

Finance Committee Meeting
Monday, Dec. 8, 2008 @ 4:00 pm
Larkin Hall, Provincetown Center for Coastal Studies
Called to Order: 4:00 pm

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ruth Gilbert, Vice Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robert Vetrick	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Virginia Ross (arr @ 4:20)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Walt Winnowski	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Philip Gaudiano	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Maguire	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna, Alternate	<input checked="" type="checkbox"/> Voting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alfred Tedesco, Alternate	<input type="checkbox"/> Voting

(Note: **P** = Present **E** = Excused **U** = Unexcused)

Also Present:

Alex Heilala, Finance Director	L. Clingham, Chair, BoD-PPPC
Kerry Adams, Treasurer, BoD-PPPC	
Rex McKinsey, Harbormaster/Pier Mgr.	Members of the Public

Order of Business:

1. To review the Town's quarterly budget report.
2. To review minutes of prior meetings.
3. To conduct a joint meeting with the Provincetown Public Pier Corporation.
4. To consider any other business that may legally come before the Finance Committee.

Review of Minutes

The minutes from October 29 were reviewed by the Committee.

Motion #1 : To approve the minutes of the Committee’s October 29 meeting as amended			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 8	Against: 0	Abstain: 0	Recuse:

Review of the Town’s Quarterly Budget Report

Ms. Heilala said that most lines are around 25% of spending year to date, except the school.

Legal expenses, Dept. 151, are down over last year. Mr. Coen asked to go through the line items.

Ms. Heilala stated the following:

Dept. 240 – Inspections/interim building commissioner paid, resulting in difference.

Dept. 199 encompasses everything not in other buildings & grounds. Cyclical in summer. Depends when invoices are received.

Dept. Police, Mr. Coen asked why this was up; Ms. Heilala said it is not up much.

Mr. Vetrick asked why Public School line is up. Ms. Heilala said that the budget needs to be loaded into MUNIS, not yet there. Ms. Maguire would like to ask Betty White why the line is overspent. Ms. Heilala stated that the school has a purchase order system. If a charge is put on a PO, it is charged regardless of the fiscal year.

2nd Quarter outlook, thru November 30th, 46.2% expended, on target to hit 50% by end of year.

Ms. Maguire said that she appreciated getting the numbers.

Budget process is proceeding. BOS will be meeting with Department heads, trying to keep level budget. ACSME and police lines will go up. Health – 10% up. Local comp, estimated to go up by 12%, workers comp will stay level. Debt service is dropping, did not add new debt out of the General Fund. Expenses for fireworks, overtime, etc., are built into the budget.

Ms. Maguire said that the town should look at health insurance for employees. Thinks all should be off of Master Medical as PPOs providing better service.

Ms. Heilala stated that Truro is re-negotiating its tuition contract for the high school, and will pay Provincetown what they pay Nauset.

(Mr. Coen recessed the meeting at 4:50 pm).

Joint Meeting with Pier Corporation

(Mr. Coen called the meeting out of recess at 5:00 pm).

(Due to the lack of a quorum it was not necessary for the Chair of the Board of Directors of the Provincetown Public Pier Corporation(PPPC) to call the meeting to order).

Mr. Clingham introduced Rex McKinsey and Kerry Adams.

Mr. Clingham thanked the Finance Committee for inviting the PPPC to the meeting. He stated that PPPC was in line with recommendations previously made by Finance Committee. He stated that PPPC was trying to implement the recommendations. The PPPC is trying to find a collection agency to collect back fees. The PPPC is a work in progress and they are taking the steps to implement all recommendations.

Investigation into the migration to MUNIS has begun. The PPC met with Mark Abraham who has made a proposal to assist with the migration. The PPC is also talking to the Town's MIS Director (Mr. Jackett) and the Finance Director to determine how to migrate. Money is tight. If the benefits outweigh the costs, the migration will be worthwhile.

Mr. McKinsey said that Mr. Jackett has given them quotes of \$10,000 for the consultant (plus expense), and \$4,300 for hardware, \$1,100 for installation, \$630 for software, and \$120 in recurring costs. \$18,000 - \$20,000 is the total to move from QuickBooks to MUNIS.

Mr. McKinsey stated that there will be a cash register system that feeds into MUNIS. It has a credit card reader built in that could be beneficial

Mr. Coen asked how many additional seats and additional licenses cost for MUNIS. Ms. Heilala stated that MUNIS has 10 concurrent seats. No more than one is needed. Each additional license is \$300. Nine seats are currently in use, perhaps 6 or 7 at one time.

Mr. Clingham said that the PPC needs to digest the information from Mr. Jackett and talk to the Town about how to handle the change.

Mr. Vetrick asked about a timeline. Mr. Coen stated that the timeframe is to be on MUNIS in FY 2010. He would like to see PPC start sooner rather than later.

Mr. McKinsey said that the staff will meet to talk about use, etc. and he will speak to Ms. Heilala and Mr. Jackett.

Mr. Coen asked Mr. Clingham when the subcommittee of the Finance Committee can meet with the PPC. Mr. Clingham replied in early January.

Mr. McKinsey stated that by mid January the PPC will have had time to pull a first draft of the five year pro forma together. He needs answers from the Board of Selectmen before he can finish it.

Mr. Thurston then asked about active fishermen, scallopers and lobstermen. He wanted an estimate of how many Provincetown will lose over the next five years. Will permits be transferred from larger boats to smaller boats?

Mr. McKinsey stated that there are 12 draggers and estimates that those numbers will decrease as well as the number of the lobster fleet. Smaller boats will work when they are able for what they can bring in – lobster, scallops, or ground fish.

Mr. Thurston asked what would happen to the space large boats had used.

Mr. McKinsey responded that floats were added to fixed piers. Commercial fishermen will continue with advantage rates. Other boats will be moored on floating docks for additional income.

Mr. Coen will meet with Mr. McKinsey to discuss how the budget should be structured.

Next Meeting:	January 7, 2009 @ 4:00 pm
Adjourn:	5:40 pm
Minutes by:	Gabrielle Hanna

Approved by  on March 30, 2009
Thomas Coen, Chair