

FY24 Budget Hearing # 1 January 18, 2023 4:30 PM Meeting Minutes

Present: Fincom: Chairperson Susan Murphy, Rob Hannemann, Vicki Divoll, Bruce Golden, Eric Glasgow and Marshall Carroll. *Don Leopold was not present.* Select Board: James Malkin. *Chairperson Rossi and Warren Doty were not present.* Others: Accountant Ellen Biskis, Treasurer D. Barns, Town Administrator Tim Carroll, Diana DeBlase, Lynn Freaker from MVTv, Eunki Seonwoo from MV Times, Town Clerk Jennifer Christy, Conservation Officer Kara Shemeth, Administrator Alison Kisselgof, Ann Wallace and Rich Osnoss. (18)

At 4:30 PM Chairperson Murphy called meeting to order in the Chilmark Community Center 520 South Road Chilmark.

Accountant spoke to the new process of online budget and some updates still needed. Chairperson Murphy said we are all on laptops instead of paper for the first time and using the new software. We are reviewing local budgets tonight to work out bugs in the process. Welcome Town Clerk Jennifer Christy to present the Town Clerk Budget for FY24.

Budget #161 - Town Clerk:

Ms. Christy presented the budget proposals for FY24.

Ms. Biskis pointed out that there is extensive supporting documentation prepared by the Town Clerk in the clip icon in the software budget line. Ms. Christy emphasized that the Clerk department is a team event. This department has grown with number of election days and much more recording needed. Ms. Christy said she has added a salary line for assistant town clerk. Statistics: in the years since started in position we are now up 22% resident numbers and have increase 36% in voters. Recording during elections and public record requests have increased quite a bit. Ms. Christy said that the assistant clerk position needs to be compensated. MS. Christy said the other increases effecting this budget reflect increases in cost; postage and dog license supplies.

Chairperson Susan Murphy noted the increase is about \$5,000.00 for assistant clerk and total increase to budget is about \$10,000.00. Chairperson Murphy thanked Ms. Christy for this budget presentation.

Budget #175 - Planning Board:

Rich Osnoss Chairperson of the Planning Board said the board is thankful for their Administration Support by Jennifer Christy. Might have some mailing increase to send information to residents. Mr. Glasgow asked if the \$20,000 increase request is already earmarked for project costs. Mr. Osnoss said not yet, this is for consulting fees for Master Plan updates. Accountant Biskis pointed out numbers starting with 900 series in software budget sheets are warrant articles.

At 4:44 PM David Vigneault from the Dukes County Regional Housing Authority arrived.

Mr. Glasgow asked what the Planning Board is working on now. Mr. Osnoss said we are working on 3rd change to the pool bylaw / to possibly be less restrictive to be parallel with State code. The change from "Must" to "recommend". We are still working out the final wording.

Planning Board Continued...

Mr. Osnoss said the energy efficiency aspect is very important. With no further questions for the Planning Board about the proposed budget for FY24 Chairperson Murphy thanked Mr. Osnoss for presenting.

Budget # 176 - Zoning Board of Appeals:

Alison Kisselgof the Board Administrator presented this proposed budget. Ms. Kisselgof said this budget is going down from FY23. Ms. Kisselgof said she has narrowed the wording for hearing advertisements and brought cost down considerably. Ms. Kisselgof explained line per line to be true to spending needs with data from this year.

Accountant Biskis said this salary line shows 0 for last year but if go to budget #122 it is there. But going forward this will be in each department with this new software. The salaries will have a 4% COLA and 3% (one year) adjustment.

Town Administrator Carroll discussed need for future changes to staffing committees and boards.

Budget # - 185 Housing:

Alison Kisselgof, Ann Wallace and David Vigneault Director of the Dukes County Regional Housing Authority were present to discuss the town's assessment.

Mr. Vigneault said this proposed budget will increase 6.85%. This is due to 2 factors the COLA and step and that long time Administrative staff person Barbara Hoffman will be retiring. We will replace her with new hire so there will be an additional cost of a health plan. We see this increase significantly because Barbara was on her husband's insurance plan. Mr. Vigneault discussed the screen shared data supporting the Dukes County Housing Authority budget and assessments to each town. Chairperson Murphy thanked Alison, Ann and David for this presentation.

Budget #171- Conservation Commission:

Kara Shemeth the Administrator and Conservation Agent was present to discuss this budget. Tim Carroll said this is time to discuss some of the changes in staffing he mentioned earlier. Kara will be only doing the ConCom. The Administrative support for Park & Rec, Cemetery, etc. will need to be re-considered. Ms. Shemeth discussed each budget line. Ms. Shemeth said we don't have a legal budget line but are involved in 2 lawsuits. Ms. Shemeth said she worked to secure CZM Grants that will be covering some dune restoration projects in Menemsha.

Budget # 179 – Community Preservation Committee:

Ms. Shemeth also presented the FY24 budget for this department. Accountant said the CPA budget reimburses this budget. Tim Carroll said these will be modified when we have updated numbers.

Budget #292 - Animal Control Officer:

Town Administrator Tim Carroll presented this budget. There is no change from last year. Chris Murphy is our ACO and Animal inspector and has held these positions for many years. Mr. Carroll said so far Chris Murphy has had no luck getting someone interested to step into position to prepare for his retirement. 523 hours divided from 52.2 weeks, estimated at 15 hours a week. Tim Carroll said the ACO now needs yearly training. Our ACO has not done the training but we are satisfied with the service he is supplying to the town.

Budget #296 - Animal Inspector:

Tim Carroll presented this budget. This budget is level funded.

Budget #114 - Moderator:

Tim Carroll presented this budget. This is stipend \$100.00 annually.

Budget #122 - Select Board:

Tim Carroll presented this budget. Mr. Carroll said 2 administrators broken out differently; this is the salaries for Kisselgof and Shemeth.

IT Stipend during COVID and we will keep this in as the IT vendor gave us a quote of \$140,000 we said no to, so having the local support is essential. Expense line 5700 reduction to town report printing is an error. It should not be \$25.00 should be \$8,000.00. Mr. Carroll said we will be printing about 300 town reports. Tim Carroll said we are working on additional position of Staff Supervisor/ coordinator/ HR position. It's still in the works with Bill Rossi and Don Leopold.

Budget #131- Finance Committee:

Tim Carroll said we could reduce office supplies. Accountant Biskis said you listed \$450.00 as total. Mr. Carroll said yes.

Chairperson Murphy said we have \$40,000 FinCom fund as a warrant article. Tim Carroll said he would be increasing this considerably; with a 12 million budget \$40K is not enough. Will have placeholder of \$100,000, may be different.

Accountant Biskis gave a tutorial on the budgeting software data browser button and updates during this process changes will be made. The Town overall FY24 budget at this time is at 7.81 % increase. Big benefit of this new software is it is updated daily, the report is static. This is how each department head can monitor their management reports. Having completed all of the listed budgets for agenda Chairperson Murphy asked if additional budgets could be taken care of tonight. Accountant Biskis offered Accountant budget.

Budget #135 – Accountant:

Ellen Biskis said Software line from \$7,000 to 23,000. \$15,000 per year 3 year contract rest is level funded.

Budget #149 – Auditor:

Accountant Biskis presented this budget. Ms. Biskis said this year we have a \$1,000 increase, and yearly for next 3 years. We had delay in closing out FY22 so audit delayed also.

Chairperson Murphy said a change to the schedule for budget hearings is Social Services will be moving from January 24th to Feb 8th

Chairperson Murphy also noted that on January 24th & 25th need to be finished by 6:00 PM.

James Malkin said as an overview sitting in on many island meetings. He has seen litigation increasing. Concern of character of island with all of the money people moving here. A lot of regulation and increase of population of demanding people. HRB working with staff and how to organize town hall operations ongoing. Huge capital costs to the entire island. Increased inflation is effecting this budget as well. Town need to come to grips with new reality.

Minutes from meetings held on 3/17/22, 4/28/22, 7/14/22, 9/26/22 and 11/17/22 were reviewed. Mr. Hannemann moved to approve as presented. Ms. Divoll seconded the motion.

SO VOTED: 6 Ayes 1 not present.

At 5:46 PM with no further items to discuss, Mr. Glasgow moved to adjourn. Ms. Divoll seconded the motion. **SO VOTED: 6 Ayes 1 not present.**

Minutes respectfully submitted by Diana DeBlase.

APPROVED 01/19/2023

Documents:

- ZAI software budgets and data support documents for Town of Chilmark on each committee and board members laptops.