

**Tisbury Finance & Advisory Committee
at the Emergency Services Building
6:30PM, Wednesday, January 9, 2019**

Present: Chair – Jeff Kristal, Pamela Brock, Nancy Gilfoy, Larry Gomez*,
Jynell Kristal, Mary Ellen Larsen, Laura Rose, Leslie Segal,
Sarah York
Town: Selectman Melinda Loberg, Town Administrator Jay Grande,
Treasurer Jonathon Snyder, Accountant Suzanne Kennedy,
Police – Chief Mark Saloio, Ambulance – Tracey Jones,
Fire – Chief John Schilling, Asst. Chief Greg Leland,
Others: Tony Breth, Rachel Orr
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.)*

• NANCY GILFOY MOVED TO APPROVE THE TISBURY FINANCE COMMITTEE MINUTES OF:

- APRIL 10, 2018,
- APRIL 30, 2018
- MAY 30, 2018,
- OCTOBER 2, 2018,
- DECEMBER 5, 2018;

SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, ABSTENTIONS AS ABSENT.

**• Departmental Fiscal Year 2020 (FY20) Budget Review for Annual
Town Meeting
Fire Department**

- Personnel: (see also below: Articles)
- This year constituted 52.4 payroll weeks.
- The Fire Chief personal service contract dictated 52 personal days and 13 holidays as his only time off when not available to respond to 911 calls—i.e. no vacation or sick time.
- The Assistant Chief \$7,500 stipend was to compensate for coverage (\$240 per 13 hr. shift) during the Chief's absence.
- Solar panels were on site, the bid awarded, and installation waiting on Eversource permits. Energy would run before the meter, reducing/eliminating electricity charges. The TFC proposed a 4-6 months cushion in case of delays, poor weather etc., [adding \\$10,000 to Line 5211 Electricity for \\$15,000 total.](#)

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- Vehicle repair was increased with trended costs. The Town Mechanic worked less than 20 hr./wk. and Island service centers had long lines, so all vehicles were sent to the manufacturer service center (\$140/hr.) for: lube/oil, repairs, and annual pump/ ladder/equipment testing-certification.
- Data Processing was the regional communications assessment, which increased 3% per year. In FY19 as part of the Massachusetts shift to Occupational Safety and Health Administration (OSHA) the Dept. would purchase new software customized to each vehicle (support/maintenance \$1,700 per yr.). It interfaced with iPads and tracked: age, status, equipment, testing, location, directions, etc. It was not necessarily compatible with other Island towns. The Department would [check the copier/printer lease included in Line 5302 for possible reductions](#).
- Uniforms: gloves, helmets, coats, boot, pants had ~ 10 yr. life expectancy.
- Supplies was shifted to bulk purchasing under the Selectmen's office, leaving a small residual for light bulbs, locks, etc.
- Travel was increased as more staff and volunteers went off-Island for more for training, which was encouraged. Some staff had just completed trainings.
- Mileage at the Internal Revenue Service (IRS) compensation level was estimated at 10,000 miles/yr. (increased to cover a new Asst. Chief—see below). Tisbury preferred to reimburse for use of personal vehicles to avoid issues of appropriate use, travel outside Tisbury, etc. Individuals were responsible for fuel and maintenance.
- The Radios Tisbury used were discontinued and so the line was increased \$1,000 to replace 10 per year.
- Gasoline/Diesel was drawn from a 1,000 gallon tank shared with Ambulance Dept. filled about once a year. Departments were shifting from diesel to gas.
- Articles
 - \$9,600 (\$2,600 one time purchase, + \$2,642/yr. 50 hrs. support) for a nationwide OSHA emergency response policies and procedures software, based on federal and state laws regulations and best practices with training modules (including scenario tests) for each firefighter to read and sign. This would be enforced by the new Asst. Chief and would protect staff and Town liability.
 - \$10,000 to re-purpose a 1998 ford Econoline ambulance to replace an outdated utility vehicle (failed inspection/no turn-in value) used to transfer equipment when another vehicle was out of service.
 - \$15,000 for a second turn-out gear washer extractor to facilitate the lengthy decontamination procedures—the Dept. struggled with volunteer compliance.
 - \$29,232 new full time Asst. Chief position to cover growing responsibilities:
 - all inspections - including over 300 short term rental inspections (future inspection fee revenues expected);
 - OSHA compliance,

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- ° shift coverage during Chief's days off,
- ° succession planning for Chief's retirement.

The position (at Managers and Professionals (M&P) step 1 with benefits) was funded by deducting \$30,000 from the Base Salary Line and \$7,500 from the Asst. Chief shift coverage stipend (with a 5 shift residual in case both the Chief and Asst. Chief were unavailable), the remainder to be raised and appropriated. As the Assistant moved up to replace the Chief and a new Asst. was hired there should be salary savings from lower steps. There was a discussion on:

- whether to eliminate benefits,
- the new Chief's personal service contract, and
- the Asst. Chief position as a temporary succession measure to be eliminated after Mr. Schilling's retirement—however the OSHA and inspection duties would still be required (see below: Actions).

Emergency Medical Services (EMS) (Ambulance) Department

- **Personnel:**
 - One employee was paid outright and did not acquire time.
 - A change in personnel resulted in a reduction in step but increased hours.
 - The night Emergency Medical Technician (EMT) stipend was increased to \$175 for a 14-hr. shift to keep pace with minimum wage and other regional scales.
 - Per diem time was raised to \$27.50—hours and staff were fairly stable. (The per diem fill-in issue (see 11/29/17 Minutes p.2) was resolved so that vacation and training time could be offered to per diem coverage, while holiday, personal and sick time were offered to overtime (OT) first—as budgeted.)
 - Holidays or holiday-time were paid at 1.5-time except for Thanksgiving, Christmas, and July 4th, which were double time.
 - Acquired vacation (240 hr. limit per person) was budgeted at 27 weeks—10 weeks plus the current 19-week carry-over. Elimination of the 10 additional hours would drop the budget \$10,000.
 - Anytime an EMT was held-over after a shift ended they were paid an hour of OT, budgeted at the average 0.5 hr./wk.
 - The FY19 personnel spending was briefly reviewed.
- Dept. Head Tracey Jones shifted operating costs in line with five-year trends:
 - reductions in Gasoline/Diesel, Vehicle Repair, Uniforms, Licensing;
 - level funding Radios, Instruction/Training, Dues & Subscriptions, Custodial Supplies and Communications;
 - increases in Travel (more off-Island training), Computer Software (Ambupro support), Oxygen (maintenance), Medical Supplies (might not be enough due to shortages);
- Equipment repair reflected the loss of grant funding for 'lifepacks' now charged annually on a three year contract.

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- Professional Services was reduced, but a residual maintained to cover any OSHA regulations costs.
- Advertising and Postage – were eliminated in favor of Internet use.
- As with the Fire Dept.: Data Processing was regional communications and Office Supplies shifted to group purchasing.
- Articles
 - \$9,000 for a new ambulance exhaust system,
 - \$6,900 (plus \$3,600 from Embarkation) for [Stop-the-Bleed kits/education/training](#) in public buildings, since research showed many trauma deaths were due to bleed-out.

Police Department

The new Chief Mark Saloio thanked Town Accountant Suzanne Kennedy for all her help and support with his first Budget. The FY21 budget would show adjustments as he became more familiar with Town and Department needs.

- Personnel:
 - The 14-man Department had not been fully staffed since 2017. Currently there were eight officers, two candidates in the Police Academy and two positions advertised.
 - Restructuring would partly depend on Town preference regarding reactive or community policing. There was a general partiality towards more officers on Main St./downtown. The Chief proposed a second officer on the midnight shift, and replacing the front desk Administrative Assistant with a station officer—including a cruiser and equipment if needed.
 - The Detective stipend was a generic code for the EMT stipend.
- Electricity, Copier Lease, Licensing & Certification, were level funded.
- Most departments Facilities line items were being gradually shifted into the Facilities Department leaving small residuals for keys, light bulbs, etc. The Facilities Dept. had also taken over Custodial duties.
- Vehicle Repair and Tires & Alignments was raised to \$15,000 (from \$6,500) in consideration of less Town Mechanic hours and the high Island pricing. FY19 spending was already at \$13,000.
- Computer Repair increase was for traffic camera upgrades and software. [There was a typo/error in the Computer Repair and Equipment Repair lines.](#)
- Instruction & Training was higher to cover, the best supervision training and succession planning for the new sergeant promotions and Communications included the regional assessment.
- The Car Wash would cover December through February only.
- Gasoline/Diesel – was reduced in line with trended costs.
- As above Office Supplies was shifted to group purchasing.
- Medical Supplies was eliminated.
- Uniforms was increased to cover staff additions.

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- Ammunition – best practices recommended qualifying twice a year for all guns—from handguns to shotguns.
- The Crime Scene line was incorporated into Equipment.
- Dues & Subscriptions – Chief Saloio proposed adding the Federal Bureau of Investigation Law Enforcement Executive Development Association (FBI-LEEDA) to the Massachusetts Chiefs of Police Association (MCPA). He was also interested in the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) for self-assessment and evaluation support.
- The FinCom asked if officers were actually using their Health Club memberships.
- Equipment showed a significant increase which could reach \$20,000 in terms of best practices for firearm turn-over (7-9 yrs.) and the switch from 40 caliber to 9 caliber guns.
- Articles
 - The number of summer traffic officers was reduced to four (from Embarkation funds) with an emphasis on the Park & Ride and traffic enforcement.
 - \$15,000 for an SUV special utility vehicle, possibly electric, or hybrid.
- The FinCom expressed their condolences for the loss of Officer Dan Tanner.

• **Annual Town Meeting Articles – First Look, Comments** - Tabled

• **Liaison Updates with Other Town Committees**

- The Facilities Manager would now manage/maintain Town landscaping, parks, cemeteries and fields so the Dept. of Public Works (DPW) would be responsible for highways and sanitation. The FinCom noted the improvement in Town building conditions.
- *LAURA ROSE MOVED TO APPOINT LARRY GOMEZ AS THE FINANCE AND ADVISORY REPRESENTATIVE TO THE TOWN COLLECTIVE BARGAINING NEGOTIATIONS TEAM; SARAH YORK SECONDED; MOTION PASSED: 8 AYES, 1 NAY—LARRY GOMEZ, 0 ABSTENTIONS.*

• **Adjourn**

- *PAMELA BROCK MOVED TO ADJOURN AT 9:00PM; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

TFC –6:30PM, Wednesdays, January 16, 23, 30, 2019

TFC/BOS –6:30PM, Wednesday, February 6, 2019

TSC/BOS Working Session – 5:00pm, Monday, January 14, 2019 - Sr. Center

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Action List:

- Larry/Jeff/Sarah – pull re-election papers.
- Jay Grande – add Stop-the-Bleed Ambulance Dept. article to draft warrant.

Documents on file:

- Agenda 1/9/19
- Kristal email re: Fwd: Tisbury CPC Final Recommendations for FY2019-20, (2 p.) 12/11/18
- Kristal/Orr email re: Latest Census Data 12/13/18
- Board of Selectmen, Finance and Advisory Committee memo re: Tisbury's Financial Outlook (2 p.) 12/11/18
- Kristal email re: Building Stabilization Fund Info 1/5/19
- Kristal/Snyder emails re: High School Budget and Building Study Warrant Article 1/4/19
- Kristal email re: Taxes 1/3/19
- Kristal/Thornton emails re: County Assessment and Additional Info (5% Admin. Fee) (2 p.) 1/9/19
- Board of Selectmen, Finance Department Memorandum re: Budgets Review Schedule
- Town of Tisbury, Town Clerk memo re: ATM (4/9/19) Non-Appropriating, STM (4/9/19) (4 p.) 1/7/19
- Town of Tisbury, Town Clerk memo re: ATM (4/9/19) Non-Appropriating, STM (4/9/19) (4 p.) 1/9/19
- FY 2020 Budget Plan Town of Tisbury Department 114 Moderator 12/27/18
- FY 2020 Budget Plan Town of Tisbury Department 122 Selectmen (2 p.) 12/28/18
- FY 2020 Budget Plan Town of Tisbury Department 123 Selectmen-Other 12/28/18
- FY 2020 Budget Plan Town of Tisbury Department 131 Finance Committee
- FY 2020 Budget Plan Town of Tisbury Department 135 Accountant (2 p.) 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 141 Assessors (2 p.) 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 146 Treasurer/Collector Other
- FY 2020 Budget Plan Town of Tisbury Department 152 Personnel Board 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 155 Technology (5 p.) 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 161 Town Clerk (2 p.) 12/26/18

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Documents on file (cont.):

- FY 2020 Budget Plan Town of Tisbury Department 163 Registrars of Voters
- FY 2020 Budget Plan Town of Tisbury Department 171 Conservation (4 p.)
12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 172 Shellfish (4 p.)
12/17/18
- FY 2020 Budget Plan Town of Tisbury Department 175 Planning Board (3 p.)
12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 210 Police (9 p.) 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 220 Fire (4 p.) 12/20/18
- FY 2020 Budget Plan Town of Tisbury Department 231 Ambulance/EMT
(3 p.)
- FY 2020 Budget Plan Town of Tisbury Department 241 Building Inspector
(2 p.) 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 291 Emergency
Management 1/3/19
- FY 2020 Budget Plan Town of Tisbury Department 292 Animal Control (2 p.)
12/20/18
- FY 2020 Budget Plan Town of Tisbury Department 295 Harbormaster (2 p.)
- FY 2020 Budget Plan Town of Tisbury Department 299 Constables 1/3/19
- FY 2020 Budget Plan Town of Tisbury Department 510 Board of Health (3 p.)
12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 541 Council on Aging
(5 p.) 12/21/18
- FY 2020 Budget Plan Town of Tisbury Department 543 Veterans Benefits
12/12/18
- FY 2020 Budget Plan Town of Tisbury Department 210 Martha's Vineyard
Commission (3 p.)
- FY 2020 Budget Plan Town of Tisbury Department 919 OPEB Benefits
11/30/17
- Town of Tisbury, FY19 Fire Department Budget (2 p.) 1/9/19
- Town of Tisbury, FY19 Police Department Budget (2 p.) 1/9/19
- Town of Tisbury, FY19 Ambulance Department Budget 1/9/19

Chair Jeff Kristal

Date

Minutes approved 1/23/19.