

**Tisbury Finance & Advisory Committee  
at the Emergency Services Building  
6:30PM, Wednesday January 24, 2018**

Present: Chair – Jeff Kristal, Paul Cefola, Nancy Gilfoy,  
Jynell Kristal\*, Mary Ellen Larsen, Sarah York,  
Town: Town Administrator Jay Grande, Treasurer Jonathon Snyder,  
Accountant Suzanne Kennedy, Moderator – Deborah Medders,  
Building Inspector – Ken Barwick, Rhonda DeBettencourt,  
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.)*

- Some FinCom members preferred completed binders of budgets more helpful than the piecemeal email release and personal printing.

**• Budget Review/Discussion**

**Building/Zoning Department**

(See documents on file 1/17/18 & below: Actions.)

- Zoning Board of Appeals ((ZBA) (#176) was level funded as it had been since it reduced posting/ mailing costs some years ago.
- The Building Inspector (#241) Personnel issues were discussed at length.
  - Department Head and Full Time Employee(s) showed contractual increases.
  - Part-Time & Seasonal – only funded 25 hrs. of coverage for staff vacations. Building Inspector Ken Barwick did not take vacations, but the FinCom considered this his responsibility.
  - Professional Services - The Department requested an assistant with benefits but Town Administrator Jay Grande was considering a 14 hr. non-benefited position at \$15,000.
  - There was \$2,000 in the Fiscal Year 2018 (FY18) budget to see if there was a pool of applicants—6 months cost ~ \$7-8,000.
  - In view of the number of large Tisbury projects (Martha's Vineyard Museum, Tisbury School...) Ken Barwick was actually looking for someone who could inspect smaller single family residential units. However, local inspector was a grueling job and certification required not only pre-qualifications but also 18 months of training and testing. Consequently the statewide pool of building inspectors was very small, and there were regional openings advertised for several months without results.
  - Aside from her current duties: answering resident questions, coordinating electrical, plumbing, fire, inspections etc., Administrative Assistant Rhonda DeBettencourt was training to take over some basic inspector duties: alcohol, lodging house, solar inspections, etc.

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- The new assistant would either be on an inspector track or could cover for Rhonda when she was out of the office on inspections.
- The FinCom reviewed the Town position creation process: job description draft, union negotiations, pay grade/step/benefits establishment, as well as possible alternate personnel funding routes, straw positions, stipends, etc.
- There was general FinCom consensus to recommend as follows.
- [Professional Services #5300 would be raised \\$15,000 to \\$17,000](#) for the new position.
- The [creation of the new position would be a Special Town Meeting article](#).
- Any [midyear increase in Full Time Employee #5112](#) due to reclassified pay-grade would be found in [Selectmen budget residuals or the Reserve Fund](#).
- [Instruction & Training #5310 should double to \\$1,400](#) to cover additional training expenses for new and veteran staff.
- Part Time & Seasonal #5122 would remain as it was.
  - In light of all this the FinCom requested that the Department review their fee schedule. The fee rate could not exceed inspection expenses and was set by the value of the building project.
  - [Vehicle Repair](#): Although the vehicle was in good shape the line was doubled in anticipation of whether it needed repair or replacement. The FinCom recommended the [current vehicle be repaired](#).
  - [Gasoline & Diesel](#) - was up \$100 to compensate for pricing and the new Dept. of Public Works (DPW) system starting February 1st.
  - All other lines were level funded.
- Selectmen's (#122)**
- [Department Head](#) and [Full Time Employee\(s\)](#) – showed contractual raises.
- [Part-Time & Seasonal](#) – was reduced since the office was now fully staffed. Town Hall staff worked hard and minimized time off. Each was entitled to three weeks vacation.
- Job descriptions for newly filled positions were established after internal discussions on efficient organization and specific roles. The Administrative Assistant was also the Personnel Assistant—rather than a full time Human Resources person.
- There was a brief discussion on funding for the Government Study Committee secretarial position (see 11/8/17 Minutes p.3), which had submitted an article for \$12,000 rather than use Selectmen budget funding, in order to maintain their independent status. Town Moderator Deborah Medders suggested that resident political activism should be supported, particularly since citizen petitions in Tisbury were less frequent than in other towns.
- [Other Labor](#) – was educational stipends in keeping with union contracts or certification courses.
- [Vehicle Repair](#) – The heavily used Town off-Island 2014 hybrid vehicle had reached the 40,000 mile range and this line was raised to insure adequate

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upkeep/repair. The car was expected to have another 4-5 year life span and had garnered the Town substantial fuel savings.

- Survey & Appraisal – funded property acquisition and would be used this year. The FinCom asked about shifting it to the Building Inspector or Facilities Manager budget but this was a Selectmen responsibility.
- Records Preservation/Binding – although some additional binding was previously covered by Community Preservation Committee (CPC) funding this line showed consistent expenditure.
- Instruction & Training would be fully spent on new staff for a number of expensive courses on personnel and procurement. (Mr. Grande found the first day of the Massachusetts Municipal Association (MMA) conference to be productive.)
- Travel - was raised in tandem with Instruction & Training.
- Printing was the Annual Town Report.
- A new line #5491 Education Seminars – covered catering expenses for a one-day seminar at the Spring Street Building for Department Heads and Senior Management. The seminar was a big success that Jay Grande hoped to repeat. The FinCom commended his frugality in feeding 25 people for \$137. The FinCom recommended that [\\$500 be shifted from Printing #5381 to a new line item Education Seminars #5491.](#)
- All other lines were level funded.  
Selectmen's- Other (#123)
- Audit – was very consistent.
- Wiring Inspector increases showed increased activities and the FinCom asked that [the Town examine its inspection fee revenues to compensate.](#) It was in the Selectmen's budget (as were other oddity items because the Selectmen appointed the inspector(s)—also the auditors.
- Although all bulbs were replaced with long lasting LED lights, Street Lighting was increased \$5,000 to cover repair and broken bulbs—which were expensive. The Town was now also paying for the drawbridge lights. This was a safety issue.
- Insurance - Unemployment and Insurance - Municipal were transferred into trust funds used to smooth claim cost spikes from unpredictable shifts in employment (see 2/22/17 Minutes p.6).
- Consulting - increased \$15,000 this year but showed a historical rise since FY11 from \$5,500 to \$55,000. Some of this was to pay for dredging permits, others was for contractual obligations not yet billed such as the Police Chief search, street takings, Schofield Barbini engineering, and 55 West Williams St., as well as future projects such as Tighe & Bond seawall, Planning Board work, etc. The FinCom recommended (and Jay Grande agreed) [Consulting #921 be decreased \\$10,000 to \\$45,000.](#)

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- Insurance – Casualty #945 was up \$100,000 in anticipation of the start of the School construction project, requiring coverage for the old building and the new project. In addition the existing building was under-insured by about 50%. The line would be reduced when the old building was demolished.
- Insurance was not broken down by Department.
- Insurance was not bid out, and the FinCom asked that the [insurance agent be asked to review Town coverage](#).

Bldg. Maintenance - #192

- Electricity paid both Town Hall and the Annex.
- Heating – was up \$500.
- Building Repairs – In addition to the usual small doormat, keys, etc. costs, the aging Town Hall Annex had some settling and door issues. The FinCom recommended large expenses be shifted to the Facilities Manager budget next year.
- There was some confusion over what was covered between:
  - Equipment Repairs - shredders, typewriters, etc.—the FinCom recommended the [line #5243 be reduced by \\$500 to \\$500](#);
  - Copier Repair - maintenance charges not included in Copier Lease.
- Office Supplies and Copier Paper & Supplies – was level funded and purchased through state contracts and bulk orders, where appropriate the FinCom requested [local vendors be approached about matching national company prices](#).
- Building Material – was a “dinosaur” item for Town Hall bookcases so the [line \(#5439\) was cut to \\$0](#).
- Custodial Supplies – were shifted the Facilities Manager and [so was cut to \\$0 \(#5450\)](#).
- Travel - funded 50% of all town vehicle and walk on Steamship Authority tickets—with the exception of:
  - some Water and Wastewater Dept. trips; and
  - large items, e.g. the delivery of a fire truck—which would be included in the purchase warrant article.
- Other lines were level funded and/or approved.
- Mr. Grande found this exercise helpful.

**Town Accountant** (#135)

Mary Ellen Larsen thanked Town Accountant Suzanne Kennedy for answering questions before the meeting. The budget was considered straight forward.

- YMCA respectfully stated they were not yet ready to enter into a lifeguard service contract, so lifeguard costs would revert to the DPW.

**Warrant Article Review**

The FinCom discussed Town Meeting protocol with Deborah Medders.

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- The Nelson Sigelman petition would amend the bylaw to allow article vote order by number. The original reasons for the lottery were that:
  - quorums were lost early when controversial articles were voted; and
  - there was considerable and perceived political bargaining over article order.Previous attempts to change protocol had been roundly voted down, and in fact a couple other Massachusetts towns were emulating the lottery.
- Ms. Medders reminded the FinCom that any article could be revisited until Town Meeting was adjourned.
- CPC articles had originally been voted as a block but some push back resulted in a separate vote for each item.
- Although not used in Ms. Medder's tenure, paper ballots were occasionally prepared. Preparations for this year's School Construction article included: crowd control, overflow into the cafeteria and a paper ballot. Procedure was:
  - a motion for a paper ballot during article discussion,
  - if approved discussion stopped, and ballot administered.
- Ms. Medders enjoyed the FinCom preview of the warrant but was looking forward to a reduction in the number of articles—most towns averaged ~ 36.

**Meeting Dates** (See below: Meetings/Events.)

The schedule was set after discussing logistics, attendance and these issues:

- Sheriff's return for a third time;
- Dukes County Manager different perspective on the Center For Living;
- Dukes County as the fiscal agent for non-profits;
- Vineyard Conservation Society water bottle refill station as more appropriately funded by Embarkation revenue;
- January 31st – CPC and Embarkation warrant articles;
- February 7th – Dukes County Manager and Sheriff;
- February 14th – Information Technology Budget, Selectmen and DPW warrant articles
- February 21st – (Joint Selectmen meeting) Tisbury and High School and warrant article review.

**Meetings/Events:**

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

**TFC - 6:30PM, Wednesday, January 31, 2018 at the EMS Bldg.**

**TFC - 6:30PM, Wednesday, February 7, 2018 at the EMS Bldg.**

**TFC - 6:30PM, Wednesday, February 14, 2018 at the EMS Bldg.**

**TFC - 6:30PM, Wednesday, February 21, 2018 at the EMS Bldg.**

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

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

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**Approval of Minutes**

- *JYNELL KRISTAL MOVED TO APPROVE THE TISBURY FINANCE COMMITTEE MINUTES OF JANUARY 3, 2018; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*
- *NANCY GILFOY MOVED TO APPROVE THE MINUTES OF JANUARY 17, 2018; SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 1 ABSTENTION—SARAH YORK due to absence.*

**Adjourn**

- *MARY ELLEN LARSEN MOVED TO ADJOURN AT 8:51PM; NANCY GILFOY SECONDED; MOTION PASSED UNANIMOUSLY.*

**Action List:**

- Jeff: send paperwork to Mary Ellen,
  - send CFL/CAB letter to FinCom.
- Agenda Items
  - Minutes 1/24/18
  - CPC & Embarkation warrant articles (contact Heidi Dietterich)
  - Eminent Domain

**Documents on file:**

- Agenda 1/24/18
- FY 2019 Budget Plan Town of Tisbury Department 210 Police (14 p.)
- FY 2019 Budget Plan Town of Tisbury Department 220 Fire (9 p.)
- FY 2019 Budget Plan Town of Tisbury Department 230 Ambulance/EMT (7 p.)
- FY 2019 Budget Plan Town of Tisbury Department 155 Information Technology (9 p.)
- FY 2019 Budget Plan Town of Tisbury Department 192 Building Maintenance (5 p.)
- FY 2019 Budget Plan Town of Tisbury Department 122 Selectmen (6 p.)
- FY 2019 Budget Plan Town of Tisbury Department 123 Selectmen-Other (4 p.)
- Kristal/FinCom letter re: Spring St. Building Rental Rates 1/23/18
- Town of Tisbury, Town Clerk memo re: STM (4/10/18) (3 p.) 1/24/18

Minutes approved 2/20/18.