

PROVINCETOWN FINANCE COMMITTEE

Judge Welsh Meeting Room - 12:00 p.m.

January 5, 2016

Members Present: Mark Hatch, Duane Steele, Mark Bjorstrom, Louise Venden, Mark DelFranco

Others Present: Dan Hoort, Morgan Clark, Director of Department of Health & Environment

Mark Hatch called the meeting to order at 12:00 p.m., and handed out a copy of the Town Manager Budget

Public Statements: None

Louis Venden offered congratulations to the Town Manager for completing budget and putting in metrics and refiguration. She thanked Dan Hoort, David Panagore, and others for the report. This was seconded by Mark Bjorstrom. Mark DelFranco commented that he liked the format and also how much is accomplished with the available staff. Mark Hatch thanked everyone for the New Year's Eve celebrations and fireworks.

Mark Hatch stated that there is an emergency request from the Health Department for emergency disbursement from Finance Committee funds. Morgan Clark addressed the Committee regarding a home with hoarding and squalid conditions (including human waste). The Health Department has been trying to have the homeowner clean up before requesting funds. Louise Venden asked where the homeowner is and if there is a time frame in place. Morgan responded that the time frame is immediate after the 2nd condemnation. Committee members asked how money would be reimbursed, and would it be from a lien on the house, and Mark Hatch asked if there is a limit on funds. Dan Hoort stated there is no maximum on reserve funds. Morgan Clark stated the request is \$17,500 and possibly more due to needing bio-hazard clean-up which is a specialty and is expensive, and quotes were reviewed. She stated that the court will be involved if the town pays which would assign reimbursement methods. The owner has been removed from the house, and the downstairs tenant would have to relocate during the clean-up which is due 24 hours after the 2nd condemnation (there is no issue in the tenant's space). Louise Venden moved to approve the proposed funds in the amount of \$25,000 for this emergency action on the part of the town as authorized by the Board of Health. The motion was seconded by Mark DelFranco. Duane Steele stated that he would approve if provision was added to the motion to put a lien and attachment on the property. The group then discussed ways to prevent this from happening again. Louise

Venden suggested adopting a policy as this case is not the only one in town. Morgan Clark responded that there is a procedure to use case management, and to divert people to get the services they need. Mark Hatch asked for a motion to approve. Mark DeFranco discussed concerns regarding recoupment of money. Mark Hatch stated that the court order would address recoupment. All Committee members were in favor except Duane Steele, and motion passed 5-0-1.

Old Business:

1. Legislation for Housing Trust. Mark Hatch stated the Legislation has not been in session. Louise Venden discussed needing help to support passing, and Mark Bjorstrom will reach out to Dan Wolfe. Legislation should be back in session next week.
2. End of May Conference. Louise Venden, Mark Hatch, and Mark Bjorstrom are planning to attend. Fee for conference will be reimbursed.

Town Manager Budget Review:

Mark Hatch encouraged reviewing budget so that when the budget books come out questions can be asked. He stated that he has spoken to David to make sure licenses are being handled correctly and property is on record. He went on to say that a data base of properties/compliance would be helpful. Louise Venden commented to Dan Hoort that she noticed that, regarding salary and wages for departments, there is not a separate line for benefits which would show that salary is higher with benefits included. Showing benefits would reflect the total cost for employees. Dan stated that it is difficult to know what benefit plan an employee would need. Louise stated that she believes it's a significant amount. Committee discussed using last year's benefits and adding the increase for this year to get an approximate figure. Mark Hatch suggested using footnotes to show last year's benefits, and Louise suggested looking at department to department and reviewing long-term employees. Dan stated he could figure benefit costs and break it down by department based on the number of employees.

Mark Hatch stated it would be helpful to know what the budget will be in 3-5 years based on the current budget. Dan Hoort shared that he will be presenting a 10 year forecast which is usually done in the Fall and helps with on-going expenses. Dan also shared that there will be a complete review of everything having to do with parking. Louise Venden asked Mark Hatch about talking with David Panagore regarding a shorter term budget like a five year

forecast. Forecasting the budget was discussed with Dan Hoort. Mark Hatch discussed maximizing revenue sources for the town:

- 1) The need to take advantage of all revenue sources
- 2) Projections (like room tax exemption)
- 3) Housing – how to fund going forward

Mary Jo Avellar reminded everyone that when having this discussion, we do not want to put town businesses out of business.

Louise Venden discussed performance work load indicators, and asked if there is a process to determine standards. Dan Hoort stated that they gave it a best shot this year, but that there is a need for a tracking system for performance measurement. Louise stated that most budgets have a revenue and expense line. Dan Hoort stated that there is a section for revenue, and that departments will need assistance to develop this. He feels that next year will show improvement. Mark Hatch complimented the school budget.

Mark Bjorstrom asked why the reserve fund increased. Dan Hoort responded that there were experiences that needed more, and that at times there are unforeseen expenses which is helped by budgeting for worse case scenarios.

Louise Venden discussed committee assignments, and that questions should be sent to the person who has that assignment.

Articles for Warrant:

Mark Hatch discussed funding housing trust. Louise agreed stating the housing crisis is not going away and there is a need to continue funding commitment. Mark Hatch shared he has spoken to David about options.

Mark Hatch stated there are no minutes to approve. Louise Venden asked who would be taking minutes, and Mark stated there was a possible volunteer and that they would reach out to her. At the present time, Dan Hoort was taking minutes.

Mary Jo Avellar shared that she had a Trade Show application that could be copied, or that the application could be done online.

Tax Titles

The committee members and Dan Hoort discussed tax titles. They made it very clear that there is so much to lose if taxes are not paid including going into foreclosure.

The Committee stepped out to review the calendar with the list of meeting dates so they could schedule future meetings. When the Committee returned, Louise Venden made a motion to adjourn which was seconded by Mark Bjorstrom.

The meeting adjourned at 1:09 p.m.

Respectfully submitted:

Katherine Barrett