

**Provincetown Finance Committee Minutes**  
**February 17, 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

**Excused Absent:** Mark Bjorstrom

**Others Present:** Town Manager David Panagore  
Assistant Town Manager David Gardner  
Finance Director Dan Hoort

Meeting called to order at 12:00 p.m.

The Committee discussed their future meeting schedule and having the Committee participate in the Community Policing sessions.

**Department 250 – Community Development**

David Gardner, Assistant Town Manager, presented the budget. The Community Development department of Building, Planning, Health and Licensing as well as the support for the regulatory boards has been consolidated into one area. Department 250 is the administrative arm of the area. The new addition to the department is a full-time seasonal compliance officer at \$20,000.

**Louise moved to recommend department 250, the Community Development budget in the amount of \$84,127. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

**Department 251 – The Building Department**

David Gardner, Assistant Town Manager, and Annie Howard, Interim Building Commissioner presented the budget. The personnel budget is slightly lower due to a new employee being hired at a lower salary. The building codes drive the need for new building regulation books.

Louise asked if there has been special training for solar.

Annie responded that the electrical inspector has had solar training.

Louise asked about the timetable for filling the vacant positions.

David G. said the Town had no applicants for the local building inspector and two applicants for the building commissioner. Both positions have to be certified and there is a limited pool of applicants.

Louise asked if we were paying enough to attract candidates.

David G. responded that we are probably not paying enough.

**Tony moved to recommend department 251, the Building Department budget in the amount of \$191,668. 2<sup>nd</sup> by Stan. Motion approved 6-0-0**

**Department 252 – Planning and Development**

David Gardner, Assistant Town Manager, presented the budget. The Planning and Development budget now includes the Conservation Agent. FY 16 was the last year of the energy manager grant so the Conservation Agent is now fully funded in this department. The Conservation Agent and Energy Manager is now a combined position.

Mark H asked what the goals and timeline were this year in planning.

David G. responded that updated the local comprehensive plan was a goal. It's usually a year long process and includes community input and visioning. The first opportunity for community input is March 19<sup>th</sup>.

Stan asked if there is a goal or vision as a starting point.

David G. responded that it was part of the process.

**Stan moved to recommend department 252, the Planning and Development budget in the amount of \$179,173. 2<sup>nd</sup> by Louise. Motion approved 5-1-0 (DS)**

### **Department 253 – Health Department**

David Gardner, Assistant Town Manager, and Morgan Clark, Health Agent, presented the budget.

Morgan went through a handout provided outlining the responsibilities of the department.

Mark H asked about the \$50,000 approved at town meeting for the substance abuse and mental health worker, how much of that has been spent?

Morgan responded that nothing has yet been spent, they just had interviews for the contractor.

Mark said it was hard to justify the increase.

Tony noted that town meeting approved \$50,000 for half the year.

Louise commented that it was an important need.

David P commented that he was pleased the program is coming forward with an analytic component.

Mark H commented that we don't yet know if it's the right amount.

David P. responded that we will know more once the bids are in.

**Tony moved to recommend department 253, the Health Department budget in the amount of \$233,159. 2<sup>nd</sup> by Stan. Motion approved 5-1-0 (MH)**

### **Department 254 – Licensing Department**

David Gardner, Assistant Town Manager, presented the budget. David G. asked the Committee to approve an additional \$2,000 over and above what was included in their budget book as staff is requesting \$2,000 on line B-2 for clerical professional services for a minutes recorder. The budget request is \$49,069 and the additional funds will cover minutes for 23 meetings.

**Mark D moved to recommend department 254, the Licensing Department budget in the amount of \$49,069. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

### **Department 135 – Town Accountant**

Dan Hoort, Finance Director, presented the budget. Dan pointed out that only increase other than payroll was for the general billing module which will provide a more uniform software for billing across departments.

**Duane moved to recommend department 135, the Town Accountant Department budget in the amount of \$250,606. 2<sup>nd</sup> by Louise. Motion approved 6-0-0**

### **Department 136 – Management Information Systems (MIS) Department**

Beau Jackett, MIS Director, presented the budget. Beau stated that the personnel (A) budget increases are from the compensation plan. The operating (B) budget is up \$9,000 for MUNIS and Acella software.

Mark H asked about the e-mails for certain committees.

Beau responded that the department was just finishing up the policy for e-mail usage by committees.

Mark H asked if there were any additional items.

Beau mentioned the CIP includes \$50,000 for moving the servers out of the basement at Town Hall to the VMCC and \$25,000 for server replacement. Ideally the move would happen before hurricane season, but it is more likely to happen in the fall.

Duane asked what the department has done to control expenses.

Beau responded that the centralized telephone communication budgets. The next step will be to look at the copiers in various departments and streamline various software.

Stan asked if maintenance is outsourced.

Beau answered that we have a number of maintenance contracts.

**Louise moved to recommend department 136, the MIS Department budget in the amount of \$524,288. 2<sup>nd</sup> by Stan. Motion approved 6-0-0**

#### **Department 141 – Assessor’s Office**

Scott Fahle, Principal Assessor, presented the budget. Scott pointed out that the payroll increases were from union contracts and the compensation plan. The B budget is flat from FY 16. The department had slightly over 600 people qualify for the residential exemption. After the tax bills go out residents have 90 days to apply for the exemption and if they qualify they will receive a refund.

Louise commented that she wants Town staff to provide an asset management plan.

**Louise moved to recommend department 141, the Assessor’s Office budget in the amount of \$250,338. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

#### **Department 145 – Treasurer/Collector’s Office**

Connie Boulos, Town Treasurer and Jim Denietolis, Town Collector presented the budget. It was pointed out that the Assistant Collector is up one grade level to reflect a more uniform compensation level for the position.

The Committee had no questions.

**Duane moved to recommend department 145, the Treasurer/Collector’s Office budget in the amount of \$207,694. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

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The Committee had no questions.

**Duane moved to recommend department 145, the Treasurer/Collector’s Office budget in the amount of \$207,694. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

#### **Department 710 – Debt Service**

The Committee had no questions.

**Stan moved to recommend department 710, the Debt Service budget in the amount of \$1,980,031. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

#### **Department 710 – Tax Title**

The Committee discussed tax title properties.

**Louise moved to recommend department 820, the Tax Title budget in the amount of \$19,000. 2<sup>nd</sup> by Stan. Motion approved 6-0-0**

#### **Department 910 – Employee Benefits and Other Insurance**

Dan Hoort, Finance Director, presented the budget. Dan gave an overview of the employee health insurance program.

**Louise moved to recommend department 910, the Employee Benefits and Other Insurance budget in the amount of \$6,738,006. 2<sup>nd</sup> by Stan. Motion approved 5-0-1 (DS)**

The next meeting is scheduled for March 2<sup>nd</sup> at 10am for the CIP review and votes.

Mark H mentioned that the Pier Corporation has requested the Selectmen abate the Pier rent. His opinion is that he doesn't believe an abatement which would leave \$40,000 as a cushion in our operating budget is sufficient.

Duane stated he doesn't feel there should even be a Pier Corporation.

Mark responded that it is another different conversation for another time.

David P agreed that at this time there is not enough of a cushion for a full abatement of their rent, that would concern him. He's just starting the process of digging into their numbers.

Mark thinks it would be fiscally irresponsible.

**Mark moved to advise the Board of Selectmen to not abate the Pier Corporation rent this year and look for other ways to help bridge the gap. 2<sup>nd</sup> by Duane. Motion approved 6-0-0**

The reconciliation memo to the Board of Selectmen will include:

1. \$2,000 additional budget for Licensing minutes recorder
2. The advisement on the Pier Corporation rent.
3. The Committee's question regarding \$100,000 for substance abuse program.

The Committee briefly discussed having a funding article for the Housing Trust on the town meeting warrant.

**Louise moved to approve the minutes of 01/29/16. 2<sup>nd</sup> by Tony. Motion approved 6-0-0**

Future meeting schedule includes:

March 14<sup>th</sup> – Joint hearing on the BOS on the budget

March 16<sup>th</sup> – Public Hearing on the CIP requests

March 21<sup>st</sup> – Vote on warrant articles

Meeting was adjourned at 3:01 p.m.