

# TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

## SPECIAL MEETING #2 – MONDAY, NOVEMBER 29, 2004

### JUDGE WELSH HEARING ROOM

Chairman Cheryl Andrews opened the meeting at 7:45 PM noting the following attendees:

Board of Selectmen members: Cheryl Andrews, Mary-Jo Avellar, Sarah Peake, Michele Couture, Richard Olson

Other attendees: Keith Bergman Town Manager, Acting Assistant Town Manager Michelle Jarusiewicz

Recorder: Mary-Jo Avellar, Clerk

The following are meeting minutes, in brief.

#### **2 JOINT MEETING WITH VISITOR SERVICES BOARD**

Recommended Five-Year Financial Plan for Tourism Fund Expenditures

VSB Members present: Steve Melamed, Edward Rudd, Ellen Freeman, Lynne Davies, Peter Bez and Barbara Rushmore. This is a continuation of the November 11, 2004 meeting.

**MOTION:** *Move that the Board of Selectmen vote to recommend a cap of \$32,625 relative to the Visitor Services Board five-year financial plan for Tourism Fund expenditures as they pertain to DPW related expenses and that we revisit the five-year plan in one year.*

**Motion by:** Mary-Jo Avellar                      **Seconded by:** Michele Couture      Yea 5 Nay 0

**MOTION:** *Move that the Board of Selectmen vote to rescind the policy directive regarding the Visitor Services Board financial procedures. (Policy Statement #2004-09-14 - Tourism Fund Expenditures)*

**Motion by:** Michele Couture                      **Seconded by:** Richard Olson  
Yea 4 Nay 0 Abstain 1 (Sarah Peake)

**MOTION:** *Move that the Board of Selectmen vote to approve the following policy statement relative to Tourism Fund financial procedures: "All tourism budget commitments, with exception of payroll and related costs, require a vote of approval by the Visitor Services Board. The Visitor Services Board (VSB) may delegate authorization to the Tourism Director for individual expenditures under \$400 from the Coordination and Support budget allocation. All vouchers will include the tourism director's signature and must be accompanied by an Authorization Form signed by the Chair of the VSB or the chair's designee following a vote of the majority of the VSB. All grant awards will require approval by both the Visitor Services Board and the Board of Selectmen. All commitments must be compliant with procurement laws and regulations and may require approval by the Board of Selectmen.*

**Motion by:** Sarah Peake                      **Seconded by:** Michele Couture      Yea 5 Nay 0

Motion to adjourn by Michele Couture at 8:35 pm.

Minutes transcribed by: Vernon Porter, Secretary  
November 30, 2004