



# Finance Committee

Finance Committee Meeting Minutes  
 October 6, 2011 @ 6:00 pm  
 Auditorium, Provincetown Town Hall  
 Called to Order: 6:02 pm

**Membership:**

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ann Maguire, Vice Chair	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	Glen Dombrow	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daniel Jackson	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Michael Canizales	
<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>	
Sharon Lynn, Town Manager	Dan Hoort, Finance Director
David Gardner, Asst. Town Mgr.	David Guertin, DPW Director

<b>Order of Business:</b>
1. Public hearing on the October 24 <sup>th</sup> Special Town Meeting warrant articles.
2. Recommendations and reporting assignments on the warrant articles.
3. Outline topics to be covered in the Committee's <i>Letter to the Voters</i> .
4. Minutes of prior meetings.
5. Any other business that may legally come before the Finance Committee.

## **Public Hearing – October 24th Special Town Meeting warrant articles**

Mr. Coen read the public hearing notice into the record as published

“In accordance with §5-2-1 of the Provincetown General By-Laws, the Provincetown Finance Committee will hold a Public Hearing on Thursday, October 6, 2011 at 6:00 pm in the Auditorium, Town Hall, 260 Commercial Street, Provincetown, MA to hear comments from the public on the October 24th Special Town Meeting warrant articles.

Copies of the warrant articles are available for inspection in the office of Town Manager/Board of Selectmen at Town Hall. Comments may be also be submitted in writing to that office no later than Wednesday, October 5, 2011 or in person at the hearing.”

Mr. Coen confirmed that there were no written submissions.

### **Article 1. Wastewater Optimization and Expansion – Supplementary Borrowing Authorization**

Mr. Donegan explained that he would not participate in the discussion because he had not been able to get a waiver from Town Moderator in time for the meeting. Because his property may be affected by the plan he wanted to be certain there was no appearance of conflict. He chose to stay in meeting to preserve the quorum.

Mr. Coen invited Mr. Guertin to speak. Mr. Guertin submitted Exhibit A to these minutes which was an overview of a Further borrowing request for \$1M for the Wastewater project.

Mr. Guertin specified that the \$1M is a placeholder and that the number will likely be less. All change orders will still have to be reviewed by Engineering Contractor, USDA, Town Manager, etc. Mr. Jackson asked what the savings is by doing additional hookups now vs. as a separate project in future and Mr. Guertin responded “20-30%.” Mr. Guertin clarified that the maps represented on E7 would all fit in the \$1M.

Mr. Canizales asked if the \$1M was enough and Mr. Guertin responded emphatically yes and clarified that DPW has never exceeded their estimates

on any of the phases of these projects except when demand for hookups exceeded forecasts.

Mr. Jackson moved and Mr. Canizales seconded recommending Article 1 of the Warrant for up to \$1M of additional borrowing. The vote carried 4, 0, 1.

Mr. Biddle was assigned to write the Committee's report.

### **Article 2. FY2012 Budget Adjustments.**

There will be no adjustments so this was tabled.

### **Article 3. Prior Year Bills.**

Mr. Donegan moved and Mr. Jackson seconded the motion to recommend Article 3 in the amount of \$3,000. The vote carried 5, 0, 0.

Mr. Jackson was assigned to write the Committee's report.

### **Article 4. Compensation to Volunteer Firefighters.**

Mr. Coen initiated conversation regarding this warrant and clarified that this was money for the time they spent attending training not reimbursement for course fees. Mr. Canizales asked the Town Manager if the town would pay this for regular employees who attend courses and she confirmed it would. Mr. Donegan moved and Mr. Jackson seconded recommending Article 4 in the amount of \$11,000 to Town Meeting and the motion carried 5, 0, 0.

Mr. Canizales was assigned to write the Committee's report.

### **Article 5. VMES/Freeman Street Building Renovations.**

The Town Manager updated the committee on various cost overruns on the VMES/Freeman Street projects. Costs so far are \$343, 679 over budget due to scope changes. Mr. Canizales asked if this related to HVAC not being included and Ms. Lynn responded in the negative. There was a discussion of how much contingency should be requested at Town meeting. Ms. Lynn said

recommended \$450,000 inclusive of the \$343,679 of existing variance to be funded \$263,000 from the capital improvement fund and \$80,619 out of free cash if available or from stabilization fund.

Mr. Donegan explained that he had refrained from participating in the discussion because his property will be directly affected by the project. He also stated that would abstain from voting.

Mr. Jackson moved and Mr. Biddle seconded recommending \$450,000. The vote carried 3, 1, 1. Mr. Coen asked Mr. Canizales why he was opposed and Mr. Canizales said on principal he feels we are too conservative with our contingency budgets.

Mr. Donegan was assigned to write the Committee's report.

Mr. Coen closed the public portion of meeting at 7:22pm.

### **Letter to the Voters**

Mr. Coen led a brief discussion on what should be included in the letter to the Town Meeting. He will draft the letter and circulate to Committee.

### **Minutes**

- Mr. Biddle moved and Mr. Coen seconded approval of the Minutes of February 3, 2011, as amended. The motion carried 3, 0, 2.
- Mr. Biddle moved and Mr. Jackson seconded approval of the Minutes of the June 27, 3:00 pm meeting. The motion carried 4, 0, 1.
- Mr. Jackson moved and Mr. Donegan seconded approval of the Minutes of the Joint Meeting with Board of Selectmen on June 27, 2011. Motion carried 4, 0, 1.
- Mr. Canizales moved and Mr. Donegan seconded approval of the Minutes of the July 25, 2011 meeting, as amended. Motion carried 4, 0, 1.
- Mr. Canizales moved and Mr. Jackson seconded approval of the Minutes of the September 21, 2011 meeting. Motion carried 3, 0, 2.

**List of documents reviewed:**

1. *October 24<sup>th</sup> Special Town Meeting warrant*
2. *Memo from the DPW Director to the FinCom re: Article 1, Wastewater's Further Borrowing Authorization Request, 1 Million Dollars*
3. *Wastewater Project Update (for the Oct. 11<sup>th</sup> Board of Selectmen meeting)*
4. *Draft minutes of prior meetings*

Next Meeting:	Thursday, October 13 @ 4:00 pm
Adjourn:	7:23 pm
Minutes by:	Michael Canizales

Approved by  on November 21, 2011  
Thomas Coen, Chair