



Finance Committee

Finance Committee Meeting Minutes
Tuesday, January 5, 2010 @ 3:30 pm
Larkin Hall at the Provincetown Center for Coastal Studies
Called to Order: 3:31 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"/>	Philip Gaudiano	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daniel Hoort	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erik Yingling, Alternate	<input checked="" type="checkbox"/> Voting
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oliver Kamm, Alternate	<input checked="" 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.

Also Present:

- Order of Business:**
1. To review the Committee’s preliminary budget hearings schedule.
 2. To review the minutes of previous meetings.
 3. To consider any other business that may legally come before the Finance Committee.

Preliminary Budget Hearing Schedule

Mr. Coen distributed a draft copy of the Committee’s budget hearing schedule, based on last year’s schedule. There was discussion about the days on which the Committee should meet. Last year’s meetings with department heads were on Tuesdays and Thursdays in February. Mr. Coen will review the schedule with the Town Manager before finalizing it.

Minutes

On the advice of Town Counsel, Mr. Coen assembled minutes for two meetings of the Pier review workgroup in 2008. A workgroup is considered to be a subcommittee of the full Committee and, therefore, minutes of the meetings are required.

(Please note: members who were not present at the meetings must abstain from voting on the minutes).

Motion # 1: To approve the minutes of the July 7, 2008 meeting as amended.			
Motion By: Thomas Coen		Second By: Philip Gaudio	
For: 2	Against: 0	Abstain: 4	Recuse:

Motion # 2: To approve the minutes of the July 25, 2008 meeting as presented.			
Motion By: Philip Gaudio		Second By: Thomas Coen	
For: 2	Against: 0	Abstain: 4	Recuse:

Motion # 3: To approve the minutes of the December 7, 2009 meeting as presented.			
Motion By: Ann Maguire		Second By: Erik Yingling	
For: 5	Against: 0	Abstain: 1	Recuse:

Meeting Date: January 5, 2010 (3:30 pm)

(The Committee went into recess at 3:50 prior to its 4:00 pm joint meeting with the Board of Selectmen).

Next Meeting:	Monday, January 25 th , @ 3:31 pm
Recess:	3:50 pm
Minutes by:	Thomas Coen

Approved by  on February 2, 2010
Thomas Coen, Chair

Preliminary 2010 Finance Committee Schedule, as of February 2, 2010

Tuesday, January 5th

- 3:30 PM Finance Committee meeting to review minutes and any other business
- 4:00 PM Joint meeting with the Board of Selectmen to discuss

Thursday, January 28th

Budget books turned over to Finance Committee

- 5:00 PM Joint meeting with the Board of Selectmen to discuss/agree budget balancing strategy ???

Tuesday, February 2nd (10:00 AM – 4:00 PM)

Division IV – Public Works & Enterprise Funds

10 AM 432 Recycling and Renewable Energy Committee

10:15: Department of Public Works and Enterprise Funds. (*David Guertin, Sandy Turner, Dana Faris*)

- 192 – Buildings & Grounds
- 421 – Administration
- 422 – Highway
- 423 – DPW Snow & Ice
- 432 – DPW Solid Waste
- 439 – DPW Solid Waste Disposal
- 440 – Wastewater Enterprise Fund
- 450 – Water Enterprise Fund

Thursday, February 4th (10:00 AM – 4:00 PM)

Division III – Public Safety

- 10 AM: 294 – Harbor Committee (*Jerry Imer, Chairman*)
- 10:15 295 – Harbormaster (*Rex McKinsey*)
- 10:30 296 – Shellfish (*Tony Jacket*)
- 10:45 220 – Fire Department (*Mike Trovato*)
- 11:30 231 – Ambulance Service (*Steve Roderick and others*)

- 1 PM: 210 – Police (*Jeff Jaran*)
- 211 – Police Station
- 299 – Parking (*Chief Jaran and Patricia Benatti*)

Tuesday, February 9th (10:00 AM – 4:00 PM)

Division VI – Public Schools

- 10 AM 310 – Cape Cod Regional Technical High School (*Alix Heilala*)
- 10:15 200 – Provincetown Public Schools (*School Committee, Superintendent*)

Thursday, February 11th (10:00 AM – 4:00 PM)

Division I – General Government

Preliminary 2010 Finance Committee Schedule, as of February 2, 2010

- 10 AM 122 – Board of Selectmen (*Town Manager*)
123 – Town Manager (*Town Manager*)
151 – Legal Services (*Town Manager*)
156 – General Government Administration (*Town Manager*)
113 – Elections (*Doug Johnstone*)
161 – Town Clerk (*Doug Johnstone*)
482 – Airport (*Butch Lisenby /Steve Tait, Chairman, Airport Commission*)
- 1 PM 179 – Historical Commission (*Eric Dray, Chairman/Doug Johnstone*)
499 – Cable Advisory Commission (*Carol Pugliese, Chairman/Beth O'Rourke*)

Community Development – Divisions I, III and V (*David Gardner/Russ Braun*)

- 1:30 PM 240 – Inspections
241 – Community Development
169 – Licensing
180 – Historic District Commission
175 – Planning Board
176 – Zoning
171 – Conservation Commission
511 – Health Agent/Health Inspector
513 – Board of Health

Tuesday, February 16th (10:00 AM – 4:00 PM)

Division II – Finance (*Alix Heilala*)

- 10 AM 131 – Finance Committee (*Tom Coen*)
135 – Accounting
136 – Information Systems (*Beau Jackett*)
141 – Assessor (*Paul Gavin*)
145 – Treasurer/Collector (*Linda O'Brien*)
710 – Debt Service (*Linda O'Brien*)
820 – Tax Title (*Linda O'Brien*)
910 – Retirement/Benefits/Insurance (*Linda O'Brien*)
157 – Land Bank (*Alix Heilala*)

Division V – Public Services

- 1 PM 512 – Public Health/Human Services (*Val Carrano*)
541 – Council on Aging (*Val Carrano*)
651 – Beautification (*Kristyn Samok, Chair*)
672 – Art Commission (*Steve Borkowski, Chair*)
- 2 PM 174 – Housing Office (*Michelle Jarusiewicz*)
182 – Economic Development (*Michelle Jarusiewicz*)
673 – Cultural Council (*Frank Vasello, Chair*)
- 3 PM 630 – Recreation (*Brandon Motta*)
610 – Library (*Library Director, Mick Rudd*)
543 – Veterans (*Alix Heilala*)

Thursday, February 18th (10:00 AM – 4:00 PM)

Preliminary 2010 Finance Committee Schedule, as of February 2, 2010

10 AM Capital Improvement Projects (CIP) *(will review/vote after public hearing)*

Remainder of the day reserved for callbacks and other business.

Tuesday, February 23rd (10:00 AM – 4:00 PM)

Reserved for callbacks and other business.

Thursday, February 25th (10:00 AM – 4:00 PM)

Reserved for callbacks and other business.

▶ **Thursday, February 25th** – *Post Public Hearing Notices*

Wednesday, March 3rd

6 PM Joint meeting with the Board of Selectman to review warrant articles

▶ **Thursday, March 4th** – *Public Hearing Notices published in The Banner*

▶ **Thursday, March 4th** – *Warrant closes*

Saturday, March 6th

10 AM Work Session at the Airport to outline FinCom Letter to the Voters.

▶ **Thursday, March 11, 2010** – *Public Hearing Notices published in The Banner*

Monday, March 15th

6 PM Joint Public Hearing with the Board of Selectmen on the FY11 Operating Budget

Thursday, March 18th

5 PM Public Hearing on Capital Improvement Projects

5:30 Public Hearing on Warrant Articles
Vote on Warrant Articles/Sections
Assign reports on articles

▶ **Friday, March 26th** – *FinCom booklets printed*

Monday, March 29th

6 PM Pre-Town Meeting ???

Preliminary 2010 Finance Committee Schedule, as of February 2, 2010

► **Friday, April 2nd** – *More FinCom booklets printed*

Monday April 5th

5:00 PM Town Meeting (we start 1 hour before)

Please note that Town Meeting may be extended to the 6th, 7th, 8th, etc. as necessary. We will meet at 5:30 each night to reconsider any articles and any other business.

Thursday, April 29th

1:00 PM Review all outstanding minutes
Election of Chair and Vice Chair
Any other business

DRAFT