

TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES – BUDGET MEETING
WEDNESDAY, JANUARY 10, 2017 5:00 PM
TOWN HALL – JUDGE WELSH ROOM

Chair Cheryl Andrews convened the open meeting at 5:00 pm noting the following:

Board of Selectmen attending: Chair Cheryl Andrews, Vice Chair Erik Yingling, Members Robert Anthony, Tom Donegan and Louise Venden

Excused:

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner and Board Secretary Elizabeth Paine

Recorder: Elizabeth Paine

Selectman Tom Donegan will be arriving late.

A. Public Services

○ ***512 Human Services – Director***

Human Services and COA Director Chris Hottle was present for the budget hearing to present the 512 Human Services budget.

Selectman Venden inquired about the VNA Contract being the Human Services Budget.

Ms. Hottle – The VNA contact was strictly under the Human Services up until 3 years ago when pieces of the contract were moved to the Health Department while others stayed with the Human Services. The VNA works with patients for home visits and communicates with Outer Cape Health.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 512, in the amount of \$43, 188

Motion: Erik Yingling
4/0/0

Seconded: Louise Venden

○ ***541 Council on Aging – Director***

Human Services and COA Director Chris Hottle presented the budget for Department 541. There has been an increase in the budget due to expansion and increase in services required for the aged population. In the last year and half the COA has been working with a branding and marketing agency to make sure the services being offered and available is made more public. Another increase is for mileage increase for staff development training and regional coordination groups.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 541, in the amount of \$252, 472

Motion: Erik Yingling
4/0/0

Seconded: Louise Venden

○ ***610 Library – Director***

Interim Library Director Brittany Taylor and Library Chair Laura Shabott presented the Library Budget.

Chair Shabott – the library budget has been under budget for under budget for the last prior years, the library has recently hired a new director and recreated the assistant director position.

Chair Andrews – when was the last year had full staff?

Interim Director Taylor – we have not had two professional librarians in a number of years.

Town Manager Panagore – that would be FY14.

MOTION: *Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 610, in the amount of \$374, 987*

Motion: *Erik Yingling*

Seconded: *Robert Anthony*

- *630 Recreation – Director*

Recreation Director Brandon Motto presented the Recreation’s budget. We run a 10 week summer program in Provincetown; we provide childcare to not just employees or residents but visitors as well. There is an increase in the budget to have a Special Needs Recreation Councilor. Our numbers indicated that 22 percent of the children in the program met the needs to be considered special needs. With the current salary I have requested, I feel that we would be able to fill this position.

Robert Anthony – the increase is only for the 10 week period?

Director Motto – the request is for 11 weeks.

MOTION: *Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 630, in the amount of \$204, 702*

Motion: *Erik Yingling*

Seconded: *Louise Venden*

4/0/0

6:00 pm - General Government

- *113 Elections & Town Meetings – Town Clerk*

Town Clerk Darlene Van Alstyne presented the Town Clerk’s Budget. The major increase was the Elections.

MOTION: *Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 113, in the amount of \$13,196*

Motion: *Erik Yingling*

Seconded: *Louise Venden*

4/0/0

- *161 Town Clerk – Town Clerk*

Town Clerk Darlene presented the Town Clerk’s budget, only major changes are the increase in Training and Decrease in Salaries.

MOTION: *Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 161, in the amount of \$121,200*

Motion: Erik Yingling
4/0/0

Seconded: Louise Venden

- 122 Board of Selectmen

MOTION: *Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 122, in the amount of \$87,407*

Motion: Erik Yingling

Seconded: Louise Venden

- 123 Town Manager – Town Manager

Town Manager Panagore discussed in greater detail the separate line item increases in the budget highlighting the increase in training and the new position of assistant to the town manager. Decrease in travel expenses and moved the Assistant Town Manager to the community development budget.

Vice Chair Yingling – if you were to get this assistant, I recommend this person help with the social media outreach and filter through your lower priority emails.

Selectman Venden – I am very supportive of this new position and assisting you with coordination and follow up. I am also very supportive in increasing training of staff.

MOTION: *Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 123, in the amount of \$324,335*

Motion: Erik Yingling
4/0/1(td)

Seconded: Robert Anthony

- 151 Legal Services – Town Manager

Town Manager Panagore presented.

MOTION: *Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 151, in the amount of \$210,000*

Motion: Erik Yingling
5/0/0

Seconded: Robert Anthony

- 156 General Government – Town Manager

-

Town Manager Panagore presented. There is a rate increase in postage and posting in the banner for legal ads.

MOTION: *Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 156, in the amount of \$62,250*

Motion: Erik Yingling

Seconded: Robert Anthony

- 482 Airport Commission – Airport Manager, Airport Commission

Airport Manager Arthur “Butch” L presented the Airport Budget. Few small increases in maintenance and contracted services. The largest increase is the airport security due to FSA no longer funding security detail

officers. This is a FDA required services and without the funding from the Town we will not be able to fly.

Selectman Anthony – If there are no officers there, can they fly? Who has negotiated the pay?

Vice Chair Yingling – could you explain to me officer coverage requirement?

Selectman Donegan – for the snow plowing, this is something we do outside of the town budgeting? In terms of user fees, I understand that security fees are required, how much of those cost are being offset by the revenues bringing brought in through rent. This is a regional asset and I would really appreciate revisiting increases in revenues.

Manager L – the reason we separated this originally was that it was a higher increase for the DPW to hire more staff and coverage. We took this out of the DPW budget, if we were to bring it back in, that would have to be a further discussion. There are a number of different fees that are charged. One thing to keep in mind is that we have not even reach 10k passengers which means we may not qualify for FDA funding.

Town Manager – I would have to look at this in more detail and come back for further discussion. Many of these costs are being looked at and negotiated.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 482, in the amount of \$157, 600

**Motion: Erik Yingling
4/0/1(td)**

Seconded: Robert Anthony

7:00 pm – Finance

- **141 Board of Assessors – Principal Assessor**

Assessor Scott Folley – looking to restructure staff, we would like to take away the two seasonal assessor positions and create a one year round 19-hour field assessors. The other increases are contractual. We are trying to increase the presence out in the field in a year round bases. We have been using two seasonal staff members for a number of years and this would allow a more year round presence.

Selectman Donegan – if this is too much of a cost to the town, perhaps it is time we think about changing the way we do things.

Town Manager Panagore – We could do a cost analysis and come back and discuss.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 141, in the amount of \$261,043

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

Seconded: Robert Anthony

- **136 Information Systems – MIS Director**

Lynne Martin, MIS Analysis for the Town, present to give an update on the Acela program that is being used in the Community Development. I would like to have more training, it’s a lot of growing pains, it is a whole new

program and we are working the kinks out. Dave Sullivan, with the County, is back working there, and with him being back, I am confident we will work out things.

Selectman Donegan – is it a user issue?

CA – some of these addresses that have multiple board applications, is it all in one spot or separate?

LM – I would like to present to the Boards to show them what it can do.

LV – I think it is a great tool and would appreciate a demo.

MIS Director Beau Jackett presented the MIS Budget. Some of the increases are for software and work order systems. We have also made several; 1 changes to Munis and we have put together a tentative plan to accomplish a design refresh for our website. There is also an increase for software the DPW is currently using. It would be a behind house upgrade. We have structured it to spread out the payments for the refresh of the website over the next four years we would automatically qualify for another refresh in four years time.

TD – Would the upgrade to the software at the DPW be before public or behind house.

LV – I understand the challenges putting together a website but there needs to be an overhaul of ours. I don't think it is public information friendly. I have a hard time believing that little amount of money would be enough to redo the website.

RA – what does refresh mean? I don't understand what you are referring to.

DP – every time I hear refresh, the websites have been redesigned.

TD – there seems to be a three different functionality that seems to be discussion. I think we need to look at the scope of work and I think there are multiple issues and I think it needs to have a special meeting. The user interface that Louise and Cheryl is talking about is much more opinion esthetic, I would suggest a little bit of dedicated meeting to explore what does this look like and bring Beau sites that we like.

CA – it doesn't feel user friendly to me.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 136, in the amount of \$616, 836

Motion: Erik Yingling

Seconded: Robert Anthony

5/0/0

- **145 Treasurer/Collector – Treasurer**

Town Treasurer Alexander Williams presented the Treasurer's budget; we have combined the Tax Title budget into the Treasurer's budget. We have an increase to allow for departments to start allowing credit usages, so far parking has signed up.

MOTION: Move that the Board of Selectmen adopt the Town Manager's recommended budget for Dept. 145, in the amount of \$246, 117

Motion: Erik Yingling
5/0/0

Seconded: Robert Anthony

- *710 Debt Service – Treasurer*

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 710, in the amount of \$1, 915, 036

Motion: Erik Yingling

Seconded: Robert Anthony

- *135 Town Accountant – Director of Finance*

Finance Director Josee Young presented the Town Accountant budget. There is an additional request of \$4,000 to receive Munis training.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 135, in the amount of \$298, 855

Motion: Erik Yingling
5/0/0

Seconded: Robert Anthony

- *131 Finance Committee – Finance Chair*

Finance Chair Mark Hatch, we have increased the reserve fund to the state recommendation.

MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 131, in the amount of \$114, 325

Motion: Erik Yingling

Seconded: Robert Anthony

- *910 Retirement/Benefits/Insurance –Finance Director*

Finance Director Josee Young presented the budget for 910. We will be using different funding sources to contribute to OPEB. And on top of the 500k we will be funding an additional 200k in a town meeting article. Town Manager Panagore we have been making changes

TD – what is the arc for OPEB this year? If we add in the contributions in are we still below? Did Josee get an amount from Cape Cod Health Care or is this a blend?

JY – we are underfunded. The town has been really proactive at funding. I hope we will be close to arc when we add in the additional 200k in a town meeting article.

LV – where are we with the health consultant?

JY – we actually met with the consultant today, she gave us an estimated timeline of when we would get her first review and from there she would start looking at recommendations for alternative plans for us to participate with. She is hoping for a 2-3 week turn around to get the information from Cape Cod Health Care back and then will start analyzing the data.

DP – have even asked them to look at changes in the law because our options are limited.

TD – Sandwich is willing to share their results. It would be terrific to stay in touch when they finalize their decision. It would be great if when we get to Town Meeting, if we showed the division and breakdown in the narrative talking points.

MOTION: *Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Dept. 910, in the amount of \$7, 567, 085*

Motion: Erik Yingling

Seconded: Robert Anthony

8:30 pm – Overall Capital Improvement Program and Funding

Town Manager David Panagore and Finance Director Josee Young discussed the edits to the CIP items.

EY – after the CIP how much free cash will you have?

JY – 1, 141, 533 free cash will be left before anything else is pulled out.

LV – is the beach nourishment the only thing you feel that you need to do in flood mitigations?

TD – we have talked about in the past, putting in gates, to prevent water going into the waste water system when the tide rises too high. It might be worth accelerating in other parts of town. I think it got done in the phase 3 Thisamore and at Howland.

RA – when we had Rex here, he had talked about doing beach nourishment when he does dredging, is this covered under it. Would recommend a drain on Gosnold.

DP – the most significant action we can take is for the Town to take over the Ryder Street Outfall pipe at the cost of about 2.5 million dollars.

MOTION: *Move that the Board of Selectmen approve as revised the Town Manager’s recommended CIP for FY2019, in the amount of \$ 4, 137, 834.*

Motion: Erik Yingling

Seconded: Robert Anthony

5/0/0

Town Manager David Panagore and Finance Director discussed with the Board changes made to the FY19 budget in anticipation of the reconciliation discussion with the FINCOM. They are recommending adding additional funding sources to special events cost.

MOTION: *Move that the Board of Selectmen approve the Town Manager’s recommended CIP for FY2019 and refer the Plan to the Finance Committee pursuant to Provincetown’s Charter 9-2-3.*

Motion: Erik Yingling

Seconded: Louise Venden

5/0/0

Selectmen Statement:

RA – I am not in support of hiring a Town Engineer.

LV – I want to thank you, Town Manager, for all of your hard work. I have done large scale projects and we had in-house engineers for a reason, we get a higher quality when someone is dedicated to the town.

EY – Special thank you to all town staff for getting this done. The only thing I want to bring up, I would like to have a policy discuss about Pre-K and Wee care.

TD – I have flyer which I will posting on Cape Wide Compact, they have relaxed some of their requirement for homeowners related to storm damage or freezing pipes.

CA – on behalf of my board and staff, thank you.

Without objection the meeting was adjourned at 7:46 pm

Minutes transcribed by: Elizabeth Paine