

## Finance Committee November 14, 2019 Meeting Minutes

**Present:** Chairman Rob Hannemann, Don Leopold, Bruce Golden and Eric Glasgow. Not present were: Vicki Divoll (attending the MVRHS meeting as FinCom liaison), Susan Murphy and Marshall Carroll.

At 5:05 PM Chairman Hannemann called meeting to order in the second floor meeting room in Chilmark town hall.

### Minutes:

Draft minutes from the FinCom 10/24/19 were reviewed. Chairman Hannemann had one item concerning the liaison assignments to town committees and departments; he did not sign up to be liaison to the Con Com but will do so if needed. Mr. Golden moved to approve minutes.

Mr. Leopold seconded the motion.

**SO VOTED: 4 Ayes, 3 not present** *Vicki Divoll, Susan Murphy and Marshall Carroll*

### Guidance for departments & agencies for FY21 budget preparation:

Discussion ensued. Mr. Glasgow asked if we had any indication about the health insurance costs. Tim Carroll said we are advised to figure a 10% increase but it is usually much lower.

Mr. Glasgow moved to advise departments & agencies to keep their budget requests at less than the 1.5% increase not including existing labor expenses. Mr. Leopold seconded the motion.

**SO VOTED: 4 Ayes, 3 not present** *Vicki Divoll, Susan Murphy and Marshall Carroll*

### Capital Plans and Financial Policies:

Tim Carroll discussed the materials he compiled for the FinCom. Document adopted by the Selectmen on January 7, 2014 that outlined the current Financial Policies. Mr. Carroll asked the members of the FinCom to review the materials and if there are recommendations to please bring them to the next meeting so we can reaffirm our policies. Mr. Carroll explained this is a good process in keeping our AAA bonding rate. Policies are broken out in the following categories:

- Debt Policy
- Reserves & Liquidity Policy
- Revenue & Expenditure Assumptions
- Budget Amendments & Updates
- Budget Process
- Free Cash
- Projects
- Capital Improvement Policies
- Stabilization - General
- Stabilization - Fire Department
- OPEB trust fund
- Ambulance Receipts Reserved For Appropriation
- Waterways Improvement Fund
- Police Vehicles
- Highways

Mr. Carroll said the Capital Planning Committee consists of Eric Glasgow, Vicki Divoll, Bruce Golden, James Malkin, Melanie Becker, Ellen Biskis and himself.

There was discussion of when the next Capital Planning Committee will meet. December 12, 2019 at 4:00 PM was agreed upon.

Mr. Carroll also referred to the Capital Improvement Program Fiscal Years 2012-2025 Guidelines for the Preparation of Capital Project Requests (dated 11/4/2019). Mr. Carroll said these documents are for you to read and again if you have recommendations to please let him know.

FinCom Liaison Updates:

Rob Hannemann - Up Island Regional School District & Conservation Commission  
Vicki Divoll - Martha's Vineyard Commission, MV High School, Beach, Library & Legal  
Don Leopold - Social Services  
Susan Murphy - Harbor, Shellfish & ZBA  
Marshall Carroll - Town Buildings, Board of Health, MV Refuse District  
Bruce Golden - Fire Department & Highway  
Eric Glasgow - Tri-Town Ambulance, Police and Safety Building when needed

FinCom members present said they have not yet met with their assigned Boards & Committees. Mr. Carroll said this should take place at the beginning of December as the proposed FY22 Budgets are due to him by December 31. Mr. Leopold will make an initial contact with the Social Services (8 organizations) before Thanksgiving. Mr. Glasgow asked if there was someone assigned to the Building Department. Mr. Carroll said there are over 50 department, boards and agencies that submit budgets and we don't assign a FinCom liaison to all of them. Discussion turned to the Building Department hours and how the town will proceed with what is needed in town. There was discussion on if the town should consider adding to the budget to start a trainee position for Building Inspector or hire another inspector to cover more than 8 hours a week that Mr. Jason will be doing starting in December 2019.

COLA 2021:

FinCom members present acknowledged receiving the Human Resource Board recommended COLA for FY2021 of 1.5% (increase).

At 6:07 PM Chairman Hannemann asked if there were any other items for discussion. With no further items Chairman Hannemann moved to adjourn. Mr. Leopold seconded the motion.

**SO VOTED: 4 Ayes, 3 not present** *Vicki Divoll, Susan Murphy and Marshall Carroll*

Minutes respectfully submitted by Diana DeBlase.

**Approved 01/30/2020**

Document list:

- Draft minutes from 10/24/19 meeting
- Agenda posting (as meeting guideline)
- 12/17/2013 Financial Policy documents
- Capital Improvement program by Tim Carroll 11/4/2019