

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

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Nancy Gilfoy,  
Tom Keller\*, Mary Ellen Larsen, Lesley Segal;  
Town: Town Administrator – Jay Grande, Treasurer – Jonathon Snyder,  
Police Chief – Dan Hanavan, Facilities Manager – Kirk Metell,  
Others: 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. *(Recorder's Note: Discussions are summarized and grouped for clarity and brevity.)*

**• Update on Munis Fix**

• Although the mandated quarterly, annual, W2 runs and Affordable Care Act reporting was being generated as hoped, Harper's weekly payroll interface with Tisbury Munis continued to be inaccurate and glitchy, requiring Town Accountant Suzanne Kennedy to spend 1-2 hours checking it each time. Thus Treasurer Jonathon Snyder's 50-60 hrs. reporting burden was simply shifted around instead of being eliminated. Since the problem had not been solved after 8 months of trying Mr. Snyder (after consulting with Ms. Kennedy and Town Administrator Jay Grande) had drafted a letter terminating the software use after December 31, 2017 and requesting a 25% discount on all previous payments (\$9,000). The FinCom explored a number of issues.

- Harper's worked well with hundreds of Massachusetts towns including Oak Bluffs and Edgartown.
- The December 31st cessation would allow the generation of the end-of-year quarterly reporting. There was some feeling the cut-off should be earlier.
- The manual transfer from Harpers to Munis was the cause of the lack of quarterly reporting to the FinCom.
- The Town Informational Technology Director had been consulted but this was a Harper's problem that did not involve her.
- Mr. Snyder was very reluctant to give up on Harpers, but was not likely to contact another software company in the foreseeable future.
- The problem seemed unique to Tisbury Munis. Munis was a huge software system commonly used and customized by most Massachusetts municipalities. Although the Tisbury base system was quite old, it was last updated two months before the Harpers implementation.

\* Tom Keller entered the meeting at 6:39PM.

**Tisbury Finance & Advisory Committee**  
**September 6, 2017**

**2**

**• Reserve Fund Transfers**

**- Department of Public Works (DPW) (Senior Center Alarms)**

ESS Security had surveyed all the buildings and reported the Senior Center needed all its smoke detectors replaced (they were over 10 yrs. old) and had 4 malfunctioning pull stations. They proposed a repair and upgrade (from a phone activated to a radio activated system) for \$7,674.

- The DPW budgeted \$9,500 for alarm maintenance of which it had spend \$3,840. However they requested the full amount of the proposal since the line item was needed for municipal alarm maintenance throughout the remainder of Fiscal Year 2018 (FY18).

- The radio activated system cost about \$60 more per month but this would be a wash with savings from the elimination of the dedicated phone line.

- ESS surveyed Tisbury buildings annually. The FinCom requested:

- a 5 year methodical plan to replace smoke/CO detectors on a rotating basis;

- specification on the next contract bid to require a 5-year maintenance plan.

- The Senior Center had 2 budget lines: Equipment \$1,500 (with \$800 remaining) and Maintenance \$2,000.

- While expressing sympathy for situation the FinCom considered this very early in the year to be requesting Reserve Funds, and hesitated over the unplanned upgrade.

- *MARY ELLEN LARSEN MOVED TO REFUSE THE FACILITY DIRECTOR'S REQUEST FOR RESERVE FUND TRANSFER FOR THE SENIOR CENTER, WITH THE UNDERSTANDING THAT FUNDS FROM THE SENIOR CENTER/COUNCIL ON AGING MAINTENANCE LINES BE USED TO REPAIR THE FOUR PULL STATIONS AND REPLACE ALL THE SMOKE DETECTORS; TOM KELLER SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.* Mr. Grande agreed to meet with Senior Center Director Joyce Tucker. The FinCom invited Facilities Manager Kirk Mattel to return if there were any problems.

**- Police Department**

A Police Dept. consultant's study for a detailed strategic plan on improving the Police Dept. was contracted at \$19,000 (from the Selectmen's budget) and encompassed extensive time with patrolmen, the Lieutenant and some brief interviews with Police Chief Dan Hanavan. The plan itself was less than expected (around \$15,000) and the remainder was used to begin implementation. The final billing ran about \$800-\$1,000 over estimate and \$4,500 was estimated for completion of the implementation (e.g. meetings with Town Administrator, Union representative and Personnel Board). Consequently Mr. Grande and Chief Hanavan requested \$5,500 from the Reserve Fund.

**Tisbury Finance & Advisory Committee**  
**September 6, 2017**

**3**

- Full funding was not previously allocated due to budget cuts and a wish to see the Consultant's Report before committing further funds. The Selectmen had exhausted their allowance for the police consultant and now had a number of other studies planned (Seawall, Massachusetts Clean Water, etc.). Mr. Grande was disappointed no money in Police Dept.
- In-house implementation was judged to be impractical as Chief Hanavan was occupied with completing Massachusetts Police Dept. Accreditation.
- The Study (encompassing 5 years) was prompted by rank and file concerns that surfaced during negotiations (see below: Actions) and identified priorities in hiring, promotion, and staff development. For example: one patrolman might specialize in social services, another in harbor issues or alcohol licenses, thus allowing for professional growth and community benefit. These specialties would probably include a pay raise.
  - Selectmen wanted any equity in hiring issues resolved proactively.
- Mr. Grande considered the report insightful although the survey statistics should be taken with a grain of salt, e.g. reports of hiring without physical or psychological evaluation were probably due to part-time specials that expanded unexpectedly to full time. All new regular officers were subject to both tests.
- FinCom Chair Jeff Kristal expressed strong disapproval.
  - Full funding should have been budgeted.
  - The request was not an emergency (not fitting Reserve Fund parameters).
  - He was skeptical of police consultants, especially as this same consultant's last report resulted in participation in the hiring process it was now criticizing and he was against a consultant running a department.
- Other members raised issues such as:
  - whether the Plan would reduce the Department budget;
  - request to read the report;
  - possible delay to FY19 (which might affect rank and file morale);
  - the smallness of the request that could be found elsewhere in the Budget;
  - any union issues that might result.
- There was a brief exploration of Department accreditation (a stamp of approval from the State). It required about 150 policies and regularized standard responses and best practices. No additional funds were needed to complete the accreditation process, and it did not involve the consultants.
- *PAUL CEFOLA MOVED TO TABLE THE REQUEST UNTIL THE NEXT MEETING AND DIRECT THE TOWN ADMINISTRATOR TO SEND THE POLICE CONSULTANT REPORT TO THE FINCOM MEMBERS; PAMELA BROCK SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*

**Tisbury Finance & Advisory Committee  
September 6, 2017**

4

• **Committee Member for Town Study**

Darren Lobdell had sent in an application. The Planning Board had referred candidate Elaine Eugster to the FinCom (see below: Actions).

• **New Member Discussion**

The prospective member was deciding whether to be part of the Town Study Committee or the FinCom.

**Meetings/Events:**

**TFC – 5:00PM, Monday, September 25, 2017 at the EMS Bldg.**

**AIFC/Tisbury FinCom – 5:00PM, Thursday, September 28, 2017**

**TFC – 6:30PM, Wednesday, October 11, 2017 at the EMS Bldg.**

**AIFC/West Tisbury FinCom – 5:00PM, Thursday, October 26, 2017**

**TFC – 6:30PM, Wednesday, November 8, 2017 at the EMS Bldg.**

**AIFC/Edgartown FinCom – 5:00PM, Thursday, November 30, 2017**

**TFC – 6:30PM, Wednesday, December 13, 2017 at the EMS Bldg.**

**AIFC/ West Tisbury FinCom – 5:00PM, Thursday, December 28, 2017**

**AIFC -TBD – 5:00PM, Thursday, March 8 or 15, 2017.**

• **Adjourn**

• *TOM KELLER MOVED TO ADJOURN AT 8:01PM; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY.*

**Action List:**

- Jay: talk to Joyce Tucker re: Maintenance & Equipment lines
- Jay: send Police Consultant report to FinCom
- Jeff: invite Elaine Eugster & Darren Lobdell to next meeting re: Town Study Committee interview
- September Agenda:
  - Minutes: 4/5/17, 4/12/17, 4/25/17, 5/31/17, 7/24/17 (as amended), 9/6/17
  - Police Dept. Report
  - Tisbury Town Study Committee Interviews

**Documents on file:**

- Agenda 9/6/17
- Sign In Sheet 9/6/17

Minutes approved 9/25/17.