



Finance Committee

Finance Committee Meeting Minutes
Monday, July 13, 2009 @ 3:00 pm
Larkin Hall at the Center for Coastal Studies
Called to Order: 3:00 pm

Membership:

P	E	U	Name	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Maguire, Vice Chair	
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Virginia Ross	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frederic Biddle	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Philip Gaudiano	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Daniel Hoort	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	David McChesney	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erik Yingling, Alternate	<input type="checkbox"/> Voting
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(Open), Alternate	<input type="checkbox"/> Voting

(Note: **P** = Present **E** = Excused **U** = Unexcused)

This meeting was filmed and is available on DVD at the Provincetown Television office.

Also Present:
Alix Heilala, Finance Director Sharon Lynn, Town Mgr. (arr. 3:15)
David Gardner, Asst. TM (arr. 3:20)

- Order of Business:**
1. To receive an update on the FY09 year-end budget.
 2. To review FY09 year-end budget transfer requests.
 3. To discuss the preliminary outlook for the FY10 budget.
 4. To discuss the FY11 budget process and recommendations.
 5. To review the minutes of prior meetings.

6. To consider any other business that may legally come before the Finance Committee.

The meeting was called to order at 3:00 pm in the Rice Library at the Center for Coastal Studies where it was originally posted and then moved to Larkin Hall. Signs were posted accordingly.

Update on the FY09 year-end budget & preliminary outlook for the FY10 budget

Ms. Heilala told the Committee that we met our year end local estimated receipts for FY09. She also identified several areas of concern for the FY10 budget that we need to keep an eye on, including:

- Motor vehicle excise taxes (they have been trending downward);
- Truro school tuition payments (enrollment from Truro is not yet known);
- State Aid (the Cherry Sheet total is down by \$25K since the budget was approved); and
- Parking and room tax revenues (The both depend on how good the tourism season is. For FY09 we met our estimate for parking revenues.)

Ms. Maguire asked what we could expect in free cash this year? Ms. Heilala estimates approximately \$425K.

Ms. Maguire also asked about the status of shifting our retired employees to Medicaid. Ms. Heilala said that we are targeting FY11 to make the change if it is approved by Town Meeting.

FY09 Year-End Budget Transfers

Ms. Heilala distributed copies of a memo that provided the details of the \$120,257 year-end budget transfers request. The Committee expressed some concern about the estimated \$30,500 for Buildings & Grounds outstanding

bills that have not been paid yet and would like to see the details at some point.

Motion # 1: To approve the year-end transfers request in the amount of \$120,257.			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

Ms. Heilala also presented a request for a transfer from the Committee’s reserve fund to cover overspending in the Snow & Ice budget that the Committee had previously approved.

Motion # 2: To approve the transfer of \$14,827 from the Finance Committee’s reserve fund to the Snow & Ice budget.			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

FY11 Budget Process & Recommendations

Mr. Coen presented a draft document containing proposed recommendations for the FY11 budget process and related financial management policies. This document would be presented to Board of Selectmen at a future joint meeting.

Ms. Lynn expressed concern about the time burden that the FY09 budget process placed on the Finance Director, the Department Heads and everyone else involved. Mr. Coen agreed and hopes that by “front-end loading” the decision making process that the overall process will be streamlined.

One section of the document that addressed specific budget recommendations proved to be a distraction to the discussion. Mr. Coen suggested that it be removed because it is premature to discuss specifics.

Mr. Coen asked for the consensus of the Committee regarding whether to proceed with the development of the document. The unanimous consensus was to do so. Mr. Coen agreed to get a revised version of the document out for review prior to the Committee's next meeting.

Minutes

The Committee reviewed the minutes of its June 10th meeting and made a correction to one of the motions.

Motion # 3: To approve the minutes of the June 10, 2009 meeting, as amended.			
Motion By: Ann Maguire		Second By: Philip Gaudiano	
For: 6	Against: 0	Abstain: 0	Recuse:

The Committee also reviewed the minutes from the June 22, 2009 Special Town Meeting.

Motion # : To approve the minutes of the June 22, 2009 meeting as presented.			
Motion By: Ann Maguire		Second By: Thomas Thurston	
For: 7	Against: 0	Abstain: 0	Recuse:

Other Business

Recent Sewer Failure

Ann Maguire and the rest of the Committee thanked the Town Manager and everyone involved in the recent sewer failure for their efforts in getting the system back up and running.

Ms. Lynn explained that it is the position of the Town the AECOM is liable for all expenses related to the failure and the damage it caused to private properties. AECOM is required to carry liability insurance for damages under its contract with the Town.

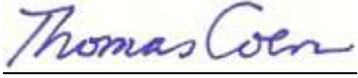
Big Belly Solar Cost Savings Analysis

Mr. Coen distributed copies of the cost savings analysis that the Big Belly Solar company has put together to support its bid to have the Town acquire some of its solar operated trash bins. Mr. Coen noted that the analysis does not appear to be seasonally adjusted.

Grant monies are available from the State to cover the acquisition of a limited number of the bins. We will not know the exact amount until August. Mr. Gardner questioned whether this would be the best use of the grant monies.

Motion # : To adjourn.			
Motion By: Thomas Thurston		Second By: Daniel Hoort	
For: 7	Against: 0	Abstain: 0	Recuse:

Next Meeting:	TBD
Adjourn:	04:35 pm
Minutes by:	Thomas Coen

Approved by  on August 11, 2009
 Thomas Coen, Chair