

**Tisbury Finance & Advisory Committee
at the Emergency Services Building
6:30PM, Wednesday January 17, 2018**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Nancy Gilfoy,
Jynell Kristal, Mary Ellen Larsen, Lesley Segal,
Town: Town Administrator Jay Grande, Treasurer Jonathon Snyder,
Accountant Suzanne Kennedy, DPW Director – Ray Tattersall,
Facilities Manager – Kirk Metell,
Others: Recorder Marni Lipke * Late arrivals or early departures

• Call to Order

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:33PM. *(Recorder's Note: Discussions are summarized and grouped for clarity and brevity.)*

• Budget Review/Discussion

Department of Public Works (DPW)

(See documents on file & below: Actions.)

This budget had now been proportionally split between the DPW and Facilities Management; with the combined budgets still less than the DPW FY18 Budget. Currently the work order procedure for the DPW was very cumbersome, requiring approval by the DPW Board and then the Board of Selectmen. Town Administrator Jay Grande noted that Departments seemed to work best when specifically focused. Consequently the DPW would cover roads/highways, landfill, and parks/recreation. The separation of the two budgets had been carefully crafted and gone through a number of iterations. The DPW Budget was reviewed.

• Personnel issues included:

- Contract Specialist, Carpenter, and Cleaning components shifted to Facilities;
 - a tentative shifting of Lifeguards to the Harbormaster—who was negotiating with the YMCA about contracting for the service;
 - two vacant DPW positions despite prolonged advertising: Commercial Drivers License (CDL) driver and an equipment operator; Director Ray Tattersall would repost for two laborers and hope to train staff on the job; (Kenny Maciel stepped forward as an excellent acting foreman);
 - budgeting for four seasonal/temporary laborers (two in cemetery/grounds, two on highways) and one part time mechanic;
 - \$5,000 from Overtime shifted to Facilities, and rounded to \$10,000, including weekend cleanings for restrooms.
- Snow & Ice was increased last year (see 2/8/17 Minutes p.3).**
- Tree Warden/Moth/Pest covered the \$2,500 per day contract to remove dead wood and treat trees in hopes of saving them.**

Tisbury Finance & Advisory Committee
January 17, 2018

2

- A meter was installed so Electricity billing would be for actual usage (~\$800/month or \$9,600/yr.)—previously a flat \$500/month. The FinCom recommended [reducing Line \(#5211\) by \\$2,000](#).
- Propane heating (previously differentiated from oil), was not on an annual contract and not put out to bid.
- \$5,000 from Vehicle Repair was shifted to Facilities and year to date expenses were \$8,000. The Departments would see how the year worked out.
- Currently the DPW had fairly new equipment (loader, back hoe, pump out station, etc.) so [Equipment Repair \(#5243\) was reduced by \\$2,000](#).
- Radio Repair was level funded—mostly truck radios in good condition.
- Computer Maintenance and Telephones had been shifted to Information Technology (IT).
- \$20,000 from Parks Maintenance (fertilizer, grounds keeping, fence repair, etc.) was shifted to Facilities which would maintain the Spring St. area.
- Highway Maintenance covered patching roads, parking lots, police details, and flaggers. Mr. Tattersall would be speaking to White Lynch as soon as the winter weather broke.
- Rentals & Leases was the port-o-potties for Tashmoo Beach and was already overspent due to misuse of the potties (trashed and tipped over). If the potties were eliminated the lifeguards would have to be picked up for breaks.
- Equipment Rentals was the set amount on mower leases. Copier Lease was similarly set.
- Professional Services covered environmental consultants and drug testing. This year there was a study on storm water drainage. After reviewing spending patterns the FinCom recommended [reducing Line \(#5300\) by \\$3,000](#).
- \$1,500 of Advertising was shifted to Facilities leaving only \$500 and Postage was entirely shifted (following the Contract Specialist) (see below).
- Instruction & Training was level funded. Last year Ray Tattersall taught flagging and snow & ice, sent staff off-Island for hoist training and engaged the street sweeping company for on-Island training.
- Band Concerts – now \$600 per event for 4 events was shifted to Selectmen, but the FinCom recommended [#5351 be moved to Facilities](#). This would be in keeping with his oversight of the Spring St. Building events and rentals.
- Waste Oil/Hazardous Waste—was level funded, as was Catch Basin Cleaning, now servicing about 470 basins per year on an all-Island contract.
- \$4,500 from Vehicle Fuel - Gas/Diesel was transferred to Facilities.
- The FinCom suggested [\\$1,000 in Office Supplies #5420 be moved to Facilities](#), again to follow the Contract Specialist. (Town Accountant Suzanne Kennedy reported that a large portion of these supplies were bottled water.)
- \$500 from Small Tools and \$500 from Tires & Alignment was moved to Facilities, along with all of the Custodial Supplies and Groundskeeping Maintenance (plus \$20,000 from Parks).

**Tisbury Finance & Advisory Committee
January 17, 2018**

3

- Mechanics Supplies was reduced \$4,000.
- Lifeguards Supplies might be moved to the Harbor to follow the Lifeguard contract (see above p.1).
- \$250 from Medical Supplies was moved to Facilities in a 50/50 split.
- Drainage Improvements covered new catch basins or repair of existing basins.
- Signs & Lines – was increased \$5,000 in keeping with spending trends; line painting was increasingly expensive.
- Sidewalks & Curbs – although as yet underspent was expected to cover a long list compiled by Mr. Tattersall and Mr. Grande—none of which were on the Complete Streets grant inventory.
- Sweeper Brooms – had to be replaced regularly, although they would be monitored for savings after the company training noted above.
- Playground Supplies – covered swing parts, etc., while Recreation Supplies covered basketball/pickle ball court maintenance including ring replacements at \$1,200 each. The FinCom recommended [Line #5553 be merged to Line #5585](#) but level funded at \$8,000. (Community Preservation Committee (CPC) funding did not pay for maintenance.)
- \$4,200 from Uniforms was shifted to Facilities and the line increased by \$200 to cover high visibility clothing for new staff.
- The FinCom recommended [\\$1,000 from Travel #5710 be moved to Facilities](#).
- Dues & Subscriptions also covered licensing fees.
- Equipment (New) was increased \$3,000.
- \$500 from Radios was moved to Facilities.
- Safety Equipment covered first aid supplies for the building.

Facilities Department

This Department would cover facility structures, heating, energy management and the Spring Street Building grounds. The separation would insure Facilities Manager Kirk Metell had a staff answerable to his Direction and a budget to meet Town needs for a more smoothly run Department. In consideration of more complex facilities and systems the growing trend was to hire facilities experts to maintain buildings and grounds rather than to expect it of untrained Department Heads. Kirk Metell and Ray Tattersall had a long and cooperative working relationship and Mr. Grande commended Mr. Metell for the strides made in two years from neglect to identification and address (reconstruction of Police Station façade, Library repair, Town Hall roof, etc.). Kirk Metell also coordinated with Cape Light Compact and Cape & Vineyard Electric Cooperative (CVEC) on energy management.

- If/when the Water Department moved into their new building it was hoped the Facilities Department would move from the Town Hall Annex into the old Water Dept. building, close to the Spring St. facility that they also maintained.

Tisbury Finance & Advisory Committee
January 17, 2018

4

- The FinCom noted that the low rental rates and insufficient cleaning reimbursement for the Spring St. property. With that exception the property was well run by the Spring Street Trust membership, who were very involved.
- *JYNELL KRISTAL MOVED TO DIRECT MARNI LIPKE TO DRAFT A LETTER TO THE BOARD OF SELECTMEN TO REVIEW THE SPRING STREET RATE STRUCTURE FOR MARKET RATE PARITY, AND TO INCLUDE AN ACCURATE FLAT RATE CLEANING FEE; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.*
- Personnel lines included:
 - a well-deserved raise for Kirk Metell;
 - \$20,000 for a seasonal secretary to cover the Spring St. Building rentals;
 - overtime to include \$5,000 for restroom weekend/holiday cleanings.
- Electricity and Propane – were each set at \$3,000 from previous estimates on the building.
- Building Repair covered cleaning, repairs, etc. for all town buildings and included Lines shifted from other Department Budgets (e.g. \$1,500 from Police (see 1/3/18 Minutes p.1).
- Vehicle Repair – covered three trucks as did Vehicle Fuel - Gas/Diesel.
- Radio Repair was needed to fix the building-based unit.
- Elevator Maintenance - was set by service contracts for the police building, town hall, library, etc.
- Alarm Maintenance would cover the Council on Aging (COA) upgrade and would be balanced by a reduction in the IT Telephone Line (see 9/6/17 Minutes p.2).
- Generator Maintenance was required several times a year.
- HVAC (Heating/Ventilation/Air Conditioning) money had originally come from the wrong source.
- Overhead Doors – was maintenance for fire, police, EMS, etc.
- Copier Lease – was for a new copier.
- Trash Removal/Disposal – was local tipping fees from construction projects (not to be confused with demolition disposal costs).
- Professional Services – would cover engineering consulting fees such as the Town Hall steeple study, the EMS building HVAC system, etc. However it was pointed out that some fees should be included in appropriate Warrant Articles so the FinCom recommended [Line #5300 be reduced by \\$2,500.](#)
- Advertising would cover Request for Proposal (RFP) bidding requirements.
- Instruction & Training – at \$3,000 was in addition to the level-funded DPW line and was needed for procurement trainings.
- Postage would be at least \$300 (an increase in the line).
- Office Supplies, Custodial Supplies, and Tires & Alignment were moved from DPW (see above p.2).

Tisbury Finance & Advisory Committee
January 17, 2018

5

- Small Equipment was never enough.
- Groundskeeping Maintenance was the \$10,000 from the DPW to cover the Spring St. property, the total of the two Departments' lines being a wash.
- Uniforms – were included in union contracts, and the FinCom noted that cleaners' uniforms in particular had a hard life.
- Radios were more reliable than cell phones that:
 - had no coverage at the Spring St. building, and
 - personal cell use was protected by union contract.
- Medical Supplies covered first aid kits for the trucks.

The FinCom commended the two budgets and expressed their satisfaction to see the Facility Department moving forward. They requested Mr. Tattersall and Mr. Metell keep the Capital Plan updated and expected to see them again when warrant articles were voted.

- Jay Grande and Danielle Ewart agreed to increase the Shellfish Instruction & Training Line \$900 for a University of Massachusetts Management/Supervisory course.
- Chief Dan Hanavan asked to increase Police Instruction & Training by \$500 for Specials Police Academy training (see below: Actions).

• **Approval of Minutes** – Tabled.

• **Meeting Dates**

- Members whose terms were up were reminded to pull nomination papers.
- Union negotiations were successfully concluded in a Memorandum of Understanding (MOU) including:
 - Natural Resource Administrative position (formally assistant harbormaster);
 - resolution of the Ambulance overtime issues; and
 - future COA Director from union to Managerial/Professional.
- Factors driving tax increases were briefly noted:
 - possibly two new secretary positions (Building Inspector and Town Hall);
 - salary and expense increases;
 - Martha's Vineyard Regional High School Other Post Employee Benefits (OPEB) funding and assessment formula (see below: Meetings/Events);
 - removal of property from tax rolls (bike path, eminent domain).
- Although there was some disagreement on when to review warrant articles that usually went through several drafts; the CPC and Embarkation articles were set and could be covered in one meeting. The Selectmen and DPW were likely to post many articles.
- The FinCom mentioned Wastewater Wick leaching fields pilot, costs, configurations, and efficiency.
- Suzanne Kennedy sent in a list showing about \$2,200,000 in historic article residuals (see documents on file.)

**Tisbury Finance & Advisory Committee
January 17, 2018**

6

- There was a citizen petition warrant article to vote Town Meeting articles by listed number instead of by lottery.
- The CPC had \$1,700,000 worth of requests for \$978,000.
- The FinCom discussed remote participation protocol:
 - reasons allowing use (distance, illness, etc.)
 - adequate technology, cell or speaker phone;
 - remote participants rights to participate and vote, but not to make up a quorum or chair a meeting;
 - roll call required for all votes.
- *NANCY GILFOY MOVED THAT THE TISBURY FINCOM AUTHORIZE AND ACCEPT REMOTE PARTICIPATION PER MASSACHUSETTS LAW; MARY ELLEN LARSEN SECONDED; MOTION PASSED: 6 AYES, 0 NAYS, 1 ABSTENTION – PAUL CEFOLA.*

Meetings/Events:

MMA Conference – January 18-20, 2018 Hines Convention Center, Boston

TFC - 6:30PM, Wednesday, January 24, 2018 at the EMS Bldg.

MVRHSC - 4:00PM, Thursday, January 25, 2018 at the MVRHS Cul. Arts

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

Tisbury ATM – 7:00PM, Tuesday, April 10, 2017

• Adjourn

• PAUL CEFOLA AND MARY ELLEN LARSEN MOVED TO ADJOURN AT 8:47PM; NANCY GILFOY SECONDED; MOTION PASSED UNANIMOUSLY.

Action List:

- Suzanne Kennedy: merge DPW Recreation and Playground Supply lines.
- Kirk Metell: contact OBS Prin. Megan Farrell re: alarm company
- Jeff: request Fire & Ambulance Dept. final FY19 Budgets.
- Jeff: contact Nelson Siegelman re: citizen petition article.
- Jay G.: clarify Police Instruction/Training increase in re: tuition vs. soft costs
- Agenda Items
 - Minutes 1/3/18, 1/17/18
 - CPC & Embarkation warrant articles (contact Heidi Dietterich)
 - Eminent Domain

Documents on file:

- Agenda 1/17/18
- FY 2019 Budget Plan Town of Tisbury Department 691 Historical Commission (2 p.) 12/6/17
- FY 2019 Budget Plan Town of Tisbury Department 163 Registrars of Voters (2 p.) 1/12/18

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**Tisbury Finance & Advisory Committee
January 17, 2018**

7

Documents on file (cont.):

- FY 2019 Budget Plan Town of Tisbury Department 161 Town Clerk (4 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 291 Emergency Management (2 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 299 Constables (2 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 292 Animal Control (4 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 241 Building Inspector (5 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 919 OPEB Benefits 11/30/17
- FY 2019 Budget Plan Town of Tisbury Department 700 Debt & Interest (3 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 146 Treasurer/Collector Other (2 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 141 Assessors (5 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 135 Accountant (4 p.) 12/1/17
- FY 2019 Budget Plan Town of Tisbury Department 131 Finance Committee (3 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 176 Zoning/Appeals Board (3 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 171 Conservation (4 p.) 1/12/18
- FY 2019 Budget Plan Town of Tisbury Department 175 Planning Board (4 p.) 1/12/18
- Tisbury Facilities Dept. FY 2019 – Budget Requests (6 p.) 1/15/18
- Tisbury Facilities Dept. FY 2019 – Budget Requests (2 p.) 1/17/18
- Tisbury DPW FY 2019 – Budget Requests (7 p.) 1/15/18
- FY 2019 – Budget Requests W/O Facilities or Lifeguards (7 p.) 1/17/18
- FY 2019 – Budget Requests Keeping Lifeguards (3 p.) 1/17/18
- Town of Tisbury, FY2017 DPW Budget (2 p.) 6/30/17
- Town of Tisbury, FY2018 DPW Budget (22 p.) 1/17/18
- Town of Tisbury, FY2018 – Article Balances (4 p.) 1/17/18
- Town of Tisbury, Town Clerk memo re: ATM (4/10/18) Appropriating, ATM (4/10/18) Non-Appropriating, STM (4/10/18) (3 p.) 1/5/18
- 29.10: Remote Participation (4 p.)

Minutes approved 1/24/18.