

# TOWN OF PROVINCETOWN - BOARD OF SELECTMEN

## SPECIAL MEETING - MONDAY, JULY 16, 2007

### JUDGE WELSH HEARING ROOM

Vice-Chairman Michele Couture convened the meeting at 6:00 PM noting that Chairman Avellar unfortunately has been stricken with laryngitis and will be passing notes if she needs to ask questions. Board of Selectmen attending: Mary-Jo Avellar, Michele Couture, Austin Knight, Pam Parmakian, Lynne Davies

Other attendees: Town Manager Sharon Lynn, DPW Director David Guertin, DPW Wastewater Systems Coordinator Ron Gamella, DPW Financial/Administrative Coordinator Dana Farris, Finance Director Alix Heilala, Wastewater Facilitator John Goodrich, Financial Consultant Mark Abrahams

Recorder: Vernon Porter and John Goodrich

The following are meeting minutes, in brief.

#### 1. WASTEWATER PROJECT UPDATE

Sewer Financial Analysis Report and Presentation by Mark Abrahams

Town Manager Sharon Lynn gave a brief background of Financial Consultant Mark Abrahams and Wastewater Facilitator John Goodrich and then turned the meeting over to Mr. Goodrich.

The focus of tonight's presentation by the Wastewater Team is on the Financial Analysis prepared for the town by Mr. Abrahams. First Mr. Abrahams is going to summarize the key findings from his report and then I will summarize for you several options that the Wastewater Team has prepared for the Board to consider and discuss. We will then answer any questions that you have concerning the report and the presentation. Tonight we do not have any formal presentations on the other ongoing Wastewater project activities. The Wastewater Team is continuing to assess all the options for optimizing the sewer system, particularly to support year round economic development and affordable and community housing. And we plan to have some options for the downtown vacuum system, particularly the East End in October.

Mark Abrahams gave his presentation.

Open Discussion ensued.

***MOTION: Move that the Board of Selectmen vote to have staff send letters to the remaining Red Dot Delays notifying them of the pending connection change from \$39.08 to \$45 and advise them that:***

***• Their failure to connect is having an adverse impact on the ability of the Town to acquire additional gallons from the Department of Environmental Protection to be used for Economic Development or for adjacent properties that are under Administrative Consent Orders from the Board of Health to connect to the sewer.***

***• Their failure to connect is causing their neighbors who are already connected to pay high user fees to subsidize the costs the Town has already incurred to construct the sewer to serve those properties that have not yet connected.***

***• When they connect, the total betterment that they owe will be prorated over the remaining number of years left until 2022, which is the end date for the debt incurred to construct the sewer. The betterment payments will include the interest charges that the Town pays on the debt incurred to serve their property.***

***• Recent changes in regulations will require them to connect if they need a building permit, have a change in use, transfer the property, or request an Economic Development Permit.***

**Motion by: Austin Knight      Seconded by: Pam Parmakian      Yea 5    Nay 0**

***MOTION: Move that the Board of Selectmen vote to have a joint meeting with the Water and Sewer Board and the Board of Health at either meeting in August to discuss items what we can share and things that we***

*can talk to them about.*

**Motion by: Michele Couture      Seconded by: Austin Knight      Yea 5    Nay 0**

**MOTION: *Move that the Board of Selectmen vote to send a letter out to discontinue properties.***

**Motion by: Austin Knight      Seconded by: Michele Couture      Yea 5    Nay 0**

**MOTION: *Move that the Board of Selectmen vote to publish this report on our town website.***

**Motion by: Pam Parmakian      Seconded by: Lynne Davies      Yea 5    Nay 0**

### **ACTION ITEMS AS REPORTED BY JOHN GOODRICH**

#### **Action items re: the Financial Analysis Report**

- DPW will arrange to put the Financial Analysis Report on the Town's website, together with a message that it is the Draft Report presented to the Selectmen on July 16<sup>th</sup>, and that the report will be finalized for the August 27<sup>th</sup> Selectmen's meeting.
- Mark Abrahams will update the Baseline Proforma with the final FY '07 warrants and equity Schedule C information when available. He will also review the assumptions for the room tax line item.

#### **Action items re: Options for raising revenues for Rate Relief**

- DPW will work with Mark Abrahams to determine the amount of additional betterment revenues from, RDD properties if all of them are required to start paying their betterment. DPW will also review the Special Legislation and W&S Board Regulations re: the ability to require a betterment payment (connection surcharge assessment) without requiring a property to hook up.
- DPW will determine the betterment and user charges for all Town buildings for both Phase 1 and Phase 2, including any anticipated future connections as a part of Phase 2.

#### **Action items re: Red-dot Delays**

Send out letter to all remaining RDDs as voted by Board, to include the following:

- Rate will probably go up in October from \$39.08 to \$45, and higher in the future – connect by September 30<sup>th</sup> to avoid rate increase.
- Explain that the total betterment they owe will be prorated over the number of years between when they start paying and the end date for the debt – 2022, so if they start this year, pay over 15 years. And, they have to pay the interest on the money that was borrowed.
- Explain recent regulations – requirement to connect if change of use, a building permit, property transfer, or request EDP gallons.
- Explain “fairness” issue: users who are already paying their betterment and are connected are subsidizing the debt on the capital costs attributable to the gallons reserved for the RDD properties.

#### **Action items re: Discontinued Use Properties**

- Send out the letter to the properties now per request of the Board, and per the formal vote of the previous Board (see Feb. 2007 draft letter and information re: discontinued properties from Town Counsel).

## **2. WASTEWATER**

Commercial Street Repaving

**MOTION: *Move that the Board of Selectmen vote to authorize the Town Manager to execute a contract with Stearns & Wheeler in the amount of Fourteen Thousand Eight Hundred Thirty-Two Dollars (\$14,832.00) to develop the costs and implementation timelines for the resurfacing of Commercial Street.***

3. **FY 2008 TOWN-WIDE POLICY GOALS**

Open discussion ensued.

***MOTION:*** *Move that the Board of Selectmen vote to schedule a public hearing for Monday, August 13, 2007 at 6 p.m. on the following Town wide Policy Goals for Fiscal Year 2008*

1. **Fiscal Management:** *Of high and critical importance is to continue the path of clear communication in providing transparent data from staff in order that all citizens of Provincetown have the information they need regarding the fiscal decision making process. This includes providing a concrete understanding of fiscal policy goals, an update of the 10 year fiscal policy plan, and continuing to work with the Department of Revenue in the execution and completion of the management review requested by the Town to begin January 2008. Continue the process of addressing outstanding record keeping practices and audit findings with emphasis on Cash Reconciliation and Capital Projects Accounts. Continue the work to meet the Department of Revenue required dates for submission of Schedule A, Tax Recap Sheet, Cash Reconciliation, Balance Sheet and Free Cash Certification.  
Continue the dialog between the Board of Selectmen, School Committee and Finance Committee.  
Develop the budget in a fiscally responsible manner to address the needs of Town Government, the wishes of the taxpayer while working toward the ultimate goal of financial stability. This will include providing information on budget preparation, tax recap sheet (setting the tax rate) and a clear understanding to the citizens of the levy limit requirements and restrictions.*
2. **Affordable Housing:** *Final acquisition and completion of a Request for Proposal of the property site located at 90 Shank Painter Road in order for an affordable housing plan to be developed to include both middle income and community housing opportunities. Work with the newly appointed Community Housing Council in the creation of a Housing Office to address fundraising and grant opportunities while employing a Housing Officer to direct this program.*
3. **Water Management Plan:** *Continue to work with Truro officials to further implement the approved Inter Municipal Agreement in the pursuit of North Union Field to address the mandated redundancy issue and subsequent filings to the Department of Environmental Protection through the new source acquisition program. Initiate the examination of water quality while maintaining the focus on water quantity supply problems. Continue system improvements on both the supply side and distribution system.*
4. **Town Facilities Master Plan:** *Creation of a long term plan and vision for town owned facilities to include restoration of town clock, town hall renovations and the completion of Fire House #2 and Fire House #3. Determine use of the Freeman Street building and additional uses for the Community Center.*
5. **Wastewater:** *Continue oversight and completion of Phase 2 sewer construction including maximization of utilization and connection of Manor Care Campus and final construction of Bradford Street-East connection as well as pump station on Shank Painter Road. Finalization of fiscal review for wastewater operations which is being prepared by consultants to include an absolute rate reduction schedule and connection of red dot delay properties. . Follow through with optimization of the Phase I system so as to increase available gallons for economic development, connecting nearby properties with Administrative Consent Orders, and thus bringing a higher level of financial efficiency to this system.*
6. **Paving of Commercial Street:** *Review of needs analysis being completed and due in September 2007 for reconstruction of Commercial Street to include base paving, sidewalk restoration and beautification.*
7. **Economic Development and Tourism:** *Continue work to support Economic Development Council and Visitor Services Board in their efforts to maintain an improved year round economy. Developing a smart growth zoning plan to include a review of existing zoning by-laws for purposes of clarity. Assign newly appointed Assistant Town Manager to plan and develop strategy for growth and sustainability.*
8. **Alternative Energy:** *Continue to explore the uses of alternative energy resources and the use of renewable fuel energy while educating and supporting employees and citizens to further the commitment of the Cape Cod Renewable Fuels Partnership.*

9. ***Storm Drain Repairs:*** *The harbor side drainage assessment was completed in 2003 reflecting that the town has 25 outfall pipes that directly discharge into the harbor. It is necessary to pursue the availability of grants and other funding mechanisms in order to continue the process of completing a major drain rehabilitation project each year.*
10. ***Cape Cod National Seashore:*** *Succinctly communicate with CCNS Superintendent in order to find common ground for partnering of a shared garage facility. Work and support efforts of CCNS to improve highway access, intersection signalization and other vehicular traffic related issues affecting citizens and visitors to Provincetown. Support and respect the efforts of the Dune Shack dwellers to validate their plea for recognition as a traditional, historic and cultural community.*
11. ***Harbor Plan:*** *The Department of Environmental Protection utilizes a Harbor Plan for direction when making decisions on individual Chapter 91 licenses in the attempt to provide public benefit when private property has encroached on public tidelands. The Harbor Committee is chartered to review and update the plan. Finalize an updated Harbor Plan for approval by state officials and Town Meeting 2008 voters.*

**Motion by: Michele Couture      Seconded by: Austin Knight      Yea 5    Nay 0**

The Board went into executive session at 8:25 PM.

Minutes transcribed by: Vernon G. Porter, Secretary

July 31, 2007