

Budget Task Force
Selectmen Meeting Minutes
December 29, 2014 - 8:00am
Truro Town Hall

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

Finance Committee Present: Bob Panessiti and Roberta Lema

Staff/Others: Rae Ann Palmer, Trudi Brazil, Charleen Greenhalgh, Susan Travers

The meeting called to order by Mr. Coburn at 8:05am.

Accounting – Trudi Brazil

The only increases thus far are with longevity bonuses. Salary rates may changes per LIUNA contract and Accountant's contract. A 5% reduction would mean reductions in staffing in the office. The office assistant would be reduced by 3 hours and the Town Accountant by 3.5 hours. Other charges and expenses include memberships (including conferences) and travel reimbursement for continuing education, including procurement certification. There is a capital request for MUNIS purchase order encumbrances modules. Per Ms. Palmer she would like to find funds this year to begin the process. This has been a Selectmen's goal for a number of years to begin a purchase order process. The estimated cost is \$15,000 and would be part of the CIP. It would result in an increase in the MUNIS yearly upkeep of approximately \$2,300. The implementation of this would be labor intensive until such time as everyone is trained in the system and the system is implemented. This is potentially the precursor to the P-Card system (similar to a credit card.)

COA –Susan Travers

FY17 – a new vehicle may be needed and is reflected in the CIP. The overall budget has been level funded and actually reflects a reduction as a long time employee retired. A five percent reduction in the Council of Aging's budget represents \$14,460. The transportation program provides vehicles and drivers who transport residents to medical appointments. Many of the trips carry multiple passengers (residents) which compounds the impact. Line 5100 – \$10,980.00 (Part time driver salary) part-time drivers are the support personnel who drive members of our community to Boston for medical appointments twice per week. This reduction will result in one trip per month. Line 5400 – \$3,480.00 (Gasoline) represents the reduction in gasoline used in reducing the trips from two per week to one per month. The cut in the budget would be the number of trips provided. Mr. Coburn asked how the trips are currently used. The bus currently runs a couple of times a week and usually has more than one client. Truro currently is the only town (Wellfleet and Provincetown) that provides bus service to Boston. Other agencies (HOW and Aids Support Group) provide services to the town. There may be an opportunity to share services with other agencies. There is currently a Title 3 grant from Elder Services. The town's philosophy has been to always fund the services, hoping that the grants would help to offset the cost of the drivers. There are turn backs each year in the salary/wages line as a result of the grant drivers. It has been discussed to have a separate line item in another account to cover increases in fuel costs.

Assessing – Charleen Greenhalgh

The budget is level funded with the exception of step increases and buybacks. The position of the Deputy Assessor was vacated in December. The salary amount has not been changed as an individual may be hired at the wage level. This year represents a non-cyclical year therefore the funds for the PK system is lower. Ms. Lima asked what the cost of the maps is, it is approximately

\$7,300. She is concerned with costs being “hidden” in other departments. It has been the past philosophy to include all IT related budget items within the IT budget. This information is available to anyone who requests it.

Mr. Weinstein asked how the search for a new Deputy Assessor is going. Ms. Palmer explained that the position has been advertised in a variety of paper and publications, including the town website. Approximately \$600 has been spent on advertising. There have been conversations with Wellfleet about the position being shared. The clerk position would most likely be moved to more hours if that were to occur. Ms. Brazil raised the concern that having a shared Assessor with a community that has the same deadline for tax bills could be cumbersome.

Finance Committee Budget – Bob Panesseti

The budget is level funded. Almost half of the budget is returned at the end of each fiscal year, so a 5% decrease should not be a problem.

Reserve Fund –Bob Panesseti

The same amount is proposed as last year. There are a number of open questions, such as with the Fire Department, of not knowing where or what may happen in the coming year.

A general discussion ensued about the 5% decrease relative to all budgets. How and when this should be implemented for the different departments. Many of the changes (COA trips, Transfer Station remaining open 7-days per week) are policy decisions and/or do the taxpayers want to pay for these services. It was suggested that a list of items be kept of those items that could be reduced. Also there is a need to look at the revenue side of the situation. A discussion of fees ensued. What mechanisms are available to increase fees for a variety of uses and services. Administration will review these and bring back this information to the group.

Respectfully submitted, Charleen Greenhalgh, Assistant Town Administrator/Planner.

At 9:30am the Budget Task Force portion of the meeting ended and the Selectmen moved into regular session.

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

Staff/Others: Rae Ann Palmer, Kyle Takakjian

Chair Coburn commenced the special meeting of the Board of Selectmen. Two items were before the Board of Selectmen from a request of the Police Chief. He requested a vacancy position be filled and the promotion of a probationary Sergeant.

Chief Takakjian stated that the vacancy will be effective 31st of January.

He also asked to authorize promotion of Officer Valli to Sergeant.

There was a discussion on the number of Sergeants on the department. **Coburn asked for a motion to approve filling the police officer position. Burgess so moved. Weinstein seconded the motion. So voted 3-0.**

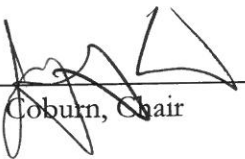
Coburn asked for a motion to approve authorizing the promotion of Officer Jeremiah Valli to probationary Sergeant effective February 2nd, 2015. Weinstein so moved. Burgess seconded the motion. So voted 3-0.

Town Administrator, Rae Ann Palmer stated that Selectperson Wisotzky met with Bob Loomer of MRI regarding recruiting the next Fire Chief. Mr. Loomer will extend his services and support through the transition. There is funding left from 2014. She requested Mr. Loomer's continued service in assisting with the search and training of a new Fire Chief. She explained that the contract ends December 31st and would like to extend it to June 30, 2015.

Burgess moved to extend the MRI contract to June 30, 2015. Weinstein seconded the motion. So voted 3-0.

Coburn asked for a motion to adjourn at 9:32am. Burgess so moved. Weinstein seconded the motion. So voted 3-0.

Board of Selectmen



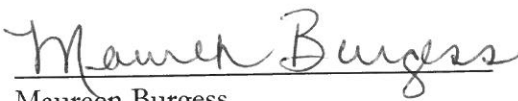
Jay Coburn, Chair

Absent

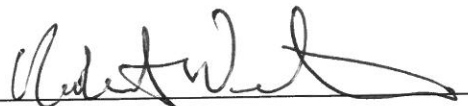
Paul Wisotzky, Vice-Chair

Absent

Jan Worthington, Clerk



Maureen Burgess



Robert Weinstein