

**Tisbury Finance & Advisory Committee  
at the Emergency Services Building  
6:30PM, Wednesday, February 14, 2018**

Present: Chair – Jeff Kristal, Pamela Brock, Paul Cefola, Nancy Gilfoy,  
Tom Keller, Jynell Kristal, Leslie Segal, Sarah York  
Town: Administrator Jay Grande, Treasurer Jonathon Snyder,  
Accountant Suzanne Kennedy, Moderator Deborah Medders,  
IT Director Heidi Rydzewski, DPW Director Ray Tattersall,  
Water/Wastewater Operator – Paul Wohler,  
Others: Recorder Marni Lipke \* Late arrivals or early departures

**• Call to Order**

The Tisbury Finance and Advisory Committee (FinCom) was called to order at 6:32PM. *(Recorder's Note: Discussions are summarized and grouped for clarity and brevity.)*

**• Warrant Article Review**

**Information Technology Department Review**

The Department budget hadn't changed much although some lines reflected the Facilities Dept. shift to the old Waterworks building.

- Two cell phones were available one of which would go to Ambulance Chief Tracy Jones.

- Equipment New – was new servers, upgrades, workstations, routers, etc. replacements on a rotating basis. Ms. Rydzewski bought standard workstations with 3 year warranties, however some software required higher end machines, i.e. Vision which would be shifted to its own server. The Town had a good long-term relationship with MV Tech, which provided timely and efficient service.

- Software expenses should increase slightly to accommodate a Selectmen request for Citizen Transparency software (possibly funded by State grant) and for cloud document sharing.

- The FinCom noted that recently purchased iPads were not being used, for example, by the Selectmen. Director Heidi Rydzewski's goal was to have Town employees, Board and Committee members share documents in the cloud which allowed access from anywhere, including homes. This seemed the best networking solution since the Island had no fiber-optics. She had been looking at other sharing software but found it too pricey. However Ms. Rydzewski noted it was a matter of training people to use them and the FinCom requested iPads for their own document sharing.

- Her work consisted of:

- ° Town projects (e.g. cash free capacity at the Local Drop Off (LDO);
- ° maintaining 8 or 9 locations each with a server, 75-76 workstations (all Town workers except field-based staff), 15-16 iPads, and 15-16 cell phones;
- ° about 20-25 service calls a day.

**Tisbury Finance & Advisory Committee  
February 14, 2018**

2

**Department of Public Works (DPW) Warrant Article Review**

- The DPW would contract with Tea Lane for \$50,000 to restore and maintain Town building grounds maintenance and plantings, Water St. parking lot, Town Hall and Annex, Fire Station, Bridge Park, etc. The grounds needed some extra care after years of neglect (regular planting, cleaning, weeding, mulching).
- The 20 year old backhoe was ready for replacement (\$100,000)—current repairs \$56,000, trade in value \$16,000. A six year lease would be \$120,000. The FinCom asked about:
  - purchase versus lease, new vs. used, basic vs. bells & whistles, safety vs. postponement,
  - use for beach remediation, trash compacting, pulling stumps, etc.
  - multi-town sharing which might clash in emergency situations;
  - trading a backhoe for a frontend loader.
- \$700,000 Road Repair including: West William, Woodlawn, Main, Center St. Iroquois, and Lagoon. Chapter 90 money required sidewalk upgrades. Work was coordinated with Complete Streets and Waterworks.
- \$60,000 Five Corners Storm Drainage Engineering Study - Town boards and departments were discussing hurricane/storm flooding.
- *PAUL CEFOLA MOVED THAT THE TISBURY FINANCE COMMITTEE RECOMMEND THE ARTICLE FOR AN ENGINEERING STUDY ON FIVE CORNERS STORM WATER REMEDIATION BE REMOVED: LESLIE SEGAL SECONDED: MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*
- \$50,000 Delano Rd. Drainage Design – The Road was in very bad shape.
- \$250,000 Smith Brook Culvert Bid & Construction- The Town paid for the engineering last year see (2/22/17 Minutes p.15). The DPW was looking at a Mass Division of Ecological Restoration grant. The estimate was fairly solid.
- Refuse Operations was a placeholder.
- \$32,000 Local Drop Off Pavement Drainage Repair – Refuse revenue could only be used for refuse tipping fees and disposal and so could not cover this.
- \$40,000 Replace Pickup Truck – This was actually to rebuild a recycling truck with a used cab and chassis.
- \$30,000 Towable Boom Lift – This was a multi-use boom:, changing street lights, roof work, tree work (reducing tree contract cost), etc.
- Create Wastewater Lead Operator Position – The position would bring the plant up to code with two Grade Six licenses. Current staff were trained and licensed and would be promoted. Since money was already in the budget it was Town and Union purview to establish the position—the article might be pulled.
- Create Wastewater Secretary Position – withdrawn due to benefit cost; other solutions were being explored.
- \$25,000 Liquid Brine - A first year trial pretreatment for streets to facilitate easy plowing, resulting in reduced catch basin and street cleaning (less sanding), as well as decreased overtime costs. The DPW had the necessary

**Tisbury Finance & Advisory Committee**  
**February 14, 2018**

**3**

vehicles and equipment. The brine was non-toxic dilute salt system. (Service to outside parties (such as elderly housing) would be considered another year.)

• *JYNELL KRISTAL MOVED TO ACCEPT THE LATE FILED ARTICLE FOR \$25,000 FOR LIQUID BRINE SYSTEM: PAUL CEFOLA AND NANCY GILFOY SECONDED: MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.*

**Water Works Warrant Article Review**

- \$1,731,562 Water Dept. Budget – was an enterprise fund based on user fees. The Town asked the Water and Wastewater Departments to change to the Munis software module—\$40,000 for software, \$20,000 for training/data input including historical records. When completed the software would perform all billing (eliminating third party costs) and enhance auditing, accountability, property liens and collections. Annual cost for both Departments after the initial outlay, would be ~\$3,800. Wastewater requested the Town to pay 75% of cost as a Town benefit, on the other hand, Town Administrator Jay Grande suggested the Department be assessed 4% for Town Finance Dept. management of the enterprise fund. Accountant Suzanne Kennedy attested that if the Utilities went on-line the workload would be a wash.
- \$35,000 Demolition or Study old Water Works Building – was a Department commitment to the Selectmen but would be pulled if the Facilities Department moved in (see 1/17/18 Minutes p.3).
- \$400,000 – Water Main Replacement - a 6-7 year project—at \$1,000,000 per mile (mostly asphalt costs)—priority determined by fire-suppression flow needs.
- \$17,500 Replace Tow Behind Compressor – The jackhammer compressor was 20 years old.
- \$47,500 Replace Vehicle – The vehicles were replaced on rotation, in this case to upgrade a truck with the old truck traded-in to the State bid list.
- \$50,000 Well Rehab – The Town had three wells and two tanks that had to be maintained every five years (inspections, cleaning, pump inspections, etc.). At their current age (Sandbourn 1952, Tashmoo 1962) new pumps and columns were needed, and would be re-drilled when debt level allowed. Tashmoo well rehabilitation was just completed (new pump, spider bearing, motor bearing).

**Dukes County Regional Housing Authority (DCRHA) Budget Request**

The DCRHA sent the same request documentation as previous years: assessments and abbreviated budget. The DCRHA had sent the requested documentation, seemingly removing Legal costs, but including 8% annuity retirement costs. Ms. Kennedy was not paying that portion in the quarterly check since the Town did not pay not-for-profit retirement costs (although it paid its share of 6.2% social security). Chair Jeff Kristal suggested the amount be removed from the DCRHA Budget to be voted at Town Meeting. The Town also had issues with employee health insurance percentage, which was less than the requisite 25%. Other towns were less engaged in DCRHA issues.

**Tisbury Finance & Advisory Committee  
February 14, 2018**

4

**Approval of Minutes** – Tabled

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

February 20th – Tisbury and Martha's Vineyard Regional High Schools

February 21st – joint Selectmen meeting - School Project & warrant review

March 7th – vote all Articles & Budget

- The Tisbury School Building Committee (TSBC) decided to use the Design, Bid, Build procurement method. The FinCom was referred to the February 12, 2018 TSBC meeting available on MVTV Video On Demand.
- The Wastewater Plant and leaching fields were being studied for an upgrade to make them more efficient and filtrate more nitrogen, reducing the need for additional WICK leaching fields.

**Adjourn**

- *PAUL CEFOLA MOVED TO ADJOURN AT 8:12PM; TOM KELLER SECONDED; MOTION PASSED UNANIMOUSLY.*

**Meetings/Events:**

**TFC - 6:30PM, Tuesday, February 20, 2018 at the COA Bldg.**

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

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

AIFC - TBD

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

**Action List:**

- Jay/Ray - rewrite language on DPW Pickup Truck article.
- Jay - Verify DPW Operator position purview re: pulling article.
- Agenda Items
- Minutes 1/24/18, 1/31/18, 2/7/18,

**Documents on file:**

- Agenda 2/14/18
- Kristal/Tattersall/Gilfoy email re: Capital Project for DPW Warrant Articles (2 p.) 2/14/18
- Tisbury School FY'19 Budget Analysis Draft #4 February 13, 2018
- Tisbury Water Works Warrant Articles for Town Meeting FY2019

Minutes approved 4/10/18.