

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN**

**SPECIAL MEETING – THURSDAY, OCTOBER 18, 2012 7:00 PM**

**TOWN HALL – JUDGE WELSH ROOM**

Chairman Austin Knight convened the meeting at 7:00 PM noting the following:

Board of Selectmen attending: Austin Knight, Elaine Anderson, John Santos, and David McChesney

Excused Absence: Erik Yingling (Vacation)

Other attendees: Town Manager Sharon Lynn, Assistant Town Manager David Gardner and Finance Director Dan Hoort

Recorder: David Gardner

The following are minutes, in brief:

**1. JOINT MEETING WITH FINANCE COMMITTEE**

Finance Committee Members attending: Chair Tom Donegan, J. Timothy Grobleski, Douglas Cliggott, Duane Steele, Catherine Russo and Clarence Walker

Excused Absence: Michael Canizales

Chair Tom Donegan called the Finance Committee to order at 7:00 pm.

Joint public hearing on the October 29, 2012 Fall Special Town Meeting warrant.

Recommendations on the Articles:

	<u>FinCom vote</u>	<u>BOS vote (10-9-12)</u>
Art 1	Recommend 6-0-0	Recommend 5-0-0
Art 2	Recommend 6-0-0	Recommend 5-0-0
Art 3	Recommend 6-0-0	Recommend 5-0-0
Art 4	Recommend 6-0-0	Indefinitely postponed
Art 5	Recommend 6-0-0	Recommend 5-0-0
Art 6	Reserve recommendation	Reserve recommendation
Art 7	Reserves recommendation	Recommend 4-1-0

Discussion of Art 7:

Estimated cost is \$1,621,984 for all phases if done at once. Estimated cost if project is spread out over 3 years is \$1,744,549. Austin Knight recommends that BOS support doing the project all at once with available funds.

Free Cash has been certified by DOR in the amount of \$1,603,657.

**MOTION:** *The Board of Selectmen move to recommend Special Town Meeting Article 7 by moving forward with the project in one phase funded from available funds (free cash to be offset by any grants received) \$1,237,437*

**Motion by:** *Austin Knight*

**Seconded by:** *Elaine Anderson*    *Yea 4    Nay 0*

FinCom vote

BOS vote (10-9-12)

Art 8    Recommend 6-0-0

Recommend 5-0-0

Art 9    Reserve Recommendation    Recommend 5-0-0

Selectmen recommend funding Art 9 through the Capital Stabilization Fund

Art 10 Reserve Recommendation    Recommend 5-0-0

Selectmen recommend Funding Art 10 through the Capital Stabilization Fund

Art 11 No Recommendation

Recommend 5-0-0

Art 12 No Recommendation

Indefinitely postpone 5-0-0

Art 13 no recommendation

Reserve Recommendation until Monday, Oct 22

Capital Improvement Needs

Capital Improvements will be reviewed in the Fall of 2012 prior to the start of the budget process. Capital Improvements should be projected 5 years out so that we can identify upcoming capital improvement requirements.

Unfunded Insurance Liabilities

Other Post-Employment Benefits Commission created by the State's Health Care reform is due to issue their report by November 30, 2012. Staff will report back to the FinCom and Selectmen once those results are available.

The Town last received an actuarial studies in October 2011. We do have an OPEB Fund created by Town Meeting with a nominal \$55,000 balance at this time.

Department of Revenue Management Letter discussion.

Recommendation from the FinCom:

1. Introduce a policy and procedures manual. Town of Winchester has a similar manual.
2. Expand inventory for small tool and electronics.
3. Establish a purchase order or encumbrance system for municipal procurement.
4. Would like to introduce credit card payments swipe system where ever we receive cash.

Finance Committee adjourned at 8:00 PM and will reconvene once the Selectmen adjourn.

Recreation Director Brandon Motta reports that the boiler in the Community Center failed and cannot be repaired. Cape Cod Oil quote to install a new boiler in the amount of \$8000. Superintendent Singer offered to provide the Recreation Department space within the School pending the completion of the Veterans Community Center improvements.

Chair of the Recreation Department would recommend a new boiler installation rather than having to move twice.

**MOTION: Move that the Board of Selectmen vote to approve the installation of the boiler at the Community Center.**

**Motion by: John Santos                      Seconded by: David McChesney      Yea 4    Nay 0**

Motion to adjourn by John Santos at 8:15 PM

Minutes transcribed by: David Gardner