



Finance Committee

Finance Committee Meeting Minutes
Thursday, February 4, 2010 @ 10:00 am
Larkin Hall at the Provincetown Center for Coastal Studies
Called to Order: 10:06 am

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<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 Arr. 2:50
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oliver Kamm, Alternate	<input 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:
Sharon Lynn, Town Manager
Alix Heilala, Finance Manager

Order of Business:

1. To review the budgets of Division III, Public Safety.
2. To reconsider any budgets, as necessary.
3. To review the minutes of prior meetings as time permits.
4. To consider any other business that may legally come before the Committee.

Division III, Public Safety, Budgets

294 – Harbor Committee – presented by Jerry Irmer, Chair

The budget request is \$160 lower than this year. Miscellaneous travel (\$60) and books/subscriptions have been eliminated.

The Harbor Plan is under review by Town Counsel. The committee hopes to have it completed soon. It is also working with the Conservation Committee and DPW on acquiring a beach rake to clean the waterfront beaches.

Motion # 1: To recommend budget 294 in the amount of \$1,135.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 5	Against: 0	Abstain: 0	Recuse:

295 – Harbormaster - Presented by Rex McKinsey, Harbormaster

This budget is for the harbormaster services contract between the Town and the Provincetown Public Pier Corporation, as renegotiated on June 29, 2009.

Motion # 2: To recommend budget 295 in the amount of \$109,819.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 5	Against: 0	Abstain: 0	Recuse:

296 – Shellfish - Presented by Tony Jackett, Shellfish Warden

The only increase is to cover contractual union salary increases.

Mr. Jackett also provided an update on the shellfish stock program which has been very successful.

Motion # 3: To recommend budget 296 in the amount of \$53,423.			
Motion By: Ann Maguire		Second By: Phil Gaudiano	
For: 5	Against: 0	Abstain: 0	Recuse:

220 – Fire - Presented by Mike Trovato, Fire Chief

The personal services budget has been increased by \$21,959 (6.4%). The Police Chief’s salary will increase by \$15,000 to cover the cost of purchasing health insurance through the Town. The rest covers contractual union increases for the one full-time union employee and rescue standby personnel (EMT’s and Paramedics). The expense budget is level funded.

Motion # 4: To recommend budget 220 in the amount of \$536,549.			
Motion By: Ann Maguire		Second By: David McChesney	
For: 5	Against: 0	Abstain: 0	Recuse:

220 Fire CIP Request – Replace Rescue Ambulance 196 – Presented by Mike Trovato, Fire Chief

The policy of the department is to replace or re-chassis rescue vehicles every 8 years. The estimated cost is \$200K. There are new emission standards requiring a larger chassis.

The Town has three ambulances. Lower Cape Ambulance (LCA) has two, as does Truro. LCA and the towns share the ambulances. Outer Cape Health is now providing emergency services for less severe injuries which has reduced the number of runs to Cape Cod Hospital and the associated costs.

220 Fire CIP Request – Airpack Replacement Program – Presented by Mike Trovato, Fire Chief

There is no CIP request this year, but the Fireman’s Association is working on a \$120K grant that will allow the department to purchase new airpacks.

The new airpacks will have thermal imaging cameras that can be monitored from outside the fire zone.

General Discussion

Having completed the morning agenda items, the Committee had a general discussion that touched on the following topics:

- Strategies for balancing the budget;
- The Committee’s restructuring of parts of the budget last year;
- Possible use of volunteers to help maintain parks and open space; and
- Longer term opportunities to diversify revenue sources and restructure costs, especially health care.

(The Committee went into recess at 11:43 am for lunch and came out of recess at 1:00 pm)

291 – Emergency Management - Presented by Jeff Jaran (Police Chief), Page Perry (Admin. Asst) & Brian Carlson (Health Inspector)

This budget has been “resurrected”. It has not been funded since FY2004. The main item in the budget is \$4,810 to fund an emergency communication system would notify residents of any major emergency. There is also a major pending grant of \$540,619 for retro-fitting the elementary and high schools to withstand high winds as emergency shelters. The Town’s share would be 25% up to \$171,942.

Motion # 5: To recommend budget 291 in the amount of \$5,830.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 5	Against: 0	Abstain: 0	Recuse:

299 – Parking - Presented by Jeff Jaran (Police Chief), Page Perry (Admin. Asst) & Dominic Rosati (Parking Administrator)

On the personal services side, the parking meter collector has resigned. Mr. Rosati will be assuming the duties of both Parking Administrator and collector – 40 hours during the season and 20 hours during the off season. The net increase in the personal services budget is \$7,280. The expense budget will decrease by \$1,800.

Mr. Rosati will also be implementing the use of handheld ticketing devices that the department purchased several years ago and planning for the implementation of the parking pay station pilot.

Motion # 6: To recommend budget 299 in the amount of \$395,453.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 5	Against: 0	Abstain: 0	Recuse:

299 Parking CIP Request – Municipal Lot Repairs – Resurface Johnson Street Lot – Presented by Jeff Jaran (Police Chief), Page Perry (Admin. Asst) & Dominic Rosati (Parking Administrator)

The Johnson Street parking lot is the only metered lot that has not been resurfaced. It is in bad condition. The estimated cost is \$200,200.

210 – Police – Presented by Presented by Jeff Jaran (Police Chief), Page Perry (Admin. Asst)

The personal services budget is up by \$111,065 (5.8%). This includes anticipated union contract salary increases, the police chief’s contractual increase and funding for a position that was not funded this year. As usual, there was a discussion about police overtime costs. Chief Jaran distributed the attached analysis of overtime hours for fiscal year 2009. Chronic understaffing and injuries are the leading causes. If the police are taken out of the civil service, it should be much easier to recruit and maintain a full staff.

The expense budget is up by \$29,370 (22.6%). The more significant items include \$10,365 to lease a patrol car; \$6,710 for recruiting and training new officers; \$6,000 for specialized training classes; and \$4,000 for uniforms.

Other issues discussed included:

- Is it possible to shift to more of a merit based pay system, rather than the complex mix of cost of living, step, longevity and performance bonuses currently in place? This would have to be negotiated with the unions.
- Is there a policy in place governing the personal use of police vehicles? Mr. Coen offered to forward another town’s policy to the Town Manager.
- Are education incentives restricted to law enforcement related education, similar to the state’s Quinn bill? Not currently.

Motion # 7: To recommend budget 299 in the amount of \$2,193,955.			
Motion By: Ann Maguire		Second By: Daniel Hoort	
For: 5	Against: 0	Abstain: 0	Recuse:

210 Police CIP – Vehicle Purchase and Fleet Upgrade Program –
Presented by Jeff Jaran (Police Chief), Page Perry (Admin. Asst)

This request is for \$19,835 to cover the first year of a three year lease for two police vehicles. They would replace high mileage, high maintenance vehicles.

211 – Police Station – Presented by Jeff Jaran (Police Chief) & Page Perry (Admin. Asst)

This budget is down. The building is in horrendous shape, and not worth putting any money into it. The furnace broke down last night.

The Committee asked that the Energy/Heat line item be broken out into separate line items for heating oil and electricity.

Motion # 8: To recommend budget 211 in the amount of \$42,800.			
Motion By: Philip Gaudiano		Second By: David McChesney	
For: 5	Against: 0	Abstain: 0	Recuse:


192 DPW Highway Department CIP – Towing Compound Startup Costs

(At the Committee’s meeting with DPW, it was suggested that we get the Police Chief’s perspective on this request).

Our towing needs are probably greater than other cape towns due to the number of events, street sweeping, snow removal, and limited parking. There have been numerous complaints of bad treatment by the towing companies. Towing services could generate some additional revenue while treating visitors with the respect and service they deserve. The Police sometimes have to wait hours for private towing companies to show up. These companies are not really interested in providing this service.

This project may be delayed until the town wide building assessment has been completed. A secured facility is required, perhaps under the supervision of the police, in a convenient location. A full cost benefit analysis would be helpful.

Next Meeting:	Tuesday, February 9 @ 10:00 am
Adjourn:	3:17
Minutes by:	Thomas Coen

Approved by  on March 9, 2010
 Thomas Coen, Chair

OVERTIME NUMBERS FY 2009 JULY 1, 2008 - JUNE 30, 2009

	HOURS
OVERTIME COVERAGE - VACANT SHIFTS	831.25
OVERTIME INVESTIGATIONS	12
OVERTIME BIKE PATROL	44
OVERTIME PERSONAL DAY	199.75
OVERTIME EMERGENCY DAY	53
OVERTIME HOLIDAY COVERAGE	527
OVERTIME ORDERED	352.5
OVERTIME COMP TIME COVERAGE	292.5
OVERTIME SICK TIME COVERAGE	438.75
OVERTIME SCHOOL COVERAGE	48
OVERTIME VACATION TIME	592
	3390.75

OT FY 2009

