

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, May 21, 2009 3:30PM  
Oak Bluffs Library**

Present: Chair Mimi Davisson  
Doug Best, Frank Case, Thad Harshbarger,  
Linda Marinelli, Bill McGrath\*, Mike Perry,  
Mac Starks, Hans Von Steiger

Others: Selectman – Ron Di Orio  
Recorder - Marni Lipke

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

The meeting was called to order at 3:34PM.

**Adjust Agenda as Needed**

**THAD HARSBARGER MOVED TO ADJOURN;** (see below: p. 3).

**OLD BUSINESS**

**• Approval of Minutes for March 24, April 2, May 7, (DECIDE)**

**• THAD HARSHBARGER MOVED TO APPROVE:**

**- THE MARCH 24, 2009 MINUTES AS WRITTEN,**

**- THE APRIL 2, 2009 MINUTES AS WRITTEN, AND**

**- THE MAY 7, 2009 MINUTES AS AMENDED FOR SPELLING;**

**MIKE PERRY SECONDED; MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

**• Status of FY2009 Revenues / Spending (INFO SHARE))**

• The Fiscal Year 2009 (FY09) Oak Bluffs Budget showed a short fall of about \$726,000 (see documents on file) with local receipts down 18% , and some still unknown revenues such as the Mass. State excise tax revenue.

• All Departments had been asked for \$600,000 in give backs and Town Administrator Michael Dutton and Finance Director Paul Manzi would monitor and restrict all spending through the end of the fiscal year.

• Further FY10 cuts might have to come from Reductions In Force (RIF). Incentives to retire or leave the Town's employee had no effect. It was noted that the Oak Bluffs School continued to replace staff.

- Town Accountant Karen Gomez was retiring and likely would be replaced by a combination of clerical, and part-time Certified Public Accountant (CPA).

• The Town could be asked to approve a reduced budget at a September Special Town Meeting in time to set the tax rate in November.

**Oak Bluffs Finance and Advisory Committee**  
**May 21, 2009**

**2**

**• Projections for FY2010 Revenues / Spending (INFO SHARE)**

- There was nothing new on the FY10 Budget.
- The FinCom discussed the Board of Health policies on the Solid Waste program which was running at a deficit (see below: Actions).

**• Finance Update (INFO SHARE)**

- There was a brief discussion on citizen participation in Town Meeting especially seniors (see below: Actions).

**NEW BUSINESS**

**• FinCom Goals for Coming Year (DISCUSS; DECIDE at next meeting)**

The FinCom listed a number of suggested goals (see also 5/7/09 Minutes p.2 #3D). The list would be consolidated for consideration at the next meeting (see below: Actions).

- Try for a balanced FY10/11 Budget.
- Achieve FinCom budget process goals.
- Get monthly reports with variances (actuals vs. budgeted) including explanations on the differences.
- Study and reform government stipends.
- Know Harbor revenue in July to prepare for September Special Town Meeting.
- Have all town employees (including schools, police, unions, etc.) go one year without a salary increase.
- Continue to improve better communications with Town Administrator Michael Dutton.
- Advocate for the Australian ballot at Town Meetings.
- Have two meetings with the Board of Selectmen as two boards, at least one hosted by the FinCom, and one of them social.
- Any budget meetings with the Selectmen should be 3-4 weeks before the budget under discussion.
- Re-invigorate long range planning.
- Start working with schools early (their fall meetings) re: a 3% budget cut.
- Be more active in communicating in writing with the Selectmen and Schools, including a letter now and regular communications throughout the year.
- Reports from and continued pressure on the Capital Planning Committee
- Reports from the Revenue Enhancement Committee (see below: Actions).
- Pursue a third party consultant to review the schools and police.
- Schools should be compared with communities with the same or higher MCAS scores.
- Selectmen Ron Di Orio suggested the police not be included.
- Speedy action (before June 30) was necessary to tap F09 funding sources re: study direction, RFP, possible funds, etc.
- Prepare and publicize everything the FinCom does, getting early input and preparation so that nothing is at the eleventh hour.
- Promote more efficient Town vehicle fleet management, purchasing, size, fuel consumption, use, etc. (The Energy Committee was also working on this issue.)
- Work on the front lines in conjunction with Michael Dutton re: consolidation and cuts in municipal staffing including comparisons with other coastal towns of like size.

## 3

- continued >**

**Oak Bluffs Finance and Advisory Committee  
May 21, 2009**

4

**6/4/09 Agenda:**

- Minutes - 5/21/09
- Community Development Committee – Cost of Services Draft Report
- Board of Health – Solid Waste Budget
- Goals
- Choose Teams to Implement Goals
- Nominate FinCom rep to Revenue Enhancement Committee

**Meetings**

- OB FinCom - 3:30PM Thursday, June 4, 2009 at the Oak Bluffs Library.

**Ongoing Action List from previous meetings.**

- Chair and Vice Chair
  - keep up timely communications with FinCom members and Town Government.
    - Inform the Selectmen in writing of all significant FinCom decisions.
- FinCom - talk about Federal Stimulus money at Town Meeting.
- FinCom – Continue to emphasize \$2,000,000 Stabilization Fund goal.
- 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.

**Future Agendas:**

- Ambulance Fund Report.
- CDC - Cost of Services Survey Results.
- Reconsider Finance Dept. Reorganization

**Documents on file:**

- Agenda 5/21/09
- Davisson email re: Notes for OB FinCom on OB School Committee Meeting May 19
- FY2009 Projections as of Apr. 30 (2 p.) 5/21/09
- Ambulance Reserve (2 p.) 5/20/09
- Oak Bluffs Year To Date Revenue For 2009 10 (19 p.) 5/19/09

**• These Minutes approved as amended by the Oak Bluffs FinCom 6/18/09.**

**Draft**  
**Town of Oak Bluffs**  
**Finance and Advisory Committee**  
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**Oak Bluffs Library**

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Others: Selectman – Ron Di Orio  
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**FINCOM GOALS FOR COMING YEAR SUMMARY**

**Frank C:** Try for a balanced FY10/11 Budget.

**Doug B:** Achieve our budget process goals.

**Hans VS:** Get monthly report with a variance (actuals vs. budgeted) with an explanation on why there might be differences.

- Study and revamp stipends

**Mike P:** Know in July what the Harbor revenue is for the Special Town Meeting in September.

**Linda M:** Have all town employees (including schools, police, unions, etc.) go one year without a salary increase.

**Thad H:** Continue to improve and stay on top of better communications with Town Administrator Michael Dutton.

**Linda M:** Institute an Australian ballot at Town Meetings.

**Mac S:** Pass

**Bill McG:** Have two meetings with the Board of Selectmen, as two boards, at least one hosted by the FinCom, and one of them social. In addition any budget meetings with the Selectmen whether joint or not should be three or four weeks before the budget under discussion.

**Mimi D:** Re-invigorate long range planning.

**Frank C:** Go to schools early (their fall meetings) re: a 3% budget cut.

**Doug B:** Be more active in communicating in writing with the Selectmen and Schools. Including a letter now and regular communications throughout the year.

- Reports from and continued pressure on the Capital Planning Committee
- Reports from the Revenue Enhancement Committee (see below: Actions).

**Hans VS:** Pass

**Mike P:** Pursue a third party consultant to review the schools and police.

**Mimi D:** Prepare and publicize everything the FinCom does, getting early input and preparation so that nothing is at the 11<sup>th</sup> hour.

**Thad H:** Move quickly (before June 30) re: directions, RFP, etc. for the consultant on the schools and police.

**Bill McG:** Pass.

**Mac S:** Pass again.

**Mimi D:** Promote more efficient vehicle management, purchasing, size, fuel consumption, use, etc.

**Doug B:** Work on the front lines in conjunction with Michael Dutton on consolidation and cuts in future municipal staffing including perhaps comparisons with other towns of like size in coastal communities.

**Draft**  
**2009/2010 Goals Summary**  
**Oak Bluffs Finance and Advisory Committee**  
**May 21, 2009**

2

**Mike P:** Encourage a more active All Island Finance Association.

**Hans VS:** Explore a hotel tax, possibly pursuing the Mass. State legislative 2% option.

**Thad H:** – Get more information out to the public – website, invitations to FinCom meetings, more informative presentations, press releases, MVTv, etc.

**Bill McG:** Stay on top of any budget surprises. This would include a calendar of all people or groups likely to have last minute impacts on the budget such as the Community Preservation Committee – which, he felt was not spending responsibly.

- Explore a split tax rate (unexpectedly recommended to the Selectmen last year by the Assessor). Gather information on how other towns have more services and do better.

**Mac S:** Still had nothing to add.

**Mimi D:** Getting to the bottom of the Ambulance Fund.

**Doug B:** Request wireless plan with all costs to the town as well as other expenses.

**Mimi D:** Priorities and goals will be meaningless unless there is a commitment to do the work (see below: Actions).

**Action List:**

- **Mimi Davisson** – Invite Terry Appenzellar to next FinCom meeting
  - and have Cost of Services Draft sent out first in time to read.
- **Mimi Davisson** – Request trash sticker policy/price from Board of Health in writing
  - and invite to next meeting.
- **Mimi Davisson** – Communicate budget deficit to OB School Committee.
- **Mimi Davisson** – Explore changing Town Meeting Bylaws re: time of day to encourage more participation.
- **Bill McGrath/Mike Perry** - Send latest capital plan to Mimi D. for posting on website
- **Mimi Davisson/Thad Harshbarger** - aggregate goals
  - and send in advance of next meeting.
- **All** - Nominate FinCom representative to on Revenue Enhancement Committee
- **All** - Think about how much time spend you want to spend on FinCom business between meetings. Please consider urgency too.
- **Marni** – Anything sent to Thad H. or Mimi. Davisson should be sent to the other.