

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, January 3, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger,  
Frank Case, Mimi Davisson, Bill McGrath,  
Peter Palches\*, Mike Perry, Adam Wilson

Others: Town Administrator – Michael Dutton  
Town Treasurer – Paul Manzi  
Selectman – Ron DiOrio  
ConCom – Liz Dolan/Durkee  
Shellfish – David Grunden

Recorder - Marni Lipke

Absent: Joe Alosso, Doug Best,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:04PM.

**1. Revise this agenda**

- Richie Combra, Jr. could not attend.
- Ron DiOrio requested some time to talk about Town insurance matters.
- Later in the meeting Peter Palches again asked that David Vigneault of the Dukes County Regional Housing Authority (DCRHA) address the FinCom (see below: Actions).

**2. Budget Review: Conservation Commission**

- Once again the Conservation Commission (ConCom) presented a flat budget.
- Sailing Camp repair and renovation had started and should be finished in time for the season (see below: Actions). This should reduce operating costs.
- Local Wetland Protection fees were \$25 per application (to go into the general fund) and there were about 50 application last year. Moneys were sometimes used to fund expert consultations on complex projects (see below: Actions).
  - The Mass. State Wetlands Protection Act fees varied from \$60 to \$10,000 depending on the size of the project and went into a revolving fund.
  - Related warrants included the \$60,000 sea wall study and other requests on beaches and water quality (see below: Shellfish Dept.).
- Mitigation measures for global warming / sea level rises were in the early planning stage but were likely to initiate substantial long term capital planning (see below: Actions).
- If there were unlimited funds Ms. Durkee would hire staff so she could concentrate on larger issues, recycling, climate change, etc.
- The FinCom thanked her for her second level funded budget in a row. Liz Dolan/Durkee complimented the FinCom on their professionalism, interest and knowledge

**Town Insurance**

- Mass. General Law (MGL) allowed Towns to set up an insurance advisory committee to study and report on Town Insurance. Ron DiOrio requested that the FinCom form such a subcommittee specifically on health insurance options. The FinCom discussed costs, union negotiations, coverage and narrowing choices as well as previous insurance issues such as unfunded liabilities, retirees, police comp-time/leave and insurance surveys.

**Oak Bluffs Finance and Advisory Committee  
January 3, 2008**

2

**- MIMI DAVISSON MOVED THAT THE OAK BLUFFS FINCOM FORM A SHORT TERM HEALTH INSURANCE ADVISORY SUBCOMMITTEE TO LOOK AT THE HEALTH INSURANCE PROVIDED TO THE TOWN AND THE FINANCIAL IMPLICATIONS OF REDUCING THE NUMBER OF INSURANCE PROVIDERS; MIKE PERRY SECONDED; MOTION PASSED; 6 AYES, 0 NAYS, 1 ABSTENTION – ADAM WILSON** due to conflict of interest.

• CHAIR THAD HARSHBARGER WITH THE CONSENSUS OF THE FINCOM APPOINTED MIMI DAVISSON AND MIKE PERRY WHO HAD VOLUNTEERED FOR THE SUBCOMMITTEE. The Subcommittee would report back to the FinCom before making recommendations to the Board of Selectmen.

Budget Review: Shellfish Department

- The MV Shellfish Group had collected grants and donations to expand its work while keeping dues steady.
- There was a new line: Periodic Labor. The funding was already in the Fiscal Year 2008 (FY08) Budget but the configuration and spending was technically unclear.
- The Supply line was increased to cover inflation.
- Travel had been reduced last year since the major conference was in New England but had to be restored to its FY07 level for this year's conference.
- The new and large increase was for Water Quality testing.
  - Previously funded by grants (now exhausted) standard water chemistry tests were about \$3,000 per year.
  - After the Mass. State Marine Fisheries seasonal restriction of shellfishing in Sengekontacket Pond local Shellfish Dept.'s were trying source (DNA) testing at \$1,000 per sample to identify the source species of the bacteria—human, avian, rodent, etc.
  - A joint OB/Edgartown Committee had been set up to monitor and mitigate the Sengekontacket water quality.
- Cuts in funding were likely to:
  - prolong the ban on commercial and recreational shellfishing in Sengekontacket, and
  - increase volunteer help – not usually reliable in such a weather sensitive field.
- If funds were unlimited David Grunden would hire more staff, and increase seeding, monitoring and testing.
- The FinCom discussed: the MV Shellfish Group, fee schedule, license revenue (\$14,000), industry value, Farm Pond status, bridge replacement impact, and dredging.

**3. Background for Budget Preparation (Paul)**

- The bottom line of the current OB FY09 budget draft was \$24,416,621.
- Treasurer and Finance Director Paul Manzi had included \$600,000 to begin pro-active coverage for unfunded liabilities.
- Despite some additions (ferry fees - \$200,000) and liabilities (OB School 7.2% \$400,000) and Personnel Board Salary increments (\$200,000) the gap remained at about \$1,676,000.
- The FinCom discussed:

**Oak Bluffs Finance and Advisory Committee**  
**January 3, 2008**

**3**

- the increased OB enrollment in the High School and again voting the Mass. State Statutory Assessment Formula,
- Teacher contribution to the Island economy and the stability of the school budgets at 43-45% of the Town budget.
- solutions such as: separate override articles for each department, cutting services, forced reductions of Dept. budgets.
- education and clarification, such as showing the true cost of an employee—salary, vacation, health care, pension, etc.
- split tax rate implications,
- Town vehicle fleet review.

**8. Adjourn (Joe)**

**• ADAM WILSON MOVED TO ADJOURN 6:16PM; BILL MCGRATH SECONDED; MOTION MOVED; MOTION PASSED BY CONSENSUS.**

**Action List:**

- All - Each member draft plan to balance budget without overrides.
- Review Town fees for consistency.
  - Town vehicle fleet for more efficient use and more appropriate vehicles.
- Have all FinCom comments ready for warrant article publication.
- Paul Manzi – report on all Town revolving funds.
  - add place holder for salary increments to FY09 Budget.
  - draft overview/comparison of FY08 / FY09 Budgets
- Michael Dutton – draft Town restructuring plan to reduce staff.
- Thad/Mike Perry – schedule regional assessments including DCRHA
  - invite Charter School
  - add Budget Review: Highway Dept. - 2/7/08 Meeting
- Liz Dolan/Durkee - was Sailing Camp work put out to bid?
  - Explore on-line booking from Town website; e.g. <http://www.highfieldhall.org>
  - submit rough long term Capital Plan narrative re: sea rise mitigation
- Dave Grunden – request water quality test funds from Lagoon Pond Association.
  - place future goals on Capital Plan as place holder
- Bill McG - Increase capital plan for longer term.
- Marni – Analysis of FinCom costs.

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**Oak Bluffs Finance and Advisory Committee  
January 3, 2008**

**4**

**1/10/08 Agenda:**

- Revise Agenda
- Approve 12/20/07, 1/3/08 Minutes
- Prepare 1/17 meeting questions.

**Future Agendas:**

- Prepare questions for the next meeting.
- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file:**

- Agenda 1/3/08
- FY2009 Budget Review Dates OB Finance Committee
- OB Next Year / Current Year Budget Analysis (11 p.) 1/3/08
- Narrative Proposed FY 09 Budget (*Shellfish Dept.*) (3 p.)
- Mass. Dept. of Revenue – Bureau of Accounts – Automated Statement Indebtedness  
Town of Oak Bluffs FY2007 (5 p.) July 2006
- Town of OB, Mass. Net Debt Service Schedule (13 p.) 11/11/02
- OB Mass. Dept. of Revenue Notice to Assessors of Estimated Charges (7 p.) 7/12/07

**• These Minutes approved by the Oak Bluffs FinCom 1/31/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, January 10, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Acting Chair Mike Perry, Joe Alosso,  
Doug Best, Mimi Davisson\*,  
Bill McGrath, Peter Palches\*, Adam Wilson

Others: Recorder - Marni Lipke  
Library: Danguole Budris, Beatrice Green, Harvey Beth  
Emergency: Peter Martell  
Fire: Pete Forend, Anita Billings  
Ambulance: John Rose (Anita Billings)

Absent: Frank Case, Thad Harsbarger,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:07PM.

**Library Budget Review**

- This was an entirely new Board that was dealing with a beautiful new building with increased use and circulation (see documents on file).
- Libraries were overseen by the Mass. Board of Library Commissioners which gathered statistics, put out an annual report, and oversaw accreditation. This Board had judged the OB Library staff too thin for the significant increases in space and use. In addition all libraries were required to spend 20% of their budget on materials – although Oak Bluffs had received a waiver for the last two years. Failure to comply meant loss of eligibility for State grants, loss of accreditation and consequent loss of citizens use of other Island libraries.
- Because of this the Library was requesting:
  - a new position of Youth Reference Librarian, to cover all floors, insure safety and quiet, and aid the increasing needs of students for internet support;
  - and to raise the materials line to be commensurate with the budget increase.
- Otherwise the Budget Proposal was level, with additions balanced by cuts. The Library continued to seek grants, and to push the Friends of the Library to increase fundraising / donations.
- An Oak Bluffs Librarian was chosen as one of five Mass. State representatives to a Washington Conference. The Island libraries were a model of regional cooperation. Customer satisfaction and statistics looked good.
- The FinCom discussed:
  - the 20% materials mandate,
  - School libraries and Cape Libraries Automated Materials Sharing (CLAMS) membership,
  - Comparison with other Island libraries, and
  - building maintenance.
- Everyone exchanged thanks.

**Oak Bluffs Finance and Advisory Committee**  
**January 10, 2008**

2

**Emergency Management Budget Review**

- The main points were reviewed (see documents on file) including grants for pet supplies, shelter equipment, radio back up, and a Mass Casualty Incident Unit (MCI) trailer, (see documents on file)—Memorandums of Understanding with such entities as the MV Hospital were in place.
- For the first time Mr. Martell asked for a small stipend citing the much increased work load since 9/11 and the Oak Bluffs responsibility for hospital, cruise lines, six ferry lines, the harbor, etc. Previously he had not been reimbursed for gas expenses which this stipend might just cover. He was currently setting up a secondary flue hospital and working on rebuilding the Emergency Managers Handbook.
- The FinCom discussed;
  - truck use and mileage (150 m.).
  - harbor / Coast Guard security, the rescue boat use for cruise ships,
  - Mass casualty evacuation planning,
  - Hospital / High School coordination and possible back billing.
  - If he had to cut he would cut his stipend.
- Everyone exchanged thanks.

**Ambulance Budget Review**

The tax Budget was reviewed (see documents on file) however it did not include the Ambulance Fund revenue and expenditure. Many expenses and salaries were split between the two revenue sources (see below: Actions).

- The big expense was the night medic which had previously been shared with Edgartown. Mass. State mandated Emergency Medical Service 24 hours a day 7 days a week which was currently covered by a \$150 stipend per night for technicians to be on call from their homes. Eventually a salaried person who slept at the station would be required for all Towns.
- The Dept. would be called back when its entire budget was available.

**Fire Department Budget Review**

- The Fire Dept. was not included in the Classification and Compensation Study and was the lowest paid on the Island and maybe the State. Chief Forends had accordingly budgeted much needed raises for all grades at a median of other Island Town Fire Dept. levels. The FinCom emphasized that they were aware of this necessity with the change in administration.
- On going equipment maintenance lines had been added for equipment longevity, testing and inspections.
- All expenses would be permanent operating increases on the Dept. Budget – the Ambulance Fund paid for trucks only.
- The Dept. was looking at revenue streams including: charging for repeated false alarms; non-emergency events such as the Boston Pops concert; permits for welding; and taking over smoke alarm inspections, gas permitting, etc. from the Building Dept. In addition there was a Fireman's Civic Association which helped with fundraising, incidentals, etc.
- There was currently no upper age limit to volunteers, but a new Junior Firefighter Program recruited 15 to 18 year olds – one per truck – to complete all trainings before joining the department.

**Oak Bluffs Finance and Advisory Committee  
January 10, 2008**

**3**

- The FinCom discussed;
  - success markers, and
  - Fiscal Year 2008 (FY08) / FY09 salary comparisons,
- If the budget had to be cut, Chief Forends would cut his own salary. If he had unlimited funds he would address building issues – a leaking roof, insufficient space for vehicles, and add space for offices, a shower, bunk space, etc.
- Chief Forends and John Rose were working closely together and a merger of the Departments was moving forward.
- Everyone exchanged thanks.

**Adjourn**

**• JOE ALOSSO MOVED TO ADJOURN 5:38PM; MIMI DAVISSON SECONDED; MOTION PASSED BY CONSENSUS.**

**Action List:**

- John Rose & Mike Perry - contact Finance Director Paul Manzi re: comprehensive Ambulance Dept. Budget
- Reschedule Ambulance review.

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**1/17/08 Agenda:**

- Revise Agenda
- Approve 12/20/07, 1/3/08, 1/10/08 Minutes
- Prepare 1/24 meeting questions.

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file:**

- Agenda 1/10/08
- OB Estimated Budget for FY 2009 1/8/08
- Ambulance Reserve Account 5 Year Plan – Revenue and Expenses (2 p.)
- OB Next Year / Current Year Budget Analysis Library (2 p.) 1/8/08
- OB Public Library Five Year Plan for Fiscal Years 2007-2011 (10 p. + covers)
- OB FY2009 Budget Preparation Emergency Management (6 p.) 12/3/08
- OB FY 2009 Budget Ambulance J-Rose 12/1/08
- Draft FY 2009 Budget Preparation (*Fire*) 2 p.

- These Minutes approved by the Oak Bluffs FinCom 1/31/08.



**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, January 17, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso,  
Frank Case, Mimi Davisson\*, Bill McGrath,  
Peter Palches, Mike Perry, Adam Wilson

Others: Town Finance Director/Treasurer – Paul Manzi  
Veterans Services Director – Jo Ann Murphy  
Tax Collector – Cheryl Sashin  
Information Technology – Travis Larsen  
Harbormaster – Todd Alexander  
Schools – Supt. James Weiss,  
Student Support Dir. Dan Seklecki,  
OBSC –Lisa Reagan, Priscilla Sylvia,  
Recorder - Marni Lipke

Absent: Doug Best

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:00PM.

**1. Revise this agenda**

- Veteran's Affairs budget review was added.
- Information Technology would be part of the Finance Dept. budget review.
- There would be a discussion of the big picture on a non-override balanced budget.

**Budget Review: Veterans Affairs** (See documents on file.)

As of January 1, '08 there were six Oak Bluffs veterans on benefits and although hard to predict it was expected to remain at this level. Otherwise the budget was level funded.

- It was noted that a large portion of these lived in Woodside Village and were living on a fixed income.

- Mass. State reimbursed 75%.
- Benefit packages had been researched for the best buy; the Dept. was currently using Blue Cross Managed Care at \$150 per month. Benefits varied as to income, marital status, children, social security, etc. There was also a possible fuel allowance.
- This was a Mass. State program (although the Director was a County employee). Federal benefits were a different matter and topped \$1,000,000 for the Island. The OB FinCom discussed the differences.
- The FinCom thanked Jo Ann Murphy for her informative presentation.

**2. Review Minutes 12/20/07, 1/3/08, 1/10/08**

The minutes were postponed.

**Oak Bluffs Finance and Advisory Committee  
January 17, 2008**

2

**3. Budget Review: Finance Department** (See documents on file.)

- This was a level funded budget except for salaries which were: a) awaiting Personnel Board determinations, and b) pending collective bargaining negotiations.
  - The Dept. budgets were shown as structured. The consolidation of the Finance Dept. (which would reduce staff and costs) was still on hold (see 1/18/07 Minutes p. 2-3).
  - Finance Director Paul Manzi and the FinCom discussed Town debt fees and reporting particularly Wastewater projects and enterprise account in terms of increasing its coverage for all related expenses.
  - There was a proposal that all six Island towns pay into a stabilization fund for the General Accounting Standards Board (GASB) Regulation 45 on unfunded liability (see 12/7/06 Minutes p.2).
  - Retirement and fixed costs went up \$1,000,000 in terms of insurance rises, pension investment earnings, retirees, etc.
  - If he had to cut Paul Manzi would eliminate training and take the minimum out of the Board of Selectmen's budget.
- There was a discussion on a Payment in Lieu of Taxes agreement with the MV Hospital (which would be in addition to the Hospital's exclusive call on the OB Ambulance Service which replenished the Ambulance Reserve Fund). Increasing not-for-profit use of Oak Bluffs land, precedent and motivations were mentioned.
- JOE ALOSSO MOVED TO SUPPORT SELECTMAN RON DI ORIO'S EFFORTS TO NEGOTIATE FOR PAYMENT IN LIEU OF TAXES WITH THE MARTHA'S VINEYARD/MASSACHUSETTS GENERAL HOSPITAL; MIMI DAVISSON AND MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Big Picture Budget Overview** (See documents on file.)

- There was a brief discussion on the overall budget sheet (see documents on file, and below: Actions).
- Measures to close the budget gap included;
  - some long overdue raising of departmental fees (such as for Health Inspections, etc.) to increase revenues,
  - requests for dept.'s to dip into any revolving funds they have,
  - requests for dept.'s to cut their budgets at a meeting of Dept. Heads.

**Budget Review: Information Technology (IT)** (See documents on file.)

- Information Technician Travis Larsen reviewed his budget in detail.
  - Training was flat; Telecommunications (including internet) costs had gone up (but not been expanded). Incidental Supplies also increased – each dept. ordered these separately through IT which made costs difficult to control.
- Maintenance included a number of software packages that were not bought outright but on contracts needing continued payment for use. These costs had also risen. The FinCom discussed the Police and Ambulance software and necessary interoperability in particular.

**Oak Bluffs Finance and Advisory Committee**  
**January 17, 2008**

3

- Wiring maintenance in Town buildings was placed here because it was not included in the Highway budget.
- Travis had conducted a wish list survey of all departments. He continued to work on free wifi service for the Town Center (which would be grant funded) and possibly a web camera on the Gazebo in Ocean Park.
- On being asked what could be cut if needed he gave a bare operating figure of \$197,000, (\$20,000 less than proposed but still a \$14,000 increase). If this was not granted phone lines, contract agreements, etc. would start defaulting.
- The FinCom thanked Travis Larsen for his presentation.

**4. Budget Review: Harbor**

(See documents on file.)

- The budget was level funded. There was a small revolving fund for specifics which would be used to cover any incidental cost increases.
- Rates had been raised – as they were about every three years. Revenue was \$957,000 (\$50,000 more than last year).
- Raising rates for illumination night and shark tournament weeks was deemed to be not worth the bad public relations it was likely to produce, although the Harbormaster was considering expanding the off-season to include the last week of August when demand dropped sharply.
- The FinCom thanked Todd Alexander for his budget and presentation.

**5. Budget Review: Superintendent of Schools**

(See documents on file.)

- The Budget—which was up 17%—was presented several different ways. The Office was:
  - 60.7% shared services which were direct services to students in Island schools including: speech therapists, psychologists, etc.
  - 6.6% financial administration - 2 assistants and a business administrator, and
  - 32.7% Administration including, student support, special needs, English Language Learners, the Superintendent, etc.
- As to cutting, the proposed Facilities Manager had become a philosophic focus of contention and consequently been dropped from the Fiscal Year 2009 (FY09) proposed budget, cutting \$24,000 from the OB School budget and \$16,000 from the High School.
- No staff had been added – although teachers and secretaries working in the office were subject to the same collective bargaining contract raises as the schools. Services could not be further cut.
- The assessment formula and its history was reviewed. In its current configuration this budget could not be separately voted since it was part of either the High School or OB School budgets. Supt. Weiss suggested any objections to the assessment method be brought to the All Island School Committee (AISC) (see below: Actions).
- The Superintendent's Office Shared Services budget was voted by bottom line and transfers could be made within the Department.

**Oak Bluffs Finance and Advisory Committee**  
**January 17, 2008**

4

- The bulk of the FinCom discussion focused on the new Special Education (SpEd) programs. Student Support Director Dan Seklecki and Supt. Weiss reviewed the: Social Skill programs, Project Headway and the proposed New Elementary Special Needs Program.
- The Island was experiencing a sharp increase in severely challenged children who were unable to participate on a regular basis in a mainstream classroom.
- Consolidation of these children into one program would reduce expenses and staff which would otherwise have to be replicated by 3 or 4 local schools. In addition the students would be among peers rather than being isolated in each local.
- Programs were housed in local schools throughout the Island and the goal was re-integration of the student into the mainstream.
- Residential Placement costs were compared with providing local services. (A residential placement or satellite day program on the Island would have to be spear headed by an interested individual or corporation.)
- There was a discussion on expectations of independence and quality of life for the students involved. Two FinCom members commended the MV Public Schools programs for services to their own children.
- Over the last two years Circuit Breaker legislation had stabilized reimbursement rates at 75% (with a \$30,000 deductible). Programs were evaluated regularly by the Mass. Dept. of Education.
- Parental responsibility versus school services was briefly explored.
- The FinCom thanked the school representatives for their commitment and their work (See below: Actions).
- Bill McGrath considered:
  - the Curriculum and Instruction position was originally part-time and should not be at the Asst. Supt. level.
  - the Business Administrator was originally conceived as a facilities manager,
  - the shared services to local schools was a duplication of effort.
- Peter Palches felt High School Prin. Regan was forcing her replacement to cut staff instead of doing it herself.

**Oak Bluffs Finance and Advisory Committee  
January 17, 2008**

5

**Adjourn (Joe)**

- **JOE ALOSSO MOVED TO ADJOURN 6:17PM; BILL MCGRATH SECONDED; MOTION PASSED BY CONSENSUS.**

An informal discussion continued without a quorum on the big picture of a balanced budget.

**Action List:**

- Reschedule Ambulance review.
- Paul Manzi – add reason for rise under each dept. in one page budget overview.
- Approach the AISC re: Supt. Of. assessment formula.
- Supt. Weiss – preliminary plans for future magnet programs like current Honors Algebra.

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**1/24/08 Agenda:**

- Revise Agenda
- Approve 12/20/07, 1/3/08, 1/10/08, 1/17/-08 Minutes
- Prepare 1/31 meeting questions.

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file:**

- Agenda 1/17/08
- OB Estimated Budget for FY2009 Budget Draft 1/8/08
- Dukes County OB Projected Budget for Veterans Affairs (2 p.) 1/15/08
- OB December Expense Report (21 p.) 12/27/07
- OB Next Year / Current Year Budget Analysis (*Finance Dept.*) (3 p.) 1/3/08
- Englander cover email re: Pilot Information 1/8/08
  - Agreement to Make Payments to the City of Boston (11 p.) 11/8/82
- Information Technology Budget – 01155 (4 p.) 12/14/07
- OB FY 2008 Budget Marina (3 p.) 12/1/08
- Supt. Office Shared Services Budget for FY09 (15 p.)

- **These Minutes approved by the Oak Bluffs FinCom 1/31/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, January 24, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso, Doug Best  
Frank Case•, Mimi Davisson\*, Bill McGrath,  
Peter Palches, Mike Perry, Adam Wilson

Others: Selectman – Ron Di Orio  
Board of Health – Shirley Fauteaux, (Board) Dave Carons  
Council on Aging – Roger Wey, ICOA - Leslie Clapp  
OB School – Prin. Carlin Hart, Supt. Jim Weiss,  
Bus. Admin - Amy Tierney,  
OBSC –Lisa Reagan, Priscilla Sylvia,  
Staff – Bill Jones – Guidance  
SAC – Michael Hight, Laura Whitaker,  
Lois deBettencourt, (Dave Carons),  
PTO - Chris Obrian  
Recorder - Marni Lipke

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:03PM.

**1. Revise this Agenda**

- Mimi Davisson asked to speak to three concerns.

**2. Announce Changes to Calendar** (See documents on file.)

- Police Department – January 31<sup>st</sup> meeting – after the High School
- The Ambulance Dept would return February 7<sup>th</sup> – with Highways, Parks, and Cemetery.
- The February 7<sup>th</sup> meeting would also include an initial overall review of the Fiscal Year 2009 (FY09) Budget.

- The Board of Selectmen asked to start a series of meetings with the FinCom to work together on addressing the budget shortfall. The FinCom discussed:

- the nature of the televised open meeting
- the different views of the nine FinCom members as well as the five Selectmen.
- the need for a joint working session (see below: Actions).
- **DOUG BEST MOVED THAT THE FINCOM ATTEND THE BOARD OF SELECTMEN MEETING ON FEBRUARY 12, 2008 AT 5:00PM; MIKE PERRY SECONDED; 8 AYES, 0 NAYS, 1 ABSTENTION – BILL MCGRATH.**

**3. Review Minutes 12/20/07, 1/3/08, 1/10/08, 1/17/08**

The minutes were postponed.

**Oak Bluffs Finance and Advisory Committee**  
**January 24, 2008**

2

**4. Budget Review: Board of Health** (See documents on file.)

- As with all department budgets no salaries were included pending Personnel Board recommendations.
- The operating budget was otherwise level funded.
- Hazardous Waste collection costs were expected to drop.
- There was a purely technical shift between other charges and salaries.
- Joe Alosso strongly suggested that it might be an expedient time to cut the Health Commissioners' stipend – and in fact any residual stipends for all municipal boards / committee members except the Board of Selectmen. Most such elected or appointed citizens volunteered their service (see below: Actions).
- Health Agent Shirley Fauteaux proposed to raise inspection and permit fees for the first time in 10 or 15 years. It was estimated this could generate an additional \$70,000 in revenues (see below: Actions).
- The FinCom thanked Ms. Fauteaux for her budget.

**5. Budget Review: Council on Aging** (See documents on file.)

- There were a number of increases:
  - \$500 to account for increased Center use and inflation.
  - Union negotiated pay raises.
  - Island Council on Aging (ICOA) assessment.

The FinCom discussed a number of issues.

- Statistics and percentages of senior residents in Oak Bluffs including Woodside Village.
- ICOA assessment methods.
- The finances, locations, transportation and enrollment of the Social Day program. ICOA Director Leslie Clapp was considering raising the daily rate from \$35 to \$40.
- The overwhelming successful outreach counseling pilot (see 1/19/06 Minutes p.4).
- The FinCom thanked Mr. Wey and Ms. Clapp.

**6. Questions to consider**

Mimi Davisson asked about:

- the status of the Capital plan, (the Capital Planning Committee had not met yet).
- an update on the \$600,000 request to fund the unfunded liabilities,
- a report on the assessment from Charter School (see below: Actions).
- regular revenue source reviews (fee, license and permit scales and comparisons.)
- research Oak Bluffs services to non-profit institutions to justify payment-in-lieu-of-taxes proposals.

**Oak Bluffs Finance and Advisory Committee**  
**January 24, 2008**

**3**

**6. Budget Review: Oak Bluffs School** (See documents on file.)

- The Oak Bluffs School Committee (OBSC) had started with an 11% increase from negotiated contractual salary increases without any additional programs or costs. Consequently both the OBSC and the School Advisory Council (SAC) cut the FY09 budget including reducing the staff by one teacher, and utilizing school choice funds to reduce the assessment. In addition the Facilities Manager had been cut due to some objections from the regional school districts. The FY09 OBS budget was proposed at 6.78% over FY08.

A variety of issues were discussed at some length.

- The balance and residual School Choice Funds – which were spent on facility upkeep and repair.
- Staff cuts by attrition or by planning was argued. The OBSC decided to cut a staff position which was then facilitated by the retirement of a teacher.
- Statistics on numbers and configuration of teachers and students. There was a slight reduction in both student population and staff; however this was only from 2005 forward.
- The FinCom and OBSC discussed the student teacher ratio which was considerably lower than the Mass. State average and class size which was about optimum.
- Special Education (SpEd) student population was in line with other Island towns. There was some concern for the upcoming (now pre-school) SpEd children. Implications for both regular and SpEd-dedicated staff load were noted.
- English Language Learner (ELL) population was stable.
- Per pupil costs were the lowest on the Island.
- School Choice students and reimbursements were explored.
- Parent concerns on class size, electives, etc. were considered in terms of politics and overrides.
- Supt. Weiss stated that if the Mass. State Statutory formula disparity was similar to last year's he would not recommend the regional formula for the High School assessment.
- The FinCom thanked the school representatives.

**7. Budget Review: Waste Water** (See documents on file.)

- Joe Alosso noted that the Wastewater Dept. budget reviews were always relegated to the end of the FinCom meetings when attendance was low.

- As with other departments the salaries were not included although no raises (except for union contractual) were expected and Mr. Alosso reported the rates verbally.

- Otherwise the budget was level funded.

\* A warrant article was proposed for the Wastewater Enterprise Fund (pending Wastewater Commission approval) to cover the principal and payment of the Leonardo property bond for this one year only. It was emphasized that this property was owned by the town for municipal use (such as a park and ride) but would likely eventually include wastewater expansion.



**Oak Bluffs Finance and Advisory Committee**  
**January 24, 2008**

**4**

A series of brief conversations closed the meeting.

- Joe Alosso felt the Town was in need of an override to raise the tax base.
- Thad Harshbarger reported on the All Island Board of Selectmen meeting.
- Most Island Town's FinComs were concerned over the High School budget. The Martha's Vineyard Finance Association might call a single topic meeting for all members of all Island FinComs. This discussion included references to the Tisbury lawsuit and the High School Assessment committee.
- Thad reported on the Refuse District meeting which was roughly the same information as had been presented to the FinCom (see 10/18/07 Minutes p. 2-3 #4).
- It was proposed that Dukes County lower its employer health insurance share from 90% to 75%.

**9. Adjourn (Joe)**

**• JOE ALOSSO MOVED TO ADJOURN 6:14PM; BILL MCGRATH, FRANK CASE AND MICHAEL PERRY SECONDED; MOTION PASSED BY CONSENSUS.**

**Action List:**

- Thad - Contact Michael Dutton re: previewing Power Point presentation.
- Thad - Put a place holder warrant to change by-laws re: eliminating municipal board/committee stipends.
- Thad - Invite Charter School to FinCom meeting.
- Thad - Send a copy of Tisbury lawsuit to Frank Case.
- Shirley Fauteaux - propose to Board of Health:
  - consider elimination or drastic cut in commissioner stipend.
  - raising fees
  - send fee implementation schedule to FinCom.

**Ongoing Action List from previous meetings.**

- Michael Dutton - budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul - Munis Reports on Town Finances - late May and October.

**1/31/08 Agenda:**

- Revise Agenda
- Approve 12/20/07, 1/3/08, 1/10/08, 1/17/-08 1/24/08 Minutes
- Prepare 2/7 meeting questions.

**Future Agendas:**

- 2/7 Power Point preview.
- Dukes County Charter Commission report
- CDC cost of services survey results.

**Oak Bluffs Finance and Advisory Committee  
January 24, 2008**

5

**Documents on file:**

- Agenda 1/24/08
- Cost of Override for Median Home Value – Draft only 1/23/08
- OB Next Year / Current Year Budget Analysis (Board of Health) (2 p.) 11/14/07
  - Town of Oak Bluffs FY2009 Budget BOH 12/12/07
- (*Board of Health*) Monthly Reports 7-1-07 to 6-31-08 (2 p.)
- OB Next Year / Current Year Budget Analysis Council On Aging 1/3/08
- Island Councils on Aging (2 p.)
- OBS FY'09 Budget Analysis 1/24/08
  - OBS Proposed FY09 Budget Draft #5 (5 p.) 1/24/08
  - OBS FY'09 Budget Analysis 1/24/08
- School Staffing Data – 1/08 (7 p.)
- Town of Oak Bluffs FY2009 Budget Wastewater 12/3/07
  - OB Wastewater Department 2007 Operating Budget.

• These Minutes approved by the Oak Bluffs FinCom 1/31/08.

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, January 31, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Frank Case  
Doug Best\*, Frank Case, Bill McGrath,  
Peter Palches, Mike Perry,

Others: Recorder - Marni Lipke  
School Supt. Jim Weiss,  
Bus. Admin Amy Tierney,  
MVRHS Prin. Peg Regan,  
OBSC – Judi O'Donoghue, Lisa Reagan  
Police – Eric Blake

Absent: Joe Alosso, Mimi Davisson, Adam Wilson,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:04PM.

**5, Review minutes 12/20/07, 1/3/08, 1/10/08, 1/17/08, 1/24/08**

**• PETER PALCHES MOVED TO APPROVE THE DECEMBER 20, 2007, JANUARY 3, 2008, JANUARY 10, 2008, JANUARY 17, 2008 AND JANUARY 24, 2008 MINUTES; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY WITH ABSTENTIONS AS ABSENT.**

- There was a strong call for
- reviewing of the Fiscal Year 2009 (FY09) Budget PowerPoint® presentation well before the next meeting
- and further that the OB FinCom members wanted assurance that they would be sitting at the same table as the Selectmen in their joint meeting on February 12th (see 1/24/08 Minutes p. 1).
- Adam Wilson had decided not to run again for Finance Committee.

**2. Budget Review: High School** (See documents on file.)

- Principal Peg Regan reviewed the budget structure and content for the FinCom in detail.
- Significant drops included athletic equipment, fast ferry fares, a math paraprofessional, an English Language Learners paraprofessional, a building trades paraprofessional, the summer library staff. The Virtual High School dues were dropped however it could still be utilized on a per pupil basis. In addition a half time music teacher and a half time vocational teacher were not replaced.
- Increases included:
  - some administrative expenses,

**Oak Bluffs Finance and Advisory Committee**  
**January 31, 2008**

2

- The STAR program - a middle school team environment program for at risk Freshman and (eventually) Sophomores utilizing existing staff; (The Rebecca Amos Institute was an alternative education program for Juniors and Seniors.)
- coaches stipends to bring them more in line with other regional coach pay – Vineyard coaches were the lowest paid in the Mass. State; and
- Driver's Ed.
- There was a discussion on the loss of the previous adult education program which was now being slowly reintroduced. Issues included:
  - collaboration with Cape Cod Community College,
  - the need for a person to take the lead in instigating and running such a program.
  - community use of the school facility such as trades courses, English as a Second Language, etc. as well as school programs which expanded to community outreach such as medical, dental, immunization, etc.
- In terms of revenue:
  - Regional transportation reimbursement had dropped as the current buses had exhausted their depreciation pay back, and
  - Mass. State Circuit Breaker reimbursement percentages continued to rise.

Prin. Regan and the FinCom debated dropping enrollment versus staffing configuration and levels including:

- class size and enrollment projections,
- teaching schedules both in terms of classes and extra duties,
- reduction by attrition versus reductions in force,
- MCAS requirements, School Annual Yearly Progress status, and student achievement,
- a 1% budget increase in instruction despite a 7% increase in contractual obligations.
- the comprehensive/sole source provider High School responsible for services which were often available in other sectors in mainland schools,
- High School versus FinCom constituency,
- tax bases, statewide cuts in education, and Oak Bluffs Fiscal Year 2009 (FY09) shortfall.
- Prin. Regan thanked the Town for their support over the years.

**6. Budget Review: Police** (See documents on file.)

The FinCom congratulated Chief Eric Blake on his election as President of the Southeastern Mass Chiefs of Police, and offered their condolences on the loss of his Oak Bluffs predecessor Peter Williamson.

- Chief Blake corrected the Munis presentation of the Police Dept. FY09 budget.
- The Animal Control Assistant would be paid on a call out basis.
- Several units both union and non-union (including Chief Blake) were still in negotiations and some had already requested arbitration.
- Without salaries the budget was level funded.

**Oak Bluffs Finance and Advisory Committee  
January 31, 2008**

3

Issues included

- the location of the Drug Task Force grant line item,
- Police Dept. 50/50 split of dental insurance,
- patrol schedules / staffing and the most efficacious way to fund them,
- administrative staffing,
- Oak Bluffs summer police requirements in contrast to other towns
- increasing parking and cruise ship revenues,
- Oak Bluffs port statistics in terms of ships and ferries
- staffing through the Senior Tax Work Off program.
- If required to cut Chief Blake would remove summer temp positions from the Department budget and fund them from ferry fees or the Selectmen's Discretionary line.
- Thanks were exchanged all around.

**4. Prepare for February 7 meeting**

- The FinCom discussed various aspects of the High School Budget situation:
  - the value of student paid or free access Drivers Education,
  - High School class size disparity, core subject staffing, Dept. Head schedules, and administrative space growth, and
  - the implications of the change in principals.
- This was followed by strategizing on:
  - Overrides,
  - Islandwide FinCom meetings and consensus on the High School budget,
  - Requirements to vote down the High School budget,
  - FinCom purview over bottom line but not line items,
  - Accountability and,
  - The Statutory and Regional Assessment formulas.
- **IT WAS THE CONSENSUS OF THE OAK BLUFFS FINCOM THAT CHAIR THAD HARSHBARGER DRAFT AND SEND A LETTER TO THE MARTHA'S VINEYARD REGIONAL HIGH SCHOOL COMMITTEE AND PRINCIPAL PEG REGAN NOTING THAT THE FINCOM WAS INCLINED TO REJECT THE BUDGET AS PROPOSED AND REITERATING THE PREVIOUS REQUEST FOR INFORMATION.**
- **PETER PALCHES MOVED THAT THE OAK BLUFFS FINCOM RECOMMEND TO THE TOWN OF OAK BLUFFS THAT IT ACCEPT THE STATUTORY FORMULA RATHER THAN THE REGIONAL AGREEMENT FORMULA: BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.** (See below: Actions.)

**Oak Bluffs Finance and Advisory Committee  
January 31, 2008**

4

**9. Adjourn (Joe)**

**• BILL MCGRATH MOVED TO ADJOURN 6:32PM; MIKE PERRY SECONDED; MOTION PASSED BY CONSENSUS.**

**Action List:**

- Thad inform Supt. and MVRHSC immediately of decision on Statutory Formula.
  - draft and send letter to MVRHSC.
  - call other six FinComs.
- March 11th Public Hearing on raising parking fees.

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**2/7/08 Agenda:**

- Revise Agenda
- Approve 1/31/08 Minutes
- Prepare 2/12 BOS/FinCom meeting, and  
2/14 regular FinCom meeting.

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file:**

- Agenda 1/31/08
- MVRHSD Proposed Budget for FY'09 As Certified by the District Committee on December 3, 2007 (10 p.) 12/3/07
- OB Next Year / Current Year Budget Analysis (Police Dept.) 11/14/07
- Jim Weiss re: Correction on Chilmark's Numbers

**• These Minutes approved by the Oak Bluffs FinCom 2/14/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, February 7, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso, Doug Best,  
Frank Case, Mimi Davisson\* Bill McGrath,  
Peter Palches\*, Mike Perry, Adam Wilson

Others: Recorder - Marni Lipke  
Town Admin – Michael Dutton  
Town Finance – Paul Manzi  
Highway/Parks – Richie Combra, Jr.  
Tax Collector – Cheryl Sashin

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:01PM.

**1. Revise this Agenda**

No revisions were requested.

**2. Report on High School Budget Developments (Thad)** (See documents on file.)

- Chair Thad Harshbarger referred to his email Request for More Information to MV Regional High School (MVRHS) Principal Peg Regan and her response. He had also received two phone calls.
- OB School Committee Chair Judi O'Donoghue informed the FinCom that the MVRHSC voted to use the Massachusetts Statutory Assessment formula for the Fiscal Year 2009 (FY09) Budget. She also inquired after the above email exchange and said she would speak to Prin. Regan.
- Supt. James Weiss similarly inquired after the email exchange and expected to speak to Prin. Regan.
- In addition Bill McGrath who is a MVRHS Math teacher was spoken to by Prin. Regan.
- The FinCom considered whether to wait or respond immediately. IT WAS THE CONSENSUS OF THAT COMMUNICATIONS BE REDIRECTED TO THE MVRH SCHOOL COMMITTEE.
- The OB FinCom again discussed the MVRHS budget including issues such as: number of classes, teaching load, enrollment projections, separate High School warrant, instruction versus administration, absence of fiscal planning, requirements for voting down the MVHRS FY09 Budget, per pupil costs versus micro-management, possible Town recourse and measurement/accountability.
- IT WAS THE CONSENSUS OAK BLUFFS FINCOM TO CONTACT THE OTHER ISLAND FINCOM CHAIRS IN REGARDS TO VOTING THE MVRHS FY09 BUDGET.



**Oak Bluffs Finance and Advisory Committee  
February 7, 2008**

2

**4. Budget Review: Highway Department** (See documents on file.)

- The FinCom congratulated Richie Combra on the birth of his daughter.
- The FY09 Highway Budget was not level funded the two largest increases being public building maintenance and fuel charges.
  - The larger library (requiring an additional 20 hr. custodian) and Police Station expansion had increased the municipal building maintenance budget.
  - As everyone knew fuel costs had risen substantially (see documents on file) and the Highway Dept. encompassed all municipal gas use. The FinCom discussed
    - + fuel use by department,
    - + two additional vehicles (see 11/15/07 Minutes p.2-3 Articles 6 & 7),
    - + appropriate and inappropriate fuel use and conservation by Town employees,
    - + other possible funding sources (see below: Actions).
- A 5 year cycle of road construction/repair had been voted in on override some years ago and was enhanced with Mass. State Ch. 90 grants. The FinCom considered extending the cycle to save expenses.
- The Shellfish Dept. had requested dredging of the culvert to Farms Pond (see documents on file).
- The current garbage collection fee covered only half the actual cost and therefore might be increased – with a special rate for Seniors.
- If he had to cut Mr. Combra would cut the increase in the maintenance budget however he noted the already poor maintenance on Town buildings.

**5. Budget Review: Parks** (See documents on file.)

- The only increase in the Parks budget was to cover more expensive fertilizer, mowing and irrigation costs for Ocean Park.
- The FinCom asked about concessions, other parks, lifeguards and other recreational staff.

**6. Budget Review: Cemetery** (See documents on file.)

- The Cemetery budget remained the \$500 for Commissioner salaries (see below: Overview of Budget).

**3. Over view of Budget (Paul Manzi, Michael Dutton)**

- Finance Director Paul Manzi presented the next draft of the FY09 Budget with the following changes (see documents on file).
  - The unfunded liability reserve (Treasurer's Fixed Cost) was cut to \$200,000.
  - A salary differential of \$175,000 was added for negotiations and Personnel Board Compensation study recommendations. (Most departments were coming in at last year's salaries.
  - The MVRHSD line was increased by \$501,189 in accordance with the certified FY09 MVRHSD budget by the Statutory Assessment formula.
- The meeting with Department Heads went reasonably well with Departments understanding the situation and willing to make some cuts.
- Paul Manzi and Town Administrator Michael Dutton made a number of other suggestions on expenses.
  - The Wastewater Enterprise fund had agreed to pay one year of the Leonardo debt (\$136,000).

**Oak Bluffs Finance and Advisory Committee  
February 7, 2008**

**3**

- The debt for the Harbor bulkhead (\$77,450) could be paid from ferry fees.
- Partial health insurance for ambulance personnel (\$58,000) could be taken from the Ambulance Reserve Fund.
- Community Preservation Act (CPA) funds could pay for their share of the Zoning Bd. of Appeals (ZBA)/CPA Coordinator (\$25,000).
- Restructuring the Finance Dept. would save (\$51,000).
- Eliminate stipends and phase out health insurance for all elected officials.
- Michael Dutton had declared a freeze on all hiring.
- It was also suggested that revenues could be increased by:
  - overhauling all town fees such as Board of Health permits, garbage collections, etc.
  - requesting payment in lieu of taxes from MV Hospital/Mass. General,
  - pushing forward a Town fuel depot project for the Harbor.
  - Other less popular measures might include reducing health and property liability insurance, earmarking unfunded liability commitments from the Stabilization fund, not filling a Highway Dept. position, and cutting \$400,000 from the OB School.
  - If necessary they would also recommend an apportioned override to the Board of Selectmen.
  - There was a general discussion on the proposals.
- Ferry Fee revues should be not be used for operating expenses such as police salaries so the bulkhead project was an appropriate expenditure.
- It was a good thing to have some debt in the budget rather than on debt exclusion.
- There was an exploration of the uses of the Leonardo property.
- Peter Palches liked the presentation and thanked Paul Manzi and Michael Dutton.
- More severe reductions in services were also on the table including reducing Town Hall hours and cutting services.
- The Town Finances were still healthy, with a good Stabilization balance, bond rating, etc..
- Issues with the MVRHS Budget were revisited.
- The FinCom asked if cruise ship fees covered expenses (see below: Actions).
- **JOE ALOSSO MOVED THAT THE OAK BLUFFS FINCOM MAKE A RECOMMENDATION TO THE BOARD OF SELECTMEN**
  - **THAT ALL ELECTED SALARIES BE ABOLISHED AND,**
  - **ANYONE NOW ENROLLED FOR HEALTH INSURANCE CONTINUE TO BE COVERED,**
  - **HOWEVER THOSE NOT CURRENTLY ENROLLED AND/OR NEWLY ELECTED OFFICIALS NOT BE OFFERED HEALTH INSURANCE,**
  - **WITH THE EXCEPTION OF THE TOWN CLERK;**
- BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

• As he could not be present at the currently scheduled meeting Michael Dutton requested that the joint FinCom/Board of Selectmen meeting be rescheduled for Tuesday, February 19, 2008 at 5:00PM (see below: Actions).

**Oak Bluffs Finance and Advisory Committee  
February 7, 2008**

**4**

- The OB Community Development Council (CDC) recommended the hiring of an assistant to better enforce and maintain home business permits. Adam Wilson who worked with the ZBA explained this was a matter of grandfathered businesses rather than inadequate staff. Michael Dutton's hiring freeze was also noted.
- The Building Dept. was level funded with last year's figures however they were urged to present to the FinCom as cuts were being considered.
- John Rose was scheduled to return with a complete budget to one of the next two meetings.

**9. Adjourn (Joe)**

**• JOE ALOSSO MOVED TO ADJOURN 6:03PM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Thad – contact other town FinCom chairs re: MVHRSD FY09 budget.
- Fuel Costs – Research payment of EMT gas by Ambulance Fund
  - Richie Combra – break down of fuel use by dept.
- Consider raising garbage collection fees.
- FinCom/BOS meeting changed to 5:00PM, Tuesday, 2/19/08
  - Michael D. - Email PowerPoint® to FinCom
  - FinCom - send comments to Paul and/or Michael D.
  - Michael D. - Break out schools.
    - Inform High School of change.
- Thad – email CDC recommendation to FinCom.
- Michael D. – Research raising cruise ship fees.

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**2/14/08 Agenda:**

- Revise Agenda
- Approve 1/31/08, 2/7/08 Minutes

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.

**continued**

**Oak Bluffs Finance and Advisory Committee  
February 7, 2008**

**5**

**Documents on file:**

- Agenda 2/7/08
- Harshbarger email to Prin. Regan re: Request for more information 2/5/08
- Regan email re: Fwd: Request for more information 2/7/08
- MVRHSD An Example of FY09 Assessments Using the Dept. of Ed.  
Statutory Assessment Methodology (14 p.)
- Town of OB FY2009 Budget Preparation Narrative: Highway  
Accounts for General Fund: Highway Administration  
OB FY2009 Budget: 421 Highway
- Town of Oak Bluffs Fuel Costs FY08
- OB Shellfish Dept. Memo re: Maintenance Dredging 12/5/08
- Town of OB FY2009 Budget Preparation Narrative: Parks  
Accounts for General Fund: Recreation  
OB FY2009 Budget: 630 Park & Recreation
- Fiscal Year 2009 Finance Projections (19 p.)
- PB Estimated Budget for FY 2009 draft 2/7/08 (12 p.)
- OB-CDC Memo re: OB Home Business ByLaw – FY08 Budget Implications 2/6/08  
OB Building and Zoning Permit Asst. Job Description  
Estimated Program Costs

- **These Minutes approved by the Oak Bluffs FinCom 2/14/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, February 14, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso,  
Frank Case, Mimi Davisson\* Bill McGrath\*,  
Peter Palches\*, Mike Perry, Adam Wilson

Others: Town Clerk – Deborah Ratcliffe  
Ambulance – John Rose  
DCRHA – David Vigneault  
Recorder - Marni Lipke

Absent: Doug Best,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:03PM.

**1. Revise this Agenda**

Additions might include: Approval of Minutes and the proposal for a home business licensing position.

**9. Adjourn (Joe)**

• **JOE ALOSSO MOVED TO ADJOURN; BILL MCGRATH SECONDED;**

**2. Report on High School Budget Developments (Thad)**

- Chair Thad Harshbarger referred to his email Request for More Information to the MV Regional High School (MVRHS) and various responses (see 2/7/08 Minutes p. 1 #2).
- He had spoken to the West Tisbury, and Aquinnah FinCom Chairs both of whom expressed interest in reducing the MVRHSD Fiscal Year 2009 (FY09) Budget.
  - The Tisbury FinCom did not sound so inclined but the Selectmen might request the Town vote it down as a protest of the Statutory Assessment Formula.
  - Edgartown and Chilmark FinComs had not responded.
- Bill McGrath, a MVRHS Math teacher had become the object of considerable animosity at work and reported on administrative and staff reaction as well as on the February 12<sup>th</sup> OB Board of Selectmen meeting which was attended by a number of teachers.

**Oak Bluffs Finance and Advisory Committee  
February 14, 2008**

2

**3. Budget Review: Town Clerk**

(See documents on file.)

**Registrars Office**

- The budget had increased because of the coming presidential election and Mass. State Primary (added to the usual local elections).
- Registrars were appointed by the Board of Selectmen. Town Constable Election staff were elected and paid—and therefore would be included in the recommendation to eliminate all elected official pay and insurance (see 2/7/08 Minutes p. 3).

**Clerk**

- Town Clerk Deborah Ratcliffe had requested an increase in her salary (as being neither under Personnel Board supervision, nor in a union) as well as putting in longevity which she was attempting to recover.
- The Personnel Board was working on recommendations for the Town Clerk salary. It was suggested that the Town Clerk position be brought under the aegis of the Personnel Board (see below: Actions).
- Ms. Ratcliffe and the OB FinCom exchanged thanks and Valentines wishes.

**4. Budget Review: Ambulance**

(See documents on file.)

- Ambulance Chief John Rose explained his completed budget in detail, including all the salary, benefit and cost splits between the two separate portions as explained below.
- The Emergency (911) part of the Ambulance budget was a regular Town Department funded by taxation.
- The Transport part of the Ambulance budget was a business with revenues financing the Ambulance Reserve Fund and expenses restricted by special legislation.
- Any departmental questions as to what expenses could be covered by the Ambulance Reserve Fund were referred to Town Administrator Michael Dutton, Town Finance Director Paul Manzi and Town Counsel.
- The FinCom discussed: longevity, summer hire training and staff, salary increases (see 3/8/07 Minutes p. 2), ComStar billing process, per diem medics, benefits, fuel, the definition of a “transport” run, the new Ambulance software, and liability insurance.
- There was a discussion on Transport revenue generated versus actual Ambulance Dept. Transport costs in terms of residuals to the Town and liability risks.
- There was also a discussion on projected Ambulance Fund capital outlay as the purview of the Capital Improvement Committee which segued into a protest against the Capital Improvement Committee’s lack of progress.
- **MIMI DAVISSON MOVED TO INVITE THE CAPITAL IMPROVEMENT COMMITTEE TO SHARE THEIR PLANS FOR THE TOWN MEETING AT OB FINCOM MEETING AT 4:00PM MARCH 6, 2008; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS**

**Oak Bluffs Finance and Advisory Committee  
February 14, 2008**

**3**

**• MIMI DAVISSON MOVED TO REQUEST PAUL MANZI AND MICHAEL DUTTON TO DEVISE A WAY FOR THE AMBULANCE TRANSPORT BUDGET TO BE INCLUDED IN THE MONTHLY MUNIS SHEETS (AS FOR EXAMPLE THE WASTEWATER ENTERPRISE FUND) AND SUBMITTED TO THE FINANCE COMMITTEE HOPEFULLY IN THIS FISCAL YEAR; MICHAEL PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

• Mr. Rose and the OB FinCom exchanged thanks.

**5. Budget Review: DC Regional Housing Authority**

(See documents on file.)

- David Vigneault of the Dukes County Regional Housing Authority (DCRHA) reviewed his budget and town assessment method at some length comparing salaries, staff, benefits and costs.
- In addition he reviewed some of the many affordable housing organizations on the Island and reported on their progress as evidenced by the increase in available affordable housing, rentals, rental assistance, projects, etc.
- Of these Islandwide organizations only the DCRHA was partially supported by public funds, all other such organizations were financed by donations, fundraising and grants. The DCRHA itself was covering most costs except salaries and benefits with other income sources.
- The DCRHA essentially managed and monitored projects and tenant/owner eligibility, as well as coordinating with other organizations.
- Tisbury had been using an the lesser (land value) amount rather than the agreed upon 50% land value 50% population formula used by the other five towns. David Vigneault and the FinCom reviewed the situation from various perspectives such as, Payment In Lieu Of Taxes (PILOT), tax credits, affordable housing goals, comparative distribution of affordable housing populations among Island towns and regional thinking.

**6. Budget Review: Building Inspector (Adam)**

This was postponed until next week.

**7. Overview of Budget (Peter)**

(See documents on file.)

- Peter Palches reviewed Paul Manzi's and Michael Dutton's suggestions for balancing the FY09 Budget noting the emphasis on increased revenues rather than decreased costs. He considered the only solid reductions to be:
  - the reduction of a Highway Dept. position, \
  - the restructuring of the Finance Dept. and
  - the drop in insurance.
- The FinCom considered the politics and probability of: school overrides, a PILOT payment from the MV Hospital, cuts from the Dept. Head meetings, and the hiring freeze.

**Oak Bluffs Finance and Advisory Committee  
February 14, 2008**

**4**

• Adam Wilson described his work on and the status of the Home Business Permits and Certification, as instigated by a change in the OB By-Laws. The OB Community Development Council (OB CDC) had recommended the hiring of an assistant to better maintain these permits but was relying on the Zoning/Building Dept. to enforce them. Adam talked about grandfathered businesses, special permits from the Board of Selectmen, the comfort level of enforcement, and those businesses which had expanded beyond the scope of what could reasonably be considered a home business.

**• JOE ALOSSO MOVED TO INFORM THE COMMUNITY DEVELOPMENT COUNCIL THAT THE TOWN OF OAK BLUFFS WAS NOT HIRING ANY NEW EMPLOYEES AT THIS TIME; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**• JOE ALOSSO MOVED TO APPROVE ALL BACK MINUTES BEING THE JANUARY 31, 2008, February 7, 2008 MINUTES; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY WITH ABSTENTIONS AS ABSENT.**

**9. Adjourn (Joe)**

**THE MOTION TO ADJOURN PASSED UNANIMOUSLY AT 6:37PM: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Marni - Send Thad MVRHSC email addresses
  - Bring in client analysis
- Add Constables to elected officials list for elimination of pay and insurance
- Personnel Board Public Hearing 4:00PM 3/4/08 Library Conference Room.
- John Rose – Break out vacation by staff
- Thad – email dept. list to all members.
  - Invite Capital Planning Com. to OB FinCom 2/6/08 Meeting  
(inform re: FinCom approval pending Capital Planning)

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October

**continued**



**Oak Bluffs Finance and Advisory Committee  
February 14, 2008**

5

**2/21/08 Agenda:**

- Revise Agenda
- Approve 2/14/08 Minutes
- Budget Review: Building Inspector
- Budget Review: FinCom
- Overview of Budget

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file:**

- Agenda 2/14/08
- Town of OB FY2009 Budget Preparation Narrative: Board of Registrars 12/13/07  
Accounts for General Fund: Board of Registrars 11/14/07  
Town of Oak Bluffs FY2009 Budget Board of Registrars 12/14/07
- Town of OB FY2009 Budget Preparation Narrative: Town Clerk 12/13/07  
Accounts for General Fund: Town Clerk 12/13/07  
Town of Oak Bluffs FY2009 Budget Town Clerk 11/14/07
- Town of Oak Bluffs FY2009 Budget Ambulance 12/1/08  
Town of Oak Bluffs FY2009 Budget Ambulance 1/18/08  
*Projected revenue and expenses for Ambulance Fund*  
*Ambulance Statistics Comparisons charts*
- DCRHA Annual Report to Oak Bluffs 2007 (2 p.)  
FY2008-2011 Town funding Proposal 12/14/07  
DCRHA FY08-09 Town Funding Comparison  
DCRHA FY2009 Proposed Staffing Schedule/Costs  
*Benefits comparison chart*
- \* Housing Organizations at Work on Martha's Vineyard, 2008 (2 p.) January 2008
- Draft II for Discussion: PILOT vs. Res. Tax 2/9/2008  
Additional Values for Discussion: PILOT vs. Res. Tax
- Funding for Vineyard Housing Authority
- Closing the Gap
- Harshbarger cover email re: FinCom Note Page and FY 2009 *Department Chart*. 2/14/08

**• These Minutes approved as written by the Oak Bluffs FinCom 5/1/08.**

**Town of Oak Bluffs**  
**Finance and Advisory Committee**  
**Thursday, February 21, 2008 4:00 pm**  
**Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso, Doug Best\*,  
Frank Case, Mimi Davisson Bill McGrath,  
Peter Palches, Mike Perry, Adam Wilson\*

Others: Town Administrator – Michael Dutton  
Selectmen – Ron DiOrio, Roger Wey  
Public – John Cummings, another member of the public  
Recorder - Marni Lipke

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:03PM.

- The FinCom expressed their dissatisfaction with the February 19<sup>th</sup> meeting with the Board of Selectmen (BOS).
- The FinCom was seated in the audience rather than at the table so that it was not a joint meeting as requested by both sides.
- There was no discussion on finance and budget balancing.
- The result was that the Town was left in a position of emergency reaction rather than planned approach to the budget shortfall.
- Several members said they were not going to another such meeting.
- The Selectmen apologized for the lack of good planning citing:
  - a wish to expedite their legal business to keep legal fees down,
  - having to answer some budget misinformation that was roiling the Town.
- Selectman Roger Wey referring to an email from Joe Alosso (see documents on file) requested that he be present at all discussions on cutting the Council On Aging budget. The FinCom assured him that:
  - the only such discussion had been in his presence at his budget review,
  - this was Joe Alosso's personal opinion only,
  - it was the FinCom's job to recommend department budget bottom lines not personnel cuts.
- There was also an explanation of an internal memo from Town Administrator Michael Dutton which had been circulated in the town without his permission or knowledge. The FinCom agreed (as had the Personnel Board) that the memo was unethically obtained/distributed, that it was irrelevant and that they did not wish to see it, but wished to move on with balancing the Fiscal Year 2009 (FY09) Budget.
- Bill McGrath dissented stating that Mr. Dutton should be more careful and that an apology should be extended to those named in the memo.

**Oak Bluffs Finance and Advisory Committee  
February 21, 2008**

2

**3 Budget Review: Building Inspector [Adam]**

(See documents on file.)

The budget which was level funded was reviewed in detail (see below: Actions).

- Fees had been raised when Jerry Weiner became Building Inspector and revenue varied according to building activity; for example the MV Hospital building permit was \$97,000.
- If asked to cut, Adam would eliminate the \$200 in trade association membership.
- Adam Wilson's department salary was halved with the balance to be paid from Community Preservation Act (CPA) funds.
- There was a discussion on the awkward timing of contract and union negotiations in relation to the annual budget.

**5 Overview of Budget [All]**

- Peter Palches reviewed his suggestions for balancing the budget (see documents on file); discussion noted that:
  - it was unclear if the ferry fee moneys were fungible and could be put in the general fund but earmarked for appropriate expenditures,
  - payment from the Wastewater Enterprise fund into the General Fund was illegal,
  - cutting \$500,000 from the schools was politically unlikely as a similar cut had been reinstated last year,
  - any reduction in the Stabilization Fund was frowned upon by both the auditor and Standards and Poor (S&P)

The FinCom thanked him for putting the effort and thought into the budget.

- The FinCom discussed establishing a residential exemption for property over the median assessment. This would keep the same tax rate but give a break to residents. Issues included:
  - comparable Vineyard / national tax rates,
  - comparable resort town practices,
  - the probability that it would make an override more palatable to residents,
  - inequities of seasonal owners paying more and using less Town services (see below P.4).
- Another suggestion was for a combination of approaches, some override, some cuts, some stabilization withdrawals.
- The FinCom discussed probability and consequences of voting overrides and withdrawal from Stabilization (2/3 majority), refinancing, taxes on rentals and restaurants.
- It was noted that there were three "elephants" that were beyond the control of the Town
  - \$600,000 unfunded liabilities
  - the MV Regional High School (MVRHS) and the OB School (OBS) budgets.Without these the budget gap was quite small in relation to its \$24,000,000 total.
- Mr. DiOrio suggested that there should be overrides for these three items, such that the voted warrants would be: FY09 General Operating Budget, FY09 School Budget, FY09 Unfunded Liability payment.
- The push to reduce health insurance costs (and consequently the Unfunded Liability were explained.
  - All town employees were now on a 75%/25% split.

**Oak Bluffs Finance and Advisory Committee  
February 21, 2008**

3

- With aggressive public education the Town would ask all retirees to switch to Medicare with a supplemental policy.
- The Town would ask for that the Actuarial Study be revisited.
- Town Finance Director Paul Manzi would present a clear explanation of the unfunded liability payment schedule.

- Michael Dutton explained the Ambulance Fund special legislation history (see below: Actions).
- **MIMI DAVISSON MOVED TO RECOMMEND THAT FUEL, LIABILITY INSURANCE, AND EMPLOYEE BENEFIT COSTS FOR TRANSPORT BE TAKEN OUT OF THE AMBULANCE FUND FOR FY09 AND THAT THEY REPORT TO THE FINCOM ON THE AMOUNT THIS WOULD SAVE AS SOON AS POSSIBLE; BILL MCGRATH AND DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTION.**
- **MIMI DAVISSON MOVED THAT THE FINCOM ENTHUSIASTICALLY SUPPORTED THE RECOMMENDATION OF TOWN ADMINISTRATOR MICHAEL DUTTON AND TOWN FINANCE DIRECTOR PAUL MANZI TO PUT FORWARD THE REQUEST TO SWITCH RETIREES TO MEDICARE AND SUPPLEMENTAL POLICIES (MASS. GENERAL LAW CHAPTER 32B SECTION 18) AND THAT THE FIGURES BE REPORTED AS SOON AS AVAILABLE: ADAM WILSON SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 1 ABSTENTION- JOE ALOSSO** who a) did not know enough about the request, and b) thought it might be a conflict of interest.

- The FinCom discussed the process and various outcomes of the configuration of an override on the schools.

\*Doug Best left the meeting at 5:34PM

- **MIMI DAVISSON MOVED TO ASK THE TOWN ADMINISTRATOR AND TOWN FINANCE DIRECTOR TO RESEARCH THE LEGALITIES OF PASSING A SCHOOL BASE BUDGET IN ONE ARTICLE AND A SECOND SCHOOL ARTICLE THAT WOULD BE AN OVERRIDE; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

\* Adam Wilson left the meeting at 5:42PM.

- There was a debate on debt exclusion and balancing the operating budget versus tax payer outlay, including the implications of the Wastewater Fund paying for the Leonardo Lot debt.
- There was a discussion on the probability of lowering the unfunded liability amount through the measures mentioned above, and on an Islandwide pooling of the funds under the Dukes County Retirement Board.
- **FRANK CASE MOVED THAT THE UNFUNDED LIABILITIES AT THE ENTIRE AMOUNT BE A SEPARATE WARRANT ARTICLE AND A SEPARATE OVERRIDE; MIMI DAVISSON SECONDED;**

**Oak Bluffs Finance and Advisory Committee  
February 21, 2008**

**4**

- BILL MCGRATH MOVED TO AMEND THE MOTION SUCH THAT THE UNFUNDED LIABILITY BE SENT IN TOTAL TO THE UNFUNDED LIABILITY TRUST FUND AND THAT NO PART GO INTO FREE CASH OR THE GENERAL FUND: FRANK CASE AND MIMI DAVISSON SECONDED;**
- BILL MCGRATH CALLED THE VOTE;**
- AMENDED MOTION PASSED: 6 AYES, 1 NAY – PETER PALCHES, 0 ABSTENTIONS.**

**• BILL MCGRATH MOVED THAT THE TOWN ADMINISTRATOR AND TOWN FINANCE DIRECTOR RESEARCH HOW TO INSTITUTE A RESIDENTIAL TAX EXEMPTION ON THE ASSESSED VALUE OF THE HOUSE AND REPORT BACK TO THE FINCOM ON MARCH 6TH FOR A POSSIBLE WARRANT ARTICLE IN TIME FOR THE TOWN MEETING; JOE ALOSSO SECONDED FOR DISCUSSION PURPOSES; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

- This could not be implemented before FY10 (see above p.2 and below: Actions).

• The Final Warrant would be decided March 11th and published March 14-18th with the objective of its being mailed out by March 21st. It was hoped that plain language FinCom recommendations could be published with the warrant.

• In addition the 2007 Annual Town Report FinCom essay was due January 31, 2008 (see below: Actions).

• Due to either illness or a lost invoice the last FY07 bill from Marni Lipke / Office On Call had not been paid and would therefore require a prior year bill vote. Ms. Lipke apologized and expressed her embarrassment for the matter noting a previous incident. She and Town Accountant Karen Gomez had worked out a process to eliminate future problems.

#### **4 Budget Review: Selectmen [Michael Dutton]**

• Several items might be included in the warrant.

- Due to the possible closing of both the Tisbury and Edgartown harbor fuel depots a (~\$250,000) bond for an Oak Bluffs fuel facility might be put forward – Harbor staffing was already adequate to cover the facility.

- The Shellfish Committee requested a \$500,000 bond to dredge Sengekontacket – this was not on the Capital Improvement Plan.

- Dukes County had asked the towns to partially finance three County programs: the engineer, Vineyard Health Care Access, and rat control

- Michael Dutton had already turned down a \$250,000 request to enlarge the fire station.

- The MVRHS sewer bond was likely to be timed for consideration at Town Meeting.

- The Personnel Board had placed a marker to implement some of the Compensation Study recommendations and also for a revision of the Personnel By-Laws (see below: Actions).

• There was a discussion on pay for elected officials in particular payment of Selectmen.

**• JOE ALOSSO MOVED TO RECONSIDER THE FEBRUARY 7, 2008 MOTION ON PAYMENT OF ELECTED OFFICIALS; MIMI DAVISSON SECONDED;  
MOTION WITHDRAWN UNTIL THE NEXT MEETING (see below: Actions).**

**Oak Bluffs Finance and Advisory Committee  
February 21, 2008**

5

Increases in the BOS Dept. FY09 Budget included:

- longevity,
- use of Town Counsel,
- a possible traffic study,
- possibly insurance costs,
- printing and postage costs,
- re-funding the self-insured Workmen's Compensation fund,
- Town building utility costs,
- trainings for elected Boards making legal decisions.
- The FinCom suggested reviewing and reducing costs of Town vehicle fleet.
- (See also below: Actions).
- There was a brief discussion on the Town funding of the Information Booth (see 8/2/07 Minutes p. 1-2 and below: Actions).

**6. Adjourn (Joe)**

**• JOE ALOSSO MOVED TO ADJOURN 6:44PM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Adam - Contracts have not been negotiated so salaries should be at 0.
- Michael D/Paul M.
  - Take Transport insurance, benefits and fuel from Ambulance Fund.
  - Research splitting school budget into a base warrant and a warrant for override
  - Research residential tax assessment exemption.
  - Arrange Public Hearing on reducing and possibly solar powering street lights.
  - Put all assessed costs together (Dukes County Regional Housing Authority, MV Commission, etc.)
  - Enter salary of Personnel Board employees.
  - add to and/or replace Town Hall meeting room table.
- Thad/Michael D. – arrange FinCom/Assessor/BOS. meeting re: residential exemption.
- Thad – Draft 2007 Annual Town Report FinCom essay and email to Alice
- All – Personnel Board By Laws Public Hearing, 4:30PM, Tuesday March 4th OB Library Conference Room.
- Mimi – bring in list of paid elected officials.

**Ongoing Action List from previous meetings.**

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**continued**

**Oak Bluffs Finance and Advisory Committee  
February 21, 2008**

**6**

**3/6/08 Agenda:**

- Revise Agenda
- Approve 2/14/08, 2/21/08 Minutes
- Budget Review: FinCom
- Reconsider Motion on payment to elected officials re: BOS
- Draft Warrant?

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file:**

- Agenda 2/21/08
- Dept. of Building Inspection memo re: '09 Budget Report – Building Dept. 2/13/08
- Joe Alosso email re: Restructuring Finance Dept. 2/17/08
- Thad Harshbarger/Peter Palches email re: FinCom Proposal (3 p. 2 versions) 2/20/08

**• These Minutes approved as written by the Oak Bluffs FinCom 5/1/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, March 6-7, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso, Doug Best,  
Frank Case, Mimi Davisson\*, Bill McGrath\*,  
Peter Palches, Mike Perry, Adam Wilson

Others: Town Administrator – Michael Dutton  
Selectmen – Ron DiOrio, Kerry Scott  
Town Finance Director – Paul Manzi  
VHCAP – Sarah Kuh  
Recorder - Marni Lipke

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:03PM.

**1, Revise this Agenda**

Additions included:

- a consideration of the FinCom budget
- consideration of the Vineyard Affordable Access Program (VHCAP).

**2. Repairing the Sea Wall [Thad, Liz Durkee]**

This project had found other sources of funding in Mass Highways which had determined that the collapse endangered the road bed.

There would be three articles at Town Meeting to partially fund (by assessed Town proportion) County programs for which the County was now unable to pay.

**Vineyard Health Care Access Program (VHCAP)**

Director Sarah Kuh reviewed the history of the Program's growth since its 1999 founding to a budget of \$275,000, two thirds of which was grant funded. VHCAP assisted the Island population (particularly the low income sector) in enrolling and maintaining health insurance. Each town was being asked to fund a proportional 1/6 of half the County's share.

- The FinCom universally endorsed the Program and Selectman Ron DiOrio requested that it become a standard part of the Oak Bluffs Town Budget.

**• JOE ALOSSO MOVED THAT THE OAK BLUFFS FINCOM SUPPORT AND RECOMMEND FUNDING FOR THE VINEYARD HEALTH CARE ACCESS PROGRAM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY 9 AYES, 0 NAYS, 0 ABSTENTIONS,**



**Oak Bluffs Finance and Advisory Committee  
March 6, 2008**

2

**3. Rodent Control Issue [Thad, Noreen Flanders, Ron DiOrio]**

The FinCom discussed the County articles on Rat Control and the Engineer in terms of:

- services provided to Oak Bluffs,
- whether additional fees were charged for such service,
- the fate and efficacy of County government.
- The matter was deferred pending further information.

**4. Short Term Health Insurance [Mike, Mimi]**

A report on Town health insurance showed 40 people still on Master Medical (see documents on file).

The Selectmen were in the process of cutting insurance costs by:

- voting that Master Medical not be offered any new employee,
- negotiating with unions that the Town health insurance coverage was not plan specific;
- changing retiree health coverage to Medicare primary and Town supplemental;
- eliminating Master Medical entirely.

The FinCom debated:

- legal and collective bargaining restraints,
- better public education on the changes,
- the effect on employees of taking away a benefit,
- offering a flat rate towards health coverage, which employees might use as they saw fit,
- consolidating all employees in one plan to take advantage of discount rates.

MIMI DAVISSON MOVED THAT THE FINCOM RECOMMEND TO THE BOARD OF SELECTMEN THAT

- THEY CONFIRM THE LEGALITY OF DISCONTINUING MASTER MEDICAL FOR ALL EMPLOYEES AND

- THAT THEY GET EXPERTS TO SIT WITH STAFF TO EXPLAIN ABOUT THE VARIOUS OPTIONS AND

- THAT THEY THEN DISCONTINUE MASTER MEDICAL; MIKE PERRY SECONDED; MOTION WITHDRAWN

• MIMI DAVISSON MOVED THAT THE FINCOM RECOMMEND TO THE BOARD OF SELECTMEN THAT THEY DISCONTINUE MASTER MEDICAL HEALTH INSURANCE FOR ALL EMPLOYEES; PETER PALCHES SECONDED; MOTION PASSED: 8 AYES, 0 NAYS, 1 ABSTENTION ADAM WILSON due to conflict of interest. Joe Alosso stated for the record that he voted because he was not getting health benefits from Oak Bluffs.

**5. Review Stipend for Public Officials Vote**

The discussion included;

- the effect on and possible exception of the Selectmen,
- health coverage as a motivation in public service,

**Oak Bluffs Finance and Advisory Committee  
March 6, 2008**

3

- a handout for public information on the issue of elected official compensation/insurance,
- the late timing of the vote,
- the need for more information,
- **DOUG BEST MOVED TO RESCIND THE FEBRUARY 7, 2008 MOTION ON ELECTED OFFICIAL STIPEND AND HEALTH INSURANCE; MIMI DAVISSON SECONDED;**
- **PETER PALCHES MOVED TO AMEND THE MOTION TO ALSO REQUEST A DETAILED STUDY ON COST AND ANALYSIS OF THE CURRENT POLICY;**
- **DOUG BEST AND MIMI DAVISSON AGREED TO THE AMENDMENT;**
- AMENDED MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS**
- **MIMI DAVISSON MOVED THAT THE FINCOM RECOMMEND TO THE BOARD OF SELECTMEN THAT NO NEWLY ELECTED OFFICIALS RECEIVE STIPENDS OR HEALTH BENEFITS; MOTION SECONDED; MOTION PASSED: 5 AYES, 4 NAYS – DOUG BEST, FRANK CASE, MIMI DAVISSON, THAD HARSHBARGER; 0 ABSTENTIONS.**
- **BILL MCGRATH MOVED TO REVISIT/RECONSIDER THE VOTE; JOE ALOSSO SECONDED; MOTION PASSED: 7 AYES, 2 NAYS – MIMI DAVISSON, ADAM WILSON, 0 ABSTENTIONS.**
- **JOE ALOSSO MOVED THAT THE FINCOM RECOMMEND THAT THERE BE A WARRANT ARTICLE AT THE 2008 TOWN MEETING THAT HENCEFORTH NO NEWLY ELECTED OR NEWLY APPOINTED OFFICIAL (I.E. NOT NOW IN OFFICE) BE ELIGIBLE FOR HEALTH INSURANCE UNTIL A COMPREHENSIVE ANALYSIS IS COMPLETED AND IMPLEMENTED, WITH THE EXCEPTION OF THE TOWN CLERK; BILL MCGRATH SECONDED; 8 AYES, 0 NAYS, 1 ABSTENTION – MIMI DAVISSON.**

The Personnel Board had submitted a number warrants on revising the Personnel Bylaws of which the two more important were the implementation of flex time, and salary adjustments for the 32 Personnel Board employees.

**6. Finding a Balanced Budget [Thad]**

The FinCom reviewed the balanced budget proposal line by line (see documents on file) noting recommendations to change or leave as proposed.

- Moderator - no change
- Board of Selectmen - no change
- This line represented, insurance (which was likely to be reduced slightly), professional fees such as legal counsel, and judgment reserves.
- FinCom – Office On Call presented an analysis of past FinCom expenses (see documents on file). The FinCom considered the number and length of meetings and style of minutes.
- **THAD HARSHBARGER MOVED THAT THE FINCOM RAISE ITS FISCAL YEAR 2009 BUDGET TO \$6,000; JOE ALOSSO SECONDED; MOTION PASSED: 7 AYES, 2 NAYS – DOUG BEST, MIMI DAVISSON, 0 ABSTENTIONS.** Mimi Davisson considered it was too much; Doug Best too little.
- **BILL MCGRATH MOVED TO REDUCE THE RESERVE FUND TO \$43,750; ADAM WEST SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
March 6, 2008**

**4**

- Accountant – no change (see below Finance).
- Assessor – no change (see below Finance).
- Unfunded Liability – An article was proposed to set up a stabilization fund to receive earmarked funds and the Selectmen and Finance Director were working with the actuary to reduce the liability. The FinCom debated what amount, if any, to propose and/or place on an override.
- Tax Collector and Treasurer – Town Administrator Michael Dutton had hired an analysis of the situation before taking further steps. The FinCom debated:
  - the authority and purview of the Finance Director in proposing the reduction,
  - the politics, legality and drawn out nature of the situation,
  - whether to accept the reduction, put it on an override and/or expect results regardless,
- **FRANK CASE MOVED TO DUST OFF THE FINANCE DEPARTMENT PLAN WARRANT ARTICLE AND RECOMMEND IT TO THE BOARD OF SELECTMEN; NO SECOND.**
- **FRANK CASE MOVED TO TABLE THE FINANCE DEPT. DISCUSSION UNTIL THE END OF FY08 WHEN THE STUDY BY THE MASS MUNICIPAL AGENCY HAS BEEN COMPLETED; MOTION SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.** The matter would be discussed when there was more clarity.
- Information Technology – no change.
- Town Clerk – The Personnel Board recommended that no elected official get longevity.
- **JOE ALOSSO MOVED TO REDUCE THE CLERKS DEPT PROPOSED FISCAL YEAR 2009 BUDGET BY \$2,000 TO LEVEL FUND THE TOWN CLERK'S SALARY; MIMI DAVISSON SECONDED;**
- **JOE ALOSSO MOVED TO AMEND THE MOTION TO REMOVE THE \$2,000 FROM THE TOWN CLERKS LONGEVITY TO LEVEL FUND THE FISCAL YEAR 2009 TOWN CLERK'S BUDGET; MIMI DAVISSON AGREED TO THE AMENDMENT; AMENDED MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**
- Conservation Commission – no change (revenue would offset a sailing camp caretaker).
- Planning Board - no change
- Unclassified Board of Selectmen – This budget represented several diverse expenses.
  - a \$175,000 salary increment line,
  - property, casualty, and liability insurance which could show a rate reduction,
  - training for boards making legal decisions,
  - postage,
  - the Martha's Vineyard Commission (MVC) and Dukes County Regional Housing Authority (DCHRA) assessments,
  - replenishment of the Workmen's Compensation self insurance fund.
- The FinCom debated the importance of the Information Booth to the town, the business community, Town vs. business responsibility for the feature, and the timing and responsibility of the feature.

**Oak Bluffs Finance and Advisory Committee  
March 6, 2008**

**5**

**PETER PALCHES MOVED TO ELIMINATE THE \$35,000 FOR THE INFORMATION BOOTH; JOE ALOSSO SECONDED FOR DISCUSSION PURPOSES; MOTION PASSED 6 AYES, 2 NAYS – THAD HARSBARGER, ADAM WILSON, 0 ABSTENTIONS – THE MOTION WAS CLARIFIED TO STATE THAT THE INFORMATION BOOTH WAS NOT SUPPORTED AND THAT THIS WAS NOT A SIMPLE CUT TO THE BOARD OF SELECTMEN UNCLASSIFIED (DEPT. 199-57-02 ) BUDET BY \$35,000 . (See below:3/7/08 Minutes p.1-2)**

- Street lights – The FinCom urged that the Board of Selectmen agree to the offer of a street light audit (see 2/21/08 Minutes p.5 Actions) and the subject was tabled for consideration later in the budget process.
- Police - There was a brief discussion on police and support staff salaries – the matter was tabled for later discussion.
- Fire – IT WAS THE CONSENSUS OF THE FINCOM TO APPROVE THE FIRE DEPT. BUDGET.
- Ambulance – The Fiscal Year 2008 (FY08) salary raises should be accurately reported (see below: Actions).
- Building Dept. – the budget was briefly reviewed (see 2/21/08 Minutes p. 2 #3). The proposal to fund half the Department Administrator position with Community Preservation Act (CPA) funds could not be implemented as: only a small portion of his time was spent on the Committee's work, and it was not an appropriate use of CPA funds. The FinCom briefly explored other administrative costs that could be charged.
- Shellfish – no change. The FinCom noted that the Shellfish Constable got the most grants of any town department.
- Emergency – Peter Martell was willing to have his stipend reduced.
- Marina – no change.
- Oak Bluffs School – Chair Thad Harshbarger proposed that the OBS be given a 2.5% raise over their FY08 Budget and the remainder of its raise be put in an override. The bulk of the discussion was tabled for later in the meeting (see below: 3/7/08 Minutes p. 2-3).
- Martha's Vineyard Regional High School (MVRHS) – The FinCom expressed its frustration with the lack of response to their requests for information. The same 2.5% over the FY08 Budget was proposed for the MVRHS with the remainder of the rise going into an override. Again, the bulk of the discussion was tabled for later discussion (see below: 3/7/08 Minutes p.2-3)
- Highway – It was suggested that the repaving cycle be extended in order to save money. Richie Combra Jr. had agreed to cut his budget if necessary (see below:3/7/08 Minutes p.1).
- Health – no change
- Council on Aging – no change.
- Library – The FinCom discussed the proposed new position.

**• JOE ALOSSO MOVED TO ELIMINATE THE PROPOSED YOUTH REFERENCE LIBRARIAN; ADAM WILSON SECONDED;**

**- JOE ALOSSO MOVED TO AMEND HIS MOTION TO ELIMINATE \$45,000 FOR A NEW LIBRARY POSITION; ADAM WILSON AGREED TO THE AMENDMENT; AMENDED MOTION PASSED: 7 AYES, 1 NAY – PETER PALCHES, 0 ABSTENTIONS.** There was an eloquent plea in regards to the library as a major component of the life and culture of the entire town population.

**Oak Bluffs Finance and Advisory Committee  
March 6, 2008**

6

- Arts Council – no change
- Recreation – the budget was reviewed again briefly (see 2/7/08 Minutes p. 2 #5). PETER PALCHES MOVED TO FUND RECREATION AS PRESENTED; THERE WAS NO SECOND. (See below 3/7/08 Minutes p. 1.)
- The Wastewater percentage reported in the budget was corrected.
  
- It was agreed that the shift of debts from the operating budget to debt exclusion be clearly and honestly explained as “smoke and mirrors” meaning it would help balance the budget but would not lower people’s tax bills.
- **JOE ALOSSO MOVED TO CHANGE THE BULKHEAD BORROWING FROM THE BUDGET TO DEBT EXCLUSION; MICHAEL PERRY SECONDED; MOTION PASSED: 7 AYES, 0 NAYS, 1 ABSTENTION – MIMI DAVISSON.**
  
- **JOE ALOSSO MOVED THAT THE INCOME FROM THE FERRY FEES BE USED TO PAY FOR ONGOING, HARBOR RELATED OPERATING EXPENSES; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- **JOE ALOSSO MOVED TO PRESENT THE OAK BLUFFS SCHOOL BUDGET IN TWO SEPARATE WARRANT ARTICLES, SEPARATE FROM THE REGULAR TOWN BUDGET, ONE OF WHICH WOULD REFLECT A 2.5 % INCREASE OVER THE FY08 SCHOOL BUDGET, THE SECOND OF WHICH WOULD BE THE DIFFERENCE BETWEEN THE FINCOM RECOMMENDED BUDGET AND THE AMOUNT RECOMMENDED BY THE SCHOOL COMMITTEE FOR THIS YEAR; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- **PETER PALCHES MOVED TO ASK FOR INCREASES IN THE FEES FOR TRASH COLLECTION AND PERMITTING BY THE BOARD OF HEALTH AND OTHER TOWN DEPARTMENTS WITH THE GOAL OF AN INCREASE OF \$130,000 PER YEAR IN OVERALL FEE COLLECTIONS; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- **PETER PALCHES MOVED TO PAY FOR TRANSPORT-RELATED AMBULANCE INSURANCE COSTS FROM THE AMBULANCE RESERVE FUND; JOE ALOSSO SECONDED; MOTION AMENDED: TO PAY FOR TRANSPORT-RELATED AMBULANCE INSURANCE COSTS, FUEL COSTS, AND ALL OTHER RELATED ALLOWABLE COSTS FROM THE AMBULANCE RESERVE FUND; JOE ALOSSO AGREED TO THE AMENDMENT; AMMENDED MOTION PASSED UNANIMOUSLY; 8 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- **JOE ALOSSO MOVED TO SUPPORT THE OFFER OF THE HIGHWAY DEPARTMENT NOT TO FILL A RECENT PERSONNEL VACANCY; PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY; 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
March 6, 2008**

7

**• JOE ALOSSO MOVED TO RECESS THE MEETING AT 7:42PM UNTIL THE NEXT DAY, FRIDAY, MARCH 7, 2008 AT 4:00PM; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Issues needing more information
  - County Rat Control fees, Engineer fees (Ron DiOrio)
  - stipend / health benefits for public officials,
  - Paul Manzi / John Rose - Ambulance FY08 salary raises
  - Zoning/CPA position
  - Finance Dept.
- Issues left for consideration
  - street lights
  - police budget
  - High School
  - FinCom budget

**Documents on file (see also continuation 3/7/08):**

- Agenda (2 p.) 3/6/08
- Warrant Articles for 2008 Town Meetings: Support of County Programs
- Shirley Fauteux Memo re: Fee Structure Increase (2 p.) 3/5/08
- Income Summary FY 2009
- Proposed 2009 Spending (2 p.)
- FY2008 Insurance \$ Details (2 p.) 3/6/08
- Finance Department *organizational chart* (17 p.)
  - *email* from Peter Palches re: fincom minutes in re: organization (4 p.) 3/15/07
  - Finance Dept – Old Structure / New Structure
  - Sharpe/Manzi Memo re: Combining the OB Treasurer and Collector Dept.
    - Draft Treasurer/Collector 4 p. 6/2/05
    - Assistant Treasurer/Assistant Tax Collector Mashpee (3 p.) 6/2/04
    - Assistant Collector/Treasurer Acushnet (2 p.) 7/14/04
    - Report of the Annual Town Meeting 4/11/00
- Warrant for Special Town Meeting/Annual Town Meeting (17 p.)
- Personnel Board Warrant Articles for April 8, 2008 Annual Town Meeting (3 p.)
  - Davisson cover email re: Personnel Board Articles for Town Meeting Warrant (2 p.) 3/6/08
- OOC - OB FinCom Budget Analysis – 2/08

**• These Minutes approved as written by the Oak Bluffs FinCom 5/1/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, March 6-7, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso, Doug Best\*,  
Frank Case, Mimi Davisson\*, Bill McGrath\*,  
Peter Palches, Mike Perry, Adam Wilson

Others: Town Administrator – Michael Dutton  
Selectmen – Ron DiOrio, Kerry Scott  
Highways – Richard Combra, Jr.  
Recorder - Marni Lipke

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was reconvened at 4:10PM.

**2, Info Booth and Tennis Instructors [Richie Combra, Jr.]**

Richie Combra suggested eliminating both life guards and tennis instructors from the Parks and Recreation budget saving \$57,295 (see documents on file). The FinCom discussed;

- availability of free tennis instruction elsewhere on the Island,
  - future management of tennis courts,
  - the quality and reliability of life guards,
  - the life guards as a part of the Town's summer culture,
  - beach trash pick up,
  - beach safety / town liability and number of "saves",
  - cutting services,
  - the philosophy of adding power washing and flowers while cutting this program,
  - responsibility for the information booth re: the Town and business owners.
- JOE ALOSSO MOVED TO REDUCE THE PARKS AND RECREATION DEPARTMENT FISCAL YEAR 2009 BUDGET BY \$57,295; FRANK CASE SECONDED; MOTION PASSED: 8 AYES, 1 NAY – JOE ALOSSO, 0 ABSTENTIONS.**
- JOE ALOSSO MOVED TO ADD \$15,000 FOR FLOWERS AND POWER WASHING TOWARDS THE HIGHWAY DEPARTMENT FISCAL YEAR 2009 BUDGET; MIMI DAVISSON SECONDED;**
- FRANK CASE MOVED THE QUESTION;**
- MOTION PASSED: 8 AYES, 1 NAY – PETER PALCHES, 0 ABSTENTIONS.**
- (See above:3/6/08 Minutes p.4-5)

**3, Finance Department Reorganization [Kerry Scott]**

**FRANK CASE MOVED TO TABLE THE DISCUSSION; MIMI DAVISSON SECONDED;**

Selectmen Kerry Scott stated that the merger of the Treasurer and Tax Collector had to be done legally (see documents on file and above 3/6/08 Minutes p.4)

**JOE ALOSSO MOVED THE QUESTION; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee**  
**March 7, 2008**

2

**4, Residential Tax Exemption [Bill]**

This issue would be considered for the following year.

Now and later in the meeting Kerry Scott advocated for a warrant article to restore longevity pay for elected officials (see below: Actions and above: 3/6/08 Minutes p. 2-3).

**5, Stipends and Health Insurance: Should We Continue the Subcommittee? [Mike, Mimi]**

An analysis had been prepared and was reviewed (see documents on file and below: Actions).

**6, Finding a Balanced Budget [All ]**

- The Fiscal Year 2009 (FY09) Budget and Warrants would be decided at the Board of Selectmen's March 18th meeting and put out for publication March 19th.
- There was a long discussion on both the Oak Bluffs School (OBS) and the Martha's Vineyard High School (MVRHS) FY09 Budgets.
- It was thought that the OBS was expecting to have an override and IT WAS THE CONSENSUS OF THE FINCOM THAT THE VOTERS BE ACCOUNTABLE FOR THE SCHOOL BUDGETS.
- The basic suggestion was to recommend both budgets at 2.5% over their FY08 budgets and place the remainder of the raises on overrides. Issues debated included:
  - advocating other towns to reject the MVRHS budget and the probability of such,
  - rationale and defensibility of the position,
  - the political effects of last year's vote on the Statutory Formula and this year's savings,
  - the chances of such override's passing or failing,
  - the need to make up the difference if they failed,
  - the amount of cuts the schools could reasonably sustain and might be passed by override,
  - the process of Town Meeting budget votes and articles for certified budgets,
  - the possibility of linking it to revenue.
- FRANK CASE MOVED TO APPROVE THE MARTHA'S VINEYARD HIGH SCHOOL BUDGET AT 2.5% AND THE REST SHOULD BE AN OVERRIDE; JOE ALOSSO SECONDED FOR DISCUSSION PURPOSES; MOTION WITHDRAWN.
- **FRANK CASE MOVED TO RECOMMEND TO THE BOARD OF SELECTMEN TO PLACE TWO SEPARATE ARTICLES ON THE WARRANT**
  - **ONE FOR THE OAK BLUFFS PROPORTIONAL ASSESSMENT OF THE MARTHA'S VINEYARD HIGH SCHOOL BUDGET AT AN ADDITIONAL OF 2.5% OF THE TOTAL MVRHS FY08 BUDGET; AND**



**Oak Bluffs Finance and Advisory Committee  
March 7, 2008**

3

**- ANOTHER FOR THE REMAINDER;  
JOE ALOSSO SECONDED; JOE ALOSSO MOVED THE QUESTION;  
MOTION PASSED; 7 AYES, 1 NAY PETER PALCHES, 1 ABSTENTION BILL MCGRATH** for conflict of interest. Mr. Palches felt the motion lacked clarity. (See below: Page 7).

**2, Dealing with the Warrant [Thad, Michael Dutton ]**

• Funds for warrant articles voted at Special Town Meetings were available immediately. However funds for warrant articles voted at Annual Town Meetings were available at the start of the next fiscal year.

Special Town Meeting Warrant

• General Accounting Standards Board (GASB) 45 Unfunded Liability

The FinCom discussed the issue in terms of:

- establishing a stabilization fund,
- steps being taken to reduce health insurance costs (see 2/21/08 Minutes p. 2-3 & 3/6/08 Minutes p.2),
- amounts if any to be earmarked for FY09, and possible placement on an override,
- whether to separate the dollar amount from the establishment of the fund.

**• JOE ALOSSO MOVED TO SUPPORT MASS. GENERAL LAW CHAPTER 40 SECTION 5B AND TO REDUCE THE AMOUNT TO \$250,000; ADAM WILSON SECONDED; MOTION PASSED: 7 AYES, 0 NAYS, 1 ABSTENTION- PETER PALCHES** for lack of clarity,

• Installation of Fuel Tanks for the Marina - might be withdrawn.

• \$500,000 for Dredging Sengekontacket - Harbor Management Committee

- This would be a debt exclusion warrant.

**• JOE ALOSSO MOVED TO TABLE THE MATTER PENDING THE ACTIONS OF THE JOINT COMMITTEE ON SENGEKONTACKET AND EDGARTOWN'S PARTICIPATION; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

• Cemetery Trust

- No figure was mentioned but it was a withdrawal from the Trust—i.e. not on the tax base.

**• JOE ALOSSO MOVED TO SUPPORT THE ARTICLE AUTHORIZING A WITHDRAWAL FROM THE CEMETARY TRUST; ADAM WILSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

• Authorization the Assistant Building Inspector

- This allowed the part-time position to earn a living as long as they were accompanied by other inspectors.

**• JOE ALOSSO MOVED TO SUPPORT THE ARTICLE OF AUTHORIZATION FOR THE ASSISTANT BUILDING INSPECTOR; MIKE PERRY SECONDED; MOTION PASSED: 5 AYES, 1 NAY PETER PALCHES, 0 ABSTENTIONS.** Peter Palches felt the wording was not clear.

**Oak Bluffs Finance and Advisory Committee  
March 7, 2008**

4

- Prior Year Bill.

- This bill (\$1110) had had been lost due to illness (See 2/21/08 Minutes p. 4).

**MIKE PERRY MOVED TO SUPPORT PAYING THE PRIOR YEAR BILL: JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY; 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Authorize the Town to Switch Retirees of Age to Medicare Primary Health Insurance

**• JOE ALOSSO MOVED TO SUPPORT THE ARTICLE AUTHORIZING THE TOWN TO SWITCH AGE ELIGIBLE RETIREES TO MEDICARE PRIMARY / SUPPLEMENTAL HEALTH INSURANCE; ADAM WILSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- County Engineer

- The County charged for engineering services and the position was vacant.

- The FinCom discussed Town use (Highway and Building depts.), rates, and the County.

**• JOE ALOSSO MOVED NOT TO SUPPORT THE ARTICLE FUNDING THE COUNTY ENGINEER; FRANK CASE SECONDED; FRANK CASE CALLED THE MOTION; MOTION PASSED: 5 AYES, 1 NAY – PETER PALCHES, 0 ABSTENTIONS.** Peter Palches was in favor of the County.

- County Rat Control

- The service charged a fee to private but not to municipal users.

- The Town had not used the service in the last year.

**• ADAM WILSON MOVED TO SUPPORT THE ARTICLE FUNDING THE COUNTY RAT CATCHER; PETER PALCHES SECONDED; MOTION PASSED: 4 AYES, 2 NAYS – JOE ALOSSO, MICHAEL PERRY, 0 ABSTENTIONS.**

- Vineyard Health Care Access Program - (See above 3/6/08 Minutes p. 1)

- Community Preservation Act (CPA) Projects

Apart from the \$20,000 voted for Administrative expenses six projects were recommended (see above: 3/6/08 Minutes p.5). The FinCom discussed:

- The Tabernacle cupola in terms of a private, church owned property versus Municipal funds (separation of Church and State), its designation as a National Historic Landmark, and Town Culture.

- The legality of a late filed Conservation Commission Beach Restoration application.

- Funds for last year's Little League field were in stasis awaiting a court decision.

**• JOE ALOSSO MOVED TO RECOMMEND ALL SIX ARTICLES ON COMMUNITY PRESERVATION COMMITTEE PROJECTS; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
March 7, 2008**

5

- Ambulance Reserve Fund - Hardware/Software Purchase

- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE ON THE WITHDRAWAL OF AMBULANCE RESERVE FUNDS FOR THE PURCHASE OF COMPUTER EQUIPMENT AND SOFTWARE FOR THE AMBULANCES; ADAM WILSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Ambulance Reserve Fund – Paramedic Training

- **MIKE PERRY MOVED TO SUPPORT THE ARTICLE ON THE WITHDRAWAL OF AMBULANCE RESERVE FUNDS FOR THE TRAINING OF TWO PARAMEDICS; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Ambulance Reserve Fund – Transport Equipment

- **PETER PALCHES MOVED TO SUPPORT THE ARTICLE ON THE WITHDRAWAL OF AMBULANCE RESERVE FUNDS TO PURCHASE TRANSPORT EQUIPMENT; MICHAEL PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Fire Facility Expansion

- This debt exclusion article was considered premature as it was a rough estimate with no set plan.

- **JOE ALOSSO MOVED NOT TO SUPPORT THE ARTICLE ON EXPANSION OF THE FIRE STATION; ADAM WILSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Repairing the Sea Wall – the motion was withdrawn (see above - 3/6/08 Minutes p.1)

- Martha's Vineyard Regional High School Bus Purchase Debt Exclusion

- There was a question on how the money was apportioned and the comparable bus run lengths from various districts.

- The buses were already purchased.

- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE ON DEBT EXCLUSION FOR THE BOND TO PURCHASE MARTHA'S VINEYARD REGIONAL HIGH SCHOOL BUSES; MIKE PERRY SECONDED; THERE WAS A CONSENSUS TO TABLE THE MATTER UNTIL NEXT MEETING**

- Harbor Bulkhead Bond to Debt Exclusion.

- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE ON DEBT EXCLUSION FOR THE HARBOR BULKHEAD BOND; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS. (See above: 3/6/08 Minutes p. 6.)**

- Leonardo Lot Bond to Debt Exclusion

- **FRANK CASE MOVED TO SUPPORT THE ARTICLE ON DEBT EXCLUSION FOR THE LEONARDO LOTS BOND; ADAM WILSON SECONDED; MOTION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION – PETER PALCHES.**

**Oak Bluffs Finance and Advisory Committee  
March 7, 2008**

6

- Source Testing for Sengekontacket Pond – (See 1/3/08 Minutes p.2)
- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE FUNDING SOURCE TESTING FOR SENGEKONTACKET POND; PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**

Annual Town Meeting Warrant

- \$30,000 for Ground Water Testing
- The FinCom discussed how long the tests would continue and Request For Proposal (RFP) regulations.
- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE FUNDING GROUND WATER TESTING; ADAM WILSON SECONDED;**
- **PETER PALCHES MOVED TO AMEND THE MOTION TO MAKE APPROVAL CONTINGENT ON THE PROJECT BEING PUT OUT TO BID; JOE ALOSSO AND ADAM WILSON AGREED TO THE AMENDMENT;**
- **AMENDED MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- Personnel By-Laws – were tabled until the next meeting (see above: 3/6/08 Minutes p.3).
  
- Drug Task Force – might be taken from Free Cash.
- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE FUNDING THE ISLANDWIDE DRUG TASK FORCE; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- \$7,000 to Reinstate a Half Time MVRHS Music Teacher
- This article was requested by several parents. The FinCom discussed:
- proper procedure for submission of an article,
- the article as contrary to the actions of the MVRHS Principal, School Committee and Superintendent.
- **JOE ALOSSO MOVED TO RECOMMEND THAT THE ARTICLE TO FUND A PART TIME MARTHA'S VINEYARD REGIONAL HIGH SCHOOL MUSIC POSITION NOT BE INCLUDED ON THE WARRANT AS NOT PROPERLY PRESENTED; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS**
  
- School Budgets –(See above p. 2-3)
- The FinCom reconsidered the procedure for the school budgets noting:
- the need to include the larger portions within a Town balanced budget;
- the wish to separate out the budgets for discussion,
- the absence of three members present for the previous vote.
- **PETER PALCHES MOVED TO PRESENT A TOWN OF OAK BLUFFS BALANCED FISCAL YEAR 2009 OPERATING BUDGET WHICH INCLUDED THE FINCOMS RECOMMENDATIONS FOR THE OAK BLUFFS SCHOOL AND MARTHA'S VINEYARD REGIONAL HIGH SCHOOL; THAD HARSHBARGER SECONDED;**
- **JOE ALOSSO MOVED TO PUT THE SCHOOLS AT 2.5% OF THEIR FY08 BUDGETS IN THE TOWN OPERATING BUDGET; MOTION ALREADY ON THE FLOOR / THERE WAS NO SECOND.**
- **MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

continued >

**Oak Bluffs Finance and Advisory Committee  
March 7, 2008**

7

- Reauthorize Revolving Marina Fund
- **PETER PALCHES MOVED TO SUPPORT THE ARTICLE RE-AUTHORIZING THE REVOLVING FUND FOR THE OAK BLUFFS MARINA; ADAM WILSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

**9. Adjourn (Joe)**

- **JOE ALOSSO MOVED TO ADJOURN AT 7:37PM; THAD HARSHBARGER SECONDED; MOTION PASSED UNANIMOUSLY.**

**Action List:**

- Thad - write letter to all FinComs re: OB FinCom school budget recommendations.
- Draft a brochure on elected official compensation/health insurance issue.
- Michael D. / Selectmen
  - When presenting the budget note cut services – life guards, tennis instructors, etc.
  - Any article on longevity for elected officials must be very specific.
  - Write official letter re: health insurance for elected officials.
  - Research late CPC application legality.
  - Redraft Executive Summaries on Wastewater / Town Budget.
- Paul Manzi – send information on bus purchase bond apportionment.

Ongoing Action List from previous meetings.

- Michael Dutton – budget for OBA proposal
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**3/13/08 Agenda:**

- Revise Agenda
- Approve 2/14/08, 2/21/08, 3/6-7/08 Minutes
- Reconsider:
  - street lights,
  - MVRHS bus purchase debt exclusion,
  - Personnel By-Laws,

Future Agendas:

- Dukes County Charter Commission report
- CDC cost of services survey results.

**Documents on file (see also continuation from 3/6/08:**

- Agenda (2 p.) 3/7/08
- Income Summary FY 2009
  - Proposed 2009 Spending
- FY09 Proposed Park Dept. Employees
- General Laws of Massachusetts Search the Laws Part I. Administration of the Government Title VII

Cities Towns and Districts, Chapter 41. Officers and Employees ... (7 p.) 3/7/08

- **These Minutes approved as written by the Oak Bluffs FinCom 5/1/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, March 13, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Acting Chair Michael Perry, Joe Alosso,  
Doug Best, Frank Case, Mimi Davisson\*,  
Bill McGrath, Peter Palches,

Others: Town Administrator – Michael Dutton  
Selectmen – Ron DiOrio,  
Schools – OBSC – Priscilla Sylvia, Supt. James Weiss  
Emergency Management – Peter Martell  
Ambulance – John Rose  
Recorder - Marni Lipke

Absent: Thad Harshbarger, Adam Wilson      \* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:07PM.

- The FinCom dealt with a number of remaining matters having to do with the Town Fiscal Year 2009 (FY09) Budget and Special and Annual Town Warrants.
- *In addition it re-voted and made uniform the voted recommendations from the March 6-7, 2008 meeting.*
  - *Votes originally worded “not to support” articles were changed such that all votes were consistently taken “to support” an article— passing or failing as the FinCom decided.*
  - *Some votes have now been recorded as unanimous or at different counts indicating the assent or opinions of those members not present when they were originally (see 3/6-7/08 Minutes) or presently taken.*
- It was noted that the FinCom previously recommended a base salary increase for the Town Clerk to compensate for the loss of longevity (see 1/13/05 Minutes p. 1 and 3/3/05 Minutes p.2) which salary raise had been subsequently voted at a Town Meeting.
- The FinCom considered the Oak Bluffs FY09 Budget which was still about \$57,000 in deficit (see documents on file). Town Administrator Michael Dutton reviewed the current draft of the FY09 Budget (see documents on file) noting a slight increase in revenue and various changes including those recommended by the Finance Committee (FinCom).
  - Health insurance and stipends for elected officials (see 2/7/08 Minutes p. 3 and 3/6/08 Minutes p.2-3 #5) would not show savings in FY09.
  - Health insurance was reduced by \$52,000 by funding transport staff benefits from the Ambulance Reserve Fund (see 3/6/08 Minutes p. 6).
  - The Dukes County Contributory Retirement Board (DCCRB) assessment rose \$30,000.
  - The Board of Selectmen Unclassified was level funded in regards to an increase in salaries balanced against reductions in insurance (funded through Wastewater) and street lights.
  - The Wastewater Commission had approved a one year payment for the Leonardo Lot bond after which debt exclusion would be proposed (see 3/7/08 Minutes p.6).
  - There was a Town-wide freeze on all personnel, including the elimination of the unfilled Highway position.

**Oak Bluffs Finance and Advisory Committee**  
**March 13, 2008**

2

- Lifeguards and tennis instructors had been cut (see 3/7/08 Minutes p. 1 #2).
- School budgets were presented as per FinCom recommendations (see below and 3/7/08 Minutes p. 2-3, 6).
- THERE WAS A GENERAL CONSENSUS TO AVOID CUTTING MUNICIPAL PERSONNEL AND THE NEED TO ALLOW THE TOWN FLEXIBILITY.
- Proposals to cut spending included:
  - the previously voted power washing/flowers,
  - closing the library one day a week,
  - delaying Capital Improvements,
  - reorganization of the Finance Dept and Town Hall.
- It was suggested that the repaving of roads be reduced in consideration of outside grants and the stretching of the repaving cycle.
- **JOE ALOSSO MOVED TO RECOMMEND TO THE BOARD OF SELECMEN THAT THEY REDUCE THE HIGHWAY DEPARTMENT BUDGET BY \$57,228.52; FRANK CASE SECONDED; BMCG MOVED THE VOTE; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- It was suggested that the Health Board Temporary Summer Inspector be eliminated. Issues discussed were:
  - time management and commuting,
  - the difficulties of the Health Inspector's job and the importance of restaurant safety,
  - the lack of such discussion during the Health Dept. budget review,
  - the shift from a shared position to an Oak Bluffs funded position.
- **JOE ALOSSO MOVED TO REDUCE THE BOARD OF HEALTH BUDGET BY \$15,538; FRANK CASE SECONDED;**
- **JOE ALOSSO MOVED TO AMEND THE MOTION SUCH THAT THE POSITION PAY BE REDUCED BY \$10,000; FRANK CASE AGREED TO THE AMENDMENT;**
- **AMENDED MOTION PASSED: 4 AYES, 3 NAYS – DOUG BEST, MIMI DAVISSON, PETER PALCHES; 0 ABSTENTIONS.**
- **MIMI DAVISSON MOVED THAT THE FINCOM DESIGNATE THE TOWN ADMINISTRATOR TO FIND THE REMAINING DEFICIT (ESTIMATED TO BE ABOUT \$5,000) WITHIN THE FY09 TOWN BUDGET; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- Concurrent with and subsequent to the above discussion the FinCom considered the impact and possible planning for the failure of overrides, and reconsidered the votes on the school budgets (see 3/6-7/08 Minutes p. 2-3 & 7). Issues included;
  - a 35 day notification requirement for all override votes,
  - whether to plan for override failure now or at the subsequent Special Town Meeting,
  - whether to present a FY09 Budget able to withstand the failure of any override,



**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

**3**

- predictions and advocacy of other towns rejecting the Martha's Vineyard Regional High School (MVRHS) FY09 Budget,
- amount of the MVRHS override in terms of having to pay the required assessment if 4 towns passed the MVRHS FY09 Budget,
- consensus that the MVRHS FY09 Budget was too high,
- the failing economy as a driving force whether enrollment dropped or not,
- failure of the Oak Bluffs School (OBS) override as automatically reducing staff by 5 or 6 teaching positions,
- timing of school versus town union negotiations as well as the timing of the recommendation for override,
- conflict of interest issues on employees discussing and voting employer budgets,
- the Statutory Formula \$330,000 "windfall" for Oak Bluffs and Islandwide political fallout,
- lack of communication with department heads on recommended cuts,
- fairness of targeting schools in recommending reductions and overrides,
- consistency and defensibility of previous votes (see 3/7/08 Minutes p. 2-3 & 6),
- process for reducing certified budget amounts.
- **IT WAS THE CONSENSUS OF THE FINANCE COMMITTEE THAT THE RECOMMENDATIONS ON SCHOOL BUDGETS AND WARRANT ARTICLES WAS A RECOMMENDATION ON PRINCIPAL AND THAT EXACT AMOUNTS BE WORKED THROUGH BY SUPERINTENDENT JIM WEISS AND TOWN ADMINISTRATOR MICHAEL DUTTON.**
- **JOE ALOSSO MOVED THAT THE OAK BLUFFS SCHOOL OVERRIDE ARTICLE BE FOR \$236,119; MIMI DAVISSON SECONDED; MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**
- Priscilla Sylvia thanked the FinCom for their difficult work.
- **DOUG BEST MOVED TO DECREASE THE HIGH SCHOOL WARRANT AMOUNT TO \$100,000 AND LOOK TO LOCATE THE REDUCTION IN THE OPERATING BUDGET; PETER PALCHES SECONDED; MOTION WITHDRAWN AS OUT OF CORRECT PROTOCOL.** This proposal brought up:
  - brief mention of resident homesite exemptions (see 2/21/08 Minutes p.2 #5) and the Finance Dept. reorganization (see 3/6/08 Minutes p.4).
  - political importance of accepting and acting on the will of the voters in regards to the school budget overrides.

In view of this being the third long meeting on balancing the budget a number of joke motions were proposed in all good humor including:

- **JOE ALOSSO MOVED THAT THE STAPLE GO IN THE TOP RIGHT HAND CORNER OF ALL DOCUMENTS SUBMITTED TO THE FINCOM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY.**
- **THE MOTION FOR A LARGER TABLE IN THE TOWN HALL CONFERENCE ROOM WAS REPEATED (see 2/21/08 Minutes p. 5 Actions).**

**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

4

Special Town Meeting Warrant

*Please Note: See above page 1 on re-voting actions.*

- \$500,000 for Dredging Sengekontacket – likely to be withdrawn.

The matter was tabled pending actions by the Joint Sengekontacket Committee and Edgartown participation (see 3/7/08 Minutes p.3).

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON DREDGING SENGEKONTACKET; THE MOTION UNANIMOUSLY FAILED: 0 ayes, 9 nays, 0 abstentions.**

- General Accounting Standards Board (GASB) 45 Unfunded Liability

The issues were:

- establishment of a stabilization fund as a separate article from the amount earmarked for FY09,
- reduction of health insurance costs,
- possible placement on an override (See 3/6/08 Minutes p.6 & 3/7/08 Minutes p.3)

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON THE CREATION AND FUNDING OF A STABILIZATION FUND FOR GASB 45; THE MOTION PASSED: 7 ayes, 0 nays, 2 abstention- Mimi Davisson, Bill McGrath.**

- Cemetery Trust (See 3/7/08 Minutes p.3)

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON AUTHORIZING A WITHDRAWAL FROM THE CEMETARY TRUST; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**

- Authorization the Assistant Building Inspector (see 3/7/08 Minutes p.3)

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON FOR THE ASSISTANT BUILDING INSPECTOR; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**

- Prior Year Bill. (see 2/21/08 Minutes p. 4 & 3/7/08 Minutes p.4)

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON A PRIOR YEARS BILL; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**

- Authorize the Town to Switch Retirees of Age to Medicare Primary Health Insurance

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON AUTHORIZING THE TOWN TO SWITCH RETIREES TO MEDICARE PRIMARY / COMMERCIAL SUPPLEMENTAL HEALTH INSURANCE; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions. (see 2/12/08 Minutes p.3 & 3/7/08 Minutes p.4)**

- County Engineer (See 3/7/08 Minutes p.4)

- The issues were: extra charges, lack of use, vacant position, County government.

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON FUNDING THE COUNTY ENGINEER; THE MOTION PASSED FAILED: 1 aye, 8 nays, 0 abstentions.**

## 5

- County Rat Control (See 3/7/08 Minutes p.4)
- The issues were: extra charges, lack of use, County government.
- \* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON THE COUNTY RAT CONTROL PROGRAM; THE MOTION PASSED: 6 ayes, 3 nays-Joe Alosso, Doug Best, Mike Perry, 0 abstentions.**
- Vineyard Health Care Access Program - (See 3/6/08 Minutes p. 1)
- Community Preservation Act (CPA) Projects (See 3/7/08 Minutes p.4)
- **PETER PALCHES MOVED RESCIND THE VOTE ON THE COMMUNITY PRESERVATION FUND WARRANT ARTICLES: JOE ALOSSO SECONDED; MOTION PASSED: 4 AYES, 0 NAYS, 3 ABSTENTIONS. (See 3/7/08 Minutes p. 2).**
- **PETER PALCHES MOVED TO VOTE THE ARTICLES PROJECT BY PROJECT; MIMI DAVISSON SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **PETER PALCHES MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ON THE DENNISTON FAMILY HISTORICAL SITE; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **PETER PALCHES MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ON THE BRADLEY SQUARE AFFORDABLE HOUSING; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **PETER PALCHES MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ON OCEAN HEIGHTS; JOE ALOSSO SECONDED; MOTION PASSED: 5 AYES, 2 NAYS – BILL MCGRATH, PETER PALCHES; 0 ABSTENTIONS.**
- The issue was too much money.
- **PETER PALCHES MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ON THE OLD LIBRARY CONVERSION; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **PETER PALCHES MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ON THE RENTAL ASSISTANCE PROGRAM; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MIMI DAVISSON MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ON THE TABERNACLE CUPOLA; JOE ALOSSO SECONDED; MOTION FAILED: 2 AYES – MIMI DAVISSON, PETER PALCHES; 5 NAYS, 0 ABSTENTIONS.**
- The issues were: separation of church and state, donations versus funding, town use and culture, designation as a National Landmark, completed work, handling of previous funding, private donation and ownership.

**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

6

• Town Beach Restoration – this was not on the warrant and would have to be presented at Town Hall. JOE ALOSSO MOVED TO SUPPORT THE ARTICLE ON BEACH RESTORATION; THERE WAS NO SECOND. The FinCom agreed to move on.

• Ambulance Reserve Fund - Hardware/Software Purchase (See 3/7/08 Minutes p.5)

- The issue was breaking up the payment instead of paying for it all at once.

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE AUTHORIZING A WITHDRAWAL FROM THE AMBULANCE RESERVE FUND TO PURCHASE ISLANDWIDE COMPUTER EQUIPMENT AND SOFTWARE; THE MOTION PASSED: 8 ayes, 1 nay – Mimi Davisson, 0 abstentions.**

• Ambulance Reserve Fund – Paramedic Training (See 3/7/08 Minutes p.5)

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE AUTHORIZING A WITHDRAWAL FROM THE AMBULANCE RESERVE FUND TO PAY FOR PARAMEDIC TRAINING; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**

• Ambulance Reserve Fund – Transport Equipment (See 3/7/08 Minutes p.5)

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE AUTHORIZING A WITHDRAWAL FROM THE AMBULANCE RESERVE FUND TO PURCHASE TRANSPORT EQUIPMENT; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**

• Ambulance Reserve Fund – Portable Non-Sparking Fire Dept. Radios

**\* BILL MCGRATH MOVED TO SUPPORT THE ARTICLE AUTHORIZING A WITHDRAWAL FROM THE AMBULANCE RESERVE FUND TO PAY FOR PORTABLE FIRE DEPARTMENT RADIOS; DOUG BEST SECONDED; MOTION PASSED: 6 AYES, 0 NAYS, 1 ABSTENTION – MIMI DAVISSON.**

• Ambulance Reserve Fund – Jaws of Life

- The issues were: number of saves, currently functioning and usable jaws of life.

**\* DOUG BEST MOVED TO SUPPORT THE ARTICLE AUTHORIZING A WITHDRAWAL FROM THE AMBULANCE RESERVE FUND TO PURCHASE NEW JAWS OF LIFE; JOE ALOSSO SECONDED; MOTION PASSED: 4 AYES, 3 NAYS – MIMI DAVISSON, BILL MCGRATH, PETER PALCHES; 0 ABSTENTIONS.**

• Fire Facility Expansion (See 3/7/08 Minutes p.5)

- The issues were: premature estimate and no plans.

**\* ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON AN ADDITION TO THE FIRE STATION; THE MOTION FAILED UNANIMOUSLY: 0 ayes, 9 nays, 0 abstentions.**

**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

7

- Installation of Fuel Tanks for the Marina – probably will be withdrawn
  - This year there was a serious gap in fuel facilities for the Down Island harbors. A commercial enterprise was working on a fuel facility in Oak Bluffs; however if they failed, and the town voted to proceed, both funding and construction would have to be very aggressively pursued (see 2/21/8 Minutes p.4 #4).
  - The issues were: whether the Town should be in the fuel business, and the necessity of a facility to the Marina.
- **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE ON INSTALLATION OF A MARINA FUEL FACILITY; DOUG BEST SECONDED; FRANK CASE MOVED THE QUESTION; MOTION PASSED: 4 AYES, 3 NAYS – MIMI DAVISSON, BILL MCGRATH, PETER PALCHES; 0 ABSTENTIONS**
- Repairing the Sea Wall – the motion would be withdrawn (See 3/6/08 Minutes p.1)
- Martha's Vineyard Regional High School Bus Purchase Debt Exclusion
  - The issues were: cost apportionment, and comparable bus run lengths from various districts. (See 3/7/08 Minutes p.5)
  - **FRANK CASE MOVED TO SUPPORT THE ARTICLE TO DEBT EXCLUDE THE MARTHA'S VINEYARD REGIONAL HIGH SCHOOL BUS PURCHASE BOND; JOE ALOSSO SECONDED;**
  - **PETER PALCHES MOVED TO AMEND THE MOTION TO SHOW EACH TOWN ASSESSMENT IN THE EXECUTIVE SUMMARY; AMENDMENT ACCEPTED;**
  - **AMENDED MOTION PASSED: 5 AYES, 0 NAYS, 2 ABSTENTIONS – MIMI DAVISSON, BILL MCGRATH.**
- Source Testing for Sengekontacket Pond (See 1/3/08 Minutes p.2 & 3/7/08 Minutes p.6)
  - \* **ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE ON FOR THE FUNDING OF SOURCE IDENTIFICATION TESTING IN SENGEKONTACKET POND; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**
- Personnel By-Laws – Salary Scale (See 2/15/07 Minutes p.6)
  - This article proposed revising the pay schedule for municipal employees.
  - This would be the only recommended increases except for Bargaining Unit A cost of living negotiations).
  - Joe Alosso recused himself on the grounds of conflict of interest.
- **MIMI DAVISSON MOVED TO SUPPORT THE ARTICLE REVISING MUNICIPAL EMPLOYEE PAY SCHEDULES; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- Personnel By-Laws – Implementation of Salary Scale (See 11/15/07 Minutes p.5 #3.)
  - Joe Alosso recused himself on the grounds of conflict of interest.
  - There were three people on the top step.
  - The Personnel Board was commended for their fabulous work.
- **MIMI DAVISSON MOVED TO SUPPORT THE ARTICLE IMPLEMENTING THE NEW MUNICIPAL EMPLOYEE PAY SCHEDULES; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

8

Annual Town Meeting Warrant

- \$30,000 for Ground Water Testing – Board of Health (See 3/7/08 Minutes p.6.)
- The issues were – duration of the situation and Request For Proposal (RFP) regulations.
- **ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE FUNDING GROUND WATER TESTING CONTINGENT ON THE PROJECT BEING PUT UP TO BID; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**
  
- Personnel By-Laws – Revisions
- The proposed revisions included the instigation of flex-time (see 9/16/07 Minutesp.1 #11, documents on file and below: Actions).
- Joe Alosso recused himself on the grounds of conflict of interest.
- **MIMI DAVISSON MOVED TO SUPPORT THE ARTICLE REVISING OAK BLUFFS PERSONNEL BYLAWS; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- Drug Task Force – might be taken from Free Cash. (see 3/7/08 Minutes p.6)
- THE RECOMMENDATION WAS LEFT AS VOTED MARCH 7, 2008 6 AYES, 0 NAYS, 0 ABSTENTIONS.
  
- \* Mimi Davisson left the meeting at 7:29PM.
  
- Town and Wastewater FY09 Budget
- There was a brief discussion on the wording of the article which was dictated by Town Counsel.
- **DOUG BEST MOVED TO SUPPORT THE ARTICLE ON THE OAK BLUFFS TOWN AND WASTEWATER ENTERPRISE FUND FISCAL YEAR 2009 BUDGET; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- MVRHS Override (See above p. 3-2, 3/6/08 Minutes p.5, 6 & 3/7/08 Minutes p.2-3, 6)
- **JOE ALOSSO MOVED TO SUPPORT THE INCLUSION OF THIS ARTICLE RE: THE MARTHA'S VINEYARD REGIONAL HIGH SCHOOL OVERRIDE IN THE WARRANT; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- OB School Override (See above p. 3-2, 3/6/08 Minutes p.5, 6 & 3/7/08 Minutes p.2-3, 6)
- **JOE ALOSSO MOVED TO SUPPORT THE INCLUSION OF THIS ARTICLE RE: THE OAK BLUFFS SCHOOL OVERRIDE ON THE WARRANT; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- \$7,000 to Reinstate a Half Time MVRHS Music Teacher (See 3/7/08 Minutes p.6)
- The issues were: proper procedure for submission; and that it was contrary to the actions of the MVRHS Principal, School Committee and Superintendent.
- **PETER PALCHES MOVED TO SUPPORT THE ARTICLE FUNDING THE REINSTATEMENT OF THE MARTHA'S VINEYARD REGIONAL HIGH SCHOOL PART TIME MUSIC TEACHER (IF INCLUDED IN THE WARRANT); FRANK CASE SECONDED; MOTION FAILED: 1 AYE – JOE ALOSSO, 5 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

9

- Ferry Fee Authorization for Seasonal Police Expenses (See 3/6/08 Minutes p.6.)
  - **DOUG BEST AND BILL MCGRATH MOVED TO RESCIND THE HARBOR/FERRY FEE MOTION FROM THE MARCH 6, 2008 MEETING; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS.**
  - **JOE ALOSSO MOVED TO SUPPORT THE ARTICLE AUTHORIZING FERRY FEE FUNDS TO PAY FOR SEASONAL POLICE EXPENSES; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- Reauthorize Revolving Marina Fund (See 3/7/08 Minutes p. 6)
  - **ON A MOTION DULY MADE AND SECONDED TO SUPPORT THE ARTICLE RE-AUTHORIZING THE REVOLVING MARINA FUND; THE MOTION PASSED UNANIMOUSLY: 8 ayes, 0 nays, 0 abstentions. (See below: Actions.)**
  
- Two Articles on Zoning By-Law Revision
  - There was a discussion on whether the FinCom would vote on these non-fiduciary articles.
  
- Discontinue Hospital Road
  - The FinCom agreed not to vote on this non-fiduciary article.
  
- Australian Ballot
  - The FinCom agreed not to vote on this non-fiduciary article.
  
- Dissolution of Resident Homesite Committee and Transfer of Power to the Board of Selectmen
  - This was the beginning of a process to consolidate authority in an enlarged Oak Bluffs Affordable Housing Committee.
  - **PETER PALCHES MOVED TO SUPPORT THE ARTICLE DISSOLVING THE RESIDENT HOMESITE COMMITTEE AND TRANSFERING ITS POWERS TO THE BOARD OF SELECTMEN; JOE ALOSSO SECONDED; MOTION FAILED UNANIMOUSLY: 0 AYES, 6 NAYS, 0 ABSTENTIONS.**
  
- CPA FY2009 Allocations
  - This was a housekeeping article to allocate the requisite 10% of CPA revenues to each of the three areas: historical resources, community (i.e. affordable) housing, and open space.
  - **PETER PALCHES MOVED TO SUPPORT THE COMMUNITY PRESERVATION ACT ARTICLE ALLOCATING FY 2009 FUNDS AS REQUIRED; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
  
- Town Clerk Longevity Stipend (see above p. 1 & 3/6/08 Minutes p.4)
  - The issues were: a previously voted base salary raise, and the legality of longevity for elected officials.
  - **DOUG BEST MOVED TO SUPPORT THE ARTICLE AUTHORIZING A LONGEVITY STIPEND FOR THE TOWN CLERK; BILL MCGRATH SECONDED; MOTION FAILED UNANIMOUSLY: 0 AYES, 6 NAYS, 0 ABSTENTIONS (9 ayes, 0 nays, 0 abstentions to cut from the Town Clerk budget).**

**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

10

- Full and Part-time Elected Official Compensation (See 3/6/08 Minutes p.2-3.)
- **PETER PALCHES MOVED TO SUPPORT THE ARTICLE AUTHORIZING SALARIES FOR FULL AND PART TIME ELECTED OFFICIALS; DOUG BEST SECONDED; MOTION FAILED: 1 AYE – FRANK CASE, 5 NAYS, 0 ABSTENTIONS.**

- Health Insurance for Elected Officials

- The FinCom requested that an article be placed on the ballot phasing out health insurance for elected official – with the exception of the Town Clerk (see 2/7/08 Minutes p. 3 and 3/6/08 Minutes p.2-3 #5 and below: Actions)
- **ON A MOTION DULY MADE AND SECONDED TO SUPPORT AN ARTICLE ON PHASING OUT HEALTH INSURANCE FOR ELECTED OFFICIALS – WITH THE EXCEPTION OF THE TOWN CLERK; THE MOTION PASSED UNANIMOUSLY: 9 ayes, 0 nays, 0 abstentions.**

- Iraq War

- The FinCom agreed not to vote on this non-fiduciary article which was also not properly submitted.

- All FinCom members were urged to attend the Board of Selectmen meeting on the FY2009 Town Budget and warrant articles 5:00PM, Tuesday March 18th at the Oak Bluffs Library.

- The next OB FinCom meeting would be 4:00PM, Thursday, April 4, 2008

- It was reported that:

- Peter Martell was summarily fired from the Fire Department earlier today; and that
- Mr. Martell requested the proposed Emergency Management stipend be included in any article on salaries for elected officials.

- **DOUG BEST MOVED TO ADJOURN 8:04PM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY.**

**Action List:**

- All – Attend Bd. of Selectmen meeting: 5:00 PM, Tuesday 3/18/08.
- Michael D. / Selectmen
  - Create article on phasing out health insurance for elected officials,
  - Include debt exclusion in Marina Fuel Facility Executive Summary.
  - Ask Harbormaster re: raising fee to \$2.
- Mimi - Amend Personnel By-laws to: Department Head *or appointing authority* and Town Administrator.
- Paul Manzi – Update salaries monthly.
  - include other town apportionments on MVRHS bus bond article
- Joe – request stipend for Emergency Management.

continued



**Oak Bluffs Finance and Advisory Committee  
March 13, 2008**

11

**Action List (Cont.) :**

Ongoing Action List from previous meetings.

- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**4/4/08 Agenda:**

- Revise Agenda
- Approve 2/14/08, 2/21/08, 3/6-7/08, 3/13/08 Minutes
- Preparation for Town Meeting

Future Agendas:

- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

- Harshbarger cover email re: Budget after Friday Meeting 3/7/08
  - Balancing the Fiscal 2009 Budget
  - FY2009 Expenses
  - Proposed 2009 Spending Revised after 3/7/08 Meeting (2 p.)
  - FinCom HS FY2009 Budget Proposal Revised after 3/7/08 Meeting
  - Income and Summary FY 2009 Revised after 3/7/08 Meeting (2 p.)
- Oak Bluffs Next Year/Current Year Budget Analysis – General Fund (11 p.) 3/13/08
- Warrant for Special Town Meeting/Annual Town Meeting (24 p.)

- **These Minutes approved as written by the Oak Bluffs FinCom 5/1/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, March 20, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso\*,  
Frank Case, Mimi Davisson\*, Bill McGrath\*,  
Peter Palches\*, Mike Perry, Adam Wilson\*

Others: Town Administrator – Michael Dutton  
Board of Health – Patricia Bergeron  
Town Clerk – Deborah Ratcliff  
Emergency Management – Peter Martell  
Ambulance – John Rose  
Recorder - Marni Lipke

Absent: Doug Best, \* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:06PM.

**Revise this Agenda**

As an unplanned meeting the Agenda was extensively revised to include:

- Personnel Board / Budget Discrepancies Salaries,
- Response to correspondence on previous actions from the:
  - Board of Health,
  - Board of Selectmen,
  - Town Clerk.

**Board of Health Correspondence – Patricia Bergeron**

It was explained that the Seasonal Inspector Line Item had previously been included in the Board of Health Other Charges line as a contract with Dukes County (see 3/8/07 Minutes p.1) and that the rise in the line item was an internal shift in a level funded budget.

- The Vineyard Nursing Association contract had come in \$1,800 under budget and \$4,000 was available from the Board of Selectmen Unclassified Budget.
- Consequently \$4,000 was requested to make the position whole.
- The FinCom understood the explanation and postponed further discussion until later in the meeting (see below: p. 2)

**Review the Latest Budget Report**

**Board of Selectmen Correspondence – Michael Dutton**

The Warrant was sent to the publisher yesterday and the budget would be sent in tomorrow.

- Town Administrator Michael Dutton reviewed the new Fiscal Year 2009 (FY09) Budget with the FinCom explaining the columns of FY08 actual salaries; proposed FY09 salary raises were lumped together in the Board of Selectmen Unclassified Department.

**Oak Bluffs Finance and Advisory Committee**  
**March 20, 2008**

2

- Under Mass. General Law the Board of Selectmen was required to enter the Library Director's salary as voted by the Library Board of Trustees for Town Meeting vote.
- IT WAS THE CONSENSUS OF THE OAK BLUFFS FINANCE COMMITTEE THAT THE POLICE CHIEF'S ESTIMATED FY09 SALARY BE ENTERED IN THE BUDGET AS CURRENTLY NEGOTIATED.

**Personnel Board Recommended / Board of Selectmen's Budget Salary Discrepancies - Mimi**

- The following salary discrepancies were noted:
  - Assistant Treasurer,
  - Information Technology Agent,
  - Five Unit B members: Conservation Commission Agent, Board of Health Agent, Council on Aging Director, Children's Librarian, Assistant Director/Reference Librarian;
  - Building Inspector,
  - Harbormaster.
- The Shellfish Constable's salary was in error.
- The Ambulance Chief salary had been split between the budget and the Ambulance Reserve Fund as previously noted (see 2/14/08 Minutes p. 2-3 #4).
- Mimi Davisson as Chair of the Personnel Board expressed concern over the lack of accuracy in the information supplied to the Personnel Board.
- The FinCom expressed frustration in not receiving a full accounting of the Ambulance Reserve Fund budget and recommended that it be a part of the Town Budget as was the Wastewater Enterprise Fund (see below: Actions).
  
- A message was sent via Michael Dutton to the Oak Bluffs School (OBS) that:
  - the FinCom was not officially taking a position on the overall OBS budget;
  - however because of the current circumstances the FinCom was forced to insist that Department budgets stay within a 2.5% increase over FY08 with the citizens voting on anything over and above such a raise; and
  - if the OBS and the Regional High School budgets were excluded the Town Budget came in at 2.6% over FY08 – including the OBS staff health insurance.

**Board of Health Correspondence – Patricia Bergeron**

The FinCom questioned the inclusion of a \$5,000 stipend for the Emergency Management Director in view of their previous discussions on eliminating elected officials/volunteer stipends. The discussion included:

- confusion over multiple budget drafts where items appeared and disappeared,
  - reimbursement for Emergency Management Director expenses,
  - correct procedure for a new stipend through the Board of Selectmen and the Personnel Board,
  - cutting a department's budget without notification.
- **MIMI DAVISSON MOVED TO RECOMMEND THAT \$5,000 BE CUT FROM THE EMERGENCY MANAGEMENT DEPARTMENT AND TRANSFERRED TO THE BOARD OF HEALTH; FRANK CASE SECONDED; MOTION PASSED: 7 AYES, 1 NAY – JOE ALOSSO, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
March 20, 2008**

3

- **MIMI DAVISSON MOVED TO RECOMMEND THAT \$1,000 OF THE ABOVE TRANSFERRED MONEY BE CUT FROM THE BOARD OF HEALTH AND TRANSFERRED TO OTHER CHARGES IN EMERGENCY MANAGEMENT TO COVER EXPENSES; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- The FinCom expressed concern over its present process of reviewing favorably most department budgets during their budget review and then cutting the departments at meetings where representatives were not present.

**Town Clerk Correspondence – Deborah Ratcliff, Kerry Scott**

The figures, history and principals governing the salary of the Town Clerk were reviewed. It was agreed the current salary was \$63,918 and that the proposal was to move the salary to the next step at \$64,147.20; whatever Cost of Living Adjustment (COLA) was negotiated with the other units would then be applied.

- **MIMI DAVISSON MOVED THAT THE FINCOM SPECIFICALLY RECOMMEND TO THE TOWN ADMINISTRATOR AND THAT THE TOWN CLERK POSITION BE TREATED CONSISTANT WITH PERSONNEL BOARD EMPLOYEES FOR COMPENSATION PURPOSES WHETHER BUDGETED OR COLA; BILL MCGRATH SECONDED FOR DISCUSSION; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**
- Deborah Ratcliff expressed her satisfaction with this action.
- At the end of the meeting Kerry Scott put in \$66,100 as the salary at a 3%COLA with the understanding that if a lesser COLA was negotiated the number would be revised down.

**Adjourn**

JOE ALOSSO MOVED TO RECESS THE MEETING UNTIL 30 MINUTES BEFORE THE SPECIAL/ANNUAL OAK BLUFFS TOWN MEETING ON APRIL 8, 2008 (see below p. 4).

- It was agreed that the FinCom would take no official position on the school budgets or overrides other than the inclusion of the override articles in the Warrant. Members of the Finance Committee could express their personal opinions on Town Meeting floor.
- It was noted that three town finance committees had also put the High School budget on separate warrants and/or at 2.5%.

**Warrants**

Changes to the Warrant were reviewed.

- The Dredge article was withdrawn as premature.
- The Unfunded Liability Stabilization Fund was divided into two sections so that if the override failed the Fund itself could still be established.
- The Medicare Article raised some questions over language clarity and payment for Medicare Part B. There would be a televised presentation at the next Board of Selectmen's meeting.

**Oak Bluffs Finance and Advisory Committee**  
**March 20, 2008**

**4**

- The debt exclusion articles would only be submitted on the ballot and consequently were not on the Warrant.
- The Fire Station article was withdrawn.
- The Harbor fuel facility article was withdrawn as the commercial supplier was proceeding well.
- **Article on Viera Park?** – The Community Preservation Committee (CPC) had voted unanimously to withdraw the funds voted for the Little League park (see 3/7/08 Minutes p. 4) and recommend 2 baseball fields and parking be constructed on the Leonardo Lots.

\* At this point the FinCom effectively lost its quorum. Attendance continued to decline for the remainder of the meeting until only two were left.

- The Personnel Bylaws were amended to delete “unique needs” from the flex time bylaw.
- Annual Town Meeting articles could be requested by a signed letter, or a ten signature petition. Special Town Meeting articles required a 100 signature petition. A Special Town Meeting itself could be requested by a 200 signature petition.
- Although not properly submitted two articles were included on the Warrant:
  - ° restoring a portion of a High School Music Teacher,
  - ° the war in Iraq.
- The following articles were included on the Warrant:
  - CPC emergency beach repair (see 3/7/08 p. 4).
  - Australian ballot,
  - longevity for the Town Clerk.
- The dissolution of the Resident Homesite Committee was withdrawn as not what was intended.
- The Health Insurance article was being referred to labor counsel.
- The remaining FinCom members and Kerry Scott discussed:
  - the proposed Finance Department re-organization,
  - Town Administrator workload,
  - current budget timeline and disarray,
  - Finance Director workload,
  - Selectmen / FinCom communications,
  - anxiety in Town Hall re: lack of clear information on the FY09 budget and department cuts.

THE MOTION TO RECESS PASSED BY NEGLIGENCE AT 6:23PM.

**Reconvene**

The FinCom reconvened at the Martha’s Vineyard Regional High School on April 8th at 6:30PM, for a continuation of the March 20th meeting. The only order of business was to decide to meet next on May 1st at 4:00PM.

**Adjourn**

THE MEETING ADJOURNED BY CONSENSUS.

**continued**

**Oak Bluffs Finance and Advisory Committee  
March 20, 2008**

5

**Action List:**

- Bd. of Selectmen meeting: 5:00 PM, Tuesday 3/25/08.
- Michael D.
  - Research inclusion of Ambulance Fund Reserve in Budget
  - Who pays for Medicare Part B? Check/clarify article wording.
  - Reprint warrant page with Town Clerk article re: Personnel Board recommendation.
- FinCom - prepare one page handout on Ambulance Fund Reserve.

**Ongoing Action List from previous meetings.**

- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**4/2008 Agenda:**

- Revise Agenda
- Approve 2/14/08, 2/21/08, 3/6-7/08, 3/13/08, 3/20/08 Minutes
- Consider FinCom process whereby cuts are made without dept. representation

**Future Agendas:**

- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

*There were a number of versions of both the FY09 Budget and Warrant at the meeting.*

- Agenda 3/20/08
- Harshbarger cover email re: FinCom data 3/20/08
  - Balancing the Fiscal 2009 Budget
  - FY2009 Expenses Munis via Paul
  - FinCom HS FY2009 Budget Proposal Revised after 3/7/08 Meeting
  - Income and Summary FY 2009 Revised after 3/7/08 Meeting (2 p.)
  - Changes in Munis from 1-31 Budget to 3-18 Budget (2 p.)
  - Proposed 2009 Spending Revised after 3/7/08 Meeting (2 p.)
- Oak Bluffs Next Year/Current Year Budget Analysis – General Fund (11 p.) 3/13/08
- Harshbarger email Warrant for Special Town Meeting/Annual Town Meeting (23 p.) 3/20/08.
- Alosso email cover re: FW Budget 3/18/08
  - 3/18/08 FY09 Budget (11 p.)
- FY 2009 Revenue Projections
- FY 2009 Draft Estimated Revenue for Fiscal 2009 (3 p.) 3/20/08

**• These Minutes approved as written by the Oak Bluffs FinCom 5/1/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, May 1, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger , Joe Alosso, Frank Case  
Bill McGrath, Peter Palches\*, Mimi Davisson,  
Hans Von Steiger, Mike Perry

Others: Adam Wilson  
Town Administrator – Michael Dutton  
Recorder - Marni Lipke

Absent: Doug Best

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:03PM.

**2. Welcome Hans** - The Committee welcomed Hans and introduced themselves.

**3. Thanks to Adam**

Everyone thanked Adam for his years of service. Adam thanked the Committee noting how much he had learned and offered to facilitate meeting postings.

**JOE ALOSSO MOVED TO APPROVE ALL BACK MINUTES BEING FEBRUARY 14, 2008, FEBRUARY 21, 2008, MARCH 6-7, 2008, MARCH 13, 2008 AND MARCH 20, 2008; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.** (See below: Actions). Later in the meeting Marni Lipke reminded the FinCom that the summer season had begun and minutes would be delayed.

**1. Revise This Agenda**

- Peter Palches asked to speak to revenue.
- Mimi Davisson requested the budget process be reviewed and a few reasonable goals be set at a future meeting.
- Frank Case requested department liaisons be re-assigned.

**5. Election of Officers for Upcoming Year**

**• PETER PALCHES NOMINATED THAD HARSHBARGER TO CONTINUE AS CHAIR; JOE ALOSSO SECONDED; THAD HARSHBARGER ACCEPTED; NOMINATIONS WERE CLOSED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.** Mimi Davisson advocated for rotation of officers but noted no other candidates volunteering.

**Oak Bluffs Finance and Advisory Committee  
May 1, 2008**

2

• **PETER PALCHES NOMINATED DOUG BEST AS VICE CHAIR; FRANK CASE SECONDED; DOUG BEST ACCEPTED BY PHONE; JOE ALOSSO MOVED TO CLOSE THE NOMINATIONS; BILL MCGRATH MOVED THE VOTE; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **BILL MCGRATH REAFFIRMED MIMI DAVISSON AND MIKE PERRY AS OB FINCOM REPRESENTATIVES TO THE PERSONNEL BOARD; FRANK CASE SECONDED; THAD HARSHBARGER CALLED THE QUESTION; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.** The FinCom commended both for their admirable service. The configuration and terms of the Personnel Board were reviewed.

• **MIKE PERRY NOMINATED BILL MCGRATH TO THE CAPITAL PLANNING COMMITTEE; MIMI DAVISSON SECONDED; BILL MCGRATH ACCEPTED THE NOMINATION;**  
- **MIMI DAVISSON NOMINATED HANS VON STEIGER AS ALTERNATE; JOE ALOSSO SECONDED; HANS VON STEIGER ACCEPTED THE NOMINATION; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.** The FinCom advocated strongly for a more active, structured Capital Planning Committee (see below: Actions).

**6. Upcoming Meeting Dates (All)**

The FinCom would continue to meet at 4:00PM on the first and third Thursdays of each month (see below: Actions). There was a brief discussion on how often to meet during the summer. The following meeting dates were set for posting:

Thursday, May 15, 2008

Thursday, May 29, 2008

Thursday, June 5, 2008

Thursday, June 19, 2008

Thursday, July 10, 2008

**7. Possible Implications of the Upcoming Town Ballot for the Budget (Michael Dutton)**

(See documents on file.)

**8. Possible Next Special Town Meeting** was tentatively scheduled for June 23, 2008.

The FinCom discussed the various results and ramifications of the Town Meeting votes and upcoming overrides.

- The ballot would include 6 financial questions, 3 overrides (which would permanently raise the tax levy) and 3 debt exclusions (which would raise the levy for the life of the bond).
- If all 6 failed the Fiscal Year 2009 (FY09) Budget would show a shortfall of roughly \$434,000. If all six passed an average Oak Bluffs house's taxes would rise about \$175 above the currently budgeted amount (see below: Actions).



**Oak Bluffs Finance and Advisory Committee  
May 1, 2008**

**3**

- The reasons for each debt exclusion were noted and more careful bond vote protocol suggested. It was deemed important to explain the nature of debt exclusion; i.e. that these moneys had already been voted and spent, and consequently would be levied whether excluded from the budget or within the budget.
- Possible actions and their implications were considered in terms of covering the possible shortfall, including: cuts in services, a paving freeze, a hiring freeze, coverage of school budgets, Finance (and other Town Hall) Department reorganization, and withdrawals from the Stabilization Fund.

**9. Do We Want to Inform the Public Re: Any of the Ballot Items? If So, Which Ones, Say What, How? Same re: Special Town Meeting.**

A Forum was suggested to be held not later than May 22nd. Suggestions and issues included:

- Television coverage, newspaper coverage and press releases,
- PowerPoint® informational presentation or discussion/debate,
- Inclusion of school representatives,
- Different messages for each ballot article, (see also below: Actions).

JOE ALOSSO MOVE TO ADJOURN AT 5:50PM; BILL MCGRATH SECONDED; MOTION IGNORED.

**11. Other Issues to Consider Immediately**

- IT WAS THE CONSENSUS OF THE OAK BLUFFS FINANCE COMMITTEE TO FOCUS ON RAISING TOWN REVENUES.
- There was a brief discussion on regular consolidated updates to the FinCom on Town financial status.

**12. Adjourn (Joe)**

**JOE ALOSSO MOVED TO ADJOURN AT 6:08PM; HANS VONSTEIGER SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Mike Perry and Joe Alosso – get sworn in.
- Marni - Send finals to Bill McGrath for posting on website.
- Capital Planning Com.
  - Michael D. - List of all Town Capital Assets to FinCom and Capital Planning Com.
  - Thad - Suggest Bd. of Selectmen appoint Hans to Capital Planning
  - Bill – organize Capital Planning meeting to elect officers
- Revise FinCom bylaws to allow for meeting date/time flexibility
- Michael D. - Override information for the Public – Graph ?
  - Include rise in taxes from the budget (2.5%) as well as for each override.
  - Note rise per \$1,000 real estate value
  - Flyer with 6 grades/permutations of votes from worst to best case.
  - Paul Manzi & Michael Dutton - bring as much information for the public as possible.
- All FinCom Members - bring specifics suggestions for public information.

**Oak Bluffs Finance and Advisory Committee  
May 1, 2008**

**4**

Ongoing Action List from previous meetings.

- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**5/15/2008 Agenda:**

- Revise Agenda
- Approve 5/1/08 Minutes
- Public Forum on Override Ballot
- Possible Sources of Income (Peter Martell, Peter Palches, et al)

Future Agendas:

- Review budget process
  - Consider process whereby cuts are made without dept. representation
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

- Agenda 5/1/08
- Michael Dutton Memo re: “Override Election” (2 p.) 5/1/08
- Override...(draft ballot) (2 p.)
- OB Annual Town Meeting Warrant Articles 4/28/08

**• These Minutes approved as written by the Oak Bluffs FinCom 5/15/08.**

Draft  
**Town of Oak Bluffs**  
**Finance and Advisory Committee**  
**Thursday, May 15, 2008 4:00 pm**  
**Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger , Doug Best, Frank Case  
Mimi Davisson\*, Bill McGrath, Peter Palches,  
Mike Perry

Others: Recorder - Marni Lipke  
Karen Gomez – Town Accountant  
Town Administrator – Michael Dutton

Absent: Joe Alosso, Hans Von Steiger,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:07PM.

**1. Revise this Agenda**

Bill McGrath publicly commended OB Highway's Richie Combra, Jr. for his supervision of the excellent work on New York Avenue.

**2. Minutes of 5/1/08**

**FRANK CASE MOVED TO APPROVE THE MAY 1, 2008 MINUTES; BILL MCGRATH SECONDED; MOTION PASSED: 5 AYES, 0 NAYS, 1 ABSTENTION – PETER PALCHES** who had not read them.

**3. End-of-Year Transfers (Karen Gomez). This gets some of them out of the way, so there isn't such a jam-up as we have had in prior years.**

The transfers were reviewed (see documents on file – and below: Actions). The FinCom had questions about: health insurance savings, the largest personnel raises, next year's projections, Free Cash, registrar and special town meeting costs, police resignations, and the electricity residual.

**PETER PALCHES MOVED TO APPROVE THE TRANSFERS AS PRESENTED; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

- When veterans moved into Woodside Village affordable elderly housing the first year of veterans benefits would be paid by the sending town, after which Oak Bluffs was assessed for the benefits.

- There was some concern over Fiscal Year 2009 (FY09) revenues as both car excise tax and growth income were down, as were Harbor fees – although this was difficult to predict.

- The FinCom requested quarterly reports on Department budget status and on Department plans to stay within budgets (see below: Actions).

The FinCom thanked Karen Gomez for coming.

**Oak Bluffs Finance and Advisory Committee  
May 15, 2008**

2

**4. Health Plans and Not Offering Master Medical (Michael Dutton)**

MIMI DAVISSON MOVED THAT MASTER MEDICAL BE DISCONTINUED FOR ALL EMPLOYEES; MICHAEL PERRY SECONDED; MOTION WITHDRAWN AS REDUNDANT (see 3/6/08 Minutes p. 2 #4).

**5. More on Possible Implications of the Upcoming Town Ballot (May 28) for the Budget (Michael Dutton).**

**6. Information for Voters (Thad)**

The information draft was edited with issues being – consistency between possible Town cuts and possible school cuts, the full tax increase including the 2.5%, median versus average, and the format. There was a discussion on the best way to distribute the Flyer by press, advertisement, mailing, voter distribution, etc. (see below: Actions).

- Oak Bluffs kindergarten enrollment was sharply up for Academic Year 2008-09. The FinCom discussed – residence verification, other town enrollment, the freezing of school choice and Oak Bluffs assessment by percentage (see below: Actions).
- The High School budget passed the other five Island towns.
- A Selectmen / FinCom workshop on the FY09 Budget was scheduled for 5:00PM Tuesday , June 3rd.

**7. Special Town Meeting may be held on June 24 (Michael Dutton)**

- It was hoped the Warrant would be limited to the FY09 Budget.
- Peter Palches was working to set up a committee of respected people to focus and then institutionalize an ongoing emphasis on revenue (see below: Actions).
- The FinCom made plans to implement a FinCom page on the Town website (see below: Actions).

**8. Overview of Budget Preparation and Changes We Want to Make (All)**

**A. Paul's New Format** (See documents on file.)

Although the new format that would be presented at Town Meeting was simpler, the worksheets which would also be available were in much more detail. A public hearing was requested on the budget.

**B. Dealing with the Schools. Give them a 2.5% increase, let them justify more in Specific Line Items.**

**C. Require All Department Budgets to Be in Our Hands Prior to Meeting with the Department.**

- There was a protest on the presentation of ferry fee revenues in the Police budget at Town Meeting.
- The FinCom expressed interest and agreement with a proposal that the Town Administrator and Finance Director review all Department Budgets and then bring a draft Budget to the FinCom – thus more appropriately shouldering the burden of Departmental budgets and leaving the FinCom free for more important tasks and the big picture.

**Oak Bluffs Finance and Advisory Committee**  
**May 15, 2008**

**3**

**D. Eliminate Reviews of Departments Whose Bottom Line is Unchanged.**

This would be superseded by the above proposal. However it was noted that the bottom line was not so simple as it seemed and all departments should be reviewed.

**E. Department Liaisons?** - were deemed unnecessary.

**11. Other issues to Consider Immediately (Anyone?)**

**A. Restructuring the Finance Department** - An outside analysis of Town Departments was in process (see 3/6/08 Minutes p.4).

**B. Stipends** – The issue was the revision of which elected officials deserved stipends.

**C. Tax Breaks for Some Citizens** – some were already in place, more might be considered.

**D. Review of All Revolving Funds**

**E. Capital Planning Committee (Include Ambulance Fund?)**

- The Ambulance Reserve Fund protocol and financial reporting were reviewed as well as its relation to Capital Planning.

BILL MCGRATH MOVED TO ADJOURN 6:03PM; MIKE PERRY SECONDED;

- It was hoped that Capital Planning could be regularized and a percentage be annually built into the operating budget.
- The Capital Planning Committee was working to become more active and organized.

**12. Adjourn (Joe or Surrogate)**

**PETER PALCHES MOVED TO ADJOURN AT 6:08PM; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Michael Dutton/Paul Manzi – Submit quarterly reports with past years comparison showing unusual changes in any department's budget and/or pass on to Doug Best in Excel format.
- Michael Dutton/Paul Manzi – inform/request Dept. Heads to show plan to compensate for fuel cost increase.
- Thad - Inform the Selectmen in writing of all significant FinCom decisions (above Master Medical)
- Mimi Davisson/Mike Perry - update health insurance data.
- Thad Harshbarger / Michael Dutton – implement best way to release Public Override Information.
- Michael Dutton/Selectmen – push message that OB pays more than its share of Island services. Looking for suggested members.
- All – suggest members for a Revenue Committee.
- Thad Harshbarger / Michael Dutton – text for FinCom webpage.
- Mimi Davisson / Bill McGrath – research website location and link.

**Oak Bluffs Finance and Advisory Committee**  
**May 15, 2008**

4

Meetings

- FinCom – 4:00PM, Thursday, May 29th.
- Selectmen / FinCom workshop 5:00PM Tuesday , June 3rd.
- Special Town Meeting – 7:00 June 24th.

Ongoing Action List from previous meetings.

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**5/29/08 Agenda:**

- Revise Agenda
- Approve 5/15/08 Minutes

**6/3/08 Agenda:**

- Elected Officials' Stipends
- Possible Sources of Income (Peter Martell, Peter Palches, et al)

Future Agendas:

- Review budget process
  - Consider process whereby cuts are made without dept. representation
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization
- Westford Town Manager Operating Budget Fiscal 2008

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, May 29, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso, Doug Best, Frank Case  
Mimi Davisson\*, Bill McGrath, Peter Palches,  
Mike Perry, Hans Von Steiger,

BOS Chair - Ron DiOrio, Greg Coogan, Kerry Scott, Roger Wey,

Others: Recorder - Marni Lipke  
Town Administrator – Michael Dutton

The joint meeting was called to order at 4:07PM.

*The discussion in the meeting was fairly free ranging and is reported here grouped by subject.*

**5. Any Other Joint Issues (All)**

- There was a discussion on eliminating Master Medical Insurance (see 3/6/08 Minutes p. 2 #4 and documents on file) including: process, teacher contracts, incentives, savings, and comparisons to other municipalities (see below: Actions). Mimi Davisson declared the work of the Insurance Sub-Committee finished and the Sub-Committee disbanded.

**2. Implications of the Town Ballot of the Budget (Michael)**

- THERE WAS APPARENT CONSENSUS THAT IN THE FUTURE ALL DEBT WOULD BE EXCLUDED FROM THE BUDGET.

- The override results were less dire than feared:

- Martha's Vineyard Regional High School (MVRHS) – passed,
- Oak Bluffs School – passed,
- Life Guards – failed,
- Bulkhead Debt Exclusion – passed,
- School Bus Debt Exclusion – failed,
- Leonardo Lots Debt Exclusion – failed.

Of those initiatives that failed only the School Bus debt at \$99,991 would have to come from the Fiscal Year 2009 (FY09) Town Budget; Wastewater would pay this year's Leonardo Lot debt and the failure of the lifeguard override would result in no life guards.

- Three part-time positions (in the library, the tax department and the registrar's office) had not been filled during the hiring freeze and would remain temporarily vacant with some of the work being done with senior tax labor and employee schedule adjustments. Town Administrator Michael Dutton would consider and propose next actions.

- Mass. State revenues had been conservatively estimated and better numbers would be known in November.

- The FinCom and Selectmen then discussed long range planning as there was general agreement that although this year's shortfall had been voted by override the situation was likely to continue.

**Oak Bluffs Finance and Advisory Committee**  
**May 29, 2008**

2

- The Oak Bluffs School enrollment was currently stable or rising and more particularly the Oak Bluffs enrollment in the High School was rising while other Island town enrollments were dropping, leaving Oak Bluffs funding a proportionally larger share of the MVRHSD budgets. The discussion included: Islandwide advocacy, grass roots advocacy, appeals to the All Island Selectmen and/or All Island Finance Association.
- Public perceptions of Town status were noted: the shift from extra free cash to a steep budget shortfall, the one day closing of the library due to lack of sufficient staff coverage, the relative affirmation of the override ballot.
- THERE WAS APPARENT CONSENSUS THAT ANY FREE CASH SHOULD GO EITHER TO THE STABILIZATION FUND OR TO THE UNFUNDED LIABILITY RESERVE.
- Town Departments had been informed that matters were tight and new equipment would not be funded.

**5. Any Other Joint Issues (All)**

- Kerry Scott expressed concern over the size and configuration of the end-of-the-year transfers (see 3/15/08 p. 1 #3) and had consequently consulted the Inspector General's office. The discussion covered; Mass. General Law, auditors approval, procedural solutions and Special Town Meeting schedules (see below: Actions).
- The FinCom commented on the need for accurate reporting of department budgets as a whole, citing examples:
  - the inclusion of officers funded by ferry fees and grants in the Police Dept. budget as well as its unfunded liability expenses, and
  - the Ambulance Dept. split between Town and Ambulance Reserve Fund funding (see below: Actions).
- Police contract negotiations were still in process.

**3. Joint Meeting Tuesday June 3?**

**4. Special Town Meeting June 24?**

- Another joint meeting of the FinCom/BOS was set for June 3rd to determine the issue of end of the year transfers and consider more long range solutions to the shortfall. Whether a Special Town Meeting had to be called for June 24th or could be postponed till November would be decided at that meeting.
  - Bd. of Selectmen Chair Ron DiOrio assured Bill McGrath there would be a Capital Planning Committee meeting with the attendant necessary data within the next two weeks.
  - Joe Alosso asked to be relieved of his representation on the Solid Waste Committee.
- JOE ALOSSO NOMINATED PETER PALCHES AS THE OAK BLUFFS FINANCE COMMITTEE REPRESENTATIVE TO THE SOLID WASTE COMMITTEE; PETER PALCHES ACCEPTED; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 9 AYES, 0 NAYS, 0 ABSTENTIONS.**



**Oak Bluffs Finance and Advisory Committee  
May 29, 2008**

**3**

The FinCom expressed their satisfaction with the meeting and the table configuration.

**12. Adjourn (Joe or Surrogate)**

**JOE ALOSSO WAS VERY HAPPY TO MOVE TO ADJOURN; 5:13PM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY.**

**Action List:**

- Board of Selectmen – Put Master Medical on agenda
- Thad Harshbarger – OB FinCom letter to Bd. of Sltmn. Re: Master Medical
- Mimi Davisson – Put Master Medical on Personnel Bd. agenda
- Michael Dutton/Paul Manzi – research end of year transfer protocol.
- Michael Dutton/Paul Manzi – Town Report should state actual spending, not budget.
- Michael Dutton/Ron DiOria –schedule Capital Planning Committee meeting.
  - provide necessary information.

**Meetings**

- FinCom/BOS – Tuesday, June 3rd.
- Special Town Meeting – 7:00 June 24th.
- Next FinCom meetings 4:00PM Thursday June 5th and/or Thursday, June 19th

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.
- Paul – Munis Reports on Town Finances – late May and October.

**Future Agendas:**

- Review budget process
  - Consider process whereby cuts are made without dept. representation
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

- Agenda 5/29/08
- FY2009 Health Insur. \$ Summary

**• These Minutes approved as amended by the Oak Bluffs FinCom 6/19/08.**



Draft  
**Town of Oak Bluffs**  
**Finance and Advisory Committee**  
**Thursday, June 19, 2008 4:00 pm**  
**Oak Bluffs Town Hall**

Present: Chair, Thad Harshbarger\* Doug Best,  
Mimi Davisson, Bill McGrath, Peter Palches Joe Alosso\*

Others: Recorder - Marni Lipke  
Highway / Parks – Richard Combra, Jr.  
Kerry Scott 4:14

Absent: Frank Case, Michael Perry, Hans Von Steiger

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:04PM.

**2 FY 2008 transfer for Veteran's budget [JoAnn Murphy]**

**MIMI DAVISSON MOVED THAT THE FINANCE COMMITTEE ENDORSES THAT THE VETERANS ADMINISTRATION IS OWED \$3,849 AS AN ASSESSMENT AND THAT THIS IS AN ACCOUNTING MATTER AND NOT THE PURVIEW OF THE FINANCE COMMITTEE; BILL MCGRATH SECONDED MOTION PASSED UNANIMOUSLY : 5 AYES, 0 NAYS, 0 ABSTENTION. (See below: Actions.)**

**• BILL MCGRATH MOVED THE MAY 29, 2008 MINUTES AS AMENDED; MIMI DAVISSON SECONDED; MOTION PASSED UNANIMOUSLY 5 AYES, 0 NAYS, 0 ABSTENTIONS,**

• The FinCom reviewed the status of its website (see below: Actions).

**3 Special Town Meeting June 24 [Michael Dutton]**

It was hoped a quorum of 50 would be present at the meeting which will be at 7:00PM at the Oak Bluffs School.

**• MIMI DAVISSON MOVED TO CONTINUE MICHAEL PERRY AS THE FINCOM REPRESENTATIVE TO THE BEACH TASK FORCE, WITH BILL MCGRATH AS AN ALTERNATE; PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

• The FinCom discussed the email from Joe Alosso to School Superintendent Jim Weiss (see documents on file) at some length including:

- school committees' lack of frugality,
- configuration of Oak Bluffs School (OBS) line items published for Town Meeting,
- continuing the practice of including a 2.5% increase in the Town budget and putting all other school rises on overrides,
- how to approach/enforce FinCom guidelines on the Schools.

**Oak Bluffs Finance and Advisory Committee  
June 19, 2008**

3

- The following issues would be raised with the OBSC (see below: Actions).
  - student residence verification process,
  - reconfiguration of school budgets for better clarity,
  - administrative raises in the current economic climate,
  - planning to stay within FY09 budget despite rising fuel costs.
- Larger issues of fairness, staffing, openness, and treatment in comparison to other towns were also raised.

**5 Overview of budget preparation and changes we may want to make [all]**

- a Let's give all departments a fixed total budget percentage increase, beyond which special justification will be required, and announce it July 1. What should the percent be?**

Several FinCom members preferred 0 based budgeting.

- b Thad will meet a couple of times with Paul and Michael re changing the form of the budget, so we don't have another four-night Town Meeting next April. Once we have some preliminary ideas, we will invite others to help create a more efficient process.**
- c Let's Give Paul and Michael greater latitude in adjusting department budgets to meet Town needs, and focus on more general issues.**
- d Let's plan to meet with representatives of all departments during the budget review process, to keep aware of Town needs and deal with special issues.**
- e Require all department budgets be complete and in our hands at least a week prior to meeting with the department reps**
- f Consider requiring override votes for any department whose increase is substantially greater than the guidelines.**

This was generally agreed, with the hope that the FinCom would spend less budget season time on departmental meetings. The members also requested that the budget be presented to them in a fairly finished form by mid-January (see below: Actions).

**6 Report on Revenue committee [Peter, Michael]**

A press article on reducing the home business fee introduced a discussion on revenue and the formation of a Revenue Committee. The FinCom discussed leadership, membership – especially the inclusion of business entrepreneurs, and whether it would be a permanent committee (see below: Actions).

**7 Current status of Capital Planning Committee [Bill, Mike, Michael]**

There was still no progress on the Capital Planning Committee (see below: Actions).

**8 Other issues to consider immediately [anyone?]**

- a Stipends. This needs a review committee, to decide who gets one, how amounts are determined, how much each official should get -and to make a report to the full FinCom.**

**Oak Bluffs Finance and Advisory Committee**  
**June 19, 2008**

4

**b   Revolving funds. We need a committee to check out each one, find out where the money comes from, how much per year, how it fits in to department budgets, how it can be spent, when it can be transferred and how, how it gets reported, etc. We should create a document that explains all the funds and make it publicly available.**

It was felt that the FinCom would do well by concentrating on the following goals for FY09.

- Budget process
  - Stipend process
  - Revolving funds
  - Finance Dept.
- The consultant hired to do the Town Hall personnel analysis (see 3/6/08 Minutes p. 4) delayed and then declined the job. The Personnel Board suggested Town Administrator Michael Dutton prepare a proper Request For Proposal with timetables, parameters, etc.
  - Water Supt. Deacon Perotta resigned from his positions in both Oak Bluffs and Tisbury. The Town was considering re-instating an OB Water Dept.
  - A zero (\$0) bid was accepted to clean up the Leonardo Lots in the fall (contractor profit would be from the scrap metal).
  - The Personnel Bd. endorsed eliminating Master Medical.

**9. Adjourn (Joe or Surrogate)**

**JOE ALOSSO MOVED TO ADJOURN 5:32PM; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY.**

**Action List:**

- Thad Harshbarger – write letter to Michael Dutton/Paul Manzi re: Veterans Assessment.
- Thad Harshbarger/All – cc FinCom members on all communications with Town officials.
- Website
  - Mimi Davisson/ Bill McGrath – as Website Subcommittee update texts and add blurbs.
  - Thad Harshbarger – send letters re: MVRHS to Website Subcommittee
  - Marni – email Final Minutes to Bill McGrath.
- Schools
  - Bill McGrath – send addresses of all OBSC and MVRHSC members to Joe Alosso.
  - Joe Alosso – forward email to all school committee members
  - Thad Harshbarger – contact OBSC Chair re: invitation to July 10th FinCom meeting.
    - cc: Vineyard Gazette, Martha's Vineyard Times
- All – to impact the FY10 budget process the FinCom must be ready to go in Sept.
- Peter Palches – invite business people to Revenue Committee membership
  - coordinate first meetings.
- Bill McGrath – contact Michael Dutton / Ron DiOrio re: Capital Planning Meeting.
- Paul Manzi – Quarterly Munis Reports on Town Finances – late May and October.

**Meetings**

- Special Town Meeting – 7:00PM June 24th at the OBS.
- Next FinCom meeting 4:00PM Thursday July 10<sup>th</sup>

**continued >**

**Oak Bluffs Finance and Advisory Committee**  
**June 19, 2008**

**4**

Ongoing Action List from previous meetings.

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

Future Agendas:

- Review budget process
  - Consider process whereby cuts are made without dept. representation
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

Documents on file:

- Agenda 6/19/08
- Alosso email re: FinCom Agenda 6/18/08

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, July 10, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair, Thad Harshbarger, Joe Alosso, Doug Best,  
Mimi Davisson, Frank Case\*, Peter Palches,  
Michael Perry,  
Others: Finance Director – Paul Manzi  
Ambulance – John Rose, Jason Blandini  
Highway / Parks – Richard Combra, Jr.  
Schools – Supt. Jim Weiss, OBS Prin. Laury Binney,  
OBSC Chair Priscilla Sylvia, Lisa Reagan,  
Recorder - Marni Lipke

Absent: Bill McGrath, Hans Von Steiger

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:08PM.

**1. Revise this Agenda**

Richard Combra asked to talk to the OB Finance Committee (FinCom) about a municipal gasoline deficit.

**2. John Rose – John Would Like to Discuss the Funding of the Night Medics Because the Ambulance Budget Was Not Approved, and the Night Medic Coverage Is a State Requirement for Which We Do Not Have Funding.**

Because Edgartown withdrew from the agreement to share night service on July 1, (see 1/10/08 Minutes p.2) the Ambulance Dept. now had a shortfall of about \$21,000 for Emergency Medical Technician (EMT) night call stipends/pay –the Department's Fiscal Year 2009 (FY09) budget had been cut to be level funded. The FinCom discussed:

- State mandated 24 hour coverage,
- sharing with the Tri-Town Ambulance which was not practicable,
- the Ambulance Reserve Fund which could not cover 911 calls,
- yearly call activity,
- the re-merging of the Ambulance and Fire Departments.

(See below: Actions.)

**3. FY 2008 Transfer for Veteran's Budget [Paul]**

**4. FY 2008 Transfer from FinCom Fund to Fund Secretary [Paul]**

**Fuel Budgeting Crisis [Richard Combra, Jr.]**

Due to the steep rise in gasoline prices the Highway Department Fuel Line was about \$46,400 over budget some of which had been covered from other lines. The FinCom discussed fuel conservation and monitoring, hybrid vehicles, travel consolidation, alternative energy sources.



**Oak Bluffs Finance and Advisory Committee  
July 10, 2008**

2

• **JOE ALOSSO MOVED TO APPROVE THE HIGHWAY DEPARTMENT RESERVE FUND REQUEST FOR \$26,626.15 TO RESOLVE ITS FUEL LINE DEFICIT; DOUG BEST SECONDED;**

**- MOTION AMENDED AND AMENDMENT SECONDED TO APPROVE ADDITIONAL RESERVE FUND REQUESTS FOR:**

**- VETERAN'S SERVICES FOR \$3,849 AND**

**- FINCOM SECRETARIAL SERVICES FOR \$140.**

**AMENDED MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **MIMI DAVISSON MOVED TO RECOMMEND TO TOWN ADMINISTRATOR MICHAEL DUTTON THAT A FUEL CONSERVATION AND FLEET MANAGEMENT TEAM BE FORMED**

**- FOR THE PURPOSE OF INSPECTING THE MUNICIPAL VEHICLE FLEET, IDENTIFYING OPPORTUNITIES AND PROPOSING CULTURAL AND POLICY CHANGES**

**- THE TEAM TO INCLUDE AT LEAST FINANCE DIRECTOR PAUL MANZI, HIGHWAY DEPARTMENT HEAD RICHIE COMBRA AND CONSERVATION COMMISSION AGENT LIZ DURKEE;**

**- AND TO REPORT BACK TO THE FINCOM BY THE SECOND MEETING IN OCTOBER 2008;**

**MICHAEL PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

**6. Status of Revenue Committee [Peter]**

Committee membership was FinCom Representative Peter Palches, Board of Selectmen Chair Ron DiOrio, Finance Director Paul Manzi, and businessman Harvey Beth. Preliminary discussion touched on parking revenues, tax roll accuracy, harbor fees and taxi fees.

The Energy Committee was looking at creative possibilities for energy creation including solar, tidal, and wind.

**9. Visit from OB School Committee at our request [5:00]. As I recall, we wanted to talk with them about [a] budget preparation for FY 2010; [b] increases in administrative salaries [c] verification of residency, [d] OB School standards for accepting children into OB School from other Towns, and [e] other things**

The remainder of the meeting consisted of a discussion with School representatives.

• Recent administrative raises voted after the OB School (OBS) override had given rise to some ill feeling. A set percentage pool for administrative raises was set in an administrative increment line of each year's budget. Administrators were evaluated and their salaries weighed against other comparable positions in the region, raises were then decided late in each fiscal year – which in this case was unfortunate timing. There was a brief debate on communications.

• The schools were on a different budget schedule than the Town. Superintendent Shared Services Office, and the OB School (OBS) budget schedules were reviewed.

• FinCom Chair Thad Harshbarger explored the issue of financial control and oversight the parties debating:

**Oak Bluffs Finance and Advisory Committee  
July 10, 2008**

3

- reasons for singling out schools in the override,
- school budget raises in the context of other town departments,
- performance indicators such as standardized tests, parental approval, and Mass. State reports,
- class size and non-essential services.
- Several assessment agreements, issues and revenue questions were raised:
  - Proportional enrollment assessment for the Superintendent's Shared Services Office,
  - Charter School resident verification,
  - School Choice student acceptance numbers and revenues/costs,
  - Special Education population percentages and costs,
  - fixed versus discretionary items in the school budgets,
  - possibility of regionalization,
  - transportation savings.
- The school representatives and FinCom agreed that better communication and cooperation were needed. School Committee meetings were posted and documents sent to all town FinComs (see below: Actions).
- Chair Priscilla Sylvia promised to do their best not to increase the school budget more than necessary. Chair Thad Harshbarger promised to try not to increase the FinCom / School antagonism. Thanks were exchanged all around.

**11. Next FinCom Meeting: August**

**12. Adjourn [Joe]**

**• DOUG BEST MOVED TO ADJOURN AT 6:07PM; MOTION SECONDED; MOTION PASSED UNANIMOUSLY.**

**Action List:**

- John Rose – letter to Paul Manzi, Michael Dutton with cc to FinCom
- Thad/FinCom – consult with Paul Manzi re Ambulance Dept.
- Richie C. – report fuel by department.
- Supt. Weiss / Prin. Binney – direct email budget meeting schedules

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - Capital Improvement Plan.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**Future Agendas:**

- Budget process
  - Consider process whereby cuts are made without dept. representation.
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

Agenda 7/10/08  
Fuel Use FY07

Joe Alosso email reply to: FinCom Agenda 6-19-08 (2 p.) 6/18/08

- **These Minutes approved as written by the Oak Bluffs FinCom 12/4/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, August 7, 2008 4:00 pm  
Oak Bluffs Town Hall**

Present: Chair Thad Harshbarger, Joe Alosso\*, Frank Case,  
Mimi Davisson, Bill McGrath\*, Michael Perry,  
Hans Von Steiger,

Others: Recorder - Marni Lipke

Absent: Doug Best, Peter Palches,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:08PM.

**1. Revise This Agenda [All]**

- Members requested discussions on the Beach Task Force, and the Boston Pops Concert event.

**2. Website Status [Mimi, Bill]**

- The FinCom considered what should go on the website including tracking visitors, how much news/issues should be posted versus the time and effort needed to keep the site current, posting agendas, minutes, budgets, etc. (see below: Actions).

**Approve Minutes of 6-19**

Approval of these minutes was deferred.

**3. Capital Planning Committee - We may need to state a policy about Town purchases in the absence of adequate review. We could, for example, disapprove all capital spending in the absence of an adequate capital plan and justification by a fully constituted C. P. Committee.**

- Theoretically Committee membership was: the Town Administrator, a Planning Board representative, a FinCom representative, a Board of Selectmen representative (see below: Actions). The conversation focused on how to initiate and enforce the concept in a Town unused to long range planning. Various minimum costs were suggested and it was agreed that at the least any purchase/project equaling \$25,000 should be reported and reviewed as a capital expense. Major capital should be differentiated from working capital.

**Oak Bluffs Finance and Advisory Committee  
August 7, 2008**

2

**3. Budget process [Thad] - The overall process needs to be reviewed, and our place clarified. It might be more efficient to have individual department department budgets initially reviewed by a subcommittee consisting of Michael, Paul and a FinCom member. The full committee might need to participate only when there are policy issues to be addressed or when choices must be made between different services or departments in allocating Town assets.** (See documents on file; and below: Actions.)

- The FinCom discussed the timing and logistics of presenting Town Budgets in two formats:
  - a short form for the Warrant and Annual Town Meeting, and
  - a long form available in advance (hard copy and internet) to be presented at an early public meeting for explanation, questions and answers.
- The Town Meeting Warrant was published two weeks before the Annual Town Meeting and all material had to be at the printer three weeks before publication.
- It was suggested that the January, February and March FinCom meetings be televised.
- Redundancy in the budget process was noted between the FinCom and Town Administration processes. Solutions and issues included:
  - consolidation of the process such that a FinCom representative sit in on Department meetings with the Administration, thus eliminating Department FinCom presentations,
  - the iterative nature of the budget balancing process;
  - FinCom liaisons for Town Departments – although this had already been tried and found unproductive;
  - FinCom presence with Town Departments;
  - FinCom responsibility for hands-on oversight/auditing versus policy and legislative directions;
  - financial oversight chain:
    - ° Department Head monthly reports to Finance Director,
    - ° Finance Director consolidated report to Town Administrator,
    - ° Town Administrator / Finance Director quarterly reports to FinCom on any anomalies or concerns,
    - ° Town Administrator implementation of actions/recommendations;
  - comparison with Edgartown budget process;
  - setting FinCom budget guidelines for operating budget and capital for capital planning.

**6. Next FinCom Meeting:**

The FinCom agreed to continue meeting on the first and third Thursday s of each month (see below: Actions).

**3. Question of what issues we should address. Here are a couple; there may be others, and we need to prioritize among them.**

- a. Stipends. This needs a review committee to decide who gets one, how amounts are determined, how much each official should get and suggest changes.**

**Oak Bluffs Finance and Advisory Committee  
August 7, 2008**

3

**b. Revolving Funds. We need a subcommittee to check out each one, find out where the money comes from, how much per year, how it fits in to department budgets, how it can be spent, when it can be transferred and how, how it gets reported, etc. It is possible that some departments have hidden resources. Is that a good thing?.**

- In general the FinCom agreed to set the following priorities for Fiscal Year 2010 (FY10).
  - Revamp the budget process,
  - Improve communication and coordination with the schools,
  - Examine stipends,
  - Establish revolving funds monitoring.
- There was a legal glitch in using Ocean Park for the Boston Pops event.
- The Beach Task Force was set up to coordinate and consolidate work on the Harbor, Seaview and maybe Farm Pond. Task Force members included representation from: the FinCom, the Conservation Commission, the Parks Dept., the Highway Dept., the Board of Selectmen, Wastewater, the Planning Board, and the Capital Planning Committee.
- Board of Selectmen Chair Ron DiOrio and the negotiating team were meeting with municipal employees and their union about the General Accounting Standards Board (GASB) 45 unfunded liability contributions.

**Adjourn [Joe]**

**• JOE ALOSSO MOVED TO ADJOURN AT 5:21PM; BILL MCGRATH SECONDED;**

- Hans Von Steiger emphasized his sense of betrayal by the Oak Bluffs School as he had understood Acting Principal Carlin Hart to say the school did not need any money and then the substantial school override had been ramrodded through.

**MOTION PASSED UNANIMOUSLY AT 5:25PM.**

**Action List:**

**Website – Bill & Mimi**

- email link to Chair
- election terms and process,
- official minutes starting 7/1/08 (FY09)
- meeting dates,
- budget season updates,
- ? actual Town budgets/spending?,
- track number of visitors.
- **Mike P. & Bill** – research Capital Planning Committee Charter.

**continued >**

**Oak Bluffs Finance and Advisory Committee**  
**August 7, 2008**

4

- Budget Process – Thad
  - contact Amy Tierney re: school budget schedule,
  - contact OBS Prin. Binney (cc Supt. Weiss) re: OBSC / SAC budget schedule.
  - integrate it into chart.
- Thad – contact Michael D./Paul M. re: FY08 year end accounting, and  
income projections for FY09 & FY10.
- Thad – revise budget chart with Sept. / Oct. FinCom letter re: guidelines and timelines
- Joe – submit Edgartown budget to FinCom
- Thad – Find and reserve meeting site,
  - Post all 2008 meetings 4:00PM 9/4 & 18; 10/2 & 16; 11/6 & 20; 12/ 4 & 18

September 2008 Agenda:

- FY08 accounting - Paul Manzi
- FY09 & FY10 income projections- Paul Manzi
- Discuss FY10 budget guidelines.

Ongoing Action List from previous meetings.

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

Future Agendas:

- Budget process
  - Consider process whereby cuts are made without dept. representation.
- Ambulance fund.
- Stipend recommendations.
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

Documents on file:

Agenda 8/7/08

Oak Bluffs Finance Committee Website – a Proposal (for July 10, 2008, FinCom Meeting)

Budget Preparation *chart*

- **These Minutes approved as amended by the Oak Bluffs FinCom 12/4/08.**

**Town of Oak Bluffs**  
**Finance and Advisory Committee**  
**Thursday, September 4, 2008 4:00 pm**  
**Oak Bluffs Library**

Present: Chair Thad Harshbarger, Joe Alosso, Frank Case  
Doug Best, Mimi Davisson, Bill McGrath\*,  
Peter Palches, Hans Von Steiger,

Others: BOS – Ron Di Orio  
Recorder - Marni Lipke

Absent: Michael Perry,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 4:03PM.

**1. Revise This Agenda [All]**

- Board of Selectmen Chair Ron DiOrio requested 5 minutes.
- Mimi Davisson requested consideration of stipends and revolving funds – including the Special Ambulance Fund.
- Joe Alosso requested the FinCom consider the annual fireworks.

Ron DiOrio reported on a number of issues.

- As of today negotiations with both union and non-union personnel had been concluded (thanks went to Mimi Davisson and Peter Palches) on contributions to the unfunded liability General Accounting Standards Board (GASB) 45 (see 12/7/06 Minutes p.2).
  - Employees would pay in 6% of their current contributions to health insurance (annual total for FY09 - around \$37-38,000).
  - In FY10 and each year thereafter employees would contribute 12% (annual total to the fund for FY10 - around \$75-80,000, and after as projected).
  - Retirees have been changed to Medicare with supplemental insurance – a reduction from \$16,000 per person to \$3,000 per person.
  - The most expensive plan, Master Medical, has been eliminated.
  - Ron DiOrio strongly advised that the Town place a substantial amount of Free Cash into Stabilization earmarked for the GASB 45 liability fund. Given the above, the actuarial estimate was likely to be reduced to about \$250-300,000.
- The Town was implementing a wireless system, first for downtown and then Town-wide to reduce municipal networking and to generate income.
  - So far \$12,000 had been spent, and another \$12,000 was anticipated shortly – total estimate this phase - \$50,000 (drawn for the Technology Dept. Budget - see 1/17/08 Minutes p. 2-3).
  - The FinCom expressed concerns about: network security, and lack of FinCom consultation.
- Ocean Park landscaping was commended, the gardens having been modeled after 1880 photographs of miniature English Gardens. The Parks and Recreation Dept had been asked to extend the program to Sunset Park, Post Office Square, the Police Station, and Washington Park.



**Oak Bluffs Finance and Advisory Committee  
September 4, 2008**

2

- The Community Development Committee (CDC) had been asked to review the Town vehicle fleet and draft a municipal vehicle use policy. The FinCom hoped the policy would include: use, maintenance, allocation, vehicle type, etc.

- Other vehicle issues included:

- Parking fees were being considered for sightseeing tour buses and taxi cabs.
- Winter parking fees would be charged for harbor parking.
- Commercial vehicles had been banned from harbor parking during the season.
- Summer parking would be free in the Oak Bluffs School parking lot.
- Complaints on rental cars had triggered planning of a possible kiosk, harbor parking restrictions, and monitoring of rental car staging and cleaning.

- It was Ron DiOrio's opinion that the Festival Network was making a profit on such events as the Boston Pops without properly compensating the town.

- Harbor events such as America Cups trials, Mayflower visits, Solstice fireworks, a harbor walkway, etc. might generate further income.
- The FinCom requested that Town Administrator Michael Dutton draft a document for a revolving fund of fee generated Town revenue including where the money originated and where it would go.

- There would be 3 presentations at the Selectmen meeting on Tuesday, September 8th:

- 1) Wastewater – on current Ocean Park problems and a 5 year needs plan,
- 2) Highway – on redoing Lake Avenue,
- 3) Selectmen – on the Town Administrator's evaluation - Michael Dutton chose a public session evaluation.

- Finally Mr. DiOrio reported that Requests for Proposals (RFP) for conversion of the old Library building would go out as soon as the permits were approved. Some Community Preservation Funds had been dedicated and more would be needed.

#### **5. Capital Planning Committee [Bill, Mike]**

There was a discussion on affordable housing, the Capital Planning Committee and private / public development.

- Mr. DiOrio thanked the FinCom for their time and hoped to continue his duties as Chair by attending all FinCom meetings.

#### **2. FinCom on Town Website [Bill and Mimi]**

The website was up and running and looked good (see below: Actions).

**Oak Bluffs Finance and Advisory Committee  
September 4, 2008**

3

**3. New Budget Format and Related Issues [Thad]**

**4. Budget Timetable [Thad]**

**6. Setting Budget Guidelines [Thad, Doug]**

**7. Budget Process [Thad]** (See documents on file.)

The Town Administration and FinCom leadership planned to start the budget process in September with budgets in by mid-December. School budget schedules were reviewed:

- Superintendent's Shared Services Office – September,
- MV Regional High School (MVRHS) – October / November,
- Oak Bluffs School (OBS) – September / October / November.
- The FinCom commented on the schools re:
  - a lack of respect for FinCom directives,
  - the new MVRHS administration,
  - better FinCom communication with the public on education expenses,
  - overrides and leverage.
- There was a long discussion on budget process, guidelines and timing (see below: Actions) including, level of detail, revenue projections, guidelines vs. micro-management, preparation time for those Town employees putting the budget together, and inclusion of schools.
- **JOE ALOSSO MOVED TO DIRECT THE FINANCE DIRECTOR TO SEND A LETTER OUT TO THE OAK BLUFFS TOWN DEPARTMENT HEADS BY THE SECOND WEEK IN OCTOBER AND REQUEST DEPARTMENT BUDGETS BE SUBMITTED TO THE TOWN BY THE SECOND WEEK IN NOVEMBER; DOUG BEST SECONDED; MOTION AND SECOND WITHDRAWN.**
- **DOUG BEST MOVED TO REQUEST TOWN ADMINISTRATOR MICHAEL DUTTON BEGIN THE BUDGET PROCESS IMMEDIATELY SO THAT THE FINCOM MAY HAVE PRELIMINARY BUDGETS (REVENUE, ASSESSMENTS AND EXPENSES) AT ITS OCTOBER 16TH MEETING; BILL MCGRATH AND FRANK CASE SECONDED; MOTION PASSED: 7 AYES, 1 NAY – THAD HARSHBARGER, 0 ABSTENTIONS.**
- **DOUG BEST MOVED TO REQUEST TOWN FINANCE DIRECTOR PAUL MANZI PRESENT REVENUE PROJECTIONS FOR FISCAL YEAR 2010 AND THEIR ASSUMPTIONS AT THE NEXT FINCOM MEETING SEPTEMBER 18TH; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**
- **MIMI DAVISSON MOVED TO REQUEST TOWN FINANCE DIRECTOR PAUL MANZI PRESENT THE FINCOM WITH THE VERY PRELIMINARY NON-DISCRETIONARY SPENDING FOR FISCAL YEAR 2010 WITH ASSUMPTIONS AT THE NEXT FINCOM MEETING SEPTEMBER 18TH; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
September 4, 2008**

4

**• BILL MCGRATH MOVED THAT THE FINCOM INFORM THE SCHOOLS (AND ALL THE ISLAND TOWNS) THAT OAK BLUFFS WAS WORKING ON ASSUMPTIONS FOR ITS FISCAL YEAR 2010 BUDGET (AS RECEIVED FROM THE TOWN ADMINISTRATION); DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

• The Oak Bluffs Firemen's Civic Association would like to increase revenues and/or request some Town subsidy for the annual firework display. Proceeds went to student scholarships and Thanksgiving dinners for seniors (see documents on file).

• Mimi Davisson, Bill McGrath and Hans Von Steiger were appointed to a Sub-Committee on Stipends (see 2/7/08 Minutes p. 3 and 3/6/08 Minutes p.2-3 #5).

• Mimi Davisson was appointed to a Sub-Committee on Revolving Funds.

• IT WAS THE CONSENSUS OF THE OAK BLUFFS FINANCE AND ADVISORY COMMITTEE TO CHANGE ITS MEETING TIME TO 3:30PM (see below: Actions).

**Adjourn**

THE COMMITTEE ADJOURNED BY CONSENSUS AT 6:04PM.

**Action List:**

- Thad – contact Travis Larsen re: WiFi presentation
- Ron DiOrio – send out FinCom Website information from Town Hall.
- Thad – meet with schools before their budget process,
  - invite them to 10/2 FinCom meeting
  - report at the 10/ 15 FinCom meeting.
- Thad – contact Administration re: FY10 rough projections at 9/18 FinCom meeting.
- Thad – inform schools and towns of FY10 budget concepts.
- Michael D. Paul M. – present FY10 rough projections at 9/18 FinCom meeting.
- Paul M. – Report on Ambulance fund for October FinCom meeting.
- Thad – Repost all meetings to 3:30PM including website.
- All – consider firework funding.

**9/18/08 Agenda:**

- Travis Larsen & Wireless
- First draft of projected FY10 Budget

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**continued >**



**Oak Bluffs Finance and Advisory Committee  
September 4, 2008**

5

Future Agendas:

- Budget process
  - Consider process whereby cuts are made without dept. representation.
- Ambulance fund.
- Stipend recommendations.
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

Agenda 9/4/08

Some Possible Changes to the Oak Bluffs Budget Process (3 p.)

Budget Presentation

Budget Presentation Second Pass

Here's what I have on the Schools so far:...

Joe Alosso email re: Fireworks 7/30/08

**• These Minutes approved as amended by the Oak Bluffs FinCom 12/4/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, September 18, 2008 3:30 pm  
Oak Bluffs Library**

Present: Chair Thad Harshbarger, Joe Alosso\*,  
Doug Best, Bill McGrath\*, Mike Perry,  
Peter Palches, Hans Von Steiger,

Others: Finance Director – Paul Manzi  
Town Administrator – Michael Dutton  
BOS – Ron Di Orio  
Recorder - Marni Lipke

Absent: Frank Case, Mimi Davisson

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:31PM.

## **2. Meeting Place**

There was a brief discussion on convenience and comfort.

• **BILL MCGRATH MOVED TO CONTINUE TO MEET IN THE LIBRARY CONFERENCE ROOM FOR AT LEAST THE OCTOBER 2008 FINANCE COMMITTEE MEETINGS; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**  
• **BILL MCGRATH VOLUNTEERED AND WAS APPOINTED AS THE OB FINCOM WEBSITE EDITOR/MANAGER** (see below: Actions).

## **1. Revise this Agenda**

Peter Palches asked to discuss the Town's status / plans in regards to the current financial crisis. Town Finance Director Paul Manzi reported that:

- in accordance with the Town's Investment Policy restrictions (9/20/07 Minutes p.1 #4) a letter of security was required from all banks holding Town funds;
- the Town was not currently going out to bond,
- the General Accounting Standards Board (GASB) Regulation 45 unfunded liability trust fund (see 3/13/08 Minutes p.4) was not yet substantially funded; consequently he considered the Town assets to be reasonably protected.

The FinCom expressed concern over the Dukes County Contributory Retirement Funds.

## **3. Purchase of Property by Town for Trash Control (Peter, Michael)**

The FinCom discussed the proposal to enter into a Purchase & Sale (P&S) agreement with Tisbury to buy land adjoining the Edgartown Dump for the purpose of:

- acquiring the necessary property for waste disposal,
- the beginning of forming or reforming an Islandwide waste disposal district,
- acquiring leverage in the formation of such district.

**Oak Bluffs Finance and Advisory Committee  
September 18, 2008**

**2**

The FinCom requested more information (see below: Actions) and discussed:

- cost - \$1,200,000 split three ways: OB, Tisbury, and previous waste fund residual,
- recycling and green disposal,
- consolidation of waste to reduce shipping costs,
- risks and possible development.
- timing and current waste disposal contracts.

**4. Special Town Meeting (Michael)**

- There was a general consensus on avoiding a Special Town Meeting particularly in regards to the spending of Free Cash which would be certified shortly.
- Selectman Ron DiOrio was soliciting volunteers for Town committees with a number of groups including: the OB Business Assoc. the Rotary Club and the NAACP, etc. (see below: Actions). There was a brief discussion on diversity in Town government as well as on the still moribund Capital Planning Committee.

**5. Estimated 2010 Budget (Paul, Michael)** (See documents on file.)

**6. Budget Guidelines for Departments**

- With an estimated 2% rise in revenues and projected fixed cost increases the net gain would be about 1% over Fiscal Year 2009 (FY09). These were conservatively estimated and such factors as the current financial crisis, the yet unset tax rate, fuel costs, etc. could easily change the picture.
- It was noted that the Dept. of Revenue monitored and to some extent informally 'regulated' other municipal income sources such as fees, excise taxes, etc.
- Overrides might be required for each department that did not present a level funded FY10 budget.
- The FinCom discussed monitoring processes for this year's budget with Ron Di Orio, Paul Manzi and Michael Dutton. The Selectmen were considering a survey of Town vehicles, a vehicle use policy and tighter monitoring of cell phones, heat, hiring, etc.

**7. Budget Process (Thad) Go Over the Steps as Revised.** (See documents on file.)

- Preliminary information and process was discussed in terms of notification, time frame and FinCom participation (see below: Actions).
- The OB FinCom would meet with other Island FinCom's on the MV Regional High School budget, and would contact the OB School principal (see below: Actions).
- A letter requesting level funded budgets (0% increase) would be sent by the Town Administrator to all departments.
- A committee of the Town Finance Director, the Town Administrator, the Selectmen Chair, the Personnel Board Chair, and the FinCom Chair would meet with each department to work out the budgets.

**Oak Bluffs Finance and Advisory Committee  
September 18, 2008**

3

**Adjourn**

THE MEETING ADJOURNED BY CONSENSUS AT 5:39PM – JOE ALOSSO SO MOVED AND BILL MCGRATH SECONDED BEFORE THEY LEFT EARLIER IN THE MEETING.

**Action List:**

- Bill – update meeting time on website.
- Ron / Michael – draft and submit a good case statement on waste disposal purchase.
- All – send any names for committee service to Ron.
- All – Paul M. will report to the BOS at their next meeting Tuesday 9/22
- Doug & Thad – contact John Snyder re: MV Finance Association discussion of MVRHS
- Peter – contact MVRHS Principal Steve Nixon
- Hans – contact OBS Principal Laury Binney
- All – the OB School Advisory Council has openings for a community member
- Any – apply to address the OB Parent Teacher Organization
- Paul M. – Meet with Michael Dutton on request for 0% rise in Department FY10 budgets.
  - letter to go out by September 30th.

**10/2/08 Agenda:**

- Certification of Free Cash

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**Future Agendas:**

- Budget process
  - Consider process whereby cuts are made without dept. representation
- Set goals.
- Ambulance fund.
- Stipend recommendations.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

Agenda 9/18/08

Oak Bluffs FY 2010 Draft Estimated Revenue for Fiscal 2010 (4 p. inc. cover) 9/9/08

Oak Bluffs Estimated Budget for FY 2010 Draft 9/8/08

Revised Possible Changes to the OB Budget Process (4 p.)

**• These Minutes approved as amended by the Oak Bluffs FinCom 12/4/08.**



**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, October 2, 2008 3:30 pm  
Oak Bluffs Library**

Present: Chair Thad Harshbarger,  
Doug Best, Mimi Davisson, Bill McGrath\*,  
Peter Palches, Hans Von Steiger,

Others: Town Administrator – Michael Dutton  
Selectmen – Ron DiOrio  
Technology – Travis Larsen  
Tax Collector – Cheryl Sashin  
Recorder - Marni Lipke

Absent: Joe Alosso, Mike Perry, Frank Case

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:40PM.

**1. Revise this Agenda**

- The All Island School Committee would consider the issues behind the Superintendent's Shared Services Budget at tonight's meeting. The FinCom discussed:
  - town assessment proportions and enrollment populations,
  - the public's penchant for funding programs for children,
  - the failed facilities manager position,
  - creative thinking.
- Peter Palches met with MV Regional High School (MVRHS) Principal Steve Nixon.
  - Prin. Nixon had a the three year plan addressing dropping enrollment which he would not make public.
  - He understood Oak Bluffs concerns on frugality.
- Hans Von Steiger met with Oak Bluffs School (OBS) Principal Laury Binney and Asst. Prin. Gina Patti. He recommended that given the Towns financial status they prepare a 0% Fiscal Year 2010 (FY10) budget despite a rise in school enrollment.
  - The FinCom considered verification of OB residence and voter registration as well as school choice students and reimbursement.
- Chair Thad Harshbarger proposed the Town/FinCom hire a consultant with the OBS to study the OBS for financial efficiency. Members commented:
  - State and Federal cuts would reduce school budgets without a consultant,
  - it would be expensive and time consuming,
  - outside information was available to the schools in the form of other models and schools,
  - it might provide some objective leverage for cuts.
- The FinCom committed to better inform the Town on school budgets.
- The FinCom then discussed how to restrain MVRHSD and Supt. Shared Services Office spending.
  - This would have to be taken up at the All Island Finance Association.

**Oak Bluffs Finance and Advisory Committee  
October 2, 2008**

2

- Even if the budgets were level funded Oak Bluffs assessments would rise due to increase enrollment proportions – other Island town positions were considered.
- The financial crisis might prompt more unity among Towns.
- The MVRHSD budget would not likely reflect a 20% drop in enrollment.
- FinCom members agreed to discuss the issue informally with their colleagues.
- There was discontent with: administrative raises, class sizes, perception of unlimited resources, and Special Education as a way to inflate staff.

**3. Review End –of –Year and First Quarter MUNIS** (See documents on file.)

**What to look for and how the Town Administration makes use of it. (Michael)**

The FinCom reviewed the FY09 Budget highlighting the Harbor as an example.

- Harbor receipts were seasonal and spanned fiscal years. True year-to-year comparisons were therefore delayed.
- The Harbor Master was fiscally conservative, self challenging and aware of dropping receipts.
- The FinCom considered that the detailed budget was not necessary and asked the Town Administrator and Finance Director to report to them quarterly on any surprises or concerns (see below: Actions): for example:
  - why was Highway Dept. overtime already 50%?
  - why was the Fuel line 30% spent only a quarter into the fiscal year?
  - what was the impact of the municipal (non-school) hiring freeze?

**4. Purchase of Recycling Property (Michael)**

Tisbury Special Town meeting voted to lease/purchase 10.6 acres adjacent to the Airport Transfer facility. Town Administrator Michael Dutton and Board of Selectmen Chair Ron DiOrio explained the proposal.

- The total price for the plot was \$1,400,000 paid in a three year lease arrangement – rent going towards purchase price with a balloon payment at the end.
- \$400,000 of the lease payments would be financed from the Two Town Solid Waste Fund. The purchase would require no bonding.
- The original agreement to consider the purchase in executive session was waived by Tisbury due to Town voting schedules.
- This was the first step in rejoining the old and/or forming a new Islandwide Refuse District to take advantage of economies of scale in refuse shipping. The purchase would provide Tisbury and Oak Bluffs with some leverage in the negotiations. It was hoped the new refuse district would encompass composting, and state of the art recycling. The County and Community Development Committee were already considering the matter.
- If this came to pass the current OB Transfer Station would be closed and the land made available to the Town.
- The FinCom debated (see below: Actions):
  - pulling money from free cash in uncertain times,
  - a large project presented without Islandwide forums,

**Oak Bluffs Finance and Advisory Committee  
October 2, 2008**

**3**

- the timing of land purchase and inter-town negotiations and public debate.
- educating / enforcing public recycling,
- consequences and possibilities if the Islandwide refuse district failed.
- The issue would be discussed at the All Island Selectmen meeting on October 15, 2008.
  
- The Board of Selectmen appointed an Energy Committee.

**2. Note Free Cash has been Certified (Thad)** (See documents on file.)

**5. Budget Process (Michael, Thad) Go over the steps and dates**

Michael Dutton had told Town Departments to level fund their FY10 budgets including finding the 3% union cost of living raise within their FY09 bottom lines. Finance Director Paul Manzi had requested a more detailed format from each Department. It was felt some Departments would be able to comply and some would not. The process was further defined.

- The FinCom and the Board of Selectmen (BOS) should set guidelines, priorities and give direction.
- This should include joint collaborative meetings throughout the process.
- A FinCom and BOS representative should sit in to observe Department sessions with the Town Administrator.
- The representatives and/or Town Administrator would return to the FinCom and Selectmen with any problems.
- In the course of the conversation a number of issues were covered.
- Vehicle use, fleet consolidation and efficiency were advocated. Mr. Dutton was drafting a vehicle use policy.
- Level funding did not preclude a shift in Department proportions, one might reduce one department and increase another.
- It was more fiscally prudent to integrate departments, i.e. consolidate an Islandwide police force rather than hire another officer.
- Health insurance increases would be much steeper without the previous year's actions to reduce costs (see 9/4/08 Minutes p. 1 #1).

**Future Agendas:**

**October 16**

- 1. Meet with HS Principal, Superintendent**
- 2. Prepare for Reviews of Department Budgets**

**November 6**

- 1. Set up Department Review Committee and Review Process**
- 2. Guidelines re: Issues to be Addressed with Each Department**

**continued >**

**Oak Bluffs Finance and Advisory Committee  
October 2, 2008**

4

**Adjourn**

**• BILL MCGRATH MOVED TO ADJOURN AT 5:47PM; MIMI DAVISSON SECONDED;  
MOTION PASSED UNANIMOUSLY.**

**Action List:**

- Thad – contact Laury Binney re: October 16 meeting.
- Thad – contact Travis Larsen November 6 meeting
- Paul Manzi/Michael Dutton - report quarterly to the FinCom on budget status highlights,  
- with one page summary.
- Doug – contact Ron DiOrio re: serve on Islandwide refuse district committee.

**Meetings**

- FinCom Meeting - 3:30PM Thursday, October 16, 2008 at the Library
- Supt. Shared Services budget presentation 7:00PM, Wednesday, October 29, 2008.

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.  
- update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**Future Agendas:**

- Ambulance fund.
- Stipend recommendations.
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

- Agenda 10/2/08
- Mass. Dept. of Revenue letter re: Free Cash Certification 9/22/08

**• These Minutes approved as amended by the Oak Bluffs FinCom 12/4/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, October 16, 2008 3:30 pm  
Oak Bluffs Library**

Present: Chair Thad Harshbarger, Joe Alosso  
Doug Best, Frank Case, Mimi Davisson,  
Bill McGrath, Peter Palches, Mike Perry,

Others: MVPS – Supt. Jim Weiss, Asst. Supt. Laurie Halt,  
Student Support Dan Seklecki  
MVRHS – Prin. Steve Nixon, Fin. Admin - Marjorie Whitmore  
OBS Prin. - Laurie Binney,  
Recorder - Marni Lipke

Absent: Hans Von Steiger,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:40PM.

**1. Revise this Agenda**

**3. Budget Process (Michael, Thad) Go over the steps and dates**

Neither the Town Administrator nor the Finance Director could attend and this item was tabled until the next meeting.

• **JOE ALOSSO MOVED TO ADJOURN; BILL MCGRATH SECONDED** (see below p. 4).

**2. Meet with Jim Weiss, Steve Nixon and Laurie Binney re: schools and Town Budget**

The meeting was devoted to the Oak Bluffs School (OBS), the MV Regional High School (MVRHS) and the Supt. Shared Services Office budget issues for Fiscal Year 2010 (FY10). *For clarity the discussion has been reported by speaker/subject rather than in chronological order.*

- The FinCom expressed their regret at the adversarial feelings generated by former MVRHS Prin. Peg Reagan's refusal to provide information as requested (see 1/31/08 Minutes p.3 #4 and 2/7/08 Minutes p. 1 #2).
- The FinCom presented early revenue and expense projections for the Town showing flat or reduced revenues and no residual for any budget increases.
- A vote to eliminate the State income tax and/or the uncertainties of the financial markets might considerably worsen the situation.
- The FinCom asked:
  - what plans MVRHS Prin. Steve Nixon had to reduce staff to follow dropping enrollment.
  - OBS Prin. Laurie Binney if he had contingency plans in case of drastic revenue reductions.

**Oak Bluffs Finance and Advisory Committee**  
**October 16, 2008**

2

- In the course of the discussion the FinCom emphasized / explored creative thinking and comprehensive planning, such as:

- hiring non-professionals (tutors, retirees, volunteers, etc.),
- attrition versus planned lay-offs,
- changing the structure of the school,
- regionalization,
- parental versus school responsibilities,
- grant funding and possible Mass. State exemptions.
- Overrides for the schools were again suggested.
- Schools budget raises meant cuts in other services: library hours, police, etc.

- Supt. Jim Weiss and Student Support Director Dan Seklecki made a number of points.

- Fixed cost raises and revenues included:

- the last year of a three year contract with Cost of Living raises as well as steps and longevity,
- 10-12% raises in health insurance,
- state revenues were currently holding steady or rising slightly,
- grants were diminishing or flat i.e. not matching rising costs.
- The MVRHS enrollment had dropped 100 students over 3 years and was projected to drop another 100 over the next 3 years. The OBS had slightly increased enrollment.
- The Brazilian population was currently on the decline.
- There was a rise in the number and severity of challenged children.
- Regionalization attempts although financially advantageous, caused great controversy:
  - friction between financial formula winners and losers,
  - issues of power and control regarding how each school/town conducted its own business.
  - However simpler collaboration would be financially effective on such matters as all Towns using the same financial software.
- Recruiting and retaining good staff was complicated by the difficulties of Island life.
  - This year 12 staff were commuting from the Mainland.
- Isolation from a variety of resources (clinics, specialists, etc.) available to schools on the Mainland meant extra costs were embedded in school budgets.
- Singling out the schools for overrides (whether pass or fail) created conflict instead of the inclusion of education as an integral part of the community.

Prin. Steve Nixon sketched some projections and explained some costs.

- Without revealing sensitive details he expected to reduce staff, hopefully by dropping positions rather than lay-offs.
  - Reductions had to be managed to maintain appropriately certified staff in each subject as well as complying with OSHA and Special Education regulations.
- Mass. State was ratcheting up costly and unfunded mandates.
- The MVRHS was a sole provider high school with costly required programs.
- Special Education (SpEd) students had no alternate day care or other special schools.
- Vocational programs had low student teacher ratios and expensive equipment needs.

**Oak Bluffs Finance and Advisory Committee  
October 16, 2008**

3

- Policy on school management was set by the School Committees.
- The School was cutting and consolidating non-personnel costs as much as possible including such things as copiers, computers, and green initiatives.
- The MVRHS held eight budget meetings and he hoped the FinCom would attend and comment on the entire process.
  
- OBS Prin. Laury Binney spoke about his educational charge.
  - Paraprofessionals were in each of the 25 elementary class rooms with 4 of them dedicated one-on-one to a SpEd student . The middle schools had a lower paraprofessional-class ratio.
  - The smaller classes and good staff resulted in high achievement and student growth.
  - He hoped to maintain level of service and had no contingency plan at this time.
  - Many considered Oak Bluffs to have the best school on the Island.
  - He spoke of the spirit and magic of a well staffed school.
  
- The School personnel and FinCom agreed that better cooperation was needed, exchanged thanks and the school representatives left the meeting.
  
- **DOUG BEST MOVED THAT THE OAK BLUFFS SCHOOL COMMITTEE BE INVITED TO THE NEXT FINANCE COMMITTEE MEETING ON NOVEMBER 6, 2008; MIMI DAVISSON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- It was noted that if the economy became very bad a good education would be increasingly important.
- The OB FinCom would continue to advocate with other town Finance Committees to control the MVRHS budget – which needed approval votes from four towns.
- The Chair objected to attending school budget meetings.
- Governmental reform was also important.
- **DOUG BEST MOVED TO DIRECT THE FINANCE COMMITTEE CHAIR TO DRAFT AND SEND A LETTER STATING THE POSITION OF THE FINANCE COMMITTEE RELATIVE TO THE SCHOOL AND OTHER TOWN DEPARTMENT BUDGETS FOR FISCAL YEAR 2010: - THAT THE BUDGETS BE PRESENTED FLAT – FINDING ANY SALARY INCREASES WITHIN THAT 0% BUDGET; FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS** (see below: Actions).

There was a question on the FinCom website email (see below: Actions).

**November 6:**

- 1. Set Up Department Review Committee and Review Process**
- 2. Guidelines re: Issues to be Addressed with Each Department**

continued >

**Oak Bluffs Finance and Advisory Committee  
October 16, 2008**

4

**Adjourn**

- **MOTION TO ADJOURN PASSED UNANIMOUSLY AT 5:41PM.**

**Action List:**

- Thad – draft and send letter to schools re: 0% FY10 budgets
  - send to 3 OBSC members, Prin. Binney & Supt. Weiss.
  - including bottom line numbers to break even.
- Thad/Bill – confirm website email functioning
- Steve Nixon - send MVRHSC Budget Subcommittee meeting schedule to Thad.
- Laury Binney - send OBS Budget meeting schedule to Thad.
- Peter – attend MVRHSC and Budget Sub-Committee meetings.
- All – Continue to work with other towns re: MVRHS budget

**Meetings**

- FinCom Meeting - 3:30PM Thursday, November 6, 2008 at the Library
- Supt. Shared Services budget presentation 7:00PM, Wednesday, October 29, 2008.

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**Agendas:**

**November 6,**

- Meet with OBSC

**Future**

- Ambulance fund.
- Stipend recommendations.
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

- Agenda 10/16/08
- OB Estimate Budget for FY 2010 9/8/08
- Supt. Weiss Cover Letter re: FY10 Budget Documents 10/6/08
  - Supt. Weiss Cover Letter re: Superintendent's Shared Services Office FY10 Budget
  - MVPS Superintendent's Shared Services Budget 2009-2010,
  - *Organizational chart of the Office* 9/29/08
  - How is the Superintendent's Shared Services Budget Spent?
  - What does the Superintendent's Shared Services Budget do?



- Superintendent's Shared Services Office FY10 Budget Summary (2 p.)
- MVPS Superintendent's Office and Shared Programs FY'10 Budget – Superintendent's Proposal October 2, 2008 (5 p.)

• **These Minutes approved as written by the Oak Bluffs FinCom 12/4/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, November 6, 2008 3:30 pm  
Oak Bluffs Library**

Present: Chair Thad Harshbarger, Joe Alosso\*,  
Doug Best, Frank Case, Mimi Davisson,  
Bill McGrath, Mike Perry,  
Peter Palches,

Others: Tax Collector – Cheryl Sashin  
Town Administrator – Michael Dutton  
BOS – Ron Di Orio  
Recorder - Marni Lipke

Absent: Hans Von Steiger,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:40PM.

**1. Revise this Agenda**

In a surprise move the Board of Assessors proposed a split tax rate for year round versus summer residents – which the Board of Selectmen voted down. The FinCom objected to:

- summer residents paying higher tax rates for less use of services,
- lack of public debate, and short notice.

• **MIMI DAVISSON MOVED THAT THE FINANCE COMMITTEE DIRECT THE CHAIR TO WRITE A LETTER TO THE BOARD OF ASSESSORS (WITH A COPY TO THE BOARD OF SELECTMEN) THAT IF THEY CONTEMPLATE A RESIDENTIAL EXEMPTION THAT THE ISSUE BE BROUGHT UP WITH ADEQUATE NOTICE BOTH TO THE FINCOM AND AS AN AGENDA ITEM ON THE SUMMER TAXPAYERS MEETING; JOE ALOSSO SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **JOE ALOSSO MOVED TO ADJOURN; BILL MCGRATH SECONDED** see below # 10).

**2. Approve minutes of past meetings [all]**

The Minutes were still backlogged.

**8. Report on effect of Ocean Park problems [Joe, Michael] Will it affect the Town budget?**

A number of Wastewater issues were discussed.

- The contract for the MV Regional High School (MVRHSD) wastewater pipe to and from the Oak Bluffs Treatment plant was being negotiated. The costs would be assessed to the Towns through the MVRHSD budget. The Bond would have to be approved by all six towns.
- Wastewater had sufficient funds for: another possible bond payment on the Leonardo lots, test and preparation of the Leonardo lots, and investigation/resolution of the Ocean Park problems.

**Oak Bluffs Finance and Advisory Committee  
November 6, 2008**

2

\* The Leonardo lots were being prepared as a ball field by the Park and Recreation Dept. As the land might be reclaimed for Wastewater purposes at any point, it was clearly documented by Bond contract and hopefully by paper trail that it could not be declared a formal park, nor leased to the Little League.

- If the Islandwide Refuse District (see below #7) was formed the lots might be part of a more comprehensive plan on the then vacant solid waste site (including possible wind or solar energy farm).

- Board of Selectman Chair Ron DiOrio requested FinCom presence at an Executive Session of the Board of Selectmen (see below: Actions); Joe Alosso was asked to recuse himself.

**7. Report on solid waste [Peter?]**

- The solid waste financial process was reviewed including:

- biannual audits of scales and receipts,
- Two Town Fund mechanism and balance,
- contract terms with Bruno's.

- Towns were optimistic about being able to form an Islandwide refuse district. The FinCom questioned Town Administrator Michael Dutton re:

- contract negotiations,
- December 31, 2008 Purchase and Sale/Lease agreement deadline,
- lease terms,
- use of property during the lease.

- This issue had forced a Special Town Meeting (see below #6 & 9).

**3. Reports of school budget meetings from those who attended**

**4. Prepare for meeting with Finance Association and Schools**

- Some burnout was expressed with the number of FinCom / School meetings as this would be the third and the OB School Committee would be the fourth.

- The FinCom protested their growing assessment portion but did not expect any sympathy from the other towns.

- IT WAS THE CONSENSUS OF THE OAK BLUFFS FINCOM TO REQUEST A 0% INCREASE IN THE BUDGET AND THAT THE MVRHSD BE EXHORTED TO THINK CREATIVELY, such as interdisciplinary departments and multi-year classes.

- Other topics of discussion included; the low student-teacher ratio of the STAR Program, the palatial Principal's Office, non-personnel thrift measures, repercussions from last year's school override, attrition versus planned reductions, legalities of various possible budget votes.

**Oak Bluffs Finance and Advisory Committee  
November 6, 2008**

3

- Other topics of discussion included:
  - the change in representation at the State Legislature,
  - Department compliance with requests for \$0 increase budgets,
  - probable reductions in State revenues,
  - overrides for all Departments over 0%,

**5. Work on stipends [Mimi]** (See documents on file and 6/19/08 Minutes p.3 #8A.)

The Sub-Committee asked for guidance in their discussions on stipends for elected officials (stipends for appointed personnel would be addressed another time).

The FinCom considered a number of issues.

- Should some elected positions be appointed and visa versa?
- How should health insurance be phased out?
- Whether expenses for elected officials should be part of their contribution to the Town or if the Town should present a modest compensation?
- Whether stipends and health insurance coverage were significant inducements for recruiting quality officials?
- Whether stipends should be uniformed or stepped and if stepped on what scale.
- Should poor attendance or performance be penalized?
- All changes should be budget neutral.

The FinCom commended Mimi Davisson and the Sub-Committee for their work.

**6. 2010 Proposed Budget [Paul, Michael, Thad]**

**9. Budget process [Michael, Thad] Preparation for department reviews**

**[constitution of committee, dates, guidelines re issues we want to address]**

A number of issues such as Free Cash (estimated as ~\$327,000), Stabilization, Other Post Employee Benefits OPEB / General Accounting Standards Board (GASB) 45 commitment and possible land purchase for a Refuse District might prompt a Special Town Meeting in December which would also take up Bradley Square and a restaurant by-law. All Departments had been told there would be no capital projects until some debt had been retired (see below: Actions). Employees were already mandated to contribute a percentage to the OPEB/GASB 45 set aside.

**Startup Agenda for 11-20**

**1. Meet With Oak Bluffs School Committee [all]**

**10. Adjourn [Joe]**

- **MOTION TO ADJOURN PASSED BY CONSENSUS AT 5:10PM.**

**continued >**

**Oak Bluffs Finance and Advisory Committee  
November 6, 2008**

**4**

**Action List:**

- Thad – draft letter to Assessors w/cc. to BOS re: proper and timely procedure for proposal for split tax rate.
- Joe – insure paper trail re: Leonardo lots preservation for wastewater.
- Thad – request October 1 schools census.
- All – convey message at All Island Finances Assoc. for schools to present 0 increase and think creatively. Emphasize fiscal predicament not OB assessment.

**Meetings**

- BOS meeting wed. November 12, 2008 at 5PM (Exec Session 6-6:30) Town Hall.
- FinCom Meeting - 3:30PM Thursday, November 20, 2008 at the Library
- BOS public meeting on budget priorities and auditors November 25, 2008.

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**November 20,**

- Meet with OBSC

**Future**

- Ambulance fund.
- Stipend recommendations.
- Set goals.
- Dukes County Charter Commission report
- CDC cost of services survey results.
- Reconsider Finance Dept. reorganization

**Documents on file:**

- Agenda 11/6/08
- OB FinCom letter re: FY10 Budget Request (2 p.) 11/4/08
- Interim Report about Stipends for Elected / Appointed Officials (2 p.) 11/6/08

**• These Minutes approved as written by the Oak Bluffs FinCom 12/4/08.**

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, November 20, 2008, 3:30 PM  
Oak Bluffs Library**

Present: Chair Thad Harshbarger, Joe Alosso\*,  
Doug Best, Bill McGrath\*, Mike Perry\*,  
Peter Palches\*, Hans Von Steiger,

Others: Bd. of Selectmen Chair – Ron Di Orio  
Town Administrator – Michael Dutton  
Finance Director – Paul Manzi  
Tax Collector – Cheryl Sashin  
Recorder - Marni Lipke

Absent: Frank Case, Mimi Davisson

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:40PM. In the course of the meeting several members entered late or left early for other meetings such that although attendance fluctuated, a quorum was always present.

**1. Revise this Agenda [all]**

**4. Meet With Oak Bluffs School Committee [all]**

- After several conversations between FinCom Chair Thad Harshbarger and OB School Committee (OBSC) Chair Priscilla Sylvia it was decided that the OBSC would not attend this meeting.
- They had received the letters from the FinCom and Town Administrator in regards to the Fiscal Year 2010 (FY10) Budget and were very aware of the Town's financial problems.
- They had not yet started the budget process.
- Joe Alosso passing by a meeting of the MV Public School (MVPS) Cabinet briefly requested that they cut their budgets.
- Hans Von Steiger attended the All Island School Committee (AISC). The Supt. Shared Services Office Budget was assessed to the elementary schools by enrollment. It was proposed that School Choice students be assessed by their town of residence not their chosen school. This would favor those districts attracting more School Choice students than they sent out (Oak Bluffs being one such). Priscilla Sylvia voted against the proposal. The assessment method would be reconsidered in Spring 2009.
- The agenda was rearranged for Finance Director Paul Manzi and Town Administrator Michael Dutton who had to leave at 4:00PM.

**3. 2010 Proposed Budget {Paul, Michael, Thad}** (See documents on file.)

**7. Status of Budget Process [Michael, Thad] Preparation for Department  
Reviews [Constitution of Committee, Dates, Guidelines Re: Issues We  
Want to Address]**

- The FY10 revenue estimate had been decreased by about \$150,000 in keeping with this year's reduced receipts from licenses / permits, car excise, and dropping projections of harbor fees and Mass. State Aid (see below: Actions).
- The financial climate made future revenues more and more unpredictable.
- A 10% reduction in income would mean a 15% reduction in Town personnel

**Oak Bluffs Finance and Advisory Committee  
November 20, 2008**

2

- Most Departments were bringing their budgets in level funded and understood they might have to cut again if necessary.
- The Highway Dept had not complied but was reworking their proposal.
- The Parks and Recreation had added Life Guards back into their budget, after they were cut by last year's override.
- Before receiving any proposed budgets from the schools the FY10 Budget was in deficit \$241, 520.

**5. Prepare for Special Town Meeting**

- Board of Selectmen Chair Ron DiOrio reviewed the draft warrant articles (see documents on file and below).
- He had reservations about:
  - putting money into stabilization,
  - rescinding the Bradley Square Community Preservation Fund,
  - funding an engineering study for emergency repairs to the seawall.
- He strongly advocated for:
  - putting money towards Other Post Employee Benefits OPEB / General Accounting Standards Board (GASB) 45,
  - funding a lease and sale agreement to facilitate an Islandwide refuse district,
  - installing a Wastewater wireless system to cut networking costs,
  - a raise for the Town Administrator.

**December 11, 2008 Special Town Meeting Warrant**

• **Transfer \$100,000 into the Stabilization Fund**

The issues were: whether to put the money into Stabilization where withdrawal would require a super-majority vote or to leave the funds in Free Cash (requiring a simple majority) where it would be more available for unforeseen circumstances in these uncertain times.

• **PETER PALCHES MOVED TO RECOMMEND APPROVAL TO TRANSFER \$100,000 INTO STABILIZATION; BILL MCGRATH AND DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **Transfer \$100,000 into the Stabilization Fund Earmarked for OPEB/GASB 45**

The issues were the need to start funding what would eventually be a substantial liability versus the uncertainty of the actuarial projections and difficulties associated with the swiftly worsening economy.

• **DOUG BEST MOVED TO RECOMMEND APPROVAL TO TRANSFER AN ADDITIONAL \$100,000 INTO STABILIZATION WITHOUT ANY RESTRICTIONS WITH THE UNDERSTANDING THAT IT IS INTENDED FOR OTHER POST EMPLOYEE BENEFITS/GASB 45; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS** a conditional, provisional earmark.

• **Establish a Solid Waste Land Purchase Stabilization Fund**

**PETER PALCHES MOVED TO RECOMMEND APPROVAL FOR THE ESTABLISHMENT OF A SOLID WASTE LAND PURCHASE STABILIZATION FUND; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Oak Bluffs Finance and Advisory Committee  
November 20, 2008**

**3**

- Transfer \$100,000 into the Solid Waste Land Purchase Stabilization Fund

This article began the funding of a joint Tisbury/ Oak Bluffs lease and purchase agreement for 11 acres of land adjacent to the Island Refuse District (in Edgartown across from the Airport) as a precursor to forming a consolidated Islandwide Refuse District (see 9/18/08 Minutes p. 1-2 #3). The issues were:

- various worst case scenarios and the probability or remedies for such,
- lack of transparency re: a clear plan, information about the lease/purchase agreement, public discussion, and inter-Town negotiations;
- whether the plan would actually free up the current 10 acres of the OB transfer station as well as whether this could generate income.

In general the FinCom was supportive of the concept but wished to see a more concrete plan.

**• MICHAEL PERRY MOVED TO RECOMMEND APPROVAL FOR THE TRANSFER OF \$100,000 INTO THE SOLID WASTE LAND PURCHASE STABILIZATION FUND; THAD HARSHBARGER AND BILL MCGRATH SECONDED; MOTION FAILED: 2 AYES – THAD HARSHBARGER, DOUG BEST; 3 NAYS – BILL MCGRATH, MICHAEL PERRY, HANS VON STEIGER.**

- Authorize the Selectmen to Sign a Lease / Purchase Agreement for Solid Waste Land

The issues were the same as the previous article.

**• BILL MCGRATH MOVED TO RECOMMEND AUTHORIZATION TO SIGN A LEASE / PURCHASE AGREEMENT FOR SOLID WASTE LAND; DOUG BEST SECONDED; MOTION FAILED: 1 AYE – THAD HARSHBARGER; 4 NAYS; 0 ABSTENTIONS.**

- Transfer \$250,000 from Wastewater Retained Earnings to Rectify Ocean Park Septic.

**• BILL MCGRATH MOVED TO RECOMMEND APPROVAL TO TRANSFER \$250,000 FROM WASTEWATER RETAINED EARNINGS TO INVESTIGATE AND RESOLVE OCEAN PARK SEPTIC ISSUES; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Transfer \$20,000 from Wastewater Retained Earnings to Fund Wireless Installation for Wastewater.

Currently wastewater paid about \$20,000 in network charges, the installation of wireless would eliminate this ongoing expense. The issues were: hidden costs such as: possible fees, maintenance, or the expansion of technical staff.

**• BILL MCGRATH MOVED TO RECOMMEND APPROVAL TO TRANSFER \$20,000 FROM WASTEWATER RETAINED EARNINGS TO IMPLEMENT WIRELESS INSTALLATION FOR WASTEWATER ALARMS; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**



**Oak Bluffs Finance and Advisory Committee**  
**November 20, 2008**

**4**

- Transfer \$13,500 for an Increase to the Town Administrator's Salary Line.

The Classification and Compensation Study (see 12/6/07 Minutes p.3 Article #17) recommended bringing all Town employees up to Grade C which had now been accomplished with the exception of the Town Administrator. A performance evaluation had been completed and this frugal, belated raise would still not bring the salary up to Grade C.

The issues were:

- fair and equitable treatment of all Town employees,
  - raising administrative salaries while facing Town lay-offs,
  - Personnel Board / Board of Selectmen recommendations,
  - possible public relations repercussions for Michael Dutton,
  - the imprudence of placing the raise on an override.
- The discussion digressed into possible projections for the MV Regional High School (MVRHS) Fy10 Budget including:

- reports that 5.5 full time positions would be cut,
- whether this constituted lay offs or attrition,
- whether unfunded mandates were enforceable,
- redundancy in MVRHS and Supt. Office financial staff,
- Mass. Dept. of Education website information,
- lack of strong school financial leadership.

**• BILL MCGRATH MOVED TO RECOMMEND APPROVAL TO TRANSFER \$13,500 TO THE TOWN ADMINISTRATOR'S SALARY LINE; MICHAEL PERRY AND DOUG BEST SECONDED; MOTION FAILED: 2 AYES - THAD HARSBARGER, MICHAEL PERRY; 3 NAYS – DOUG BEST, BILL MCGRATH, HANS VON STEIGER, 0 ABSTENTIONS.**

- The FinCom supported parity in pay for all employees with all warranted increases within the routine budget cycle but given the Town's current finances did not recommend this article. (See below: Actions.)

- Vote to Rescind Bradley Square Community Preservation Act Funding

• This article was by petition and the FinCom affirmed recommendation to be the purview of the Community Preservation Committee.

- Amend Restaurant Hours to Allow Food but not Alcoholic Beverages to be Served from 12:30AM to 1:30AM

• This article was by petition and the FinCom agreed not to vote on it as a non-fiduciary item.

- Possible Conservation Commission Article to Transfer of \$100,000 for the Emergency Repair of the Seawall

The issues were:

- the Town's current financial uncertainty and bond rating / availability,
  - the nature of the emergency,
  - funding an engineering study.
- This article had not been drafted or presented therefore the FinCom expressed no opinion at this time.

**Oak Bluffs Finance and Advisory Committee  
November 20, 2008**

**5**

• In an effort to increase transparency and streamline Town Meetings the FY10 Budget would be posted in detail on the Town Website and would be available in hard copy at the Town Meeting. Hard copy would also be available at an additional public meeting held to present the full budget and answer any questions. The FinCom commended the timely presentation of increased information and access but expressed doubts on the success of the public meeting.

**8. Adjourn [Joe]**

• **BILL MCGRATH MOVED TO ADJOURN AT 5:53PM; DOUG BEST SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Paul Manzi – Email latest FY10 Budget Draft Sheet to Thad.
- Doug Best - write and email reasons to all members.

**Meetings**

- Special Town Meeting – 7:00PM Thursday, December 11, 2008 at the OB School.
- FinCom Meeting - 3:30PM Thursday, December 4, 2008 at the Library

**Ongoing Action List from previous meetings.**

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**12/4 Agendas:**

- Minutes 6/19/08, 7/10/08, 8/7/08, 9/4/08, 9/18/08, 10/2/08, 10/16/08, 11/6/08, 11/20/08

**Future Agendas:**

- Ambulance Fund Report.
- Stipend Recommendations.
- Municipal Vehicle Fleet Policy and Report
- Set Goals.
- Dukes County Charter Commission Report
- CDC - Cost of Services Survey Results.
- Reconsider Finance Dept. Reorganization

**Documents on file:**

- Agenda 11/20/08
- Town of Oak Bluffs Estimated Budget for FY2010 Draft 11/20/08
- Next Year / Current Year Budget Analysis Fiscal 2010 Budget (11 p.) 11/20/08
- Warrant for Special Town Meeting Commonwealth of Massachusetts (3 p.)
- Town of Oak Budget Operating Budget Fiscal 2010

• **These Minutes approved as amended for typos by the Oak Bluffs FinCom 12/4/08.**



**Town of Oak Bluffs**  
**Finance and Advisory Committee**  
**Thursday, December 4, 2008 3:30 pm**  
**Oak Bluffs Library**

Present: Chair Thad Harshbarger, Joe Alosso\*,  
Frank Case, Mimi Davisson,  
Bill McGrath\*, Mike Perry,  
Peter Palches, Hans Von Steiger,

Others: Town Administrator – Michael Dutton  
BOS – Ron Di Orio  
Tax Collector – Cheryl Sashin  
Tisbury Waste – Fred Lapiana  
Recorder - Marni Lipke

Absent: Doug Best,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:34PM.

**2. Review the revised warrant for the Special Town Meeting [Michael Dutton,  
Fred Lapiana]**

- Establish a Solid Waste Land Purchase Stabilization Fund  
(Article #5)
- Transfer \$100,000 into the Solid Waste Land Purchase Stabilization Fund  
(Article #6)
- Authorize the Selectmen to Enter a Lease / Purchase Agreement for Solid Waste Land  
(Article #7)

This complicated issue involving the Four Town Waste Transfer Facility across from the Airport was explained and discussed at length.

- Federal law mandated a buffer zone between residential housing and Solid Waste Facilities. Current development around this Facility was already at the buffer envelope.
- The current owner of the 11+ acre lot adjacent to the site was ready to residentially develop the land which would severely restrict or prohibit any expansions or changes to the facility.
- The owner had offered the lot the Towns in a lease/purchase arrangement.

The history of the issue was reviewed.

- At one point there was a six town Islandwide Waste District.
- Oak Bluffs and Tisbury withdrew to form a two town district. This district handled more waste than the entire Four Town District.
- Both Oak Bluffs and Tisbury used the facility on County Road in Oak Bluffs – Oak Bluffs owned the property, both towns shared construction costs.
- The Oak Bluffs/Tisbury District was in the first year of a three year contract with Bruno's with a Town option to renew for three years.
- It had now become expedient to re-negotiate an Islandwide (six town) district to take advantage of economies of scale, as well as to move forward with new waste procedures, technologies and restrictions.
- The Oak Bluffs/ Tisbury District and the Four Town District hired a study of Island waste which had recommended this purchase and consolidation (see 10/18/07 Minutes p. 2 #4).

- Tisbury had approved the lease/purchase at their Special Town Meeting with an option to proceed on their own if Oak Bluffs refused.

**Oak Bluffs Finance and Advisory Committee  
December 4, 2008**

2

- The Tisbury/Oak Bluffs District was now under a non-compliance finding around separation of commercial and residential traffic. This finding was currently deferred pending the move to consolidate the districts.
- If the agreement fell through a \$25,000 per day non-compliance fine would be levied.
- To remedy the finding without a new Islandwide district the Oak Bluffs/Tisbury District would have to abandon the current scale, install two new scales and open a gate by the Wastewater facility.
- However this would only bring the Oak Bluffs/Tisbury facility into current compliance. Federal regulations continued to tighten and the site would be increasingly deficient.
- Federal Inspectors had indicated that the 11+ acre plot beside Four Town District facility was the only location they would “site assign” i.e. they would certify for solid waste use. This meant the existing Oak Bluffs/ Tisbury facility could not expand.

The politics of the situation were discussed.

- Although there was some resistance the Four Town District was interested in negotiations. For example the Edgartown share would drop from about 60% to about 30%.
- The Four Town Waste District had so far failed to purchase the extra site on the principal that their facility was sufficient.
- The purchase of the land was both a good faith move by Oak Bluffs and Tisbury who had seceded from the original Islandwide district, and a form of leverage in negotiations.
- The matter had been favorably discussed at the All Island Board of Selectmen.
- Town Administrator Michael Dutton was adamant that the new Islandwide district be reconfigured, and not that Oak Bluffs and Tisbury rejoin the Four Town District.
- The consolidation and site offered opportunities for new technologies in waste management, recycling and alternative energy sources.
- The two ‘waste managers’ Fred Lapiana of OakBluffs/Tisbury and Don Hatch of the Four Town District understood the necessity of the move.
- The timeline was driven by the plot’s owner who was ready to develop if the lease purchase failed.

The financial aspects were explored.

- The lease payments would be partially paid from the Oak Bluffs/Tisbury District Fund.
- The owner offered a 10% discount if the land were purchased immediately which discount was pro-rated over the three years of the lease.
- The article included permission to go out to bond for the balloon payment to purchase.
- However it was emphasized that the town did not wish to bond but to pay for the purchase with regular contributions to a stabilization fund. A ballot vote would be required to bond or debt exclude.
- The owner would probably withdraw without the commitment to purchase/bond.
- The article allowed Oak Bluffs to proceed with the lease/purchase if Tisbury withdrew.
- There would likely be a cost to joining the new Islandwide district.

- The FinCom discussed:
  - worst case scenarios and exit strategies,
  - monetary configuration,
  - regionalization,
  - Town debt load and the project as tax neutral,
  - the effect of the article on transfer of funds to Stabilization and Other Post Employee Benefits OPEB / General Accounting Standards Board (GASB) 45.



**Oak Bluffs Finance and Advisory Committee  
December 4, 2008**

3

**• BILL MCGRATH MOVED TO RECONSIDER THE OAK BLUFFS FINANCE COMMITTEE'S PREVIOUS RECOMMENDATIONS ON**  
**- THE TRANSFER OF \$100,000 INTO THE SOLID WASTE LAND PURCHASE STABILIZATION FUND, AND**  
**- TO AUTHORIZE THE SELECTMEN TO ENTER INTO A LEASE PURCHASE AGREEMENT FOR SOLID WASTE LAND;**  
**HANS VON STEIGER SECONDED; MOTION PASSED: 7 AYES, 0 NAYS, 1 ABSTENTION – JOE ALOSSO.**

**• MIMI DAVISSON MOVED TO A RECOMMEND ARTICLE # 6: THE TRANSFER OF \$100,000 INTO THE SOLID WASTE LAND PURCHASE STABILIZATION FUND; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS**

**• FRANK CASE MOVED TO RECOMMEND ARTICLE #7: TO AUTHORIZE THE SELECTMEN TO ENTER INTO A LEASE PURCHASE AGREEMENT FOR SOLID WASTE LAND; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

The FinCom discussed and emphasized the importance of clear and simple presentation of the issue to the voters. They thanked Fred Lapiana for his time and explanations.

- Engineering Study for Oak Bluffs Shoreline Restoration \$100,000  
Article #10 (to be amended on Special Town Meeting floor to \$75,000)

A compromise had been negotiated among the Selectmen to fund this project, and the contributions to the Stabilization Fund and the OPEB/GASB 45 at a reduced rate. The FinCom representatives to the Beach Task Force (Bill McGrath and Mike Perry) expressed serious doubts about the funding status of the study and a lack of pertinent information. Selectmen Chair Ron DiOrio was given absolute assurances that there no additional tax payer funds would be sought. The FinCom discussed the state of the seawall and the need for the study.

**• JOE ALOSSO MOVED NOT TO RECOMMEND ARTICLE #10: TO COMMISSION ENGINEERING WORK FOR OAK BLUFFS SHORELINE RESTORATION; MICHAEL PERRY SECONDED; MOTION WITHDRAWN**

**• JOE ALOSSO MOVED TO RECOMMEND ARTICLE #10: TO COMMISSION ENGINEERING WORK FOR OAK BLUFFS SHORELINE RESTORATION; MIMI DAVISSON SECONDED; FRANK CASE AND MIMI DAVISSON CALLED THE QUESTION; MOTION FAILED: 0 AYES, 5 NAYS, 2 ABSTENTIONS – MIMI DAVISSON, THAD HARSBARGER.**

- Transfer \$100,000 into the Stabilization Fund  
Article #3

- Transfer \$100,000 into the Stabilization Fund Earmarked for OPEB/GASB 45  
Article #4

**• IT WAS THE CONSENSUS OF THE OAK BLUFFS FINANCE COMMITTEE THAT THE ARTICLE TO TRANSFER \$100,000 FREE CASH INTO THE STABILIZATION FUND AND THE ARTICLE TO TRANSFER \$100,000 FREE CASH INTO THE OPEB/GASB 45 FUND HAVE BEEN SUBSTANTIALLY CHANGED SO THAT THE PREVIOUS FINANCE COMMITTEE VOTE TO RECOMMEND WAS NULL AND VOID.**



**Oak Bluffs Finance and Advisory Committee  
December 4, 2008**

4

• **MIMI DAVISSON MOVED TO RECOMMEND THAT ARTICLE #3 TO TRANSFER \$50,000 INTO STABILIZATION**

**- BE PLACED AT THE END OF MEETING; AND**

**- BE THE MINIMUM AMOUNT HOPEFULLY TO BE AMENDED UPWARD;**

**PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **MIMI DAVISSON MOVED TO RECOMMEND THAT NUMBER #4 TO TRANSFER \$75,000 INTO OPEB STABILIZATION**

**- BE PLACED AT THE END OF MEETING; AND**

**- BE THE MINIMUM AMOUNT HOPEFULLY TO BE AMENDED UPWARD;**

**FRANK CASE AND PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

• **Vote to Rescind Bradley Square Community Preservation Act Funding**

**Article #1**

As the FinCom had recommended the original article (see 3/7/08 Minutes p.4) it was decided to vote on this article.

• **PETER PALCHES MOVED TO RECOMMEND ARTICLE #1: TO RESCIND COMMUNITY PRESERVATION ACT FUNDING FOR THE BRADLEY SQUARE PROJECT; MIMI DAVISSON SECONDED; MOTION FAILED; 0 AYES, 6 NAYS, 1 ABSTENTION - MICHAEL PERRY.**

**3. Review minutes of past meetings [July 10, August 7, September 4 and 18, October 2 and 16, November 6 and 20][all]**

• **JOE ALOSSO MOVED TO APPROVE THE JULY 10, 2008 MINUTES AS WRITTEN: MIMI DAVISSON SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

• **MIMI DAVISSON MOVED TO APPROVE THE AUGUST 7, 2008 MINUTES AS AMENDED: JOE ALOSSO SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

• **MIMI DAVISSON MOVED TO APPROVE THE SEPTEMBER 4, 2008 MINUTES AS AMENDED: THAD HARSHBARGER SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

• **MIMI DAVISSON MOVED TO APPROVE THE SEPTEMBER 18, 2008 MINUTES AS AMENDED: JOE ALOSSO SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

• **MIMI DAVISSON MOVED TO APPROVE THE OCTOBER 2, 2008 MINUTES AS AMENDED: JOE ALOSSO SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

• **MIMI DAVISSON MOVED TO APPROVE THE OCTOBER 16, 2008 MINUTES AS WRITTEN: THAD HARSHBARGER SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**



**Oak Bluffs Finance and Advisory Committee  
December 4, 2008**

5

• **PETER PALCHES MOVED TO APPROVE THE NOVEMBER 6, 2008 MINUTES AS AMENDED: FRANK CASE SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

• **MIMI DAVISSON MOVED TO APPROVE THE NOVEMBER 20, 2008 MINUTES AS AMENDED FOR TYPOS: JOE ALOSSO AND MICHAEL PERRY SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

**4. Reactions to auditors' report from Selectmen's meeting Nov 25**  
**[who was there?]**

The Report was felt to be generally good. Joe Alosso protested some confusion around Wastewater funds as separate from the operating budget (see below: Actions). The FinCom protested a lack of copies of the report and a sense of being ignored.

**5. Status of Budget process [Michael, Thad] Preparation for department**  
**reviews [constitution of committee, dates, guidelines re: issues we**  
**want to address]**

After a brief discussion on the most recent Fiscal Year 2010 (FY10) budget drafts, the FinCom expressed its concern over lack of timely progress (see below: Actions).

**6. Other items?**

- The Capital Planning Committee Charter required an annual report 30 days before the completion of the year's budget (see below: Actions).
- There was a brief example of the depressed state of the economy.

**7. Adjourn [Joe]**

• **JOE ALOSSO MOVED TO ADJOURN 5:54PM; THAD HARSHBARGER SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**

**Action List:**

- Michael Dutton – draft a one page simple fact sheet on lease/purchase of solid waste land.
- Joe – request letter from Auditors clarifying Wastewater moneys.
- Thad – contact Michael Dutton re: budget process timeline.
- Bill McGrath/Michael Perry – convene Capital Planning Committee,

**Meetings**

- Special Town Meeting – 7:00PM Thursday, December 11, 2008 at the OB School.
- FinCom Meeting - 3:30PM Thursday, December 18, 2008 at the Library

continued >

**Oak Bluffs Finance and Advisory Committee  
December 4, 2008**

**6**

**Action List (cont.):**

Ongoing Action List from previous meetings.

- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.

12/18 Agendas:

- Minutes 5/15/08, 6/19/08, 12/4/08

Future Agendas:

- Ambulance Fund Report.
- Stipend Recommendations.
- Municipal Vehicle Fleet Policy and Report
- CDC - Cost of Services Survey Results.
- Reconsider Finance Dept. Reorganization

**Documents on file:**

- Agenda 12/4/08
- Town of Tisbury Office of Clerk *warrant article 11/21/08*
  - Commercial Lease *between Gitlitz and Oak Bluffs* (2 p.)
  - MV Preliminary Solid Waste Master Planning Figure 2 MVRDRRD Central Facility Conceptual Plan
- Warrant for Special Town Meeting Commonwealth of Massachusetts (3 p.)

**Oak Bluffs Finance and Advisory Committee  
Special Town Meeting  
December 11, 2008**

**Warrant Article Summary**

- Vote to Rescind Bradley Square Community Preservation Act Funding  
Article #1

• **PETER PALCHES MOVED TO RECOMMEND ARTICLE #1: TO RESCIND COMMUNITY PRESERVATION ACT FUNDING FOR THE BRADLEY SQUARE PROJECT; MIMI DAVISSON SECONDED; MOTION FAILED; 0 AYES, 6 NAYS, 1 ABSTENTION MICHAEL PERRY.**

- Amend Restaurant Hours to Allow Food Service (no Alcohol) from 12:30AM to 1:30AM  
Article #2

This article was by petition and the FinCom agreed not to vote on it as a non-fiduciary item.

Article #3 and Article #4 at end of meeting (see below)

- Establish a Solid Waste Land Purchase Stabilization Fund  
Article #5

**PETER PALCHES MOVED TO RECOMMEND APPROVAL FOR THE ESTABLISHMENT OF A SOLID WASTE LAND PURCHASE STABILIZATION FUND; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Transfer \$100,000 into the Solid Waste Land Purchase Stabilization Fund  
Article #6

• **MIMI DAVISSON MOVED TO A RECOMMEND ARTICLE # 6: THE TRANSFER OF \$100,000 INTO THE SOLID WASTE LAND PURCHASE STABILIZATION FUND; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Authorize the Selectmen to Enter a Lease / Purchase Agreement for Solid Waste Land  
Article #7

• **FRANK CASE MOVED TO RECOMMEND ARTICLE #7: TO AUTHORIZE THE SELECTMEN TO ENTER INTO A LEASE PURCHASE AGREEMENT FOR SOLID WASTE LAND; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Transfer \$250,000 from Wastewater Retained Earnings to Rectify Ocean Park Septic.  
Article #8

**BILL MCGRATH MOVED TO RECOMMEND APPROVAL TO TRANSFER \$250,000 FROM WASTEWATER RETAINED EARNINGS TO INVESTIGATE AND RESOLVE OCEAN PARK SEPTIC ISSUES; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Transfer \$20,000 from Wastewater Retained Earnings for Wireless Installation

Article #9

- **BILL MCGRATH MOVED TO RECOMMEND APPROVAL TO TRANSFER \$20,000 FROM WASTEWATER RETAINED EARNINGS TO IMPLEMENT WIRELESS INSTALLATION FOR WASTEWATER ALARMS; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 5 AYES, 0 NAYS, 0 ABSTENTIONS.**

- Engineering Study for Oak Bluffs Shoreline Repair \$100,000

Article #10 (To be amended down to \$75,000 on Special Town Meeting Floor)

- **JOE ALOSSO MOVED TO RECOMMEND ARTICLE #10: TO COMMISSION ENGINEERING WORK FOR OAK BLUFFS SHORELINE RESTORATION; MIMI DAVISSON SECONDED; FRANK CASE AND MIMI DAVISSON CALLED THE QUESTION; MOTION FAILED: 0 AYES, 5 NAYS,, 2 ABSTENTIONS – MIMI DAVISSON, THAD HARSBARGER.**  
The issue was lack of information.

- Transfer \$50,000 into the Stabilization Fund

Article #3

- **MIMI DAVISSON MOVED TO RECOMMEND ARTICLE #3 TO TRANSFER \$50,000 INTO STABILIZATION BE PLACED AT THE END OF MEETING; AND BE THE MINIMUM AMOUNT HOPEFULLY TO BE AMENDED UPWARD; PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY 7 AYES,0 NAYS,0 ABSTENTIONS.**

- Transfer \$75,000 into the OPEB/GASB 45 Stabilization Fund

Article #4

- **MIMI DAVISSON MOVED TO RECOMMEND NUMBER #4 PLACED TO TRANSFER \$75,000 INTO OPEB STABILIZATION BE PLACED AT THE END OF MEETING; AND BE THE MINIMUM AMOUNT HOPEFULLY TO BE AMENDED UPWARD; FRANK CASE AND PETER PALCHES SECONDED; MOTION PASSED UNANIMOUSLY 7 AYES,0 NAYS,0 ABSTENTIONS.**

**Not on Warrant**

- Transfer \$13,500 for an Increase to the Town Administrator's Salary Line.

- **BILL MCGRATH MOVED TO RECOMMEND APPROVAL TO TRANSFER \$13,500 TO THE TOWN ADMINISTRATOR'S SALARY LINE; MICHAEL PERRY AND DOUG BEST SECONDED; MOTION FAILED: 2 AYES - THAD HARSBARGER, MICHAEL PERRY; 3 NAYS – DOUG BEST, BILL MCGRATH, HANS VON STEIGER.**

- The FinCom supported parity in pay for all employees with all warranted increases within the routine budget cycle but given the Town's current finances did not recommend this article.

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, December 18, 2008 3:30 pm  
Oak Bluffs Library**

Present: Chair Thad Harshbarger, Doug Best,  
Frank Case, Mimi Davisson\*, Bill McGrath  
Mike Perry, Peter Palches,

Others: BOS – Ron Di Orio  
Town Administrator – Michael Dutton  
Tax Collector – Cheryl Sashin  
Recorder - Marni Lipke

Absent: Joe Alosso, Hans Von Steiger,

\* Late arrivals or early departures  
noted solely to mark vote counts.

The meeting was called to order at 3:37PM.

**1. Revise this Agenda [all]**

As Selectmen Ron DiOrio had to leave early, the agenda was rearranged accordingly.

**2. Review Town Meeting [all] Current balance in Free Cash after Special Town Meeting is \$24,415**

- The FinCom expressed their appreciation of Thad Harshbarger's representation and of Peter Palches for his remarks on the Bradley Square Project.
- The FinCom re-affirmed its commitment to the goal of a \$2,000,000 Town Stabilization Fund.

\*Mimi Davisson entered the meeting at 3:46PM.

- There was a discussion on how articles were put on the warrant. It was suggested that all articles go before both the Board of Selectmen (BOS) and the FinCom in a timely manner before being placed on the Warrant; and/or that the FinCom adopt a practice to automatically disapprove any warrant not coming before them in a timely manner (see below: Actions).

**9. Municipal Vehicle Policy report** (See below: Actions.)

The Municipal Vehicle Use Policy had caused some controversy especially among the staff and users of the Senior Center. The matter was discussed in terms of:

- blatant personal use of specialized and non specialized Town vehicles,
- ownership of said vehicles,
- definition of town usage,
- clarification of the policy,
- the policy implementation as a Board of Selectmen regulation and employment condition,
- off-Island vehicles,
- shared or pooled Town fleet,
- 24 hour on call staff – Police Chief, Highway Superintendent, Wastewater Superintendent, On-Duty Fire Lieutenant,

**Oak Bluffs Finance and Advisory Committee  
December 18, 2008**

2

- liability issues
- volunteer use,
- equity in service for all citizens,
- the general importance of policy in promoting orderly town governance.
- **MIMI DAVISSON MOVED TO SUPPORT THE NEED FOR A USE OF TOWN OWNED VEHICLES POLICY AND THAT FROM THE FINANCIAL PERSPECTIVE THE FINANCE COMMITTEE WAS CONCERNED WITH LIABILITY, VOLUNTEER USE OF TOWN OWNED VEHICLES AND FAIRNESS; FRANK CASE SECONDED; MOTION PASSED; 6 AYES, 1 NAY- PETER PALCHES, 0 ABSTENTIONS.** Peter Palches objected to a lack of specificity around fairness.

**4 Status of Budget process [Michael, Thad] Department reviews are currently being handled by Paul and Michael and going smoothly. We will become involved when any department's expenses increase and/or other broader choices have to be made.**

Town Administrator Michael Dutton and Town Finance Director Paul Manzi had met with the three largest Departments: Highway, Police and Wastewater. All had kept budgets level funded and had plans in case Fiscal Year 2009 (FY09) or FY10 revenues were less than the currently pessimistic projection. Other departments would follow within the month. It was noted that Departments had little or no superfluities, making compensation for contractual raises especially difficult. Issues included:

- estimation of school budgets and Oak Bluffs assessment share,
- lack of clarity around Town-wide wireless plans (see below: Actions),
- budget delays, timing and guideline direction,
- no new services
- no re-instatement of life guards against Town Meeting and Town ballot vote,
- local and state revenue projections,
- see below: Actions.
- Some members expressed confusion and dissatisfaction with the current configuration of the proposal for a public information meeting and possible changes in the Annual Town Meeting process. Discussion included Town Moderators, other Town Annual Meeting procedures, Department Heads presence at Town Meeting, and whether citizens would attend the public information meeting (see below: Actions).
- A major reorganization of the Water Commission was in process.

**5 . Setting our calendar for Jan – April. I suggest Jan 8, 22; Feb 5,19; Mar 5, 19; April 2, 9. Rationale: [Jan] The first Thursday in January is New Years' Day, and there are five Thursdays. [April] Town Meeting is April 14, so we should probably plan to meet the first two Thursdays and not April 16.**

- **MIMI DAVISSON MOVED TO ADOPT THE OAK BLUFFS FINANCE AND ADVISORY COMMITTEE 2009 CALENDAR AS PROPOSED BY THE CHAIR; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 7 AYES, 0 NAYS, 0 ABSTENTIONS.**



**Oak Bluffs Finance and Advisory Committee  
December 18, 2008**

3

**8. Current Projected budget. According to Paul, there is little to report here. School expenses are still not firm, and it is not clear how much income to expect from the Commonwealth.**

Earlier in the meeting BOS Chair Ron DiOrio urged the FinCom to attend the January 13th BOS meeting where FY09 Year To Date revenues would be presented to facilitate planning in case of a serious revenue shortfall.

**10. Action item: how can we get copies of materials to absent members?.**

All items should be put in the FinCom box at Town Hall with notification going to members.  
- A documents on school enrollment since 1953 was currently in the box (see below: Actions).

**15. Copies of the MVC FY 2008 audit are available. Anyone want to read it and report in January?** (See below: Actions.)

The FinCom discussed the growing Police Department unfunded liability and possible remedies including, staffing, the role of the Chief, and possible hiring of a consultant.

**12. Current status of Web site**

The 2009 calendar and back minutes would be posted on the website. This was the base year for future comparisons.

**13. Funds study** was still in process.

**11. Current status of Stipends**

The Committee would report at the January 22nd meeting, with a public hearing at the February 19th meeting and finalization March 5th for submission of a possible warrant article by March 9th (see below: Actions). The FinCom was asked to consider:

- whether multiple volunteer positions should get multiple stipends,
- elimination of appointed official stipends,
- stipend amounts.

Future issues would include consideration of which positions should be elected and which appointed.

**14. Copies of the Beacon for December. Anyone want to read it and report in January?** Interested members took the Newsletters.

**15. Copies of the MVC FY 2008 audit are available. Anyone want to read it and report in.** See below: Actions.

**Oak Bluffs Finance and Advisory Committee  
December 18, 2008**

**4**

**3. Review minutes of December 4 [all]** The Minutes were postponed.

**16. Adjourn [Joe]**

**BILL MCGRATH MOVED TO ADJOURN AT 5:43PM; FRANK CASE SECONDED; MOTION PASSED; 6 AYES, 1 NAYS- PETER PALCHES, 0 ABSTENTIONS.**

**Action List:**

- FinCom – Continue to emphasize \$2,000,000 Stabilization Fund goal.
- Frank – review FinCom Bylaws for amendment on article consideration.
- Mimi – draft letter to BOS re: Vehicle Use Policy
- Michael D. – name all 24 hr. on-call positions in policy.
- Michael D. – send Town vehicle inventory to FinCom.
- Michael D./Paul M. – present FY10 budget, revenues, Munis and Department issues.
- Michael D./Paul M./Thad – Public Information/Town Meeting Presentation examples
- Michael D./Paul M. – send fuel FY09 fuel consumption to FinCom.
- All – attend 1/13/09 BOS meeting on FY09 revenues.
- All – send any material to Bill for scanning and electronic distribution.
- Bill – contact Edith Rousseau re: School enrollment Excell spreadsheet.
- Bill – report on Audit.
- Marni – Final Minutes to Bill for posting on Website.
- Bill/Mimi – Update website – follow up on quarterly report.
- Mimi – Send report on Stipends before presentation at 1/22 meeting.
- Doug – Report on MV Commission Report

**Meetings**

- Board of Selectmen Meeting 5:00PM Tuesday, January 13, 2009 at the Library.
- FinCom Meeting - 3:30PM Thursday, January 8, 2008 at the Library

**Ongoing Action List from previous meetings.**

- FinCom – Continue to emphasize \$2,000,000 Stabilization Fund goal.
- Thad - Inform the Selectmen in writing of all significant FinCom decisions
- Inform Depts. - any item not in dept. budgets will not be recommended for free cash.
  - update Capital Improvement Plan regularly.
- Regular meetings with Bd. of Selectmen and Personnel Board re: Financial Team.
- Ask about end-of-year transfers in the FY09 budget season.

**1/8/08 Agendas:**

- Minutes 5/15/08, 6/19/08, 12/4/08, 12/08

- FY10 Budget report
- Report on Wireless - Travis Larsen
- Public Information/Town Meeting proposal, examples, and discussion.
- Report on Audit - Bill

**continued >**

**Oak Bluffs Finance and Advisory Committee  
December 18, 2008**

5

Future Agendas:

1/22/08 Agendas:

- Report on Stipends – Mimi
- Report on MVC Statements – Doug
  
- Ambulance Fund Report.
- Dukes County Charter Commission Report
- CDC - Cost of Services Survey Results.
- Reconsider Finance Dept. Reorganization

**Documents on file:**

- Agenda (2 p.) 12/18/08
- Next Year / Current Year Budget Analysis Projections Fiscal 2010 Budget (11 p.) 11/20/08