

**Board of Selectmen - Budget Taskforce
February 3, 2014 – Meeting Minutes
Truro Town Hall – 9:02am**

Members Present: Bob Weinstein, Jay Coburn, Breon Dunigan

FinCom: Bob Panessiti and Lori Mead

Others: Rex Peterson, Trudi Brazil, Charleen Greenhalgh, Tricia Ford

Library Budget:

Mr. Peterson had asked Ms. Ford to come back with a “fallback” Budget in the event that her requested budget with changes in job positions does not pass on the override. Ms. Ford passed out a revised staffing plan. The reference librarian was lost in August. As a new Head Librarian, Ms. Ford wanted to look at the overall staffing at the library before she filled that position. She does not want to hire a new reference librarian. She would like to split the duties between the three existing positions and then create a part-time programs/community outreach position and a front desk position. The Library is changing; it is much more interactive with the patrons.

The Children’s Librarian would become more of an Assistant Director. The reorganization would require two articles on the warrant (Assistant Librarian, Programs/Comm. Outreach and Tech Services/Youth Services). Ms. Ford has discussed this with the Compensation Study consultants. Discussion of Books and Services ensued and per Ms. Ford the numbers have been adjusted from 19.5% to 17.3%. Up approximately 1% over the current year’s budget. In Line 5200, it was suggested that the Open Cape Item be moved to the IT Budget. Agreed to move this to IT. The Town Administrator is very supportive of the proposed overall changes to the staffing at the library. The model that Ms. Ford came up with is service based. The Library has gone from being a part-time small library to a more full-time year-round service oriented library. Circulation and other services are going up and it is providing more services with fewer staff people. The change in staffing may allow the library to stay open two extra hours on Saturdays. Overall the requested changes may not require an override, as it appears the bottom line for salaries will not increase. This may only require the warrant articles for the new positions. This will be reviewed further by staff.

Free Cash Review:

Mr. Peterson distributed a list of where we are in Free Cash, which prior to Special Town Meeting was at \$2.4M. \$200,000 was utilized at the Special Town Meeting. The following are the expenditures that he and Ms. Brazil recommend at this time: \$600,000 (received from AT&T) would go in to the Stabilization/OPEB; East Harbor - funding for engineering and design - \$150,000; \$1,000,000 to reduce the tax rate; \$22,000 for reconditioned compactors for the Transfer Station; IT contract (Feb – June 2014); and, \$20,000 for the Town Administrator search. That leaves a balance of \$384,000, which would need to be expended by June 30th. There are some small items that may be needed for IT and Building wages. There was a brief discussion about whether there should be money for a Fire Chief search. Generally staff does not recommend using free cash towards operating budgets; however this might be a good use for the School Budget, as this budget can change drastically from year to year depending upon Special Ed needs; however, staff still advocates for the additional positions to be on the over-ride.

Mr. Panessiti appreciates and agrees that the school budget cannot be predicted year over-year; he has concerns, but he is okay with it, provided everyone keeps their eyes open for the next fiscal year. The integrity of the budget itself is good. There is the need to spend the free cash this year.

Mr. Peterson noted that health Insurance for the next budget year has only gone up 1%, instead of the 10% budgeted. As a new Golf Course bid is due, and there were 7 others at the on-site, there is the potential of losing golf revenues; however the Town will not know the status until the contract has been awarded. The Town can always go for an Under-ride in the future, rather than an Over-ride if necessary. The existing unknowns at this point are Special Ed and Golf Course. If we do lose the Golf Course we would lose the revenue, but we would also lose the expenses.

Ms. Brazil handed out the most recent draft of the overall budget, which is now up over 5%. This handout represents all the changes requested, including those items/positions that would be on the override and capital items. This is still a work in progress.

There is a joint meeting of Selectmen and FinCom on February 11, 2014. Mr. Panessiti asked if the Task Force was comfortable with the requested additional personnel across the board. Early projections regarding the fire department will most likely see no increase in the budget. Brief discussion about the two positions in the Police Department. Ultimately it will be up to the Board of Selectmen to decide the proposed staffing at both the Police and Fire/EMS Departments.

Meeting adjourned at 10:24am

Jay Coburn, Chair

Breon Dunigan, Vice-Chair

Absent
Janet Worthington, Clerk

Robert Weinstein

Absent
Paul Wisotzky