

**FINANCE COMMITTEE**  
PUBLIC MEETING  
Judge Welsh Room, Town Hall  
Provincetown MA

**MONDAY, FEBRUARY 12, 2018**

Members Present: Mark Hatch (MH), Chairman; Scott Valentino (SV), Vice Chair; Mark Bjorstrom (MB); Mark Del Franco (MDF); Kathleen Goodwin (KG).

Absent: Duane Steele (DS); Stan Sirkorski (SS).

Others Present: David Panagore (DP), Town Manager; Josee Young (JY), Finance Director; Mary-Jo Avellar (MJA), Town Moderator; Jody O'Neil (JON), Recording Secretary.

MH opened the meeting at 10:03 am.

**1. REVOTE:**

MH called a re-vote for the following as some things were not posted per protocol:

- a) **210: Police.** SV made a motion to accept as printed the 210: Police budget in the amount of **\$2,707,632**. KG seconded the motion, and it passed, 5-0-0. SV, KG, MH, MB, DS.
- b) **295: Marine/Harbormaster.** SV made a motion to accept as printed the 295: Marine/Harbormaster budget in the amount of **\$200,889**. MB seconded the motion, and it passed, 5-0-0. SV, MB, MH, DS, KG.
- c) **296: Shellfish.** SV made a motion to accept as printed the 296: Shellfish budget in the amount of **\$58,547**. MB seconded the motion, and it passed, 5-0-0. SV, MB, MH, DS, KG.

**2. ANNUAL OPERATING BUDGET HEARINGS, FY 2019 (VOTES MAY BE TAKEN)**

a) **DIVISION 1: GENERAL GOVERNMENT**

i. **123: Town Manager**

DP presented; said that, working incrementally each year, he wanted this year to look at the organizing structure at the top; announced that per meeting with the Board of Selectmen (BOS) it was approved that David Gardner (DG) is now Assistant Town Manager for Planning Community Development, which makes him the Town's chief planner.

DP said he was looking to introduce a new staff position that would address project management to improve on follow-up, performance measures and reports; to free Town Manager to spend more time on the Town's agenda and the goals and tasks needed to achieve those goals.

DP expressed his confidence in DG's and JY's abilities without the need to second-guess their decision-making. But, he said, the Town doesn't do follow-up well in terms of project management and that the new hire as Project Administrator, a junior position which would not follow the facilitator model used in Nantucket that staffs at a higher level of ownership over projects assumed, is someone who would interface departments, integrate information and produce monthly updates.

DP said he'd like to see one staffer go through the same training program he's attended and same commitment to contracted services; a housing demand analysis by UMass Dartmouth is forthcoming and he'd like to put funds toward an allocation from UMass Development, possibly a 20/80 deal, to secure an economic development consultant, someone with resort community experience.

MH said he agreed with DP's assessment of the need for a Project Administrator position.

MB made a motion to accept as printed the budget for **123: Town Manager** in the amount of **\$324,335**; a 7.1% decrease of \$24,698. MDF seconded the motion, and it passed, 5-0-0. MB, MDF, MH, SV, KG.

ii. **151: Legal Services**

DP said the level-budget was due to last year's extra Town Meetings, and that as costs shifted to the year-round Trust, last November and December's costs went to legal.

SV made a motion to accept as printed the budget for **151: Legal Services** in the amount of **\$210,000**; level. MB seconded the motion, and it passed, 5-0-0. SV, MB, MH, MDF, KG.

iii. **156: Administration**

FINCOM reviewed line-items, noted per advertising that the Banner rates had increased; MB asked why contracted services had doubled. JY referenced the FY2017 actuals. DP excused himself to retrieve additional paperwork

MB made a motion to approve as printed the budget for **153: Administration** in the amount of **\$62,250**; a 4.5% increase of \$2,660. , KG seconded the motion, and it passed, 5-0-0. MB, KG, MH, SV, MDF.

b) **DIVISION III: PUBLIC SAFETY**

i. **250: Community Development**

DG presented; cited several changes including DG's salary as moved from Town Manager's budget to 250 budget; other budgets absorbed into 250 include 252: Planning Budget, as well as Planning, Zoning, Conservation Commission and Historic District Commission budgets; also included are various staff salaries among the 10 boards, six of which are regulatory with total meetings at 140 times a year, for an average of 2.7 meetings a week. DG said activity in the Town is robust and that his department issues over 6,000 licenses and permits a year.

MB clarified that the Health official, licensing and housing persons were in sub-budgets, not included in the 250 designation.

MH said what was interesting to him was the difference between the 2015 budget and this one based on the re-organization; DG said a comparison with last year's budget wasn't apt, and that he supplied some funding history in his report for transparency.

SV made a motion to accept as printed the budget for **250: Community Development** in the amount of **\$429,186**; a 276.3% increase of \$315,118. MB seconded the motion, and it passed, 5-0-0. SV, MB, MH, MDF, KG.

ii. **253: Health Department**

Morgan Clark (MC), Dir., Dept. of Public Health & Environment, presented; said the only additional budget item this year is for 10k to provide a grant to continue work on the crystal meth abuse support group, a new group piloted this year and re-vamped, would like to see it as a steady resource throughout the year; said the dept., has been more than funded by its fees.

MB asked per the Sewer Enterprise Fund, which MC said provides 20% of her staff salary based on her work with the Fund.

MB made a motion to accept as printed the budget for **253: Health Department** in the amount of **\$250,065**; a 6.3% increase of \$14,733. SV seconded the motion, and it passed, 5-0-0. MB, SV, MH, MDF, KG.

iii. **254: Licensing Department**

DG presented; said the budget was pretty straight-forward, covers staff individual – licensing agent – clerical support and training for the board.

MH asked if licenses were run every three years; DG clarified that only the rental license is run every three years, the others are annually. MH pondered if changing that to every year might be prudent.

SV made a motion to accept as printed the budget for **254: Licensing Dept.** in the amount of **\$59,970**; a 17.6% increase of \$8,959. MDF seconded the motion, and it passed, 5-0-0. SV, MDF, MH, MB, KG.

iv. **220: Fire & Rescue**

Michael Trovato (MT), Fire Chief, and Jimmy Roderick (JR), Deputy Fire Chief, presented.

MT spoke of the need for more rescue coverage for the months of July & August; said that while the crew gets a 3% increase each summer, they have no benefits and are on a stand-by basis; but over the last few years, the dept. relied on mutual aid for coverage more than they'd like to; that other towns are stripped when they send Provincetown their staff and crew.

MT said that he felt the whole Cape is basically short-staffed in regards to rescue; advised that the Town become more self-sufficient with 210 days for regular coverage; said he wanted to keep the Fire Dept volunteer as much and as long as possible, but the biggest challenge is the EMS

MT said they'd reduced the energy and heat by 8,000 and that a new boiler replacement in the fire station will prove more energy efficient; travel budget was cut back by \$3,000.

MH questioned if hiring out was the better option for securing additional staff; MT said the cost-analysis indicated it was better to take it on.

MH said in his opinion that since this is for the summer season, it should be funded directly by revenue that comes from that season rather than burden the year-round tax payer. DP said he wanted to have a discussion for a financial policy that allocates to the year-round and summer season costs, that he was not sure how that would play out in detail, but that more cost-analysis is needed for further discussion.

MH suggested this was a good talking point for the upcoming BOS meeting. MT said he had previously thought those monies might come out of the tourism budget, but had given up on that notion after a while.

DP remarked that looking into the short-term rental tax or room-tax revenue will be under review with the State and that the Fire Dept. needs will be addressed as part of that conversation.

MH addressed Fire's requests on the CIP including radios, which was already discussed with Police. JR said he had put in a grant on Feb. 2<sup>nd</sup> for radios and that usually the requests are looked at starting in May.

MT said they were trying to sell the old Hummer and that there is some money in the Article for the replacement vehicle. MH noted the Deputy Chief's vehicle, which MH said was a 2004 model.

JY made note of the line item reflecting dept. vehicles that were damaged or destroyed in recent storms; TM noted the policies on two damaged vehicles, Engine 1 and Engine 3, and said they had put in a claim with NEMA; would have to see how it all shakes out, but they're not wanting to look to the Town for a million dollars.

SV made a motion to accept as printed the budget for **220: Fire & Rescue** in the amount of **\$972,191**; a 15.8% increase of \$132,914. MDF seconded the motion, and it passed, 5-0-0. SV, MDF, MH, MB, KG.

v. **231: Ambulance**

JY suggested MT or JR could address Ambulance budget if FINCOM had any specific questions. MT said the increase was all in personnel; remarked on the high quality of help needed for Cape EMTs and that there is a shortage of medics and EMTs on the Cape and that it's a constant balancing act.

MB asked of the 70/30 split with Truro to which MH commented that Provincetown needs the services way more in the summer than Truro. It was noted that the 231 budget reflects only the Provincetown portion of the split.

SV made a motion to accept as presented the budget for **231: Ambulance** in the amount of **\$872,264**; a 2.9% increase of \$24,264. MB seconded the motion and it passed, 5-5-0. SV, MB, MH, MDF, KG.

vi. **255: Housing & Economic Development**

Michelle Jarusiewicz (MJ), Community Housing Specialist, presented; said that within this year's proposed budget half of the office expenses are on the Town's operating side and the other half is in the CIP for Town Meeting in April.

MB asked what were the contracted services; MJ replied they could be for economic development and are working to come up with a playbook model in association with the Community Development Partnership; have submitted application to the State for technical assistance.

MH expressed his interest in the economic side of things, remarked on the continued difficulty of securing affordable housing in Provincetown.

DP added that the Town had been doing a fairly decent job expanding the shoulder season, including First Light events and expanding the ferry season; that dedicated broadband will be looked at more closely going forward but that a road block was hit when Comcast said that they would bring it, but so far there's been no effective movement in that regard.

DP spoke of the idea of expanding the sewer system based on the need for demand and then how are these new gallons allocated. MH noted the recent study out of UMass Dartmouth that broke down where the areas of activities are to be found in terms of the Town's sewage usage; that this really is a proxy in showing what goes on in Town during the course of the year.

SV made a motion to accept as printed the budget for **255: Housing & Economic Development** in the amount of **\$70,854**; a 11.8% decrease of \$9,436. KG seconded the motion, and it passed, 5-0-0. SV, KG, MH, MB, MDF.

**vii. 251: Building Department**

DG presented; said the budget reflected salaries and operating costs including training with monthly meetings; mentioned the local inspector is still testing which is why there is more contracted services at present, which will also be in effect for when Annie Howard, Building Commissioner, has an overly expanded work-load.

MDF made a motion to accept as printed the budget for **251: Building Department** in the amount of **\$205,214**; a 4.3% increase of \$8,449. KG seconded the motion, and it passed, 5-0-0. MDF, KG, MH, MB, SV.

MH made a motion to adjourn the meeting at 11:08am.

Respectfully Submitted,  
Jody O'Neil