LARSEN MOVED TO APPROVE THE FISCAL YEAR 2018 INFORMATION TECHNOLOGY (IT) BUDGET; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*

Planning Board (#175) - Postponed

Finance Committee (#131)

- The Reserve was level funded at \$70,000. Year-to-date FY17 expenditures were \$25,000 – Nissan Leaf (see 10/19/16 Minutes p.1-2) and \$12,000 – Harbor motor repair (see 1/11/17 Minute p.2). A holding article to replenish the fund could be placed on the April or Fall Special Town Meeting if necessary.
- Purchased Services (\$5,750), extrapolated from partial FY17 expenses, was for the Minute-taker services. Marni Lipke often added an incremental rate raise (\$1 - \$1.50 per hr.) at the start of a fiscal year.
- Printing covered the Annual Town Meeting Voter Guide.
- Travel was added to encourage members to attend Massachusetts Municipal Assoc. (MMA) trainings or conferences.
- Dues & Subscription paid for MMA Assoc. of Town Finance Committees dues.
 - *MARY ELLEN LARSEN MOVED TO APPROVE THE FISCAL YEAR 2018 FINANCE COMMITTEE BUDGET; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*

Tisbury Finance & Advisory Committee
February 1, 2017

3

- Town Administrator Jay Grande requested clarification on the proposal to replace the Police Administrative Secretary reception position with a special officer (savings ~\$30,000) (see below: Actions). The FinCom discussed:
 - a Sergeant already present in the Station;
 - the steep growth in the number of other town staff;
 - position as training in knowing the Town and in community policing;
 - Building Dept. and Planning Board requests for part-time admin. assistants;
 - succession planning for longtime Town employees.
- The FinCom commented on the FY18 Dept. of Public Works (DPW) budget:
 - Facilities Manager (under Selectmen budget/jurisdiction) location at and cooperating with the DPW;
 - the need for a plan to assess and maintain municipal buildings;
 - possible shift of Police admin. asst. to DPW/Facilities Manager Dept.;
 - proliferation of Town pickup trucks,
 - steep learning curve for current DPW administrative assistant.

• **Warrant Article Discussion (All Articles Present)**

- The Warrant included the second of three annual Library and Police building articles (\$100,000 each).
- Town Accountant Suzanne Kennedy recommended repealing the 2016 ATM DPW Stabilization Fund Article since the money was not available for operations because withdrawals had to be authorized by ATM/STM vote.
- The Martha's Vineyard Cultural Council/Arts Lottery late filed article was briefly debated:
 - discomfort with the Council granting money not yet allocated;
 - some other Town FinCom votes against the increase;
 - whether it was already in the budget (see below: Actions).
- Waterworks/Water Co. was garage and office building funding was explored:
 - \$1,000,000 already earmarked Waterworks funds;
 - \$350,000 from for their own Free Cash;
 - \$400,000 from the Sanborn Well in two blocks of \$200,000 (ATM vote to re-allocate required);

The Chair commended the Water Company's excellent financial management and emphasized that none of this was taxpayer money.

- Jeff Kristal reported the Tisbury School Building Committee (TSBC) was working hard and would vote on the choices regarding; new building old site, old building renovation/addition or new building new site. Sites for a new school were narrowed to the 44 acre property around the Manter well. The Connector Road was approved at Town Meeting but not funded although pipe was laid in anticipation, but a new road would only go as far as the school.

Tisbury Finance & Advisory Committee
February 1, 2017

4

In addition an informal dump near the old septage lagoons would be policed by the changed situation. Other locations seemed too small for the new school's 50 year projected lifespan. If the TSBC voted for a new school on a new site, the Town could vote/borrow money to refurbish the current historic WPA school building (see below: Actions) and accommodate a number of Town needs.

- Martha's Vineyard Public Schools (MVPS) Superintendent's Shared Services Office could rent the third floor.
- The Town Hall and Council On Aging would take the first and second floors.
- The Police Dept. would move into the current Senior Center.
- The Town could rent out the current Police station as a prime location for the tourist season.
- The Owner's Project Manager (OPM) Daedalus invoices were likely to exceed the original amount voted.
- The TSBC was planning a 10-15 minute presentation at ATM.

The meeting schedule was tentatively set (see below: Meetings/Events).

- February 7th - All Island FinCom – Adult Community Education (ACE MV),
- February 8th – TFC - Planning Bd. Selectmen, DPW;
- February 15th – Tisbury School, Martha's Vineyard Regional High School;
- February 22nd – Warrant Articles (joint FinCom/Selectmen meeting);

• **Public Comment** - None

• **Adjourn**

• *MARY ELLEN LARSEN MOVED TO ADJOURN AT 7:23PM; BARBARA FORTES SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

- MVRHSC - 5:00pm, Monday, February 6, 2017 - MVRHS
- **AIFC - 6:00pm, Tuesday, February 7, 2017 - TBD**
- **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
- **FinCom - 6:30pm, Wednesday, February 22, 2017 - EMS Bldg.**

Action List:

- **All – review warrant articles for discussion.**
- Jeff – send FinCom draft letter to Jay Grande re: Police staffing;
- Suzanne K. – check if Cultural Council is in Town budget.
- Jeff – forward dated Warrant Article draft.
- _____ - call the State Ethics re: Tisbury School transfer to Preservation Trust.
- Agenda: Minutes - 2/1/17

Documents on file:

- Agenda 2/1/17
- Grande email re: Police Department 2/1/17
- Town of Tisbury Petition for Martha's Vineyard Local Cultural Council (2p.) 1/27/17
- Cefola/Kristal/Baker emails re: MVCC Grants in the Sciences 2/1/17
- Kristal/Cywinski emails re: Request for Explanation (2p.) 2/1/17
- Tisbury DPW FY2018 – Budget Requests (7p.) 2/1/17
- Kristal cover email re: DPW and Wastewater Budgets 2/1/17
- Town Clerk memo re: ATM (4/25/17) Deadline - January 24, 2017 4:30pm
STM (4/25/17) Deadline – March 10, 2017 4:30pm (77p.) 1/24/17

Minutes approved as amended for spelling 2/8/17.