



Finance Committee

Finance Committee Meeting Minutes
 June 27, 2011 @ 3:00 p.m.
 Judge Welsh Room at the Provincetown Town Hall
 Called to Order: 3:00 p.m.

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erik Yingling	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dan Jackson	
<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:	
Sharon Lynn, Town Manager	
Dan Hoort, Finance Director	

<p>Order of Business:</p> <ol style="list-style-type: none"> 1. Finance Director Update 2. Update on the status of the Municipal Healthcare Reform Bill 3. Preparation for the 5:00 pm joint meeting with the Board of Selectmen 4. Minutes of prior meetings 5. Other business

Finance Director Update

Mr. Hoort provided an update on various matters as the fiscal year comes to a close. He reported that the Town is in good shape. He also reported that the Town has a new representative from the Department of Revenue.

Update on Status of Municipal Healthcare Reform Bill

Mr. Coen provided an update on the status of the Municipal Healthcare Reform Bill. At present, we are awaiting final action by the state legislature.

Preparation for the 5:00 pm joint meeting with the Board of Selectmen

Mr. Hoort walked the Committee through the auditor’s Management Letter, which will be the subject of the joint meeting with the Board of Selectmen. He noted a number of internal improvements already in place, which are resolving many of the issues raised in the Management Letter. These include a new chart of accounts and a monthly reconciliation between the accounting system and department records. Ms. Lynn reiterated that efforts are ongoing to clean up the cash account reconciliation process, and stated that she is pleased with the progress to date. Mr. Hoort also noted that efforts are underway to draft an accounting handbook. Mr. Coen closed this portion of the meeting by expressing his desire that the Finance Committee have the opportunity to jointly review the Management Letter with the Board of Selectmen every year.

Minutes of Prior Meetings

Motion # 1: To approve the minutes of the May 23, 2011 meeting.			
Motion By: T. Donegan		Second By: D. Jackson	
For: 5	Against: 0	Abstain: 1	Recuse:

Motion # 2: To approve the minutes of the February 15, 2011 meeting.			
Motion By: A. Maguire		Second By: F. Biddle	
For: 4	Against: 0	Abstain: 2	Recuse:

Other Business

None.

List of documents reviewed:

1. *Letter from MMA to Joint Ways & Means Committee*
2. *2010 Management Letter*
3. *May 23, 2011 Minutes*
4. *February 15, 2011 Minutes*

Next Meeting:	June 27 th , 2011 at 5:00 p.m.
Adjourn:	Recess at 4:34 pm, pending joint meeting with Board of Selectmen
Minutes by:	Dan Jackson

Approved by  on October 10, 2011
 Thomas Coen, Chair