

PROVINCETOWN FINANCE COMMITTEE

Judge Welsh Meeting Room - 10:33 a.m.

July 6, 2016

Members Present: Mark Hatch, Chair, Duane Steele, Mark Bjorstrom, Mark DelFranco, Louise Venden (on air)

Others Present: David Panagore, Ruth Lewis, John O'Buck

Mark Hatch called the meeting to order at 10:33 a.m. He asked if there were any public statements.

Public Statements:

David Panagore began by saying that Dan Hoort had left his position. He then stated that they would discuss Item #3, and commented that at the last Finance Committee Meeting three (3) agreements were authorized:

- 1) Clifton to do cash reconciliation, and that this is in play.**
- 2) UMASS which is under way.**
- 3) Review of Finance Department by which is under way.**

David introduced Ruth Lewis, Acting Finance Director, from Bourne. Ruth has over 30 years of experience, and at the present time she would be here working two days a week. Ruth addressed the Committee. He then introduced John O'Buck, Town Treasurer. He stated that John had recently completed the bond issue, and that John picks up some slack when Ruth is not here. John addressed the Committee and assured that reports he is working on will be submitted.

David also discussed Year End Close Out and, that due to all the changes, they would need another week in order to present information on budget transfers. John took part in this discussion. They will also check with Dan Hoort to see what part he can play in working on the close out. The Committee welcomed Ruth and John.

David next discussed the Financial Forecast due in the Fall. He stated there is a plan on paper that will be reviewed while going through the transition. He said they will be attending the Board of Selectmen Meeting on Monday. Mark Hatch shared with the Committee that he will put together an agenda for a meeting at 10:30 a.m. on Monday which will be e-mailed.

David also stated the need to look at Fees for review including that the room and meal tax continue to rise which may help with a financial cushion. He suggested reviewing what's busy in town – parking, rooms, restaurants, and the need to review parking data. Discussion involved that meter heads will be in, and also checking kiosks.

Also discussed was Chapter 44 that governs bond issues (will bond money be used for operating costs). David stated Chapter 44 has been reviewed and under the Chapter, could possibly pay some staff involved with housing. He stated that we will follow Chapter 44.

Mark Hatch discussed Contract Renewal, and Mark Bjorstrom stated he had met with Butch. There have been a few conversations with the Board of Selectmen. David also stated he wants to review information, and attend meeting with Board of Selectmen on the pier piece.

Mark Hatch shared some thoughts on goals for next year, and David suggested working on the process to get people engaged.

The minutes of September 18, 2013, Part I and Part II were presented for review. He advised the Committee that the transcribers were back and would be attending meetings and catching up on backlog. He asked if anyone else would be interested in attending meetings and transcribing. Mark DelFranco made a motion to approve the transcription as minutes which was seconded by Mark Bjorstrom, and approved 5-0-0.

The next meeting of the Finance Committee will be held at 10:30 a.m. on August 3, 2016, and the meeting was adjourned by Mark Hatch at 11:20 a.m.

Respectfully submitted:

Katherine Barrett