



# Finance Committee

Finance Committee Meeting Minutes  
 Thursday, February 10, 2011 @ 1:00 pm  
 Judge Welsh Hearing Room at the Provincetown Town Hall  
 Called to Order: 1:08 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 (departed 3:13 pm)	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Erik Yingling (arrived 1:12 pm)	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tom Donegan	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glen Dombrow	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open)	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input 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.*

<b>Also Present:</b>	
Dan Hoort, Finance Director	

<b>Order of Business:</b> <ol style="list-style-type: none"> <li>1. Revenue &amp; Expense Budget Overview.</li> <li>2. Community Development budgets – Divisions I, III and V:             <ul style="list-style-type: none"> <li>171 – Conservation Commission (Div. I)</li> <li>511 – Health Agent/Health Inspector (Div. V)</li> <li>513 – Board of Health (Div. V)</li> </ul> </li> </ol>
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- 240 – Inspections (Div. III)
- 241 – Community Development (Div. III)
- 175 – Planning Board (Div. I)
- 169 – Licensing (Div. I)
- 180 – Historic District Commission (Div. I)
- 176 – Zoning (Div. I)

3. Division II – Finance budgets:

- 131 – Finance Committee
- 135 – Accounting
- 136 – Information Systems
- 141 – Assessor
- 145 – Treasurer/Collector
- 710 – Debt Service
- 820 – Tax Title
- 910 – Retirement/Benefits/Insurance

- 4. Revisit previously reviewed departmental budgets, as necessary.
- 5. Minutes of prior meetings, as time permits.
- 6. Any other business that may legally come before the Finance Committee.

### **Revenue & Expense Budget Overview**

*(No update).*

### **Community Development budgets – Divisions I, III and V**

**171 – Conservation Commission** Presented by Brian Carlson (Health & Env. Affairs Mgr.)

This budget is level funded.

**Motion # 1:** To recommend budget 171 – Conservation Commission in the amount of \$7,696.

Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

**511 – Health Department** Presented by Jane Evans (Health Agent) & Brian Carlson (Health & Env. Affairs Mgr.)

A part-time seasonal position of Compliance Officer (\$20K) has been added to the budget. The position responsibility would be to monitor water quality and posting compliance on semi-public beaches, of which there are 150+ in Provincetown, as mandated by the state.

<b>Motion # 2:</b> To recommend budget 511 – Health Department in the amount of \$129,972.			
Motion By: Ann Maguire		Second By: David McChesney	
For: 7	Against: 0	Abstain: 0	Recuse:

**513 – Board of Health** Presented by Jane Evans (Health Agent) & Brian Carlson (Health & Env. Affairs Mgr.)

The recording secretary is the major expense, covering bi-weekly meetings. Revenue from fees is \$32,560. They were last reviewed and increased in 2009.

<b>Motion # 3:</b> To recommend budget 513 – Board of Health in the amount of \$1,135.			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

**240 – Inspections** Presented by Russell Braun (Building Commissioner)

The number of mandated inspections performed has increased dramatically due to changes in the state building code. Inspections are performed on Tuesdays, Wednesdays and Thursdays. There is no coverage on other days.

This is common practice in other Towns on the Cape that use part-time inspectors. Builders are aware of and work within the schedule.

<b>Motion # 4:</b> To recommend budget 240 – Inspections in the amount of \$163,240.			
Motion By: Ann Maguire		Second By: David McChesney	
For: 7	Against: 0	Abstain: 0	Recuse:

**241 – Community Development** Presented by Russell Braun (Building Commissioner)

Two line items in the budget were the main topic of discussion: \$25K for software & licenses and \$7,500 for contracted services. Both are related to the proposed acquisition of an automated building permit application.

The Committee had a lengthy discussion on this issue, and agreed that automating the building permit process is an important priority.

<b>Motion # 5:</b> To recommend budget 241 – Community Development in the amount of \$133,900.			
Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 7	Against: 0	Abstain: 0	Recuse: 2

**Division I – General Government Budgets**

*This budget was reviewed out of order due to the lack of a voting quorum when it was originally scheduled.*

**499 – Provincetown Television (PTV)** Presented by Ann Maguire (Chair of the Board of Directors) & Beth O’Rourke (Executive Director)

*(Ann Maguire and David McChesney recused themselves from deliberation on this budget as they are both members of the PTV Board of Directors).*

PTV is non-profit corporation that operates a community television access channel for the Town. It is funded, in part, by revenues received by the Town from Comcast that are specified for this purpose.

Ms. Maguire and Ms. O'Rourke reviewed PTV's FY12 budget, including revenue sources, personnel costs and other expenses. They also discussed various programs that are planned or underway including a satellite studio at the high school used for training students.

PTV is in the first year of a three year contract with the Town. Under the terms of the contract, the Town will pay \$120,000 (using Comcast revenues) to PTV in FY12. Rent to the Town for use of the Freeman Street facility will be waived until PTV has paid back a short-term loan from Seamen's bank. The proceeds of the loan were used to purchase equipment, including the video equipment installed in Town Hall for taping board meetings.

<b>Motion # 6:</b> To recommend budget 499 – Provincetown Television in the amount of \$120,000.			
Motion By: Thomas Thurston		Second By: Glen Dombrow	
For: 5	Against: 0	Abstain: 0	Recuse: 2

*(Mr. Thurston departed the meeting at 3:13 pm).*

**Community Development budgets – Divisions I, III and V (con't)**

**175 – Planning Board** Presented by Russell Braun (Building Commissioner)

\$250 was added to budget for training and education.

<b>Motion # 7:</b> To recommend budget 175 – Planning Board in the amount of \$1,760.			
Motion By: Ann Maguire		Second By: Erik Yingling	
For: 6	Against: 0	Abstain: 0	Recuse:

**169 – Licensing** Presented by Russell Braun (Building Commissioner)

Mr. Braun distributed a summary of all of the licensing department’s activities and revenues. The only item in this budget is the Licensing Agent’s salary.

<b>Motion # 8:</b> To recommend budget 169 – Licensing in the amount of \$40,021.			
Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

**176 – Zoning Board of Appeals** Presented by Russell Braun (Building Commissioner)

This budget is down \$250.

<b>Motion # 9:</b> To recommend budget 176 – Zoning Board of Appeals in the amount of \$2,500.			
Motion By: Ann Maguire		Second By: Glen Dombrow	
For: 6	Against: 0	Abstain: 0	Recuse:

**180 – Historic District Commission** Presented by Russell Braun (Building Commissioner)

\$500 for education and training was cut from the budget, but funding is available from another fund.

<b>Motion # 10:</b> To recommend budget 180 – Historic District Commission in the amount of \$2,000.			
Motion By: Ann Maguire		Second By: David McChesney	
For: 6	Against: 0	Abstain: 0	Recuse:

**Division II – Finance budgets**

*All of the Finance budgets, except for MIS, were reviewed at an earlier meeting on February 3<sup>rd</sup>. MIS was reviewed on February 8<sup>th</sup>.*

**Other Business**

**Finance Committee Statement of Roles & Responsibilities**

Although the Committee had approved an earlier version of this document in December, Mr. Coen had several changes that he was proposing. Once it is finalized, the document will be posted on the Committee’s web page.

<b>Motion # 11:</b> To approve the changes to the Committee’s Statement of Roles & Responsibilities.			
Motion By: Ann Maguire		Second By: Erik Yingling	
For: 6	Against: 0	Abstain: 0	Recuse:

**List of documents reviewed:**

- 1. Various department budgets, as approved by the Board of Selectmen*
- 2. Finance Committee Statement of Roles & Responsibilities(draft)*

Next Meeting:	Tuesday, February 15 <sup>th</sup> @ 1:00 pm
Adjourn:	3:42 pm
Minutes by:	Thomas Thurston, Glen Dombrow & Thomas Coen

Approved by  on April 28, 2011  
 Thomas Coen, Chair