

Finance Committee Meeting  
 Larkin Hall, Provincetown Center for Coastal Studies  
 Called to Order: Date-Tues., 2/10/2009, Time- 10:02am

**Membership:**

<b>P</b>	<b>E</b>	<b>U</b>	<b>Name</b>	
<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robert Vetrick	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Virginia Ross	
<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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input type="checkbox"/> Voting

**Also Present:**

Alex Heilala, Finance Director  
 Doug Johnstone, Town Clerk  
 Carol Pugliese, Chair Cable  
 Advisory Commission (CAC)  
 Beth O'Rourke, CAC

**Order of Business:**

1. To review the Budgets for Division I – General Government, including:
  - 113 – Elections
  - 161 – Town Clerk
  - 179 – Historical Commission
  - 499 – Cable Advisory Commission
  
2. To review the Budgets for Division V – Public Services, including:
  - 512 – Public Health/Human Services
  - 541 – Council on Aging
  - 651 – Beautification
  - 672 – Art Commission

**Order of Business (Con't):**

3. To review the Budgets for Community Development – Divisions I, III and V, including:
  - 240 – Inspections
  - 241 – Community Development
  - 169 – Licensing
  - 180 – Historic District Commission
  - 175 – Planning Board
  - 176 – Zoning
  - 171 – Conservation
  - 511 – Health Agent/Health Inspector
  - 513 – Board of Health
4. To review other Division budgets as time permits.
5. To consider minutes of previous meetings as time permits.
6. To consider any other business that may legally come before the Finance Committee.

**Topic: Dept. 113 Elections and Town Meeting**

Presenters: Doug Johnstone

Discussion:

- This year, the budget includes a special election, usually it doesn't, but because of Town Hall repairs, there will be an election.
- This budget cannot be cut.
- Line 52113 for transcription services if requested from Town meeting. Less of a call because of PTV.

**Motion #1** : To recommend Budget 113 Elections/Town Meeting in amount of \$10,721.

Motion By: F. Biddle		Second By: A. Maguire	
For: 8	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 161 Town Clerk**

Presenters: Doug Johnstone

Discussion:

- Review of the cuts that have been made to this budget. Additional revenue will be raised from public. Mr. Johnstone has \$500 to date.
- To decrease line 52600 to 0 by providing annual report electronically

<b><u>Motion #2</u></b> : to reduce line 52600 publishing in Town Clerk budget by \$3,500, making it 0			
Motion By: A. Maguire		Second By: G. Hanna	
For: 9	Against: 0	Abstain: 0	Recuse:0
<b><u>Motion #3</u></b> : To accept Budget #161 Town Clerk in the amount of \$95,478			
Motion By: A. Maguire		Second By: T. Thurston	
For: 9	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 179 Historical Commission**

Presenters: Doug Johnstone

Discussion:

- Budget recap: printed materials for info and education on historic structures. These go to Chamber, PBG, Library and Monument. Does not include walking trail – that is with VSB. Some thoughts to raise money in town, but it is not easy for members to have time to do this.

<b><u>Motion #4</u></b> : To recommend budget #179 Historical Commission in the amount of \$500.			
Motion By: R. Vetrick		Second By: A. Maguire	
For: 8	Against: 1	Abstain: 0	Recuse:0

**Topic: Dept. 499 Cable Advisory Commission**

Presenters: Beth O'Rourke, PTV Coordinator, Carol Pugliese, chair.

Discussion:

- Budget Recap: Changes 2009/2010 – keep contracted services high because at some point they will need to use it, although they haven't yet. Funds come from Comcast (3% of Provincetown Cable bills). Use to have 6 staff, now 2 part-time people. Will need to increase this.
- Trying to add a 2<sup>nd</sup> channel, one for government one for outreach, modeled after Plymouth. The channels are provided by Comcast. The current license expires Nov. 2009, will negotiate a new contract soon.

<b>Motion #5</b> : To recommend budget #499 Cable Advisory Commission in the amount of \$74,150.			
Motion By: R. Vetrick		Second By: G. Ross	
For: 9	Against: 0	Abstain: 0	Recuse:0

*Recess at 10:55 a.m. for 5 minutes, back in session 11 a.m.*

**Topic: Dept. 512 Public Health/Human Services**

Presenters: Val Carrano, Dir. Public Health and Human Services, Council on Aging.

Discussion:

- Budget bare bones. Majority for VNA contract for nursing. Town is the payer of last resort.
- Ms. Maguire has asked who really uses supplies and equipment.

<b>Motion #6</b> : To recommend budget #512 Public Health/Human Services in the amount of \$46,971.			
Motion By: R. Vetrick		Second By: T. Thurston	
For: 9	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 541 Council on Aging**

Presenters: Val Carrano.

Discussion:

- Increase in salary due to budget negotiations, all else level funded with the exception of the loss of grant. In these economic times, more people depend on COA

<b>Motion #7</b> : To recommend budget #541 Council on Aging in the amount of \$192,731.			
Motion By: R. Vetrick		Second By: W. Winnowski	
For: 9	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 651 Beautification Committee**

Presenters: Kristen Samok, Chair.

Budget will be used for spring planting.

<b>Motion #8</b> : To recommend budget #651 Beautification Committee in the amount of \$4,000.			
Motion By: R. Vetrick		Second By: T. Thurston	
For: 9	Against: 0	Abstain: 0	Recuse:1

Reschedule Art Commission

*Break for lunch at 12:00 pm*

Finance Committee Meeting

Larkin Hall, Provincetown Center for Coastal Studies

Called to Order: Date-Tues., 2/10/2009, Time- 1:01pm (afternoon session)

**Membership:**

<b>P</b>	<b>E</b>	<b>U</b>	<b>Name</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
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<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna, Alternate	<input type="checkbox"/> Voting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input type="checkbox"/> Voting

**Also Present:**

Sharon Lynn, Town Mgr. @ 1:50pm  
 Alex Heilala, Finance Director  
 Russ Braun, Bldg. Commissioner  
 Jane Evans, Health Agent  
 Brian Carlson, Health Inspector

**Order of Business:**

1. Continue from morning session.

**Topic: Dept. 511 Health Inspector/Agent**

Presenters: R. Braun-Bldg Commissioner, J. Evans-Health Agent & B. Carlson-Health Inspector.

Discussion:

- Line item #52704-Mileage Reimbursement. Previous inspectors did not always allocate properly for this line item.
- Line item #52701-Conventions/Seminars. Mileage is now part of this line item for certain seminars.
- Line item #52116-Household Hazardous Waste. Annual H/W collection held at the Transfer Station by Barnstable County in a joint effort with Provincetown, Truro & Wellfleet.

**Motion #9** : To reduce line item #52116-Household Hazardous Waste by \$1,500, resulting in a line item balance of \$2,000.

Motion By: A. Maguire

Second By:

*Note: Motion was withdrawn pending further discussion.*

- Prior budget fluctuations are directly tied to the volume disposed of & the likely hood of volume being less this year.

**Motion #10** : To reduce line item #52116-Household Hazardous Waste by \$1,500, resulting in a line item balance of \$2,000.

Motion By: A. Maguire

Second By: P. Gaudiano

For: 4	Against: 3	Abstain: 0	Recuse:0
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**Motion #11** : To recommend budget #511 Health Inspector/Agent, after a line item adjustment to #52116-Household Hazardous Waste, in the amount of \$110,699.

Motion By: A. Maguire		Second By: P. Gaudiano	
For: 5	Against: 2	Abstain: 0	Recuse:0

**Topic: Dept. 513 Board of Health**

Presenters: R. Braun-Bldg Commissioner, J. Evans-Health Agent & B. Carlson-Health Inspector.

Discussion:

- Review of the cuts that have been made to this budget. Line item # 52500 Advertising is now centralized under Dept. 156 General Gov't Administration. Reduction in #52102 Contracted Services.
- Revenue. Decrease in the Septic System Permits relates to more households being hooked up to the Sewer System. Renter Certificate Inspection Fee (on all residential rentals) may provide future fee income (would require public hearing).

**Motion #12** : To recommend budget #513 Board of Health in the amount of \$1,135.

Motion By: W. Winnowski		Second By: A. Maguire	
For: 6	Against: 0	Abstain: 0	Recuse:1

**Topic: Dept. 171 Conservation Commission**

Presenters: R. Braun-Bldg Commissioner & B. Carlson-Health Inspector.

Discussion:

- Budget Recap. It was noted that line item #52100 Contracted Servs. Profession & #52102 Contracted Servs.-Clerical are funded from the Wetland Protection Act Fund.

<b><u>Motion #13</u></b> : To recommend budget #171 Conservation Commission in the amount of \$7,696.			
Motion By: A. Maguire		Second By: P. Gaudiano	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 240 Inspections**

Presenters: R. Braun-Bldg Commissioner.

## Discussion:

- Line Item #52500 Advertising. Now centralized under Dept. 156 General Gov't Administration.
- Line Item #52700 Education-Training. Increase relates to specific necessary certification seminars.
- Line Item #52102 Clerical Personnel. This line item actually represents one P/T Plumbing Inspectors position in the amount of \$17,500.
- Revenue. Drop in fee revenues since FY06, specific to Building Permits.
- Systems. The entire Permitting/Inspections systems are in need of upgrading.

<b><u>Motion #14</u></b> : To recommend budget #240 Inspections in the amount of \$158,312.			
Motion By: A. Maguire		Second By: T. Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 241 Community Development**

Presenters: R. Braun-Bldg Commissioner.

## Discussion:

- This department serves as an umbrella for all functions within the building permitting & inspection process.
- Systems. Systems upgrading will go a long way in streamlining the tracking and transparency necessary within this area.
- Email notifications. In an effort to control postage expenses, could email be utilized in the mailing of certain notices (i.e. abutters, etc.).



Different notices require different levels of legal requirements...email would not seem be feasible.

<b>Motion #15</b> : To recommend budget #241 Community Development in the amount of \$93,910.			
Motion By: A. Maguire		Second By: Gaudio	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 169 Licensing**

Presenters: R. Braun-Bldg Commissioner.

Discussion:

- Line items #52500 Advertising, #54100 Office Supplies & #54103 Printed Forms. Now centralized under Dept. 156 General Gov't Administration.
- License Yard Sales. Could this be a source of additional revenue ? Determined that the amount would be insignificant with too many enforcement issues.

<b>Motion #16</b> : To recommend budget #169 Licensing in the amount of \$38,093.			
Motion By: A. Maguire		Second By: F. Biddle	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 180 Historic District Commission**

Presenters: R. Braun-Bldg Commissioner.

No Discussion.

<b>Motion #17</b> : To recommend budget #180 Historic District Commission in the amount of \$2,500.			
Motion By: A. Maguire		Second By: T. Thurston	
For: 6	Against: 0	Abstain: 0	Recuse:1

**Topic: Dept. 175 Planning Board**

Presenters: R. Braun-Bldg Commissioner.

## Discussion:

- Line item #52500 Advertising. Now centralized under Dept. 156 General Gov't Administration.

<b><u>Motion #18</u></b> : To recommend budget #175 Planning Board in the amount of \$1,510.			
Motion By: T. Thurston		Second By: V. Ross	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 176 Board of Zoning Appeals**

Presenters: R. Braun-Bldg Commissioner.

## Discussion:

- Line item #52500 Legal Ads. Now centralized under Dept. 156 General Gov't Administration. Applicant should pay, item should be build into the application fee.

<b><u>Motion #19</u></b> : To recommend budget #176 Board of Zoning Appeals in the amount of \$2,750.			
Motion By: A. Maguire		Second By: T. Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 123 Town Manager**

Presenters: S. Lynn, Town Manager.

## Discussion:

- Line item #51110 Vacation Relief. This item has been zeroed; under the new phone system this is no longer needed.
- Level funded salaries. It was noted that this is the 2<sup>nd</sup> year in a row in which non-union employee salaries have been level funded.

<b><u>Motion #20</u></b> : To recommend budget #123 Town Manager in the amount of \$248,156.			
Motion By: T. Thurston		Second By: A. Maguire	
For: 7	Against: 0	Abstain: 0	Recuse:0

**Topic: Dept. 151 Legal Services**

Presenters: S. Lynn, Town Manager &amp; A. Heilala, Finance Director.

## Discussion:

- Year to Date Legal. YTD legal services are at \$55,000 with a greater percentage of the annual expense coming in as we get closer to Annual Town Meeting.

<b><u>Motion #21</u></b> : To recommend budget #151 Legal Services in the amount of \$200,000.
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Motion By: A. Maguire	Second By: W. Winnowski
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For: 7	Against: 0	Abstain: 0	Recuse:0
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## General Discussion:

- Mileage Reimbursement. Current rate is set at 54.5 cents (IRS rate) & is stipulated as such in union contracts. In state miscellaneous travel is budgeted at \$15,000 with a fiscal YTD expenditure of \$7,600.
- Town vehicles. It was noted that town vehicles should be used whenever possible as a means of cutting down on mileage reimbursement.
- Inter-town Committees. A brief status report was given on the Joint Town Finance Committees & the Inter-municipal Operations Committee (Selectmen, Town Mgrs. & Fin Com Chairs).

Next Meeting:	Thurs., February 12, 2009
Adjourn:	3:32 pm
Minutes by:	G. Hanna (morning session) W. Winnowski (afternoon session)

Approved by   
Thomas Coen, Chair

on March 30, 2009