Oak Bluffs
Community Development Council
Ad Hoc Fiscal Task Force Sub Committee
Task force email: obadhocfinance@gmail.com

CDC Meeting #149
Task Force Meeting # 11
Minutes of 08.24.11
9am-Town Hall Meeting Room
Members in attendance:

Chairman Terry Appenzellar, Priscilla Sylvia, Fred Hancock, Renee Balter, Nancy Phillip, James Westervelt (recorder)
Non-Voting members Christine Flynn (MVC), Board of Selectmen Chairman Kathy Burton

Item: Minutes

Minutes of meeting Ad Hoc Fiscal Task Force meeting #10 (CDC #148 on 08.10.11) were read, and approved.

Item: Public Comment- None

Item: Review

Terry reviewed the goals and objectives of the task force. The goals and objectives will be read at the start of all meetings to keep the task force focused.

"To review certain aspects of Town of Oak Bluffs' fiscal situation toward resolution of projected deficits. The examination should consider future economic expectations (growth, recession) and propose revenue increases and/or spending reductions as well as efficiencies (town and regional, including privatization). The committee report should document all opportunities reviewed, including those already implemented by the Town.

Objective:
- **a. develops criteria for essential Town services.**
- **b. recommend efficiencies in Town operations, including cessation, privatization and regionalization.**
- **c. recommend potential spending reductions.**
- **d. recommend potential revenue increases.**

Item: Update

Terry reported that she was asked by BOS Chairman Kathy Burton to present the task force report of the Police Dept. to the full BOS at their Sept. 6th meeting. Kathy suggested an executive summary rather than reading the whole report at the meeting.

Kathy Burton reported meeting with I.T. Travis Larsen, BOS Santoro, Shelley Carter, and Jim Dunn regarding the MUNIS computer system with the capability for tracking fees and fines for the town. The MUNIS component for managing such things is now in our system. Kathy said Travis is putting the final touches of the software components so all will be functional. Another meeting of this group is scheduled for August 31st at 1pm. Renee will attend this meeting.

The recently update task force fee schedule worked on by Priscilla will be introduced into the MUNIS system as part of a multi-step process in bringing proper management over the tracking and collecting of municipal fees.

Item: Police Dept. report

The task force has not received any further comments from the Chief.

Item: Fees & Fines

Priscilla reported that some departments have still not responded to the fee update request. The task force then reviewed and discussed the fee schedule.

The issuance, collection, enforcement and follow-up of town fines are problematic just as town fees are. Terry suggested that each department have a list of roles and responsibilities for collection of fees and fines. Nancy said there needs to be a paper trail so responsible parties can be identified. She also said this would be good for getting work done by having "dated work orders". Each employee could then be objectively evaluated on his or her job performance. It was agreed by all that identifying the department and employee with the responsibility for fees or fines was a top priority. Terry said she

would work on a matrix to go along with updated fee and fine schedules for the task force review with the goal of identifying the responsible department and employee.
Priscilla said some town by-laws "text" and fees are out of date. Priscilla will continue with updates.
Renee suggested that each department that has a town by-law regulation needs to review the applicable language and fee to see if updating is needed.
The task force also discussed using property liens for fine and fee non-payment and no future permits granted until payment is made.
The task force was directed to review the 07.13.11 email from Priscilla on fines and fees.

Item: Miscellaneous

A meeting of the BOS, finance people, personnel board, and ad hoc people will be held on 09.1.11 and 09.06.11. Terry said that we should begin to look at the Fire and EMS at our next meeting.

Item: Public Input-None

Adjournment: 10:36am

Future meetings: 9.14, 9.28, 10.12, 10.26, 11.9, 11.23, 12.14, 12.28, and 1.11.12.

Documents:

Town fee and fine schedule as compiled by the task force.

Oak Bluffs
Community Development Council

Town Hall Meeting Room
Meeting #149
08.24.11
9am

Members Present:

Terry Appenzellar, Priscilla Sylvia, Renee Balter, Nancy Phillips, James Westervelt (recorder)

Minutes:

The CDC did not conduct any CDC business on previous meeting day except the above ad hoc task force so there were no minutes to approve.

Adjournment 10:36am