

DRAFT Chilmark Budget Hearing FY25 January 29, 2024 4:00 PM Meeting Minutes

Present: Select Board: Chairperson Bill Rossi, James Malkin and Marie Larsen.

FinCom: Chairperson Susan Murphy, Linda Coutinho, Deb Hancock, Vicki Divoll, Bruce Golden and Marshall Carroll. Don Leopold was not present.

Others: Tim Carroll, Diana DeBlase, Sarah Smith, D. Barnes, Adam Petkus, Patty Egan, MVTV Videographer Lynn Christoffers.

At 4:00 PM Chairperson Murphy & Chairperson Rossi called the meeting to order in the Select Board meeting room.

Town Offices / Building Maintenance # 192

Patty Egan the Facilities Manager introduced herself to members of the FinCom who did not already know her. Ms. Egan said she started at this job May 2, 2023 and a lot has been going on with the town buildings.

Ms. Egan's Building Facilities to Manage are:

Town Hall

Cross Rd Fire Station

North Rd Fire Station

Ambulance HQ

Police Station

Library

Community Center

Other buildings to consider:

Post Office (USPS pay for)

Beach shacks (2)

Cemetery shack

Highway / Shellfish shack

The Comfort Station and Harbor shack are under the Harbormaster management but they will communicate resources.

Ms. Egan gave brief outline of some of the items for the buildings that need attention.

Town Hall: Ms. Egan said we are making great strides with plumbing improvements. Issues with clog in the septic cost about \$11,000 to eradicate. Change to pitch of the pipes. Town now has a great plumber company onboard; Manzone Plumbing. Maintenance has been deferred for a few years so we are catching up now.

Ms. Egan said we are working at getting away from bottled water. We are working toward a system being in place; have a new filtration and dispensing to bring onboard. Mr. Golden said how we can make it taste better for employees who complain about that. Ms. Egan explained.

Library: Ms. Egan said new roof and HVAC needed, working with engineers. Looking into grants to offset some of these expenses for the library. Have a plan and contractors we can move forward with. Nelson Mechanical as Brennan has sold his company. Windows, and plumbing are also an issue. Ms. Egan said a priority is to have the cast iron scale removed. There is a 2 part epoxy coating for the library that might be a solution.

Tim Carroll said looks like we need to increase **Department # 192** the other purchase services line # 5399 for cleaning service, looks like that was removed accidentally.

Community Center: Ms. Egan said we are working towards getting funding from RISE to insulate the chair & table storage room, as there is none at this time and will improve heating and cooling of the building.

Lighting; we still have \$3,000 warrant for lighting. Contacted a person for consultation to give us options and we ask for more grants RISE. Dimmable lights for gym class to weddings. Paint job and refinish floor. Kitchen could use some attention too. Tim Carroll said it has been 30 years since CCC was renovated so outside of all warranties.

Jim Malkin recommended Ms. Egan sit down with Tim Carroll to determine what Capital vs maintenance items are and put into 2 lists.

Chairperson Rossi recommended using the joint maintenance account we share with CTAC for the maintenance of CCC.

Adam Petkus joined Ms. Egan to explain the process of getting building maintenance plans in place. Mr. Petkus said town is very lucky to have Patty on board. We are still pulling data together but by next year for this meeting we will have a very comprehensive list. This would also include beach shacks etc. so the town doesn't need to rebuild but can utilize for many more years. Energy committee working with us to get some money for these projects.

Chairperson Rossi said this has been long overdue and we need to understand the expenses. Ms. Larsen said its great Patty is working with everyone building communication and services. Ms. Larsen said Ann Wallace been a great help too with the organizing process.

Accountant distributed new documents to follow discussions.

Tim Carroll pointed out that the Custodian line underfunded. We will have a recommendation after the Collin's Center Compensation & Classification study on what that should be.

Electricity: Tim Carroll said we have solar panels to offset, and we mingle budgets to pay Vineyard Power who owns the Solar PV at the Tabor House location. Tim Carroll also explained we have stranded credits that need to be pulled out by reassigning the schedule Z and that can be done twice a year. Energy Committee was going to work on this but have given back to town administrator to maintain. Mr. Carroll asked for Ms. Coutinho to share her expertise to help with this.

Chairperson Rossi asked who we will work with to maintain the landscaping at the new buildings. Ms. Egan said Morgan has expertise and is willing. Chairperson Rossi said we have a deer problem the landscape and contractor own the landscaping for the first year. Going to have a fight about this the evergreens need care. Maintenance contract estimate for when the warranty expires. Chairperson Rossi said he would work on that.

Tim Carroll discussed Computer maintenance and said much more complicated to become compliant. \$100,000.00 is what we are budgeting and still not enough. Tim Carroll said the Nation is going to subscription base licensing estimate cost to be \$24,000.00

Tim Carroll said about Training and computer support; we have 2016 Microsoft Office now but will need to update so everyone will need training. Mr. Carroll said with Professional development line increase is for classes as we are increase HR management.

Ms. Divoll said you have gone through and explained the building and office increase needs, we are after departments to keep expenses down. Ms. Divoll asked if decreases can be made to these budget lines. Tim Carroll said not really. Chairperson Rossi we have had a level of neglect for many years and now we need to pay the piper.

Community Center # 194:

Ms. Egan said working towards getting funding from RISE to insulate the chair table storage room, none at this time and will improve heating and cooling the building.

Tim Carroll said this is our Public Water Source (at the CCC) and we have testing obligations. Tim Carroll also noted that line # 5210 electrical needs \$2,200 put back into it.

Facilities maintenance line 5242 has increase to 10,000 up from \$1,000 as the original figure was not realistic. Tim Carroll spoke about the computer network at the CCC during COVID \$1,208, now \$500.00 for this year (fy25)

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Tim Carroll said this budget is primarily Library items to keep the state requirements lower. Mr. Carroll noted Rubbish disposal up some as rates have increased.

Mr. Malkin said we have been kicking can down the road for long time. First year we have someone who can look at these items and get these updated and maintained.

Chairperson Rossi said there are 3 unresolved items with the new buildings. Chairperson Rossi said we have a bond and warranty, we will work them out. Chairperson Rossi explained we have potential problems with the roofing systems in both buildings. Working through legal channels to make sure we are protected. Insurance and lawyers.

Ms. Egan said we are working to prevent potential problems. We have a punch list we are working with. Chairperson Rossi said this is not unusual.

Police station has some items on the maintenance list.

Building # 241

Adam Petkus the new Building Commissioner / Zoning officer presented this budget. Mr. Petkus said he took permit fees from last year and applied our new schedule and added in list of capital improvements. Came up with a fairly level budget. Increase will be covered with increase of fees. Mr. Petkus said the revenue from July to today is \$85,000 up from \$40,000 for all of the previous year.

Tim Carroll said this position up from 15 hours a week to a 40 hour position.

Mr. Petkus said he started in this position of Building inspector and zoning officer on July 6, 2023.

Mr. Petkus said in response to fees being too high we do have waiver process if applicant qualifies.

Other supplies: \$79,000 is for 1 year investment on online permitting for Board of Health, Planning and ZBA next year will be \$54,000. Tisbury, Oak Bluffs, and Edgartown are signing up for this same permitting software.

Chairperson Murphy asked if there was any advantage to all (towns on the Vineyard) being on the same permitting software. Mr. Petkus said yes a user logs in same for all towns only have to setup your account once then login.

Tim Carroll said line # 5108 increased as we are looking to add more administrative support from 8 to 16 hours. Tim Carroll said that same position would be assisting additional departments becoming a 40 hour a week position.

Mr. Petkus said he has worked on Memos on total living area for our town and have documented these for transparency.

D. Barnes said Permitting software great product to support Assessor for tracking values.

Mr. Petkus said in future when he goes to a jobsite and see they don't have permit we can have them pull up on their phone and do it right then.

Mr. Petkus listed the department proposed Warrant article:

- Ford Maverick vehicle for this department. \$34,000 split over 5 years

D. Barnes said to make sure you budget for your excise tax.

Mr. Petkus said will need another hard drive for Admin Support to support the permitting software. Tim Carroll said that will be additional for all computers.

It was recommended to make sure to include fuel line for new vehicle.

Select Board Unclassified # 196:

Tim Carroll gave an explanation of this Select Board desertion Reserve fund. For instance The Beach department has some funds transferred here for incase moments.

Ms. Divoll said she spent more time with Fire Chief and have new figures summary.

Ms. Divoll gave brief report:

Expenses \$9,900 down from presented budget.

Ms. Larsen asked how many members are there on the Chilmark fire department. D. Barnes said for FY24 there are 13 officers 21 fire fighters.

Ms. Divoll said about the on call discussion. The Chief is always on call and doesn't want to be. Tim Carroll said 1 weekend a month that he would not be on call. = 12 weekends a year. Tim Carroll said we need to sit down with labor counsel and determine. Tim Carroll said Chief is a M-F employee.

Mr. Makin said thank you Vicky for sitting down with him. We need to pull together our questions. It was determined that Bill Rossi will sit down with Jeremy and talk about this.

Ms. Divoll said Chief pulled all but 2 Warrant articles

- Turn out gear
- UTV VD/ risk management require you to have these? Second UTV not for rescue but for fighting brush fires.

Chairperson Rossi said we need to put back stabilization.

Chairperson Rossi said Chief Bradshaw has done a great job for the town; building the department.

Ms. Divoll talked about the alarm fees policy.

Chairperson Murphy and Ms. Divoll will get list for Chairperson Rossi to sit with Chief Bradshaw to discuss.

Sarah Smith said worked out with Zobrio to get prior years uploaded for comparison on the budget report. Ms. Smith Handed out tomorrows hearing schedule budgets.

At 6:04 PM Ms. Divoll moved to adjourn. Mr. Golden seconded the motion. Fincom: SO VOTED: 6 Ayes 1 not present. Ms. Larsen moved to adjourn, Mr. Malkin seconded. SO VOTED: 3 Ayes.

Draft minutes respectfully submitted by Diana DeBlase.

Documents:

- Object details list for hearing 1/29/2024 and 1/30/2024