



## Finance Committee

# Minutes

# November 17, 2020

## NOTE: THIS IS A REMOTE PARTICIPATION MEETING

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, the Governor's March 23, 2020 Order imposing strict limitation on the number of people that may gather in one place, and Chapter 53 of the Acts of 2020, this meeting of the Provincetown **[board/committee/commission]** will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Provincetown website, at <https://www.provincetown-ma.gov/>. For this meeting, members of the public who wish to watch/listen and participate in the meeting may do so in the following manner:

To participate in this meeting, dial [+1 857-327-9004](tel:+18573279004) United States, Boston (Toll) [\(833\) 579-7589](tel:+18335797589) United States (Toll-free)

1. When prompted, enter the following Conference ID number: **536 434 083** #Please:
  - Keep your phone muted at all times when not talking
  - Mute all background noises
  - Mute PTV on the television or computer and use only the phone audio
  - Please do not speak until the chair or the meeting moderator asks for public comments or questions. Use \*6 to mute or unmute your phone.
2. You may also view the meeting, but NOT participate, by watching PTV GOV Channel 18, and the online livestream of PTV GOV at: <http://www.provincetowntv.org/watch.html>

**No in-person attendance of members of the public will be permitted**, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via telephone. In the event that we are unable to do so, despite best efforts, we will post on the Provincetown website an audio or video recording or other comprehensive record of proceedings as soon as possible after the meeting.

Members Present by Remote: Mark Hatch (MH), Chairman; Scott Valentino (SV), Vice-Chair; Mark Del Franco (MDF); Mark Bjorstrom (MB); Kathleen Goodwin (KG); Chip Cappelli (CC); Dorie Seavey (DS); David B. Panagore (DP), Alternate.

Staff Present: Josee Young (JY), Director of Finance & Assistant Town Manager, Moderator; Thaddeus Soule (TS), Town Planner.

MH opened the meeting at 5:00pm. TS read through the remote meeting protocols determined by the State during the Coronavirus, after which MH took roll-call by remote.

### 1. Current budget update and looking forward to 2022 budget

JY spoke of the Rooms Tax coming in at \$800,000 as a bit of a surprise but also noted it is the first summer of this tax so the predictions were loose. MH mentioned Meals revenue being way down, which JY noted at a \$175,000 deficit.

DP said that when the figures are put together, there is a break-even score, which MH added is way better than what was expected. JY said the State was having trouble relating accurate data but that ascertaining numbers of units is something that can be followed up on. MDF observed a lot of bike traffic in the West End this past season and noted that Air b&b bookings were probably up, suggested looking closer into September bookings. MB said it would be interested in seeing how the bike shops fared.

MB mentioned that at 38%, the Town appears to be trending where we should be which JY concurred, said she felt the Town was in good shape. DP asked if the ambulance payments were high, to which JY said these payments are made quarterly.

## 2. FINCOM Fund requests

### Police Budget

*The Finance Committee Reserve Fund transfer of \$28,000 is for replacement of the Police Department's laptop computers in its five front-line marked police vehicles.*

Chief Jim Golden presented from a two-page prepared document; said equipment is on a 3-year rotation and is large and clunky; digital modems operate on 3G which is outmoded, expressed need to make vehicles functional; explained the breakdown of payments per equipment upgrades and how new laptops, keyboards, wiring, mounts, harnesses and other functioning items of the new purchases will be installed in squad cars; new vendor arrived at through competitive pricing.

MDF said he was in agreement with the need for upgrades. JY said there is enough reserve funds on hand from the FINCOM budget to cover the four allocation requests on today's agenda; concurred with MH that these expenditures will take up approximately half of the FINCOM budget and whatever is left over will be designated for Free Cash.

**MB made a motion to approve the request for \$28,000 to the Police Department as presented. MDF seconded the motion and it passed, 7-0-0; MB, MDF, MH, SV, KG, CC, DS.**

### MUNIS

*The Finance Committee Reserve Fund transfer of \$11,075 is for the MUNIS Accounts Receivable API Toolkit module needed for the integration of the Invoice Cloud on line payment software, Viewpoint permitting software and OpenGov transparency software.*

Lynn Martin of MIS, presented; said the 2019 Version 1 upgrades indicate an end of life cycle for the current software and new changes will affect the API Tool-kit to allow MUNIS to talk to other software and become more seamless in the process particularly regarding invoicing; new system will help alleviate the potential for human error; cited goal for better transparency with OpenGov per public usage.

MB asked per the appropriation, which JY said the original line item included other expenditures beyond 10k; asked Ms. Martin if this change will put the Town in line with what other municipalities are doing. Ms. Martin replied that it would and noted the changes are necessary in order to move to the new platform.

**MB made a motion to approve the request for \$11,075 to the MIS/MUNIS Department as presented. DS seconded the motion and it passed, 7-0-0; MB, DS, MH, SV, MDF, KG, CC.**

## Hazard Mitigation

*The Finance Committee Reserve Fund transfer not to exceed \$20,000 is for the FY21 Hazard Mitigation Plan.*

Tim Famulare Environmental Planner/Conservation Agent, presented; said the upgrades are necessary for the Hazard Mitigation Plan, applying for \$3 million FEMA grant; noted Building Commissioner, Annie Howard, has been working over the past 5 years to improve the Town's Community Rating Score and has succeeded in allowing for the Town to receive a 10% discount in its premium.

MB asked why the item wasn't budgeted for if the Town is aware it comes due every five years. Mr. Famulare responded that the Emergency Coordinator left the position, resulting in the Town needing assistance from the Cape Cod Commission. MB asked of the repercussions if this is not approved, to which Mr. Famulare said the Town will not qualify for the aforementioned FEMA grant which is set to assist the Ryder Street and Beach Dune Enhancement Projects.

MDF asked Mr. Famulare if the 20k was a qualifier, to which Mr. Famulare said the request is not a cash match but essentially funds to secure the services of Cape Cod Commission staff to ascertain the applicability of mapping, flooding forecasts, capability models and assessing action items of the 5-year plan. MDF noted that hazard mitigation is costly and challenging and thanked Mr. Famulare for his work in promoting the project

**MDF made a motion to approve the transfer request of \$20,000 as presented. MB seconded the motion and it passed, 7-0-0; MDF, MB, MH, SV, KG, DP.**

CC left meeting at 5:30pm.

## School Building Repairs & Maintenance

*The amount requested will be applied to the following line items, for the purposes described as such: The Finance Committee Reserve Fund transfer of \$26,699 is for the FY21 school building repairs and maintenance line item for repairs to the gym floor caused by a leak in the side wall. The leak will be repaired for \$23,715 and then the damage to the floor will be repaired for \$2,984.*

*This expenditure is extraordinary and/or unforeseen for the following reason(s): The unexpected and unbudgeted expenses are due to an unforeseen leak in the sidewalk after the gym floor was completely refinished in November 2019. It was necessary to remove a portion of the floor to both source the leak and to conduct repairs. It is difficult to stretch the scope of intent for Choice money to cover the cost of a serious leak.*

Suzanne Scallion, Superintendent of Provincetown Schools, presented; said gym floor was restored last November and they had assumed a long-standing leak issue had been taken care of, but after a bad storm, new floor was found to be warping; leak doctor discovered inner flashing had failed after many years and best course of actions per gathered proposals is to removed 3/4s of masonry and install new flashing and weeps; new floor needed to be pulled away to make proper determinations.

MH said he had been aware of this issue. MB asked per insurance remedy. Ms. Scallion said she would defer to JY on the matter, but that she assumed the deductible is more than the cost of repair. JY said an insurance claim filing might have been the first step, but one wasn't filed that she was aware. Ms. Scallion said the walls are 40 or so years old and

that the leak is not the result of any renovation work. DS asked if there was a warranty in place based on previous leak repair. Ms. Scallion replied that the prior leak issue was misdiagnosed and the membrane has now broken down. MDF stated water diagnosis as being trial and error and MH noted leakage as a common occurrence in this area.

MH commented that it might be fruitful to check into the possibility of coverage for the work, which JY said could be worked into the motion.

**MB made a motion to approve the request of transfer in the amount of \$26,699 with the caveat that an insurance claim prospect is investigated. KG seconded the motion and it passed, 7-0-0; MB, KG, MH, SV, MDF, DS, DP.**

JY noted the total amount of 86k in approved requests, leaving \$42,050 remaining in the Fund.

MDF asked of the recourse if all the reserve funds are used up, to which JY said there were no Reserve Fund transfer requests for FY2020; budget was 110k in FY2019 when 54k was requested; FY2018 was a big year, based on the boat which needed to be moved, and a scaffolding issue; and in FY2017, 10k was requested. MH proposed that the usually large need for tuition fees would probably go un-requested based on the pandemic.

MDF asked what would happen if all the Reserve fund was used up, to which JY said there is a potential for a public vote at Town Meeting and that the Select Board, by 2/3s vote, is in control of release of an Emergency Response Stabilization Fund; referenced overage of previously approved ambulance department line item, which now must include COVID cleaning supplies now required by the State; Free Cash accessible through a form of contact-list-payment at approximately 150-200k, but that not all invoices were in.

## **1. Current budget update and looking forward to 2022 budget (continued)**

As reported by JY to the FINCOM:

### Department of Municipal Finance

FY2021 Tax Rate Recap – Due to the efforts of the finance team and assessing, Provincetown was 20th community in the State to receive approval of its Tax Rate Recap by the DOR and tax bills posted November 1, 2020, even with the late Town Meeting.

FY2021 Marijuana Revenue – To date, we have received \$158,000 in host fees and \$67,000 in local option tax. Local option is lower due to the timing of distributions from the State.

Municipal CARES Act – Provincetown's first request for distribution of \$157,173 was by the State. This request represents the Town's emergency COVID expenditures from March – June 2020. The second request for reimbursement will be in January for expenditures incurred July – December 2020.

FY2022 Budget – Budget season is underway with departments now developing FY2022 budgets for review with the Town Manager.

### Meals & Rooms Tax

JY announced that the September payment from 2020 to 2021 of the Rooms Tax was an

increase of 800k, which no one quite expected as it was the first summer of the Short Term Rooms Tax. MH compared this return from the extreme deficit of the Meals Tax and JY noted only 26% of Parking revenue was lost, which was also a pleasant surprise. DP asked if the State had delivered the numbers of rooms for the reportage which JY said she thought was only available on special request and not included in the general online data.

MDF mentioned the number of bikes occupying the bike racks as a sign of visitor influx in Town as well as a probable high number of Airb&b renters. MB said he'd be interested in seeing numbers from the local bike shops, to which MDF he understood were regularly renting out their full supplies.

MB noted 38% expended thus far and therein trending as expected. JY concurred and said some items were paid put upfront and there are some increases but that overall, the Town is where it wants to be in FY2021. The FINCOM congratulated JY and the staff. DP asked per the high ambulance payments, to which JY said the payment is made early.

DS asked if the revenue figures as discussed at today's meeting will affect the forecast. JY replied that it shouldn't as the forecasts for 2022 through 2026 paint a far better picture than the FY2021 budget. DS asked per Article 11, Harbor Hill, from Town Meeting, that if the Debt Service regarding payment is not made from the General Fund would it then be passed along to the property owners at a cost of \$140. JY explained that when the Debt Service is planned for it is an allocation, otherwise there is not the benefit of the Debt Exclusion. MH said he would send DS an e-mail by way of explanation on the measure.

### 3. Other Business

DS raised points of order for Board Elections and Code of Conduct – as to be reviewed annually. MH closed the meeting at 6:00pm as another Town Board was to occupy the space.

[NOTE: DS submitted the following for the record by e-mail following the meeting.]

*Town of Provincetown, Finance Committee/Committee Meeting 11-16-20*

*As a Member of FinCom, I rise to make two general Points of Order:*

- 1. The Town Charter (Chapter 5, Section 5(c)) requires our Committee to elect new officers annually on or about July 15th. Four months have passed since July 15th, 2020 and we have yet to hold the elections called for in the Town Charter. I wrote our Chair about this matter in August and again in September without meaningful response. Therefore, I wish to bring this apparent breach in rules to the attention of our Committee.*
- 2. My second point of order concerns our Committee's Code of Conduct. The Code contains a "Review and Amendments" clause that reads in part: "The Finance Committee will review this policy annually and make amendments as necessary." I asked our Chair to include a review of our Code as an agenda item for tonight's meeting and that request was categorically denied. Therefore, I wish to bring this apparent breach in rules to the attention of our Committee.*

*Respectfully submitted,  
Dorie Seavey  
Member, Provincetown Finance Committee*

Respectfully Submitted,  
Jody O'Neil