



Select Board

# Meeting Agenda

**The Provincetown Select Board will hold a public meeting on Wednesday, January 29, 2020 at 5:00 p.m. in the Judge Welsh Room, Town Hall, 260 Commercial Street, Provincetown, MA 02657.**

1. Capital Improvement Plan – Funding Plan Considerations
2. Overall Budget Deficit Considerations and Options for Planning
3. Approve FY2021 Budget and Capital Improvement Plan (Votes May Be Taken)
4. Transmit the FY2021 Budget to the Finance Committee pursuant to Chapter 6-4-e of the Provincetown Charter – Votes may Occur

Posted by the Assistant Town Clerk [www.provincetown-ma.gov](http://www.provincetown-ma.gov), 01/21/2020, 12:10 pm AR



Provincetown Select Board  
**AGENDA ACTION REQUEST**  
Wednesday, January 29, 2020

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## FY2021 CIP REVIEW

### Overall FY2020 Budget Review

Requested by: Town Manager Robin Craver

Action Sought: Discussion/Approval

#### Proposed Motion(s)

#### Discussion Dependent/Votes May Occur

#### Additional Information

- After January 14, 15 and 21 Budget meetings, staff presents overall budget deficit considerations and options for planning.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>

# Memo

To: Select Board  
From: Robin Craver, Town Manager  
Date: January 28, 2020  
Re: FY2021 Operating Budget and Capital Improvement Plan

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Thank you for your considerations related to the FY2021 Operating Budget and FY2021 Capital Improvement Plan. These budgets were presented with more restrictions than in previous years due to unavoidable increases in operating costs and limited funds. These budget constraints will most likely be temporary as there are new identified revenues that are not yet quantifiable or predictable.

The FY2021 departmental budgets total \$29,623,896, resulting in an operating deficit of \$77,874. As promised, recommended budget changes and funding are as follows:

- Additional Transfer from unappropriated Tourism Funds \$140,000  
Due to an increase in events for Provincetown 400, overtime and other associated expenditures increase in FY2021. Since tourism directly impacts these increases, this one time additional funding is recommended.
- Economic Development Committee Request \$25,000  
The Economic Development Committee requests an additional \$50,000 for economic development grants in FY2021. These grants are awarded to provide individuals and/or businesses that are working to create a year-round economy in Provincetown. Due to the budget constraints discussed above, an increase of \$25,000 is recommended.
- Cultural Council Request \$4,800  
The Provincetown Cultural Council requests \$4,800 to provide grants to individuals, businesses or organizations that support a variety of artistic projects and activities in Provincetown, including exhibits, festivals, community –oriented arts, humanities and science opportunities for Provincetown.

*Implementation of the above recommendations would result in an operating budget surplus (available tax levy) of \$32,326.*

Recommended Departmental Budgets are as follows:

Division 1	General Government	\$ 983,484
Division 2	Finance	\$ 11,716,915
Division 3	Public Safety	\$ 7,281,368
Division 4	Public Works	\$ 3,914,900
Division 5	Public Service	\$ 995,985
Division 6	Public School	<u>\$ 4,731,244</u>
Total		<u>\$ 29,623,896</u>

The FY2021 Capital Improvement Plan includes a total of \$5,339,838 with \$2,984,838 representing General Governmental projects and \$2,355,000 representing Water Enterprise Fund projects. The recommended funding for these projects is as follows:

Free Cash	\$ 1,838,200
Capital Stabilization Fund	\$ 630,038
Parking Fund	\$ 96,400
Bonding (ambulance & one police vehicle)	\$ 370,200
Landbank Fund	\$ 50,000
Water Enterprise Fund	<u>\$ 2,355,000</u>
Total	<u>\$ 5,339,838</u>

**TOWN OF PROVINCETOWN  
FY 2021 BUDGET SUMMARY**

	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Budget	FY 2021 Proposal
<b>REVENUES</b>					
<b>Real Estate Taxes</b>					
Prior Yr Property Tax Levy Limit	\$ 17,962,208	\$ 18,704,869	\$ 19,337,491	\$ 20,380,556	\$ 21,180,140
2.5% Tax Levy Increase	449,055	467,622	483,437	509,514	529,504
New Growth	293,606	165,000	185,000	185,000	185,000
Potential Operating Override	-	-	308,000	-	-
Tax Rate Recap Adjustment to Actual	-	-	66,628	105,070	-
<b>LEVY LIMIT</b>	<b>18,704,869</b>	<b>19,337,491</b>	<b>20,380,556</b>	<b>21,180,140</b>	<b>21,894,644</b>
Debt Exclusions	1,401,474	1,218,953	1,003,516	988,046	1,241,395
Other Adjust-County Assessment	111,513	111,513	232,055	241,337	250,990
Adjustment to Actual	(74,646)	(117,673)	(335,273)	-	-
Current Year Property Tax Levy	<b>20,143,210</b>	<b>20,550,284</b>	<b>21,280,854</b>	<b>22,409,523</b>	<b>23,387,029</b>
<b>Other Revenues</b>					
Cherry Sheet Aid (net of offsets)	526,820	537,834	644,675	652,062	587,039
Estimated Local Receipts	6,015,316	6,392,374	6,566,072	5,884,060	6,159,006
<b>Other Financing Sources (Transfers in)</b>					
Overlay Surplus	-	-	-	120,000	-
Waterways & Wetlands	61,000	63,000	106,000	66,000	96,000
Ferry Embarkation	40,000	40,000	50,000	50,000	30,000
Septic Loans / Other	31,752	35,098	130,000	30,000	200,000
Other Funds	-	-	120,763	-	-
Landbank (now paid directly from LB Fund)	131,398	128,604	-	-	-
Tourism Fund	-	-	122,000	123,040	264,101
Enterprise Fund Indirect Costs	467,062	502,621	548,240	411,180	400,000
<b>TOTAL REVENUES</b>	<b>27,416,558</b>	<b>28,249,815</b>	<b>29,568,604</b>	<b>29,745,865</b>	<b>31,123,175</b>
<b>EXPENDITURES</b>					
<b>Other Charges</b>					
Cherry Sheet Charges	645,174	661,317	833,121	852,503	698,087
Other Raise & Appropriate	170,703	215,573	248,570	487,062	548,866
Operating Overrides	-	-	-	-	-
Overlay	-	-	-	223,045	220,000
<b>Departmental Operating Budgets</b>	<b>23,140,727</b>	<b>24,498,924</b>	<b>25,879,122</b>	<b>28,064,545</b>	<b>29,623,896</b>
<b>TOTAL EXPENDITURES</b>	<b>23,956,604</b>	<b>25,375,814</b>	<b>26,960,813</b>	<b>29,627,155</b>	<b>31,090,849</b>
<b>REVENUES less EXPENDITURES</b>	<b>\$ 3,459,954</b>	<b>\$ 2,874,001</b>	<b>\$ 2,607,791</b>	<b>\$ 118,710</b>	<b>\$ 32,326</b>

**TOWN OF PROVINCETOWN**  
**FY 2021 DEPARTMENTAL BUDGET SUMMARY**

	FY 2020			FY 2021				Increase \$	Increase %
	Personnel Budget	Operating Budget	Total	Personnel Budget	Operating Budget	Total			
<b>DIVISION 1 GENERAL GOVERNMENT</b>									
113	-	13,358	13,358	-	14,206	14,206	Elections	848	6.3%
122	74,677	14,125	88,802	78,706	12,250	90,956	Select Board	2,154	2.4%
123	294,672	50,095	344,767	337,895	31,500	369,395	Town Manager	24,628	7.1%
151	-	210,000	210,000	-	210,000	210,000	Legal Services	-	0.0%
156	-	65,550	65,550	-	66,100	66,100	Administration	550	0.8%
161	119,707	7,110	126,817	122,267	8,760	131,027	Town Clerk	4,210	3.3%
482	-	158,600	158,600	-	93,550	93,550	Airport	(65,050)	-41.0%
672	-	8,250	8,250	-	8,250	8,250	Art Commission	-	0.0%
<b>TOTAL DIVISION 1</b>	<b>489,056</b>	<b>527,088</b>	<b>1,016,144</b>	<b>538,868</b>	<b>444,616</b>	<b>983,484</b>		<b>(32,660)</b>	<b>-3.2%</b>
<b>DIVISION 2 FINANCE</b>									
131	-	129,325	129,325	-	132,450	132,450	Finance Committee	3,125	2.4%
135	248,445	77,100	325,545	192,394	75,400	267,794	Town Accountant	(57,751)	-17.7%
136	229,060	447,400	676,460	233,914	492,900	726,814	MIS	50,354	7.4%
141	211,754	52,010	263,764	214,894	49,195	264,089	Assessor	325	0.1%
145	193,110	49,600	242,710	278,412	45,400	323,812	Treasurer/Collector	81,102	33.4%
710	-	1,602,837	1,602,837	-	1,746,375	1,746,375	Debt Service	143,538	9.0%
910	-	7,612,177	7,612,177	-	8,255,581	8,255,581	Retirement/Benefits/Insurance	643,404	8.5%
<b>TOTAL DIVISION 2</b>	<b>882,369</b>	<b>9,970,449</b>	<b>10,852,818</b>	<b>919,614</b>	<b>10,797,301</b>	<b>11,716,915</b>		<b>864,097</b>	<b>8.0%</b>
<b>DIVISION 3 PUBLIC SAFETY</b>									
210	2,676,867	206,805	2,883,672	2,928,024	234,115	3,162,139	Police	278,467	9.7%
220	787,569	238,382	1,025,951	880,599	246,347	1,126,946	Fire	100,995	9.8%
231	-	1,002,385	1,002,385	-	1,022,257	1,022,257	Ambulance	19,872	2.0%
250	541,618	32,552	574,170	541,997	46,152	588,149	Community Development	13,979	2.4%
251	202,683	9,360	212,043	214,147	9,100	223,247	Building Division	11,204	5.3%
253	118,887	141,125	260,012	121,272	141,125	262,397	Health Division	2,385	0.9%
255	74,746	22,000	96,746	76,212	2,000	78,212	Housing & Economic Dev	(18,534)	-19.2%
291	25,000	12,300	37,300	26,035	13,700	39,735	Emergency Management	2,435	6.5%
295	-	206,307	206,307	66,473	245,513	311,986	Marine/Harbormaster	105,679	51.2%
296	48,419	12,050	60,469	50,058	12,050	62,108	Shellfish	1,639	2.7%
299	395,431	138,500	533,931	280,342	123,850	404,192	Parking	(129,739)	-24.3%
<b>TOTAL DIVISION 3</b>	<b>4,871,220</b>	<b>2,021,766</b>	<b>6,892,986</b>	<b>5,185,159</b>	<b>2,096,209</b>	<b>7,281,368</b>		<b>388,382</b>	<b>5.6%</b>
<b>DIVISION 4 PUBLIC WORKS</b>									

**TOWN OF PROVINCETOWN**  
**FY 2021 DEPARTMENTAL BUDGET SUMMARY**

	FY 2020			FY 2021				Increase \$	Increase %
	Personnel Budget	Operating Budget	Total	Personnel Budget	Operating Budget	Total			
192	837,064	640,268	1,477,332	837,263	574,031	1,411,294	Building Maintenance	(66,038)	-4.5%
421	297,306	242,450	539,756	304,411	240,350	544,761	DPW Admin	5,005	0.9%
422	495,214	120,825	616,039	488,868	113,505	602,373	DPW Highway	(13,666)	-2.2%
423	27,000	140,700	167,700	27,000	140,700	167,700	DPW Snow & Ice	-	0.0%
431	490,073	446,100	936,173	483,922	680,600	1,164,522	DPW Solid Waste	228,349	24.4%
432	-	11,950	11,950	-	10,950	10,950	Recycling & Renewable Energy	(1,000)	-8.4%
545	-	5,000	5,000	-	5,000	5,000	Disability Committee	-	0.0%
550	-	300	300	-	300	300	Animal Welfare	-	0.0%
560	-	8,000	8,000	-	8,000	8,000	Bicycle Committee	-	0.0%
<b>TOTAL DIVISION 4</b>	<b>2,146,657</b>	<b>1,615,593</b>	<b>3,762,250</b>	<b>2,141,464</b>	<b>1,773,436</b>	<b>3,914,900</b>		152,650	4.1%
<b>DIVISION 5 PUBLIC SERVICE</b>									
512	18,102	23,770	41,872	18,492	23,570	42,062	Human Services	190	0.5%
541	228,816	23,070	251,886	240,145	22,620	262,765	COA	10,879	4.3%
543	-	49,422	49,422	-	55,000	55,000	Veterans Services	5,578	11.3%
610	295,985	106,024	402,009	301,402	108,128	409,530	Library	7,521	1.9%
630	188,490	23,800	212,290	201,478	25,150	226,628	Recreation	14,338	6.8%
<b>TOTAL DIVISION 5</b>	<b>731,393</b>	<b>226,086</b>	<b>957,479</b>	<b>761,517</b>	<b>234,468</b>	<b>995,985</b>		38,506	4.0%
<b>DIVISION 6 EDUCATION</b>									
300	-	3,590,927	3,590,927	-	3,590,927	3,590,927	Provincetown Public Schools	-	0.0%
305	-	607,472	607,472	-	645,379	645,379	Nauset Tuition and High School	37,907	6.2%
	-	384,469	384,469	-	494,938	494,938	Early Learning Center	110,469	28.7%
<b>TOTAL DIVISION 6</b>	<b>-</b>	<b>4,582,868</b>	<b>4,582,868</b>	<b>-</b>	<b>4,731,244</b>	<b>4,731,244</b>		148,376	3.2%
<b>TOTAL OPERATING BUDGET</b>	<b>9,120,695</b>	<b>18,943,850</b>	<b>28,064,545</b>	<b>9,546,622</b>	<b>20,077,274</b>	<b>29,623,896</b>			

**TOWN OF PROVINCETOWN FY2021 - FY2025 CIP FIVE YEAR PLAN**

#	Dept	EM*	Project	FY 2021	FY 2022	FY 2023	FY2024	FY2025	5 Year Cost
1	Airport		Terminal Building Phase II Envir Assess	18,975	0	0	0	0	18,975
2	Airport		DEP EnvironmentalMitigation Phase III	18,688	0	0	0	0	18,688
3	Airport		Fuel Farm Tank Replacement	34,500	207,000	0	0	0	241,500
4	Airport		Replace HVAC Condensing Unit	25,875	0	0	0	0	25,875
5	Airport		Maintenance Vehicle	11,500	0	0	0	0	11,500
6	Airport		Terminal/Vegetation Permitting & Enviro.	23,000	0	0	0	0	23,000
7	Airport		Taxiway Lighting Installation	57,500	0	0	0	0	57,500
8	Airport		Terminal Roof Replacement	50,000	0	0	0	0	50,000
9	Airport		DEP EnvironmentalMitigation Phase IV	0	17,250	0	0	0	17,250
10	Airport		Obstruction Removal Phase I & II	0	0	37,375	37,375	0	74,750
11	Airport		Terminal Building Design	0	0	0	0	87,500	87,500
12	CD	EM	Ryder Street Beach Nourishment	200,000	50,000	0	0	0	250,000
13	FIR		Replace Ambulance 196	325,000	0	0	0	0	325,000
14	FIR		Main Station Building Repairs	28,000	0	0	0	0	28,000
15	FIR		Building Needs Assessment	50,000	0	0	0	0	50,000
16	FIR		Turnout Gear and Washer Dryer	205,000	0	0	0	0	205,000
17	FIR		Replace Chief's Vehicle	0	68,000	0	0	0	68,000
18	FIR		Replace Ambulance 197	0	0	275,000	0	0	275,000
19	FIR		Replace Ambulance 198	0	0	0	275,000	0	275,000
20	FIR		Replace 3 Life Pac 15(s)	0	0	0	120,000	0	120,000
21	FIR		Replace 24 SCBA's	0	0	0	0	168,000	168,000
22	Pier		Pier Infrastructure Maintenance	210,000	210,000	220,000	220,000	220,000	1,080,000
23	Pier		Pier Electrical Upgrades	60,000	60,000	30,000	30,000	30,000	210,000
24	Pier		Pier Main Water Line Replacement	120,000	0	0	0	0	120,000
25	Pier		Pier Lighting Replacement	0	0	60,000	20,000	20,000	100,000
26	PAR		West End Rotary Parking Improvements	56,400	0	0	0	0	-
27	PAR		VMCC Lot Lighting Improvements	0	182,000	0	0	0	182,000
28	PAR		Upgrade to AIMS Software	40,000	0	0	0	0	40,000
29	PAR		Grace Hall Retaining Wall	0	0	266,000	0	0	266,000
30	PAR		VMCC Lot Additional Spaces	0	35,000	0	0	0	35,000
31	PAR		MPL Pay-on-Foot Machine	0	123,396	0	0	0	123,396
32	PAR		Repaving of MPL and drain upgrades	0	0	175,000	0	0	175,000
33	PAR		Parking Lot Camera Surveillance	0	0	50,000	0	0	50,000
34	PAR		Day's Lot Upgrades	0	0	0	100,000	0	100,000
35	PAR		Grace Hall lighting upgrade	0	0	0	0	50,000	50,000
36	POL		Police Tech Equipment	40,000	0	0	0	0	40,000
37	POL		Police Vehicle Fleet Replacement	90,400	95,000	95,000	95,000	95,000	470,400
38	PW		Vehicle Fleet Replacement	270,000	295,000	210,000	115,000	130,000	1,020,000
39	PW	EM	Stormwater	100,000	100,000	100,000	100,000	100,000	500,000
40	PW		Pavement Management Plan	350,000	250,000	250,000	250,000	250,000	1,350,000
41	PW		Streets, Sidewalks & Bike Paths	55,000	55,000	55,000	55,000	55,000	275,000
42	PW		Building Maintenance Plan	350,000	315,000	150,000	400,000	100,000	1,315,000
43	PW		Commercial Street Reconstruction**	0	800,000	0	0	0	800,000
44	PW		Court Street Drainage & Repair	0	1,500,000	0	0	0	1,500,000
45	PW		Public Works Facility	0	0	650,000	0	14,000,000	14,650,000
46	PW	EM	Ryder St Outfall Stormwater Project	0	0	525,000	0	0	525,000
47	PW		Shank Painter Road Reconstruction**	0	0	0	3,500,000	0	3,500,000
48	PW		Auditorium Chairs	145,000	0	0	0	0	145,000
49	PW		Police Station						-
50	REC		East End Waterfront Park	50,000	500,000	0	0	0	550,000
<b>Total General Fund</b>				<b>\$2,984,838</b>	<b>\$4,862,646</b>	<b>\$3,148,375</b>	<b>\$5,317,375</b>	<b>\$15,305,500</b>	<b>31,618,734</b>
#	Dept	EM*	Project	FY 2021	FY 2022	FY 2023	FY2024	FY2025	5 Year Cost
51	Water		Knowles Crossing Building Renovation	500,000	0	0	0	0	500,000
52	Water		AC Water Main Replacement	1,500,000	0	500,000	500,000	0	2,500,000
53	Water		Wellfield Re-Development	175,000	0	350,000	0	0	525,000
54	Water		Filtration Plant Maint Module Replace	150,000	0	0	0	0	150,000
55	Water		Customer Self Service Portal Software	30,000	0	0	0	0	30,000
56	Water		Vehicle Fleet Replacement	0	40,000	35,000	35,000	0	110,000
57	Water		Mt. Gilboa Tank Rehabilitation	0	0	0	0	1,600,000	1,600,000
<b>Total Enterprise Funds</b>				<b>\$2,355,000</b>	<b>\$40,000</b>	<b>\$885,000</b>	<b>\$535,000</b>	<b>\$1,600,000</b>	<b>5,415,000</b>
<b>Totals</b>				<b>\$5,339,838</b>	<b>\$4,902,646</b>	<b>\$4,033,375</b>	<b>\$5,852,375</b>	<b>\$16,905,500</b>	<b>37,033,734</b>

\*EM indicates Emergency Management/Hazard Mitigation project

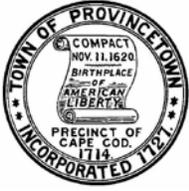
\*\* Out years projected in full without grant consideration

*Italic: New projects added this year*

## TOWN OF PROVINCETOWN CIP FUNDING PLAN

1631      1621

	<b>FY 2021</b>		<b>Free Cash</b>	<b>Cap Impr Fund</b>	<b>Parking Fund</b>	<b>Bond</b>	<b>Grant or Other</b>
	Begin Balance:		\$0	\$0	\$0		
	Addition:		\$1,893,674	\$638,000			
Airport	Terminal Building Phase II Envir Assess	\$18,975		\$18,975			
Airport	DEP Environmental Mitigation Phase III	\$18,688		\$18,688			
Airport	Fuel Farm Tank Replacement	\$34,500		\$34,500			
Airport	Replace HVAC Condensing Unit	\$25,875		\$25,875			
Airport	Maintenance Vehicle	\$11,500		\$11,500			
Airport	Terminal/Vegetation Permitting & Enviro.	\$23,000		\$23,000			
Airport	Taxiway Lighting Installation	\$57,500		\$57,500			
Airport	Terminal Roof Replacement	\$50,000		\$50,000			
CD	Ryder Street Beach Nourishment	\$200,000	\$200,000				
FIR	Replace Ambulance 196	\$325,000				\$325,000	
FIR	Main Station Building Repairs	\$28,000	\$28,000				
FIR	Building Needs Assessment	\$50,000	\$50,000				
FIR	Turnout Gear and Washer Dryer	\$205,000	\$205,000				
Pier	Pier Infrastructure Maintenance	\$210,000		\$210,000			
Pier	Pier Electrical Upgrades	\$60,000		\$60,000			
Pier	Pier Main Water Line Replacement	\$120,000		\$120,000			
PAR	West End Rotary Parking Improvements	\$56,400			\$56,400		
PAR	Upgrade to AIMS Software	\$40,000			\$40,000		
POL	Police Tech Equipment	\$40,000	\$40,000				
POL	Police Vehicle Fleet Replacement	\$90,400	\$45,200			\$45,200	
PW	Vehicle Fleet Replacement	\$270,000	\$270,000				
PW	Stormwater	\$100,000	\$100,000				
PW	Pavement Management Plan	\$350,000	\$350,000				
PW	Streets, Sidewalks & Bike Paths	\$55,000	\$55,000				
PW	Building Maintenance Plan	\$350,000	\$350,000				
PW	Auditorium Chairs	\$145,000	\$145,000				
REC	East End Waterfront Park	\$50,000					\$50,000
Water	Knowles Crossing Building Renovation	\$500,000					\$500,000
Water	AC Water Main Replacement	\$1,500,000					\$1,500,000
Water	Wellfield Re-Development	\$175,000					\$175,000
Water	Filtration Plant Maint Module Replace	\$150,000					\$150,000
Water	Customer Self Service Portal Software	\$30,000					\$30,000
	<b>Annual Total</b>	<b>\$5,339,838</b>	<b>\$1,838,200</b>	<b>\$630,038</b>	<b>\$96,400</b>	<b>\$370,200</b>	<b>\$2,405,000</b>
			\$55,474	\$7,962	\$0		



## FY2021 BUDGET REVIEW

### Approve FY2021 Budget

Requested by: Town Manager Robin Craver

Action Sought: Discussion/Approval

#### Proposed Motion(s)

**Move that the Select Board vote to approve the Town Manager's FY2021 Budget: Division 1: \$983,484, Division 2: \$11,716,915, Division 3: \$7,281,368, Division 4: \$3,914,900, Division 5: \$995,985 and Division 6: \$4,731,244, for a total amount of \$29,623,896.**

**Move that the Select Board vote to approve the Town Manager's FY2021 Capital Improvements Plan as present in the total amount of \$5,339,838.**

#### Additional Information

- Proposed budgets presented in budget books or viewable in online packet.

#### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>



# FY2021 BUDGET TRANSMITTAL

## Transmittal of FY2021 Budget to the Finance Committee

Requested by: Select Board

Action Sought: Discussion/Approval

### Proposed Motion(s)

**Move that the Select Board vote to transmit the FY2021 Budget: Division 1: \$983,484, Division 2: \$11,716,915, Division 3: \$7,281,368, Division 4: \$3,914,900, Division 5: \$995,985 and Division 6: \$4,731,244, for a total amount of \$29,623,896, with their recommendations as submitted to the Finance Committee for their review.**

**Move that the Select Board vote to transmit the FY2021 Capital Improvement Plan in the amount of \$5,339,838 with their recommendations as submitted to the Finance Committee for their review.**

### Additional Information

Pursuant to Chapter 6-4-e of the Provincetown Charter, "The Select Board shall consider the proposed Budget submitted by the Town Manager and make such recommendations as it deems expedient and proper in the interests of the Town. On or before the first Tuesday in February, the Select Board shall transmit a copy of the Budget, together with its recommendations, to the Finance Committee."

Pursuant to the Chapter 6-6-b of the Provincetown Charter, "The Town Manager shall submit the Capital Improvements Program to the Select Board and the Finance Committee by the second Tuesday of January prior to the Annual Town Meeting. On or before the first Tuesday in February, the Select Board shall act on it. Then they shall submit it to the Finance Committee, which shall issue its recommendations as part of its printed report on the Annual Budget"

### Board Action

<i>Motion</i>	<i>Second</i>	<i>Yea</i>	<i>Nay</i>	<i>Abstain</i>	<i>Disposition</i>