

**Town of Oak Bluffs  
Finance and Advisory Committee  
Tuesday, September 2, 2010, 4:00 PM  
Oak Bluffs Library**

Present: Chair – Bill McGrath, Steve Auerbach,  
Frank Case\*, Cathy Goudy\*,  
Mike Perry,  
Others: Recorder – Marni Lipke  
Town Staff Administrator – Michael Dutton  
Public Maura McGrority,  
Recorder - Marni Lipke  
Absent: Bob Blythe, Mimi Davisson, Mac Starks,  
Hans Von Steiger

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

The meeting was called to order.

**Adjust Agenda as Needed**

**OLD BUSINESS**

**• Approve Past Minutes June 17 & July 15, 2010 if available**

The minutes were still in summer backlog.

**• Implementation of FY2011 Budget: What changes have already been made? What changes are imminent? What issues are impeding implementation? (INFO SHARE – Dutton)**

- The FinCom asked about Town Hall staff which seemed to be unchanged despite Town Meeting votes for lay offs.
- There was some question as to additional hours for Wastewater Operator Joe Alosso. In addition the Personnel Board recommended a pay raise based on the Classification / Compensation Study. Process and votes of both the Wastewater Commission and Selectmen were unclear (see below: Actions).
- There was no information on the extra meals tax, summer receipts, revenue projections or Fiscal Year 2011 (FY11) expenses.

**• FY2010 Closeout (INFO SHARE – Dutton)**

The Fiscal Year had not been closed out but was almost finished. • All in all Fiscal Year 2010 (FY10) local receipts were about \$38,000 above budget while State revenues were \$600 less than budgeted: highlights were:

- Car Excise \$30,000 more than estimated,
- Hotel/Motel and boat excise \$11,000 more,
- Penalties and tax interest \$30,000 more,
- Trash stickers was \$17,000 more,
- Harbor \$38,000 more,
- Licenses and Permits were \$25,000 less,
- Fines and forfeits \$15,000 less,
- Investment \$27,000 less.

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**NEW BUSINESS**

- There was an unfunded residential placement from the School - Supt./Shared Services Office for FY11 which the FinCom felt should be paid out of the Supt./Shared Services budget.

**• Preliminary schedule for FY2012 budget cycle (INFO SHARE / BRAINSTORM – Dutton)**

• Oak Bluffs was looking at a \$300,000 rise in the Martha's Vineyard Regional High School (MVRHS) assessment because of increased enrollment.

**• Set FinCom goals for coming fiscal year**

**• Ambulance Reserve Fund shortfall/budget implications** (See below: Actions.)

The goals were tabled except for the Ambulance Reserve Fund.

• The Ambulance Reserve Fund which subsidize all public safety vehicle/equipment (police, fire, ambulance, etc. vehicles) as well as some medical transport costs needed to be carefully appraised so the Town better understood its status. John Rose, Michael Dutton, and possibly a Selectman would meet as a Task Force.

• CHAIR BILL MCGRATH WITH THE CONSENSUS OF THE OAK BLUFFS FINANCE COMMITTEE APPOINTED CATHY GOUDY AS CHAIR TO A SUBCOMMITTEE WITH STEVE AUERBACH AND MAURA MCGRORITY – CITIZEN MEMBER – TO STUDY THE AMBULANCE FUND. This Subcommittee was directed to concentrate on the operational finances such as:

- billings (income),
- receipts from billings,
- operational expense: personnel costs, vehicle usage, & billing agency cost etc.

In the ensuing discussion it was noted that:

- the fund employed a billing agency,
- transport trips were increasing but Medicaid reimbursement was down,
- Fund independence from the General Fund but dependence on Town votes for capital expenses,
- Town propensity to over-expend the Fund on capital purchases,
- the need for regular oversight by the Town Administrator or Finance Director.

• There was a rise in complaints about the Health Dept. and its offices hours after the loss of the Administrative Assistant.

• The emergency phone notification system (reverse 911) (see 3/11/10 Minutes p. 2) had been implemented for some residents but not for others.

• There was a brief discussion on police enforcement and response.

• This was followed by some quick notes on the coming budget process and background materials.

- Oak Bluffs needed to continue to increase revenue.

- Edgartown had all its municipal lights on a timer that turned all of them off at 2:00AM (see below: Actions).

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- **MIKE PERRY MOVED TO ADJOURN AT 5:24PM; STEVE AUERBACH AND FRANK CASE SECONDED; MOTION PASSED UNANIMOUSLY.**

• **Meeting Schedule/Next Meeting**

4:00PM Thursday, September 16th,  
4:30PM Tuesday, September 28th, Joint Selectmen-FinCom  
4:00PM Thursdays, October 7th, and 21st,

• **Action List:**

- All – send phone numbers of Bill McGrath (see below)
- Michael Dutton – clarify pay issues re: Wastewater Operator.
- Mike Perry – bring Personnel Board Minutes to next meeting.
- Cathy Goudy – Chair Ambulance Fund Subcommittee re: operational costs/revenue
- Michael Dutton – send list of all Town special funds to FinCom.

• **Ongoing Action List from previous meetings.**

- Chair – post agendas in advance.
- All – please inform the Chair if you are unable to attend a meeting.
- Chair and Vice Chairs
  - Remind Selectmen to of FinCom recommendations re: refuse, parking, PILOT, etc.
  - keep up timely communications with FinCom members and Town Government.
  - Inform the Selectmen in writing of all significant FinCom decisions.
- 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.

• **Future Agendas:**

- Power/light savings for Town – street light timer, office equipment, etc.
- Capital Program Com. Report (quarterly)
- Capital Program Com. Roles and Responsibilities
- New Website Report
- Ambulance Fund Report.
- Finance Dept. Reorganization

• **Documents on file:**

- Agenda 9/2/10
- Town Administrator Report (4 p.) 8/24/10
- OB Revenue Fiscal 2010 Update Local Receipts, State Revenue

- **These Minutes approved as written by the Oak Bluffs FinCom 11/4/10.**