

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES
FISCAL BUDGET MEETING
TUESDAY - JANUARY 10, 2017 – 5:00 PM
JUDGE WELSH ROOM - 260 COMMERCIAL STREET**

Selectman Andrews convened the open meeting at 5:05 PM noting the following attendees:
Board of Selectmen members: Vice Chair Erik Yingling, Thomas Donegan, Cheryl Andrews, and Robert Anthony.

Excused Absence: Raphael Richter,

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner, and Finance Director Josee Young, Town Clerk Douglas Johnstone, Airport Manager Arthur “Butch” Lisenby, Human Services Director Morgan Clark, Council on Aging Director Chris Hottle, Library Director Matt Clark, Recreation Director Brandon Motta, MIS Director Beau Jackett.

Recorder: David Gardner

1. Public & Selectmen Statements:

No public statements.

Cheryl asked what the revision was to the agenda meeting notice.

Tom stated that the 122 Board of Selectmen item was added. It was an oversight that it was left off.

2. FY2017 Overall Budget Review Inclusive of the following:

A. Division II Budget Review:

Public Safety

220 Fire – Fire Chief:

Fire Chief Mike Trovato and Deputy Chief James Roderick

There are some increases in the budget. We have been operating the Fire Department as a business to try to maintain the volunteer status. We are trying to increase the cost little by little to avoid sticker shock.

One increase is the Fire Chief salary to \$55,000. Increases to Rescue Standby, Fire Captains, Fire Lieutenant, Radio Officer and Air Officer Compensation.

Tom questions the rate of increase of salaries over the last several years. Do you see the rates to continue at the current levels?

Chief – increases have been given to encourage volunteers to continue to show up. It’s hard to predict what future requirements will be, the State mandates new equipment all the time. Eventually we should see Rescue Standby go from 200 days to 365 days per year. If you look at the ten year forecast, we have increased the Rescue Standby gradually over time.

Tom questioned the amount of automatic alarms and whether that was a fiscal impact.

Cheryl asked about the changes to the Fire Academy. It appears that we can continue to rely upon the existing academy without significant new cost.

Chief – attends the Fire Chief group meeting every month as they continue to monitor the situation at the Academy.

Erik Yingling joined the meeting at 5:25 pm.

Cheryl mentioned the need for the Department to plan for 2020 events.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 220, in the amount of \$838,225.

Motion: Tom Donegan

Seconded: Robert Anthony

4/0/0 Motion passed.

Fire Capital Improvement Plan

First item is the air pack replacement, which was last done with a grant, but now needs to be replaced. Second item is the Ambulance Equipment for 2018 which currently listed as \$57,000, but we will need \$62,000.

MOTION: Move that the Board of Selectmen an increase in the Town Manager’s recommended CIP item 12 within Fire Department for Ambulance Equipment by \$5,000 increase to \$62,000

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

B. Division V Budget Review:

Public Services:

512 Human Services – Director:

Director Chris Hottle highlighted the goals and objectives. Mentioned the hard work of the Human Services Committee. Slight increase in the VNA contract for in-home nursing services due to the general aging of the population and increased demands. Program is important to help keep elderly residents in their homes.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 512, in the amount of \$42,336.

Motion: Cheryl Andrews

Seconded: Robert Anthony

Tom questioned whether we are adequately meeting the needs within the program.

Chris feels we are meeting the need.

4/0/0 Motion passed.

541 Council on Aging – Director:

The “A” budget is leveled funded. Again the general population is continuing to age. The Department has been working on improving our performance indicators, we are trying to keep good data and records on the increased need and programing within the Department. Population over 60 years of age is 42%. Our outreach is very community based and we are having a real impact on keeping residents out of the hospital and in their homes. We now have more focus on regional planning, with a new steering committee and considering the impacts of the aging demographics.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 541, in the amount of \$245,245.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

610 Library – Director:

The Library Director Matt Clark appeared before the Board with a flat budget request. Continue to use innovative methods to provides library services with limited fiscal impact to the community.

Cheryl requests update on Fundraising during the past year.

Matt – Fundraising is now based on book sales, and retail items, such as t-shirts, totes, cups etc.. We continue to have major fundraising events throughout the year.

Cheryl would like to see a break out of fundraising items.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 610, in the amount of \$330,694.

Motion: Tom Donegan

Seconded: Robert Anthony

Tom questioned whether there was any interest in bringing back the Provincetown Press.

Matt responded that there had been some discussions about bringing it back in some form, the e-book market has evolved since then, but we are interested in recreating something that provides the creative excitement that the Provincetown Press had provided.

4/0/0 Motion passed.

630 Recreation – Director:

Director Brandon Motta presented. The "A" budget increases were contractual changes. There was no change to the "B" budget. No new staff added in the summer. We rely heavily on volunteers for sports programs. Mr. Motta and the Assistant Director are involved and managed all the programs. They also put out a survey which identified that we are meeting the child services well, but there are demands for more adult programing. Another objective is to create a Master Recreational Guide.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 630, in the amount of \$188,740.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

C. Division I Budget Review:

General Government

113 Elections & Town Meetings – Town Clerk:

Town Clerk Doug Johnstone stated that this is the budget where the number goes up or down depending on the number of elections and Town Meetings held within the year. Only one Town Meeting is budgeted for in April for six nights and to date this has also covered the expense of a special fall Town Meeting without the need to budget specifically for that event. The Town will have only one Annual Town Election on May 3, 2017. The other special school district election will be paid directly by the School District. Funds for additional town meeting outreach is included at \$400.

Tom would like to see the CIP for auditorium chairs to be explored for the current year. Town manager should investigate and report back before the reconciliation with the Fincom.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 113, in the amount of \$11,285.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

161 Town Clerk – Town Clerk:

This is the budget that actually runs the Town Clerk's office and there is no increase in the "B" budget from last year, and the "A" budget increased only by contractual personnel raises. The Department has reviewed its fees and compared with other Cape towns and we are in line with most other towns.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 161, in the amount of \$131,230.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

122 Board of Selectmen – Chairman:

Health insurance cost has been moved to the 910 budget along with other employees. There is a \$5,000 increase for overtime for the Selectmen's Secretary.

General discussion about the value of attending the MMA conference.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 122, in the amount of \$80,321.

Motion: Tom Donegan

Seconded: Robert Anthony

4/0/0 Motion passed.

123 Town Manager – Town Manager:

Town Manager David Panagore presented. The budget increases education and training funds of \$10,000 to allow training for senior staff.

Robert asked why training would be centralized in the Town Manager budget rather than individual departments.

Tom questioned the Town Manager's salary increase 3% which is the maximum pursuant to the contract.

The existing economic development line item was spent this year on civic engagement and review of our economic development and growth management policies. Tom feels that perhaps this fund should be allocated more specifically. Perhaps moving the funds under the 255 Housing and Economic Development Office budget.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 123, in the amount of \$354,533.

Motion: Tom Donegan

Seconded: Robert Anthony

4/0/0 Motion passed.

151 Legal Services – Town Manager:

The Town Manager stated that he is not able to represent the town as legal counsel, but works closely with our Town Counsel. We were able to lower by \$20,000 this year.

Would like to see a report on town counsel charges based on subject matter, cases or projects for the general litigation update after town meeting.

710 Debt Service – Finance Director

Since I arrived I have repopulated the master debt service spreadsheets to ensure that the debt schedules are reconciled to ensure that we have accurate figures moving forward. We have been discussing the potential to refinance some debt in the near future.

Cheryl would like to have the total debt schedule provided to the Selectmen in detail.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 710, in the amount of \$2,033,279.

Motion: Tom Donegan **Seconded:** Robert Anthony
4/0/0 Motion passed.

820 Tax Title – Finance Director:

The budget is level funded for FY2017.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 820, in the amount of \$19,000.

Motion: Tom Donegan **Seconded:** Robert Anthony
4/0/0 Motion passed.

910 Retirement/Benefits/Insurance – Finance Director:

Budget increase carried at 10% for benefits. The actual charges proposed by the Cape Cod Medical Health Group have not come in as yet. The OPEB contribution for FY2017 was increased 2.5% over the FY2017 contribution, plus an additional \$25,000 to incremental lessen the gap, with the potential to make additional appropriation at town meeting in April.

Erik thinks we need to consider the funding level for OPEC in the future as we are aggressively funding at this time. We don’t know what the health insurance costs would be if the Affordable Care Act is overturned.

Tom mentioned that the Cadillac Tax under the ACA is significant, but it is not clear if it will ever be applied.

Erik mentioned that we are not getting any OPEB Trust updates lately so we need to convene the Trust shortly.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 910, in the amount of \$7,221,127.

Motion: Cheryl Andrews **Seconded:** Robert Anthony
4/0/0 Motion passed.

Finance Department Capital Improvement Program

Request to implement the MUNIS cashbook module to reduce redundancy in cash book reconciliation.

Tom requested that the item be moved to the Special Town Meeting instead of the Annual Town Meeting so that we can start it earlier.

136 Information Systems – MIS Director:

MIS Director Beau Jackett overall is a nominal increase on the B Budget and the “A” budget increases are for the ongoing contractual plan. The “B” budget was increased at line for software is offset from the reduction in telecommunication. The Town also increased to implement OpenGov, which is a software program that allows us to provide better data regarding the budget for the public.

Tom asked about the transition to using the cloud more. Beau responded that it is part of our overall strategy, the town replaces up to 5 servers every other year. There are some servers that could be implemented through the cloud. We looked at MUNIS, which the maintenance costs are considerable. There is a cost benefit balance of moving all our servers over. The Town will continue to look at opportunities every time we replace out a server. Tom thinks we should consider using the cloud more for archive storage.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 136, in the amount of \$541,337.

**Motion: Cheryl Andrews Seconded: Robert Anthony
4/0/0 Motion passed.**

141 Assessor's Office – Assessor:

Scott Fahle presented. Continue to implement the Residential Exemption program with about 700 households taking advantage.

Tom congratulates the office for good customer service.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Department 141, in the amount of \$252,658.

**Motion: Cheryl Andrews Seconded: Robert Anthony
4/0/0 Motion passed.**

3. Review & Approval of CIP Budget:

Postponed to the January 23, 2017 agenda so that we can first meet with the Building Committee in the Police Station Roundtable.

The budget meeting scheduled for tomorrow night was cancelled.

4. Other –

Town Manager announced that there may be legislation by the Speaker regarding Short Term Rentals. Consensus of the board is to support sending a letter in support.

Move to thank the Ainsworth family for their contribution to the Fire Department. RA EY 4-0-0

Without objection the meeting was adjourned at 8:10 pm.

Minutes transcribed by: David Gardner.