

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

Present: Chair – Bill McGrath, Steve Auerbach,
Bob Blythe, Frank Case*, Mimi Davisson*,
Cathy Goudy*, Mike Perry, Mac Starks,
Others: Selectmen: Gail Barmakian,
Town Staff Town Administrator – Michael Dutton
Tax Collector – Cheryl Sashin
Public Maura McGrority,
Absent: Hans Von Steiger,

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

The meeting came to order at 4:02PM

Adjust Agenda as Needed

OLD BUSINESS

• Approve Prior Minutes, as Available

- The June 17, 2010 and the September 28, 2010 Minutes were tabled.
- **MICHAEL PERRY MOVED TO APPROVE THE JULY 15, 2010 MINUTES: BOB BLYTHE SECONDED: MOTION PASSED: 4 AYES, 0 NAYS, 1 ABSTENTION – STEVE AUERBACH.**
- **STEVE AUERBACH MOVED TO APPROVE THE SEPTEMBER 2, 2010 MINUTES: BILL MCGRATH SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**
- **FRANK CASE MOVED TO APPROVE THE OCTOBER 21, 2010 MINUTES AS AMENDED FOR TYPOS: STEVE AUERBACH SECONDED: MOTION PASSED WITH ABSTENTIONS AS ABSENT.**

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

- The Cape Cod Municipal Health Group voted to allow open enrollment for teachers so the remainder of those on indemnity health insurance plans would change providers early in Fiscal Year 2011 (FY11) resulting in savings for the Town.
- Adam Wilson resigned to become the Aquinnah Town Administrator. Town Hall was looking to replace the position with a combination of Martha's Vineyard Commission (MVC) consultation and a part-time zoning/planning analyst, thus reducing some long-term employee costs.
- Otherwise the year was proceeding as well as could be expected.

Oak Bluffs Finance and Advisory Committee
November 4, 2010

2

• FY2010 Closeout.

- Paul Watson, the Billerica Town Accountant, had agreed to help close FY10 and set up FY11. Most of the work would be done remotely using Munis software, and hopefully completed within the week so that tax bills would go out on time avoiding a) any need to borrow and b) loss of interest income.

NEW BUSINESS

• Report of Capital Program Committee

The Committee met October 27th and went through each department on the Capital Plan.

- It was felt that the ongoing capital costs of all regularly replaced equipment from police cruisers to desk top computers should be rotated for replacement at one per type/department every year and should be included on the Capital Plan.
- The Plan should include all capital costs regardless of the funding source (General Fund, Wastewater, Water, School, Ambulance, Grants, CPA, etc.)
- As an important part of the Town finances the Plan should be included in the Annual Town Report.
- THE FINANCE COMMITTEE REPRESENTATIVES TO THE CAPITAL PLANNING COMMITTEE FORMALLY REQUESTED THAT THE AMBULANCE FUND CAPITAL PLAN BE SENT TO THE COMMITTEE. (see below: Actions).

• Progress Report from Ambulance Transport Subcommittee

- The Ambulance Fund Subcommittee met with Ambulance Chief Lt. John Rose who was very forthcoming and detailed in his responses. The Subcommittee would analyze the data and expected to report to the Finance Committee at next meeting (see below: Actions).
- Supt. Weiss wrote to inform the FinCom that the All Island School Committee (AISC) voted to approve the Superintendent's Shared Services office budget by a 9 to 1 vote (see documents on file and below: Actions).
 - The Budget was up 5.22% with the Oak Bluffs share up 5.11% (-\$50,000) plus the share of the MV Regional High School (MVRHS) assessment (-\$24,000).

• Warrant Articles for November 16 Special Town Meeting

The FinCom finalized its recommendations for the Warrant (see 10/21/10 Minutes p. 3-4).

- If the Lodging Tax Increase Article (#1) passed Oak Bluffs would be the first on the Island.
- THE FINCOM RECOMMENDED THIS ARTICLE NOT BE APPROVED: (Vote to approve: 0 AYES, 6 NAYS, 0 ABSTENTIONS).
- Town Clerk Fees Article #2
THE FINCOM UNANIMOUSLY RECOMMENDED APPROVAL OF THIS ARTICLE: 6 AYES, 0 NAYS, 0 ABSTENTIONS.
- Residential Placement Article #3
THE FINCOM RELUCTANTLY RECOMMENDED APPROVAL OF THIS ARTICLE: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

Oak Bluffs Finance and Advisory Committee
November 4, 2010

3

• Police Cruisers Article #4

The issues were: status of Ambulance Reserve Fund, longevity of marked and unmarked vehicles and better rotation schedule.

- Tisbury had a tendency to rely on Oak Bluffs Emergency Medical Technicians (EMT's) to staff its transport runs under the Islandwide Municipal Aid Agreement – negotiations were now proceeding to charge for this extra service.

- A “little red school bus” was being used as a fire scene vehicle to treat firefighters.

• **FRANK CASE MOVED TO RECOMMEND APPROVAL OF THE ARTICLE TO TRANSFER \$41,800 IN EACH OF THE NEXT THREE YEARS FROM THE AMBULANCE FUND TO LEASE FOUR PUBLIC SAFETY VEHICLES; MIKE PERRY SECONDED; MOTION PASSED UNANIMOUSLY 8 AYES, 0 NAYS, 0 ABSTENTIONS.**

• THE FINCOM UNANIMOUSLY RECOMMENDED APPROVAL OF THIS ARTICLE: 8 AYES, 0 NAYS, 0 ABSTENTIONS.

• **Discussion of Park Commission sponsored CPA Warrant Article**

• Creation of Town Park North and East of Seaview Park Article #5

This article was to create a new Park with Community Preservation Act (CPA) funds so that beach amenities/concessions could be funded. It was noted that there was a law stating that if land had been used as a park for 19 years it could be declared such without undue process. No public hearing had been held (this was not unusual). The discussion led to the presentation of the next article.

• Restoration of Clay & Brick Bathhouse, Waban Ave. and Beach Amenities Article #6

• Due to the uncertain nature of Mass. State finances, the late Finance Director Paul Manzi had not allowed the spending of State CPA matching funds until they were in pocket.

• A Federal grant would reimburse 50¢ on the dollar or a 1/3 – 2/3 match (total grant reimbursement \$299,000) for this project provided all three phases were completed by June 30, 2011. Nancy Phillips presented the project (see documents on file) local match being both in kind (work done by Town employees at no extra cost) and CPA funding.

• The consensus of the FinCom was that this was a good project however, they found the finances lacked clarity and the bulk of the rest of the meeting was taken up with a long, detailed discussion.

• The first phase of the project Waban Ave. had exceeded its budget due to an injury which curtailed a Town worker.

• The Engineering Study could be counted in the local match (see 6/18/09 Minutes p.1).

• The Bathhouse was much in need of repair and American Disability Act (ADA) access.

• After discussion / due diligence the CPA Committee voted to recommend 6 ayes, 1 nay, 1 abstention.

• Town Administrator Michael Dutton explained that as the matching funds were taken from the CPA the grant would reimburse the CPA Fund (rather than the General Fund).

**Oak Bluffs Finance and Advisory Committee
November 4, 2010**

4

- Eventually finances were noted as follows:

Cost – actuals and estimated

\$120,000 Waban Ave. (est. grant \$60-80,000) from general fund,
\$490,000 Bathhouse (est. grant \$525,000) hopefully CPA funding,
\$120,000 beach (est. grant \$145,000)
Total \$730,000 (grant request \$724,000)

Town funding match revenues

\$65,000 Engineering Study - voted and spent,
\$290,000 CPA draw - already voted,
\$200,000 additional CPA draw - current request.
Total \$555,000

- The issues were: the gap in funding, the Waban Ave. General Fund draw, CPA reimbursement, and the project deadline.

• **BILL MCGRATH MOVED TO RECOMMEND APPROVAL OF THE ARTICLE TO SEE IF THE TOWN WOULD VOTE \$200,000 FROM UNDESIGNATED AVAILABLE CPA FUNDS TO SPEND ON THER RECOMMENDED SEAVIEW HERITAGE OAK BLUFFS PARKS HISTORICAL COMMISSION AND BOARD OF HEALTH; STEVE AUERBACH SECONDED; 6 AYES, 2 NAYS – MIMI DAVISSON, BILL MCGRATH, 0 ABSTENTIONS.**

- THE FINCOM RECOMMENDED APPROVAL OF THIS ARTICLE: 6 AYES, 2 NAYS, 0 ABSTENTIONS.

- Those voting aye were challenged to find Town funds for the Waban Ave. project.

• **CATHY GOUDY MOVED TO RECOMMEND APPROVAL OF THE ARTICLE TO DEDICATE AS TOWN PARK THE LAND NORTH AND EAST OF SEAVIEW AVENUE; STEVE AUERBACH SECONDED; MOTION PASSED: 4 AYES, 0 NAYS, 3 ABSTENTIONS – MIMI DAVISSON, BILL MCGRATH, MIKE PERRY.**

- THE FINCOM RECOMMENDED APPROVAL OF THIS ARTICLE: 4 AYES, 0 NAYS, 3 ABSTENTIONS.

• **CATHY GOUDY MOVED TO ADJOURN AT 6:46PM; MIKE PERRY AND STEVE AUERBACH SECONDED; MOTION PASSED** (everybody left).

Meeting Schedule/Next Meeting

4:00PM Thursdays, November 18th,
4:00PM Thursdays, December 2nd, and 16th,

Action List:

- Cathy Goudy/Steve Auerbach – send Ambulance Capital Plan to Capital Program Com.
- Bill McGrath – request Supt. letter and budget by email PDF for distribution to FinCom.
- Michael Dutton – include Capital Plan in Annual Report

continued

**Oak Bluffs Finance and Advisory Committee
November 4, 2010**

5

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.

November 16th Agenda:

- Minutes: 6/17/10, 9/28/10, 11/4/10
- Ambulance Sub-Committee Report

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 11/4/10
- Warrant for Special Town Meeting (5 p.)
- OB Annual Town Meeting *funding explanation sheet* 4/14/09
- Vineyard Gazette excerpt 7/15/1930
- OB CPA Proposal FY2010 Funds – Sea View Heritage I Brick Bathhouse and Welcome Area
(37 p.) 10/15/10
- Weiss Cover letter re: FY12 Supt. Shared Services Budget 11/1/10
- FY12 Shared Services Budget Analysis
- MVPS Superintendent's Office and Shared Programs FY12 Proposed Budget – Draft #2.0
(6 p.) 10/28/10
- Superintendent's Office and Shared Programs FY12 Proposed Budget Listed by School District (4 p.)

- **These Minutes approved as written by the Oak Bluffs FinCom 12/2/10.**

Town of Oak Bluffs
Finance and Advisory Committee
Thursday, November 18, 2010, 4:00 PM
Oak Bluffs Library

Present: Chair –Bill McGrath, Steve Auerbach,
Bob Blythe, Frank Case, Mimi Davisson,
Mike Perry,
Others: Maura McGrority,
Town Staff Bookkeeper – Cindy Noyes
Recorder – Marni Lipke
Absent: Cathy Goudy, Hans Von Steiger,
Mac Starks,

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

The meeting came to order at 4:04PM

OLD BUSINESS

• Approve Prior Minutes as Available

All minutes were tabled for the next meeting (see below: Actions).

• FY2010 Closeout?

• First Look at FY2011 Munis Report

Despite repeated requests the Oak Bluffs Finance Committee had received neither the quarterly Fiscal Year 2011 (FY11) Munis report nor the FY10 closeout. Finance Dept. staff Cindy Noyes reported both were progressing with the help of the Departments. She, herself, was learning the ropes and performing the job of two people (see below: Actions).

NEW BUSINESS

• Preliminary Discussion of Blue Ribbon Study to Improve Town's Finances

The Community Development Committee (CDC) examined financial and planning matters and was being used as the research/analysis arm of the Selectmen. They were interested in forming a Blue Ribbon Committee to improve efficiency, save expenses and raise revenue and had invited the FinCom, Selectmen and Town Administrator to their December 15th meeting which they had rescheduled to 4:00PM.

- The FinCom noted that most of the solutions in the Nantucket Report (see documents on file) had already been examined by the FinCom.
- The FinCom debated their role but considered this the jurisdiction of the Selectmen.
- Chair Bill McGrath would speak to Chairs of the Selectmen and the CDC (see below: Actions).

- The issue of the Other Post Employment Benefits (OPEB) trust (see 10/15/09 Minutes p. 3) was a matter of legislative will and there was the general feeling that the Town had not kept up with the spirit of their most recent discussion with the union employees – who were paying 12% of their health insurance premiums into the trust.

**Oak Bluffs Finance and Advisory Committee
November 18, 2010**

2

• Preliminary Schedule for FY2012 Budget Cycle

- Again despite repeated requests the FinCom had received neither a preliminary budget nor an amended revenue forecast, jeopardizing the budget timeline.
- A brief summary of educational financial projections was noted.
- Oak Bluffs proportion of the MV Public Schools (MVPS) enrollment had dropped slightly lowering the Town's High School assessment.
- The OB School (OBS) had not met its Annual Yearly Progress goals and a letter so stating had been sent out to parents (see below: Actions).
- The FinCom discussed the impact and assessment implications of School Choice.
- The FinCom debated whether to present its own budget and/or how to get what was needed from the Selectmen and Town Administrator, i.e. a first draft of the FY12 Budget at their December 2nd meeting with amended revenue projections.

• FRANK CASE MOVED TO DIRECT MICHAEL DUTTON THAT A LETTER GO OUT TO ALL TOWN DEPARTMENTS WITHIN THE NEXT SEVEN DAYS THAT THEY PRESENT A ZERO BASED AND 0 PERCENT INCREASE OVER THE FY11 BUDGET LEVELS –ANY INCREASES TO BE JUSTIFIED BEFORE THE FINCOM; MIMI DAVISSEON SECONDED; SECOND WITHDRAWN AND RETURNED; MOTION FAILED: 1 AYE – FRANK CASE, 5 NAYS, 0 ABSTENTIONS.

• BILL MCGRATH MOVED TO INFORM ALL SELECTMEN, TOWN DEPARTMENTS AND TOWN ADMINISTRATION THAT THE PRELIMINARY FY12 BUDGET WAS THE SAME AS THE FY11 BUDGET AND THAT ANY INCREASES WOULD HAVE TO BE JUSTIFIED TO THE FINANCE COMMITTEE; FRANK CASE AND MIMI DAVISSEON SECONDED; MOTION PASSED UNANIMOUSLY: 6 AYES, 0 NAYS, 0 ABSTENTIONS.

- There was a brief discussion on FinCom membership and absenteeism.
- IT WAS THE CONSENSUS OF THE OB FINCOM TO CONTINUE TO MEET IN THE OAK BLUFFS LIBRARY.

• STEVE AUERBACH MOVED TO ADJOURN AT 5:29PM; BOB BLYTHE SECONDED; MOTION PASSED and everybody left.

• Meeting Schedule/Next Meeting

OB FinCom - 4:00PM Thursdays, December 2nd, and 16th,
CPC/Selectmen - 4:00PM Wednesday, December 15th.

Action List:

- Bill McGrath –send request to Cindy at cnoyes@oakbluffsma.gov
- Cindy Noyes - email FY11 report as of 11/30/10 and the first 5 months of FY10.
- Bill McGrath – contact Duncan Ross/Selectmen & Terry Appenzellar/CDC
- if appropriate attend 12/15 CDC meeting.
- Bill McGrath – request information re: reaction to AYP letter and how many students chose to leave OBS?
- Bill McGrath – include dates of minutes in agenda 6/17/10, 9/28/10, 11/4/10
- Bill McGrath – ask Hans Von Steiger re: membership/absences.
- Bill McGrath – Post meetings and maybe public meetings?

continued

**Oak Bluffs Finance and Advisory Committee
November 18, 2010**

3

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.

December 2nd Agenda:

- Minutes: 6/17/10, 9/28/10, 11/4/10, 11/18/10
- FY12 Budget Draft #1
- Ambulance Sub-Committee Report

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 11/18/10
- Report of The Ad Hoc Fiscal Committee (24 p.) 10/15/10

• These Minutes approved as amended by the Oak Bluffs FinCom 12/2/10.