

TISBURY BOARD OF SELECTMEN MEETING MINUTES

Monday, January 6, 2020 at 8:30 AM

Department of Public Works Meeting Room, 115 High Point Lane, Tisbury
Melinda F. Loberg; James Rogers; Jeff Kristal

Members Present: Melinda Loberg, Jeff Kristal, James Rogers

Others Present: John Grande – Town Administrator, Alexandra Kral -Executive Assistant, Kirk Metell

CALL MEETING TO ORDER AT 8:40 AM

WORKING SESSION

Town Administrator informed Board Members that the Goal of today's working session is to review DPW organizational chart & budget as well as various Town Meeting Warrant Articles.

DPW organization & budget for Fiscal Year 2021

One of the ongoing issue at the DPW is the insufficient staffing. Kirk Metell informed Board members that due to the lack of personnel highway and road work is being prioritized over building maintenance. Mr. Metell proposed to consolidate Facilities Manager Budget and DPW Budget into one. Board Members reviewed proposed Budgets and chart of DPW organization.

Member Rogers stated that there is a strong need for a second in command with high level experience in the roadwork and contract management. Town Administrator agreed with member Rogers adding that there is also a strong need for someone who will take on Facilities manager role. Member Loberg stated that the Town's past practice was to hire an engineering firm to offset lack of staff or expertise in Town. She asked if the new hires will be able to reduce Town's need for use of the outside contractor. Board Members requested to review job descriptions for General Foreman, DPW Director and Facilities Manager. Town Administrator informed Board Members that position of the Wastewater/DPW secretary has been advertised for the in-house applicants. Member Loberg inquired on how the grant management responsibilities would be carried out efficiently within proposed DPW chart. Town Administrator suggested that a stipend could be established for employee who will assume grant management responsibilities; however, this matter would require further review with the Town Accountant.

Member Kristal made a motion to approve consolidation of the budget and positions of facility manager and general foreman subject to final review of the relative job descriptions. Member Rogers seconded the motion. The motion was unanimously approved.

Member Loberg inquired if there is data listing status and age of each of the town building. Town Administrator stated that THE Town needs to perform an assessment of all Town owned building and Land. Member Rogers stated that the Board should return to this discussion once a final decision on the school project has been made. Board Members inquired on the amount of funds available through building stabilization fund. Member Loberg stated that she was recently informed of the need to designate school as an emergency shelter so the new building plans would account for that.

Member Kristal motioned to designate Tisbury School Building as an emergency shelter. Member Rogers seconded the motion. The motion was unanimously approved.

Continued review of DPW Budget:

Member Rogers is there was rational for a full-time town mechanic. Town Administrator stated that that position would be hard to fill. Possibly a service that can be shared with the Town of Oak Bluffs.

Member Kristal motioned to conceptually approve DPW and Facilities budget. Member Rogers seconded the motion. The motion was unanimously approved.

Board Members reviewed Wastewater Department Budget.

Member Rogers asked to ensure that the all wastewater staff had completed safety training, if not fund should be budgeted in order to do so. Mr. Metell informed Board Members that department is planning to exchange all existing abatement meters to unified models to prevent potential mistakes in collected data.

Member Kristal motioned to approve budget with explanation of proposed computer repair and equipment repair expenditure line. Member Rogers seconded the motion. The motion was unanimously approved.

Member Kristal motioned to approve recommendation to change all abatement meters to unified model. Member Rogers seconded the motion. The motion was unanimously approved.

Annual Town Meeting 2020 Warrant Articles

MEETING ADJOURNMENT

Respectfully submitted by

Alexandra Kral

Melinda F. Loberg
Chair

DocuSigned by:

James Rogers

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James J. Rogers
Vice Chair

DocuSigned by:

Jeff Kristal

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Jeff Kristal
Clerk