

**Tisbury Finance & Advisory Committee  
at the Tisbury Emergency Services Building  
6:30PM, Wednesday, February 8, 2017**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Barbara Fortes,  
Tom Keller, Jynell Kristal, Mary Ellen Larsen;  
Town: Selectman Tristan Israel, Town Administrator – Jay Grande,  
Treasurer – Jon Snyder, Accountant – Suzanne Kennedy,  
Human Resources – Kim Lucas,  
Planning Bd. – Dan Seidman, Pat Harris,  
DPW – Ray Tattersall, Facilities Manager – Kirk Mettel,  
Others: Aquinnah FinCom – Jay McLeod  
Minutes – Marni Lipke

\* Late arrivals or early departures

**• Call to Order**

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

**• Budget Discussions of Departments – Detailed Review As Well As Staffing Requests of:**

All Dept. budgets' Communications line were in Information Technology (IT).

**Planning Board (#175)** (See documents on file.)

- The Board proposed a cross-trained Planning Bd./Building Inspector shared Administrative Secretary. Rationale was as follows.
  - Both Planning Administrative Assistant Pat Harris and Building Inspector Assistant Rhonda DeBettencourt frequently worked in the field leaving no one in the office to respond to the public.
  - The new position could cover vacations, extended health related absences, be part of succession planning, and provide consistent office presence.
  - It would greatly improve inter-departmental communications, enforcement coordination, site plan review, and workflow (bylaws were being revised to reduce applications/paperwork).
  - Town Hall Annex offices would be reconfigured: to put Planning, ZBA and Building on one side and Conservation, Information Technology (IT) and Board of Health on the other, with the Shellfish Constable moving to the Harbor (see 1/25/17 Minutes p.3).
  - The current Planning Admin. Asst. would move from a union to a managerial /professional position Grade 2 Step 4 (\$58,464). There were several excellent candidates for a Grade 2 Step 1 Administrative Secretary position (\$41,760).
  - Part-time/Seasonal and Overtime (used for after-hours meeting attendance) could be eliminated.

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- *MARY ELLEN LARSEN MOVED TO APPROVE NEW STAFFING FOR PLANNING AND BUILDING DEPARTMENT; JEFF KRISTAL SECONDED; MOTION PASSED: 6 AYES, 1 NAY – PAUL CEFOLA, 0 ABSTENTIONS.*
- IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO REDUCE THE FY18 PLANNING BOARD PART-TIME/SEASONAL LINE #5122 \$8,943 TO EQUAL \$0 AND THE OVERTIME LINE #5130 \$3,442 TO EQUAL \$0.
  - Some years ago Consulting had been zeroed out but was being added back to cover such things as a much needed Zoning Bylaw overhaul and the Town Visioning process. Building permits were rising steeply. The FinCom urged that fees be raised to cover costs—as was common practice.
- Consulting was raised again later in the meeting. Pat Harris and Planning Board Chair Dan Seidman preferred to keep it level funded in light of current Board projects, Streetscape, Bylaw recodification, Housing Production Plan (HPP), etc. as well as often necessary legal counsel, all of which was separate from Board of Selectmen consulting projects. The Planning Bd. had a lot to manage, the upcoming Stop & Shop project, the Old Firehouse parking lot, etc. The FinCom suggested using some Municipal Housing Trust money for the HPP, and noted that the FY17 line was as yet untouched.
- *BARBARA FORTES MOVED TO REDUCE THE FY18 PLANNING BOARD CONSULTING LINE #5304 BY \$2,000 TO EQUAL \$3,500; PAUL CEFOLA SECONDED; MOTION PASSED: 5 AYES, 2 NAYS, 0 ABSTENTIONS.*
  - Equipment Repair was level funded.
  - Advertising covered Planning Board instigated projects— which varied widely from year-to-year. Applicants paid advertising costs of their own projects.
- IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO REDUCE PLANNING BOARD FY18 ADVERTISING LINE #5301 BY \$500 TO EQUAL \$1,500.
  - IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO REDUCE PLANNING BOARD MAPPING LINE #5304 BY \$200 TO EQUAL \$300.
  - Engineering had been zeroed out.
  - Instruction & Training would be needed for Board members to attend the March conference and for the new staff person.
  - Communications was shifted to IT.
  - Postage was averaged spending.
  - Printing covered outsourced bulk printing of mapping inserts, Special or Annual Town Meetings brochures, etc. Costs had been fairly firm over the last few years. Visioning was a subcommittee of the Planning Bd.
  - Licensing covered Registry of Deeds document recording fees.
  - Supplies and Office Supplies – seemed to cover the same costs.
- IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO REDUCE PLANNING BOARD FY18 SUPPLIES LINE #5400 BY \$350 TO EQUAL \$0 AND OFFICE SUPPLIES LINE #5420 BY \$250 TO EQUAL \$750.

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- FY17 Travel expenses were already at \$413.
- Gas – Although people preferred the Town car, it was not always available.
- Dues & Subscriptions were a necessary expense.
- Equipment (New) – iPads and a workstation for the new employee should come from the IT Budget (see 2/1/17 Minutes p.2). However other equipment might be needed e.g. digital recorders.
- IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO REDUCE PLANNING BOARD FY18 EQUIPMENT (NEW) LINE #5850 BY \$500 TO EQUAL \$0.
- Total Planning Board cuts came to \$16,185 for a \$25,575 differential against the new position salary.
- In view of the overall 8% FY18 Town Budget increase, Treasurer John Snyder and Selectmen Tristan Israel expressed appreciation for FinCom cost savings. A 21-student spike in Martha's Vineyard Regional High School (MVRHS) Tisbury enrollment/assessment accounted for 2.9%. Health insurance was out of control with another annual 10-12% increase. Town officials also noted the coming construction bonds for the Tisbury School and the MVRHS renovation.

**Department of Public Works (DPW) (#422)**

Town officials had been working on efficiencies in this department during the course of the week.

- Tree Warden/Moth/Pest - a lot of dead trees needed removal, pruning replacement or black oak disease treatment. NStar/Eversource work and outside contracting were briefly discussed.
- MARY ELLEN LARSEN MOVED TO REDUCE THE FY18 DEPT. OF PUBLIC WORKS TREE WARDEN/MOTH/PEST LINE #294 BY \$25,000 TO EQUAL \$25,000; JEFF KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.
- Snow & Ice – The State allowed for deficit spending (see 1/11/17 Minutes p.5) but the budgeted amount had not been updated for many years resulting in larger deficits that were harder to cover at the end of each fiscal year.
- IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO APPROVE THE FY18 DEPT. OF PUBLIC WORKS SNOW & ICE LINE #423.
- Department Head – The Asst. Director was shifted to the Facilities Manager and not shown in this line.
- Full Time - The Contract Specialist position might be shifted into the Selectmen's budget.
- Seasonal Temporary – This line would cover labor for all comfort stations instead of regular staff. Two grounds workers were increased to 30 hr/wk. and would still be available after the season for painting rooms, leaf removal, etc.

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It also included the part-time mechanic. All workers were exempt from benefits. Once the new pattern was established a labor/cost analysis would be run.

- Lifeguards would start mid-June in preparation for July 4th and pay was raised to be competitive with other Island towns (see 3/23/16 Minutes p.3).

- Overtime – The contract had been misinterpreted regarding overnight and Saturday work and consequently:

- *MARY ELLEN LARSEN MOVED TO REDUCE THE FY18 DEPT. OF PUBLIC WORKS OVERTIME LINE #5130 TO EQUAL \$30,000; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

- Electricity was level funded—the FinCom asked for more energy conservation.

- *BARBARA FORTES MOVED TO REDUCE THE FY18 DEPT. OF PUBLIC WORKS ELECTRICITY LINE #5211 BY \$4,000 TO EQUAL \$10,000; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

- Propane was priced at \$1.99 through the County contract.

- Building Repair – The Department was moving forward with general repairs to municipal buildings (i.e. Council On Aging—COA). This line should be sufficient when coupled with the Warrant Articles (see 2/1/17 Minutes p.3).

- Vehicle Repair – this covered DPW vehicles only.

- The FinCom informed the Selectmen and DPW of Town Department feedback that vehicles were not being serviced under the current part-time arrangement. All requests had to fill out and submit a work order.

- Equipment Repair – Currently the backhoe needed some work and the assessment alone would cost \$1,000.

- Radio Repair & Alarm System Maintenance were level funded

- Computer Maintenance & Repair was moved to IT.

- Elevator Maintenance was reduced from \$2,500, although FY17 year-to-date (YTD) spending was at 75%.

- Generator Maintenance was level funded. YTD spending was up because a blown transformer had not been fixed and maintenance had been non-existent.

- Park Maintenance – A raise in rates and Community Preservation Committee (CPC) Funds would cover Veterans Park re-seeding/resurfacing/re-lighting. Owen Park was waiting on the informal Committee direction. The Dog Park could use more lighting. Cape Light had been contacted regarding Street Light shifts to LED bulbs.

- *IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO APPROVE FY18 DEPT. OF PUBLIC WORKS PARKS MAINTENANCE LINE #5253 BUT TO REVISIT IT NEXT YEAR.*

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- Highway Maintenance – This line covered conventional street maintenance, sinkholes, potholes, etc. while other more extensive work was funded by State Chapter 90 moneys. The Dept. had reduced the line from \$50,000 to \$40,000.
- Heating/Ventilation/Air Conditioning (HVAC) was a growing expense.
- Overhead Door Maintenance was a constant problem with the DPW, Fire and Police buildings and was already \$12,000 overdrawn for FY17.
- Rentals & Leases – paid for port-o-potties for the Tashmoo Beach Lifeguards—otherwise staff had to drive them back and forth.
- Equipment Rentals - paid for two mowers and was part of a general shift to leasing versus purchase.
- Trash Removal - IT WAS THE CONSENSUS OF THE TISBURY FINANCE COMMITTEE TO REDUCE FY18 DEPT. OF PUBLIC WORKS TRASH REMOVAL/DISPOSAL LINE #5221 BY \$3,500 TO EQUAL \$0.
- Professional Services – paid for mapping and studies such as environmental impact, drainage, cranberry bog culverts, etc.
- Advertising – This covered such things as for hearings and landfill events.  
- *MARY ELLEN LARSEN MOVED TO REDUCE THE FY18 DEPT. OF PUBLIC WORKS ADVERTISING LINE #5301 BY \$500 TO EQUAL \$2,000; BARBARA FORTES, JYNELL KRISTAL AND TOM KELLER SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Training – The Dept. hoped to train staff in traffic flagging, to eliminate the high price of police traffic control. Trainings were often coordinated with Adult Community Education Martha's Vineyard (ACE MV) and/or with other Towns.
- Telephones was moved to IT
- Band Concerts paid for the summer concerts.
- Waste Oil/Hazardous Waste – due to an agreement with DeBettencourt:  
- *MARY ELLEN LARSEN MOVED TO REDUCE THE FY18 DEPT. OF PUBLIC WORKS WASTE OIL/HAZARDOUS WASTE LINE #5390 BY \$500 TO EQUAL \$2,500; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Catch Basin Cleaning and Drainage Improvements were needed (see 1/20/16 Minutes p.2).
- Vehicle Fuel Gas/Diesel covered DPW vehicles only. The gas pump was being replaced.
- Office Supplies, Postage, Travel, Small Tools, Tires & Alignments, Sweeper Brooms and Safety Equipment were self-explanatory and level funded.
- Custodial Supplies – The FinCom directed the DPW to look for green supplies so the Town could bulk buy for all departments (see 1/11/17 Minutes p.4).
- Grounds-keeping Maintenance - was reduced by contracting it out.
- Mechanic Supplies covered minor supplies, wire ties, etc.
- Lifeguard Supplies was increased to cover five uniforms.
- Medical Supplies were used by the lifeguards.

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- Signs & Lines - Substantial work was needed, and signs were expensive.
- Sidewalk & Curbs needed repair, additions, and/or better disability access.
- Playground Supplies were increased to revamp Veterans Park walkway.
- Uniforms were increased to accommodate more employees.
- Recreation Supplies – Mr. Tattersall had plans to refresh, basketballs, hoops, volleyballs, nets etc.
- Dues & Subscriptions covered license renewals and certifications.
- Equipment (New) was reduced to reflect the new leases but was used to purchase small units: leaf machines, snow blowers, etc.
- Office Equipment was no longer relevant
- *PAMELA BROCK AND PAUL CEFOLA MOVED TO REDUCE THE FY18 DEPT. OF PUBLIC WORKS OFFICE EQUIPMENT LINE #5851 TO EQUAL \$0; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Radios – replacements cost \$600.
- The Selectmen had not yet determined how the Facilities Manager and Contract Specialist salaries would be situated, but were leaning towards the DPW where there was office space, shared manpower, equipment and vehicles (see 10/19/16 Minutes p.2-3 and below: Actions).
- Two new laborers (\$17.68/hr.) were requested, one to partner with the carpenter and one to augment highway labor so the Foreman was not constantly filling-in. Further re-organization depended on impact bargaining.
- Originally a new secretary was requested. A 14hr/wk. person generated wastewater billing and meeting minutes.
- To enhance succession, promote efficient labor and reduce salary jumps Mr. Tattersall proposed adding a Grade 6 Wastewater operator rather than a Grade 4. Currently the Lab Director had a license to operate but no authority.

**Warrant Article Discussion (Specific to Public Works Department)** - Tabled

**Selectmen (#122 & 123)**

- Elected Officials was the Selectmen's stipends.
- Department Head was the Town Administrator with normal step increases.
- Full Time Employees were Human Resources Director, and three full time administrative assistants.
- Part Time/Seasonal covered substitutes for Town Hall staff on leaves or vacations, and could be reduced in line with trending.
- *MARY ELLEN LARSEN MOVED TO REDUCE THE FY18 SELECTMEN PART TIME SEASONAL LINE #5122 BY \$2,260 TO EQUAL \$6,000; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Vehicle Repair and Gasoline/Diesel was up due to increased use of the off-Island Camry Hybrid.

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- The Department was hoping to hold the line with Advertising, which often fluctuated from year to year.
- Survey & Appraisal was used for municipal planning.
- Records Preservation/Binding had been reduced in line with spending trends.
- Instruction & Training – had proved useful including:
  - an ACE MV writing refresher for new managers unused to business (vs. personal) language (a citizen suggestions);
  - an all staff anti-bullying training to reduce liability exposure; and
  - open meeting law training.
- Communications was shifted to IT
- Postage had dropped this year because previous staff bought 1,000 stamps.
  - *JYNELL KRISTAL MOVED TO REDUCE THE FY18 SELECTMEN POSTAGE LINE #5342 BY \$400 TO EQUAL \$500; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Printing – was reduced last year and for the first time Town Report requests exceeded supply. Technology was moving towards web postings and thumb drives, but was not yet realized.
- The Constable was paid a stipend to deliver the Town Meeting Warrant.
- Travel – At least two of the three Selectmen were very active off-Island.
- Mileage – Although people preferred the Town car, it was not always available
  - *JYNELL KRISTAL MOVED TO REDUCE THE FY18 SELECTMEN MILEAGE LINE #5711 BY \$100 TO EQUAL \$150; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Dues & Subscriptions was already reduced.
- Conferences was in line with spending.
- Equipment (New) paid for small units like the laminator.
- Audit was a mandatory annual full audit (see 10/19/16 Minutes p.1-2).
- Legal was level for many years, and should decrease now that many personnel issues were settled by the Classification/Compensation Review.
- Wiring Inspector fees were reported under revenue. Fire Inspector was zeroed out as a part of the full-time Fire Chief's job description.
- Municipals Hearing Officer – was statutory but never used.
- Street Lighting bulbs would be replaced with LED lights.
  - *TOM KELLER MOVED TO REDUCE THE FY18 SELECTMEN STREET LIGHTING LINE #425 BY \$17,000 TO EQUAL \$15,000; PAUL CEFOLA SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Signs & Lines - was now part of the DPW budget (see above: p.5).
  - *BARBARA FORTES MOVED TO REDUCE THE FY18 SELECTMEN SIGNS & LINES LINE #429 BY \$1,500 TO EQUAL \$0; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

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- Water Usage Charges – was an imaginary number for municipal water costs.
- Holiday Observances – (This paid for Holiday wreaths, July 4th Parade candy, Town picnic, etc. (half Selectmen/half DPW). Tisbury did less than other Towns that usually farmed it out.
- Insurance: Workers' Comp, Unemployment, Municipal & Casualty were fixed.
- Consulting included a number of projects: Police review, harbor and planning. The request for \$65,000 investment on a \$25,000,000 budget was not unreasonable.
- *BARBARA FORTES MOVED TO INCREASE THE FY18 SELECTMEN CONSULTING LINE #921 BY \$13,000 TO EQUAL \$60,000; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

• **Minutes**

- *PAMELA BROCK MOVED TO APPROVE THE MINUTES OF FEBRUARY 1, 2017 AS AMENDED FOR SPELLING; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

• **All Island FinCom Review** - Tabled

• **Public Comment** - None

• **Adjourn**

- *MARY ELLEN LARSEN MOVED TO ADJOURN AT 9:03PM; PAUL CEFOLA SECONDED; MOTION PASSED UNANIMOUSLY.*

**Meetings/Events:**

- TSC - 8:30am, Wednesday, February 15, 2017 - Tis. School
- **FinCom - 6:30pm, Wednesday, February 15, 2017 - EMS Bldg.** (Schools)
- TSBC - 5:00pm, Wednesday, February 22, 2017 - Tis. School
- **FinCom/Selectmen - 6:30pm, Wednesday, February 22, 2017 -EMS Bldg.**
- MVRHSC - 5:00pm, Monday, March 6, 2017 - MVRHS
- TSBC - 5:00pm, Wednesday, March 8 & 22, 2017 - Tis. School
- Tis. ATM/STM - 7:00pm, Tuesday, April 25, 2017 - Tis. School Gym

**Action List:**

- **All** – review warrant articles for discussion.
- Jay G. – inform FinCom re: Facilities Manager/Contract Specialist placement;
- Jeff /Paul – ask Heidi for Dropbox/cloud location for FinCom background documents.
- Agenda: Minutes – 2/8/17

**continued**



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**Documents on file:**

- Agenda 2/8/17
- Kristal email re: Warrants (2 p.) 2/8/17
- Kristal email re: Pictures of One Location that the Architect Has Mentioned as a Site 2/2/17
- Kristal/Snyder/Rydzewski email re: Town Meeting 2/2/17
- Kristal email re: Police Dept. 2/2/17
- Kristal email re: Tashmoo Grant 2/2/17
- Kristal/Cefola emails re: ATM Articles #2 2/3/17
- Town Clerk memo re: ATM (4/25/17) Deadline - January 24, 2017 4:30pm  
STM (4/25/17) Deadline - March 10, 2017 4:30pm (3 p.) 2/3/17
- Kristal/Thornton cover emails re: Warrants 2/6/17
- FY2018 County Requests for Funding
- MV Senior Services (Center for Living
- Dukes County Healthy Aging Martha's Vineyard/Martha's Vineyard  
Community Services (MVCS) CORE Warrant Article Submittal to the Town of  
Tisbury (3 p.)
- Dukes County Healthy Aging Martha's Vineyard/Martha's Vineyard  
Community Services (MVCS) FirstStop Warrant Article Submittal to the Town  
of Tisbury (3 p.)
- Kristal emails re: FY18 Budgets & DPW (2 p.) 2/7/17
- FY 2018 Budget Plan Tisbury Budget Form, Department 122 Selectmen (4 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 123 Selectmen-  
Other (4 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 152 Personnel Board  
(2 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 543 Veterans  
Benefits (2 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 541 Council On  
Aging (8 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 145 Treasurer  
Collector (3 p.)
- FY 2018 Budget Plan Tisbury Budget Form, Department 145 Treasurer  
Collector-Other (2 p.)
- Tisbury DPW FY2018 - Budget Requests (7p.) 2/1/17
- Harris/Larsen cover email re: Job Description 2/6/17
- Planning Board Administrative Assistant (3 p.)
- Planning Board Administrative Secretary (3 p.)
- Tisbury DPW FY 2018 Budget Requests (7 p.) 2/8/17

Minutes approved 2/15/17.