

Truro Budget Task Force
Monday, December 17, 2018
Truro Town Hall Selectmen's Chambers

Finance Committee Members Present: Chair Bob Panessiti, Vice-chair Richard Wood, Susan Areson

Board of Selectmen Member Present: Chair Robert Weinstein, Maureen Burgess, Kristen Reed, Paul Wisotzky

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark; Town Accountant Trudi Brazil

Board of Selectmen Chair Robert Weinstein and Finance Committee Chair Robert Panessiti called to order the meeting at 8:00 a.m.

Fiscal Year 2020 Budget for COA

Council on Aging Director Susan Travers reviewed changes in salaries, service increases for the COA Café, and supplies that include new exercise chairs. Ms. Travers answered questions on the fuel request, tracking usage of the COA, the 11% increase, and the COA Café program. She said the COA will be doing a survey on their program offerings. Chair Panessiti asked about fees for programs and seeking money from grants for their offerings.

New Budget Feature

The Budget is prepared in a new format, which Town Manager Rae Ann Palmer explained presented the details of each line item. With a visual aid of a slide, the Town Manager explained the new Excel format for the FY 2020 Budget. Town Accountant Trudi Brazil gave further features of the categories for each department budget. Chair Panessiti reviewed how a municipal budget process works. Robert Weinstein suggested one more column that indicates FY20 requests are greater or less than last year's budget. Ms. Palmer said the new format is a first step in introducing ClearGov, a software program for municipal budgets.

Department of Public Works FY20 Budget

Richard Wood recused himself from discussion of the DPW Budget.

DPW Director Jarrod Cabral explained: DPW increases in the salary and wage line, services with the addition of energy services, vehicle repairs, and portable toilets. The total service line went down because of the energy savings. Mr. Cabral said supplies had a slight increase. Other items included licenses, training, CDL renewals and physicals for staff. His next part of the Budget was Snow Removal, an appropriation that must be at least as much as was budgeted the previous year. Rae Ann Palmer said the Town spends approximately \$30,000 on snow removal. The Street Light Budget was the same as last year. Mr. Cabral explained the Transfer Station requests. Salary and Wages has increases with the elimination of seasonal workers in favor of one full time, year-round position. The DPW Director explained the winter schedule at the Transfer Station. Services for the Transfer Station had increased, he said. Single stream recycling tonnage will be budgeted the same as last year. Transfer Station supply line had not

changed significantly, Mr. Cabral said. The "Other Expenses" section that covers licenses and tipping fees was about the same. The DPW Director gave an update on the removal and replacement of the Swap Shop in accordance to DEP regulations. Building Maintenance had decreased for FY20. Salaries and Wages had increased; services moved to Capital Improvement; supplies had increased; and other charges covering licenses and education had not changed.

Capital Improvement Plan (CIP)

Jarrold Cabral presented the 5-year Capital Improvement Plan (CIP). He explained that he gathered the requests from all the departments. He said there is one season left for the Beach Department vehicle. Satellite Call Boxes are in the CIP but doesn't show in the total since the method of payment has not yet been determined. Police items included radios and two SUVs. The Fire Department requested a five million-dollar utility truck which will require bonding. Public Works asked for major component maintenance for three machines. Road maintenance was included in the CIP for items not allowed in Chapter 90, state money for roads. The maintenance truck needs to be replaced. A water buffalo request is for a way to supply emergency water and also work as a pressure washer. A message board request was in the CIP. HVAC mini-split replacement units would start with the ten at the Library. Mr. Cabral has programed the other units into the 5-year plan. The Library door needs ADA equipment added or a replacement door. The Transfer Station needs work on the office area and the hazardous waste shed. The School CIP will be presented when the School Committee comes before the Budget Task Force. More shelves at the Library are in the 2020 Capital plans. Ms. Palmer said the Environmental projects are included in the CIP. East Harbor and Eagle Neck Creek are in as place holders.

Ms. Palmer said the CIP at around \$400,000 was a realistic plan. Based on staff recommendations, it provides a way to take care of needs without pushing them off to a future year. Mr. Panessiti reiterated an explanation of the Budget process and welcomed more participation from the public. Ms. Palmer and Trudi Brazil said that the ClearGov software should add efficiency and a level of transparency to preparing the Budget. Chair Weinstein thanked staff for the efforts on this year's Budget materials.

ADJOURNMENT

Chairs Weinstein and Panessiti closed the Budget Task Force meeting at 10:05 a.m.

Respectfully submitted,


Mary Rogers,
Secretary



Robert Panessiti, Chair



Richard Wood, Vice-chair

Absent

Lori Meads

Absent

Jay Coburn

Susan Areson

Public Records Material of the 12/17/18 meeting
Draft FY 2020 Budget spreadsheets