

Provincetown Finance Committee Minutes
February 3, 2016, 12 noon
Judge Welsh Room, Provincetown Town Hall

Members Present: Mark Hatch, Louise Venden, Duane Steele, Mark Del Franco, Stan Sikorski, and Scott (Tony) Valentino (remote)

Excused Absent: Mark Bjorstrom

Others Present: Town Manager David Panagore, Finance Director Dan Hoort

Meeting called to order at 12:03 p.m.

The Committee attended the joint meeting of the Board of Selectmen and the School Committee to hear the School Committee review their FY 2017 proposed budgets. The Committee did not vote on their recommendation after the presentation

Department 300 – Provincetown Public Schools

The Committee had no additional questions.

Louise moved to recommend department 300, the Provincetown Public Schools budget in the amount of \$3,718,791. 2nd by Duane. Motion approved 6-0-0

The Committee reviewed the budgets included on the consent agenda as listed below.

157 Land Bank
181 Building Committee
131 Finance Committee
260 Conservation Commission
261 Planning Board
262 Zoning Board of Appeals
263 Historical Commission
264 Historic District Commission
265 Board of Health
294 Harbor Committee
432 Recycling and Renewable Energy Cte
543 Veteran's Services
545 Disability Commission
550 Animal Welfare Committee
560 Bicycle Committee
672 Art Commission
673 Cultural Council

Mark H asked the Committee if there were any items they wished to remove from the consent agenda and have voted on individually. The members present had no objection to approving the budgets listed on the consent agenda.

Stand moved to recommend the budgets listed on the consent agenda. 2nd by Louise. Motion approved 6-0-0

The Committee began their review of the Public Works Department budgets.

Department 6001 – Water Enterprise Fund

Cody Salisbury, Water Superintendent, presented the budget. The A budget includes the increases from union contracts and the personnel compensation plan. It also includes a one-time budget of \$10,000 for the transition which will occur from a long-time employee's retirement.

The Committee discussed the reason for the overtime pay.

Louise asked about the fee for after-hours shut-off calls.

Cody responded that there is a charge of \$150 for after-hours calls and no charge during the work week.

Mark asked about the \$800,000 CIP request.

Cody answered that they are re-allocating funds from a prior article, no additional funds are being requested.

Louise moved to recommend department 6001, the Water Enterprise Fund budget in the amount of \$2,522,437. 2nd by Duane. Motion approved 6-0-0

Department 6002 – Waste Water Enterprise Fund

Rich Waldo, DPW Director, presented the budget. The budget has increased due to expanded plant capacity, it should be paid by new hook-ups of additional users.

Mark H asked where the additional capacity will come from.

Rich responded that the additional funds will come from additional hook-ups and an increase in economic development gallons.

Louise asked about how the additional capacity is allocated.

Rich answered that the Board of Health gives priority to health issues. Economic development gallons are granted by the Board of Selectmen.

Stan asked about the size of the expansion.

Rich responded that it was approximately 15%.

Louise asked about the two peak days that limit usage for the rest of the year.

Rich said that this is probably the last expansion without major changes to the plant. The plant needs to be able to treat for the maximum flow days.

Louise pointed out that 13% of the room tax is contributed to the Waste Water Enterprise Fund.

Mark H said the system is built for maximum usage whether or not the system is being used to the maximum on any one day.

Stan moved to recommend department 6002, the Waste Water Enterprise Fund budget in the amount of \$4,474,751. 2nd by Duane. Motion approved 6-0-0

The Committee then moved to the Public Works Department

Eric Larsen, DPW Deputy Director and Sherry Prada, Operations Director joined the discussion.

Department 192 – Buildings and Grounds

Rich Waldo, DPW Director, presented the budget. The budget has decreased ½ of one percent. We are bringing the cemetery mowing back in-house. The major accomplishments in the department include:

- Major building improvements including the VMCC roof
- Energy consumption has been reduced 20%
- The MPL bathrooms have been refurbished.

Tony asked about the additional benefit costs related to bringing the mowing back in house and hiring staff to do that work.

Dan responded that the positions are seasonal non-benefitted positions, but would be eligible for unemployment.

Louise asked about the \$3,000 budgeted for police station maintenance.

Eric reminded the Committee that \$200,000 had been allocated by town meeting for police station maintenance and there are still funds remaining in that allocations.

Stan moved to recommend department 192, the Buildings and Grounds budget in the amount of \$1,384,922. 2nd by Louise. Motion approved 6-0-0

Department 421 – DPW Administration

Rich Waldo, DPW Director, presented the budget. The budget has increase by approximately 4%. Fuel costs are budgeted to be \$20,000 higher. Rich mentioned that the Town received Green Community and Paving grants along with a Coastal Management grant.

Mark H asked about the fuel costs.

Rich responded that the budget includes fuel costs for other departments including police and fire.

Dan mentioned that in FY 18 we will begin including fuel costs in other department budgets to improve accountability.

Sherry stated that the new software allows us to better track fuel usage.

Louise moved to recommend department 421, the DPW Administration budget in the amount of \$354,652. 2nd by Mark D. Motion approved 6-0-0

Department 422 – Highway Department

Rich Waldo, DPW Director, presented the budget. The budget has increase by approximately 1.3%.

Rich mentioned the department is trying to bring more work in-house to have staff do the work and reduce contracted services. He also mentioned the department has become more energy efficient.

Louise asked about training related to more in-house work.

Rich confirmed that additional training is planned.

Louise asked about the coordination between departments so fiber optic installation doesn't tear up new paving in Town.

Rich responded that they map and plan before they do paving projects. One of the most important things they do is map and record for the future.

Mark D moved to recommend department 422, the Highway Department budget in the amount of \$591,630. 2nd by Stan. Motion approved 6-0-0

Department 423 – Snow and Ice

Rich Waldo, DPW Director, presented the budget. The budget is flat from the prior year. Rich explained to the Committee that they continue to work with the Massachusetts Department of Transportation (DOT) to maximize efficiency. The Town is responsible for Route 6, but we now maintain certain DOT side streets and the DOT does Route 6.

Duane moved to recommend department 423, the Snow and Ice budget in the amount of \$167,700. 2nd by Louise. Motion approved 6-0-0

Department 431 – Solid Waste

Rich Waldo, DPW Director, presented the budget. The budget is up 11.4% as the transfer station trash pickup and hauling of recyclables contract expires in July. Recycling is no longer a profit maker. The have implemented a new program for mattress and textile disposals.

Louise asked if the new programs were being promoted.

Rich answered that the Recycling and Renewable Energy Committee promotes new programs.

The Committee encouraged the promotion of new programs.

Stan moved to recommend department 431, the Solid Waste budget in the amount of \$655,627. 2nd by Mark D. Motion approved 6-0-0

Department 439 – Solid Waste Disposal

Rich Waldo, DPW Director, presented the budget. The budget is up 2.2% due to the escalation clause in the disposal contract.

Louise moved to recommend department 439, the Solid Waste Disposal budget in the amount of \$251,500. 2nd by Stan. Motion approved 6-0-0

The Committee then discussed the Public Works Capital Improvement Program (CIP) requests.

Rich explained that the storm water article allows us to apply for and frequently receive matching grants and improve our storm water system.

The Shank Painter Road project is attempting to plan well ahead. It's one of the gateways to our town. We are trying to take advantage of the Mass. T.I.P. grant program. The que for the T.I.P. program is five years so we need to start the process now.

The Committee discussed smaller improvements that could happen now with Town Manager Panagore.

Rich responded that the goal is to adopt a master plan for Shank Painter Road.

Duane stated that he was hesitant to spend the money, but he would like to see a design that the community can review and adopt.

Rich pointed out that the Streets and Sidewalks article is upkeep of our limited bike paths and improvements to our sidewalks. The goal is to keep our sidewalks ADA compliant.

The Ryder Street Outfall article is contingent on a grant from FEMA. The article represents the Town's 25% matching cost.

The Commercial Street Paving article will most likely be pulled from the warrant because we received a large Mass. Works grant.

The Fleet Replacement article is for a new street sweeper which is used seven days a week, eight months a year. It's important for our porous pavement.

The Committee thanked the Public Works staff for their work.

The Committee discussed the possible articles for the warrant, the budget assignments and future individual meetings with Town staff. They would like to be certain that areas outside of the operating budget, such as tourism and housing, are included because of their importance to our economy.

Meeting was adjourned at 2:21 p.m.