

**Provincetown Finance Committee
Judge Welsh Hearing Room
February 9, 2007
10:00 a.m. - 12:00 noon
FINAL**

Members Present: Frederick Biddle, Thomas Coen, Gary Delius,
Edward Gage, Ruth Gilbert, Virginia Ross (arr.
10:10), and Robert Vetrick,

Members Absent: David Bedard, Alice Foley, Tom Thurston,
and Walt Winnowski.

Others: Keith Bergman, Beau Jackett, and Sandy Turner

Meeting Agenda

136 Information Systems Department

MIS Director, Beau Jackett said that he had requested a few changes for fiscal 08 which wouldn't affect the size of the budget. He requested a continuation of the permanent technicians hired in FY '07.

Ruth Gilbert asked about a stipend listed and wondered who received it. Beau received it for supervising and it's not built into the base pay. The contract figure for the schools is \$68,865 dollars and that is paying for 75% of the 2 technicians salaries and their benefits and the \$7,500 Stipend for Mr. Jackett

Ruth remembers this discussion from last year. Mr. Bergman said that this is the first year this sharing of the technicians has come about. As Mr. Bergman stated, this contract was not negotiated to have the schools pay for the two techs.

Mr. Delius wants clarification on the amounts. Mr. Bergman said that all we want you to approve is the total budget. Mr. Bergman said it was a personnel matter negotiated by the employees. Beau said the general idea is to save the town money. Having a shared department between the two entities is more economical.

"The schools pay for 75% of the tech" Mr. Delius said, " I think we understand that. Where does the remaining 25% come from? Where is it in the budget?"

Tom Coen clarified by saying that you're not providing bodies but services. Mr. Delius responded, "That is fine but which line item carries this cost?"

Fred Biddle asked if this were just a verbal agreement? Who's idea was this? Fred says it sounds like more than just a verbal agreement.

Mr. Bergman said that we know that any other configuration will mean redundancy and a lot more money. Three years ago the schools hired someone on their own. Mr. Jackett said that the

addendum was agreed to in the spring and these two full time people began in the summer.

Mr. Jackett suggested maybe we should just restructure the payments and maybe we can introduce this to the school committee. If we restructure the verbal arrangement – then we can change. Tom Coen advised that it is better that the schools are paying for services and not for specific employees.

Robert Vetrick wondered, "Are we going to see a line item on the school budget?"

Mr. Bergman suggested - why don't we prepare that and get it back to you at Tuesday's meeting. Ruth Gilbert suggested getting it prepared and seeing it **after** the school budget. It was agreed that the above would take place after the school budget was presented.

Centralization of MIS Supplies

Ruth Gilbert told Mr. Jackett that we had a lot of dialogue with the Town Accountant on printer supplies, etc. All these costs were centralized in your budget last year. Ruth wanted to centralize all MIS purchases for economy reasons.

Beau Jackett said that not every department goes through us for toner (consumable supplies). Our problem is it is expensive and because departments are not aware of the costs, they just print, print, print! Mr. Jackett further felt that they might be more responsible for their supplies if their Department had to pay for them. Also, the Departments want MIS available at all times to immediately replace ink & toner. He feels office supplies are not centralized anywhere – he doesn't see toner as any different. The amount he allocates in the MIS budget doesn't even cover it.

Ruth Gilbert stated she understood but was this communicated to the other Departments?" Mr. Jackett was not sure the change in policy had been fully disseminated.

Mr. Delius, who was the previous MIS Director, said that when he took over the Department in 2000 there was printer toner inventory sitting in every office of the building. Centralizing the inventory had made Department budgets available for their central function and placed the costs of computing and printing in the MIS Department where it could be better controlled. As an example, Mr. Delius said in 2002 the DPW bought a brand new laser printer on their own with no communication with the MIS Department. When asked about the consumables, they were unaware that it took 4 color cartridges at \$250/cartridge, and they all had to be installed at the same time. So every time they ran out of toner it cost \$1K to replenish the laser printer.

Mr. Jackett stated that many times printers are discontinued and there are many different kinds of printer cartridges. If the FinCom feels it should be the burden of the MIS – I'll need a lot more money to cover the printer supplies.

Ruth agrees with what Mr. Delius just said and if you're going to decentralize this, the Department heads should know about it. Mr. Delius suggested that Mr. Jackett get a quote from vendors and one of the conditions of the RFQ is that the vendor holds the inventory until required by the Town. Under guidelines established by the MIS Department, the Departments can order as they need product and have shipped directly to the Department

Mr. Delius asked about redoing the web-site and it was decided that it would be preferable to wait for the new Town Manager to come on board. Mr. Jackett agreed. Mr. Delius said, "We've come to accept a high quality web-site. We have a lot of web-site developers in this community and \$1,500 for training purposes to instruct people how to update the web-site would be a better use of the

Department's budget rather than subscribing to a cookie-cutter web site that had to be re-subscribed to year after year.” Mr. Jackett said, “We have been fortunate that our Town Manager and Town Clerk can update pages - but we don’t know about the incoming Town Manager.”

We’re all very pleased with the overall working of the MIS Department and we need to see a program for upgrades the Town’s front line computers. Mr. Jackett said he would most likely recommend leasing.

Motion: Approve Budget 136 (MIS) in the amount of \$139,478.

Motion: Robert Vetrick Seconded: Ed Gage Vote: 7-0-0.

131 Finance Committee

Mr. Delius said that the increase in the budget is due to more members attending MMA and the Association of Town Finance Committee training. Mr. Delius would like to support our FinCom by covering the cost of the hotel room at these conferences since the members give graciously of their own time and transportation to attend these functions.

Motion: Approve Budget 131 (FinCom) in the amount of \$38,665.

Motion: Robert Vetrick Seconded: Virginia Ross Vote: 7-0-0.

710 Debt Service

Last year was the first payment that the Library’s long term debt paymentst was paid by the Library’s gift fund. According to Mr. Bergamn, we have about 3 years of Library debt service payments collected thus far. Ms. Gilbert thinks it is important to point out that the library is making their Long term debt payments as they had promised Town Meeting when funding for the Library was approved. Robert Vetrick wants to advise the BoS that in the future perhaps the Town should not buy what it can not afford.

Motion: Approve Budget 710 (Debt Service) in the amount of \$1,868,872.

Motion: Ed Gage Seconded: Fred Biddle Vote: 7-0-0.

910 Retirement/Benefits/Insurance

Mr. Bergman explained that we get an assessment based on what our employee population was as of one year ago. We will not see any further benefit from the Cape End Manor transfer until 2008.

The principal increase is in group health. Those rates haven’t been set yet but will be in the next month. Cape Cod Municipal Health has a surplus in the fund. They may choose to have some policy objectives, i.e., to subsidize only the PPOs and the HMOs.

Ruth Gilbert asked where we stood with people switching out of the more expensive Master Medical plan? Mr. Bergman said that he was not aware of many shifts at this time. Legally we don’t have to offer it to the retirees. It would only take a vote of the BoS to make this happen. We could just not offer this option any more. Ms. Gilbert asked if we have lost our momentum with this, i.e., health fairs, etc. Mr. Bergman said it only takes effect on July 1st so a health fair is probably in the works.

Tom Coen said that most large corporations have cafeteria plans. The employees are given a dollar amount of benefits that are available to them and then they choose - dental, health, life insurance, disability, etc.

Motion: Approve Budget 910 Retirement/Benefits/Insurance in the amount of \$4,190,508.

Motion: Robert Vetrick Seconded: Virginia Ross Vote: motion withdrawn

Motion: Adjourn the morning session of the FinCom meeting at 11:35 a.m.

Motion was made, seconded, and unanimously approved by vote of 7-0-0.

Respectfully submitted,

Evelyn Gaudiano

Approved by _____ **on** _____, 2007

Mr. Gary Delius, Chair