TOWN OF PROVINCETOWN - BOARD OF SELECTMEN MEETING MINUTES FISCAL BUDGET MEETING TUESDAY - JANUARY 13, 2015 – 4:30 PM JUDGE WELSH ROOM - 260 COMMERCIAL STREET

Chairman Tom Donegan convened the meeting at 4:30 PM noting the following attendees: <u>Board of Selectmen members</u>: Tom Donegan, Cheryl Andrews, Robert Anthony, Raphael Richter, and Erik Yingling

Other attendees: Acting Town Manager David Gardner, Acting Assistant Town Manager Michelle Jarusiewicz, and Finance Director Dan Hoort.

Recorder: Loretta Dougherty

Finance Committee Vice Chairman Doug Cliggot convened the meeting at 4:30pm noting the following attendees: <u>FinCom members:</u> Doug Cliggott, Mark Hatch, Duane Steele, Clarence Walker, Louise Venden, and Stanley Sikorski.

Excused absentee: Michael Canizales

1. Joint Meeting with Finance Committee to Review the FY2016 Budget:

The following are meeting minutes, in brief:

GENERAL GOVERNMENT

113 Elections & Town Meetings – Town Clerk –(\$12,369):

This budget covers elections and Town Meetings and can go up and down depending on the number of elections and Town Meetings held within the year.

Erik asked to look into electronic voting for Town Meetings. He believes this could make our meetings faster and more efficient.

Doug Johnstone, Town Clerk wrote a memo to the Board last May which reflected estimates from other towns similar to Provincetown at approximately \$34,000.

Cheryl wants to have an agenda item looking at seating in the auditorium and how that might impact attendance.

MOTION: Without objection the Board approved 113 as part of the BOS budget, as presented.

161 Town Clerk - Town Clerk - (\$118,420):

Expenses to cover printed copies of documents went up from \$2,000 to \$2,400. Otherwise the budget was only increased by the yearly payroll raises.

MOTION: Without objection the Board approved 161 as part of the BOS budget, as presented.

123 Town Manager - Acting Town Manager - (\$308,665):

The Town Manager's salary was changed to \$140,000 from the recommended \$149,003. The Board discussed the cost of living and how expensive it is to live in Provincetown. The Finance Committee members were listening and will make their own decisions on the budget when they meet.

MOTION: Move that the Board of Selectmen reduce the number in A1 to \$140,000.

Motion: Cheryl Andrews Seconded: Robert Anthony

Tom asked to move the \$9,000 originally included in this A Budget into the B6 Budget.

Raphael agreed with Tom's proposal.

Cheryl has never heard of anyone getting a bonus in the first year. If an increase is given it should be put in the next year's budget.

5/0/0 Motion passed.

MOTION: Move that the Board of Selectmen increase line B6 by \$9,000.

<u>Motion</u>: Tom Donegan <u>Seconded</u>: Raphael Richter Dan stated that he will add a separate line entitled A5 Other Compensation.

Amended MOTION: Move that the Board of Selectmen add to line A5 Other Compensation the

amount of \$9,000.

Motion: Tom Donegan Seconded: Raphael Richter

Tom believes that our Town Manager has a much bigger job that most other towns on the Cape.

Cheryl wanted to know if this line would be in the budget every year.

Tom stated that future increases will be on a merit base to be established by the Board.

4/1/0 (Cheryl Andrews) Motion passed.

Erik left the room at 5:40 p.m.

MOTION: Move that the Board of Selectmen add 123 as part of the BOS budget, as amended.

Motion: Raphael Richter Seconded: Robert Anthony

3/1/0 (Cheryl Andrews) Motion passed.

Erik returned to the meeting at 5:43 p.m. The Board explained the vote they had taken without Erik and then the Board reconsidered the vote so Erik could vote on it.

Reconsidered <u>MOTION</u>: Move that the Board of Selectmen approve 123 in the amount of \$308,662 as part of the BOS budget, as amended.

Motion: Raphael Richter Seconded: Robert Anthony

4/1/0 (Cheryl Andrews) Motion passed.

151 Legal Services - Acting Town Manager - (\$230,000):

There was a decrease of \$6,609. The Board agreed that \$230,000 is appropriate.

Tom believes that we do call our attorneys quite frequently and would like to see lower legal fees and perhaps bargaining agreements considered for each issue.

Cheryl would like to know when we last received a report from Town Counsel.

David believes the last report received was in June of 2014.

Erik believes our track record with them is very solid.

MOTION: Without objection the Board approved 151 as part of the BOS budget, as presented.

156 General Government – Acting Town Manager – (\$59,590):

This provides for certain town-wide activities such as postage, legal and classified advertising and for the Town Hall photographer, fax machine, folding machine and office supplies. This is level funded.

Tom asked where MIS is budgeted.

Dan answered under Finance 136.

MOTION: Without objection the Board approved 156 as part of the BOS budget, as presented.

482 Airport Commission - Airport Manager, Airport Commission - (\$98,450):

Butch stated that there were no major changes. Line item B3 was increased by \$5,000 for ongoing maintenance of the generator, heating, air conditioning, and electrical systems, grounds clearance, and having a reserve for unanticipated repairs to airport buildings, the hangar and equipment due to aging and wear and tear to same. Line item B4 for contractor services was increased by \$500 for wages for snow plowing, operations, maintenance and safety personal when needed. This is largely driven by the amount of snowfall. Line item B6 for airport security was decreased by \$5,000. There were no further changes.

There were conversations on who is responsible for covering the costs for the different types of maintenance done at the airport. The Board was told that TSA requirements require a sworn police officer with the ability to make arrests must be present at the airport during the boarding/unboarding of passengers. The Board asked the Finance Committee to look a little closer at the reimbursements from the federal government for projects that are done at the airport and the monies being paid directly to the Provincetown airport for those projects.

<u>MOTION:</u> Without objection the Board approved 482 in the amount of \$98,450 as part of the BOS budget until we hear something different from the Finance Committee.

DIVISION V. PUBLIC SERVICES

511 Health and Environmental – Director – (\$112,579):

Health and Environmental Director Morgan Clark appeared before the Board. The A budget was increased based upon the Schedule C plan. The B budget was level funded with the exception of a \$400 increase on line B4 for supplies for inspection forms.

There was a discussion regarding concerns for those suffering from mental health problems and how we are handling them in our town. There does not appear to be any case management available for these individuals other than being detained by the police and transported to Cape Cod Hospital where they are then released a few days later and placed back on the streets. Tom suggested looking at ways to reduce the police involvement with individuals suffering a mental health episode and that perhaps Outer Cape Health could intervene in terms of case managing. They are certified for dealing with mental health patients and there is a need for these services in our town. The Board agreed that there is a great need for mental health services to be available for those individuals who are in crisis. Cheryl wants to get more detailed information on what is presently being offered and how staffing this would happen before voting on this.

MOTION: Move that the Board of Selectmen approve 511 in the amount of \$112,579

Motion: Erik Yingling Seconded: Raphael Richter

4/1/0 (Cheryl Andrews) Motion passed.

171 Conservation – Energy Manager/Conservation Agent (\$20,605):

When Conservation Agent Mr. Carlson resigned, Energy Manager Austin Brandt took on his duties on a part-time basis. As Energy Manager Austin is paid through an Energy Management Grant.

There was a brief discussion as to how this position can best be utilized as it is seen as one of the most important jobs in our town.

Tom requested an agenda item to discuss this issue.

<u>MOTION:</u> Without objection the Board moved to make 171 part of the BOS budget, as presented.

512 Public Health and Human Services Director - (\$48,679):

COA Director Chris Hottle stated there was a contractual increase for the visiting nurse in the A Budget and an increase on line B2 adding \$2,000 to the VNA contract. Chris would like to address the issues dealing with those individuals who are in need of crisis intervention for mental health issues. There are many things that are happening in Town that are unknown to the public in terms of getting help for these individuals due to the confidentiality that is required. We need to identify target needs so that departments are not duplicating their efforts.

Tom would like to have a Round Table discussion related to this issue.

<u>MOTION:</u> Without objection the Board moved to make 512 part of the BOS budget, as presented.

541 Council on Aging - Director - (\$231,582):

The COA is preparing for the influx of baby boomers. The COA is alive and well and is thriving within our community. In 2014, 800 people were served by the COA. Programs have increased by 15% and the number of rides given by 25%. Chris stated that they have a great staff and volunteers who advocate for seniors. The only changes in the A Budget are around the compensation plan & union contracts. Line item B6 for postage has increased by \$500 due to printing of the Newsletter. About 750 copies are printed. Line item B11 Office Equipment decreased by \$1,300 and line B12 Mileage increased by \$350 due to the four full-time staff members being involved in committees up Cape. The COA is very active throughout the Cape.

<u>MOTION:</u> <u>MOTION:</u> Without objection the Board moved to make 541 part of the BOS budget, as presented.

610 Library – Acting Library Director – (\$315,994):

Acting Library Director Matt Clark noted two changes in the A Budget due to payroll increases. No major changes to the budget.

A brief discussion was held regarding the part-time employee hours of work being mostly done by those individuals who are supplementing their retirement. The library is open seven days per work and there are a number of shifts. Everyone is really pleased with the job that Matt is doing at the library as the Acting Library Director. Some discussion was held regarding the possible need for a master's level experienced librarian. It was noted since our population is fewer than 10,000 we would not lose any state funding should we not have a master's level librarian.

Tom noted that our library is getting a lot of good media coverage and would like to discuss other issues concerning the library at a later date and focus on the budget before the Board.

<u>MOTION:</u> Move that the Board of Selectmen approve 610 as part of the BOS budget, as presented.

Motion: Cheryl Andrews Seconded: Robert Andrews

4/1/0 (Erik Yingling) Motion passed.

Tom asked Dan to bring Schedule C tomorrow for budget review and Dan said that he would.

630 Recreation - Recreation Director - (\$174, 125):

Recreation Director Brandon Motta appeared before the Board. The A budget reflects the Schedule C Plan increases for raises. The B budget was level funded. Since moving to the VMCC their programs have taken off. This past summer 167 children showed up for their programs. You do not need to be a Provincetown resident to participate in the programs being offered. The Board congratulated him on the success of the programs.

Erik was concerned that the hourly employees were not being paid enough and asked that an increase for them be considered in the future.

<u>MOTION:</u> Move that the Board of Selectmen approve 630 in the amount of \$174,125 as part of the BOS budget.

Motion: Raphael Richter Seconded: Robert Anthony

4/1/0 (Erik Yingling) Motion passed.

DIVISION II. FINANCE

135 Town Accountant – Director of Finance – (\$238,509):

Budget A was increased according to the Schedule C Plan raises.

<u>MOTION:</u> Without objection the Board moved to make 135 part of the BOS budget, as presented.

<u>136 Information Services – MIS Director - (\$511,955):</u>

Beau Jackett MIS Director FY2016 stated that the MIS budget is unchanged for the most part. The A budget was set by the Schedule C Plan. The line item B8 was increased to support the goal of adding email accounts for board members and to support our email infrastructure being moved to the cloud in a hosting environment. There was a lengthy discussion regarding the possibility of moving to Goggle applications from Microsoft. Beau will bring back comparisons so that there is no probability that two disjointed systems would be used, with the staff using one system and the board members using another system. There will be further discussions regarding use of the internet and how to conduct business along with any policies that may need updating.

MOTION: Move that the Board approve 136 in amount of \$511,555, as presented.

Motion: Erik Yingling Seconded: Raphael Richter

3/2/0 (Cheryl Andrews Tom Donegan) Motion passed.

141 Board of Assessors – Principal Assessor – (\$245,116):

Scott Fahle the Principal Assessor appeared before the Board. Budget A increased based on the contractual obligations for payroll. Line B1 Contractual Services – Professional increased by \$2,025 with everything else remaining the same in the B budget

Tom asked if this is the GIS.

Scott told the Board that the GIS is in the IT budget.

<u>MOTION:</u> Without objection the Board moved to approve 141 as part of the BOS budget, as presented.

<u>145 Treasurer-Collector – Treasurer – (\$199,294):</u>

Treasurer Connie Boulos and Collector Jim Denietolis appeared before the Board.

Connie stated that the budget is somewhat similar to past years but there are some changes in the personnel services. The A2 clerical position increased by \$1,000 based on the union contract. Line B1 for bookbinding increased by \$1,000. Line B4 for postage increased by \$500. It goes up every year. Line B8 for miscellaneous travel decreased by \$250. They are trying to promote online payment services for residents to pay their taxes.

Raphael is excited about online payments. He wanted to know if it takes off will parking permits and other permits be added for online payments.

Connie stated that it would be possible.

Tom would also like to see parking tickets come through this department.

Dan stated that in 2014 630 payments were done online. There are two billing cycles; one for property taxes and one for water/sewer.

<u>MOTION:</u> Without objection the Board moved to approve 145 as part of the BOS budget, as presented.

710 Debt Services - Treasurer - (\$2,063,551):

Treasurer Connie Boulous stated that there has been an increase in debt services from last year because in FY2016 we will be going out for bond. The general fund debt service cost of \$2,063,551 is 8.32% of the total projected FY2016 general fund revenues (\$24,784,796).

MOTION: Without objection the Board moved to approve 710 as part of the BOS budget, as presented.

820 Tax Title Treasurer - (\$19,000):

This is basically the same as 2014. Town Counsel gets involved from time-to-time and then a list is prepared and letters sent out to residents asking them to get current or come to Town Hall and set up a payment plan.

<u>MOTION:</u> Without objections the Board moved to approve 820 as part of the BOS budget, as presented.

Dan wants to have a meeting with the Board of Selectmen and Finance Committee to discuss what to do regarding the outstanding tax titles. We do not foreclose on residents at the moment and some of them are on payment plans. Residents know that we do not foreclose.

Cheryl wants an Executive Session on this issue. She would like to see the tax title list.

Tom asked to hold an Executive Session on March 9th re: litigation regarding the tax title issue.

910 Retirement/Benefits/Insurance - Finance Director - (\$6,362,952):

Finance Director Dan Hoort appeared before the Board. Line B1 for health insurance is a major part of the budget. Preliminary estimate from CCMHG is a 15% increase from FY2015 premiums. We adjusted down to a 10% increase. The requested OPEB contribution in FY2015 was increased by 2.5%. They are looking at other insurance companies to determine if the town can get the same benefits at better rates. Line item B8 for the retirement assessment was increased by 7%.

Erik wanted to know what employee bonds were.

Dan explained that it is for anyone who handles money. They are required to be bonded.

Raphael wanted to know how many vehicles we insure and why the amount goes up every year.

Dan did not know the exact number of vehicles but due to the fleet having newer vehicles the premiums are higher.

Tom would like to see the Board of Selectmen added to the town's health insurance plan. Other towns do this and it is a good incentive for future boards.

Erik stated that he is employed and has to move his work schedule around in order to be a Selectman. He believes that having insurance would make it more attractive to other people.

Raphael has often thought about this. He feels that the Selectmen are expected to put in a lot of time. In order to have this position more attractive to a wider range of individuals from all walks of life this seems like a good incentive.

Cheryl stated that the Assembly of Delegates offered health insurance. The county split the cost at 75%-25%. She lost her health insurance when she left the county. She believes that at one point the Selectmen did receive insurance and she is not sure when and why it was stopped.

Robert remembers when the Board of Selectmen received a \$5,000 per year stipend and also received insurance. He will support this and believes it will be a good incentive for any new people who are interested in becoming a Selectman.

<u>MOTION:</u> Move that the Board of Selectmen approve 910 in the amount of \$6,362,952 as part of the BOS budget, as presented.

Motion: Raphael Richter Seconded: Erik Yingling

5/0/0 Motion passed.

2. Other: None.

Without objection meeting was adjourned at 8:42 pm.

Minutes transcribed by: Loretta Dougherty