

**Provincetown Finance Committee Minutes**  
**February 21, 2013, 1:00 p.m.**  
**Judge Welsh Room, Provincetown Town Hall**

**Members Present:** Mike Canizales, Doug Cliggott, Tim Grobleski, Catherine Russo, Gordon Siegel, Duane Steele, Clarence Walker and Tom Donegan (remote)

**Excused Absent:** none

**Others Present:** Town Manager Sharon Lynn, Assistant Town Manager David Gardner, Finance Director Dan Hoort

Meeting called to order at 1:00 p.m.

**Member Comments:**

Tim Grobleski spoke to the process for adopting the School Budget. He feels we need to take additional time to review the budget and the Committee can't do it in the same manner next year.

**630 Recreation Department**

Presented by Recreation Director Brandon Motta, Assistant Recreation Director Elizabeth Jackett and Recreation Commission Chair Treg Kaselau

The Department did a visual presentation of the department's activities and groups served. The Department serves 495 children and adults. Registration is 309 participants in adult programs and 186 participants in youth programs. The State of Massachusetts regulates the participant to staff ratio and sets a maximum of 10 participants to 1 staff member. Provincetown currently has a ratio of 9.8 participants to 1 staff member.

If the Recreation Department were to cut its budget the 'A' budget would be cut thereby eliminating the Assistant Recreation Director. As a result of the state mandated staffing levels evening and weekend programs would need to be eliminated as only one supervisor would be on staff. Staff to participant ratios would grow to over 12 to 1 so participation would need to be limited in some programs.

**Public Comments:**

Eva Enos read letter from Mary Alice Wells in support of Recreation Department. Ms. Enos also stated there is a perception in town that there is an effort to drive families and kids out of town.

David Guertin spoke in favor of the program.

Charisse Charley (sp), a regular visitor from just outside of Boston mentioned when she comes to town the first places they visit are the library and the recreation program. She suggested the town may wish to consider a capital program.

Denise Gaylord, a 30 year Provincetown resident leads the Provincetown Fitness Challenge. Stated we are lucky to have the recreation program.

Elizabeth Lavati has two children who participate in the Recreation programs on a regular basis.

Town Manager Sharon Lynn state Mr. Motta was hired to run department and grow the recreation programs. Mr. Motta is well respected by parents and is the guardian of our children.

The Committee expressed hope that the department will develop more programs utilizing the auditorium and school kitchen. The Committee is not anti-school or anti-children, they are pro Provincetown and need to ask difficult questions.

Town Manager Lynn read a letter received via e-mail from Will Coons in support of the Recreation Department.

**The Finance Committee recommends FY 2014 Department 630, Recreation Department in the amount of \$165,646 by unanimous consent (8-0-0).**

### **192 Buildings and Grounds Department**

Presented by Director David Guertin, Deputy Director Rich Waldo and Operations Director Sherry Prada

The Committee is re-visiting the budget to ask about the full-time year-round public restroom custodian. Committee asked questions as why this is a year-round position. Ms. Prada described the duties of the position and stated the position will be used as a floating custodian during winter months to cover staff vacations, etc. The Committee also discussed whether comfort station staff members were accepting gratuities and strongly discouraged the practice. Mr. Guertin agreed that the department could decrease their overtime budget by \$6,000 in consideration for the new position. By reducing the overtime budget the net increased cost of the full-time year-round position which is currently a benefited three quarter time position is an increase of approximately \$3,000.

**Tom Donegan moved to re-consider the budget for department 192, Buildings & Grounds. 2<sup>nd</sup> by Catherine Russo. Motion passed by a vote of 8-0-0.**

**Clarence Walker moved to reduce the overtime budget for department 192, Buildings & Grounds by \$6,000 and to approve the revised budget for the department in the amount of \$1,310,479. 2<sup>nd</sup> by Doug Cliggott. Motion passed by a vote of 6-2-0 (TD & MC)**

Mike Canizales relayed a conversation he had with the Town Manager, Assistant Town Manager and Finance Director. The Town Manager is in the process of hiring a firm to conduct a comprehensive survey of salaries and wages. This information will be used to revise the Bylaw Classification and Compensation Plan. Because of this survey Mr. Canizales no longer had an objection to recommending certain budgets.

**The Finance Committee recommends FY 2014 Department 610, Library Department in the amount of \$304,328 by unanimous consent (8-0-0).**

**The Finance Committee recommends FY 2014 Department 123, Town Manger in the amount of \$324,335 by unanimous consent (8-0-0).**

### **241 Community Development Department**

Presented by Town Manger Sharon Lynn and Assistant Town Manager David Gardner

Ms. Lynn thought the proposed starting salary of \$58k would attract qualified candidates. If the Committee proposed a higher starting salary she could work with it. In response to Committee questions Ms. Lynn explained the selection process. Mr. Gardner discussed the role of the position. The individual hired will need to address the regulatory process as well as the Local Comprehensive Plan (LCP). The Town Planner will have a big role to fill, updating the LCP is a two year, or more, process. Mr. Gardner discussed the ideal person for the position. Candidate may be local, may not be local, but must understand the uniqueness of our town. Mr. Gardner stated that staff would get the job done within the budget parameters set by the Finance Committee and the Board of Selectmen.

The Committee had many thoughts and comments.

- Will the position be able to address our issues of affordable housing, the schools and the Pier?
- The position needs to be visionary. LCP is a master plan, the difficulty is in implementing the Plan.
- Doesn't see enough value in adding the position, it's only going to complicate the process.
- Should the Town hire a consulting group to update the LCP? Can't see one individual being able to do it all.

The Committee continued to have a lengthy discussion regarding the needs of the Town and the position of Town Planner.

**Tim Grobleski moved to accept the Town Planner salary as requested in the amount of \$58k. 2<sup>nd</sup> by Clarence Walker. Motion failed by a vote of 4-4-0 (GS, DS, MC, CR)**

**Duane Steele moved to remove the position of Town Planner and recommend Department 241, Community Development in the amount of \$129,518. 2<sup>nd</sup> by Mike Canizales. Motion failed by a vote of 4-4-0 (TG, DC, CR, TD)**

**Mike Canizales moved to recommend Department 241, Community Development in the amount of \$194,518. 2<sup>nd</sup> by Catherine Russo. Motion passed by a vote of 6-2-0 (GS, DS)**

Note:

Tom Donegan left the conference call at 4:05pm

#### **482 Airport Commission (revisited)**

Mike Canizales spoke of the option of possibly cutting back the police department budget by 5% to pay for the Town's share of the airport security detail. Another possible option to consider is to not fund the airport security detail in the Airport budget and request the police cover the detail out of their existing police budget.

**Gordon Siegel move that the Finance Committee recommend FY 2014 Department 482, Airport Commission in the amount of \$98,450. 2<sup>nd</sup> by Tim Grobleski. Motion passed by a vote of (6-1-0) (MC)**

#### **135 Town Accountant**

Presented by Finance Director Dan Hoort

Mr. Hoort spoke of the possible reduction of the Contracted Services line item should the town hire a new auditing firm. The decision has not yet been made.

**The Finance Committee recommends FY 2014 Department 135, Town Accountant budget in the amount of \$225,188 by unanimous consent (7-0-0).**

### **910 Employee Benefits and Insurance**

Presented by Finance Director Dan Hoort

Mr. Hoort mentioned that the original budget as presented to the Board of Selectmen estimated an increase of 10% in health insurance costs. We have now learned that the increase will be 6%.

**The Finance Committee recommends FY 2014 Department 910, Employee Benefits and Insurance budget in the amount of \$5,689,725 by unanimous consent (7-0-0).**

**The Finance Committee recommends FY 2014 Department 211, Police Station in the amount of \$42,800 by unanimous consent (7-0-0).**

**The Finance Committee recommends FY 2014 Department 291, Emergency Management in the amount of \$7,830 by unanimous consent (7-0-0).**

**The Finance Committee recommends FY 2014 Department 294, Harbor Committee in the amount of \$250 by unanimous consent (7-0-0).**

### **560 Bicycle Committee**

The Committee discussed the need for funding the MassBike Week program in the amount of \$4,000.

**Mike Canizales moved to recommend the FY 2014 budget for Department 560, Bicycle Committee in the amount of \$4,100. 2<sup>nd</sup> by Gordon Siegel. Motion passed by a vote of 3-2-2 (No-DC, TG) (abstain DS, CR)**

Meeting was adjourned at 4:50 p.m.

Meeting Documents:

- Minutes of 02/10/13 and 02/12/13
- List of Outstanding Budgets yet to be approved