

Budget Task Force
Selectmen Meeting Minutes
January 12, 2015 - 8:00am
Truro Town Hall

Selectmen Present: Jay Coburn, Maureen Burgess and Bob Weinstein.

Finance Committee Present: Bob Panessiti, Lori Meads and Roberta Lema

Staff/Others: Rae Ann Palmer, Trudi Brazil, Pat Pajaron, Trish Ford, Barbara Wood, & Kelly Clark

The meeting called to order by Selectmen Coburn for the Board of Selectmen and Mr. Panessiti for the Finance Committee at 8:00am.

Health– Pat Pajaron

Ms. Pajaron explained the various kinds of inspections that her department must execute and whether there is a cost for these inspections directly to the public. Rae Ann Palmer, the Town Administrator asked Ms. Pajaron to research the feasibility of recouping costs for these inspections. Ms. Pajaron noted there are fines that are associated with Show Cause Hearings. She indicated that the fee range is the same as in other towns. Selectmen Weinstein received confirmation that Emily Bebee is still assisting with inspections and spoke to the Health Agent's job description in which the duties includes inspections. The Town Administrator asked that this discussion be held for a later time.

Selectmen Coburn asked about the services that are provided through the VNA. Ms. Pajaron described the Town Nurse program. The services through the VNA contract are provided based on an individual's income or if they are underinsured. VNA services were reduced by half to make up the 5% reduction to the Health budget. It was indicated that these services are not mandated by the State; some towns have hired a permanent Town Nurse. Ms. Pajaron indicated that she was qualified but it is a time consuming position (Town Nurse). It was explained that the Town Nurse is referred through the Council on Aging. It was explained to Selectmen Burgess how referrals for children were received. Selectmen Coburn asked if the services of a Town Nurse were an essential Town function. Town Administrator Rae Ann Palmer, suggested that they research alternatives. Selectmen Burgess asked Ms. Pajaron how revenue can be increased. Ms. Pajaron responded that fees have not been reviewed since 2009 but could be reviewed again. Finance Committee Chair, Mr. Panessiti eluded that an analysis of fees will be coming for all departments. Ms. Pajaron next spoke on the reduction to the Conservation Commission budget (salary and wages line) regarding the Recording Secretary and Consultant; with fewer hours being determined to be needed.

Library- Trisha Ford and Barbara Wood

Ms. Ford thanked the Board of Selectmen for their support with the staffing rearrangement. She discussed the Library services that are currently provided. She stated that there have been salary and wage reductions based on one part-time position. She commented that a Library budget should spend 19% of its budget on specific items. Truro historically has been at 15% and she has hopes to increase that amount. She explained that they are receiving private donations that are for purchases of specific items in the Library. Ms. Ford spoke next about the Capital Budget going towards replacing shelving in the children's section. She continued to discuss building maintenance issues. Selectmen Coburn asked if the DPW staff could assist with some of the maintenance. Town Administrator Rae Ann Palmer, noted that this needs to be determined through the DPW as the person who did custom carpentry is no longer with the Town.

Barbara Wood, Chair of the Library Trustees discussed that the work needs to be done but can be postponed. Roberta Lema, member of the Finance Committee, questioned whether inventory had been taken at the Library. Ms. Ford responded that there was a video inventory completed. Mr. Panessiti, Chair of the Finance Committee, questioned the FY19 capital improvements. Ms. Ford explained that the Children's room is inadequate in space and she would like to move the area to the lower level to accommodate everything. She also suggested that bathrooms be added downstairs. There was a brief discussion on getting a better sound system.

Chairman Coburn recused himself at 8:42am.

Recreation and Beach-Kelly Clark

Kelly Clark, Recreation and Beach Director noted that the salary and wage line is down due to vacation buy back being recalculated. The service line has been increased to accommodate the cost of landscaping that Damion Clements has assisted with previously. She explained that she was going to look into cost options to cover the weeding costs. She explained that the costs for items have increased for uniforms and t-shirts. She explained that they eliminated one cell phone. Ms. Lema suggested that the weeding could be accomplished through a person in the senior tax program. Ms. Clark said that she would look into facilitating that program.

Selectmen Burgess asked how many students are in the after school program and in the summer program. Ms. Clark responded with 11-26 for the afterschool program and 70-80 in the summer program. There was a discussion on the payment of unpaid fees from 2009-2011 in which some of the funds are still not recovered even though civil warrants were issued for the close to \$6K that is still owed. She explained how this is being prevented now so as to not accrue debt. Ms. Clark reported that if there is more than \$100 due to the program then the child cannot participate in the programs. Ms. Palmer suggested that the parents pay up front or a portion in order to meet the milestones.

Selectmen Burgess asked about the cost of the Inclusion Specialist. Ms. Clark responded that there is a designated \$35K for an Inclusion Specialist should there be a need. Selectmen Burgess explained her background working with special needs children and questioned the evaluation process. Ms. Clark responded that there has been 3 children to date that needed the services. She explained that 5 staff in total are certified to work with children with special needs. There was a discussion on the certification, education and training needed and that towns are supposed to provide accommodations. Ms. Clark further added as part of the 5% cut she reduced the amount of expenditures by \$13K. It was noted that the ADA (American Disabilities Act) is non-specific as to "accommodations". If the child is not a Truro resident the parents can be charged for the services but Truro currently provides the services. Mr. Panessiti noted that the Town needs to be mindful of this expense. Ms. Clark noted that the \$11K is to fund the afterschool program not the summer program. Town Accountant, Trudi Brazil added that a child cannot be rejected based on their needs. Ms. Palmer suggested that the Finance Committee and Board of Selectman need to be aware of the cost for providing this service, along with the Town's liability. There was a brief discussion as to what constitutes a non-resident versus resident for admitting children into the summer program.

Ms. Brazil added that the after-school program is self-sustaining as well as there being associated funds through the CDBG for the afterschool program. Selectmen Burgess read from an ADA

document regarding government program funding. Lori Meads, of the Finance Committee suggested using contacts in other towns for discovery of alternative funds.

Ms. Clark noted also for the 5% cut to look into increasing the summer program youth fees. There was a brief discussion on the cost for the entire summer programming. Mr. Panessiti, asked that the fee structure be evaluated including the non-resident summer program fee amount.

Ms. Clark explained that the beach salary and wages line increased due to step increases with a request for a vehicle in the capital improvement plan. She explained that the beach truck needs to be replaced. It was discussed to limit the hours at the beach office during the summer months, increase beach parking fees and generate possible revenue for beach fire permits. It was noted that the Cape Cod National Seashore rate is \$20 per day to park at the Head of the Meadow beach. It was agreed that she should continue to attend the annual conference. Both Finance Committee members felt that the funds towards the Inclusion Specialist should be reduced and make adjustments along the way. Ms. Palmer added that they will continue to talk about the funding for an Inclusion Specialist.

Regarding the 4x4 vehicle it was suggested getting a smaller SUV vehicle, possibly reducing the amount to \$30K for the cost of the vehicle. Ms. Clark next spoke about the need for better software which she will need for both the Recreation and the Beach departments. Ms. Meads suggested that there could be a possibility to use the same software as other towns to facilitate savings.

Mr. Panessiti adjourned the Finance Committee portion of the meeting at 9:40am

Respectfully submitted, Nicole Tudor, Executive Assistant

Board of Selectmen

Jay Coburn, Chair

Absent

Paul Wisotzky, Vice-Chair

Absent

Jan Worthington, Clerk

Maureen Burgess

Robert Weinstein