

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN
MEETING MINUTES - SPECIAL MEETING
JOINT MEETING WITH FINANCE COMMITTEE
TUESDAY, NOVEMBER 19, 2013 5 PM
TOWN HALL – JUDGE WELSH ROOM**

Chairman Austin Knight convened the meeting at 5:00 PM noting the following:

Board of Selectmen attending: Austin Knight, Elaine Anderson, Tom Donegan, David McChesney and Erik Yingling

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

Recorder: David Gardner

Finance Committee members attending: Michael Canizales, Catherine Russo, Duane Steele, Clarence Walker, Douglas Cliggott, Raphael Richter, Stanley Sikorski, Sean Patrick Harrington

Chairman Michael Canizales announced the Finance Committee is already in session.

The following are meeting minutes,

Austin Knight provided an update of what the Selectmen are working on. The PTV vote a is contract issue under the Selectmen's purview. A proposed joint meeting with the Truro Board of Selectmen with a tentative date of December 10th regarding shared resources. There are also a few joint meetings in January between the joint organizations December 11 and January 28.

The Police staffing study and compensation study is not ready and we do not have this information as of yet. The debt policy working group, we still need to come up with a policy and have not come up with an appointment, possibly at the next meeting. We are trying to work out dates for CIPs. We have to have a water update possibly at the meeting on December 10th, Tuesday. Regarding school needs we will work this out in the future, we need to adjust the budget due to students with special needs.

Michael Canizales announced that he would like to hear more from the Selectmen regarding the vote to fund PTV directly from cable revenues. Would like to reconsider the Finance Committee Reserve Fund amount for the upcoming budget year, as the Reserve Fund requests are very popular. We would like to look at the size of the Reserve Fund as we seem to have more emergencies not less.

1. FIVE YEAR FINANCIAL PLAN.

Finance Director Dan Hoort presented the Five Year Financial Plan. Five year plan is through FY2020 and will be fluid as more information becomes available or other information becomes outdated. School of choice our students going to Nausett are no longer school of choice but tuition and do not have information as to how school of choice affects our budget. If we need to we can add and addendum if necessary.

Dan Hoort addressed the format of the budget and clarified certain issues. Page 2, the summary of activity; items 1-9 are fixed by the State of Massachusetts. Line 4, addresses required operating override. In FY2016 we have to ask for an override of about \$167,000 to balance the budget. We can accomplish this by decreasing expenses or increasing revenue. Assumptions on the budget were discussed regarding revenue; Dan Hoort explained assumptions could not be made regarding revenue unless there was back-up documentation and proof as to why you are increasing the revenue. Various items were discussed regarding increasing rates, i.e. parking, excise tax.

The current CIP is not included in this five year plan. Last year a summary was done regarding the tax rate, an addendum can be done regarding the tax rate, if necessary.

The compensation survey was discussed, all union contracts are under negotiation, numbers are projected and in line with the last five years. For all non-union employees a 2% increase which could be high or low. Assumptions were made for union employees regarding steps and increases.

State aid, revenues are kept flat but charges are increased by 2%. In 2008 we received \$250,000 more from the state in 2014 we are in the red to the state by \$58,000, over a \$300,000 swing. This is due to the condition of the finances of the state. If the economy downturns, this could get worse.

Staff recommends the following parameters be applied when determining whether a purchase or major repairs should be included in the Capital Improvement Program:

Any new purchase or major repairs of \$25,000 or more with an expected life of five or more years may be included in the Capital Improvement Program. In addition any purchase or major repairs that is to be paid out of a specific fund or any purchase or major repairs that may be eligible for grants may be included in the Capital Improvement Program.

The parameters listed above are guidelines. There are situations where the Board of Selectmen or staff may need to make a judgment call as to whether the purchase of capital repairs should be part of the CIP.

DPW Director Waldo is finishing up the building maintenance plan. This is the second year of the building maintenance plan. Each year we expect the plan to be more complete as Mr. Waldo examines each of our buildings and plans out the maintenance for the town's buildings. The building maintenance program will come before the Board of Selectmen at a future meeting.

Once the Board of Selectmen have approved and recommended the Capital Improvement Program it is sent to the Finance Committee which issues their recommendations as part of their printed report on the annual budget.

As per our Charter the Board of Selectmen will present the Capital Improvements Program to the annual town meeting.

Recommendations from FinCom were made that we look at any area that could provide

more growth, Cape Air, Parking, etc. Cape Air, \$14,000 we may want revisit our contract with them re-evaluating what we receive for rent. This could be an opportunity for more revenue. It was suggested we should look at other sites as a comparison. Apply embarkation fee to all chart services operating out of the Pier. Raise the price of parking fees for town residents. Give tickets for enforcement of riding a bike at night without a light, update cell towers, or a broadband town wide network for a fee.

There are methods for reducing the growth of departmental expenditures. We could look at organizational stuff, even the upcoming meeting with Truro regarding collaboration. Could we reduce or combine staff positions.

Should have an executive session meeting to discuss strategy of collective bargaining and invite Chair of the Fincom.

2. **FINANCE COMMITTEE RESERVE FUND TRANSFER REQUEST TO FUND THE MOPC RECOMMENDATIONS.**

MOPC Proposal to the Town for the Police Department Workplace Climate Assessment and the Advisory Committee Formation. Two recommendations are being looked at, workplace climate assessment: \$12,000 and cost of committee formation including travel: \$6,000. We want to go ahead now and take out of the reserve fund. This is something that is immediate and cannot wait for the Federal Grant to come through in May.

The Finance Committee voted to approve the request for funding of \$18,000 from the Finance Committee reserve fund by a vote of 6-1-0 with Duane Steele voting no.

3. **OTHER** – None.

Motion to adjourn by Elaine Anderson at **7:00** PM.

Minutes transcribed by: **David Gardner**