

Budget Task Force
Selectmen Meeting Minutes
December 7, 2015 - 8:00am
Truro Town Hall

Selectmen Present: Paul Wisotzky, Maureen Burgess and Bob Weinstein.

Finance Committee Present: Bob Panessiti-Chair, Lori Meads, Roberta Lema

Staff/Others: Rae Ann Palmer Town Administrator, Trudi Brazil Town Accountant, Jay Norton DPW Director, Mike Kaelberer, DPW Office Manager

The meeting called to order by Selectmen Chair Paul Wisotzky at 8:00am.

Department of Public Works

Robert Panessiti, questioned the budget for consistency and whether Truro has a Policy for paying for things at a fixed cost and ultimately the tax rate should reflect this cost and provide services for the town. There was a brief discussion that only Town meeting vote could transfer those funds.

Snow Removal Budget

Selectmen Chair Wisotzky asked if the inclusion of snow removal of private roads was in this snow removal budget. The response was that it would be in the Public Works Budget. Town Administrator, Rae Ann Palmer, suggested several scenarios. There was a continued conversation on the Snow Removal Budget and whether it had been budgeted enough for supplies. The discussion continued as to whether to increase the budget due to any pending unforeseeable storms. It was noted that there would be a discussion on the Snow Plowing and Maintenance of private roads policy at a work session the Board of Selectmen were holding followed by a formal decision on a revised policy on the 15th of December.

Municipal Street Lighting

DPW Director, Jay Norton, spoke to the budget request and the bulbs that were energy efficient.

Transfer Station

DPW Director, Jay Norton, spoke of the line item requests for this Public Building Maintenance request. Finance Committee, Chair, Robert Panessiti, asked if how the transition to credit card payments at the Transfer Station has gone and whether policies are in place. Mr. Norton said they are currently working on that as well as other issues that need to be addressed. Mr. Panessiti, spoke to cost increases with better controls. The Town Administrator spoke of the ongoing discussions that she has had with Jay Norton and the Health Agent, Pat Pajaron about the Transfer Station. Lori Meads, of the Finance Committee spoke of using Seaman's Bank's credit card machine client (TRI Transaction) as being a savings in cost.

Mr. Norton discussed the weight scales being implemented at the Transfer Station on August 21st, with \$15K being billed for approximately 150 tons weighed to date. Jay spoke of the staff involvement in checking loads of trash before it goes into the hopper. There was a discussion on changing the direction of the recycling area and the hopper location for drop off at the Transfer Station. The Town Administrator noted that the Transfer Station site will be discussed at length once the town has decided whether PAYT is to be implemented. There was a continued discussion on how to make the recycling area more efficient.

PAYT impact on the budget, if it were going to be implemented, was discussed.

The Town Administrator explained that staff at the Transfer Station are currently counting the number of people that are coming in daily. This figure will be used to determine whether to close the Transfer Station for any number of days during the week. There was a conversation around how much savings there would be if the Transfer Station were closed during major holidays in congruous with the holidays observed at Town Hall. There was a discussion on the impact closing one day during the off season would have on the budget with the restructuring of the staff against which days are the least busiest.

Public Building Maintenance

Jay Norton went through the line items in the Public Building Maintenance budget. He spoke of the building maintenance items being requested and the need for those items. Mr. Panessiti, asked about Jay's thoughts on the impact to the Budget if the DPW facility were moved from the Town Hall Road area. Mr. Norton felt that additional bays fitting all of the DPW vehicles would help the maintenance of the vehicles in the long run and that a new building would be more energy efficient. There was a discussion as to the progress of moving the DPW facility. It was noted by the Town Administrator that a site still needs to be determined through cooperation with the DOT Real Estate Office. It was explained that the DEP wants the vehicles and the salt shed off of the current property due to the Public Water Supply Well. There was an explanation to Selectmen Burgess on the current Town vehicle gasoline and diesel operation, consumption and cost.

Next, the DPW budget overages were discussed and which funds were given back to the town at the end of the year. Jay explained the reasons per line item with respect to wages, and energy costs.

Capital Budget

The creation of the FY17-5 year Capital Plan was discussed by the Town Administrator. Mr. Panessiti, explained the need for the list, for future items with an anticipated dollar amount. The Town Administrator asked that a dollar amount be agreed upon yearly and then what items fall into that request will be determined. Mr. Panessiti, cautioned against this due to a project being put off then being more costly down the road. Ms. Palmer spoke of the 10 year plan that is one of the Board of Selectmen objectives. Jay Norton spoke of his departments requests on the CIP.

It was asked by Finance Committee member, Roberta Lema, why there is not one sticker for both access to Town beaches and the Transfer Station. There was a discussion as to whether this was feasible. There was a discussion on the kinds of software that exists for Departments of Public Works. The Town Administrator noted that discussions are continuing for regional use of equipment including the purchase of software called *SeeClickFix*.

Jay Norton spoke of the building request for a new front door from the Police Chief at the Public Safety Facility. There was a discussion on the need for the Key Fob system on town building doors. Selectmen Chair Wisotzky asked for a usage comparison of police vehicles versus DPW vehicles. The Town Administrator spoke to the requests from the Police Department for Capital Improvements. She next spoke in greater detail about the request for a new radio system. She said that the State will be purchasing a new system in the next 3 years, but it was important to budget for a new system now, which includes replacing radios in the Fire Department.

Town Administrator, Rae Ann Palmer, next spoke of the requests from the Fire Department. The Chief is looking into grants for the Tanker. There was a brief discussion on the DEP clean-up of the Firing Range. The discussion around sharing Fire Department equipment was explained to Ms.

Lema as well as other regional ideas. The Town Administrator also spoke of replacement requests of the Animal Control vehicle and the replacement of the Beach truck. She noted that they are also looking at Recreation and Beach Department software. There was a discussion on the request to add on to the Recreation lounge, the Town Administrator covered the request but did say she needs to have further discussions with the Recreation and Beach Director about the request. There was an additional conversation on the request for the COA Shade Sail referring to it instead as the Community Center Shade Sail. The discussion led to the quote estimate that came in on the walking trail at Snow's Field. The Friends of Truro Recreation were going to see if they could get additional quotes since the first quote was so high, commenting that there is opposition from the abutters to Snow's Field. It was noted that there has been quorum issues with the Recreation Commission and they have not been able to meet. Mr. Panessiti spoke of the CPC funding and their choice of projects that they fund and vet.


Selectmen Chair Wisotzky spoke of the choices that the CPC has received for funding requests. Mr. Panessiti questioned their process and past issues. Selectmen Chair Wisotzky spoke to the CPC vetting the requests and perhaps the Selectmen can voice their priorities to the CPC beforehand. It was noted that Committees are not looking long term at their projects with the impact on the budget and maintenance and to formerly meet ahead of their projects with the Finance Committee to determine true costs.

The Truro Central School CIP was discussed and to get a meeting together between the Finance Committee and the School Committee. The Library Budget was discussed and it was suggested to look at the entire Library to see what can be done with the current space and analysis of the building. There was a discussion of the role of the Friends of the Truro Library. The Town Administrator spoke of the Harbor Master needing a new engine for his boat with the cost being split over 3 years. The Town Accountant spoke to the Budget Task Force about materials for the next meeting.

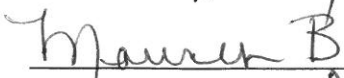
At 9:47AM Selectmen Chair Wisotzky asked for a motion to adjourn. Selectmen Clerk Burgess so moved. Selectmen Weinstein seconded the motion. So voted 3-0.

Respectfully submitted, Nicole Tudor, Executive Assistant

Board of Selectmen



Paul Wisotzky, Chair



Maureen Burgess, Clerk



Robert Weinstein

Absent



Jan Worthington, Vice-Chair

Absent



Jay Coburn