

Provincetown Finance Committee Minutes
February 12, 2013, 9:30 a.m.
Judge Welsh Room, Provincetown Town Hall

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

Excused Absent: none

Others Present: Town Manager Sharon Lynn, Finance Director Dan Hoort

Meeting called to order at 9:38 a.m.

Department 171 – Conservation Commission

Presented by Health & Environmental Affairs Manager Brian Carlson

Commission is level funded except for increase in contracted services for minutes taker.

The Finance Committee recommends FY 2014 Department 171, Conservation Commission in the amount of \$8,090 by unanimous consent (8-0-0).

Department 511 – Health & Environmental Affairs

Presented by Health & Environmental Affairs Manager Brian Carlson

It was noted the Hazardous Waste line item was moved to the Solid Waste (transfer station) budget in FY 2011. Question was asked as to how we inform the public of health issues. Public is informed through blast e-mail, Code Red notification and/or on the Town's web site.

The Finance Committee recommends FY 2014 Department 511, Health & Environmental Affairs Department in the amount of \$104,373 by unanimous consent (8-0-0).

The Committee had a discussion with Town Manager Sharon Lynn as to how salary increases are determined. Ms. Lynn described the process as starting out at 2% for all full-time non-union personnel. Various positions may then receive a larger increase if they are below the comparative range across the Cape. The Committee discussed the roles of the Town Manager, Personnel Board and Finance Committee in determining payroll costs. Ms. Lynn discussed the role of the Personnel Board and the Bylaw Classification and Compensation Ranges and how the Personnel Board reviews those ranges.

Department 169 – Licensing Department

Presented by Assistant Town Manager David Gardner

The only change to the budget was to add a line item for training (\$300). The Committee questioned if this was enough funding for training as licensing issues are vitally important to the business community.

The Finance Committee recommends FY 2014 Department 169, Licensing Department in the amount of \$42,798 by unanimous consent (8-0-0).

Department 240 – Inspections Department

Presented by Building Commissioner Russell Braun

Mr. Braun pointed out the large increase over the years in the statewide building code regulations. The increase in regulations increases the need for training. The position of Local Building Inspector has just recently been filled. Mr. Braun discussed the continuing development of the on-line permitting process. Another project they are working on is entering past documents prior to the implementation of the laser-fische program.

The Committee questioned if existing staff is sufficient to meet the needs of the public. Mr. Braun mentioned that the regulatory process is multi-layered and can be cumbersome, many times it is the process, not the lack of staff.

The Finance Committee recommends FY 2014 Department 240, Inspections Department in the amount of \$176,445 by unanimous consent (8-0-0).

Department 241 – Community Development Department

Presented by Building Commissioner Russell Braun

The Committee discussed the addition of the position of Town Planner. The position was added at the direction of the Board of Selectmen through the setting of policy goals and directives. In general, there was not a consensus of agreement on the position at this time. Some members questioned whether the starting salary of \$58k was sufficient to attract the level of candidates needed for the position. Town Manager Lynn explained the salary research that was done to determine the grade level and starting pay. Assistant Town Manger Gardner stated the job description has existed for years, it has just recently been updated. He also mentioned Provincetown was one of the very few towns on the Cape that did not have a Town Planner. The Town Planner would work on updating the Town's Local Comprehensive Plan which is available for viewing on the Town's web site.

Mr. Canizales stated he thought the position should be started at \$68k. Mr. Steele stated he was not sure we needed to add the position.

The Committee did not vote on the Community Development Department, but will revisit after receiving additional information on the Town Planner position. Committee members wanted to review the job description and the justification for the position which the Assistant Town Manager agreed to provide.

Department 450 – Water Enterprise Fund

Presented by DPW Director David Guertin

Mr. Guertin pointed out that there has been no water rate increase for a number of years and none is expected in the near future. The 'A' budget increase is due to contractual union increases and the proposed upgrade of one position from a grade 8 to a grade 10.

Expenses do exceed revenues and retained earnings may be used for a limited time to balance the budget. If the balance in retained earnings falls too low the Water & Sewer Board could possibly recommend a rate increase.

The Committee again discussed the leaks in Provincetown's water system and the imperative to reduce those leaks.

The Finance Committee recommends FY 2014 Department 450, Water Enterprise Fund in the amount of \$2,360,106 by unanimous consent (8-0-0).

A number of budgets remained the same over prior years and/or the budget itself is set by prior decisions. The Committee decided to vote on those budgets by unanimous consent. Any Committee member had the option of removing any one these budgets from the unanimous consent vote.

By unanimous consent the Committee approves the following budgets for FY 2014:

- 157 Land Bank
- 174 Housing Office
- 176 Zoning Board
- 179 Historical Commission
- 180 Historic District Commission
- 296 Shellfish Department
- 432 Recycling and Renewable Energy Committee
- 513 Board of Health
- 543 Veteran's Services
- 545 Disability Commission
- 672 Art Commission
- 673 Cultural Council Commission

By a vote of 8-0-0

The Finance Committee approves the minutes of 10-16-12 by unanimous consent (8-0-0).

The Finance Committee approves the minutes of 10-18-12 by unanimous consent (8-0-0).

The Finance Committee approves the minutes of 02-05-13 by unanimous consent (8-0-0).

The Finance Committee approves the minutes of 02-07-13 by unanimous consent (8-0-0).

The Committee discussed the Allocation of Health Insurance report provided by the Finance Director and how to use this information. It was noted that this report does not include future liability commitments. The Finance Director will look into having the actuarial study include this type of breakdown for the Town of Provincetown.

Department 136 – MIS Department

Presented by MIS Director Beau Jackett

Mr. Jackett noted line B-8 was increased to include the People GIS software which will benefit our residents. Also, the School has hired their own MIS staff member. The Committee discussed the

position on line A-2 and where it falls in the range. The position has been upgraded from a grade 10 to a grade 11.

The MIS Director discussed how more expenses are becoming centralized in the MIS budget. The department continues to work towards more centralization in an effort to reduce costs. It's an ongoing process. The Director also discussed the progress in improving cell phone service in the town and acknowledged the importance of this issue to the community.

The Finance Committee recommends FY 2014 Department 136, MIS Department in the amount of \$441,140 by unanimous consent (8-0-0).

Note: Tim Grobleski left the remote call at 12:40pm

Department 141 – Assessor's Department

Presented by Assessor Paul Gavin

Mr. Gavin noted the 'A' budget increase of 2.4% and the 'B' budget increase of 11.5%. The 'B' budget increase provides funds to respond to DOR directives during re-valuation. The funds may not need to be used, but should be provided for in case the DOR issues directives to the town. Mr. Gavin discussed the issue with the Town of Truro dropping out of the planned GIS flyover. The cost will increase to \$71,000 if Provincetown is the lone participant in the GIS flyover. Mr. Gavin is evaluating our operations and will report back to the town at a later date.

The Finance Committee recommends FY 2014 Department 141, Assessor's Office in the amount of \$235,204 by unanimous consent (7-0-0).

Department 145 – Treasurer and Collector's Office

Presented by Treasurer, Linda O'Brien and Collector Barry Stephen

Ms. O'Brien noted a small increase to the 'A' budget and a 1.7% increase to the 'B' budget due to an increased focus on staff training.

The Finance Committee recommends FY 2014 Department 145, Treasurer and Collector's Office in the amount of \$203,268 by unanimous consent (7-0-0).

Note: Doug Cliggott left the meeting at 1:00pm

Department 820 – Tax Title

Presented by Treasurer, Linda O'Brien

Ms. O'Brien discussed that the town will look to foreclose on properties that have been in tax title for a number of years where the owners have not responded to numerous requests for payment. The Committee encouraged more notification and/or a Banner story to inform the public. It was pointed out by Ms. O'Brien that foreclosure is absolutely a last resort action. Every possible means to contact the delinquent tax payer and work out a payment schedule is pursued prior to any consideration of foreclosure.

The Finance Committee recommends FY 2014 Department 820, Tax Title in the amount of \$26,000 by unanimous consent (6-0-0).

Meeting was adjourned at 1:10 p.m.

Meeting Documents:

- Tax Title listing
- Mass. GIS Status & Issues (Assessor's Office)
- Report on the Allocation of Health Insurance