

Provincetown Finance Committee Minutes
February 5, 2016, 9 am
Judge Welsh Room, Provincetown Town Hall

Members Present: Mark Hatch, Louise Venden, Duane Steele, Mark Del Franco, Stan Sikorski, and Tony Valentino

Excused Absent: Mark Bjorstrom

Others Present: Town Manager David Panagore, Finance Director Dan Hoort

Meeting called to order at 9:03 a.m.

The Committee reviewed the FY 2017 proposed budgets.

Department 512 – Human Services

Chris Hottle, Council on Aging Director presented the budget. The major change is that the public health portion of the budget is going to the Health Department budget. The A budget is the same while the B budget has decreased for the reason previously mentioned.

Louise asked how the Visiting Nurses Association coordinates with the Outer Cape HealthCare providers.

Chris said there is a lot of ongoing coordination between the two organizations.

Duane moved to recommend department 512, the Human Services budget in the amount of \$41,292. 2nd by Louise. Motion approved 6-0-0

Department 541 – Council on Aging.

Chris Hottle, Council on Aging (COA) Director, presented the budget. Chris invited the Committee and the general public to come in for a tour. There is constant growth at the COA, they saw 900 people last year. One change in the A budget is the request that the Program Coordinator's hours be funded at 24 hours per week, up from 22. The position is having more professional responsibilities.

Louise asked how the COA coordinated with Seashore Pointe and whether the COA had a van.

Chris responded that the COA has two vans, one of which is on a \$1 lease from Cape Cod Regional Transit. They frequently co-host programs with Seashore Point.

Mark D asked how many volunteers work for the COA.

Chris responded that they have about fifty volunteers.

Mark D asked about outreach.

Chris answered that they have a lot of referrals in Town from neighbors, businesses and other organizations. They are also on PTV.

Stan moved to recommend department 541, the Council on Aging budget in the amount of \$242,009. 2nd by Louise. Motion approved 6-0-0

Department 610 - Library

Matt Clark, Library Director, presented the budget. The Provincetown Library was ranked 1st in its category for the second year in a row. The library B budget is flat from the previous year while the A budget has increases from the personnel compensation plan. The A budget supports a staff of eleven and the library is open seven days a week.

Mark H asked if the library was seeing an uptick in visitors.

Matt responded that they are finding an uptick because of the coordination between departments. Departments work together to meet the needs of various groups. They provide a gathering point during inclement weather.

Louise asked about the Friends of the Library group and if they are still raising funds to pay the debt service.

Matt responded that the Board of Library Trustees works with the Friends of the Library and that the Trustees realize how important the fundraising aspect is and are focused on it.

Louise asked if the E-Book project was still ongoing.

Matt responded that the initiative was postponed in April 2014 by the Trustees. The Library doesn't have the resources to manage it at this time. It is still being discussed.

Duane moved to recommend department 610, the Library budget in the amount of \$325,695. 2nd by Mark D. Motion approved 6-0-0

Department 630 - Recreation

Brandon Motta, Recreation Director, presented the budget. The Recreation department offers adult and children's programs, the continually work to get the word out about their programs. Their forty programs drew about 500 people last year. The increase is due to the larger space at the VMCC. The department also uses Motta field. They also offer a number of other programs including child care. The B budget is flat from last year while the A budget reflects a small increase from union contracts and the personnel compensation plan.

Mark H asked how the department promotes themselves.

Brandon responded that they have a mailing list and they also work to reach visitors through coordination with the Tourism Office.

Mark D asked where program receipts are deposited.

Dan responded that those receipts are deposited into the general fund.

Mark D moved to recommend department 630, the Recreation Department budget in the amount of \$181,782. 2nd by Stan. Motion approved 6-0-0

Department 113 – Elections and Town Meeting

Doug Johnstone, Town Clerk, presented the budget. The budget is increased due to the three elections being held in FY 17 compared to two held in FY 16.

Tony asked if we were updating our voter system from the paper ballot.

Doug responded that the cost of electronic voting systems and their maintenance is very expensive. We can do it very inexpensively with paper, it's the most cost effective for us a small town.

Stan moved to recommend department 113, the Elections and Town Meeting budget in the amount of \$14,298. 2nd by Louise. Motion approved 6-0-0

Department 161 – Town Clerk

Doug Johnstone, Town Clerk, presented the budget. The B budget is flat, the A budget is increased due to the union contract and the personnel compensation plan. Doug mentioned that the department assumed the responsibility for the cemetery a couple of years ago and are in the process of creating a database for the Town cemetery.

Tony moved to recommend department 161, the Town Clerk budget in the amount of \$124,779. 2nd by Stan. Motion approved 6-0-0

Department 482 – Airport

Butch Lisenby, Airport Manager, presented the budget. The enplanements are up, the weather has been good. The budget is basically flat from the prior year. The new LED lights at the airport are a positive change. The Town leases the terminal building to Cape Air, the Town pays the exterior airport costs

while Cape Air pays for the interior building costs. The current lease expires in June 2017. The airport has 10,700 enplanements in 2015 which qualifies the airport for \$1M in FAA grants for projects. Mark H mentioned that he always gets asked about free parking at the airport. Butch responded that they always look at why people might not fly and put the airport in danger of falling below 10,000 enplanements. Would paid parking put the airport in danger of falling below 10,000?

Stan moved to recommend department 482, the Airport budget in the amount of \$99,100. 2nd by Duane. Motion approved 6-0-0

Department 151 – Legal

David Panagore, Town Manager, presented the budget.

The Committee talked about the need for legal representation and the size of the legal budget. Current Town counsel, Kopelman & Paige, has a tremendous amount of historical knowledge of the Town. Town Manger Panagore stated that he has established a good relationship with Kopelman & Paige and they are aware of his expectations in the working relationship.

Dan mentioned that current year annualized expenses would come to \$207,000.

Tony moved to recommend department 151, the Legal budget in the amount of \$230,000. 2nd by Stan. Motion approved 6-0-0

Department 123 – Town Manager

David Panagore, Town Manager, presented the budget. Mr. Panagore discussed the major change to the budget. \$20,000 has been added for economic development to be able to do a baseline analysis of where we are and to partner with the Community Development Partnership.

The Committee discussed the need for economic development and job creation.

Stan moved to recommend department 123, the Town Manager budget in the amount of \$336,047. 2nd by Tony. Motion approved 6-0-0

Department 156 – General Government Administration

David Panagore, Town Manager, presented the budget. The budget is the same as the previous year.

The Committee had no questions.

Louise moved to recommend department 156, the General Government Administration budget in the amount of \$59,590. 2nd by Tony. Motion approved 6-0-0

Department 182 – Economic Development Committee

David Panagore, Town Manager, presented the budget. The budget is the same as what was approved by Town Meeting voters in a separate article .

The Committee had no questions.

Mark D moved to recommend department 182, the Economic Development Committee budget in the amount of \$26,000. 2nd by Tony. Motion approved 6-0-0

Meeting was adjourned at 11:24 a.m.

Approved by Committee on March 16, 2016