

Finance Committee Meeting  
Minutes of Meeting 3/2/2020  
Aquinnah Town Hall Offices

Members present: Chairman Allen Rugg, Mark Foster, Tom Murphy (via phone)

Also present: Accountant Emily Day, Town Administrator Jeffrey Madison, Selectmen Gary Haley, Selectmen Julie Vanderhoop, Selectmen Jim Newman, Treasurer Sibel Suman (via phone)

- The meeting began at 9:34am.

- First on the agenda was a review of minutes. Mark moved to accept the 12/18 minutes. Allen seconded. The Committee voted 2-0-1, the motion passed. Tom abstained.

- Next, the Committee reviewed a draft of the FY'21 budget. Current budget is under the levy limit by \$144,658, however the Police and Fire contracts are still under negotiation. Proposed FY'21 budget includes step increase and 2% COLA for town employees.

**General Town Expenses:** Jeff proposed to increase supplies line item to \$4,375 (a 25% increase) to accurately predict the spending rather than adjust it at the end of the year. Total budget increased to \$26,962.

**Selectmen:** 3% step increase (Emily will get clarification from Sibel on this item)

**Finance Committee:** Jeff suggested to increase the reserve amount to \$30,000 given the need for municipal improvements. Reserve funds had been used in the prior year for Tribe Town litigation. The Committee agreed to revisit this item. Emily will update the FY'19 and FY'20 expenditures.

**Fiscal Audit:** budget increased to \$17,000 (cost of audit).

**Tax Collector:** step increase, 2% COLA and 1% longevity.

**Legal:** budget to remain at \$90,000. Jeff will check with Counsel on the financial commitment for current litigation.

**Data Processing:** Jeff suggested that \$27,000 be deducted from the budget and transferred to the Police budget given that this amount is expensed every year for Police communication fees. Committee will revisit this budget. Emily stated that the budget should increase due to the new website, GIS system, VADAR and town financial data platform. End goal is to allocate data processing and compare costs year to year.

**Clerk:** Clerk is requesting increase hours (15 to 19hrs/week) and will be attending the March 6<sup>th</sup> meeting to discuss the request.

**Elections:** increase due to elections.

**MV Commission:** 12.4% increase due to health insurance coverage of two additional staff members and projected increase of insurance coverage. Committee requested to meet with the Commission to discuss the increase.

**Insurance:** increased by 5%. Committee will revisit this budget when a quote comes in from MV Insurance. Bulk of insurance is due to Police and Fire Dept. coverage. Committee felt the increase was nominal but encouraged Jeff to do comparative pricing.

**PW Highway B&G:** Foreman line item increase is a clerical correction from FY'20 (increase in hours was approved in FY'20 but not reflected in budget). Pieces of Lighthouse budget has been pulled back into Highway.

**Town Report:** budget has been under budgeted for many years and is being increased to reflect actual expenses.

**Police:** to be revisited when contracts are finalized. There was discussion concerning the Police contracts.

**Fire:** to be revisited when contract is completed.

**Ambulance Service:** 8.5% increase. Committee requested to meet with Tri- Town Chief.

On behalf of the Lighthouse Committee, Tom requested time for the Committee at the Friday meeting to meet with the Lighthouse Committee. Tom left the meeting.

**Dog Officer:** decrease in budget.

**Shellfish & Harbor:** step increase and 2% COLA and longevity. No change in MV Shellfish Group Assessment.

**Education:** Representatives to meet with the Committee March 6<sup>th</sup>.

**Board of Health:** Committee requested an explanation of the 12.4% increase for Landfill Drop-Off wages and clarification of

Drop-Off expenses.

**Affordable Housing:** Town has not received the Aquinnah assessment.

**Library:** Committee will meet with Library Director on March 3<sup>rd</sup>.

**Lighthouse:** \$20,000 maintenance expense has been pulled and \$10,000 has been placed back into DPW B&G. Lighthouse expenses has been reduced to \$3,000. No increase in Lighthouse wages (not receiving COLA).

**Recreational Facilities:** 10% increase for expenses because it hasn't been increased in many years.

**Community Programs:** budget will be increasing to \$3,000.

**Debt:** principle payments will remain the same, but interest will decrease.

**Employee Benefits:** county retirement has increased, workers comp and unemployment rates have increased, health insurance has increased due to new enrollments.

Open issues: legal fees, allocation in data processing, clarification on MV Commission request, waiting on Police and Fire contracts, clarification on BOH budget, educations final number and meeting with the Lighthouse Committee.

March 3<sup>rd</sup> meeting: revisit any open issues if needed, County Manager meeting, meeting with Alex Elvin from MV Commission, meeting with Library Director and review of warrant articles.

- With no other business to discuss, a motion was made and seconded to adjourn. **The Committee voted 2-0 in favor. The motion passed.** The meeting ended at 11:48am.

*Respectfully submitted,*

*Sophia Welch*

*Board Administrative Assistant*