

Finance Committee Meeting

March 12, 2009

10:00am

Larkin Hall, Provincetown Center for Coastal Studies

Called to Order: 10:10 am

**Membership:**

<b>P</b>	<b>E</b>	<b>U</b>	<b>Name</b>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Coen, Chair	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ruth Gilbert, Vice Chair	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Robert Vetrick	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Virginia Ross	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Thomas Thurston	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Walter Winnowski	
<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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ann Maguire	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gabrielle Hanna, 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)

**Also Present:**

Alix Heilala, Finance Director

Austin Knight, Selectman (a.m.)

**Order of Business:**

1. To review and discuss the status of the FY10 budget.
2. To review or reconsider Division and Department Budgets as necessary.
3. To consider minutes of previous meetings as time permits.
4. To consider any other business that may legally come before the Finance Committee.

**Performance Bonuses**

The Committee expressed concern that union contract performance bonuses are given out merely for “showing up” on the job, and would like to see them tied to job performance.

<b>Motion # 1:</b> Request that the Town Manager develop and instrument to rate all union employees for their performance bonuses.			
Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

**Budget Reviews**

Mr. Coen distributed a consolidated list of all the additional budget cuts suggested by the Committee members at its previous meeting (see attached). The list was reviewed with the Town Manager and the Finance Director, and those cuts that are feasible are shown on the list in the “Agreed” column.

<b>Motion # 2:</b> To reconsider the following budgets:			
<ul style="list-style-type: none"> <li>• 123 Town Manager</li> <li>• 482 Airport Commission</li> <li>• 141 Board of Assessors</li> <li>• 145 Treasurer/Collector</li> <li>• 156 General Government Administration</li> <li>• 211 Police Station</li> <li>• 220 Fire</li> <li>• 299 Parking</li> <li>• 511 Health Inspector</li> </ul>			
Motion By: Ann Maguire		Second By: Virginia Ross	
For: 6	Against: 0	Abstain: 0	Recuse:

**123 Town Manager**

Level fund the Assistant Town Manager's salary.

**Motion # 3:** To reduce budget 123, Town Manager, as follows:

- Decrease line item 51101, Professional Technical, by \$1,980

For a revised total of \$246,176.

Motion By: Virginia Ross		Second By: Ann Maguire	
For: 6	Against: 0	Abstain: 0	Recuse:

**482 Airport Commission**

Lower energy costs.

**Motion # 4:** To reduce budget 482, Airport Commission, as follows:

- Decrease line item 52403, Energy/Heat, by \$1,500

For a revised total of \$85,850.

Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

**141 Assessor**

No need for vacation relief as an officer of the Town is always on duty.

**Motion # 5:** To reduce budget 141, Assessor, as follows:

- Decrease line item 51110, Vacation Relief, by \$500

For a revised total of \$190,623.

Motion By: Ann Maguire		Second By: Virginia Ross	
For: 6	Against: 0	Abstain: 0	Recuse:

**145 Treasurer/Collector**

No need for vacation relief as an officer of the Town is always on duty.

**Motion # 6:** To reduce budget 145, Treasurer/Collector, as follows:

- Decrease line item 51110, Vacation Relief, by \$300

For a revised total of \$180,093.

Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

### **156 Gen'l Gov't Administration**

Eliminate employee appreciation dinner funding.

**Motion # 7:** To reduce budget 156, General Government Administration as follows:

- Decrease line item 52501, Special Events, by \$2,200

For a revised total of \$62,392.

Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

### **211 Police Station**

Reduced energy costs.

**Motion # 8:** To reduce budget 211, Police Station, as follows:

- Decrease line item 52403, Energy-Heat, by \$3,000

For a revised total of \$43,282.

Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

### **220 Fire**

Reduced energy costs.

**Motion # 9:** To reduce budget 220, Fire, as follows:

- Decrease line item 52403, Energy/Heat, by \$3,000

For a revised total of \$514,591.			
Motion By: Ann Maguire		Second By: Virginia Ross	
For: 6	Against: 0	Abstain: 0	Recuse:

### **299 Parking**

Reduced energy costs.

<b>Motion # 10:</b> To reduce budget 299, Parking, as follows:			
<ul style="list-style-type: none"> <li>• Decrease line item 52403, Energy/Heat, by \$1000</li> </ul>			
For a revised total of \$389,973.			
Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

### **511 Health Inspector**

Eliminate mileage/car allowance.

<b>Motion # 11:</b> To reduce budget 511, Health Inspector, as follows:			
<ul style="list-style-type: none"> <li>• Decrease line item 52704, Mileage/car allowance, by \$2,200</li> </ul>			
For a revised total of \$108,499.			
Motion By: Ann Maguire		Second By: Virginia Ross	
For: 6	Against: 0	Abstain: 0	Recuse:

*The Committee recessed for lunch at 11:55 am; the meeting resumed at 1:30 pm.*

### **FY2009 Snow & Ice Deficit Spending**

As required by Massachusetts General Law, Chapter 44, Section 31D, “Snow and ice removal; emergency expenditures; reporting requirements”, the Finance Director requested that the Committee approve \$20,00 of additional

deficit spending this year, for a new total of \$89,400. This is a result of the numerous winter storms we had this year.

<b>Motion # 12:</b> To authorize expenditure of an additional \$20,000 for snow and ice removal.			
Motion By: Ann Maguire		Second By: Frederic Biddle	
For: 6	Against: 0	Abstain: 0	Recuse:

Next Meeting:	Monday, March 16, 2009 @ 6:00 pm
Adjourn:	2:05 pm
Minutes by:	Thomas Thurston & Thomas Coen

Approved by *Thomas Coen* on May 1, 2009  
 Thomas Coen, Chair

Division		Department	Line	Description	Suggested Amount	Agreed w/ TM & FD	Comments
1	A: Personal Services	123 Town Manager	51101	Professional/Technical	(\$1,980)	(\$1,980)	Level fund Asst. Town Manager
		<b>123 Town Manager Total</b>				<b>(\$1,980)</b>	
1	B: Expenses	151 Legal Services	52114	Legal Services	(\$25,000)	\$0	Based on YTD actual (risky)
		<b>151 Legal Services Total</b>				<b>\$0</b>	
1	B: Expenses	161 Town Clerk	52100	Contracted Svc Prof	(\$750)	\$0	
		<b>161 Town Clerk Total</b>				<b>\$0</b>	
1	B: Expenses	179 Historical Commission	52600	Publishing/Printing	(\$500)	\$0	
		<b>179 Historical Commission Total</b>				<b>\$0</b>	
1	B: Expenses	482 Airport Commission	52309	Repair/Maintenance-Bldgs	(\$2,000)	\$0	
1	B: Expenses	482 Airport Commission	52403	Energy/Heat	(\$2,000)	(\$1,500)	Lower energy prices
		<b>482 Airport Commission Total</b>				<b>(\$1,500)</b>	
1	B: Expenses	499 Cable Advisory Commission	52403	Energy/Heat	(\$600)	\$0	Lower energy prices
		<b>499 Cable Advisory Commission Total</b>				<b>\$0</b>	
2	B: Expenses	131 Finance Committee	57810	Reserve Fund	(\$2,000)	\$0	Additional reduction (\$50K to \$40K)
		<b>131 Finance Committee Total</b>				<b>\$0</b>	
2	A: Personal Services	141 Board of Assessors	51110	Vacation Relief	(\$500)	(\$500)	
2	B: Expenses	141 Board of Assessors	52100	Contracted Svc Prof	(\$100)	\$0	
2	B: Expenses	141 Board of Assessors	52126	Map Upkeep	(\$500)	\$0	
		<b>141 Board of Assessors Total</b>				<b>(\$500)</b>	
2	A: Personal Service	145 Treasurer/Collector	51110	Vacation Relief	(\$300)	(\$300)	

Division		Department	Line	Description	Suggested Amount	Agreed w/ TM & FD	Comments
		<b>145 Treasurer/Collector Total</b>				(\$300)	
2	B: Expenses	156 Gen'l Gov't Administration	52501	Special Events	(\$2,200)	(\$2,200)	Employee Appreciation dinner
2	B: Expenses	156 Gen'l Gov't Administration	52501	Special Events	(\$1,000)	\$0	On top of above
		<b>156 Gen'l Gov't Administration Total</b>				(\$2,200)	
2	B: Expenses	820 Tax Title	52101	Contracted Svc Legal	(\$2,000)	\$0	
		<b>820 Tax Title Total</b>				\$0	
2	B: Expenses	910 Retirement Benefits/Insurance	51200	Health Insurance	(\$6,000)	\$0	Based on actual calculated by Pam
		<b>910 Retirement Benefits/Insurance Total</b>				\$0	
3	A: Personal Services	210 Police	51100	Department Heads	(\$5,250)	\$0	Already cut in recap
3	B: Expenses	210 Police	51106	Longevity	(\$11,250)	\$0	Per Union contract
3	B: Expenses	210 Police	51107	Performance Bonuses	(\$500)	\$0	Vacant position; already cut
3	B: Expenses	210 Police	51107	Performance Bonuses	(\$15,300)	\$0	Per Union contract
3	B: Expenses	210 Police	51168	Education Incentives	(\$4,000)	\$0	Budget already reduced by \$2,000
3	B: Expenses	210 Police	52706	New recruits	\$0	\$0	Already cut
3	B: Expenses	210 Police	54207	Vehicle Lease	(\$14,385)	\$0	Postpone (New revenues? Fall?)
3	B: Expenses	210 Police	54501	Uniforms/Cleaning	(\$1,200)	\$0	Already reduced by \$800 (chief?)
		<b>210 Police Total</b>				\$0	
3	B: Expenses	211 Police Station	52308	Repair/Maintenance-Supplies	(\$500)	\$0	
3	B: Expenses	211 Police Station	52403	Energy-Heat	(\$3,000)	(\$3,000)	Lower energy prices
		<b>211 Police Station Total</b>				(\$3,000)	
3	B: Expenses	220 Fire	52309	Repair/Maintenance-Bldgs	(\$3,000)	\$0	
3	B: Expenses	220 Fire	52403	Energy/Heat	(\$5,000)	(\$3,000)	Lower energy prices



Division		Department	Line	Description	Suggested Amount	Agreed w/ TM & FD	Comments
3	B: Expenses	220 Fire	52702	Miscellaneous Travel	(\$1,500)	\$0	
		<b>220 Fire Total</b>				<b>(\$3,000)</b>	
3	B: Expenses	299 Parking	52403	Energy-Heat	(\$1,000)	(\$1,000)	Lower energy prices
		<b>299 Parking Total</b>				<b>(\$1,000)</b>	
4	B: Expenses	192 Buildings & Grounds	52106	Telemetry/Alarm	(\$1,000)	\$0	Old Town Hall
4	B: Expenses	192 Buildings & Grounds	54304	Maintenance Supplies	(\$3,700)	\$0	Level fund
		<b>192 Buildings &amp; Grounds Total</b>				<b>\$0</b>	
4	B: Expenses	511 Health Inspector	52704	Mileage/Car Allowance	(\$2,220)	(\$2,200)	
		<b>511 Health Inspector Total</b>				<b>(\$2,200)</b>	
5	B: Expenses	512 Public Health/Human Services	52100	Contracted Svc Prof	(\$2,000)	\$0	Per Contract
		<b>512 Public Health/Human Services Total</b>				<b>\$0</b>	
5	B: Expenses	610 Library	52308	Repairs/Maintenace-Equip	(\$500)	\$0	
5	B: Expenses	610 Library	52400	Telephone	(\$50)	\$0	
5	B: Expenses	610 Library	54601	Books/Subscriptions	(\$2,000)	\$0	
5	B: Expenses	610 Library	52109	Films	(\$1,000)	\$0	
		<b>610 Library Total</b>				<b>\$0</b>	
5	B: Expenses	630 Recreation	52501	Celebrations/Special Events	(\$500)	\$0	
		<b>630 Recreation Total</b>				<b>\$0</b>	
5	B: Expenses	630 Recreation	52308	Repairs/Maintenace-Equip	(\$500)	\$0	
5	B: Expenses	630 Recreation	52400	Telephone	(\$50)	\$0	level funded
		<b>630 Recreation Total</b>				<b>\$0</b>	
		<b>Grand Total</b>				<b>(\$15,680)</b>	