

**TOWN OF WEST TISBURY
FINANCIAL MANAGEMENT TEAM MEETING
TUESDAY, MARCH 3, 2009 @ 10:00 A.M.**

Present: Jen Rand, Kathy Logue, Kristina West, Brent Taylor and Bruce Stone

Minutes: The minutes of February 24, 2009 meeting were approved as presented.

Back Taxes: The group discussed beginning to enforce the town bylaw that allows for withholding most permits for individuals with delinquent tax balances, and the logistics of getting out notices to those delinquent taxpayers. Kathy will explore how the RevenueSense system can help us generate letters, lists and/or additional demand notices.

Old Uncollectible RE Bills: Kristina reported that she has file DOR abatement requests for all remaining RE commitments prior to FY2002 (?). Pending reconciliation with the G/L, this should allow the town to close out many commitment years, and to reduce the overlay allowances for the remaining balances.

Phone/data wiring: Procurement, specifications and other logistics regarding wiring for phone and data as part of the Town Hall renovation project was discussed. Mike Josefek will be assisting the renovation committee with specifications and plans for contractor quotes.

Budget Status: Bruce and Jen updated the group on the status of the COLA, classification plan, and option for how to present the related budget alternatives clearly at the annual town meeting.

4th Quarter RE Tax Bills: The group discussed the timing of preparing the Vision and RevenueSense files for the 4th quarter bills, and set a goal to send the bill files to Mark Altman & Co. the week of March 16-20, showing payments and address changes through March 15th. It was agreed that a general notice insert regarding delinquencies and permits would be prepared to accompany these bills.

Meeting adjourned at 10:55 AM.

Respectfully Submitted,
Kathy Logue, Treasurer

Approved March 10, 2009