

Finance Committee Meeting
Wednesday, March 5th, 2008, 10:00am
Judge Welsh Meeting Room

Called to Order:

- CIP Public Hearing 10:00am
- Finance Committee 10:15pm
- Joint Meeting: BOS, Finance Committee & School Committee 2:00pm

Membership:

P	E	U	Name	
X			Gary Delius, Chair	
X			Ruth Gilbert, Vice Chair	
	X		Robert Vetrick	
X			Virginia Ross	
	X		Thomas Thurston	
X			Walt Winnowski	
X			Edward Gage	
X			Thomas Coen	
X			David Bedard	
X			Philip Gaudiano, Alternate	X Voting(arr 10:07)
X			Frederic Biddle, Alternate	X Voting(arr 10:10)

(Note: P = Present E = Excused U = Unexcused)

Also Present:

10:15 am Morning Session:

Sharon Lynn, Town Mgr. (10:20)	David Gardner, Asst.Town Mgr
Alex Heilala, Finance Director	Austin Knight, Selectman
Beau Jackett, MIS Director	

1:00 pm Afternoon Session:

Sharon Lynn, Town Mgr.	David Gardner, Asst.Town Mgr
Alex Heilala, Finance Director	Austin Knight, Selectman
Mike Trovato, Fire Chief (1:00pm)	M.J. Avellar, Selectman (1:50pm)

2:00 pm Afternoon Joint Session:

Sharon Lynn, Town Mgr.	David Gardner, Asst.Town Mgr
Alex Heilala, Finance Director	Board of Selectmen
School Committee, Superintendent of Schools,	Business Office Mgr

Order of Business:

1. To hold CIP Public Hearing.
2. To continue review Budget for Division II, Finance, 136 MIS
3. To review the Budget for Division III, Public Safety, 220 Fire
4. To review other Division budgets as time permits.
5. To consider other business which may legally come before the Finance Committee.
6. To hold joint meeting with BOS and School Committee.

CIP Public Hearing

There being no comments from the public, the hearing was adjourned on schedule at 10:15am.

Finance Committee

02/06/08 Meeting Minutes-

Discussion on several minor line item changes with changes being made.

Motion # 1: To recommend to approved as amended the minutes of the meeting held on February 6th 2008.

Motion By: Edward Gage	Second By: Ruth Gilbert
For: 6	Against: 0
Abstain: 3	Recuse:

136 Information Systems Department-

Presented by Beau Jackett, MIS Director

The outstanding issue regarding the GeoTMS system (inspections, permitting, licensing, health code enforcement software purchased in 1997) was further discussed and more specifically how it matched up against the Blackbear system...supposedly a less expensive system to implement and maintain. It was agreed that MIS together with the Building Dept and the Town Mgr should devise a “complete package” by which the best and hopefully least expensive system is to be phased in. This package could be brought to fall town meeting.

Discussion related to the following specific line items;

- Line item #54202-Software & Licenses. It was agreed upon that the GeoTMS line item at \$6,000 would not be sufficient to accomplish the conversion of the permitting process discussed above, therefore, #54202 should be reduced by this amount.
- Line item #54202-Software & Licenses. This line item from the 141-Assessor’s budget in the amount of \$7,342 should be reflected in this budget.
- Line items #51100-51108-Budget A, Personal Servs. It was determined that these line items did not reflect the proposed 3% salary increases. Changes amounting to \$3,604 where made to each of these line items.

Motion # 2: To amend budget 136, Information Systems, as follows:

- Increase the A Budget to \$146,912 reflecting salary adjustments of \$3,604 previously not included,
- Increase the B Budget by \$7,342 (from 141-Assessor’s budget) while decreasing the B Budget by \$6,000 (GeoTMS line item) to an adjusted B Budget total of \$110,342,

And to recommend the revised A&B Budget total of \$257,254.

Motion By: Ruth Gilbert		Second By: Edward Gage	
For: 9	Against: 0	Abstain: 0	Recuse:

136 Information Systems-CIP Request \$75,000, Town’s Computer Licenses- Presented by Beau Jackett, MIS Director

This request allows the MIS Dept. to bring the Town’s computer software licenses back into compliance. Discussion centered around the fact that licenses on the Town’s computers is fragmented at best. We have over utilized our existing licenses on various systems opening the town up to possibly facing expensive legal ramifications. A consensus of the committee was given on the urgency of this matter.

Motion # 3: To recommend that the amount of \$75,000 be raised & appropriated or transferred from available funds.

Motion By: Ruth Gilbert		Second By: Virginia Ross	
For: 9	Against: 0	Abstain: 0	Recuse:

*(Adjourn for lunch break-12:00 noon)
 (Reconvene for afternoon session-1:00pm)*

220 Fire -

Presented by Michael S. Trovato, Fire Chief

General discussion involved the departments service structure, specifically as it relates to the area of rescue. Also discussed where the topics of equipment status relating to age and general overall operation and also how the DPW maintenance policy relates to the various fire department facilities.

Discussion related to the following specific line items;

- Line items #51102-Budget A, Clerical Personnel. It was determined that this line item did not reflect the proposed 3% salary increases. Changes amounting to \$1,293 where made to this line item.

Motion # 4: To amend budget 220, Fire, as follows:

- Increase the A Budget, line #51102 Clerical Personnel to \$44,387 reflecting salary adjustments of \$1,293 previously not included, And to recommend the revised A Budget of \$318,654 and a revised A&B Budget total of \$492,402.

Motion By: Virginia Ross		Second By: Tom Coen	
For: 9	Against: 0	Abstain: 0	Recuse:

122 Board of Selectmen-

Presented by Mary-Jo Avellar, Chairperson

Motion # 5: To recommend budget 122, Board of Selectmen as presented in the amount of \$58,516.

Motion By: David Bedard		Second By: Frederic Biddle	
For: 9	Against: 0	Abstain: 0	Recuse:

Other Business

610 Library Budget-

For discussion, Chairmen Delius passed out a memo written by the Library Director to the Finance Committee regarding the 610 Library Budget. The committee had a general consensus that there are still outstanding issues to be discussed with the Director and requested she come back to the Finance Committee meeting to be held on Friday, March 7th.

CIP Requests-

Due to the fact that the BOS have not voted on the CIP requests, Chairmen Delius suggested and it was agreed upon that the committee table CIP until such time the BOS approve.

(Recess- 1:55pm)

(Reconvene- 2:00pm)

Joint Meeting, School Budget

- Finance Committee
- Board of Selectmen
- School Committee
- Superintendent of Schools
- School Business Office Mgr.

As with the previous joint meeting, it was mutually agreed upon by all that only line items with significant percentage changes, increase or decrease, need be addressed. That being said, the SPED budget is the first for discussion. It was explained that any changes in this sub-budget are in direct correlation to the number of students under SPED IEP Student Plan. It was noted that there are 58 SPED students in both schools, 14 of which are School Choice.

Discussion moved away from direct budget items to more general questions. One of the issues raised was “what makes our costs per pupil so out of wack with state averages”.

It was brought out that Provincetown is not alone with this problem...Truro being 3rd and Wellfleet being 6th in the state in high per pupil costs.

Other general issues raised-

- Combine school buildings- student needs vs. fiscal reality
- Small school strategy & enrollment issues
- Future budget level funding strategies
- Strategic Planning Committee
- Regionalization

The School Committee raises concern that the meetings discussion has moved away for that of the FY2009 Budget. That being said, the discussion returns to the following high school budget items;

- Athletic Director (why a 62.66% increase, reflects change in yr rd part-time positions)
- Instruct Tech Contracted Servs (why a 100% increase, reflects a change in the instruction of “technology concepts” to staff members)
- Guidance Sal Prof (represents 1.5 individuals, for grades 7-12, Guidance Counselor & Social Worker)
- Utilities (level funded with FY2008 raises flags that it is not enough)
- Heating (22.98% increase, also raises flag that it is not enough)

The line item review of the school budget comes to a conclusion with the following general discussion opening;

- Town Manager stressed the need for cost cutting measures in the FY09 budget process.
- Considering the current fiscal crises the town is in, the School Committee is asked to review (although level funded) their budget for ANY items they are willing to reconsider. They are receptive to this.

Motion : To table until 4pm on Wed., 3/12 approval of the school budget as present in the amount of \$3,647,904.88.			
Motion By: Edward Gage		Second By: Tom Coen	
For: 9	Against: 0	Abstain: 0	Recuse:

Next Meeting:	March 12, 2008 @ 1pm
Adjourn:	3:52pm
Minutes by:	Walt Winnowski

Approved by _____ on _____, 2008
Gary Delius, Chair