

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES
FISCAL BUDGET MEETING
WEDNESDAY - JANUARY 04, 2017 – 5:08 PM
JUDGE WELSH ROOM - 260 COMMERCIAL STREET**

Chairman Raphael Richter convened the open meeting at 6PM noting the following attendees: Board of Selectmen members: Chairman Richter, Members Tom Donegan, Cheryl Andrews, and Robert Anthony.

Excused Absence: Erik Yingling,

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner, Finance Director Josee Young, Fire Chief Michael Trovato, John Thomas CEO and Treasurer Steven Roderick of Outer Cape Ambulance Services, Harbormaster Rex McKinsey, Interim Building Commissioner Anne Howard, Town Planner Gloria McPherson, Police Chief Jim Golden, and Director of Health & Environment Morgan Clark.

Recorder: David Gardner

1. **Public Statements** – Three (3) minutes maximum for Public Statements. Selectmen do not respond to Public Statements. None.
2. **Selectmen Statements** – Initial comments from the Selectmen. Discussion dependent. Votes may be taken. None.
3. **Vote to open the warrant for the February 6, 2017 Special Town Meeting** – Town Manager David Panagore

Robert Anthony recused and left the room.

MOTION: MOVE that the Board of Selectmen vote to open the warrant for the Special Town Meeting to be held on February 6, 2017 forthwith, in accordance with Charter §2-1-7.

**Motion: Tom Donegan
3/0/0 Motion passed.**

Seconded: Cheryl Andrews

4. **Vote to approve articles for the February 6, 2017 Special Town Meeting and insert them forthwith** –Town Manager David Panagore

MOTION: MOVE that the Board of Selectmen vote to approve Article #1 for the February 6, 2017 Special Town Meeting as presented by the Town Manager and to Insert said Article(s) into the February 6, 2017 Special Town Meeting Warrant forthwith.

**Motion: Cheryl Andrews
3/0/0 Motion passed.**

Seconded: Tom Donegan

5. Vote to close the warrant for the February 6, 2016 Special Town Meeting – Town Manager David Panagore

MOTION: MOVE that the Board of Selectmen vote to close the warrant for the Special Town Meeting on February 6, 2017, in accordance with Charter §2-1-7.

Motion: Cheryl Andrews

Seconded: Tom Donegan

3/0/0 Motion passed.

6. Vote to approve the February 6, 2017 Special Town Meeting warrant for publication– Town Manager David Panagore

MOTION: Move that the Board of Selectmen vote to approve the warrant for the February 6, 2017 Special Town Meetings for posting and publication.

Motion: Cheryl Andrews

Seconded: Tom Donegan

3/0/0 Motion passed.

Robert Anthony returned to the room.

7. FY2018 Overall Budget Review Inclusive of the following:

Division III Budget Review:

A. Public Safety– Fire:

220 Fire – Fire Chief:

Postponed until Tuesday, January 10, 2017

231 Ambulance Service –Treasurer, Lower Cape Ambulance:

John Thomas CEO and Steven Roderick, Treasurer of the Lower Cape Ambulance Service appeared before the Board. Mr. Roderick stated that there is a 2.25% increase. Lower Cape is celebrating its 30th year anniversary. Cost the town approximately \$2,235 per day for ambulance services.

We are forced into mutual aid situations often throughout the year, in the off season due to employee availability and in the peak season due to ambulances already on the road. Last year we did experiment with an additional EMT on the shift, which we did not continue again this year. If the system is overburdened then we would see it in our response time, but our response time has not yet been affected.

Tom: What is the impact of the opiate crisis?

John: Narcan is not refundable, seems like there was a peak, but it seems to have come down a bit. Often the Police are the first responders to this type of issue.

Cheryl: Can you explain retained earnings?

Steve: Lower Cape has been in the black for the last several years, we maintain a \$150,000 line of credit with Seaman's Bank, which it has not had to dip into in several years.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 231, in the amount of \$848,000.

Motion: Tom Donegan

Seconded: Cheryl Andrews

4/0/0 Motion passed.

B. Public Safety – General:

295 Marine – Harbormaster):

Harbormaster Rex McKinsey present. We are now tracking employee hours between Harbormaster and Pier Management and over 50% of hours are used for Harbormaster services. Harbormaster is working on improving their data management.

Cheryl: We should have more discussion regarding the revenue and evaluate the harbor fees.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 295, in the amount of \$196,950.

Motion: Tom Donegan

Seconded: Cheryl Andrews

4/0/0 Motion passed.

No Pier CIP request this year.

250 Community Development Support – Assistant Town Manager :

The 250 budget represents administrative support. The "A" budget increase is based on a request to increase the part time clerical to full time administrative assistant at the union rate.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 250, in the amount of \$112,151.

Motion: Tom Donegan

Seconded: Robert Anthony

4/0/0 Motion passed.

251 Building Department – Building Commissioner:

Building Commissioner Anne Howard. Provides for inspection services and much of the budget is needed to maintain required certifications.

Fee evaluation is ongoing and we will be concentrating on evaluation of projects.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 251, in the amount of \$196,765.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

252 Planning & Development – Town Planner:

Town Planner Gloria McPherson present. Consolidated pre-permitting process within the Planning Department. Continue to work on long range planning with the Local Comprehensive Plan Committee.

Should consider evaluation or survey of users of the process after the fact.

Cheryl: Rather than throwing out the zoning bylaw all together we should consider a few critical areas that are most egregious and concentrate on fixing those areas.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 252, in the amount of \$189,476.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

291 Emergency Management – Chief of Police, Director of Health & Environment:

Chief Golden and Health Director Morgan Clark presented the 291 budget.

Program in town encompasses a year round response as well as the Joint Shelter with Truro. The budget is down slightly.

This past year we have been working with MEMA and other Cape agencies on our All Hazards Plan, our emergency response plan, which was last updated in 2008.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 291, in the amount of \$10,750.

Motion: Tom Donegan

Seconded: Robert Anthony

4/0/0 Motion passed.

253 Health Department – Director:

Health Director Morgan Clark appeared before the Board. Budget is level funded. Many major accomplishments over the past year are included. Including the Navigator Program, and hosting regional public health meetings.

Cheryl states we should consider multiple year licenses for some businesses instead of annual.

Tom congratulates the Department on its handling of the neuro-virus. Department has done a great job with the Navigator Program, which is getting some national attention.

Grease trap pumping regulations vary depending on septic and sewer and depending on the length of the season.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 253, in the amount of \$235,332.

Motion: Tom Donegan

Seconded: Robert Anthony

4/0/0 Motion passed.

255 Housing and Economic Development Office – Housing Specialist:

Housing Specialist Michelle Jarusiewicz presented to the board.

This year we are proposing to split the housing office expenses between the CPA and the Operating Budget. We are seeking to add an Economic Development component to the department with this change.

Tom: How does the economic development role relate to the town manager's line item.
David: Those funds are being used with the UMass Dartmouth study as well as the with consultant John Goodrich. This would allow an in-house person to help implement recommendations from the various studies and reports.

Tom: Supports approaching the housing issue with economic development. We need to get smarted about doing both at the same time as they are inter-related.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 255 in the amount of \$60,270.

**Motion: Cheryl Andrews
4/0/0 Motion passed.**

Seconded: Robert Anthony

**C. Public Safety – Police:
210 Police – Chief of Police :**

Police Chief Golden appeared before the Board. The Police Department is open 24/7 year round. No increase in personnel requested, 1% increase in personnel cost and 2.4% increase in expenses and 1.3 total budget increase.

Raphael: The overtime request is reasonable considering all the additional requests for special events the town has placed on the Department.

Do plan on promoting a Patrolman to Sargent and do plan to fill the vacant patrol position due to a retirement.

Tom is concerned about risk assessment. Need to provide assurance and safety to our tourist.
Chief: We do not talk about our risk assessment publically, but we do work closely with various agencies to ensure that are events and peak season are staffed and we consider the risks.
Tom is concerned about the risks to Commercial Street and the potential about the risk of cars and trucks endangering pedestrians.

Cheryl: July 4th sewer incident changed how we view the importance of balancing public safety and infrastructure with a major event with crowds of people.

Robert: Overtime is an arbitrary number, there are so many things that influence the need for overtime in a police operations. You cannot predict or control overtime with such a fluid operation.

Tom continues to struggle with opiate abuse and encourage the department to reduce the level of harm associated with opiate use.

Chief: We continue to try to be a partner with the Navigator program to address the issue.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 210, in the amount of \$2,589,569.

**Motion: Cheryl Andrews
4/0/0 Motion passed.**

Seconded: Robert Anthony

Police Capital Improvement Program

No changes to the proposed program from the Selectmen's last review.

Raphael thinks that routine CIP requests should be included in the budget.

Tom suggests that vehicle replacements could be handled with an operating override and incorporates it into the budget.

Raphael suggests that we look at the potential of bollards for Commercial Street to enhance public safety. Tom suggests that the agenda be pursued during an executive session.

299 Parking – Chief of Police, Parking Administrator:

Parking Administrator Domenic Rosati and Chief Golden appeared before the Board. Presents largely a level funded budget. The kiosks and passport programs have been very successful.

Tom: We received a report that parking enforcement tickets are down, due in part to the user interface with the new kiosk. What is the sense of parking enforcement outside of the downtown core, specifically between Dyer and Allerton Street with cars parking along the side of the road over the fog line?

Domenic: Enforcement is based on observation from the enforcer. Enforcement does occur by the Police during the off season.

Robert: Concerned about the placement of kiosks on the west end of town because many tourist have a hard time identifying the location of the kiosk from the parking space.

David: Wants to start viewing the Parking Fund like a business entity.

Tom: Should consider hiring a consultant to redesign the lots to add parking spaces.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 299, in the amount of \$496,372.

Motion: Cheryl Andrews

Seconded: Robert Anthony

4/0/0 Motion passed.

Parking Capital Improvement Program

Tom suggests that the Days Lot CIP be pushed forward in time.

3. Other – None.

Raphael moved to adjourn without objection at 8:05.

Minutes transcribed by: David Gardner