

Town of Oak Bluffs
Finance and Advisory Committee
Thursday, January 17, 2019, 5:00 pm
Oak Bluffs Library Second Floor Conference Room

Present: Chair – Bill Vrooman, Bernie Crossland, Maura McGroarty, Ray Moreis,
Mike Taus, Walter Vail*,
Absent: Bob Gaffey, Herbert Kiehn, Richard Weiss,
Town: Town Accountant – Deb Potter,
Police – Chief Erik Blake, Sgt. Mike Marchand, Tim Williamson,
Others: Recorder - Marni Lipke * Late arrivals or early departures,
noted solely to mark vote counts.

• The Oak Bluffs Finance and Advisory Committee (FinCom) came to order at 5:05PM.
(Recorder's Note: Discussions have been summarized and grouped for clarity and brevity.)

• **Approve Minutes (1/10/19)** - Tabled

• **Complete 2020 Budget Review** (See Minutes: 12/20/18 & 1/10/18 & documents on file.)

Board of Selectmen (BOS)

If a Department had completed work but not yet been invoiced, the amount (\$1,700) could be encumbered for that fiscal year (i.e. not counted towards Fiscal Year 2019 (FY19). However Town Accountant Deborah Potter strongly encouraged Departments to avoid such procedures.

Council On Aging (COA)

Custodial work for all municipal buildings was bid out but the COA had specific requirements.

Veterans Services

This allocation (reimbursed by State Cherry Sheet funds) depended on veteran population and was difficult to predict in terms of families moving in and out of Town, deaths, etc.

Library

Salaries rose due to resignations, replaced at higher salaries—in keeping with the job market. In addition Town staff was slowly being brought into compliance with the classification/compensation study.

- Maura McGroarty asked if double shifts at night might be replaced with intermittent Police presence.

Parks/Recreation

- Increased landscaping costs in a tight year were due to contract rebid and expansion.

Maturing Debt

- Bulk Head, Fuel Facility and Leonardo Lots debt would drop off this year—which would cause a spike in FY21/22.

- The Town Hall bond was from the original design and \$1,000,000 had already be spent on architects, land preparation, trailers, etc.

- Most bonds were laddered or had restrictions precluding early pay-off. Many had been refinanced for lower interest rates.

Wastewater

As an enterprise fund, expenses had to match revenues and State auditors expected self-sufficiency or surplus. The Department had not been paying attention and in keeping with State request, the budget was reduced to conform to income. The other options were to increase the rates or use retained earnings.

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Dukes County Retirement System (Treasurer/Collector Fixed) came in at 12.72% increase or \$1,233,094, which threw the budget off about \$106,000.

• Police Budget Review (See documents on file.)

• By replacing a highly credentialed top step Detective (resigned) with a patrolmen, Police Chief Erik Blake brought his budget in at 2%. However Town Administrator Bob Whritenour reduced Overtime (OT) from \$197,000 to \$179,000 bringing the raise to 1.5% (see below: Actions).

- Officers and the Chief were in the last year of three-year contracts.

• The Quinn Bill expenditure would fade out with attrition of veteran members.

• 12 years ago the minimum training requirement for a special police officer was 40 hrs. and now it was 900 hrs., essentially eliminating the market. As special officers became scarcer (no applications were received this year) the Department was considering unarmed seasonal employees. It would also mean a rise in overtime costs as specials were paid - \$20/hr. versus - \$80/hr. for a full officer. Of the three current year-round specials, two were moving on to other positions.

• Returning seasonal officers received a step and a raise. The Selectmen requested an extra officer for code enforcement.

• Staffing was adjusted to fit the season by means of Chief Blake mandated on: shorter shifts, taking comp-time, etc. The Department was staffed for January and under-staffed in the summer. Minimum staffing standards and best practices, insured police had adequate back up and set the number of police per municipal population counts.

• The Department made about 200-250 arrests per year and cooperated with other Towns on staff fill-ins.

• There was a discussion on automated parking meters, which would bring in revenue and reduce staff hours (no more chalking tires) with possible Town resident exemption stickers. The Town lost - \$300,000 in outstanding parking tickets because Massachusetts had no reciprocal agreement with other states. Parking revenue was - \$75-78,000/yr.

• Department vehicles were reviewed. Only the Chief's was authorized for personal use. Vehicle rotation was determined by hours not mileage, as even when stationary cruisers supported: computers, radar, radios, cameras, etc. (Personal cameras tended to distract from police work due to stringent regulations.)

• Maura McGroarty had drafted a chart of past police budgeting versus actuals.

• Accountant's Comments - None

• Member Comments (See below: Meetings/Events & Actions.)

• Public Comments - None

• Adjourn

• MIKE TAUS MOVED TO ADJOURN AT 6:25PM; WALTER VAIL SECONDED; MOTION PASSED UNANIMOUSLY.

Meetings/Events:

OB FinCom - 5:00PM, Thursdays, January 24, 2019 - Fire/EMS Bldg.

OB FinCom - 5:00PM, Thursdays, January 31, 2019 - OB Library

OB FinCom - 5:00PM, Thursdays, February 7, 14, 21, 28, 2019 - OB Library

OB FinCom - 5:00PM, Thursday, March 14, 2019 - OB Library

AIFC 5:00PM, Thursday, March 28, 2019

Special & Annual Town Meetings - Tuesday, April 9, 2019 - MVRHS PAC

continued

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Action List

- Bob W./Erik B. – confirm FY20 Overtime figure.

Ongoing Action List from previous meetings

- Future Agenda Items:
 - Police Department Finances
 - Trash/Waste Analysis
 - Parking Mitigation Follow-Up
 - Reserve Fund Increase
 - Town Cleaning Services Analysis
 - Auditor Management Letter Update (January, March, June, September)

Documents on file:

- Agenda 1/17/19
- Sign In Sheet 1/17/19
- * Town of Oak Bluffs Finance Committee, Budget Calendar Fiscal Year 2020
- OBPD Vehicle Inventory 1/16/19
- Police Budget
- Summary of Human Service Costs fro Martha's Vineyard by Funding Formula Fiscal Year 2019
- Martha's Vineyard Regional High School District January 2, 2019 Certified Budget for FY'20, Example of Regional Formula Calculations 1/3/19
- FY19 YTD (19-13) FY20 Draft Budget (9 p.) 1/9/19
- Town of Oak Bluffs Employee Organizational chart 2019/2020

- **Minutes approved by the OB FinCom 1/24/19.**