

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

Present: Chair – Jeff Kristal, Mary Ellen Larsen, Pamela Brock,
Nancy Gilfoy, Larry Gomez, Jynell Kristal, Laura Rose, Leslie Segal,
Sarah York,
Town: Treasurer Jonathon Snyder, Accountant Suzanne Kennedy,
DPW Director Ray Tattersall, Facilities Manager – Kirk Metell,
Planning Bd. – Ben Robinson, TSC Chair – Amy Houghton,
Supt. Matt D’Andrea, Asst. Supt Richie Smith,
MVPS Business Administrator Amy Tierney,
Student Support Co-Director – Nancy Dugan,
MVRHS: Principal Sarah Dingley,
MVRHS Finance Director Mark Friedman,
Others: 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 6:35PM. *(Recorder’s Note: Discussions are summarized and grouped for clarity and brevity.)*

• Departmental Fiscal Year 2020 (FY20) Budget Review

Department of Public Works (DPW) (See documents on file.)

DPW Director Ray Tattersall, Facilities Director Kirk Metell, and Town Administrator Jay Grande were working intensely on crafting the Facilities and DPW budgets, with the goal of total level funding without new staff or trucks. So far the two budgets were within \$20,000 of the goal. Cemeteries and Parks were shifted to Facilities leaving the DPW (budget up \$18,000) to focus on roads and waste.

- Seasonal/Temporary #5122 staff was likely to be split with the Facilities Dept., with two positions each.
- Lifeguards #5124 – were shifted to Facilities. Optimally the Town budgeted for five but could usually only find four. Signage was posted on any unmanned beach to warn bathers and avoid liability problems.
- Part-Time Permanent #5113 included the Town mechanic.
- Given the reduced staff, Overtime #5130 was up \$5,000 to cover weekends (trash barrel upkeep, small calls, etc.).
- There was a proposal to change an unfilled full-time secretary position to a laborer and shift it to Facilities.
- Building Repair #5241 was raised \$8,000 to update the DPW gate and the radio system—although some might be shifted to Radios.

Tisbury Finance & Advisory Committee
January 30, 2019

2

- Highway Maintenance #5254 total was raised to \$60,000—FY19 was already overspent and more was needed to cover bus circle upkeep:
 - \$10,000 increase (to be monitored re: FY21 spending);
 - \$5,000 each from Drainage #5530 and Signs & Lines #5532.
- Electricity #5211 was increased \$1,000 in line with billing and the split with Wastewater was now being properly tracked.
- Propane #5212 was decreased \$3,000 in keeping with reduced spending.
- Rentals/Leases #5270 would be shifted to Equipment (New) #5158 for final buy-out of the mower leases. The quality machines were in good shape.
- Instruction/Training #5310 was raised \$3,000 to cover a Commercial Drivers License (CDL) in conjunction with Adult Community Education Martha's Vineyard (ACE MV). The Dept. ran a Flagging class as well as Occupational Safety and Health Administration (OSHA) trainings.
- Cost increases raised Waste Oil/Hazardous Waste #5390 \$1,500.
- The Capital Worksheet showed a schedule of all equipment (~ 15-20 yr. lifespan) and trucks (~ 7 yr. lifespan at about \$50,000 per truck).
 - Ray Tattersall expected to spend \$100,000/yr. on Drainage Improvements construction for the next 10 yrs. and;
 - \$900,000/yr. for at least 3 yrs. on Paving (Roads) Improvement construction.
 - Chapter 90 funds covered engineering/design costs—often a difficult sell at Annual Town Meeting (ATM). Long-term bonding to consolidate several years spending was not deemed feasible so short-term borrowing and/or other sources were being explored.
 - Owen Park renovation was a \$50,000 warrant article.
 - Mr. Tattersall negotiated a \$96,000 deal to for a stepped down Backhoe with the necessary power—price to be held until ATM. Discussions with other Towns showed that timing issues made the machine difficult to share.
 - In consultation with White Lynch, it was agreed that a Park & Ride total repave was impossible/unnecessary, consequently funds would be requested annually for patching and sealing—\$40,000 in FY20.

Facilities (See documents on file.)

Mr. Metell did not know the extent of other Department Maintenance line shifts to his Budget (e.g. see 1/23/19 Minutes p.1). However, the Department Budget reflected additional responsibilities—the comfort station and Town bathrooms, cemeteries, etc. and more equipment and staff, for example:

- Electricity #5211 up \$1,000,
- Heat Fuel #5212 up \$3,000 (including for Town generators)
- Uniforms #5581 (not including lifeguards) up \$1,800;
- Copiers #5273 reflected a full year of the lease (vs. 6 months in FY19).
- Vehicle Maintenance #5242, Gas/Diesel #5410 (up \$500) and Tires/Alignment #5481 (up \$1,000) were raised to cover four additional vehicles including two awaiting surplus—leaving the Dept. at a bare minimum.

Tisbury Finance & Advisory Committee
January 30, 2019

3

- Building Maintenance #5241 was raised \$20,000 mostly to cover Town Hall Annex work (water pipes froze twice this year) plus other small municipal building projects.
- Trash Removal #5291 was eliminated.
- After a year of experience Professional Services #5300 was reduced by \$2,000 (see 1/17/18 Minutes p.4).
- Instruction/Training #5310 was up \$1,000 to cover possible CDL and/or hoist licenses.
- Postage #5342 increase would cover the mailbox at the UPS store.
- Office Supplies #5420 was shifted to bulk purchases and office needs such as a water cooler, small fridge, etc. would be borrowed from other Departments.
- Small Tools #5431 (up \$2,500) were at a bare minimum.
- Custodial Supplies #5450 was reduced \$2,000 given this year's surpluses.
- Groundskeeping #5460 (up \$50,000) would contract out municipal building mowing, plantings, mulching etc., while internal staff (especially seasonal) covered parks and cemeteries.
- Medical Supplies #5500 was first aid kits for all municipal trucks and buildings.
- Staff used cellphones as the Office had no reception so Radios #5855 was cut.
- Lifeguard Supplies #5483 up \$1,500 paid for surfboards, buoys, channel markers and safety equipment, as opposed to Recreational Supplies #5585, swings, etc.
- Park Maintenance #5253 was based on the last two years of DPW spending.
- Articles
 - The Council on Aging (COA) needed a new roof \$75,000. Exterior wall shingling/window repair could be postponed a year.
 - The Town Hall steeple was scheduled for completion/return before summer, after which Mr. Metell proposed painting the building (\$225,000).
 - The Police Station locking system needed an upgrade (\$40,000).
 - An article to dismantle/demolish 55 Williams St. would include:
 - removing/saving marble mantels, doors, etc.;
 - completion of the Martha's Vineyard Commission (MVC) historical process;
 - securing the collapsing house and outbuildings from trespass;
 - clearing title issues.
 - Tisbury School Mold/Mildew Remediation (\$410,000) was a health and safety placeholder worst-case scenario predicated on all rooms needing remediation. The Teacher's Union was likely to pay for some of the testing.
 - The other School article (\$122,000) would cover repairs to: Gym Wall/Roof, front entrance and six classroom floors.
- Later in the meeting Jeff Kristal reported on continuing friction between the Selectmen and the Tisbury School Committee (TSC). The TSC requested a Memorandum of Understanding (MOU) before shifting the bulk of its

Tisbury Finance & Advisory Committee
January 30, 2019

4

maintenance funds into the Facilities budget. However, consultation with Town Counsel found school building maintenance to be the legal purview of the TSC.

Superintendents (See documents on file.)

The Superintendent's Shared Services Office Budget was up \$338,544 or 5.4%.

- Supt. Matt D'Andrea highlighted the changes.
- The Grants Coordinator was increased from 0.4 Full Time Equivalent (FTE) to 0.6 FTE due to the increasing number of grants and the tremendous paperwork requirements.
- The Strings teachers were reduced from 2.0 FTE to 1.6 FTE. Jeff Kristal protested this was still too much without family tuition of some kind. Students bought their own instruments. Supt. D'Andrea spoke to the important brain development advantages of learning music as well as the substantial pushback when cuts were proposed. Music classes were provided less regularly to older children as part of the school curriculums.
- In keeping with the MedStar consultants' recommendation the office would hire 1.5 FTE health resource coordinators:
 - 0.5 FTE to coordinate and help instruct an Islandwide health curriculum,
 - 1.0 FTE (currently contracted by partnership with Martha's Vineyard Community Services (MVCS) to connect families to on-and-off-Island mental health and substance use resources.
- A 0.5 FTE payroll Administrative Support Professional (ASP) was shifted from the Martha's Vineyard Regional High School MVRHS) to the Office.
- Increases in preschool-aged special needs students required the addition of a half-day class to the two existing Project Headway classrooms. The Law allowed 15 students per Special Education (SpEd) class of which only 7 could be on Individual Education Plans (IEPs)—i.e. designated SpEd. The new class was budgeted at one 0.5 teacher and two 0.5 assistants—with benefits. Currently the class was housed in the Grace Church preschool space at \$1,000 per month covered by tuition from the non-IEP students.
- Additional hours were added to two financial ASP positions in keeping with current workloads.
- Without the Health Coordinators and the Project Headway class the budget was up 1.2% or ~ \$75,000.

Articles:

- Here and at the end of the meeting, Jeff Kristal raised the proposed Youth Task Force (YTF) article. The Supt. Shared Services Office/All Island School Committee (AISC) had acted as a fiscal agent pass-through for ACE MV, to accommodate legal requirements for 501c3 corporations accepting municipal funds by advertising a Request For Proposal (RFP) on which ACE MV was the only bidder. The YTF, (which provided quality research and programming for youth, students and parents on drug, alcohol, vaping, etc.) requested the Office/AISC sponsor a similar funding article. However the matter was on hold

Tisbury Finance & Advisory Committee
January 30, 2019

5

while legal procedures were being investigated. There was a discussion on non-profit organizations vying for limited Town funding:

- negative feedback reported (see 1/16/19 Minutes p.6);
- duplication or overlap of services;
- multiple administrative costs;
- merging with an umbrella organization such as the MVCS;
- YTF as the oldest of the substance disorder organizations;
- Oak Bluffs objections to the County assessment formula.

Martha's Vineyard Regional High School (MVRHS)

(See documents on file.)

This year the MVRHSC went through a long interesting budget process. The current budget was assessed at 6.35%, a significant increase, driven by the following main factors.

- A \$344,000 increase in FY20 (plus ~ \$250,000 FY21 increase) to the Other Post Employee Benefits (OPEB) Trust would bring the School to normal cost (i.e annual contribution that stops the liability from growing). The MVRHSC grappled extensively the liability versus the burden on the Towns.
- Contractual increases (\$328,000) were still influx due to ongoing collective bargaining negotiations.
- Residential care tuitions fluctuated with student needs and was projected to go up \$293,000 in FY20.
- Fixed Costs were up \$285,000 although these might be moderated by the Cape Cod Municipal Health Group (CCMHG).
- The MVRHS was managing a large and unexpected English Language Learners/English as a Second Language (ELL/ESL) population spike. Although staff was shifted to accommodate the change, it was complicated by a rise in SpEd population and so required new positions:
 - one ELL/ESL teacher and one ELL/ESL assistant/translator (\$120,000);
 - one SpEd teacher for the 18-22 yr. old transition class (\$90,000);
- A technology assistant was shifted to administrative support for better parent and community communications.
- The Cafeteria system was brought in-house and restructured on an initial and conservative investment of \$39,000. Compelling student arguments included more accountability as well as an overlap with the Culinary and SpEd departments for hands-on training and instruction. Mr. Kristal's idea to contract with Island restaurants during the off-season would be difficult because of restrictive State and Federal regulations on ingredients as well as aid (\$90,000) for the 40% of MVRHS students on free and reduced lunch programs (a measure of Island financial need).
- The School was leasing computers to keep pace with fast moving upgrades.
- Capital Projects were reduced in anticipation of the upcoming larger renovation. Preventive Maintenance was reduced to reflect some completed

Tisbury Finance & Advisory Committee
January 30, 2019

6

projects and/or systems were on 2-3 yr. upkeep cycles.

- Administration committed to \$100,000 in vacancy/attrition savings, which would reduce staff and squeeze administration.
- Other savings such as Undistributed Textbooks were briefly reviewed.
- The FinCom raised the issue of the current steep rise (21 students) in Tisbury student MVRHS population. The Regional Agreement Subcommittee was exploring methods to smooth out such spikes including averaging over several years or imposing a 'circuit breaker' maximum. There were 659 MVRHS students (continued growth was projected) of which 181 were from Tisbury.

Articles:

- Principal Sarah Dingley suggested a MVRHS stabilization Fund (which failed the 2018 Tisbury ATM) to relieve pressure on capital improvements. Sometimes money was included in the budget to leverage State matching grants (i.e. with the greenhouse and vocational equipment) otherwise the only money available was Excess and Deficiency (E & D).
- The Feasibility Study article was reduced from \$1,400,000 (Tisbury share - \$384,000) by a commitment from E & D and a residual from a previous Superintendent's Shared Services Office feasibility study article—the Office renovation/replacement was included in the MVRHS project. The purpose was to hire engineers and designers to produce a master plan of options from base renovation to complete replacement in the best interest of the Island students with visioning input from the entire community. Tappei had done a preliminary feasibility study and hopefully would bid on the current project at a lower rate to take advantage of its previous work. Administration did not foresee a new building but rather a re-build/renovation of parts of the current building. The Building Committee was in touch with the Massachusetts School Building Authority (MSBA) and would continue applying for funding. [Administration requested a meeting of the All Island FinCom and All Island Selectmen for a presentation and a student video \(see below: Actions\).](#)

• Late Filed Articles for Annual Town Meeting (ATM)

(See documents on file & above p.4-5.)

- Larry Gomez explained an article had to be accepted before discussion.
- *NANCY GILFOY MOVED TO ACCEPT A SELECTMEN LATE FILED ARTICLE TO BUY OUT THE TWO EXISTING LEAF VEHICLE LEASES AND ENTER INTO A THIRD LEASE FOR \$35,000; SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.* This was an amendment to the \$120,000 purchase article for three vehicles.
- *LARRY GOMEZ MOVED ACCEPT A SELECTMEN LATE FILED ARTICLE FOR \$26,000 AS A LOCAL MATCH FOR A GRANT TO INSTALL A PERMEABLE REACTIVE BARRIER; SARAH YORK SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.* The barrier would address

Tisbury Finance & Advisory Committee
January 30, 2019

7

two plumes in the Lagoon.

- There was a late filed request on a joint Selectmen/TSC \$400,000 Tisbury School renovation/addition feasibility and Owners Project Manager (OPM) article. However it was noted that this and the LEAF article amended existing articles so [the FinCom questioned the late filed designation and requested protocol clarification.](#)

- Water Commissioners and staff were looking to hire and train a new 20 hr. per week administrative assistant position—including benefits. There was confusion over whether the amount (\$11,000) represented:

- FY19 fragment from ATM approval to June 30th, or
- FY20 cost which should be closer to ~ \$60,000.

The FinCom reviewed the Water Dept. staffing history.

• Liaison Updates (if any) with Other Town Committees

- Center For Living (CFL) Director Leslie Clapp requested a meeting with Jeff Kristal and Mary Ellen Larsen to help reformat the CFL Budget. The FinCom reiterated previous objections (see 1/16/19 Minutes p.3-4).

- The Assessors Office and Jay Grande proposed a tax work-off program for seniors similar to those in Edgartown, Oak Bluffs and West Tisbury. It would allow income eligible seniors to work at minimum wage for the Town (data entry, food distribution, etc.) to come directly off their real estate taxes up to a cut-off (e.g. \$1,000 - \$1,500). In this way the Town augmented its staff and those on fixed income received some relief (see below: Actions).

- *LARRY GOMEZ MOVED TO RECOMMEND THAT THE ASSESSOR'S OFFICE RESEARCH A SENIOR TAX WORK-OFF PROGRAM; LAURA ROSE SECONDED MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.*

- Town Accountant Suzanne Kennedy distributed a report on existing warrant article accounts (see 1/23/19 Minutes p.3). She explained the process whereby she checked with the sponsoring department before returning unused, unclaimed or timed-out moneys to the general fund at the end of the following fiscal year. Exceptions were:

- Community Preservation Committee (CPC) residuals, which were monitored by the CPC and returned to the CPC general fund; and
- enterprise fund residuals which were returned to the enterprise fund.

- The Dukes County Regional Housing Authority (DCRHA) attended a Selectmen meeting. Jeff Kristal and Suzanne Kennedy reviewed their previous objections (see Minutes: 2/7/18 p.5 & 2/14/18 p.3).

• Reminder February 6th Joint Meeting with Selectmen

• Adjourn

- *PAMELA BROCK MOVED TO ADJOURN AT 9:19PM; LAURA ROSE SECONDED; MOTION PASSED UNANIMOUSLY.*

Tisbury Finance & Advisory Committee
January 30, 2019

8

Meetings/Events:

TFC/BOS – 6:30PM, Wednesday, February 6, 2019 Tis. Sr. Center

Special & Annual Town Meetings - Tuesday, April 9, 2019 – Tisbury School

Action List:

- Marni Lipke – draft letter re: Senior tax work off program.
- Jeff – consider late filed articles (YTF, etc.) at 2/6/19 meeting.
- Jeff – contact AIFC & AI Selectmen re: meeting to hear MVRHS presentation

Documents on file:

- Agenda 1/30/19
- Tisbury DPW FY 2020 Budget Requests (2 p.) 1/30/19
- Tisbury DPW FY 2020 Budget Requests (3 p.) 1/30/19
- Tisbury DPW FY 2020 Budget Requests (7 p.) 1/30/19
- Town of Tisbury, FY2019 DPW Budget (2 p.) 1/30/19
- Town Administrator Memorandum Re: Warrant Articles 2019 (2 p.) 1/25/19
- Account Number Line Description FY19 Original Budget....(3 p.)
- Account Number Line Description FY19 Original Budget....(2 p.)
- Town of Tisbury, FY2019 Facilities Department Budget 1/30/19
- Martha's Vineyard Regional High School District Certification of FY20 Budget January 2, 2019 (9 p.)
- MVRHS FY20 Budget Highlights Certified 1/02/2019
- Highlights/Changes to Superintendent Shared Services Budget: (2 p.)
- Martha's Vineyard Public Schools Superintendent's Office and Shared Services Programs, FY'20 Proposed Budget Approved by the A.I.S.C. January 2, 2019 (5 p.)
- Martha's Vineyard Public Schools Superintendent's Office and Shared Services Programs, FY'20 Proposed Budget Approved by the A.I.S.C. January 2, 2019 (3 p.)
- Town of Tisbury, Town Clerk memo re: ATM (4/9/19) Non-Appropriating, STM (4/9/19) (4 p.) 1/30/19
- Article ___ To Provide Matching Funds for Permeable Reactive Barrier Grant 1/23/19
- Article ___ To Fund Professional Services for Tisbury School 1/23/19
- Article ___ To Fund One Electric Vehicle Leas and Buy Out Two Current Electric Vehicle Leases 1/23/19
- Town of Tisbury, Community Preservation Article Balances 1/30/19
- Town of Tisbury, Special Article Balances (2 p.) 1/30/19

Chair Jeff Kristal

Date

Minutes approved 2/13/19.