

**Tisbury Finance & Advisory Committee  
at the Emergency Services Building  
6:30PM, Wednesday January 3, 2018**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Nancy Gilfoy,  
Jynell Kristal, Tom Keller, Mary Ellen Larsen, Lesley Segal\*,  
Sarah York,  
Town: Treasurer Jonathon Snyder, Accountant Suzanne Kennedy,  
Police Chief Dan Hanavan,  
Others: CFL Director Leslie Clapp  
Recorder Marni Lipke\*                      \* Late arrivals or early departures

**• Call to Order**

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:31PM. *(Recorder's Note: Discussions are summarized and grouped for clarity and brevity.)*

**• Budget Review Fiscal Year 2019 (FY19)**

**Police Department**

(See documents on file & below: Actions.)

Chief Hanavan presented a \$1,915,000 budget up ~ \$71,000 or 3.7% (compared with FY18 which was up 5.4%). ~ \$35,000 was contractual raises.

- Salary lines were up by contractual obligations including automatic steps (pending positive evaluations).

- Overtime had been raised last year at Town Accountant Suzanne Kennedy's recommendation. FY18 year-to-date expenses were not yet known.

- Facilities Director Kirk Metell installed new heat pumps around the building so electricity was raised \$2,000 but was balanced by substantial savings in oil, so [Heating \(#5212\) would be reduced \\$2,000](#).

- Instruction & Training was up \$3,000 to cover trainings for three new officers one on duty—one by summer, another by fall. The Officers replaced current staff and were not additional positions.

- Current Police Academy costs included: uniforms and Specials pay (\$20/hr. for 40 hr. wks for 18 weeks),

- Similar increases to cover the three new officers included: Uniforms (up \$2,000).

- By FY19 the Facilities Dept, would take over the bulk of all Town facility maintenance, growing that budget substantially; consequently Chair Jeff Kristal [cut Building Repair \(#5241\) by \\$1,500](#). FY18 funding would cover door lock maintenance and the remaining FY19 funds were for incidentals.

- Computer Repair was misnamed and covered the regional software and maintenance performed by Ron Burson. He was instrumental in applying for the initial Islandwide grant, was proprietary, competent and responsive in hardware, communications, and self-generated software including connection

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to the State database for all six police, fire, ambulance and Dept. of Public Works (DPW). He submitted a spreadsheet with each year's budget basis, and the Town's contract was paid in one lump sum, along with any added work (outside the contract) requested by Chief Hanavan.

- The contracts were retained by the six police chiefs, but not put out to bid, as any change would require replacing the entire system from scratch.

- Copier Leases remained in the Police budget (unlike other Dept. now in Information/Technology (IT)).

- Data Processing (ticket processing and printing) was consistently over budget and so it was [raised \(#5302\) by \\$500](#). Parking fines would remain the same.

- Computer Equipment was up \$2,300 to cover new laptops for the cruisers.

- Paul Cefola noted about five computer lines that might have some redundancy. However it was noted that each line covered a different aspect from Islandwide communications, copiers, tickets, laptops, supplies, etc.

- As a separate system it did not fall under the Town IT coverage.

- Emergency Medical Technician (EMT) trainings were part of negotiations—half the officers certified each year, and differentiated from First Responder trainings. The FinCom asked to [reduce the line \(#5311\) by \\$2,500 or \\$3,000](#), leaving enough to cover two trainings and license renewal costs.

- FY18 Gasoline & Diesel was only 22% expended. The DPW had a new pump but it was not yet up and running.

- Office Supplies was consistently underspent and [cut \(#5420\) by \\$1,000](#).

- In line with trending, the FinCom [raised Tires & Alignments \(#5481\) by \\$500](#).

- Ammunition was already 85% expended in FY18. Used mostly for target shooting, it was raised in FY17 (see 2/17/16 Minutes p.3).

- Wellness Program/Health Club was level funded. Memberships varied with the clubs but averaged about \$600 per officer. The FinCom asked about the standard Health Insurance rebate (see below: Actions).

- Equipment (New) purchased tasers, but also covered various arms, training cartridges, radios etc. As the line was only 25% expended in FY18 the FinCom asked to [reduce it \(#5850\) by \\$2,000](#).

- Vehicles was up \$1,000. As cruisers were replaced on a rotating basis this capital cost was included in the Police budget.

- Remaining lines were level funded: Equipment Repair, Vehicle Repair, Medical Exams, Postage, Dues/Subscriptions, Custodial Supplies, Crime Scene Search, Travel, Medical Supplies (NärCon), etc.

- Photo, Car Wash and Law Books (now on line) continued at \$0.

- The Department would not submit any warrant articles.

The FinCom thanked Chief Hanavan and postponed voting the Budget until negotiations pending further information.

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**Center For Living (CFL or C4L)**

(See documents on file & below: Actions.)

Director Leslie Clapp had just moved into the new building. Construction was almost completed (a little left inside and out). It was expected that the Senior Day Program would shift from the Edgartown Council on Aging (COA) in mid January and from the Tisbury COA at the end of January.

- Program expansion from four to five days had been planned and budgeted for the last two years but would not begin until FY19. However moving costs (set up, acclimation, etc.) were likely to consume some of those funds.
- In leaving the COAs the CFL was losing its food service. State funding was adamant about not opening another “dining site” on the Island—although the FinCom suggested the Tisbury COA site be closed in favor of the CFL as a site.
  - Currently there was a full kitchen with a commercial dishwasher. Board of Health approval was needed (as it would be for a possible central food storage space) and the FinCom asked about commercial kitchen requirements. If required the Trust would pay for the capital expense.
  - The FinCom asked about alternative services; staff cooking, Meals on Wheels, etc. State regulations only specified a nutritious meal and as Ms. Clapp was not willing to hire a cook, she was exploring local caterers, the Martha's Vineyard Hospital food service, and working closely with Island Grown Initiative (IGI).
  - CFL Day Program accounted for the bulk of Tisbury COA lunch service (about 15 people) so that after the shift only about 3 to 5 lunch clients would remain. The FinCom suggested regionalizing the lunch program (see below).
- In consideration of payment of renovation capital expenses, the CFL did not pay rent to Dukes County. The County owned the building but expenses (electricity, propane, etc.) were paid by the CFL in a pass through.
- County Manager Martina Thornton put a bid out to rent the second floor (see 1/6/16 Minutes p.1) and any rent would offset the CFL bottom line.
- It would be interesting to see how the new space better managed programs and expenses. For example current COA locations allowed clients to walk out doors and possibly be lost, requiring staff monitoring.
- Expansion of the program to five days would entail increasing staff hours rather than hiring new staff. Staff/client ratio was about 4-5 to 1. Staff was skilled in handling dementia/Alzheimer's behavior. The current model did not allow administration of medicines (clients usually shifted their med schedule to accommodate), or toileting (although staff sometimes helped clients). However when/if client behavior exceeded the program tolerance they were discharged and had to find alternate care.

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- The 35 client Day Program expanded coverage to families (for example a grant funded support group to help families navigate the world of dementia), covering anywhere from 65 to 95 people. Nonetheless, the FinCom noted the somewhat frightening figure of \$17,000 per client and the expanding target population.
- The 23% increase to Tisbury would cover the expansion to five-days for the entire year (FY18 was budgeted for a half year expansion).
- The other two CFL programs were mostly administrative/organizational matters: the medical taxi (about 1,000 trips per year), the emergency food program (about 250 families).
- Funding mechanisms were explored.
- The Bequest/Trust was dedicated to the renovation of the building (~\$650,000) and to the expansion of the Day Program. The CFL found the Medical model (allowing med administration, toileting, etc.) to be prohibitively expensive and instead were aiming to expand into a clinical model focusing on counseling and social support. For example the Trust was funding the Clinician, Board member insurance, etc.
- Revenues from clients included some private fees, as well as Town COA low income subsidies for those that qualified. "Tuition" revenue was taken off the bottom line.
- The CFL was looking to protect and augment the Trust endowment with fundraising and grants.
- The FinCom raised objections to the County billing methods requesting more transparency than the current flat rate twice yearly bill for \$43,000 without any end-of-year breakdowns or actual expenses. The system was also difficult for Ms. Clapp, who had to submit a warrant every two weeks, delaying bill payment and making record-keeping difficult. Previously she had paid the bills and reported actuals to the Towns through the COAs. The current spreadsheet was drafted by Ms. Clapp to the best of her knowledge.
- The FinCom asked if the County were charging administrative costs.
- The bottom line of the operating budget was assessed to the Towns.
- In order to preserve their vested benefits, the County took on two employees (about \$204,000). The CFL employed six others at much lower rates. Leslie Clapp noted that employees were expensive and good ones were well worth it.
- In addition there was a question of previous year's under-spending, which the County Advisory Board requested be returned to the Towns.
- The FinCom was spearheading an initiative to gather and canvas a number of non-profits on their services in the interest of reducing duplication and promoting Islandwide collaboration. Senior services were a perfect place to regionalize and simplify programs and services. The CFL focused on Alzheimer's and Dementia as the scariest piece that no one else was serving.

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**Council on Aging (COA)** (See documents on file.)

(See documents on file & below: Actions.)

- Director Joyce Tucker was not present since the Budget only presented standard increases (salary, fuel, etc.).
- The Dukes County Regional Housing Authority (DCRHA) had sent information as requested. Suzanne Kennedy attested that salaries and health insurance numbers were not as she expected although they were within about 95% of what was reported. She would pay the bill but not at the amount requested. So far there were no legal expenses.
- The FinCom requested Ms. Kennedy to email the remaining Department budgets three at a time.
- There was no resolution on Fire/Ambulance extra shift issues (see 12/14/16 Minutes p.4-5).
- There was some confusion over the DPW, Sewer, Facilities Manager Departmental budgets and duties, which seemed to be returning to an earlier configuration.

**Minutes**

- *JYNELL KRISTAL MOVED TO APPROVE THE TISBURY/ALL ISLAND FINANCE COMMITTEE MINUTES OF SEPTEMBER 28, 2017; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.*
- *JYNELL KRISTAL MOVED TO APPROVE THE MINUTES OF DECEMBER 6, 2017; NANCY GILFOY SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.*
- *JYNELL KRISTAL MOVED TO APPROVE THE MINUTES OF DECEMBER 20, 2017 AS AMENDED; LESLEY SEGAL SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*

**Meeting Dates**

The FinCom discussed meeting times, and department budget times, noting that both the DPW/Facilities Manager budgets and the Selectmen's budgets were likely to be long discussions.

- The All Island FinCom (AIFC) meeting was canceled as everyone was very busy with their own budgets, however members were encouraged to attend the Edgartown FinCom meeting to hear the County present their budget.
- The FinCom hoped for an overview of proposed warrant articles on Jan. 24th.

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**Meetings/Events:**

Edg. FinCom (County Report)- 5:00PM, Thursday, January 16, 2017

**TFC (DPW/Facilities)- 6:30PM, Wednesday, January 17, 2018, EMS Bldg.**

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

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

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

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

**• Adjourn**

• *NANCY GILFOY MOVED TO ADJOURN AT 8:39PM; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY.*

**Action List:**

- Suzanne Kennedy: report Townwide expenses for Ron Berson (# 5245).
- Suzanne Kennedy: report FY18 year-to-date Police overtime costs.
- Jeff: investigate insurance rebates for police health club membership.
- Suzanne Kennedy: contact Dukes County Manager re: CFL:
  - year end breakdown of expenses;
  - overage to be returned to the Towns;
  - any County administrative charges.
- Suzanne Kennedy/Jeff: email Dept. budgets 3 at a time.
- Agenda Items
  - Minutes 1/3/18
  - Non-Profit Issues

**Documents on file:**

- Agenda 1/3/18
- Kristal cover email re: ACE MV Budget and Information 12/19/17
  - FY 2019 Budget Plan Town of Tisbury Department 210 Police (4 p.)
  - FY 2019 Budget Plan Town of Tisbury Department 541 Council on Aging (9 p.)
- Kristal cover email re: Notice to Candidates (1/2/17)
  - Town Clerk memo re: Nomination Papers (2 p.) 1/2/17
- Martha's Vineyard Center For Living Budget Worksheets (10 p.)

Minutes approved 1/24/18.