



Finance Committee

Finance Committee Meeting Minutes
 Monday, March 14th @ 5:00 pm
 Judge Welsh Room at the Provincetown Town Hall
 Called to Order: 5:02 pm

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Maguire, Vice Chair	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erik Yingling (arr. 5:12)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Donegan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glen Dombrow	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input type="checkbox"/> Voting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input type="checkbox"/> Voting

(Note: P = Present E = Excused U = Unexcused)

These minutes are in brief format. This meeting was filmed and is available for viewing at <http://www.provincetowntv.org> or on DVD at the Provincetown Television office.

Also Present:	John Santos, BoS
Michele Couture, BoS Chair	Sharon Lynn, Town Manager
David Bedard, BoS	David Gardner, Asst. Town Mgr.
Austin Knight, BoS	Dan Hoort, Finance Director
Elaine Anderson, BoS	

<p>Order of Business:</p> <p>Joint meeting with the Board of Selectmen to consider the following:</p> <ol style="list-style-type: none"> 1. Public Hearing on the FY12 Operating Budget. 2. Proposed Capital Improvements Stabilization Fund Policy. 3. Any other business that may legally come before the Finance Committee.
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Public Hearing on the FY12 Operating Budget

Public Comment: none.

Review of FY2012 Budget and Warrant Articles for April Town Meeting.

Finance Committee has made its final recommendations for the FY 2012 operating budget and enterprise funds. There are only a few differences between our recommendations compared to those of the Board of Selectmen, as follows:

- 710 – Debt Service: (\$119,886) due to a lower interest rate on our bond offering than anticipated.
- 511 – Health Inspector/Agent: (\$20,000) due to elimination of a part-time seasonal position to test water quality and compliance of semi-private beach regulations, as mandated by the state.
- 673 – Cultural Council: (\$1,500) due to elimination of the artist laureate program.
- 310 – Cape Cod Technical High School: \$35,730, due to increased enrollment.

The net reduction in our recommended budget is (\$105,656).

With regard to budget revenues, we are pleased to the report that the budget, as we recommend it, is balanced. This is due chiefly to our recommendation that parking fees be increased. The new rates, as approved by the Board of Selectmen, will generate at least \$200K in new revenue, which is sufficient to close the budget gap.

This will also allow us to make an additional contribution to the General Purpose Stabilization Fund. By doing so, we will help to improve the Town's bond rating and reduce the cost of future borrowing for capital projects.

The warrant includes an article to establish an Other Post Employment Benefits Liability Trust Fund is also included.

The warrant includes an article to utilize the remaining appropriation from the Building Assessment to fund the design services for the construction of a new Police Station and Highway Maintenance Facility.

The Budget Summary:

I. General Government	\$1,146,867	-2.9%
II. Finance	\$8,617,767	10.5%
III. Public Safety	\$4,289,059	2.6%
IV. Public Works	\$3,008,302	0.2%
V. Public Services	\$803,458	0.1%
Subtotal:	\$17,865,453	5.0%
VI. Public Schools	\$3,275,343	-3.9%
Total all budgets:	\$21,140,796	3.5%

Proposed Capital Improvements Stabilization Fund Policy

One change based on comments from Town Counsel, we need to delete the bullet on Page 10 regarding capital leases.

It was agreed to continue the discussion at a future joint meeting.

Other Business

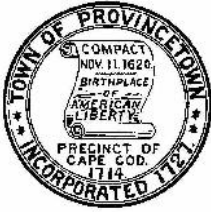
(None).

List of documents reviewed:

- 1. 03/09/11 Budget Transmittal Memo to the Board of Selectmen (attached).*
- 2. Draft Capital Improvements Stabilization Fund Policy*

Next Meeting:	Wednesday, March 16 th @ 6:00pm
Adjourn:	5:23 pm
Minutes by:	David Gardner / Thomas Coen

Approved by  on April 20, 2011
Thomas Coen, Chair



Finance Committee

Memo

To: Provincetown Board of Selectmen
From: Thomas Coen
CC: Finance Committee, Town Manager, Assistant Town Manager,
Finance Director
Date: March 9, 2011
Re: Results of the Finance Committee FY2012 Operating Budget review

Ladies and Gentlemen of the Board of Selectmen

Attached you will find the Finance Committee's final recommendations for the FY 2012 operating budget and enterprise funds.

There are only a few differences between our recommendations compared to those of the Board of Selectmen, as follows:

710 – Debt Service: (\$119,886) due to a lower interest rate on our bond offering than anticipated.

511 – Health Inspector/Agent: (\$20,000) due to elimination of a part-time seasonal position to test water quality and compliance of semi-private beach regulations, as mandated by the state.

673 – Cultural Council: (\$1,500) due to elimination of the artist laureate program.

310 – Cape Cod Technical High School: \$35,730, due to increased enrollment.

The net reduction in our recommended budget is (\$105,656).

With regard to budget revenues, we are pleased to the report that the budget, as we recommend it, is balanced. This is due chiefly to our recommendation that parking fees be increased. The new rates, as approved by the Board of Selectmen, will generate at least \$200K in new revenue, which is sufficient to close the budget gap. This will also allow us to make an additional contribution to the General Purpose Stabilization Fund.

By doing so, we will help to improve the Town's bond rating and reduce the cost of future borrowing for capital projects.

We look forward to our joint public hearing on Monday, March 14th.

Respectfully submitted,

A handwritten signature in blue ink that reads "Thomas Coen". The signature is written in a cursive style and is positioned above a horizontal line.

Thomas Coen, Chair

FY 2012 Budget Request Summary

*as of
02/24/11*

<u>Budget</u>	Actual FY 2009	Actual FY 2010	Budget* FY 2011	Town Manager FY 2012	Selectmen FY 2012	Fin Com FY 2012	% 11-'12
I. GENERAL GOVERNMENT							
113 Elections & Town Meetings							
Expenses	\$12,347	\$6,179	\$12,516	\$10,580	\$10,580	\$10,580	-15.5%
122 Board of Selectmen							
Personal Services	48,317	48,167	50,054	50,941	50,941	50,941	
Expenses	<u>6,880</u>	<u>4,416</u>	<u>4,650</u>	<u>4,650</u>	<u>4,650</u>	<u>4,650</u>	
sub-total	55,197	52,583	54,704	55,591	55,591	55,591	1.6%
123 Town Manager							
Personal Services	229,421	230,863	246,500	261,065	261,065	261,065	
Expenses	<u>7,873</u>	<u>18,470</u>	<u>11,102</u>	<u>12,725</u>	<u>12,725</u>	<u>12,725</u>	
sub-total	237,294	249,333	257,602	273,790	273,790	273,790	6.3%
151 Legal Services							
Expenses	175,551	176,567	200,000	200,000	200,000	200,000	0.0%
156 Administration							
Expenses	56,265	63,253	70,610	64,790	64,790	64,790	-8.2%
157 Land Bank							
Maintenance	4,871	4,525	11,269	12,450	12,450	12,450	
Affordable Hsg	40,760	0	36,612	41,500	41,500	41,500	
Debt Service	<u>232,013</u>	<u>244,679</u>	<u>226,481</u>	<u>78,225</u>	<u>78,225</u>	<u>78,225</u>	
sub-total	277,644	249,204	274,362	132,175	132,175	132,175	-51.8%
161 Town Clerk							
Personal Services	89,197	92,023	99,476	104,467	104,467	104,467	
Expenses	<u>6,209</u>	<u>1,273</u>	<u>3,395</u>	<u>2,395</u>	<u>2,395</u>	<u>2,395</u>	
sub-total	95,406	93,296	102,871	106,862	106,862	106,862	3.9%
169 Licensing							
Personal Services	38,093	38,093	39,236	40,021	40,021	40,021	
Expenses	<u>883</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	
sub-total	38,976	38,093	39,236	40,021	40,021	40,021	2.0%
171 Conservation Commission							
Expenses	7,497	1,456	7,696	7,696	7,696	7,696	0.0%
174 Housing Office							
Expenses	49,478	58,725	34,309	42,752	42,752	42,752	24.6%
175 Planning Board							
Expenses	1,299	0	1,510	1,760	1,760	1,760	16.6%
176 Zoning Board of Appeals							
Expenses	2,338	1,160	2,750	2,500	2,500	2,500	-9.1%
179 Historical Commission							
Expenses	500	500	500	500	500	500	0.0%
180 Historic District Comm							
Expenses	2,155	1,980	2,500	2,000	2,000	2,000	-20.0%

FY 2012 Budget Request Summary

*as of
02/24/11*

<u>Budget</u>	Actual FY 2009	Actual FY 2010	Budget* FY 2011	Town Manager FY 2012	Selectmen FY 2012	Fin Com FY 2012	% 11-12
182 Economic Development Council							
Expenses	4,459	2,694	5,836	0	0	0	-100.0%
482 Airport Commission							
Expenses	81,543	82,805	85,850	85,850	85,850	85,850	0.0%
499 Cable Advisory Commission							
Expenses	<u>66,079</u>	<u>73,233</u>	<u>75,000</u>	<u>120,000</u>	<u>120,000</u>	<u>120,000</u>	60.0%
I. General Government	\$1,164,028	\$1,151,061	\$1,227,852	\$1,146,867	\$1,146,867	\$1,146,867	-6.6%

II. FINANCE

131 Finance Committee							
Expenses	\$1,385	\$392	\$3,175	\$925	\$925	\$925	
Reserve Fund	<u>44,355</u>	<u>38,420</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	
sub-total	45,740	38,812	78,175	75,925	75,925	75,925	-2.9%
135 Town Accountant							
Personal Services	143,500	153,619	150,413	158,862	158,862	158,862	
Expenses	<u>46,742</u>	<u>49,871</u>	<u>50,060</u>	<u>49,975</u>	<u>49,975</u>	<u>49,975</u>	
sub-total	190,242	203,490	200,473	208,837	208,837	208,837	4.2%
136 Information Systems Department							
Personal Services	143,308	143,308	154,039	157,119	157,119	157,119	
Expenses	<u>121,720</u>	<u>134,014</u>	<u>148,435</u>	<u>177,935</u>	<u>177,935</u>	<u>177,935</u>	
sub-total	265,028	277,322	302,474	335,054	335,054	335,054	10.8%
141 Board of Assessors							
Personal Services	134,840	141,279	153,818	155,947	155,947	155,947	
Expenses	<u>61,089</u>	<u>41,433</u>	<u>63,013</u>	<u>63,013</u>	<u>63,013</u>	<u>63,013</u>	
sub-total	195,929	182,712	216,831	218,960	218,960	218,960	1.0%
145 Treasurer/Collector							
Personal Services	142,660	146,492	155,896	158,732	158,732	158,732	
Expenses	<u>36,026</u>	<u>23,352</u>	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>	<u>33,000</u>	
sub-total	178,686	169,844	188,896	191,732	191,732	191,732	1.5%
710 Debt Service							
Expenses	1,944,378	1,595,519	1,632,640	2,113,882	2,113,882	1,993,996	22.1%
820 Tax Title							
Expenses	14,756	13,510	24,000	20,000	20,000	20,000	-16.7%
910 Retirement/Benefits/Insurance							
Expenses	<u>4,393,074</u>	<u>4,633,324</u>	<u>5,158,564</u>	<u>5,573,263</u>	<u>5,573,263</u>	<u>5,573,263</u>	8.0%
II. Finance	\$7,227,833	\$7,114,533	\$7,802,053	\$8,737,653	\$8,737,653	\$8,617,767	10.5%

III. PUBLIC SAFETY

210 Police

FY 2012 Budget Request Summary

*as of
02/24/11*

<u>Budget</u>	Actual FY 2009	Actual FY 2010	Budget* FY 2011	Town Manager FY 2012	Selectmen FY 2012	Fin Com FY 2012	% 11-12
Personal Services	\$1,890,028	\$1,881,855	\$2,023,485	\$2,115,128	\$2,061,720	\$2,061,720	
Expenses	<u>131,616</u>	<u>134,994</u>	<u>170,470</u>	<u>164,130</u>	<u>162,430</u>	<u>162,430</u>	
sub-total	2,021,644	2,016,849	2,193,955	2,279,258	2,224,150	2,224,150	1.4%
211 Police Station							
Expenses	42,615	51,327	42,800	42,800	42,800	42,800	0.0%
220 Fire							
Personal Services	304,596	289,746	361,800	341,060	366,060	366,060	
Expenses	<u>173,738</u>	<u>174,172</u>	<u>174,749</u>	<u>181,749</u>	<u>183,749</u>	<u>183,749</u>	
sub-total	478,334	463,918	536,549	522,809	549,809	549,809	2.5%
231 Ambulance Service							
Expenses	535,057	551,109	578,200	604,219	604,219	604,219	4.5%
240 Inspections							
Personal Services	150,616	133,583	142,917	139,155	139,155	139,155	
Expenses	<u>3,450</u>	<u>25,870</u>	<u>24,085</u>	<u>24,085</u>	<u>24,085</u>	<u>24,085</u>	
sub-total	154,066	159,453	167,002	163,240	163,240	163,240	-2.3%
241 Community Development							
Personal Services	87,452	90,229	93,319	96,575	96,575	96,575	
Expenses	<u>5,216</u>	<u>2,267</u>	<u>4,830</u>	<u>37,325</u>	<u>37,325</u>	<u>37,325</u>	
sub-total	92,668	92,496	98,149	133,900	133,900	133,900	36.4%
291 Emergency Management							
Expenses	0	0	5,830	5,830	5,830	5,830	0.0%
294 Harbor Committee							
Expenses	470	480	1,135	1,135	1,135	1,135	0.0%
295 Harbormaster							
Personal Services		0	0				
Expenses	<u>140,000</u>	<u>107,105</u>	<u>109,819</u>	<u>112,564</u>	<u>112,564</u>	<u>112,564</u>	
sub-total	140,000	107,105	109,819	112,564	112,564	112,564	2.5%
296 Shellfish							
Personal Services	41,055	44,864	46,073	46,073	46,073	46,073	
Expenses	<u>7,320</u>	<u>7,350</u>	<u>7,350</u>	<u>7,350</u>	<u>7,350</u>	<u>7,350</u>	
sub-total	48,375	52,214	53,423	53,423	53,423	53,423	0.0%
299 Parking							
Personal Services	302,929	309,153	325,153	327,189	327,189	327,189	
Expenses	<u>71,630</u>	<u>72,863</u>	<u>70,300</u>	<u>70,800</u>	<u>70,800</u>	<u>70,800</u>	
sub-total	<u>374,559</u>	<u>382,016</u>	<u>395,453</u>	<u>397,989</u>	<u>397,989</u>	<u>397,989</u>	0.6%
III. Public Safety	\$3,887,788	\$3,876,967	\$4,182,315	\$4,317,167	\$4,289,059	\$4,289,059	2.6%

IV. PUBLIC WORKS

192 Buildings & Grounds

Personal Services	\$443,535	\$494,039	\$584,129	\$587,275	\$587,275	\$587,275
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FY 2012 Budget Request Summary

*as of
02/24/11*

<u>Budget</u>	Actual FY 2009	Actual FY 2010	Budget* FY 2011	Town Manager FY 2012	Selectmen FY 2012	Fin Com FY 2012	% 11-12
Expenses	<u>380,507</u>	<u>294,602</u>	<u>352,200</u>	<u>395,790</u>	<u>395,790</u>	<u>395,790</u>	
sub-total	824,042	788,641	936,329	983,065	983,065	983,065	
		0	<u>43,250</u>	<u>43,958</u>	<u>43,958</u>	<u>43,958</u>	
	824,042	788,641	979,579	1,027,023	1,027,023	1,027,023	4.8%
421 Administration							
Personal Services	166,654	159,997	167,461	146,291	146,291	146,291	
Expenses	<u>205,635</u>	<u>284,857</u>	<u>253,358</u>	<u>268,000</u>	<u>268,000</u>	<u>268,000</u>	
sub-total	372,289	444,854	420,819	414,291	414,291	414,291	-1.6%
422 Highway							
Personal Services	312,681	348,212	423,022	424,230	424,230	424,230	
Expenses	<u>74,072</u>	<u>85,483</u>	<u>232,871</u>	<u>251,800</u>	<u>251,800</u>	<u>251,800</u>	
sub-total	386,753	433,695	655,893	676,030	676,030	676,030	3.1%
423 Snow & Ice							
Personal Services	26,348	22,210	30,000	27,000	27,000	27,000	
Expenses	<u>61,836</u>	<u>79,441</u>	<u>197,700</u>	<u>140,700</u>	<u>140,700</u>	<u>140,700</u>	
sub-total	88,184	101,651	227,700	167,700	167,700	167,700	-26.4%
431 Solid Waste/Recycling							
Personal Services	362,549	392,170	432,957	435,904	435,904	435,904	
Expenses	<u>98,374</u>	<u>77,395</u>	<u>116,404</u>	<u>118,104</u>	<u>118,104</u>	<u>118,104</u>	
sub-total	460,923	469,565	549,361	554,008	554,008	554,008	0.8%
432 Recycling Committee							
Expenses	625	25	1,250	1,250	1,250	1,250	0.0%
439 Waste Disposal/Other							
Expenses	<u>151,548</u>	<u>139,200</u>	<u>168,000</u>	<u>168,000</u>	<u>168,000</u>	<u>168,000</u>	0.0%
IV. Public Works	\$2,283,739	\$2,377,606	\$3,002,602	\$3,008,302	\$3,008,302	\$3,008,302	0.2%

V. PUBLIC SERVICES

511 Health Inspector/Agent

Personal Services	\$99,874	\$105,874	\$102,354	\$124,522	\$124,522	\$104,522	
Expenses	<u>7,492</u>	<u>7,924</u>	<u>7,450</u>	<u>5,450</u>	<u>5,450</u>	<u>5,450</u>	
sub-total	107,366	113,798	109,804	129,972	129,972	109,972	0.2%

512 Public Health/Nurse

Personal Services	15,178	17,516	19,121	19,121	19,121	19,121	
Expenses	<u>27,290</u>	<u>27,508</u>	<u>28,624</u>	<u>28,624</u>	<u>28,624</u>	<u>28,624</u>	
sub-total	42,468	45,024	47,745	47,745	47,745	47,745	0.0%

513 Board of Health

Expenses	1,737	1,125	1,135	1,135	1,135	1,135	0.0%
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541 Council on Aging

Personal Services	174,835	161,591	184,801	173,266	173,266	173,266	
Expenses	<u>9,541</u>	<u>10,310</u>	<u>10,774</u>	<u>12,294</u>	<u>12,294</u>	<u>12,294</u>	

FY 2012 Budget Request Summary

*as of
02/24/11*

<u>Budget</u>	Actual FY 2009	Actual FY 2010	Budget* FY 2011	Town Manager FY 2012	Selectmen FY 2012	Fin Com FY 2012	% 11-12
sub-total	184,376	171,901	195,575	185,560	185,560	185,560	-5.1%
543 Veterans Services							
Personal Services	0	0	0	0	0	0	
Expenses	<u>24,488</u>	<u>50,895</u>	<u>47,815</u>	<u>41,781</u>	<u>41,781</u>	<u>41,781</u>	
sub-total	24,488	50,895	47,815	41,781	41,781	41,781	-12.6%
610 Library							
Personal Services	229,617	238,104	184,572	201,642	201,642	201,642	
Expenses	<u>71,653</u>	<u>72,027</u>	<u>84,069</u>	<u>84,069</u>	<u>84,069</u>	<u>84,069</u>	
sub-total	301,270	310,131	268,641	285,711	285,711	285,711	6.4%
630 Recreation Department							
Personal Services	73,604	93,952	104,698	105,519	105,519	105,519	
Expenses	<u>12,873</u>	<u>14,589</u>	<u>15,650</u>	<u>16,250</u>	<u>16,250</u>	<u>16,250</u>	
sub-total	86,477	108,541	120,348	121,769	121,769	121,769	1.2%
672 Art Commission							
Expenses	14,184	8,201	9,585	9,585	9,585	9,585	0.0%
673 Cultural Council							
Expenses	<u>0</u>	<u>1,500</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>	<u>200</u>	-88.2%
V. Public Services	\$762,366	\$811,116	\$802,348	\$824,958	\$824,958	\$803,458	0.1%

VI. PUBLIC SCHOOLS

300 Provincetown Public Schools							
Direct Costs	\$3,592,390	\$3,720,202	\$3,354,959	\$3,187,212	\$3,187,212	\$3,187,212	-5.0%
310 Cape Cod Regional Tech High							
Expense	<u>152,694</u>	<u>88,072</u>	<u>52,401</u>	<u>52,401</u>	<u>52,401</u>	<u>88,131</u>	68.2%
VI. Public Schools	\$3,745,084	\$3,808,274	\$3,407,360	\$3,239,613	\$3,239,613	\$3,275,343	-3.9%

OPERATING BUDGET SUMMARY

I. General Government	\$1,164,028	\$1,151,061	\$1,227,852	\$1,146,867	\$1,146,867	\$1,146,867	-6.6%
II. Finance	7,227,833	7,114,533	7,802,053	8,737,653	8,737,653	8,617,767	10.5%
III. Public Safety	3,887,788	3,876,967	4,182,315	4,317,167	4,289,059	4,289,059	2.6%
IV. Public Works	2,283,739	2,377,606	3,002,602	3,008,302	3,008,302	3,008,302	0.2%
V. Public Services	<u>762,366</u>	<u>811,116</u>	<u>802,348</u>	<u>824,958</u>	<u>824,958</u>	<u>803,458</u>	0.1%
Subtotal, I-V	15,325,754	15,331,283	17,017,170	18,034,947	18,006,839	17,865,453	5.0%
VI. Public Schools	<u>3,745,084</u>	<u>3,808,274</u>	<u>3,407,360</u>	<u>3,239,613</u>	<u>3,239,613</u>	<u>3,275,343</u>	
Total, I-VI	19,070,838	19,139,557	20,424,530	21,274,560	21,246,452	21,140,796	3.5%