

**TOWN OF PROVINCETOWN – SELECT BOARD
MEETING MINUTES – SPECIAL MEETING
JANUARY 14, 2020, 5:30 PM
TOWN HALL – JUDGE WELSH ROOM**

Chair Abramson convened the open meeting at 5:30 pm noting the following:

Select Board attending: Chair David Abramson, Vice Chair Robert Anthony, Member John Golden, Lise King and Louise Venden

Excused:

Other attendees: Town Manager Robin Craver, Assistant Town Manager David Gardner, Finance Director Josee Young and Secretary to the Select Board Elizabeth Paine

Recorder: Elizabeth Paine

1. Town Manager’s FY2021 Budget Message and Revenue Expenditure Overview

Acting Town Manager gave an overview of the Town’s position within the budget. This year has been challenging, at \$31,291,000 ask there is a 5.6% increase, creating a \$341,000 deficit. 71% of the budget is from the tax levy. Considerable increases in solid waster and disposal cost, as well as school budget and residential placement were a few of the major expense drivers for FY2021. Options for consideration are to do further budget cuts, no cola increase for all town employees, operating override, use of tourism fund, or fund OPEB with free cash. Long term considerations would be to create fees for trash pickup or disposal and or create new tax as an identified funding source for OPEB. Asks that the Board does not approve any portion of the budget until the final night, reduce the budget further where possible, transfer out unappropriated funds within the Tourism Fund, remove OPEB from budget and fund it with free cash, delay some of the CIP projects and if necessary, bond CIP projects that are essential and cannot be covered by Capital Stabilization or Free Cash.

2. FY2021 Overall Budget Review Inclusive of the following: (Votes May Occur on the following items)

A. Consent Budget Review and Approval

Please know that the following budgets were reviewed on consent last year and have not been invited to attend at this time as there are no substantive changes:

- 672 Art Commission
- 294 Harbor Committee
- 545 Disability Committee
- 550 Animal Welfare
- 560 Bicycle Committee
- 543 Veterans Services

B. General Government

- 113 Elections & Town Meetings – Town Clerk
- 161 Town Clerk – Town Clerk

Increase in Education and Training budget due to a certification program that takes place yearly overseas.

- 122 Select Board

Salary increased due to reclassification, operation budget decreased. Overall increase 2.43%

- 123 Town Manager – Town Manager

Salary increase for Town Manager, operation budget decrease. Overall increase of 7.14%

- 151 Legal Services – Town Manager

Flat

- 156 General Government – Town Manager

Slight increase to be reflective of FY19 actuals, overall increase of 0,84%

- 482 Airport Commission – Airport Manager, Airport Commission

Proposed budget moves the airport security to the police budget. Overall budget decreased by 41.02%. The TSA requires their to be a police officer present during screening. The Chief proposed hiring two new officers to cover the shift.

- Airport Capital Improvement Program

The proposed CIP costs total \$200,000.

C. **Finance**

- 136 Information Systems – MIS Director

Two major increases are for telecommunication and software & licensing. The overall budget increased by 7.44%

- 141 Board of Assessors – Principal Assessor

Overall budget increased by 0.12%

- 145 Treasurer/Collector – Treasurer

The budget has a 44.17% increase in staff as the HR manager has been moved to the Treasurers budget. The operating budget decreased by 8.47%. The overall budget increase is 33.42%.

- 710 Debt Service – Treasurer

The first two lines are the existing debt, the next to lines are the new anticipated debt.

- 135 Town Accountant – Director of Finance

HR manager moved out of personnel expenditures. Operating expenditures decreased by 2.20%. Overall budget decreased by 17.74%.

- 910 Retirement/Benefits/Insurance –Finance Director

Operating expenses increased to cover entire OPEB payment through the budget. Total operating expenditures overall budget increased by 6.99%.

- 291 Emergency Management – Emergency Management Coordinator

Operating budget increase is mainly for instate travel. Overall budget increased by 6.53%

- 299 Parking – Parking Administrator

Due to retirement, the department was able to restructure department. Operating expenditures also decreased. Overall budget decreased by 24.44%.

- Parking Capital Improvement Program

CIP request on the docket for FY2021 are the most pressing, that would include the West End Rotary Parking improvements, VMCC lighting and upgrades to AIMS software.

1. Without objection the meeting was adjourned at 7:50 pm

Minutes transcribed by: Elizabeth Paine