

**Town of Oak Bluffs  
Finance and Advisory Committee  
Thursday, October 21, 2010, 4:00 PM  
Oak Bluffs Library**

Present: Chair – Bill McGrath, Steve Auerbach,  
Frank Case, Mimi Davisson, Cathy Goudy\*,  
Mike Perry, Mac Starks,  
Others: Selectmen: Gail Barmakian,  
Town Staff Administrator – Michael Dutton  
Bd. of Health - Dave Caron  
Highway/Parks - Richard Combra,  
Finances – Cindy Noyes  
Tax Collector – Cheryl Sashin  
Public Maura McGrority,  
MVPS Supt. Jim Weiss  
Absent: Bob Blythe, Hans Von Steiger,

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

**Adjust Agenda as Needed**

The agenda order was changed to accommodate people as they came and went.

**OLD BUSINESS**

**• Approve minutes from June, July and September meetings, if available.**

The Minutes were tabled.

**NEW BUSINESS**

**• Report of Capital Program Committee**

The next meeting was scheduled for Wednesday, October 27, 2010. Mimi Davisson reported on the debt schedule. At the moment debt stood at \$2.5 million, with only small debts likely to retire in the near future.

**• Progress report from Ambulance Transport subcommittee**

Ambulance Chief John Rose had sent over figures for 2010 and 2011 (see documents on file) – no previous years were available yet. The Fund had opened Fiscal Year 2011 (FY11) with about \$178,000.

- A meeting with Lt. Rose would be scheduled for next week to discuss operating expenses.

**• Warrants for November 16 Special Town Meeting** (See documents on file & below.)

The warrants were briefly explained.

- The room occupancy tax was re-submitted after being defeated at Annual Town Meeting.

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- The residential placement moneys (for 1.5 students) were State mandated and, given the Town finances, had to be taken out of the Stabilization Fund (requiring a 2/3 vote); if the motion failed the State would take the money from the end of year general fund.
- The money was mandated to come from the Town and could not be taken from Ch. 70 funds nor could it be consolidated into the Superintendent's Shared Services budget.
- Collective Bargaining resulted in a slight residual and it was proposed that the vacant Building Dept. Administrative Assistant position be combined with a similar Health Dept. position – the two Departments sharing the same office.
- This triggered a discussion on resubmitting failed articles from Town Meeting.
- Ideally the position would be a licensing and permitting position for all departments and there was a discussion on configuring the position appropriately and how to implement the transfer (see 8/13/09 Minutes p. 2 and below p.3).
- The Waste Water retained earnings transfer was to remediate some Lagoon Pond water quality issues. Due to a delay in closing the fiscal year – there was some hesitation over whether to submit this article (see below: Actions).
- This transfer from the Ambulance Fund was withdrawn.
- A patchwork of property on the North Bluff was being proposed for a park. There had been no Public Hearing as yet.
- Depending on the vote of the Community Preservation Act Committee there might be funds for a portable replacement for beach bathrooms.
- Another article that failed at Annual Town Meeting, this was a clearer bylaw version of Town fee revisions – which had not been updated since 1989 (see 1/7/10 Minutes p. 2, and 2/18/10 Minutes p. 3).
- This transfer from the Ambulance Fund was to lease four marked police cruisers.
- A petition requested a change in the number of Selectmen from five to three.
- Staff had shown no interest in the Mass. State Early Retirement Option.

**FY2010 Closeout.**

A qualified candidate had been found who might help the Town close FY10.

**Implementation of FY2011 Budget: What changes have already been made?**  
**What**  
**changes are imminent? What issues are impeding implementation?**

- Plans were proceeding to implement additional revenue from parking.
  - Trash collection might be discontinued with proper notice. Town pick up would continue, as would recycling at the local drop-off, and possibly some service for seniors. However this move would allow the Highway Dept to:
    - avoid the major upcoming capital costs of two trucks and other equipment,
    - reduce staff and,
    - avoid hiring some of the extra help in the summer.
- There was a discussion on options, seniors/disabled, private company pricing/discounts, town costs, early and appropriate presentation to the public.

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**• Board of Health Request to fund office position**

- There had been an increase in complaints and there was a long discussion on agent duties, anecdotal use of time, necessity of office support for all departments.
- The OB FinCom asked for specific numbers (see below: Actions).
- Other solutions such as a permitting department, agent use of a cell phone, a generic administrative assistant, or work within the available Budget configuration, were explored.
- Town Meeting had voted down the position two times and the position had continued to be filled so that submitting it again would be politically sensitive.
- There was some question of what was technically legal in terms of position changes/job description, budget transfers, warrant articles, etc.
- THERE WAS A GENERAL CONSENSUS THAT THE ARTICLE BE REWORDED TO ESTABLISH A GENERAL PERMITTING/LICENSING ADMINISTRATIVE ASSISTANT THAT SERVED ALL DEPARTMENTS INCLUDING: BUILDING, HEALTH, ZONING, ETC. (see below).
  - There was a brief discussion on current personnel, lay offs, qualifications, and who would fill the position.
  - The Bd. of Health emphasized that they would cooperate with the town and would not increase Town friction. The Finance Committee thanked Dave Caron for his attendance.

**• Warrants for November 16 Special Town Meeting** (See documents on file & above).

The issues were: the article previously failed at Town Meeting and lack of application to house rentals (see 1/14/10 Minutes p.4).

**• MIMI DAVISSON MOVED TO SUPPORT THE ARTICLE TO AMEND THE LOCAL ROOM OCCUPANCY EXCISE MGL C. 64G §3A; BILL MCGRATH SECONDED; MOTION FAILED UNANIMOUSLY: 0 AYES, 6 NAYS, 0 ABSTENTIONS.**

**• MIMI DAVISSON MOVED TO RELUCTANTLY SUPPORT THE ARTICLE TO TRANSFER \$107,510.50 FROM THE STABILIZATION FUND TO PAY FOR RESIDENTIAL PLACEMENT TUITION COSTS; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**

- The issues were above, and the implications of bringing it to Town Meeting vote, and how to implement it and maintain transparency. It was agreed that the position be removed from the warrant and brought before the Selectmen to be discussed in public as was usual in such situations.
- IT WAS THE CONSENSUS OF THE OAK BLUFFS FINANCE COMMITTEE THAT A GENERAL PERMITTING/LICENSING ADMINISTRATIVE ASSISTANT BE ESTABLISHED THAT SERVED ALL DEPARTMENTS INCLUDING: BUILDING, HEALTH, ZONING TO BE FUNDED BY DEPARTMENT 241 AND AS OCCASIONED BY THE DEPARTURE OF THE BUILDING ASSISTANT.
- The Wastewater Fund article was tabled pending further information (see above).
- The North Bluff Park article was tabled pending proper language (see above).

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- The CPA brick bathroom article was tabled pending proper language (see above).
- The issues were clarity, detail of fees, and article versus bylaw presentation.
- **MIMI DAVISSON MOVED TO ACCEPT THE PROVISION OF MGL C. 40, §22(F) TO ALLOW MUNICIPAL BOARDS OR OFFICERS EMPOWER TO ISSUE LICENSES, PERMITS OR CERTIFICATES TO SET REASONABLE FEES; BILL MCGRATH SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.**
- The issues were lack of discussion, impending Capital Planning meeting, one vehicle per year as opposed to four at once, and not going out to borrow in anticipation of income.
- **IT WAS THE CONSENSUS OF THE FINANCE COMMITTEE THAT THE REQUEST TO LEASE POLICE VEHICLES BE REMOVED FROM THE WARRANT AND BROUGHT BEFORE THE CAPITAL PLANNING COMMITTEE.**
- The FinCom discussed the presentation of the Article to reduce the number of Selectmen at a Special Town Meeting rather than at the Annual Town Meeting.
- There was a short discussion on the Mass. State Proposition to reduce the sales tax.

**Preliminary schedule for FY2012 budget cycle**

- Some general public opinion favored asking all Departments to zero base their budgets and/or cut their budgets by 5-10%
- Mac Starks would attend the High School Budget Subcommittee meetings.

THE FINANCE AND ADVISORY COMMITTEE UNANIMOUSLY ADJOURNED  
AT 6:08PM.

**Meeting Schedule/Next Meeting**

Selectmen's Meeting Tuesday, October 26th  
4:00PM Thursdays, November 4th, and 18th,  
4:00PM Thursdays, December 2nd, and 16th,

**Action List:**

- Michael Dutton – contact Joe Alosso re: Wastewater article
- Michael Dutton – send job description and related documents to Bd. of Health
- Shirley Fauteax – send Bd. of Health statistics to FinCom.
- Bill McGrath/FinCom – attend Selectmen meeting re: Licensing/permitting position 10/26
- Michael Dutton – include last fee changes (1989) in Town Clerk article.
- Michael Dutton/Chief Blake – present to Capital Planning.

**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.

**continued**

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**Ongoing Action List from previous meetings (cont.).**

- 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 9/28/10
- Ambulance Preliminary Report
- Warrant for Special Town Meeting (2 p.)

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