

Provincetown Finance Committee Minutes
February 19, 2013, 4:00 p.m.
Judge Welsh Room, Provincetown Town Hall

Members Present: Tom Donegan, Mike Canizales, Doug Cliggott (arrived 4:30 p.m.), Tim Grobleski, Catherine Russo, Gordon Siegel, Duane Steele, and Clarence Walker

Excused Absent: none

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

Meeting called to order at 4:00 p.m.

499 Provincetown Television

Presented by Beth O'Rourke and Steve Roderick

PTV is a 501 (c)(3) organization that contracts with the town to provide a government and public access channel. The town has an agreement with cable television provider COMCAST, the funds received from that agreement are granted to PTV per the agreement. The Committee discussed how PTV sets their rates for additional taping requested by the town and how to report 'in-kind' donations by the town such as free rent of office space.

The Finance Committee recommends FY 2014 Department 499, Provincetown Television in the amount of \$126,500 by unanimous consent (7-0-0).

113 Elections & Town Meeting

Presented by Town Clerk Doug Johnstone

Mr. Johnstone stated the \$2,000 added for a special election in FY 2014 is no longer needed, the special election for former Senator Kerry's seat will be held in FY 2013

The Committee believed the budget should include a line item to reimburse the Town Moderator for his or her travel to the MMA. \$700 was added for this purpose. The Committee also had a brief discussion on how to promote attendance at town meeting.

The Finance Committee recommends FY 2014 Department 113, Elections & Town Meeting in the amount of \$10,378 by unanimous consent (8-0-0).

161 Town Clerk

Presented by Town Clerk Doug Johnstone

The most significant change in the budget is in the 'A' budget which has been decreased due to the change in staffing of the assistant town clerk.

The Finance Committee recommends FY 2014 Department 161, Town Clerk in the amount of \$110,549 by unanimous consent (8-0-0).

123 Town Manager

Presented by Town Manager Sharon Lynn

The person currently in the Executive Assistant to the Town Manager/Benefits Administrator is retiring at the end of FY 2013. As a transitional step that person will work part-time to handle the benefits administration. The Committee stated it would like to see more information in the narrative regarding payroll increases.

The discussion on department 123, Town Manager was continued to a later meeting.

151 Legal

Presented by Town Manager Sharon Lynn

The Finance Director stated that \$95,000 had been spent year-to-date in legal expenses as billed through December 31st (six months). The Committee suggested legal expenses will meet budget if budget is cut and Kopelman & Paige will bill us less if they know the Town's budget is less.

Mike Canizales move the Finance Committee recommends FY 2014 Department 151, Legal in the amount of \$180,000. Gordon Siegel 2nd. Motion passed by a vote of 7-0-1 (CR).

156 Administration

Presented by Town Manager Sharon Lynn

Ms. Lynn mentioned the continuing effort towards centralization is resulting in savings. The Committee encourages these efforts.

The Finance Committee recommends FY 2014 Department 156, Administration in the amount of \$59,640 by unanimous consent (8-0-0).

175 Planning Committee

The Finance Committee recommends FY 2014 Department 175, Planning Committee in the amount of \$1,940 by unanimous consent (8-0-0).

131 Finance Committee

Presented by Finance Committee Chair Tom Donegan

The Committee discussed that the budget should include funds for Finance Committee Chair to travel to New Finance Officials Boot Camp and possibly the MMA. The Committee agreed to increase line B-3 of the budget to \$1,400. The Committee also agreed to increase the Finance Committee Reserve Fund in line B-6 to \$80,769 which is 0.005% of the prior year property tax levy. This level is included in the Town's Finance Policy.

The Finance Committee recommends FY 2014 Department 131, Finance Committee in the amount of \$85,094 by unanimous consent (8-0-0).

At 5:42 p.m. the Finance Committee commenced a joint meeting with the School Committee. Representing the School Committee were Shannon Patrick, Kerry Adams and Lori Stewart. School Superintendent Dr. Beth Singer was also in attendance.

Dr. Singer reviewed the history of the school transition and how the budget reflects the transition of grades 9 – 12 to Nauset Regional High School. The budget includes tuition for forty high school students to attend Nauset. That is based on current numbers. It was pointed out that in prior years Provincetown students in the high school grades could attend Nauset as ‘School Choice’, in FY 2014 all students who attend Nauset are paid for by a tuition agreement.

The Committee requested clarification of Dr. Singer and the School Committee as to the covenants on the VMCC and High School buildings as it relates to the state of Massachusetts and our grants/borrowing. The Committee also requested clarification on Provincetown enrollment figures, specifically as to Provincetown students and students who live outside of Provincetown.

The School Committee adjourned their meeting at 6:45 p.m. due to lack of quorum as one member had to leave for a previous commitment.

The Committee and school representatives discussed the incremental costs of adding students. So long as the grade size remains at eighteen students or less there are almost no additional incremental costs. A class size of more than eighteen students may require a second class at that grade level. It is hoped that the I.B. program being implemented will attract students to our school system.

During the budget review the School Committee reduced the budget over areas in which it has control. The tuition and transportation to Nauset increased by 47.6%

The Finance Committee asked the School Committee at what point does Provincetown consider other alternatives and/or regionalizing all of its schools.

The Finance Committee recommends FY 2014 Department 300, Provincetown Schools in the amount of \$3,367,784 by unanimous consent (8-0-0).

Meeting was adjourned at 7:35 p.m.

Meeting Documents:

- School Budget
- Public Safety call volume for Massachusetts towns
- E-mail response from Airport Commission Chair Heath Gatlin
- 02-18-13 E-mail from Finance Committee Chair to BOS re: CIP omissions.