



# Finance Committee

Finance Committee Meeting Minutes  
 Tuesday, February 14, 2012 @ 1:00 pm  
 Judge Welsh Room at the Provincetown Town Hall  
 Called to Order: 1:06 pm

**Membership:**

<b>P</b>	<b>E</b>	<b>U</b>	<b>Name</b>	
<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"/>	Dan Jackson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erik Yingling	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tom Donegan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glen Dombrow	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Canizales	
<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	

<b>Order of Business:</b>
<ol style="list-style-type: none"> <li>1. Revenue &amp; Expense Budget Overview.</li> <li>2. Division V – Public Services – 672 – Art Commission</li> <li>3. Community Development budgets – Divisions I, III and V:            171 – Conservation Commission (Div. I)</li> </ol>

- 511 – Health Agent/Health Inspector (Div. V)
  - 513 – Board of Health (Div. V)
  - 240 – Inspections (Div. III)
  - 241 – Community Development (Div. III)
  - 175 – Planning Board (Div. I)
  - 169 – Licensing (Div. I)
  - 180 – Historic District Commission (Div. I)
  - 176 – Zoning (Div. I)
4. Division IV – Public Safety – 231 – Ambulance Service
  5. Division II – Finance budgets (all)
  6. Revisit previously reviewed departmental budgets, as necessary.
  7. Minutes of prior meetings, as time permits.
  8. Any other business that may legally come before the Finance Committee.

**Budget Approval:**

**Topic: Art Commission, #672**

Presenter: Steve Borkowski

\*Steve gave an overview of the Art Commission. He expects a diminishing budget over the years.

<b>Motion # 1:</b> To recommend approval of budget #672, Art Commission, in the amount of \$9,105.			
Motion By: Tom Donegan		Second By: Ann Maguire	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Ambulance Services, #231**

Presenters: Steve Roderick & Paul Silva

\*Mr. Roderick gave an overview of ambulance services.

\*Budget calls for a 19% increase. Main factors are salaries & wages (including overtime) and the overall decreases in what Medicare pays for reimbursement. About 50% of all transports are Medicare reimbursed.

\*Ms. Maguire asked if they could hire more employees. It was stated that the number of qualified applicants who apply is slim and there are better benefits offered by other municipalities.

\*Mr. Canizales suggested hiring vets.

\*Mr. Yingling asked if they expected more moderate increases in the budget in the future. They hope so, but there are still expenses such as keeping the ambulance in good shape. Also, the current schedule hours are more humane.

<b>Motion #2:</b> To recommend approval of budget #231, Ambulance Services, in the amount of \$721,371.
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Motion By: Ann Maguire
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Second By: Erik Yingling
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For: 7
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Against: 0
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Abstain: 0
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Recuse: 0
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**Topic: Provincetown Community TV, #499**

Presenter: Steve Roderick

\*Contract with Comcast. Primary increase is due to staffing costs.

\*Now have live broadcast capabilities.

\*Comcast is considering adding a 3<sup>rd</sup> channel for more programming.

<b>Motion #3:</b> To recommend approval of budget #499, Provincetown Community TV, in the amount of \$124,000.
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Motion By: Erik Yingling
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Second By: Dan Jackson
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For: 7
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Against: 0
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Abstain: 0
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Recuse: 0
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**Topic: Conservation Commission, #171**

Presenter: Brian Carlson

\*Reason for increase in budget- increased costs to pay for individual to take meeting minutes.

\*Mr. Coen asked if the Beach Management plan was in scope. Mr. Carlson answered yes.

<b>Motion #4:</b> To recommend approval of budget #171, Conservation Commission, in the amount of \$8,000.			
Motion By: Ann Maguire		Second By: Thomas Donegan	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Health & Environmental Affairs Department, #511**

Presenter: Brian Carlson & Morgan Clark

\*Mr. Carlson introduced Morgan Clark, a new employee.

\*The B budget was increased after talking with the Town Manager. This is due to the need for more training and education. New certificates are required.

\*Ms. Maguire asked if \$50 for rabies testing was enough. There have been no new rabies cases in 3-4 years. The cost is mostly for specimen sending costs.

<b>Motion #5:</b> To recommend approval of budget #511, Health & Environmental Affairs Department, in the amount of \$98,201.			
Motion By: Ann Maguire		Second By: Erik Yingling	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Board of Health, #513**

Presenter: Brian Carlson & Morgan Clark

\*Level budget.

\*Covers clerical services

\*Dues for Board Memberships

<b>Motion #6:</b> To recommend approval of budget #513, Board of Health, in the amount of \$1,135.
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Motion By: Erik Yingling		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Inspections, #240**

Presenter: Russell Braun

Highlights of increases in budget:

\*Increased costs for plumbing/gas inspector. Are now more in line with what others make in neighboring towns.

\*Dan Hoort indicated that as of 12/31/11, \$296K in license/permit fees have been collected.

**Motion #7:** To recommend approval of budget #240, Inspections, in the amount of \$173,246.

Motion By: Ann Maguire		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Community Development, #241**

Presenter: Russell Braun

\*Software and license fees.

**Motion #8:** To recommend approval of budget #241, Community Development, in the amount of \$132,970.

Motion By: Dan Jackson		Second By: Ann Maguire	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Planning Board, #175**

Presenter: David Gardner

\*Planning and Zoning fee review underway. Goal is to figure out the cost to perform the function. We are recovering between 45-80% of cost currently.

\*Plan to report to the Planning Board in the next month.

\*Scheduled public hearing for the review of fees. Hoping by the end of this fiscal year.

\*Seeking support for the fee review and recommendation for the schedule for fee review. It's been six years since the last fee review.

<b>Motion #9:</b> To recommend that staff review, at least every three years, all community development fees.			
Motion By: Tom Donegan		Second By: Erik Yingling	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**\*Planning Board:** Need a new plan for a local comprehensive plan review.

\*Time has come to do this. Usually we would hire consultants.

\*Need to think about how to fund this endeavor.

\*No planner is employed by the town. There is an ongoing need that should be staffed or filled by a consultant every X years. Per Mr. Gardner, consultant costs range from \$40k-\$75k.

\*We are not quite ready to do this. It is expected that by fall there will be a plan for how to do this, who will be involved, etc.

<b>Motion #10:</b> To recommend approval of budget #175, Planning Board, in the amount of \$1,760.			
Motion By: Erik Yingling		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Licensing, #169**

Presenter: David Gardner

\*This is salary for the licensing agent.

<b>Motion #11:</b> To recommend approval of budget #169, Licensing, in the amount of \$40,821.			
Motion By: Mike Canizales		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Historic District Commission, #180**

Presenter: None

\*This is for contracted services.

<b>Motion #12:</b> To recommend approval of budget #180, Historic District Commission, in the amount of \$2,000.			
Motion By: Ann Maguire		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Zoning Board of Appeals, #176**

Presenter: David Gardner

\*This is for contracted services.

\*Mr. Gardner indicated that they will be submitting 3 business friendly bylaw updates in the next town meeting.

<b>Motion #13:</b> To recommend approval of budget #176, Zoning Board of Appeals, in the amount of \$2,800.			
Motion By: Erik Yingling		Second By: Glen Dombrow	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Finance Committee, #131**

Presenter: Tom Coen

\*Covers training and education, office supplies, dues/memberships.

\*Plus \$75,000 added to the reserve.

<b>Motion #14:</b> To recommend approval of budget #131, Finance Committee, in the amount of \$75,925.			
Motion By: Ann Maguire		Second By: Mike Canizales	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Town Accountant, #135**

Presenter: Dan Hoort

\*Covers salaries and other miscellaneous expenses.

<b>Motion #15:</b> To recommend approval of budget #135, Town Accountant, in the amount of \$219,615.			
Motion By: Tom Donegan		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Information Systems Department, #136**

Presenter: Beau Jackett

\*Salary changes included.

\*Consolidation of all town telecommunications in this budget. Goal is to decrease what we are spending. Hope to bring down the overall costs by about 40-50% over years.

\*Hardware refresh, including Panasonic Toughbooks, which will be added to the police cruisers.

\*All other budget items are level funded.

<b>Motion #16:</b> To recommend approval of budget #136, Information Systems Department, in the amount of \$428,756.			
Motion By: Ann Maguire		Second By: Tom Donegan	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Board of Assessors, #141**

Presenter: Paul Gavin, Linda O'Brien, Barry Stephen

\*Contractual salary changes included.

\*Contracted services in preparation for the 2013 re-certification.

\*Revised some fees. They do cover the cost of the work needed to be done.

<b>Motion #17:</b> To recommend approval of budget #141, Board of Assessors, in the amount of \$210,950.			
Motion By: Tom Donegan		Second By: Dan Jackson	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Treasurer/Collector, #145**

Presenter: Linda O'Brien, Barry Stephen

\*Contractual and salary increases included.

\*Ms. Maguire asked if we bid out the payroll services contract. Ms. O'Brien indicated that we are working with one of the best payroll services, so no change would be foreseen.

\*For next year Mr. Hoort will include separate spreadsheets for all operating revenues by department.

<b>Motion #18:</b> To recommend approval of budget #145, Treasurer/Collector, in the amount of \$199,791.			
Motion By: Ann Maguire		Second By: Tom Donegan	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Debt Service, #710**

Presenter: Linda O'Brien

\*Approved as presented.

<b>Motion #19:</b> To recommend approval of budget #710, Debt Service, in the amount of \$2,012,136.			
Motion By: Ann Maguire		Second By: Tom Donegan	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Tax Title, #820**

Presenter: Linda O'Brien, Barry Stephen, Paul Gavin

\*Ms. O’Brien passed out a “2011 Delinquent Taxpayers” list as of 1/31/12.

\*She indicated that she is not happy with the total.

\*This item covers contracted services and tax title expenses.

<b>Motion #20:</b> To recommend approval of budget #820, Tax Title, in the amount of \$20,000.			
Motion By: Tom Donegan		Second By: Glen Dombrow	
For: 7	Against: 0	Abstain: 0	Recuse: 0

**Topic: Retirement/Benefits/Insurance, #910**

Presenter: Dan Hoort, Linda O’Brien

\*Budget is down this year.

\*Retirees age 65+ are now required to enroll in Medicare coverage.

\*New regulations – our plan must be the same as the most popular GIC plan.

Our previous plan was better. We re-designed it. Rates are down significantly, but due to medical trend, the savings we have seen will reduce or disappear in a year or so.

<b>Motion #21:</b> To recommend approval of budget #910, Retirement/Benefits/Insurance, in the amount of \$5,493,170.			
Motion By: Mike Canizales		Second By: Tom Donegan	
For: 7	Against: 0	Abstain: 0	Recuse: 0

Next Meeting:	Thursday, February 16 @ 1:00 pm
Adjourn:	4:59 pm
Minutes by:	Glen Dombrow

Approved by  on April 27, 2012  
 Thomas Coen, Chair