

**Tisbury Finance & Advisory Committee
at the Tisbury Emergency Services Building
6:30PM, Wednesday, May 4, 2016**

Present: Co-Chairs – Jeff Kristal & Paul Cefola, Pamela Brock, Nancy Gilfoy, Jynell Kristal, Mary Ellen Larsen,
Elected but not yet sworn in: Barbara Fortes, Lesley Segal;
Town: Administrator – Jay Grande, Accountant – Suzanne Kennedy,
Fire Chief – John Schilling, EMS Chief – Tracey Jones,
Acting Harbormaster – John Crocker
School Principal – John Custer, TSC Chair – Colleen McAndrews
Others: Minutes – Marni Lipke * Late arrivals or early departures

The Tisbury Finance and Advisory Committee (FinCom) was called to order. Pamela Brock and Lesley Segal had been elected but not yet sworn in and therefore did not participate in any votes.

Annual Re-Organization

There was a brief discussion over whether reorganization should be delayed till all members were present and sworn in.

- Jeff Kristal was no longer willing to work as a co-chair since the configuration led to confusion and disorganization. Other Boards had similar problems. The situation had originally arisen during the change over after Chairs Larry Gomez and Bruce Llewellyn.
- PAUL CEFOLA NOMINATED NANCY GILFOY AS CHAIR WITH GENERAL CONSENSUS; NANCY GILFOY RESPECTFULLY DECLINED FOR THIS YEAR.
- PAMELA BROCK NOMINATED JEFF KRISTAL AS CHAIR; MARY ELLEN LARSEN SECONDED; JEFF KRISTAL ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED: 5 AYES, 1 NAY—PAUL CEFOLA, 0 ABSTENTIONS.
- JEFF KRISTAL NOMINATED MARY ELLEN LARSEN AS VICE CHAIR; JYNELL KRISTAL SECONDED; MARY ELLEN LARSEN ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.
- JEFF KRISTAL NOMINATED NANCY GILFOY AS CLERK; MARY ELLEN LARSEN SECONDED; NANCY GILFOY ACCEPTED THE NOMINATION; NOMINATIONS WERE CLOSED; NOMINATION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

Welcome to New Members

Barbara Fortes was congratulated on her re-election and welcomed back after her vacation. Lesley Segal was welcomed to the FinCom, everyone introduced themselves and she expressed her excitement at being involved in Town government.

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Reserve Fund Transfer (Ambulance) (See documents on file.)

Emergency Medical Services (EMS) mandates required a certified Paramedic and a certified Emergency Medical Technician (EMT) on every shift. To fill the shift requirements a position had to be posted, and in order to post the position funds had to be available. A review of the Fiscal Year 2016 (FY16) EMS budget showed the salary line short by \$11,000 (about two weeks)—mostly due to unexpected overtime costs from being short-staffed. Issues included:

- overtime vs. straight time pay;
 - comp-time and vacation days currently owed to staff, now having to work without breaks to fill shifts;
 - requirement to vote a set amount;
 - Reserve Fund balance, status as the sole purview of the FinCom, and the only fund that could be distributed to all departments;
 - Selectmen directions re: Reserve Fund requests;
 - immediate posting of the position (to hire in time for the tourist season), and the availability of candidates.
- *JYNELL KRISTAL MOVED TO AUTHORIZE THE WITHDRAWAL OF \$11,000 FROM THE RESERVE FUND TO BE TRANSFERRED TO THE FISCAL YEAR 2016 EMERGENCY MEDICAL SERVICES SALARY LINE; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*

Reserve Fund Transfers (Harbor)

- 1) The State replaced two pilings on the Douglas St. Dock at no cost to the Town, however one was destroyed (probably by ship strike) and another piling was needed (\$2,000), as well as signage for all (\$661) and bolts (\$20).
- Acting Harbor Manager John Crocker proposed funding \$1,597 from the FY16 Navigational Aids article residual and requested \$1,084 from the Reserve Fund.
- 2) A sunken vessel was removed from the Harbor (\$1,450) and hauled from Ralph Packer's to Park & Ride storage (see 4/12/16 Minutes p.2). Fortunately no fuel was involved. The owner could be held responsible if found and Joe Crocker was executing due diligence in the search. The best case mandated Town storage for 3 months, the worst case for 5-10 years.
- At one time the boat was anchored in the Outer Harbor and had come ashore at the Yacht Club who pulled it up on the beach, at which point the Town put it on a Town mooring. The Winter 2014 and Spring 2015 mooring fees were paid but all contact information was incorrect.
- Town Administrator Jay Grande asked for time to consider insurance, funding, etc., however Harbor Management had judged it an emergency situation. A 6-7 year old \$5,000 "Abandoned Vessels" article had a \$1,534 residual and \$1,165 was requested from the Reserve Fund.

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- Waterways revenues comprised: 50% of boat excise tax, a small amount from late fees and ground mooring fees from “private” moorings (see below). The current balance was ~\$72,000, but as a “reserved for appropriation fund” it could only be spent by Town Meeting warrant.
- Due to an oversight no FY17 Nav. Aid article had been voted from Waterways.
- The Harbor budget did not have much leeway.
- The Municipal Relief Act allowed the transfer moneys between departments and salary/non-salary lines, without recourse to Town Meeting provided:
 - it was authorized between May 15th and July 15th;
 - both the FinCom and Selectmen voted concurrence;
 - aggregate transfer was not more than 3% of a department’s budget or \$5,000 whichever was larger.
- The accuracy of Harbor records and payment was an issue; coast guard registry, insurance certificates, credit card capacity, etc.
- Harbor finances were further discussed later in the meeting (see below p. 4)
- *NANCY GILFOY AND MARY ELLEN LARSEN MOVED TO AUTHORIZE THE WITHDRAWAL OF \$1,084 FROM THE RESERVE FUND FOR THE REPAIR AND SIGNAGE OF DOUGLAS STREET DOCK PILINGS; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*
- *NANCY GILFOY MOVED TO AUTHORIZE THE WITHDRAWAL OF \$1,165 FROM THE RESERVE FUND FOR RETRIEVAL AND HAULAGE OF AN ABANDONED VESSEL; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*

School Business Administrator Amy Tierney (Ms. Tierney was not present.) Paul Cefola, Mary Ellen Larsen and Selectman Tristan Israel represented Tisbury at the All Island School Committee (AISC) meeting. Up Island Regional School Committee (UIRSC) Chair Robert Lionette had stated that, at this time, there was no consensus or vote on changing the Supt. Shared Services assessment formula. The FinCom discussed various scenarios.

- The AISC considered the formula a bigger issue than picking out one piece that was to the advantage of one or another district.
- There was general agreement that School Choice was beneficial to Island families. Reasons for School Choice requests included: work/convenience, sentimental attachment, moving to another Town and while children remain at the current school, educational fit, etc.
- School Choice Law was designed to fill empty slots in a classroom, which could be capped by policy and principal discretion. The Law prohibited adding teachers or classes through school choice enrollment.

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- Tisbury School received 20 School Choice students and sent 33 to other districts—including the largest number to the UIRSD. The new or newly renovated Tisbury School could change this configuration.
- School Committee discussions could include formula analysis and a presentation by the Cape Cod Collaborative.
- A little later in the meeting Tisbury School Committee Chair expressed their gratitude for Town support and votes to fund the feasibility phase of the Massachusetts School Building Authority (MSBA) process. All paperwork should be completed shortly and it was hoped Tisbury would be invited into the next step in the process, hiring an Owners Project Manager (OPM) through the public procurement process. MSBA provided references and advice on OPM consultants, but the decision was at the sole discretion of the Town.

Questions Regarding Charter School, etc.

There was a general sense that Charter School funding was a burden to the Town since it charged \$766,700 in tuition and returned only \$103,000 in reimbursement. Charter Schools financing was an issue between the current Governor and the Massachusetts Municipal Association (MMA).

- The MV Charter School was run by a Board of Directors and enrollment was capped at 180 students kindergarten through twelfth grade, with proportional limits for each sending town.
- Due to high real estate taxes Chapter 70 (State education reimbursement) funds only comprised about 10% of Martha's Vineyard Public Schools (MPVS) funding.

Harbor Discussion with John Crocker

As a preamble to increasing Harbor revenues and relieving taxpayer burden, the complexities for Harbor finances were outlined:

- Town-leased moorings (Town owned & maintained tackle)—charged seasonally by vessel length (\$866-\$1,617);
- rates slated to rise 10% every other year for four years, and then 5% for a total 25% increase;
- private mooring permits (owner's tackle) charged seasonally by vessel length (\$144-\$202/year);
- owners' guests allowed to moor for up to 2 weeks with Town permission;
- no subleasing allowed by individuals, Harbor policed and largely obeyed;
- all (private & Town) moorings required to inform the Harbormaster of any vacancy (by night, week, etc.) which Town rents to transients at \$50/night;
- 39 commercial owned Harbor moorings (Vineyard Island Marina, MV Shipyard, Gannon & Benjamin) at \$336/yr. rented to clients at ~\$3,000/season; 12 commercial moorings in Tashmoo (Tashmoo Boatyard).

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Tisbury had about 750 moorings;

- 175 Inner Harbor moorings of which 59 were Town-owned (for 66 returning renters);
- 120 Outer Harbor moorings of which one was town-owned;
- Tashmoo moorings of which 17 were Town owned (~\$13,000 revenue);
- 250 Lagoon Pond moorings;
- If private marinas were full, the law allowed Town dock tie-up (no amenities included) at \$35/night.
- Commercial fishing vessels rafted three to a mooring for \$5 each/day.
- Harbor Management was an advisory board to the Harbormaster and Selectmen. Selectmen set regulations following a public hearing.
- Each body of water had a wait list (the Harbor had two: one for Town and one for private moorings).
- There were two surveyed mooring fields: Inner Harbor and Lake Tashmoo.

Examining Financial Opportunities in Our Waters

- The number of moorings was capped some time ago by the Selectmen.
- The Clean Vessel Act (CVA) forbade charging for pump-out—a legal device that was effective in making it the right and easy thing to do.
- Other marinas increased income by rafting vessels, i.e. placing 3 vessels on a mooring. However this would change the complexion of the current quiet mostly sailboat Harbor.
- Mooring rates were reasonably comparable to other Island towns.
- Currently there were no Town-owned moorings solely dedicated to transients and John Crocker suggested the Town might suspend some leases to have a better transient sampling and income.
- Mooring area expansion required approvals from: Army Corps of Engineers, Dept. of Environmental Protection (DEP) and Conservation Commission. Heavier traffic would also trigger environmental concerns on pond bottoms, eelgrass, shellfishing, etc.
- Separated locations would be a better solution. Complications included: private/public partnerships, pump-out vessel access, and Federal anchorage off the seawall.
- The discrepancy between Town rates for commercial slips and the commercial rent income was noted.
- Any commercial venture using Town docks and waterfront could be charged a fee but no formal procedure was in place. For example a Gannon & Benjamin/Black Dog consortium ran July/August launch service.
- Regulations allowed entities to come to the face of the dock for 15 minutes. Vessels could not be left unattended.

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- Free anchorage for up to three days was a long and universal tradition. There was a discussion on day-trippers, coastal sailors stopping in harbors along the way, partying in Tashmoo, etc. Neighbor complaints were minimal.
- John Crocker and Information Technology (IT) Director Heidi Rydzewski were considering waterway software encompassing the entire harbor database: mooring history, payment, credit card capacity, contact information, inspections, wait lists, etc. Expense could be passed on to customers through a small user fee or paid by the Town.
- The FinCom and Mr. Crocker exchanged thanks.

Jon Snyder Discussion – Tabled

Sub-Committee Reports

The FinCom discussed representation on the Sewer Advisory Board and the Energy Committee (strategic planning to conserve fuel / money: e.g. upgrades to LED lighting, replacement of outdated 24/7 hot water heaters, etc.)

- *NANCY GILFOY MOVED TO APPOINT JEFF KRISTAL AS THE TISBURY FINANCE COMMITTEE REPRESENTATIVE TO THE SEWER ADVISORY BOARD; MARY ELLEN LARSEN SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*
- *MARY ELLEN LARSEN MOVED TO APPOINT BARBARA FORTES AS THE TISBURY FINANCE COMMITTEE REPRESENTATIVE TO THE ENERGY COMMITTEE; JYNELL KRISTAL SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.*
- The Community Preservation Committee (CPC) would meet every month except July and August. It oversaw ~\$532,600 in active projects, had reclaimed \$378,100 from inactive or canceled projects and could boast \$3,930,000 worth of completed projects. This month there would be a workshop on the application process for all Tisbury Department Heads.
- The Dept. of Public Works (DPW) was hiring a pavement management consultant.

Approval of Previous Minutes

Paul Cefola objected to the way his remarks were reported, preferring his own wording: “that it was not based upon a Work Breakdown Structure (WBS) which in project management and systems engineering, is a decomposition of a project into smaller components, a key project deliverable that organizes the team's work into manageable sections.” However these terms were not used at the April 20th meeting (see documents on file).

- *NANCY GILFOY MOVED TO APPROVE THE MINUTES OF APRIL 20, 2016 AS WRITTEN; JYNELL KRISTAL AND MARY ELLEN LARSEN SECONDED; MOTION PASSED: 5 AYES, 1 NAY—PAUL CEFOLA, ABSTENTIONS AS ABSENT.*

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Future Meeting Dates and Guests

- The FinCom requested quarterly budget updates (see below: Actions).
- There was continued interest in the Oak Bluffs initiative for an All Island FinCom meeting to deal with such issues as regional assessments, and municipal support of non-profits (Adult Community Education Martha's Vineyard (ACE-MV) (see 3/2/16 Minutes p.2 & 6-7), and Healthy Aging Martha's Vineyard (see 2/17/16 Minutes p.3).
- IT WAS THE CONSENSUS OF THE FINCOM TO MEET THE SECOND WEDNESDAY OF EVERY MONTH. To accommodate end-of-year transfers it would meet later in June (see below: Meetings/Events).

• Adjournment

- *PAMELA BROCK MOVED TO ADJOURN AT 8:54PM; PAUL CEFOLA SECONDED; MOTION PASSED UNANIMOUSLY.*

Meetings/Events:

- **FinCom - 6:30PM, Wednesday, June 15, 2016 - Tisbury EMS Bldg**
- CPC Orientation - Thursday, May 12, 2016 - Town Hall
- Innovative Septic Fair - 9:30AM-3:30PM, Thursday, May 12, 2016 – Grange
- **FinCom - 6:30PM, Wednesday, July 13, 2016 - Tisbury EMS Bldg**
- **FinCom - 6:30PM, Wednesday, August 17, 2016 - Tisbury EMS Bldg**
- **FinCom - 6:30PM, Wednesday, September 14, 2016 - Tisbury EMS Bldg**

Action List:

- All – hit “Reply All” when responding to scheduling emails
- Jeff – ask Jon Snyder/Suzanne Kennedy for quarterly Munis updates.
- Other topics of interest:
 - regional assessments & non-profits—for the All Island FinCom;
 - landfill, wastewater, fee structures;
 - OPEB liability solutions;
 - Town Meeting/election schedule
 - County Manager,
 - Schools – Amy Tierney

Documents on file:

- Agenda 5/4/16
- Informational Guideline Release, Appropriation Transfers (4 p.) May 2006
- Cefola/Lipke emails re: TFC 4-20-16 Draft Minutes (2 p.) 4/26-29/16
- Reserve Fund Transfers FY2016 5/4/16

Minutes approved 6/15/16.