

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN  
MEETING MINUTES  
FISCAL BUDGET MEETING  
WEDNESDAY - JANUARY 03, 2018 – 5:00 PM  
JUDGE WELSH ROOM - 260 COMMERCIAL STREET**

Chair Cheryl Andrews convened the open meeting at 5:00 PM noting the following attendees:  
Board of Selectmen members: Chair Cheryl Andrews, Vice Chairman Erik Yingling, Members Thomas Donegan, Louise Venden and Robert Anthony

Excused:

Other attendees: Town Manager David Panagore, Finance Director Josee Young

Recorder: Elizabeth Paine

At the start of the meeting Town Manager reminded the community that there is a storm coming this evening.

**1. FY2019 Overall Budget Review Inclusive of the following:**

**Division III Budget Review (Votes may be taken):**

**A. Public Safety– Fire**

○ **231 Ambulance Service –*Treasurer, Lower Cape Ambulance***

Steven Roderick, Treasurer and John Thomas , CEO, of Lower Cape Ambulance were present for the meeting and presented the Ambulance Service’s budget. About 1000 transport calls per between Truro and Provincetown with about 700 transports coming out of Provincetown. Most of the cost increases are direct costs. Once the patient is in the ambulance, they must be transported to an Emergency Room.

Selectmen Venden and Selectmen Anthony both inquired about the possibility to transport to Outer Cape Health Services.

**MOTION: Move that the Board of Selectmen approve the budget for Dept. 231 as presented.**

**Motion: Tom Donegan**

**Seconded: Robert Anthony**

**4/0/0 Motion passed.**

○ **220 Fire – *Fire Chief***

Fire Chief Mike Travolta and Deputy Chief James Roderick were present for the meeting. There is a increase in payroll. The biggest increase stems from increase of calls during the peak season calling on mutual aid so they are requesting an increase in standby coverage during July and August to include another medic and EMT for an additional 24 hours. Lower Cape Ambulance cannot run an ambulance with less than 2 people. Lower cape personnel is limited and shared and they find that if they are pulling mutual aid from surrounding towns, they are leaving those towns short staffed.

Provincetown has 3 ambulances, 2 are Lower Cape Ambulance and 2 are Turro's, so between the two towns there are 7 ambulances. We have no contract with the National Park Services currently with the Park Services for Fire Protection.

Vice Chair Yingling arrived at the meeting at 5:40 pm.

**MOTION: Move that the Board of Selectmen approve the budget for Dept. 220 as presented.**

**Motion: Tom Donegan**

**Seconded: Robert Anthony**

**5/0/0 Motion passed.**

- **Fire Capital Improvement Program**

Fire Chief Mike Travolta and Deputy Chief James Roderick were present for the meeting. The State and Federal Government have mandated the radios be upgraded to digital from analog. Deputy Roderick is applying for the grant for the third year, but if they do not receive the money, they are placing it into the CIP plan. All Fire, Police, Ambulances and emergency will need to be upgraded. Current radios are dated and need to be replaced. They will be able to meet the requirements while they are doing this. Motorola will service the radios until the warranty runs out and afterwards repairs are sent to the County where they are repaired free off cost. Boil at the main station is the original boil, working with Cape Wide Compact to replace, budgeted for full cost, but hoping to get assistance from Cape Wide Compact. They are requesting to replace the Hummer with a pickup truck that would be better suited for the department as well as replacing the Deputy's vehicle.

**MOTION: Move that the Board of Selectmen approve CIP items 3, 4, 5, & 6**

**Motion: Tom Donegan**

**Seconded: Robert Anthony**

**5/0/0 Motion passed.**

- B. Public Safety - General**

- **295 Marine – Harbormaster**

Harbormaster and Pier Corp Manager Rex McKinsey was present for the meeting. This year's budget request is \$200, 889.

**MOTION: Move that the Board of Selectmen recommend the budget for Dept. 295 as presented.**

**Motion: Erik Yingling**

**Seconded: Louise Venden**

**5/0/0 Motion passed.**

- **296 Shellfish – Shellfish Constable**

Stephen W, Shellfish Constable, was present for the meeting. The budget request is \$58, 547.

**MOTION: Move that the Board of Selectmen recommend the budget for Dept. 296 in the amount of \$58, 547 as presented.**

**Motion: Erik Yingling**

**Seconded: Louise Venden**

**5/0/0 Motion passed**

- **Pier Capital Improvement Program**

Rex McKinsey 1<sup>st</sup> request is for \$200,000 which would be mainly used for piling replacement but would also include other work that would need to be such as electrical, plumbing and building structures, the 2<sup>nd</sup> is a request for \$75,000 is to create a beach nourishment program, and the 3<sup>rd</sup> is a request for \$17,500 Harbormaster vehicle replacement for of the expedition for a truck that would work better for the Harbor department needs, the Pier Corp would pay for half and the other half would be paid for by the CIP article.

**MOTION: Move that the Board of Selectmen approve the CIP items 12, 13 and 14 as presented.**

**Motion: Erik Yingling**

**Seconded: Louise Venden**

**5/0/0 Motion passed**

- **250 Community Development Department– *Assistant Town Manager***

Assistant Town Manager David Gardener was present at the meeting to present the 250 budget. There have been several changes which mainly include salary and merging of budgets. The community development support 10 town board, 6 are regulatory boards. The department has reviewed and issued just over 6000 permits and inspections in the course of the year. Permit activity is as high if not higher than previous years. The B budget is relatively flat, slight increase in training and education. Since the budgets have been merged, it does look different then previous years.

**MOTION: Move that the Board of Selectmen recommend the budget for Department 250 in the amount of \$429, 486 as presented.**

**Motion: Erik Yingling**

**Seconded: Louise Venden**

**5/0/0 Motion passed**

- **251 Building Division– *Building Commissioner***

**MOTION: Move that the Board of Selectmen recommend the budget for Department 251 in the amount of \$205,214 as presented.**

**Motion: Erik Yingling**

**Seconded: Louise Venden**

**5/0/0 Motion passed**

Anne Howard, Building Commissioner, was present for the meeting to present the budget for department 251. Ms. Howard discussed the work load from FY16 and did not think this was a typical trend. Ms. Howard also highlighted budget B changes, contracted services for calculating scales and vacation coverage when the Building Commissioner is on vacation, education and training as well as mileage increases due to training location changes.

- **254 Licensing Division – *Licensing Agent***

Aaron Hobart, present for the meeting. The budget covers personnel costs, minute taking and board costs. There is a code compliance officer whose salary is covered under 250 but the day to day

oversight is done by the licensing agent. The compliance officer's main duties deal with rental certificates.

**MOTION:** Move that the Board of Selectmen recommend the budget for Department 254 in the amount of \$59,970 as presented.

**Motion:** Erik Yingling  
5/0/0 Motion passed

**Seconded:** Louise Venden

- **255 Housing & Economic Development Division – *Housing Specialist***

Michelle Jarusiewicz, Community Development and Grant Administrator, was present for the meeting. There have been some structural changes which are reflected in the budget.

**MOTION:** Move that the Board of Selectmen recommend the budget for Department 255 in the amount of \$70,854 as presented.

**Motion:** Erik Yingling  
5/0/0 Motion passed

**Seconded:** Louise Venden

*The Board of Selectmen took a recess at 7:15 pm and resumed at 7:21 pm.*

- **253 Health Division – *Director of Health***

Health Director Morgan Clark, most of the changes are due to the combination of the Board of Health Budget and the Health Department's Budget. There is also an increase request of 10,000 to increase for people using crystal meth. Public Health Budget just started last year, for this fiscal year, we have continued to keep the level of serves, but we went back to our initial needs assessment to find out what was lacking and led to our three focus goals. Small amount of funds but putting in a lot of lot of work with other agencies.

**MOTION:** Move that the Board of Selectmen recommend the budget for Department 253 in the amount of \$250,065 as presented.

**Motion:** Erik Yingling  
5/0/0 Motion passed

**Seconded:** Robert Anthony

### **C. Public Safety - Police**

- **291 Emergency Management – *Chief of Police and Director of Health***

Health Director Morgan Clark and Police of Chief James Golden presented the Emergency Management Budget. The Budget changes reflect the hire of a full time employee to take on the responsibilities of the Emergency Manager during the down time during the winter and in the summer would take on more of the parking responsibilities. The new hire would do a lot of the planning and training, this person would act as a liaison between the departments and help with logistic management.

**MOTION:** Move that the Board of Selectmen recommend the budget for Department 291 in the amount of \$ 35,750 as presented.

**Motion:** Erik Yingling

**Seconded:** Robert Anthony

**5/0/0 Motion passed**

○ **210 Police – Chief of Police**

Police Chief James Golden was present at the meeting to present the Police Department Budget for FY19. B7 is support cost, mainly 4<sup>th</sup> of July costs and any other special even that might occur, of contracted support. For the last few years, we have been persuading the PBG as a willing partner to help cover the cost of carnival coverage. We are in our second year of requesting cooperating costs.

**MOTION: Move that the Board of Selectmen recommend the budget for Department 210 in the amount of \$ 2, 707, 632 as presented.**

**Motion: Erik Yingling**

**Seconded: Louise Venden**

**5/0/0 Motion passed**

○ **299 Parking – Chief of Police and Parking Administrator**

Police Chief James Golden and Parking Administrator Domenic Rossetti were present for the meeting. We lost a full time seasonal enforcement officer this year and were on full medical leave. There are currently three employees. The evening, primary person was injured and there was no employee to back fill. The Police Department filled in as much as possible. The problem with the parking position is it is very difficult to recruit a parking enforcement agent. We are endeavoring to improve employment and are looking at possibly drawing from the applicants applying to the police department.

**MOTION: Move that the Board of Selectmen recommend the budget for Department 299 in the amount of \$ 551, 958 as presented.**

**Motion: Erik Yingling**

**Seconded: Robert Anthony**

**5/0/0 Motion passed**

○ **Police and Parking Capital Improvement Program**

For FY19, we have a request to for replacement of two police and one parking vehicle. We will take out of service of two police vehicles at a cost of \$78, 600 and one parking vehicle at a cost of \$31, 920 for the replacement of a parking vehicle. Digital radios have been discussed for the last 3 years, the fire department is in a more of a dire need than I am, at state level the state continues to talk of upgrading to digital. All of the equipment, were a drop ship donation by Motorola in 1996. The issue is they have gone out of support 12 years ago, as we progress, some communities have already updated their equipment to the county, it is taking 3 radio to create 1 working radio.

CIP item 15 is for upgrading the parking system.

**MOTION: Move that the Board of Selectmen approve the CIP items 20 and 21.**

**Motion: Tom Donegan**

**Seconded: Erik Yingling**

**5/0/0 Motion passed**

**MOTION: Move that the Board of Selectmen approve the CIP item 15 in the amount as presented.**

**Motion: Tom Donegan**

**Seconded: Robert Anthony**

**5/0/0 Motion passed**

**2. Selectmen Statements – Comments from the Selectmen. Discussion dependent. Votes may be taken.**

**Robert Anthony – I just want to commend you personally chief on the job that you are doing for this town and I think the Provincetown police department is doing a hell of a job for the town and its citizen.**

**Without objection Erik adjourned the meeting at 8:24pm.**

Minutes transcribed by: Elizabeth Paine

Meeting can be viewed at:

<http://view.earthchannel.com/PlayerController.aspx?&PGD=provincetv&eID=1168>