

**TOWN OF PROVINCETOWN - BOARD OF SELECTMEN  
MEETING MINUTES  
FISCAL BUDGET MEETING  
TUESDAY - JANUARY 12, 2016 – 6:00 PM  
JUDGE WELSH ROOM - 260 COMMERCIAL STREET**

Chairman Donegan convened the open meeting at 6PM noting the following attendees:

Board of Selectmen members: Thomas Donegan, Erik Yingling, Cheryl Andrews, Raphael Richter, and Robert Anthony.

Other attendees: Town Manager David Panagore, Assistant Town Manager David Gardner, and Finance Director Dan Hoort, Town Clerk Douglas Johnstone, Airport Manager Arthur “Butch” Lisenby, Human Services Director Morgan Clark, Council on Aging Director Chris Hottle, Library Director Matt Clark, Recreation Director Brandon Motta, MIS Director Beau Jackett, and Treasurer Connie Boulos.

Recorder: Loretta Dougherty

**1. Public & Selectmen Statements:**

No public statements.

Cheryl asked what the revision was to the agenda meeting notice.

Tom stated that the 122 Board of Selectmen item was added. It was an oversight that it was left off.

**2. FY2017 Overall Budget Review Inclusive of the following:**

**Division I Budget Review:**

**General Government**

**113 Elections & Town Meetings – Town Clerk (\$14,298):**

Town Clerk Doug Johnstone stated that this is the budget where the number goes up or down depending on the number of elections and Town Meetings held within the year. Only one Town Meeting is budgeted for in April for six nights and to date this has also covered the expense of a special fall Town Meeting without the need to budget specifically for that event. We will have a State Primary Election on September 8, 2016, a State Election on November 8, 2016, and an Annual Town Election on May 3, 2017.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 113, in the amount of \$14,298.**

**Motion: Raphael Richter**

**Seconded: Erik Yingling**

A brief discussion was held regarding the chairs being replaced in the Auditorium. Dan Hoort stated that it was recommended that they be entirely replaced at some point. Tom wants to see this issue resolved; one of our goals is to improve our Town Meeting experience for town residents.

**5/0/0 Motion passed.**

**161 Town Clerk – Town Clerk (\$124,779):**

This is the budget that actually runs the Town Clerk’s office and there is no increase in the “B” budget from last year, and the “A” budget increased only by contractual personnel raises.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 161, in the amount of \$124,779.**

**Motion: Erik Yingling**

**Seconded: Raphael Richter**

**5/0/0 Motion passed.**

**122 Board of Selectmen – Chairman (\$108,441):**

This budget is being increased so that Selectmen can receive insurance [\$38,423 (B-1)], and the BOS stipends would be increased by \$5,500 (A-1).

Raphael thinks that the Chairman should receive more than an additional \$500; either lower the regular Selectmen by \$500 or increase the Chair by \$500. This would be most appropriate phased in over the election cycle. He does not feel comfortable voting for this to be put in place in the middle of a cycle.

Tom recommended that it be referred to the Finance Committee for their recommendation.

Erik feels very strongly that this is very fair considering the number of meetings the Board has to attend.

Cheryl recommends moving forward with this. She spoke about being mandated to carry insurance and she wants to bring it before Town Meeting.

Robert asked the BOS to consider that there may be five board members needing insurance when reelections are held. He does not take the insurance himself.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 122, in the amount of \$108,441.**

**Motion: Erik Yingling**

**Seconded: Robert Anthony**

It was noted that there will need to be a Warrant Article presented to change Chapter 5-1-4 of the Provincetown General By-laws.

**4/0/1 (Raphael Richter-abstained) Motion passed.**

**123 Town Manager – Town Manager (\$336,047):**

There is a \$20,000 increase (B-2) for professional contracted services that will allow the Town to expand its economic development efforts including, but not limited to grant writing efforts, demographic analysis, etc., and a \$3,500 increase (B-2) that will allow the Town Manager to employ an outside technical consultant as may be needed. The Town Manager stated that the Economic Development Committee has been doing great work and this increase would be done in conjunction with assisting them to further their commitments. The BOS agrees with the proposed budget recommended.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 123, in the amount of \$336,047.**

**Motion: Erik Yingling**

**Seconded: Robert Anthony**

**5/0/0 Motion passed.**

**151 Legal Services – Town Manager (\$230,000):**

The Town Manager stated that he is not able to represent the town as legal counsel, but works closely with our Town Counsel. There were two significant legal issues that raised the cost last year; the hiring of both the Town Manager and Chief of Police. It is level funded for FY2017. The Town Manager would like to see it go down; he has taken the conservative point of view. A letter of agreement for each sub-matter may be an option to use in the future on the major matters.

Kopelman & Paige will send a breakdown for the Board’s review.

Tom asked that the government compliance costs be given a line item so we can keep an eye on the costs.

There was a brief discussion regarding the cost and personnel responsible for the preparation of meeting minutes for all boards within the town. The Town Manager stated that he has asked the Town Clerk Doug Johnstone to give him a list of who is doing the minutes for each board and how many minutes are outstanding.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 151, in the amount of \$230,000.**

**Motion: Raphael Richter**

**Seconded: Cheryl Andrews**

**5/0/0 Motion passed.**

**156 General Government – Town Manager (\$59,590):**

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 156, in the amount of \$59,590.

**Motion:** Erik Yingling  
5/0/0 Motion approved.

**Seconded:** Robert Anthony

**182 – Economic Development – Town Manager (\$26,000):**

This is level funded for this year.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 182, in the amount of \$26,000.

**Motion:** Raphael Richter  
5/0/0 Motion approved.

**Seconded:** Robert Anthony

**482 Airport Commission – Airport Manager (\$99,100):**

Airport Manager Arthur “Butch” Lisenby and Airport Commission Chairman Michael Valenti appeared before the Board. Butch stated that the budget is pretty much level funded; the bulk is funded through federal and state grants. This budget is for maintenance. Overall it is less than ½ of 1% of last years. The slight decrease is in utility costs due to LED lighting. The Cape Air contract expires July 13, 2017. The income from Cape Air is similar from year-to-year over the last few years. Cape Air leases the terminal and hanger. Butch is a Cape Air employee and gets paid by them. For special projects that Butch works on he gets paid by the town. Cape Air pays the 70% for his town benefits and Butch pays the rest.

Tom is concerned about any possible conflicts that this may bring up. We are going into a new lease and this is the time to bring it up. Town staff will be present for the new negotiations for the lease. Long term parking during the winter at the airport is still an issue. One of the projects is to increase the parking area. Tom wants to see a month long limit on parking.

Butch stated that we don’t have a problem with month long parking, just simply week to week. A management problem is the issue. Cape Air is against paid parking to assure that a greater number of people use the airport.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 482, in the amount of \$99,100.

**Motion:** Raphael Richter  
5/0/0 Motion passed.

**Seconded:** Erik Yingling

**Division V Budget Review:**

**Public Services:**

**512 Human Services – Director (\$41,292):**

Director Chris Hottle stated that the public health tasks were moved to the Board of Health. The “A” budget is unchanged. The “B” budget was decreased. The overall budget was decreased by \$7,387

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 512, in the amount of \$41,292.

**Motion:** Erik Yingling  
5/0/0 Motion passed.

**Seconded:** Robert Anthony

**541 Council on Aging – Director (\$242,009):**

The “A” budget has increased by \$3,237 to cover two additional hours per week for the Program Coordinator position. The “B” budget is unchanged.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 541, in the amount of \$242,009.

**Motion:** Erik Yingling  
5/0/0 Motion passed.

**Seconded:** Robert Anthony

Dan asked to take 630 out of order:

**630 Recreation – Director (\$181,782):**

The “A” budget increases were contractual changes. There was no change to the “B” budget. No new staff added in the summer.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 630, in the amount of \$181,782.**

**Motion: Raphael Richter**

**Seconded: Erik Yingling**

**5/0/0 Motion passed.**

The Director for the 610 budget was not present so it was held until later in the meeting.

**Division II Budget Review:**

**Finance:**

**135 Town Accountant – Director of Finance (250,606):**

The “A” budget increased for personnel following the employee compensation plan. The “B” budget was level funded with the exception of the request for the general billing module. Finance Director Dan Hoort would like to see everything in-house under one system. The \$5,697 increase is for a one time purchase of \$5,400 for the MUNIS module, and the annual license of \$297 that will be ongoing and will be included in the MIS budget in future years.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 135, in the amount of \$250,606.**

**Motion: Raphael Richter**

**Seconded: Erik Yingling**

**5/0/0 Motion passed.**

The 910 Budget was taken out of order.

**910 Retirement/Benefits/Insurance – Finance Director (\$6,738,006):**

Dan stated that he has put in the budget a 7% increase for benefits. The actual charges proposed by the Cape Cod Medical Health Group have not come in as yet. The OPEB contribution for FY2017 was increased 2.5% over the FY2016 contribution. The retirement assessment has gone up significantly this year.

David P. will be reviewing the investment portfolio to see how we are managing our pension funds.

Cheryl quoted an article in the Barnstable Patriot which stated a 15% increase is possible for benefits.

Tom asked when we may expect to find out the correct number.

Dan will make some phone calls and bring the information back.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 910, in the amount of \$6,738,006.**

**Motion: Erik Yingling**

**Seconded: Raphael Richter**

**5/0/0 Motion passed.**

Budgets for 145, 710, & 820 were taken out of order.

**145 Treasurer/Collector – Treasurer (\$207,694):**

The “A” budget was increased due to a change in Grade status for an employee being trained to take over the Treasurer’s position, if needed. The “B” budget decreased and is level funded. The overall budget increase is \$8,400.

Erik would like to see about hiring companies closer to home for our payroll services. He asked the Treasurer to get some estimates.

Robert asked about the status of making online payments for the Police Dept.

Connie is trying to integrate permit processing and will have a conversation with the vendor to see how this can be done.

**MOTION: Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 145, in the amount of \$207,694.**

**Motion: Raphael Richer**

**Seconded: Erik Yingling**

**5/0/0 Motion passed.**

**710 Debt Service – Treasurer (\$1,980,031):**

The general fund debt service cost of \$1,980,031 is 7.82% of the total projected FY2017 general fund revenues of \$25,319,356, which include property taxes, local receipts, and state aid.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 710, in the amount of \$1,980,031.

**Motion:** Raphael Richter

**Seconded:** Robert Anthony

Connie will send the BOS a breakdown of the debt.

**5/0/0 Motion passed.**

**820 Tax Title – Treasurer (\$19,000):**

The budget is level funded for FY2017.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 820, in the amount of \$19,000.

**Motion:** Erik Yingling

**Seconded:** Robert Anthony

**5/0/0 Motion passed.**

**610 Library – Director (\$325,695):**

The Library Director Matt Clark appeared before the Board. The “B” budget is level funded. The “A” budget increased for contractual increases. The hours for the circulation staff were increased with the money that paid for Matt’s previous position with the Library.

Tom asked if we could increase the Library’s hours with the extra money.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 610, in the amount of \$325,695.

The Board congratulated Matt for the good job he is doing.

**Motion:** Raphael Richter

**Seconded:** Erik Yingling

**5/0/0 Motion passed.**

**136 Information Systems – MIS Director (\$524,288):**

MIS Director Beau Jackett stated the “A” budget increases are for the ongoing contractual plan, and the “B” budget was increased at line B-8 for \$9,000 for Acella. We will be going live next week with the board members on all regulatory boards, the chairman on other Boards and the Finance Committee. Other boards may be added subject to funding. Beau has a social media policy for all to sign.

Raphael asked about being completely cloud based in the future.

Beau stated that the majority may be in the cloud within a 10 year time period but we will always have a need to have some infrastructure in-house. The Town’s website has been in the cloud the last 6-7 years; email will follow and then perhaps others.

A brief conversation was held regarding Xfinity; routers in the houses throughout Provincetown are being used by anyone in town who uses the Wi-Fi.

**MOTION:** Move that the Board of Selectmen adopt the Town Manager’s recommended budget for Department 136, in the amount of \$524, 288.

**Motion:** Raphael Richter

**Seconded:** Erik Yingling

**5/0/0 Motion passed.**

**MOTION:** Move that the Board of Selectmen ask the Town Manager to study the feasibility and costs of installing a downtown public Wi-Fi network, as well as potential associated revenue sources and return a report to the Board of Selectmen within six months.

**Motion:** Raphael Richter

**Seconded:** Robert Anthony

A brief discussion was held regarding a location to install a fiber network system which would also include capabilities for a public Wi-Fi network. A possible location would be down the middle of Commercial Street that would serve not only our businesses but would be a viable network system for all visitors both national and international. The previous motion was amended.

**MOTION:** Move that the Board of Selectmen ask the Town Manager to study the feasibility and costs of installing a downtown a fiber network and downtown public Wi-Fi network, as well as potential associated revenue sources and return a report to the Board of Selectmen within six months.

**Motion:** Raphael Richter  
5/0/0 Motion passed.

**Seconded:** Robert Anthony

**MIS Capital Improvement Program:**

Beau stated that the CIP approved last fall was just for server replacements. He is requesting \$50,000 for projected costs of relocating the servers. The Board is very pleased that the servers are being moved. No action taken since the CIP vote will be taken one time at the end of the CIP review.

**3. Review & Approval of CIP Budget:**

The Board agreed to add a CIP line item for new seats in the auditorium.

**MOTION:** Move the Board of Selectmen add a Capital Improvement Project to replace or repair seats in the auditorium with \$50,000 allocated in FY2019 and \$50,000 allocated in FY2021.

**Motion:** Raphael Richter

**Seconded:** Robert Anthony

Erik believes that the amount may be too high and Raphael stated that if the Board wanted to start with a smaller number it is fine with him. He just wanted to get the discussion moving. It was agreed that perhaps the initial amount was too great and the motion was revised.

**MOTION:** Move the Board of Selectmen add a Capital Improvement Project to replace or repair seats in the auditorium with \$25,000 allocated in FY2019 and \$25,000 allocated in FY2021.

**Motion:** Raphael Richter

**Seconded:** Robert Anthony

Asst. Town Manager David Gardner stated that there is an existing gift fund to purchase chairs. Dan stated that the gift fund has \$1,325 in it.

**3/2/0 (Erik Yingling & Cheryl Andrews)**

Cheryl stated that there was a study done in the past to let us know what shape our buildings were in. There was at one time a book that contained sections for each building that showed what work needed to be done. She would like to get a presentation from staff of what needs to be done in our buildings as she is hearing about leaks still happening, especially when it rains as hard as it has recently.

The last town-wide building assessment was done around 2008 but did not include the Town Hall, the Library, the Police Station, or the school as projects were being done in those buildings at the time.

David P. recommended that, if we have the money, outsourcing the assessment to an engineering firm for a thorough study would be better than putting together something quickly in-house.

Cheryl wants a quick update rather than nothing.

Tom stated that we have a building maintenance plan; the 192 budget. Eric Larsen and his team update this yearly. The question to be asked is does the roof at the VMCC still leak; which is the one he keeps hearing about? Whenever we have a problem that needs to be fixed that isn't surfacing; how do we need to help it surface. Tom feels confident that the issues are being updated yearly as reflected in the budget.

David P. will supply a report to the Board on where the leaks are, the condition of the building, and what is our plan is to deal with it.

On another topic, Tom stated that he is not in favor of going to Town Meeting this spring and spending the \$464,000 [FY2017 CIP line item 57, Police Station] to find out that we do not want to spend \$7.7 million [FY2018] on a police station.

David P. stated that we are half way through the process and still trying to figure out the sites, the cost, and how to get the building under 12,000 square feet. At the same time, we are looking at

what the relative cost is to rehab the existing building. Those figures are being developed and he would like to be back in a month in terms of conversation, if possible. He does know that he cannot be any further along in getting the answers.

Tom thinks we should not go to Town Meeting with any amount of money until we have those answers; perhaps in time for the fall Town Meeting. He would like to see the all-in costs rather than having two sets of numbers.

We will not be taking a number to the spring Town Meeting.

**MOTION: Move that the Board of Selectmen on line item 57, in the Capital Improvement Requests Summary "Police Station", combine the \$464,747 for FY2017 with the figure of \$7,736,541 from FY2018 so that the FY2017 number is zero and the FY2018 number is \$8,201,287.**

**Motion: Raphael Richter**

**Seconded: Robert Anthony**

Cheryl asked if the idea would be to ask for the \$8 million in one vote.

Raphael explained that this motion has been made so that we do not have any number to take to the spring Town Meeting; the particulars will be worked out prior to the fall Town Meeting and it will be determined whether to have one number or two numbers to bring at that time for the FY2018 budget.

**5/0/0 Motion passed.**

**MOTION: Move that the Board of Selectmen approve as revised the Town Manager's recommended CIP for FY2017 et seq., and refer the Plan to the Finance Committee pursuant to Provincetown's Charter 9-2-3.**

**Motion: Raphael Richter**

**Seconded: Erik Yingling**

This budget has been a two-step process and has worked out great.

**5/0/0 Motion passed.**

The budget meeting scheduled for tomorrow night was cancelled.

#### **4. Other – None**

Without objection the meeting was adjourned at 9:18pm.

Minutes transcribed by: Loretta Dougherty