



Finance Committee

Finance Committee Meeting Minutes
 Thursday, February 16, 2012
 Provincetown Town Hall Judge Welsh Room
 Called to Order: 1:03 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"/>	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dan Jackson**	
<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

*Mr. Yingling arrived at the meeting at 1:15 p.m.

** Mr. Jackson left the meeting at 3:05 p.m.

(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
Chris Hottle, Director of The Council on Aging, Health & Human Services	Kristen Hatch, member, Human Services Committee
Brandon Motta, Recreation Director	Cheryl Napsha, Library Director
Evelyn Kratz, Chair of the Board of Library Trustees	Beth Singer, School Superintendent
Betty White, School Business Manager	Sandy Turner, DPW Deputy Director

Order of Business:

1. Revenue and Expense Budget Overview.
2. Division V - Public Services Budgets (all).
3. Revisit previously reviewed departmental budgets as necessary.
4. Minutes of prior meetings, as time permits.
5. Any other business.

1. Revenue and Expense Budget Overview.

Mr. Coen noted that the YTD Revenue & Expense Budget numbers had been reviewed and discussed on Tuesday, February 14, 2012. Mr. Coen inquired whether members had any additional comments and questions. There were none.

2. Division V – Public Service Budgets

Department 673 - Beautification Committee

Mr. Hoort noted that the Beautification Committee is not funded out of the general fund, but out of monies appropriated to the Visitor's Services Board. Mr. Hoort noted that the Beautification Committee's budget has therefore already been approved by the Board of Selectmen as part of the Visitor's Services Board funding. Mr. Coen requested that the Beautification Committee's budget nevertheless be provided to the Finance Committee for informational purposes.

Because the presenters for the remaining Division V budgets had not yet arrived to the meeting, further consideration of Division V budgets was temporarily suspended, and the matter of parking recommendations was taken up. Discussion on Division V budgets resumed upon the arrival of department heads. Therefore, the first half of the discussion on parking recommendations is found on PTV in Part 1 of the meeting, and the conclusion in Part 2.

Budget 512 – Public Health & Human Services

Ms. Hottle presented for the Department budget. She noted no changes to the personnel line item other than one modest increase for a union member. Committee members noted that the budget had decreased overall from the prior year. Ms. Maguire inquired on whether any of the home care services were reimbursable. Ms. Hottle responded that none of the services offered are reimbursable by health insurance or otherwise.

Motion # 1: To recommend budget 512 as presented.			
Motion By: M. Canizales		Second By: A. Maguire	
For: 7	Against: 0	Abstain: 0	Recuse: 0

Budget 541 – Council on Aging

Mr. Dombrow recused himself from discussion and voting on account of his partner working for the Council on Aging.

Ms. Hottle presented the budget. Increases were noted on account of the short-term expansion of services upon the upcoming move and a new position to help cover programming for such services, most notably nutrition services. Ms. Maguire inquired on the status of grants and their use. Ms. Hottle provided a detailed recitation of the use of the grants. Mr. Canizales inquired on how many seniors made use of the Council’s services. Ms. Hottle responded that, at present, 700 individual seniors make use annually of the services, and noted an increase in service use in the Summer. Mr. Canizales and other members commended the breadth and depth of the Council on Aging for relatively short money.

Ms. Hottle briefed the committee on the planned increase in nutritional programs and health and fitness, all on account of the increased available space.

Motion # 2: To accept and recommend budget 541 in the amount of \$201,273.

Motion By: A. Maguire		Second By: E. Yingling	
For: 6	Against: 0	Abstain: 0	Recuse: 1

Human Services Committee (HSC) Grants

Ms. Maguire recused herself from discussion and voting on account of being a member of the board of Helping Our Women, which receives grants from the HSC.

Ms. Hatch presented on behalf of the Human Services Committee. She noted that there were no new applicants to grants, but one applicant requested a considerably increased grant. She noted that grants have been level funded since 2007. She stated that the increased budget request was on account of requests for increased funds. Mr. Canizales stated that he thought the Finance Committee should consider increasing the funding for this budget. Mr. Donegan indicated that we should consider additional funding in future years. Mr. Canizales suggested the Finance Committee increase the budget over the requested amount. Ms. Hatch responded that the committee had deliberated extensively on the applications. Mr. Coen indicated that the committee may want to consider increasing grants in the future. Mr. Canizales offered the committee the chance to request additional funds if one of the applicants would benefit from additional funds. After discussion, it was decided to proceed with the amount requested, and the Finance Committee recommended that the HSC consider requesting additional funding in next year's budget cycle.

Motion # 3: To recommend the Human Services Committee grants in the amount of \$58,375.
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Motion By: M. Canizales		Second By: D. Jackson	
For: 6	Against: 0	Abstain: 0	Recuse: 1

Budget 630 – Recreation

Mr. Motta presented the budget. Increases over last year are on account of staffing level increases and increased maintenance and repairs. The personnel changes are the move of the assistant director from a part time to a

full time position, an increase in Summer counselors. The personnel changes are on account of the expected increased programming based on the additional space that will come with the upcoming move to the VMCC. Increased programming includes an intramural sports program. The maintenance and repairs increase is on account of the recreation department taking over responsibility for Motta Field from the school department. Ms. Maguire raised concerns over sufficient swimming instructors and lifeguards for the youth swimming programs, with other members of the Finance Committee agreeing with concerns over liability if recreation programs are not properly supervised.

Motion # 4: To recommend budget 630 in the amount of \$158,905.			
Motion By: M. Canizales		Second By: E. Yingling	
For: 7	Against: 0	Abstain: 0	Recuse: 0

Budget 610 – Library

Ms. Napsha and Ms. Kratz presented. Budget increases involve minor salary increases, position adjustments and new hires. The question was raised by the Finance Committee whether we have applied for or received our annual budget increase waiver for certification purposes, and was answered in the affirmative. The issue of the library’s expertise with digitized media was also raised and discussed. The Finance Committee praised the completion of the Library building.

Motion # 5: To recommend budget 610 in the amount of \$291,581.			
Motion By: A. Maguire		Second By: G. Dombrow	
For: 7	Against: 0	Abstain: 0	Recuse: 0

3. Revisit Departmental Budgets

Provincetown School Capital Improvements

Ms. Singer and Ms. White presented the proposed Capital Improvement requests. Ms. Singer stated that this was the first time the schools had

undertaken the task, and therefore the information was not complete. The following proposed projects were presented and discussed:

- Completion of the playground. This is a priority. Community Preservation Funds have been applied for. The school is awaiting an estimate on the cost of completion.
- Drainage problems. This needs resolution, and it is anticipated that a catch basin will be installed.
- Heating System. This will involve a two-phase solution, spread over a period that will allow for multiple funding sources. It was noted that it takes an enormous amount of oil to heat the school. The first phase will be to make the system more efficient, which needs to be done regardless of long term plans. The second is change from oil to propane to save money.
- Pointing and Sealing of Exterior. There is currently leaks in the exterior envelope and it needs tuck-pointing to fix. This is estimated to cost approximately \$200,000. An engineering study (cost of \$18,170) is required to determine the work that needs to be done.

Mr. Canizales raised, and the Finance Committee discussed, the prioritization of projects, with the consensus being that building envelope and heating issues take precedence over landscaping and the catch basin.

There were no motions made.

Department of Public Works – Capital Improvement Projects

Ms. Turner presented for DPW. The CIP requests for 2013 cover the following items:

- Vehicle replacement in the amount of \$193,000.
- Storm water Management in the amount of \$150,000

- Buildings & Grounds in the amount of \$101,200 for Cemetery Road and \$28,000 for tractor/mowers.
- LED lighting replacement program in the amount of \$100,000. It was noted that a grant is being pursued to fund this item.
- Big Belly trash receptacles.

No motions were made at this time.

4. Minutes

(None)

5. Other Business

Parking Recommendations

The first half of the discussion on parking recommendations is found on PTV in Part 1 of the meeting, and the conclusion in Part 2.

Mr. Coen noted that today is the deadline for parking recommendations to the Board of Selectmen. Mr. Hoort prepared a document outlining three options for the Finance Committee to consider, and presented the three options to the Finance Committee. Mr. Canizales inquired on the sense of the committee on relocating town resident parking from the Municipal Parking Lot at Lopes Square (MPL) to the Grace Hall lot. Mr. Coen noted that the issue has been under consideration for a number of years, and raised the impact that a full MPL has on commerce in the downtown area, including on McMillan pier. Ms. Maguire framed the issue as a revenue issue for the Finance Committee, and that it was incumbent on the Committee to look at all available revenue sources.

In presenting the options, Mr. Hoort noted that the long term goal of the proposals is to lessen the tax impact on residents by financing capital improvement projects through tourism dollars such as parking. Mr. Hoort stated that the administration looked at a wide range of options, including restricting parking in the MPL to non-residents during the tourism season, time limits on MPL permit parking, impact on parking restrictions on the

downtown business community. Research indicated that the market rate for downtown parking for the season is approximately \$600. Records also indicate that the MPL averages 200 resident sticker cars in the MPL per day in the Summer. Mr. Hoort noted that, if those 200 cars were paying for parking in the MPL, the town would achieve approximately \$540,000 per year in revenues. He concluded in saying that, given the potential revenue available to the town by making changes to MPL parking, it was incumbent on the administration to consider the options. Ms. Lynn added that the town has been working on the proposals since October, 2011, and that the upgraded equipment in the MPL allowed the town to capture much more information in the form of reports. Those reports showed clearly that the town was losing close to \$400,000 in revenue on account of resident permit parking in the MPL. Ms. Lynn concurred with Mr. Hoort that, in light of the revenue, it was important that the town look at revisions to the parking policy.

Mr. Yingling inquired whether these proposals have been floated by the business community, and Ms. Lynn reported that these proposals were really in the beginning phase of comment. Mr. Yingling further inquired whether the administration had considered instead (or in addition) raising the parking rates. Mr. Hoort answered that he was hesitant to consider a rate increase as part of these proposals on account of the fact that the town adopted a rate increase just last year.

Finance Committee members raised and discussed a number of ideas. There was general consensus that, given the capital improvement expenditures the town faces in the near and long term, every effort should be made to capture non-property tax revenue whenever possible. Mr. Donegan stated that he thought the proposed MPL permit cost of \$600 was too low. Several ideas around the issue of time limits on permit parking were discussed.

Motion # 6: To recommend to the Board of Selectmen that all resident and non-resident property owner parking permits have a daily three (3) hour maximum parking limit at the MPL; after that at the prevailing rate.

Motion By: A. Maguire

Second By: M. Canizales

For: 5

Against: 1

Abstain: 0

Recuse: 0

Motion # 7: To recommend to the Board of Selectmen that the rate for an MPL Permit be established at \$1,350 per season and that such permits be limited to one per business license.			
Motion By: T. Donegan		Second By: A, Maguire	
For: 5	Against: 1	Abstain: 0	Recuse: 0

Motion # 8: To recommend to the Board of Selectmen that the daily parking rate at the Grace Hall lot be reviewed, that the hourly rate be raised, and the maximum daily rate be raised to \$20.			
Motion By: E. Yingling		Second By: A. Maguire	
For: 6	Against: 0	Abstain: 0	Recuse: 0

List of documents reviewed:

1. *Parking Recommendations from Mr. Hoort.*
2. *Previously submitted budget documents.*
3. *Provincetown Schools CIP spreadsheet*
4. *DPW CIP Spreadsheet*
5. *Big Belly Solar product information*

Next Meeting:	February 21, 2012 @ 4:30 pm
Adjourn:	5:33 pm
Minutes by:	Dan Jackson

Approved by  on April 27, 2012
 Thomas Coen, Chair