

Joint Meeting between the Provincetown Board of Selectmen and Finance Committee
January 13, 2015
Review of FY 2016 Budget

Finance Committee members present:
Douglas Cligott, Mark Hatch, Duane Steele, Louise Venden and Clarence Walker

Selectmen present:
Thomas Donegan, Erik Yingling, Robert Anthony, Cheryl Andrews and Raphael Richter

Also present:
Acting Town Manager David Gardner
Acting Assistant Town Manager Michelle Jarusiewicz
Finance Director Dan Hoort

Both boards called the meeting to order.

General Government

113 Elections and Town Meetings

Presented by Town Clerk Douglas Johnstone

Mr. Johnstone said that this budget is dependent on how many elections are held during the year. Since only two elections will be held in FY 2016, as opposed to the three held in FY 2015, this budget will be reduced accordingly.

Considerable discussion then followed regarding the pros and cons of electronic voting at Town Meeting. Mr. Johnstone had written a memo to the selectmen in May, 2014 where he estimated the cost to the town, based on average attendance, at \$34,000. Mr. Johnstone also informed the boards that the town of Eastham is ready to institute electronic voting and have issued an RFP to that purpose.

Additional discussion of establishing a gift fund for more comfortable chairs in the auditorium also occurred with the selectmen scheduling an agenda item regarding all matters concerning the town hall auditorium its uses, regulations and rentals scheduled for the first selectmen's meeting in February.

Budget 113 was accepted without objection as part of the selectmen's budget

161 Town Clerk

Presented by Town Clerk Douglas Johnstone

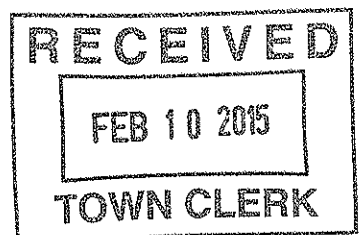
The only increase in the A Budget were salary increases as a result of the compensation plan.

The B Budget increase is a result of increased printing and publishing costs for the Annual Town Report.

Additional discussion then followed regarding the fees charged for birth and death certificates, business certificates and planning with the Pilgrim Monument and Museum the possible de-acquisition of some of the town's collections.

Mr. Johnstone said he would review all of the town's fees.

Budget 161 was approved without objection as the selectmen's budget.



123 Town Manager

Presented by Acting Town Manager David Gardner

The A Budget has been increased to \$149,000 to reflect the hiring of a new town manager in FY 2016. The Acting Town Manager will also receive a longevity payment.

The B Budget, which covers conferences, is proposed to be reduced from FY 2015 by removing the funds usually included for the ICMA conference which will be held in Seattle. The B Budget will only cover the MMA conference in Boston.

Line item B6, which covers travel and training, is slightly reduced as well.

Lengthy discussion followed regarding the proposed increase to the town manager's salary line item, especially since the Annual Town Meeting in April reduced the salary from \$149,000 to \$120,000. Many of the selectmen believe that this amount is too low in attracting good town manager candidates.

The majority of the selectmen agreed that \$120,000 is not sufficient to attract a new town manager.

MOTION: Cheryl Andrews moved to reduce the line item for the town manager's salary in the A Budget from \$149,000 to \$140,000. Robert Anthony seconded the motion. All members voted in favor by a vote of 5-0.

MOTION: Thomas Donegan moved to move \$9,000 from the line item for the town manager's salary to the line item B6 to provide a bonus for the new town manager. Raphael Richter seconded the motion.

All members voted in favor by a vote 5-0.

MOTION: Thomas Donegan moved to increase A5, other compensation, by \$9,000 to be part of the town manager's compensation package for the purposes of negotiating bonuses. Raphael Richter seconded.

The motion passed by a vote of 4-1, with Cheryl Andrews voting in opposition.

Selectman Andrews raised the question under line item B6 as if refers to the town manager's car allowance of \$3,600.00. This sum had been paid in a lump sum to the previous town manager. It is removed from this budget.

MOTION: Raphael Richter moved budget 123 in the sum of \$308,662.00. The motion passed by a vote of 4-1, with Cheryl Andrews voting in opposition.

151 Legal Services

Acting Town Manager David Gardner has proposed a budget of \$230,000.00 which is a decrease from the FY 2015 budget of \$251,000.00. He informed both boards that the town is currently under budget at this moment.

Discussion followed regarding Provincetown's legal budget being right in the middle of Cape town's. Questions regarding what are fees and what are awards were also mentioned and that Kopelman & Paige presents twice yearly reports to the town as well as sending monthly invoices breaking down their services case by case and department by department.

Budget 151 was passed without objection as the selectmen's budget.

156 General Government

David Garner said this budget as proposed is down from FY2014 and is used for postage and supplies. He also said the town does not have a large format scanner for plans and the like. Dan Hoort a large format scanner be brought forward as a special town meeting article.

Budget 156 passed without objection as the selectmen's budget.

482 Airport Commission

Presented by Butch Lisenby, Airport Manager

Mr. Lisenby said that this budget is level funded and has been level funded for the last few years. He added that no major changes are anticipated.

Discussion followed regarding airport security. TSA now only partially reimburses the town for police services at the rate of \$20.00 per hour. The town pays the additional \$13.97 for police services at the airport.

Additional discussion of finding other sources of revenue for these expenses was brought to the table by Selectman Donegan. He believes that the airport is a multi-town benefit, but no one pays for services except Provincetown. Raphael Richter suggested that an embarkation fee, similar to that on MacMillan Pier, might be a mechanism to offset town costs.

It was also determined that private air craft pay no landing fees to the town.

Ultimately, the selectmen decided to schedule a meeting with the Airport Commission to discuss potential revenue sources.

Budget 482 passed without objection as the selectmen's budget.

Public Services

511 Health and Environment

Presented by Morgan Clark, Director

Ms. Clark stated that the only changes was a \$400 increase for inspections and equipment.

Selectmen Donegan raised the issue of mental health advocacy by that department to relieve the police department's presence in mental health issues. Ms. Clark stated that Budget 511 has an integrated public health program that she would like to build upon. The seriousness of the town's public health issues was widely discussed including making sure that Cape Cod Hospital and Outer Cape Health Services are part of any program the town may establish.

Selectman Donegan also said that we need another agent in this department as we go into the summer inspection season.

MOTION: Erik Yingling moved Budget 511 @ \$112,579.00. Second by Raphael Richter. The motion passed 4-1 with Cheryl Andrews in opposition.

171 Conservation

Presented by Morgan Clark, Austin Brandt and Dennis Minsky

The A budget is being increased by \$1,000.00

512 Public Health and Human Services

Presented by Chris Hottle

The only increases in the A budget are salary increases under the compensation plan. The B budget is increasing by \$2,000.00 for VNA services under line item B2. She is anticipating a rate increase from VNA.

Ms. Hottle discussed crisis intervention as a yet unmet need of the town and this includes drug addiction, suicide prevention, alcoholism, domestic violence just to mention a few.

Budget 512 passed without objection as the selectmen's budget.

541 Council on Aging

Presented by Chris Hottle, Director

Ms. Hottle said the COA is thriving and growing, having served 800 people last year, up from 630 the previous year..

There are no staff increases proposed with the only increases in the A budget due to the compensation plan. She also said that two positions are being consolidated into one on line item A5.

In the B budget, line item B6 has increased due to postage. Increases in B12 are for staff development and B1 is due to the move from the Gouveia Building to VMCC and COA's take over of the kitchen.

Budget 541 passed without objection as the selectmen's budget.

610 Library

Presented by Matt Clark, Acting Library Director

The A budget had two changes as a result of the compensation plan.

Line item B1 increased as CLAMS membership has increased.

Discussion regarding adding benefits to the circulation staff then followed. In addition, concern about losing funding through the Mass. Board of Library Commissioners if Provincetown doesn't hire a library director without a master's level was unfounded. Lastly, Provincetown Press was suspended and will need to be re-evaluated once a new director is hired.

MOTION: Cheryl Andrews moved to approve the budget for the library at \$315,994.00.

Second from Raphael Richter. The motion passed by a 4-1 vote with Erik Yingling voting in opposition.

630 Recreation

Presented by Brandon Motta, Director

The A budget is increasing because of the compensation plan. The B budget is level funded.

Mr. Motta said the recreation department served 167 children in the summer program. Mr. Yingling raised the issue of increasing salaries for the seasonal positions.

MOTION: Raphael Richter moved budget 630 @ \$174,125.00 with Robert Anthony seconding the motion. The motion passed 4-1 with Erik Yingling voting in opposition.

Finance

135 Town Accountant

Presented by Dan Hoort

The A budget increased due to raises under the compensation plan.

The B budget is level funded.

Budget 135 in the amount of \$237,413.00 passed without objection as the selectmen's budget.

136 MIS

Presented by Beau Jackett, Director

The compensation plan accounted for salary increases in the A budget.

Increases in the B budget are to support the goal of adding e-mail accounts for board members. This would also support the goal of putting the town's e-mail structure in the Cloud. This would be a \$15,000.00 increase.

Line item B8 increased by \$3,000.00 for the Accela system used for inspections and licensing.

After discussion about whether or not to have a policy decision about creating e-mail accounts for all board members or just regulatory boards, a motion was presented by Erik Yingling

MOTION: Mr. Yingling moved to approve budget 136 for FY16 at \$511,965.00. Second by Cheryl Andrews. The motion passed by a 3-2 vote with Robert Anthony and Tom Donegan voting in opposition.

141 Board of Assessors

Presented by Scott Fahle, Principle Assessor

A Budget increases are due to contractual obligations.

The B budget increases are due to vendor services and appraisal software.

Budget 141 in the amount of \$200,658.00 passed without objection as the selectmen's budget.

145 Treasurer/Collector

Presented by Connie Boulos, Treasurer and Jim Denietolis, Collector

The A budget increased due to changes in personnel services, contractual obligations and retirements.

The B budget increase of \$1,000.00 in line item B1 for the on-line payment system.

Line item B4 is a postage increase and line item B 8 has decreased.

Budget 145 in the amount of \$202,095.00 passed without objection as the selectmen's budget.

710 Debt Service

Presented by Connie Boulos, Treasurer

This budget increased because of the issuance of bonds.

Dan Hoort reported that the debt service is going down.

Budget 710 in the amount of \$2,256,114.00 passed without objection as the selectmen's budget.

820 Tax Title

Presented by Connie Boulos, Treasurer

This budget is exactly the same as last year's budget.

Budget 820 in the amount of \$20,000.00 was passed without objection as the selectmen's budget.

910 Retirement/Benefits/Insurance

Presented by Dan Hoort, Finance Director

B1 is a 10% increase. The town is investigating joining GIC to see if the town can get the same benefits at a better rate.

B4 was reduced due to lower unemployment requests.


B8, the retirement assessment did not increase as much as had been thought due to investment return being much higher.

OPEB is going to be one of the highest on the Cape as a result of our investments.

MOTION: Raphael Richter moved budget 910 in the amount of \$6,362,952.00. Second by Erik Yingling. The motion passed 5-0.

MOTION: Raphael Richter moved to consider the agenda item Housing Program Funding Options January 14, 2015 was passed by unanimous consent.

B

A handwritten signature in black ink that reads "Mary Jo Avella". The signature is written in a cursive style with a large, looping initial "M".