

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

MONDAY FEBRUARY 10, 2020

Members Present: Mark Hatch (MH), Chairman; Scott Valentino (SV) Vice-Chair; Mark BJORSTROM (MB); Mark Del Franco (MDF); Kathleen Goodwin (KG).Chip Cappelli (CC); Dorie Seavey (DS).

Staff Present: Robin Craver (RC), Town Manager; Josee Cardinal Young (JY), Finance Director.

1. Staff budget interviews as per schedule.

Division 1 General Government

113: Elections

Town Clerk Darlene Van Alstyne presented; said the increases were for contracted services; noted that this year there are four elections; can get away with fewer counters with local elections, but plan for 10-12 groups of (2) for the larger elections; registrars in place. MDF said it is the volunteers in a small town that keep us running.

SV made a motion to approve the 113 Elections budget as presented. MB seconded the motion and it passed, 7-0-0; SV, MB, MH, MDF, KG, CC, DS.

Division 1 General Government

161: Town Clerk

Ms. Van Alstyne presented; said budget stays the same throughout; a big change is in education and training under which she is seeking to obtain her Certified Municipal Clerk designation, enrolling in the International Institute of Municipal Clerks which will hold its annual study abroad in Amsterdam for FY2021 and which will allow her to gain 8-11 points in her designation. National program is a 3-year program of which she is a year and a half into. JY added that Ms. Van Alstyne has offered to pay her own flight.

MH made a motion to approve the 161 Town Clerk budget as presented. MB seconded the motion and it passed, 7-0-0; MH, MB, SV, MDF, KG, CC, DS.

Division 1 General Government

122: Select Board

Elizabeth Paine, Select Board secretary, presented; spoke of the grade change in her salary due to maternity leave, which is now vacated; reduced expenditures budget by 13% with biggest decrease due to duplication with dues and membership; everything has stayed level with conventions and seminars; added to postage for special mailings. MDF thanked Ms. Paine for making cuts to the budget. Ms. Paine said this is the second year she has made cuts to the budget and highlighted dues and memberships. JY said

the rentals revenue were industry standard items designated to the Select Board, said they are not budgeting for marijuana fees except what the Police Chief anticipates needing for crowd control.

DS made a motion to approve the 122 Select Board budget as presented. KG seconded the motion and it passed, 7-0-0; DS, KG, MH, SV, MB, MDF, CC.

Division 1 General Government

123: Town Manager

RC thanked JY and Assistant Town Manager, David Gardner, for putting the Town Manager's budget together prior to her arrival; noting they have done a great job balancing all the department budgets; main increase is contractual, salaries, and related an overall reduction in operating expenditures with the overall budget increase at 14.67%; said the budget reflects adjustments that are being asked across the board through the departments and replied to MB that the reduction in contract services means that she's going to do more herself.

CC made a motion to approve the 123 Town Manager budget as presented. SV seconded the motion and it passed, 7-0-0; CC, SV, MH, MB, MDF, KG, DS.

Division 1 General Government

151: Legal Services

JY said this budget was left flat and RC added that her aim is to make that come down lower and to not see rising costs in this division going forward. MDF observed that legal fees can get out of control easily and that the money put aside for the Town's interests is a good measure. CC referenced talk last year about bringing in an in-house attorney to address issues before they go out to a larger legal effort. RC said she has not as yet been tasked with that.

MB made a motion to approve the 151 Legal Services budget as presented. CC seconded the motion and it passed, 7-0-0; MB, CC, MH, SV, MDF, KG, DS.

Division 1 General Government

156: Administration

RC reported this budget is pretty much level-funded. JY added that Special Events as listed are related directly to this department in terms of forums and such. MH asked if food during black-out came out of this budget to which JY said comes from the Emergency budget, but that this designation might move to another location in order to make better use of the funds when not needed.

DS made a motion to approve the 156 Administration budget as presented. SV seconded the motion and it passed, 7-0-0; DS, SV, MH, MB, MDF, KG, CC.

Division 1 General Government

482: Airport

Butch Lisenby presented; said the security fund has been moved out of the budget but the rest is standard needs based on repairs and such; facility to probably close for the

month of April for repairs as such. RC said the contract is currently being negotiated and meetings are ongoing. MH noted that the Airport sits on National Park lands. MB brought up the issue of paid parking which Mr. Lisenby said the issue is complicated but that employing paid parking at the airport would serve as an incentive to not use the airport services which affects state funding and becomes counter-productive; said increase in postage due to an increase for mailing, including federal contracts and grants.

MB made a motion to approve the 482 Airport budget as presented. SV seconded the motion and it passed, 7-0-0; MB, SV, MH, MDF, KG, CC, DS.

Airport Budget: Capital Improvement Projects

Mr. Lisenby said the CIP has grown in proportion to the availability of environmental permits which have taken 12 years and that the revolving account is affected now that these projects can go forward; fuel tank replacement is not slated for this year but agreed with MH that it will be a big item for the future; future terminal work to involve ground work; these amounts represent in the area of 5% through State and Federal grants. DS asked per the terminal replacement regarding the roof. Mr. Lisenby replied that storms have taken an effect on the roof, that there is leaking, shingles ripped off. MB asked if modifications were needed for new planes. Mr. Lisenby said not as such but the new planes will not fit in the current hanger and that these planes aren't expected to be based in Town in 2020, kept in the area for now in training mode and maneuvers.

Division 2 Finance

136: Municipal Information Systems

Beau Jackett, MIS Director, presented; said the differences are in the B budget, software and licenses; reported parking improvements involving moving the ticketing system into the Cloud; improvements to the booths in the two municipal lots; requests for additional funding for connections to the telecommunications line as part of the phase-in plan. MH asked per the longevity line item which JY said is a bonus for staying in Town so long with (10) years as the marker. Mr. Jackett said he's been on staff for (15) years. DS asked where the five year project is at per fiber connection. Mr. Jackett reported connections at Town Hall, Police, VMCC, the School and the Library for CLAMS and that there has been talk of connecting the Library to the Municipal network; this year PTV and the Tourism Office will be connected at the Freeman Street connector point; Transfer Station and Highway Garage are next being considered for connection to the network, as well as the Pier and Waster Water treatment plant in the future.; Pumping Station is now connected to Open Cape; discussion ongoing on how best to leverage the Network for commercial business; regular meetings are ongoing with Steve Johnson of Open Cape and other community participants in a forum for best practices, mentioned that the Town is a natural fit for any kind of broadband connectivity based on its close density; alluded to talks of organizing a broadband committee to foster progress.

MH referenced a survey from Open Cape that was sent out to gauge interest in fiber connections and Mr. Jackett noted the Town was near the top at 36% of households expressing interest. MB asked why there is not a secure sight on the Town's connection. Mr. Jackett replied that the site utilizes outside connections which are not secured and that the browser then becomes confused based on outside images and would have weighed down and caused delay in the launch, but noted there was not a huge risk for sensitive documents and that things like payments are secured through additional pop

up windows; said not all of the equipment has been moved following the flooding from last year's storm but that the servers have been moved higher up on the rack.

SV made a motion to approve the 136 MIS budget as presented. MB seconded the motion and it passed, 7-0-0; SV, MB, MH, MDF, KG, CC, DS.

Division 2 Finance

141: Assessor

Principal Assessor Scott Fahle, presented; said the current budget presented some clean-up, some budgets pared down. JY said more work was done this year on the Assessor budget in reviewing spending over the past (3) years as well as a (20) year forecast. MH noted that this year was different from others in that the Town started out in deficit. RC related that Free Cash will also be reviewed to determine budgetary impact.

SV made a motion to approve the 141 MIS budget as presented. DS seconded the motion and it passed, 7-0-0; SV, DS, MH, MB, MDF, KG, CC.

Division 2 Finance

135: Accountant

JY presented; noted a 22% decrease in personnel by moving the payroll and benefits position to a Human Resources Office, under the jurisdiction of the Treasurer.

CC made a motion to approve the 135 Accountant budget as presented. SV seconded the motion and it passed, 7-0-0; CC, SV, MH, MB, MDF, KG, DS.

Division 2 Finance

145: Treasurer

Alex Williams, Treasurer, presented; said the increase is due to expanding the department from three to four persons; also increased were convention seminars and dues and memberships included in the position. JY spoke of the process used to create the HR position in that the former employee gave notice in February and that Mr. Williams covered those duties, learning the MUNIS system, until the new employee came in six months later.

DS made a motion to approve the 145 Treasurer budget as presented. CC seconded the motion and it passed, 7-0-0; DS, CC, MH, SV, MB, MDF, KG.

Division 2 Finance

710: Debt Services

Mr. Williams presented; said the budget includes all the General Fund debt previously issued and scheduled to be paid in FY2021, as well as the first payment of all authorized but un-issued debt as of right now; new bond to be issued this spring for new debt to take advantage of new rates; among the items in the General Fund: Open Cape connections; final piece of the MSVA school building; MacMillan Pier FEMA project; part of the police station; replacement fire vehicles, fire department boiler; shoreline protection.

SV made a motion to approve the 710 Debt Services budget as presented. KG seconded the motion and it passed, 7-0-0; SV, KG, MH, MB, MDF, CC, DS.

Division 2 Finance

910: Retirement/Benefits/Insurance

JY said this area increases every year and never shows a decrease. MH noted that research was conducted to get a better return and that what is in effect is the best of the options. JY highlighted the insurance plan options which garnered some interest and others which did not; related that people like their plans and that makes change sometimes difficult. MDF noted that these costs are not flexible and appealed to the public to understand the situation facing the Town regarding things like the costs of health care and waste management fees. JY reported a lot of Worker Comp claims which have also led to cost increases.

CC made a motion to approve the 910 Retirement/Benefits/Insurance budget as presented. MDF seconded the motion and it passed, 7-0-0; CC, MDF, MH, SV, MB, CC, DS.

Division 3 Public Safety

291: Emergency Management

Eric Sussman, Emergency Manager/Transportation Coordinator presented; said budget is similar to last year's; funding for the department comes from grant money; travel has seen an increase due to meetings in Hyannis and Fall River.

MB made a motion to approve the 291 Emergency Management budget as presented. DS seconded the motion and it passed, 7-0-0; MB, DS, MH, SV, MDF, KG, CC.

Division 3 Public Safety

299: Parking

Mr. Sussman said this budget has been cleaned up quite a bit as the result of some retirements which saw an elimination of staff positions and a decrease in wages; identified redundancies; anticipating less repairs and maintenance due to installing new equipment.

JY said her wish is to do credit card only payments in the parking lots. Mr. Sussman cautioned against the measure, saying he felt the Town is a diverse population where not everyone uses credit cards, referencing some from the Jamaican population by way of example. MH suggested cards that can be loaded up with cash and used that way. JY said she didn't have the stats on what percentage of parking clients use cash over credit cards, to which Mr. Sussman said the new equipment will be able to provide better data.

DS made a motion to approve the 299 Parking budget as presented. SV seconded the motion and it passed, 7-0-0; DS, SV, MH, MB, MDF, KG, CC.

Parking: Capitol Improvement Projects

Mr. Sussman said the CIP has shuffled around a bit; addressed installation of parking at West End Rotary and software implantation for next year which will facilitate the enforcement aspect of the project; confirmed for MDF that the VMCC lot improvements were previously slated for FY2021; per First Landing, paid parking will be created for spots along the Rotary plus 7-8 spots created along the northern, or Eastern edge, old meters alongside Provincetown Inn will be folded into this new system for a total of about (30) paid parking spots which would pay for itself in about (2) weeks of paid-up parking.

MH announced that no call-backs were needed to the FY2021 budget hearings.

2. Final votes on any other ATM business.

MH reported that everything had been voted on and Mr. Gardner said that the FINCOM recommendations for Town meeting should be voted on at the FINCOM's next meeting.

MH reminded the Board of the joint meeting with the Select Board on March 9th and the CIP meeting, also in March.

CC made a motion to put on the Warrant funding for inclusionary crosswalks with \$5,000 in funding. MB seconded the motion.

DS said that, as a process matter, the Select Board has indicated that opposing parties be brought together in meeting and that she felt that process should be played out. RC said she spoke with Mr. Sanborn last week and was told the two groups had come to an agreement.

CC amended his motion to include that if an agreement is made between the opposing parties pertaining to inclusionary crosswalks before Town Meeting, the FINCOM Warrant article would be rescinded. MB seconded the motion.

DS referenced Chapter 2, Section 2 in that she wasn't sure the FINCOM had the authority to propose a Warrant Article where funding is involved, to which MH disagreed and explained the process of the Town's Board's function through bylaw amendment recommendations.

MH called for a vote on CC's motion to allocate 5k for funding of inclusionary crosswalks which stood as 4-3-0; MH, MDF, KG, CC, in favor; SV, MB, DS, opposed.

3. Discussion on Committee Membership.

Discussion continued on the status of non-full-time residents or home owners serving as Alternates on statutory boards, as opposed to regulatory boards, and whereby they may not count in a quorum. SV asked how the Alternate status of a FINCOM board member would count in voting on the floor of Town Meeting if they cannot legally vote in Town. MH said non-residents cannot vote, which SV said highlights the discrepancy of having an Alternate be able to vote at a Board Meeting but not have that same vote carry favor on the floor at Town Meeting. MH read off a list of posted committees policy on Alternates. MDF questioned the designation of an Alternate status as written.

DS read into the record the charter on committee membership regarding Alternates who are registered voters and suggested the discrepancy concerns voting ability or not; said that since the appointing authority of the Town Moderator had expired on Dec. 30th the FINCOM, as appointing authority, has a timeline to Feb, 20th. SV clarified that “resident” in this conversation refers to registered voter and said the FINCOM is the zebra, in that it doesn’t fit into the two other groups. MB asked if the designation of Alternate can be changed to benefit the statutory committee’s voting authority. DS suggested making a list of questions for clarification to present to the Charter’s compliance committee; asked what the Board felt was its obligation with respect to appointing authority. MDF clarified that while the Moderator’s exclusive purview has an expiration which then opens up the search committee, that the Moderator’s appointing authority is an ongoing protocol.

DS mentioned an Alternate applicant, Scott Van Hove, who has been left on hold.

MH asked Mr. Gardner if the FINCOM could put forward an amendment to the Charter, to which Mr. Gardner said it could. MH suggested placing the statutory on the regulatory line; that the current status of a non-resident Alternate in a non-voting capacity does not properly serve the function of the FINCOM. SV remarked that the public is always invited to address the FINCOM at its meetings, but the room remains empty. DS said she is concerned with what might be misleading Charter language. SV spoke about a missed opportunity regarding the Charter vote in that it was an all-or-nothing vote where individual issues such as this one become featured inconsistencies.

RC said that there are some statutory boards in Town which may also be considered regulatory to which MH agreed and said now is the opportunity for the FINCOM to go to vote on a logical amendment.

DS said she felt a voter or non-voter status is the wrong designation and that potentially qualified committee members whose votes could be needed in meeting are wrongfully eliminated. MH said the Town Moderator will not appoint an Alternate based on the conditions as stated in the statutory bylaw which prohibit a non-voting resident from being part of a quorum and which, he said, is current Town Moderator’s chief function in assembling a Board.

Discussion continued on the designation of an Alternate’s status on a statutory, non-regulatory board. DS spoke again of part-time resident, Scott Van Hove, and of about a dozen e-mails sent to various members of the FINCOM on the status of Mr. Van Hove’s application and questioned how a change to the amendment could negatively affect those who stand as qualified individuals awaiting word on their Alternate applications.

MH took a poll of the Board for those who would be in favor or not of a change to the Charter regarding Alternate designation status; all but DS voted in favor of change.

SV made a motion to make a change the Charter. MB seconded the motion and it passed, 6-1-0: SV, MB, MH, MDF, KG, CC, in favor; DS, opposed.

MH said he would write up the Charter revision proposal for discussion at the FINCOM’s CIP meeting in March.

DS made a motion that, as the Moderator has failed to fill the Alternate position, the FINCOM assumes the authority to fill the Alternate position. There was no second and the motion failed.

DS submitted to the record the (12) emails regarding Mr. Van Hove's application and various responses to the situation regarding the Alternate status on the FINCOM board. MH said he would forward the e-mails to the Board.

MB made a motion to adjourn the meeting at 12:34pm.

Respectfully Submitted,
Jody O'Neil