

Minutes
West Tisbury Finance Committee Meeting
January 4, 2011
Public Safety Building

Present: Sharon Estrella - chair, Brian Athearn, Al DeVito, Greg Orcutt and Jonathan Revere.

Guests: Bruce Stone, Town Accountant; Richard Knabel, BoS; Jen Rand, Executive Secretary; Kathy Logue, Town Treasurer; Kristina West, Assessor; Ernie Mendenhall, Building Inspector; Tucker Hubbell and Julie Keefe, Zoning Board of Appeals; Simone DeSorcy, Planning Board.

The meeting was called to order at 4:30 p.m.

Executive Secretary's Budgets

Selectmen #122

At Bruce's request, Jen has moved some items from Town Hall to Selectmen to better reflect actual expenditures. This includes line #5346 Advertising, line #5730 Dues and Membership, and an increase to line #5710 Travel. Bruce explained that expenditures to the Town Hall should only be those connected to the actual building, not to personnel in the building. Jen, when asked about the increase in advertising, explained that there have been a lot of ads to fill positions on committees.

Greg moved, seconded by Brian, to preliminarily approve the Selectmen's budget budget. The motion passed 5-0.

Legal Services #151

Jen has increased this budget by \$5,000 due to under funding in FY10 which resulted in a Request for Transfer. Also, tracking of legal expenses indicates the need for the increase. Jen will re-evaluate the amount before the warrant closes. She explained that some old cases that had been somewhat dormant have been re-activated along with new cases. Jonathan would like to see a breakdown of cases being worked on and for which departments.

Greg moved, seconded by Jonathan, to preliminarily approve the Legal Services budget. The motion passed 5-0.

Public Restrooms #185

Level funded. Restrooms at the Grange are rented from the town to provide public restrooms. People also use the restrooms in the town hall, library and sometimes in the Howes House. With so many options in the center of town, Sharon felt that money would be better-spent maintaining town-owned restrooms rather than renting from the MVHPT.

Brian made a motion, seconded by Jonathan, to preliminarily approve the Public Restrooms budget. The motion passed 3-2.

Town Hall #192

Overall has gone down, partly due to the shift of line items to the BoS budget.

Brian made a motion, seconded by Greg, to preliminarily approve the Town Hall budget. The motion passed 5-0.

Town Property & Liability Insurance #193

Jen based cost on guidance from insurance company. Increase is usually around 5%. Last year's actual was higher, so Jen has gone to 9.9% to make a correction for last's year's underestimate.

Jonathan made a motion, seconded by Brian, to preliminarily approve the Town Property & Liability Insurance budget. The motion passed 5-0.

Town Reports #195

This budget has been slightly raise to reflect increases in printing costs. Each book costs app. \$8.00. Jen has stopped doing colored covers due to the expense.

Greg made a motion, seconded by Brian, to preliminarily approve the Town Reports budget. The motion passed 4-1.

Town Clock #196

Though the clock keeper has annually declined this stipend, it is budgeted each year in the event that it is accepted.

Al made a motion, seconded by Brian, to preliminarily approve the Town Clock budget. The motion passed 5-0.

Public Officials Liability Insurance #945

As with the Town Property & Liability Insurance, this line item is being adjusted for an underestimate from last year.

Brian made a motion, seconded by Greg, to preliminarily approve the Public Officials Liability Insurance budget. The motion passed 5-0.

Cemeteries #491

Only increase is to property services for mowings.

Al made a motion, seconded by Jonathan, to preliminarily approve the Cemeteries budget. The motion passed 5-0.

Town Treasurer**Treasurer #145**

\$2,000 has been added to line #5300 Professional & Technical Services. This is not a new service, but is being paid differently.

Jonathan made a motion, seconded by Al, to preliminarily approve the Treasurer budget. The motion passed 5-0.

Tax Title Foreclosures #158

Level funded.

Brian made a motion, seconded by Jonathan, to preliminarily approve the Tax Title Foreclosures budget. The motion passed 5-0.

Debt Service #710/751/752

Greg made a motion, seconded by Jonathan, to preliminarily approve the Debt Service budget. The motion passed 5-0.

Employee Benefits #911-916 inclusive

#911 County Retirement has gone up from the December 15, 2010 estimate of \$280,200.03 to an actual appropriation of \$286,500.00, probably due to a difference in allocation between towns.

#914 Health Insurance Kathy has been conservative in her estimate to be able to cover the highest possibility of those insured. A more accurate figure will be available the end of February or beginning of March.

#912 Worker's Compensation is level funded.

#913 Unemployment Insurance has been lowered slightly because no claims have been filed.

#915 Life Insurance is reduced slightly.

#916 Medicare Tax has to be increased by 5% each year.

Jonathan made a motion, seconded by Brian, to preliminarily approve the Employee Benefits budget. The motion passed 5-0.

Data Processing #155

Stipend was established in FY11 to pay Bruce and Kathy. Kathy does most of the budget data. Both Kathy and Bruce are available to troubleshoot for any town hall employees.

Line item #5240 Repairs & Maintenance Services covers service contracts, software, licensing, support agreements, website services, and upgrades.

Line item #5300 Professional & Technical (services) is for consulting/services related to GIS, interdepartmental coordination/communication, and planning.

Line item #5580 Other Department Supplies is for upgrade of hardware and software licensing to maintain a level of efficiency.

Greg made a motion, seconded by Brian, to preliminarily approve the Data Processing budget. The motion passed 5-0.

Board of Assessors #141

Revenue estimate has been reduced to be more in line with money that actually comes in.

There is very little fluctuation in the expense items resulting in an overall reduction of -0.7% for expenses.

Jonathan made a motion, seconded by Brian, to preliminarily approve the Board of Assessors budget. The motion passed 5-0.

Building Inspector #241

Permits are picking up a bit, therefore Ernie has projected a modest increase in permits revenue and a corresponding increase in inspections compensation.

Expenses are level funded.

Greg made a motion, seconded by Brian, to preliminarily approve the Building Inspector budget. The motion passed 5-0.

Zoning Board of Appeals #176

No significant changes. Budget over all is down -0.9%.

Jonathan made a motion, seconded by Brian, to preliminarily approve the Zoning Board of Appeals budget. The motion passed 5-0.

Planning Board #175

Level funded with minor modifications.

Brian made a motion, seconded by Jonathan, to preliminarily approve the Planning Board budget. The motion passed 5-0.

Other Business

Bruce handed out a revised Tri-Town Ambulance budget for review before a second meeting with the Tri-Town Ambulance Board and personnel. There is an 80% increase in the assessment. Bruce also handed out a revised overall budget that reflects this increase. At this point the entire budget is up 4%. Most of the increase comes from the schools and the Tri-Town Ambulance.

Town Accountant #135

Only change is 3.2% salary increase. Bruce moves to the highest step next year. This will be his last step increase.

Al made a motion, seconded by Jonathan, to preliminarily approve the Town Accountant budget. The motion passed 5-0.

Old Business

Brian has spoken to Dan Cabot about meeting with the UIRSD committee. They are still working it out.

Scheduling review.

Minutes

Minutes were discussed, but no vote taken.

Future meetings

Tuesday, January 11, 18, 25, February 1, 8 and 15, 4:30 at the Public Safety Building.

There being no other business, a motion for adjournment was made and seconded. The meeting was adjourned at 6:30pm.

Respectfully Submitted,
Nancy Rogers, Administrative Clerk