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MINUTES OF THE MEETING OF THE TOWN OF PROVINCETOWN FINANCE COMMITTEE FOR THE MEETING HELD ON FRIDAY, FEBRUARY 19, 1999.

The meeting was called to order by Chairman Bill Dougal at 9: 10 am in the Judge Welch Hearing Room. Members present were: Chairman Bill Dougal, Vice Chairman Alice Foley, Michael Hattersley, Robert Vetrick, Gail Enos and Rick Holland; acting as Secretary. Absent were Lynn Mogell, Sue Buerkel and John Strong.

1) Minutes of the previous meeting were reviewed. Alice Foley moved to accept the minutes with a comment that a correction was required under "other business". With said correction noted and acknowledged, a motion to approve aforementioned minutes was made by Alice Foley with a second provided by Rick Holland.

2) The topic of providing a paid secretary for taking minutes of the meeting at future FinCom meetings was again mentioned. Moderate discussion ensued. It was again noted that the task of providing active and accurate secretarial duties prevents the acting FinCom member from fully participating in the meeting. FinCom members present decided to request a stipend for clerical services in their upcoming meeting with the Board of Selectmen.

3) Town Moderator Roslyn Garfield commented that she would like to appoint Walter Winowski to the Finance Committee. Vice Chairman Alice Foley commented that she would like to speak with Ms. Garfield regarding the appointment of John Strong.

4) Chairman Bill Dougal reviewed the very Full schedule for this FinCom meeting noting that there were 29 issues to be reviewed, discussed and voted upon. Due to time constraints and the volume of material, a decision was made to spend 5 minutes per issue as a guideline.

5) A statement regarding assumptions was made by FinCom member Michael Hattersley. Mr. Hattersley would like to make a presentation to the Board of Selectmen regarding the review of minimum and maximum expenditures.

6) REVIEW OF CAPITAL IMPROVEMENTS PROGRAM. In the interest of time, Chairman Bill Dougal asked each FinCom member to consider each item as it relates to the total plan and to defer discussions that were not relevant to FY 2000. Mr. Dougal asked FinCom members to review each project with an eye towards identification of the source of funding required for same. Town Manager, Keith Bergman commented that the five years of requests and recommendations details the source of funding and that a focus should be on the General Fund Capital Improvements Program. FinCom Chairman Bill Dougal expressed concern regarding buildings and equipment replacement as high priority items. Mr. Bergman suggested referencing the Facility Management Reports. Mr. Dougal assigned various FinCom members as liaisons to specific projects/requests.

7) REVIEW OF INDIVIDUAL ISSUES:

A) LIBRARY REPAIRS AND UPGRADES: (FinCom appointee: Gail Enos) Request for \$15,466. Presentation by D. DeJonker-Berry. Review of outdated equipment (telephone, boiler) and the need for new carpeting as current is a safety hazard as well as unsightly. Furnace repairs becoming very expensive. Moderate discussion ensued. MOTION TO APPROVE by Michael Hattersley SECOND by Gail Enos OPPOSED by Robert Vetrick MOTION CARRIES 5-1

B) TOWN HALL MIS COMPUTERS: FinCom appointee: Sue Buerkel) Request for \$17,580(equipment) + \$15,000(5 hour/week employee) for total of \$32,580. To update accounting system(s). Expenditure breakdown/allocation provided in CIP documentstpackage. Moderate discussion regarding whether there are other town employees available to handle increased employment needs. Regarding Financial Management Software: MOTION TO APPROVE by Robert Vetrick SECOND by Alice Foley MOTION CARRIES 6-0

Regarding town employee:

MOTION TO APPROVE by Alice Foley

SECOND by Robert Vetrick

MOTION CARRIES 6-0

C) PARKING COMPUTER UPGRADES (FinCom appointee: Alice Foley)

1) Request for \$22,731 to install SCAN Facility Management System; a real time control, computer based system

2) Request for \$19,900 to install new Parking Management System to correct significant system degradation. This system tracks all Parking Violations and Permits.

3) Request for \$35,000 to complete Municipal Lot(s) repairs (property/cost breakdown provided in CIP documents/package). Mr. Dougal commented that a reporting system should be developed to verify justification of the expense for this system MOTION TO APPROVE by Michael Hattersley SECOND by Robert Vetrick MOTION CARRIES 6-0

D) POLICE COMPUTER UPGRADES (FinCom appointee: Sue Buerkel) Request for \$55,000. First upgrade since original computer system installation in 1989. Project addresses 3 major issues to meet new federal and state standards

and to resolve Y2K issues. (See CIP documents/package for project cost breakdown). Mr Dougal inquired whether this system would make us compatible with the State Police. Response: negative. Moderate discussion ensued.

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MOTION TO APPROVE by Robert Vetrick

SECOND by Alice Foley

MOTION CARRIES 6-0

E) POLICE STATION ACCESSIBILITY (FinCom appointee: Sue Buerkel) Request for \$20,000; addition to existing handicapped ramp to rear of parking lot. FinCom member Michael Hattersley inquiry regarding inconsistencies discovered: is this a FY2000 or FY2001 expense? Is the requested amount \$20,000 or \$15,000? FinCom member Robert Vetrick commented that no information was provided on this request. Town Manager Keith Bergman commented that the Selectmen submitted for \$20,000 for FY2000 and that there appears to be a page missing from the CIP documents. Chairman Bill Dougal reminded committee members that this item was deferred last year. MOTION TO APPROVE by Michael Hattersley SECOND by Alice Foley MOTION CARRIES 6-0 with a request from Ms. Foley that more information be provided

F) HERITAGE MUSEUM STRUCTURAL REPAIRS (FinCom appointee: Michael Hattersley) Request for \$68,250. Much discussion ensued. Mr. Hattersley inquired whether these repairs would/might be redundant given a possible change in ownership at The Heritage Museum Robert Vetrick commented that a clearer sense of what, specifically would be repaired is required. After much discussion, a MOVE TO TABLE the discussion was offered by Michael Hattersley SECOND by Robert Vetrick MOTION CARRIES 6-0

G) COURT STREET DRAINAGE (FinCom. appointee: Alice Foley) Request for \$600,000. Project consists of a drainage pump station and force main to pump storm water from Court St to a disposal site. Planning and design allocation: \$100,000; construction allocation: \$500,000. Significant discussion ensued. \$17,000 of cost is to determine feasibility. Grant funding is possible. MOTION TO APPROVE by Robert Vetrick SECOND by Alice Foley MOTION CARRIES 6-0

H) STREET AND SIDEWALK REPAIRS AND MAINTENANCE (FinCom appointee: Michael Hattersley) Request for \$25,000. Minimal discussion MOTION TO APPROVE by Michael Hattersley SECOND by Gail Enos MOTION CARRIES 6-0

1) FLEET REPLACEMENT PLAN (LOADER) FinCom appointee: Rick Holland) Request for \$80,000 to replace 1988 Loader. Equipment is used year-round for plowing, beach cleaning, digging out drains; assists both Cemetery and Water Departments. Proposed funding source is new Vehicle Replacement Program. FinCom member Rick Holland asked if lease vs. buy options had been explored as this type of equipment/vehicles are clearly depreciating assets. Affirmative

response from Municipal Director Ken Learned; lease options to not make sense in the long-run. MOTION TO APPROVE by Robert Vetrick SECOND by Alice Foley MOTION CARRIES 6-0

J) OLD BURN DUMP CLOSURE (FinCom appointee: Lynn Mogel) Request for \$250,000 for closure of old, contaminated bum dump site in accordance with DEP requirements. Town MUST complete this project by April, 2002. Mr. Holland noted an inconsistency in the amount requested... is the request for \$250,000 or \$275,000? Answer: \$250,000. Minimal discussion; Town Manager Keith Bergman offered that this will be the final expenditure in association with the bum dump. MOTION TO APPROVE by Robert Vetrick SECOND by Michael Hattersley MOTION CARRIES 6-0

H) GRACE GOUVEIA BUILDING REPAIRS (FinCom appointee: Robert Vetrick)

Request for \$16,000 (vs \$21,000 noted in CIP documents/package). Request is to raise and appropriate funds due to the continued deterioration of fire escape doors and floor and electrical upgrade. It was noted that the replacement of kitchen floors and doors (\$6000.00) had been previously completed. Minimal discussion. * Discrepancy still exists; request should be for \$15,000 vs. \$16,000 MOTION TO APPROVE by Michael Hattersley SECOND by Robert Vetrick MOTION CARRIES 6-0

1) GRACE GOUVEIA TELEPHONE UPGRADE (FinCom appointee: Robert Vetrick) Request for \$20,000 to upgrade current telephone system to provide maximum efficiency within Grace Gouveia and with Town Hall. Suggestions again offered by FinCom member Rick Holland to explore lease vs. buy options as rapid technology advances often render these systems obsolete in quick fashion. Minimal discussion. MOTION TO APPROVE by Robert Vetrick SECOND by Michael Hattersley MOTION CARRIES 6-0

J) TOWN HALL SIDEWALKS/TOWN HALL FRONT AND SIDE DOORS (FinCom appointee: Sue Buerkel)

1) TOWN HALL SIDEWALKS: Request for \$10,000 to replace existing sidewalks around Town Hall as part of overall building maintenance. MOTION TO TABLE DISCUSSION

2) REPLACE DOORS, STAIRS, ELECTRICAL UPGRADE: Request for \$52,000 to replace Ryder Street stairs, replace and restore existing doors and provide for electrical upgrades to building. Building is currently over taxed on electrical use. MOTION TO APPROVE by Michael Hattersley SECOND by Gail Enos

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MOTION CARRIES (for both above) 6-0

* Michael Hattersley left the meeting

K) WATER ENTERPRISE FUND (FinCorn appointee: Chairman Bill Dougal) 1) Request for \$80,000 (of \$100,000 project) for North Truro AFB Wells 2) Request for \$30,000 to replace 1988 GMC Pick-up 3) Request for \$10,000 replace 1988 GMC Van 4) Request for \$50,000 for South Hollow Treatment Site (20% match) 5) Request for \$75,000 for Water Management Act Review and discussion. MOTION TO APPROVE by Alice Foley SECOND by Rick Holland MOTION CARRIES 5-0 (Mr. Hattersley not present at time of vote)

* Michael Hattersley rejoined the meeting

L) FIRE VEHICLE ACCOUNT (FinCom appointee: Alice Foley) Request changed to \$86,000 from \$60,000 after discussion regarding current account balance verified by Ken Learned, Director of Municipal Finance. Current vehicle condition is poor and not dependable. Discussion regarding grant availability; response, currently unknown but unlikely. Discussion regarding specific vehicle criteria. It was noted to change the requested amount from \$60,000 to \$86,000. MOTION TO APPROVE by Robert Veterick SECOND BY Alice Foley MOTION CARRIES 6-0

* Vice Chairman Alice Foley left the meeting at 12:05pm

Recommendation by Chairman Bill Dougal to break for lunch and return in one hour. Remaining members departed at 12:25pm

Meeting begins again at 1:30 pm. Members present are Chairman Bill Dougal, Robert Vetrick, Michael Hattersley, Gail Enos and Rick Holland as Acting Secretary.

M) AIRPORT 3% LOCAL MATCH (FinCom appointee: Robert Vetrick) Request for \$52,000 which is 3% local share of \$1,740,000 project total. Project involves reconstruction of the parallel taxiway, resurfacing the entire runway, construction of the runway safety overrun areas, replacement and relocation of the approach lights and replacement of the runway side lights. MOTION TO APPROVE by Michael Hattersley SECOND by Robert Vetrick MOTION CARRIES 5-0

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N) WASTEWATER PLANNING (State Revolving Fund) (FinCom appointee Chairman Bill Dougal) Request for \$125,000 to continue studying wastewater project. Specific expenditures on CIP documents/package and Facilities Report. Goal is to bring plan to April Town Meeting 2000. MOTION TO APPROVE by Bill Dougal SECOND by Michael Hattersley MOTION CARRIES 5-0

0) CAPE END MANOR ENTERPRISE FUND (FinCom. appointee: Bill Dougal) Request divided into A and B lists. A list request for FY 2000 is \$98,000; details of request provided in CIP documents/package. Much discussion regarding original projected deficit for CEM of \$132,000 vs. likely 1999 deficit of \$335,000. It is noted that the deficit is based on the cash model. Recommendation to defer decision on supplemental funding for FY2000 CEM budget pending further review of business model/enterprise Fund Discussion regarding proposed operating deficit. After much prolonged discussion regarding continued FinCom frustration regarding CEM inability to provide a "meaningful and accurate budget", a motion was made to approve the request. Additional comments on seemingly high allocations for items such as individual patient telephones and bedspreads. MOTION TO APPROVE by Michael Hattersley SECOND by Gail Enos ABSTAIN by Robert Vetric MOTION CARRIES 4-0-1

REVIEW OF ISSUES TO PRESENT TO SELECTMEN AT MEETING WITH BOARD OF SELECTMEN ON MONDAY, FEBRUARY 22,1999:

- 1) Municipal Advertising
- 2) Add stipend to FinCom. budget for clerical/secretarial services (\$1650.00= 30 meetings @ \$45/meeting and additional \$300.00 for FinCom related conference attendance)
- 3) Financial Management System
- 4) Heritage Museum
- 5) Fire vehicle; add \$26,000 to current \$60,000 request
- 6) Defer recommendation on supplemental funding for Cape End Manor

FinCom meeting schedule for next week was reviewed

List of FinCom. to do's for March:

- 1) letters to voters must be complete by 3rd week of March
- 2) draft statements
- 3) preparation of articles and warrants

At 3:45pm a motion to adjourn was offered by Robert Vetrick, and a second offered by Michael Hattersley

Respectful submitted by Richard C. Holland, Acting Secretary for Sue Buerkel

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