



# Finance Committee

Finance Committee Meeting Minutes  
 Tuesday, February 15<sup>th</sup> @ 1:00 pm  
 Judge Welsh Room at the Provincetown Town Hall  
 Called to Order: 1:15 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erik Yingling	
<input type="checkbox"/>	<input checked="" 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.*

<b>Also Present:</b>	
Sharon Lynn, Town Manager	Dan Hoort, Finance Director
David Gardner, Asst. Town Mgr.	

<b>Order of Business:</b>
1. Revenue & Expense Budget Overview.
2. Division V – Public Services budgets: 651 – Beautification

- 672 – Art Commission
  - 673 – Cultural Council
  - 512 – Public Health/Human Services
  - 541 – Council on Aging
    - Human Services Grants
  - 610 – Library
  - 630 – Recreation
  - 543 – Veterans
3. Revisit previously reviewed departmental budgets, as necessary.
  4. Minutes of prior meetings, as time permits.
  5. Any other business that may legally come before the Finance Committee.

**Revenue & Expense Budget Overview**

*(No change).*

**Division V – Public Services Budgets**

**673 – Cultural Council**, presented by Frank Vasello

The Board has decided to drop the Poet/Arts Laureate program which reduces the professional services budget line by \$1,500.

<b>Motion # 1:</b> To recommend budget 676, Cultural Council, in the amount of \$800.			
Motion By: Ann Maguire		Second By: Glen Dombrow	
For: 6	Against: 0	Abstain: 0	Recuse:

**Division VI – Public Schools (revisited)**

**310 – Cape Cod Regional Technical High School**, presented by Dan Hoort

This is an assessment based on the number of students from the Town attending CCRTHS. It is a mandatory expenditure.

<b>Motion # 2:</b> To recommend budget 310, Cape Cod Regional Technical High School, in the amount of \$88,131.			
Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

**Division V – Public Services Budgets (con’t)**

**651 – Beautification Committee**, presented by Dan Hoort

This budget was recommended by the Visitors Services Board, which also provided an additional grant of \$17,000.

<b>Motion # 3:</b> To recommend budget 651, Beautification Committee, in the amount of \$9,000.			
Motion By: Ann Maguire		Second By: Glen Dombrow	
For: 6	Against: 0	Abstain: 0	Recuse:

**512 – Public Health/Human Services**, presented by Chris Hottle

The majority of this budget pays for the contract with the Visiting Nurses Association, including the free vaccination program.

<b>Motion # 4:</b> To recommend budget 512, Public Health/Human Services, in the amount of \$47,745.			
Motion By: Ann Maguire		Second By: Glen Dombrow	
For: 6	Against: 0	Abstain: 0	Recuse:

**541 – Council on Aging**, presented by Chris Hottle

*(Mr. Dombrow recused himself from this discussion because his partner works part-time for the COA).*

The decrease in the budget is due to staffing changes. There is a small increase in the contracted services budget. The department is planning its move to the Veterans Memorial Elementary School building.

<b>Motion # 5:</b> To recommend budget 541, Council on Aging, in the amount of \$185,560.			
Motion By: Ann Maguire		Second By: David McChesney	
For: 5	Against: 0	Abstain: 0	Recuse: GD

**Human Services Grants**, presented by Chris Hottle & Christine Hatch

*(Ms. Maguire recused herself from this discussion because she is a member of the Board of Directors of Helping Our Women, which is a proposed recipient of one of the grants).*

One applicant withdrew its application because it missed the deadline. The money was distributed across other agencies.

<b>Motion # 6:</b> To recommend the Human Services Grants, Cape Cod Regional Technical High School, in the amount of \$49,848.			
Motion By: Frederic Biddle		Second By: Glen Dombrow	
For: 5	Against: 0	Abstain: 0	Recuse: AM

**543 – Veterans Services**, presented by Dan Hoort

This is an assessment, based on actual case needs, that is non-negotiable.

<b>Motion # 7:</b> To recommend budget 543, Veterans Services, in the amount of \$41,781.			
Motion By: Ann Maguire		Second By: Glen Dombrow	

For: 6	Against: 0	Abstain: 0	Recuse:
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**672 – Art Commission**, presented by Dan Hoort

This budget is level funded. Most of the budget goes to restoration and conservation of the Town's art collection.

<b>Motion # 8:</b> To recommend budget 672, Art Commission, in the amount of \$9,585.			
Motion By: Ann Maguire		Second By: Glen Dombrow	
For: 6	Against: 0	Abstain: 0	Recuse:

**610 – Library**, presented by Cheryl Napsha (Library Director) and Evelyn Kratz (Vice Chair, Library Board of Trustees)

Ms. Napsha announced that the Library just received its letter of certification from the State. Certification was at issue due to cuts made to this year's budget.

The Personal Services budget includes \$10,000 for a part time paraprofessional to focus on program development. The expense budget is level funded.

Ms. Napsha gave the Committee an update on the library restoration. The target date for completing the landscaping is June 14<sup>th</sup>, Heritage Day. Air conditioning for the second level is not included in the current phase. The initial estimate for completing the remaining work is approximately \$250K, including the compressor.

<b>Motion # 9:</b> To recommend budget 610, Library, in the amount of \$285,711.			
Motion By: Ann Maguire		Second By: Glen Dombrow	
For: 6	Against: 0	Abstain: 0	Recuse:

**Other Business – Funding the Health Insurance Liability**

Ms. Maguire raised the issue of re-purposing the current Land Bank surtax (3%) to fund the Town's unfunded health insurance liability. This would probably require a home rule petition. Mr. Hoort noted that any outstanding Land Bank debt would be rolled into the Community Preservation Fund. There are sufficient funds to pay off the debt.

There is a timing issue. We would need link the dissolution of the Land Bank with the effective date of the home rule petition. Otherwise, taxes would go down temporarily, then back up. Further discussion on this issue was postponed until Thursday's meeting.

### **Division V – Public Services Budgets (con't)**

#### **630 – Recreation**, presented by Brandon Motta (Recreation Director)

Personal Services includes a raised for the director. On the expenses side, there is a \$500 increase for port-a-potties at the playgrounds. Most of the expenses are staff related.

Ms. Maguire asked Mr. Motta to detail the revenues of the department. They include fees for summer programs, after-school programs and adult classes.

The West End playground is going to be redone using a grant from Marc Jacobs based on the proceeds from the sale of special t-shirts designed by the kids.

Mr. Coen asked about the move to the Veterans Memorial Elementary School. The Recreation Commission still needs some additional information in order to make a decision. They have taken a tour of the building.

Ms. Lynn noted that the Recreation Commission will be taking a vote next week, followed by a Board of Selectmen vote. The disposition of the building will come before the April Town Meeting.

Ms. Maguire asked about enrollment in the summer program. We had 85 this year, compared to 95 last year. Roughly 50% of the enrollment is by seasonal

residents and visitors. The new facility will allow for more expansion of the program.

Mr. Motta responded to a question from Ann Maguire regarding the summer program revenues. There is a sliding scale of fees to ensure that no one gets left behind. Mr. Hoort explained that the revolving fund is used to fund additional staffing as the program grows.

Mr. Coen suggested that the revolving should probably be used only for one-time expenses, rather than on-going operating expenses for staff. Mr. Hoort suggested that we consider changing that for the next fiscal year if it makes sense.

<b>Motion # 10:</b> To recommend budget 630, Recreation, in the amount of \$121,769.			
Motion By: Glen Dombrow		Second By: Thomas Thurston	
For: 6	Against: 0	Abstain: 0	Recuse:

**Minutes**

*(None).*

**Other Business:**

**Agenda Items for joint meeting with the BoS**

Mr. Coen suggested that there are four potential items for the next joint meeting with the BoS on February 28<sup>th</sup>:

- FinCom report on its budget review;
- The Capital Improvements Stabilization Policy;
- The CIP warrant articles; and
- The FinCom’s recommendation on increasing the parking fees.

Ms. Maguire raised the issue of discussing with the BoS the Committee's recommendation on Medicare for Retirees. This will be discussed further on Thursday.

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**List of documents reviewed:**

- 1. Proposed departmental budgets, as recommended by the Town Manager and the Board of Selectmen*

Next Meeting:	Thursday, February 17 <sup>th</sup> @ 1:00 pm
Adjourn:	3:21 pm
Minutes by:	Thomas Thurston & Thomas Coen

Approved by  on June 27, 2011  
Thomas Coen, Chair