



Finance Committee

Finance Committee Meeting Minutes
Tuesday, July 13 2010 @ 1:00 pm
Larkin Hall at the Provincetown Center for Coastal Studies
Called to Order: 1:00 pm

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Maguire, Vice Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erik Yingling	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Donegan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Oliver Kamm, Alternate	<input checked="" type="checkbox"/> Voting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input type="checkbox"/> Voting

(Note: **P** = Present **E** = Excused **U** = Unexcused)

These minutes are in brief format. This meeting was filmed and is available for viewing at <http://www.provincetowntv.org/> or on DVD at the Provincetown Television office.

Also Present:
Sharon Lynn, Town Manager
Dan Hoort, Finance Director

Order of Business:

1. Year-end budget transfers.
2. Minutes of prior meetings.
3. Any other business that may legally come before the Finance Committee.

At the beginning of the meeting, Mr. Coen introduced the Committee's newest member, Mr. Donegan, and welcomed him aboard.

Year End Budget Transfers

(See the attached year end budget transfer request memo from Mr. Hoort).

Mr. Hoort presented the year-end budget transfer requests, as detailed in his memo. The Board of Selectmen approved them at their meeting last night. He stayed away from budgets that still have some additional expenses coming in.

Mr. Coen explained that the budget needs to be balanced at the same level of detail as it is presented to Town Meeting.

Ms. Hanna asked why streetlights remain on during the day. A lot of streetlights are on 24 hours a day. Mr. Hoort will follow up with DPW.

Electricity rates have risen under the contracts the Town has agreed to, causing those budgets to be overspent. Ms. Maguire suggested another set of eyes need to review these contracts before they're signed. Mr. Hoort suggested that bulk purchasing needs to be consolidated across all town departments to take advantage of our purchasing power. Ms. Lynn pointed out that we are part of the county cooperative purchasing agreement which acts as the central purchasing agent for towns on the Cape. The Committee agrees that the Town should pursue a more efficient purchasing strategy.

Motion # 1: To approve personnel budget transfers in the amount of \$11,187, as follows:

Transfer From:	
Council on Aging	5,400
Fire Dept	5,787
Total	<u>11,187</u>
 Transfer To:	
Information Systems Dept.	375
Inspections	3,352
Community Development	1,149
DPW Administration	805

Health Agent	6		
Library	5,500		
Total	11,187		
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

Motion # 2: To approve expense budget transfers in the amount of \$64,756, as follows:

OPERATING EXPENSES

Transfer From:

Election-Town Meeting	4,000
Board of Assessors	5,000
Treasurer/Collector	5,000
Legal Services	3,835
Bldg & Grounds-Grace	
Gouveia	921
Bldg & Grounds-Comfort	
Station	5,000
Bldg & Grounds-Freeman	
Street	5,000
Snow & Ice	5,000
Waste Disposal Other	6,000
Retirement/Benefits/Insurance	25,000
Total	64,756

Transfer To:

Information Systems Dept.	5,840
Bldg & Grounds-General	5,921
Police Station	12,683
DPW Administration	39,949
Health Conservation Agent	363
Total	64,756

Motion By: Ann Maguire		Second By: Gabby Hanna	
For: 7	Against: 0	Abstain: 0	Recuse:

Other Business

Year End Budget Status

(See the attached year end budget summaries for the Town, the enterprise funds and the Pier Corporation).

The preliminary year end expenses are roughly \$1,288,241 lower than budgeted, which is in line with the Town's goal of generating 5% of the budget as free cash. Mr. Hoort pointed out the year end encumbrances not yet reflected in this number, including \$275K in school payroll. On the revenue side, estimated local receipts are up roughly \$160K over budget which partially offsets this. Legal Services is significantly under budget.

The Water Enterprise Fund has an operating surplus of \$183K. Revenues came in higher than budgeted. Without the \$280k transfer approved by the voters at the April Special Town Meeting, there would have been a shortfall in the Wastewater Enterprise Fund (WWEF).

Mr. Coen asked why the sewer betterments for Town buildings are not reflected in the WWEF revenues. That would positively affect the bottom line. Mr. Hoort will investigate.

Mr. Coen asked about the status of the WWEF 5-year proforma and getting the fund into balance. Ms. Lynn indicated that we need to transfer from operations and maintenance account \$76K to cover expenses from the July 4th incident.

Mr. Coen presented the unaudited year end results of the Pier Corporation that were released at the Pier Corporation's last meeting. The board of Pier Corporations is aware that the Committee has reiterated its recommendation that we have joint quarterly meetings. Mr. Coen is working with chair to schedule the joint meeting. Under other income, the insurance reimbursement for the sinking of the barge and the Harbormaster's boat is reflected, offset by expenses to repair them. The Pier also experienced the same problem with electricity rates due to their contract.

Mr. Hoort told the Committee that the Pier's chart of accounts has been set up on MUNIS, and should be up and running soon. Mr. Coen pointed out that reconciliation process needs to be implemented, as the Committee recommended. Mr. Hoort would like to see redundant entry eliminated over time to eliminate the need for reconciling two sets of books.

Mr. Coen asked Mr. Hoort whether setting the Pier up as an enterprise fund would address the Pier’s accrual accounting needs. Mr. Hoort explained that accruals are done at year end by the auditor and only appear in the annual audit report. This is the same for both the Town and the Pier Corporation

Ms. Maguire commented that we have come a long way in terms of making the Town’s finances more transparent to the public. Ms. Lynn indicated that the DOR is prepared take the Town off the watch list by the end of the year. That would be a tremendous accomplishment.

Minutes

The Committee reviewed the minutes of its prior meeting.

Motion # 3: To approve the minutes of May 13 th , as written.			
Motion By: David McChesney		Second By: Ann Maguire	
For: 4	Against: 0	Abstain: 3	Recuse:

Other Business

Quarterly Meetings with the Pier Corporation

Following up on a motion at the Committee’s last meeting, Mr. Coen has discussed setting up quarterly meetings with the Chair of the Pier Corporation, Lee Ash. She agrees, in principal, that we should have quarterly meetings, but the schedule for the first one has not been set yet.

School Budget

Mr. Coen reported that, based on an email conversation with the school business manager, the Town should project estimated tuition income from Truro at \$80K versus the current estimate of \$180k. This may require a set aside of free cash in the Fall to make up the difference.

Anticipated Budget Shortfalls

Mr. Hoort pointed out that investment income for the past year was only \$34K vs. the budgeted \$100K. When the Truro tuition shortfall is added in for this year, the total shortfall could be \$166K.

Mr. McChesney asked when we will receive the new revenue from the rooms and meals tax increases. Mr. Hoort said in September but it will include only one month (July) of the increases. The new percentage splits have not yet been implemented, so the revenues will be allocated according to the old splits. This means that the Visitor Services Fund will get 45% versus 30% until the change takes place. Mr. Coen pointed out that the fund belongs to the Town, not the Visitor Services Board. Any additional expenditures would require Town meeting approval. Their budget for this year has already been set.

Code of Conduct

(See the attached draft).

Mr. Coen distributed a draft Code of Conduct for the Committee, based on the Town of Sudbury's. There was some discussion about the section on requesting research assistance from Town employees, specifically with regard to writing reports on articles. Mr. Coen agreed to modify this section and come back with an updated Draft.

The document also makes reference to an Email Communications Policy, but Mr. Coen said that review by Town Counsel may be necessary before it can be brought forward.

Library Director Position

Ms. Lynn is in the process of hiring a new Library Director. There are 13 applicants, 7 or 8 of which are qualified. The standout candidate's salary requirements may exceed available funding by \$6,000. Ms. Lynn is looking for flexibility to fund the difference, possibly using the Finance Committee's reserve fund. The Personnel Board would also have to adjust range.

After some discussion, the Committee agreed that Ms. Lynn should hire the best candidate, and that we can look at funding alternatives after the decision is made.

Town Hall

Ms. Lynn told the Committee that the Town Hall restoration project is on time and within budget. The target date for moving back in is November. She also offered to conduct a tour of the building for the committee members.

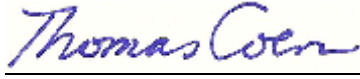
Medicare for Retirees

A joint meeting with the Board of Selectmen is scheduled on Monday, August 23rd at 5:00 pm to discuss whether or not this should be brought forward to Town Meeting in the Fall. The Benefits Administrator, Pam Hudson, is working on a revised costs benefits analysis assuming that the Town reimburses retirees for 80% of their Medicare Part B premiums. That is the Insurance Advisory Committee's recommendation. As soon as the information is ready, Mr. Coen will schedule a Finance Committee meeting to discuss the proposed article(s) and whether the Finance Committee wants to co-sponsor them.

Finance Committee Handbook

Mr. Coen is working on a handbook for committee members that will contain everything the committee needs to know such as charter and by-law requirements, schedules, sample documents, etc. It's still in rough draft form.

Next Meeting:	TBD
Adjourn:	2:15 pm
Minutes by:	Thomas Coen

Approved by  on August 18, 2010
Thomas Coen, Chair

Memo

To: Board of Selectmen and Finance Committee
From: Dan Hoort
Date: July 12, 2010
Re: End of Year Transfers

Attached please find the end of year transfers for FY2009. Per MGL C.44 §33B “the selectmen, with the concurrence of the finance committee...may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a ... school department to the appropriation for any other department or within a department ...” Of note are the following:

PERSONNEL BUDGET TRANSFERS:

Dept. 136 - Information Systems Department

Annual stipend was miscalculated and overpaid. Correction will be made in FY 2011.

Dept. 240 - Inspections

Utilization of part-time electrical and plumbing/gas inspectors exceeded budget.

Dept. 241 – Community Development

Longevity payment was erroneously deleted from this department’s budget when in fact it was actually due to employee.

Dept. 421 DPW Administration

Original budget approved did not include the union increase for the clerical staff person.

Dept. 511 Health Conservation

Rounding difference in salary computation.

Dept. 610 Library

Department director’s departure required pay-out of unused vacation time. In addition, part-time relief staff was over budget.

OPERATING BUDGET TRANSFERS

136 – Information Systems Dept.

Software maintenance actual exceeded budget.

191 – Building and Grounds- General

Building repairs, energy and electricity costs exceed the budgeted.

211 – Police Station

Emergency repairs to the cells in the police station basement were not covered in original budget.

421 DPW Administration

Street light electricity exceeded budget by \$11,000. Cost of fuel and gas exceeded budget by \$31,005. Fuel and gas is partially offset by fuel reimbursements in local receipts exceeding budget by \$28,492

511 Health Conservation Agent

Infectious hazardous waste disposal over budget.

**FISCAL YEAR 2010
BUDGET TRANSFER REQUEST**

PERSONNEL EXPENSES

Transfer From:

Council on Aging	5,400
Fire Dept	5,787
Total	<u>11,187</u>

Transfer To:

Information Systems Dept.	375
Inspections	3,352
Community Development	1,149
DPW Administration	805
Health Agent	6
Library	5,500
Total	<u>11,187</u>

OPERATING EXPENSES

Transfer From:

Election-Town Meeting	4,000
Board of Assessors	5,000
Treasurer/Collector	5,000
Legal Services	3,835
Bldg & Grounds-Grace Gouveia	921
Bldg & Grounds-Comfort Station	5,000
Bldg & Grounds-Freeman Street	5,000
Snow & Ice	5,000
Waste Disposal Other	6,000
Retirement/Benefits/Insurance	25,000
Total	<u>64,756</u>

Transfer To:

Information Systems Dept.	5,840
Bldg & Grounds-General	5,921
Police Station	12,683
DPW Administration	39,949
Health Conservation Agent	363
Total	<u>64,756</u>

FY 2010	Original Approp	Transfers Adjstmnts	Revised Budget	YTD Expended	Avail Budget	Yr End Transfers
PERSONNEL EXPENSES						
122 Board of Selectman	48,317	0	48,317	48,167	150	
123 Town Manager	235,669	0	235,669	230,863	4,806	
135 Town Accounting	142,200	11,420	153,620	153,619	1	
136 MIS	142,933	0	142,933	143,308	(375)	375
141 Board of Assessors	140,275	1,005	141,280	141,279	0	
145 Treasurer/Collector	146,493	0	146,493	145,642	851	
161 Town Clerk	92,083	0	92,083	91,943	140	
169 Licensing	38,093	0	38,093	38,093	0	
174 LCP	56,740	0	56,740	52,658	4,082	
190 Buildings & Grounds Payroll	505,996	2,683	508,679	476,930	31,749	
210 Police	1,923,670	0	1,923,670	1,851,359	72,311	
220 Fire	339,841	948	340,789	271,273	69,516	-5,787
240 Inspections	152,252	0	152,252	155,604	(3,352)	3,352
241 Directory of Regulatroy	89,080	0	89,080	90,229	(1,149)	1,149
296 Shellfish	43,969	894	44,863	44,864	0	
299 Parking	317,873	0	317,873	285,421	32,452	
421 DPW Adminstration	159,192	0	159,192	159,997	(805)	805
422 Highway	348,040	4,857	352,897	344,742	8,155	
423 Snow & Ice	75,000	-50,000	25,000	22,210	2,790	
431 Solid Waste Recycling	377,053	2,013	379,066	373,144	5,922	
511 Health/Conservation Agent	99,868	6,000	105,868	105,874	(6)	6
512 Public Health	18,347	0	18,347	17,516	831	
541 Council on Aging	181,957	948	182,905	161,332	21,573	-5,400
610 Library	231,808	948	232,756	232,326	430	5,500
630 Recreation Department	99,919	0	99,919	90,986	8,933	
SUBTOTAL			5,988,385	5,729,379	259,006	0
OPERATING EXPENSES						
113 Election/Town Meeting	10,721	0	10,721	6,179	4,542	-4,000
122 Board of Selectman	4,650	0	4,650	4,416	234	
123 Town Manager	10,507	10,000	20,507	17,495	3,012	
131 Finance Committee	47,615	-38,420	9,195	392	8,803	
135 Town Accounting	50,060	0	50,060	49,871	189	
136 MIS	123,935	0	123,935	129,774	(5,839)	5,840
141 Board of Assessors	50,438	0	50,438	38,439	11,999	-5,000
145 Treasurer/Collector	33,600	0	33,600	23,352	10,248	-5,000
151 Legal Services	200,000	0	200,000	166,527	33,473	-3,835
156 TM Adminstration	62,270	0	62,270	56,904	5,366	
161 Town Clerk	3,395	0	3,395	1,273	2,122	
171 Conservation Commission	7,696	-6,000	1,696	1,456	240	
174 LCP	3,000	0	3,000	109	2,892	
175 Planning Board	1,510	0	1,510	0	1,510	
176 Zoning Board of Appeals	2,750	0	2,750	1,160	1,590	
179 Historical Commission	500	0	500	500	0	
180 Historic District Commission	2,500	0	2,500	1,980	520	
182 Economic Development Council	6,836	0	6,836	2,694	4,142	
191 Buildings & Grounds General	62,497	0	62,497	68,418	(5,921)	5,921

FY 2010	Original Approp	Transfers Adjstmnts	Revised Budget	YTD Expended	Avail Budget	Yr End Transfers
192 Building & Grounds	64,020	0	64,020	55,600	8,420	
193 Buildings&Grounds GraceGouveia	41,381	0	41,381	32,858	8,523	-921
194 Buildings & Grounds Library	64,534	0	64,534	61,411	3,123	
195 Buildings & Ground Cemetery	3,050	0	3,050	2,100	950	
196 Buildings & Grounds Comfort St	56,178	0	56,178	33,499	22,679	-5,000
197 Buildings & Grounds Community	23,801	0	23,801	18,583	5,218	
198 Buildings & Grounds FreemanSt	27,908	0	27,908	13,103	14,805	-5,000
199 Buildings & Grounds Other	4,550	0	4,550	3,108	1,442	
210 Police	129,850	5,000	134,850	134,520	330	
211 Police Station	43,282	-5,000	38,282	50,965	(12,683)	12,683
220 Fire	174,749	0	174,749	168,733	6,016	
231 Ambulance Service	551,109	0	551,109	551,109	0	
240 Inspections	6,060	0	6,060	3,681	2,379	
241 Directory of Regulatroy	4,830	0	4,830	2,267	2,563	
294 Harbor Committee	1,295	0	1,295	480	815	
295 Harbormaster	107,140	0	107,140	107,105	35	
296 Shellfish	7,350	0	7,350	7,350	0	
299 Parking	72,100	0	72,100	71,366	734	
300 Public School	3,556,648	0	3,556,648	3,163,409	393,239	
310 Cape Reg Tech School	88,072	0	88,072	88,072	0	
421 DPW Adminstration	245,660	0	245,660	285,609	(39,949)	39,949
422 Highway	100,826	0	100,826	85,603	15,223	
423 Snow & Ice	60,400	50,000	110,400	86,498	23,902	-5,000
431 Solid Waste Recycling	96,704	0	96,704	76,953	19,751	
432 Recycling/Renewable Energy	2,000	0	2,000	25	1,975	
439 Waste Disposal/Other	208,000	0	208,000	152,918	55,082	-6,000
482 Airport	85,850	0	85,850	80,805	5,045	
499 Cable Advisory Commission	74,150	0	74,150	73,069	1,081	
511 Health/Conservation Agent	7,350	0	7,350	7,713	(363)	363
512 Public Health	28,624	0	28,624	25,482	3,142	
513 Board of Health	1,135	0	1,135	1,125	10	
541 Council on Aging	10,774	0	10,774	9,784	990	
543 Veterans Services	37,927	17,000	54,927	50,895	4,032	
610 Library	74,763	0	74,763	71,749	3,014	
630 Recreation Department	15,450	0	15,450	14,486	964	
651 Beautification	4,000	0	4,000	1,248	2,752	
672 Art Commission	9,780	0	9,780	6,213	3,567	
673 Cultural Council	2,000	0	2,000	1,500	500	
710 Debt Services	1,613,271	0	1,613,271	1,595,519	17,752	
820 Tax Title	24,000	0	24,000	13,510	10,490	
910 Retirement/Benefits/Insurance	4,863,009	0	4,863,009	4,759,117	103,892	-25,000
920 Intergovernmental	743,039	0	743,039	610,168	132,871	
SUBTOTAL			14,053,679	13,150,245	903,434	0
	20,736,367	14,207	20,750,574	19,462,333	1,288,241	0

**WATER ENTERPRISE FUND
FY 2010**

	ORIGINAL APPROP	TRANFRS ADJUSTMTS	REVISED BUDGET	YTD ACTUAL
REVENUES:				
Water Lien	25,000	0	25,000	114,681
Truro Water Lien	0	0	0	14,464
P&I Water Fees	10,000	0	10,000	13,842
Water Fees	1,688,032	0	1,688,032	1,890,935
Water Service Appl	5,000	0	5,000	12,800
Real Estate Transfer & Mics	33,000	0	33,000	18,350
Rentals	0	0	0	4,000
Mt Gilboa Rent	37,400	0	37,400	37,439
Total Revenue	1,798,432	0	1,798,432	2,106,511

EXPENSES

Personnel Expenses

Department Heads	30,806	0	30,806	47,749
Prof/Tech-Dep Water Superinten	49,685	0	49,685	49,149
Clerical	39,521	0	39,521	40,391
Overtime	12,000	0	12,000	21,884
Longevity	550	0	550	550
Skilled Laborers	37,284	0	37,284	30,933
Adminstration	39,450	0	39,450	61,148
Laborer/Custodian	183,593	948	184,541	130,274
Total Personnel	392,889	948	393,837	382,078

Operating Expenses

Contracted Services-Prof	160,869	0	160,869	196,720
Alarm Services	7,500	0	7,500	3,627
Lab Testing	13,000	0	13,000	16,087
Other Prof Serv - Technical	83,000	0	83,000	38,385
Legal Services	2,500	0	2,500	28,538
Copy Machine Maintenance	3,000	0	3,000	4,717
Contractor RM Building	2,000	0	2,000	698
Fire Hydrant Maintenance	9,000	0	9,000	1,194
Water Equipment Maintenance	4,000	0	4,000	1,313
Repair/Maintenance- Equipment	25,000	0	25,000	8,816
Repair/Maintenance-Building	6,000	0	6,000	3,003
Repair/Maintenance-Vehicles	3,700	0	3,700	4,493
Repair/Maintenance-Wells	20,000	0	20,000	12,602
Telephone	5,600	0	5,600	3,936
Water	500	0	500	0
Energy/Heat	85,000	0	85,000	92,431
Advertising	1,000	0	1,000	1,182
State Mandated Reporting	1,500	0	1,500	1,298
Education	5,000	0	5,000	2,354
Travel InState / Misc Travel	500	0	500	1,022
Rental Equipment	4,000	0	4,000	2,211
Office Supplies	3,000	0	3,000	908

**WATER ENTERPRISE FUND
FY 2010**

	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD ACTUAL
Office Equipment/Non-Computer	1,000	0	1,000	0
Computer Software & Maintenance	4,000	0	4,000	2,736
Water Meter Purchase	80,000	0	80,000	46,281
Equipment Non-Capitalized	5,500	0	5,500	1,663
Small Tools	1,500	0	1,500	99
Equipment Maintenance				
Supplies	15,000	0	15,000	6,665
Chemicals	100,000	0	100,000	64,474
Meals Food	500	0	500	389
Uniforms	6,600	0	6,600	3,558
Postage	4,000	0	4,000	2,186
Fuel/Gas	4,000	0	4,000	4,960
Safety	2,200	0	2,200	1,983
Freight	300	0	300	33
Professional Organization/Dues	850	0	850	1,127
CCNSS Water Payments	36,000	0	36,000	33,472
Reserve Fund	50,000	0	50,000	0
IntraDepartmental Transfers B	0	0	0	-15,000
Reserve for Abatement	15,000	0	15,000	17,240
Fees & Bonds Issue Costs	7,250	0	7,250	0
Debt Service Interest	88,681	0	88,681	129,822
Debt Service Principle	332,320	0	332,320	507,039
Emergency Water Maint				
NTAFB	5,000	0	5,000	0
Computer Specific Programs	750	0	750	190
Truro In Lieu of Taxes	34,000	0	34,000	35,158
DEP Assessment	2,500	0	2,500	2,037
Transfer To General Fund	269,361	0	269,361	269,021
Total Operating Expenses	1,511,981	0	1,511,981	1,540,668
Total Revenues	1,798,432	0	1,798,432	2,106,511
Total Expenses	1,904,870	948	1,905,818	1,922,745
Surplus (Deficit)	-106,438	-948	-107,386	183,766

**WASTEWATER ENTERPRISE FUND
FY 2010**

	ORIGINAL APPROP	TRANFRS ADJSTMTS	REVISED BUDGET	YTD ACTUAL
REVENUES:				
Rooms Tax	199,856	0	199,856	188,416
Sewer Betterments	1,140,944	0	1,140,944	1,211,994
Town Sewer Betterments	43,250	0	43,250	0
Sewer Usage Surcharge	156,171	0	156,171	167,409
Town Sewer User Charges	20,039	0	20,039	0
P&I Wastewater	13,520	0	13,520	21,452
Phase 2 Interest	53,974	0	53,974	12,146
Sewer Usage Fees	1,015,006	0	1,015,006	810,333
Sewer Rate Relief	6,038	0	6,038	0
Interest Revenues	20,000	0	20,000	1,019
Town Meeting Adjust				280,000
Total Revenues	2,668,798	0	2,668,798	2,692,769
EXPENSES				
Personnel Expenses				
Department Heads	30,806	0	30,806	13,863
Professional/Technical	12,709	0	12,709	12,339
Clerical	41,280	0	41,280	31,262
Adminstration	39,450	0	39,450	17,752
Total Personnel Expenses	124,245	0	124,245	75,214
Operating Expenses				
Contracted Services-Prof	795,975	0	795,975	773,240
Other Maintenance Contract	5,305	0	5,305	4,546
Energy/Heat	9,600	0	9,600	6,505
Office Supplies	530	0	530	267
StandardPrintedForms	530	0	530	0
Postage	1,061	0	1,061	1,061
IntraDepartmental Transfers B	0	0	0	-87,925
Sewer Emergency	0	0	0	78,888
Recpt from Sewer OM Reserve	0	0	0	-76,086
Reserve for Abatement	4,000	0	4,000	1,079
Fees & Bonds Issue Costs	12,715	0	12,715	34,544
Debt Service Interest	657,193	0	657,193	458,213
Debt Service Principle	867,533	0	867,533	1,214,583
Transfer To General Fund	157,027	0	157,027	157,027
Total Operating Expenses	2,511,469	0	2,511,469	2,565,942
Total Revenues	2,668,798	0	2,668,798	2,692,769
Total Expenses	2,635,714	0	2,635,714	2,641,156
Surplus (Deficit)	33,084	0	33,084	51,613



OFFICE OF THE HARBORMASTER

MACMILLAN PIER

Year End Financial Synopsis and Munis UNAUDITED DRAFT

I am pleased to report that the Finance Director has created a set of G/L codes in the Munis system for us that mirrors our agreed proforma. This long awaited step should help clarify the Town postings for use in their accounting software.

The following table should give you a sense of where we are at year end FY 2010. This unaudited draft is not a final.

Revenue	Actual	Proforma Budget	Notes
Management Contract	107,140	107,140	
Commercial Fisheries	137,066	130,843	
Excursion Floats	144,511	136,418	
Transportation	76,604	74,717	
All other dock	19,134	17,369	
Permits	5,230	2,500	
Ice sales	17,001	16,000	
Events	5,750	10,200	
Grant Revenue		0	Not carried on these books
Trapshed Rental	26,350	28,000	
Other income	59,025	18,515	Cavalho ins. proceeds incld.
Total Income	597,811	541,702	

Expenses	Actual	Proforma Budget	Notes
All Personnel	206,995	229,052	
Office Expenses	11,424	9,020	
Administrative Exp			
Insurance	30,051	30,801	
Accounting/legal	14,987	15,399	
Harbor Expenses	13,504	5,000	
Pier Expenses	86,832	31,500	Cavalho ins. Expenses incld.
Utilities	67,728	54,349	Electricity 13K over
Bad Debt	4,642	2,617	
Capital Budget exp.	57,509	50,000	Forklift/tool shed
Trapshed expense	970		
Rent to Town	120,000	120,000	
Total operating Exp.	614,642	547,738	



OFFICE OF THE HARBORMASTER

MACMILLAN PIER

Operating Income	597,811	541,702	
Total Expense	614,642	547,738	
Net Income (loss)	(16,831)	(6,036)	



Town of Provincetown Finance Committee Draft Code of Conduct

A member of the Finance Committee is expected to comply with the following code of conduct:

- Realize your function is to follow the laws established by the Commonwealth, the Town Charter and Town By-Laws.
- Realize that you are one member of a team and should abide by all decisions of the Committee once they are made.
- Be well informed concerning the duties and responsibilities of the Committee.
- Remember that you represent the entire community at all times.
- Accept the role of a committee member as a means of unselfish service, not to benefit personally or politically from your Committee activities.
- Abide by the ethics guidelines established by the State.
- Abide by the open meeting guidelines established by the State.
- ~~Abide by the Finance Committee email communications policy.~~
- Request assistance from Town staff only through the ~~staff person assigned to the~~ Committee Chair of the Committee.
- Ensure that any materials or information provided to a committee member from Town staff is made available to all committee members.
- When you are talking with members of the community about the work of your committee, learn to listen without making promises or implying action will be taken by the Committee.
- Do not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
- Honor the past. Try to gain a sense of where the Town and the Committee have been and what it has tried to do before you begin actively advocating a different path.
- Make decisions only after all facts on a question have been presented and discussed.
- Advocate at the meeting until a vote is taken, then support the majority view.
- If you have a minority view and want to continue to publicly state it, be sure to identify that it is the minority view. Describe the majority view and its rationale and why you disagree.

- If, for any reason, you were unable to participate in Committee deliberations on an issue, and you disagree with the Committee’s decision, you should only speak publicly on the issue only as a private citizen, not as a committee member. You should make no reference to how you would have voted as a member of the Committee if you were present.
- Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the position. In general, only the Chairman should speak for the committee, and then only present what the rest of the committee has approved or is consistent with committee position.
- Treat with respect all members of the Committee despite differences of opinion.
- Present no public criticism of the overall Committee or individual committee members that you don’t agree with.
- Don’t make inferences about someone’s intentions or reasons, just about their actions.
- Never publicly criticize an employee of the Town. Concerns about staff performance should be communicated to the Town Manager through private conversation.
- If circumstances change so that meeting attendance on a regular basis becomes difficult, the committee member will offer his or her resignation to the Moderator, so that someone who can regularly attend meetings can be selected.

Review and Amendments to this Policy

- The Finance Committee will review this policy annually and make amendments as necessary.
- Adoption of amendments to this policy will require a majority vote of the Finance Committee.

Adopted by the Finance Committee on _____, by a vote of _____.

Revision History	
Date Adopted	Summary of Changes
	Initial version. Finance Committee vote: 5-0-0