

Budget Task Force FY2018 Budget Meeting
Monday, December 19, 2016 at 8:00am
Selectmen's Meeting Room-Truro Town Hall
24 Town Hall Road

Present: Finance Committee Chair-Lori Meads, Finance Committee Member-Roberta Lema-Police Chief-Kyle Takakjian, Town Manager-Rae Ann Palmer, Assistant Town Manager-Kelly Clark, DPW Director-Jarrold Cabral, Town Accountant-Trudi Brazil, Board of Selectmen Chair-Paul Wisotzky, Board of Selectmen Member-Robert Weinstein, Police Lieutenant-Craig Danziger, Police Sergeant-Scott Holway

Chair Wisotzky stated that since there was no quorum of either the Board of Selectmen or the Finance Committee, there was no need to officially convene the meeting. He welcomed Assistant Manager Clark to her first meeting.

Town Manager Palmer told the group that she, Town Accountant Brazil, Police Chief Takakjian, Lieutenant Danziger and Sergeant Holway went over their budget with a fine toothed comb. A few minor changes were made and the budget is coming in under last year's budget.

Chief Takakjian started with the Police budget and read through his budget memo.

- The 5100 line is their base salary line, which includes the 2% raises for FY18. Small adjustments were made to holiday pay, vacation/sick time buy-back, etc. There are a couple of long-standing employees who they will not have longevity payments next year, so there was a savings of \$15,000.

Chair Wisotzky asked for clarification that the 5100 line was for full staffing, which Chief Takakjian confirmed.

- With the 5150 line (Overtime) the figure needs to be adjusted downward by approximately \$15,000 due to an employee who will need to take time under the Family Medical Leave Act (FMLA).

Finance Committee member Lema asked why this would be included in the overtime budget. Chief Takakjian explained that the amount is actually for the replacement of the person who will be out on FMLA. Finance Committee Chair Meads asked if there were a "Plan B" in the unlikely case that the employee does not want to come back. Chief Takakjian stated that within their budget, that possibility has been built in. Selectman Weinstein asked the Chief to discuss the \$10,000 for extra security. Chief Takakjian explained that that money is used whenever there is a Town function. That money is not used when a non-profit is having a function which requires a police detail.

- The 5200 line (Services) has no change to it.
- The 5400 line (Supplies) had one large change due to the Town budgeting \$3.25 per gallon for fuel. The Department generally goes through approximately 12,000 gallons of gasoline per year. That gives a reduction of \$9,000. Other than that the amount for vehicle parts was increased by \$2,000, due to seeing a higher cost for everything from times to automobile parts.

- The 5600 line (Intergovernmental Charges) has no change to it. This line is for paying tuition fees to the Police Academy.
- The 5700 line (Other charges and Expenses) has a couple of changes. Last year, three officers received a \$3,000 reimbursement for tuition fees paid. In FY18 they do not have anyone who will be receiving that reimbursement. When next years' budget is prepared, they will have one officer who will be receiving the academy reimbursement. One big change is that the training budget has been increased. That is the cost that the Town pays for classes.
- The 5750 line (Grant Funding Outlay) has no change and stays at \$40,000.
- The 5800 line (Capital Purchases) has a threshold of \$10,000. Chief Takakjian discussed two items: mobile radar units for 2 police cars and one of the computers that are installed in police cars. These items need replacing due to age/wear and tear. Town Manager Palmer noted that these items are not duplicated in the CIP.

Chair Wisotzky wanted to discuss the cost of fuel. The Town allots more money for the purchase of fuel than what is actually paid and he would like to know why. Town Accountant Brazil explained that at this time of the year she does not know what the lowest bid is going to be. Town Manager Palmer stated that using a higher figure gives the Town a cushion in case the Department goes over their estimated 12,000 gallons. Gas is purchased through Cape Cod Oil.

Chief Takakjian then proceeded to review the TEMA (Truro Emergency Management Agency) budget. What's been decided for this year is to leave the funding the exact same as it was the previous year. A small amount is set aside for the CERT Team and for training, etcetera and it is essentially level funded. He would like to join the Regional Sheltering System from Barnstable County but those talks are ongoing with the Town Manager in Provincetown.

Town Manager Palmer suggested moving along to go over the CIP Budget. Chief Takakjian stated that only one cruiser is up for replacement next year (along with the cages, etc which go inside that vehicle). The ballistic vests are shown at a replacement cost of \$850 each. Provided that the Federal government comes through with the money next year, there will be a 50% reimbursement on the purchase of new vests from the Department of Justice. The only other item involving the Public Safety Facility is the gutters. DPW Director Cabral confirmed that the gutters were to be replaced, along with a new key fob system. Chair Wisotzky noticed that the firing range was in FY2020 and asked if there was a cost. Town Manager Palmer explained that the Town does not have a permit for the range and the DPW Director needs to work on having other items permitted before working on having the firing range permitted. Chair Wisotzky asked about the cost of a firing range. Chief Takakjian explained that right now, officers are sent to the range in Eastham. It's much more practical for the Town to have its own range. The Town firing range is shared with the Town of Provincetown. The clean- up and construction of a new range should be bourn equally. Town Manager Palmer has entered into initial talks with Town Manager Panagore, from Provincetown and she believes discussions will need to be had at the Board level.

Finance Committee Chair Meads asked where the Department stood on radios. Chief Takakjian noted that the State has not decided what the final system is going to be, but it will be expensive.

Town Manager Palmer continued with the Capital Improvement Plan. The Council on Aging needs a replacement vehicle and the item is highlighted because it's not known if the vehicle will even make it through the end of 2016.

Assistant Town Manager Clark began her discussion with the fact that the Beach vehicle will not start. DPW Director Cabral added that the frame of the vehicle has holes in it. It's safe to drive, but they probably will only get one more season out of it. What is in this year's Capital Improvement Plan is an awning for the Truro Community Center. Currently, a 20 x 30 foot tent is used each year. Unfortunately, with all the wind events, the tent keeps getting damaged. The awnings range in price from \$5,000-\$10,000 depending on style. The other item in the CIP is an all-terrain vehicle. The department has gone without an ATV for many years, but with the increase in shark sightings, they are concerned with the public safety aspect. An ATV would improve notifying the public and responding to emergencies. Selectman Weinstein asked if training would be required. Assistant Town Manager Clark thinks that minimal training would be needed.

Finance Committee member Lema asked about the line item for Snow's Field. Town Accountant Brazil explained that the amount is for upkeep to the field to keep it functional. Assistant Town Manager Clark noted that the fencing has deteriorated and the parking area needs fixing (and a better layout). Finance Committee member Lema does not agree with spending money to maintain when the Community Preservation Committee has plans to add tennis courts, etc. She believes that the repairs should be included in with what the CPC wants to do. Assistant Town Manager Clark explained that CPC funds cannot be used for maintenance. Selectman Weinstein asked what programs use Snow's Field. ATM Clark stated the following; youth softball, baseball, t-ball, soccer along with informal adult leagues (soccer and other pick-up games). The two Town leagues are soccer and baseball/softball.

Town Manager Palmer continued with the CIP for the Fire Department. The new air packs were funded but the compressor was not. Provincetown is filling Truro's bottles right now. A compressor has been put into the budget. Flooring in the apparatus bay needs to be repaired in order to make it safe. Discussion about combining the sally port in the Police Department into the same part of the budget took place.

The storage sheds are coming off the budget as some are being repurposed at the DPW for the Harbor Master, and will be kept at the DPW location. The Finance Committee authorized the funding from the reserve fund to replace the Harbor boat.

DPW Director talked about repairing the culvert. He stated that the dump truck, plow, and sander is a one-for-one swap if we do not get Chapter 90 money to approve it. The fleet is not being expanded. The key fob system is primarily for the Safety Facility interior doors, Town Hall interior doors and the library as well. The Transfer Station compactor and trailer go together. The reason for both is to limit the trips to about ten (down from approximately 50-60 trips per year). Chair Wisotzky asked what would happen to the old equipment. DPW Director Cabral explained that it could be declared surplus and be sold, or

if the second, older, compactor has a devastating repair the equipment could be used in its place.

Town Manager Palmer continued the discussion, moving onto the School CIP. There is nothing exceptional except for the maintenance, and technology upgrade. The school is willing to put off the boiler upgrade for another year.

The carpet on the lower level of the Library is going to be replaced by carpet tiles, which are easier to replace. The bookshelves are an ongoing project. The budget for the consultant for reconfiguring the library space seems a bit high to Selectman Weinstein. Town Accountant Brazil has suggested that the staff do some brain-storming, however Library Director Ford is concerned that they'd be "thinking within the box which is Truro Library". Town Manager Palmer asked that if the Town is going to be doing the space analysis, do they want to spend money for furniture for the lower level, or they want to hold off. It was decided that the group would talk to the Library Director about this at their January 23rd meeting.

Town Manager Palmer continued with discussing items in red. There are environmental and other large projects involved. Her recommendation is to put a borrowing authorization on the warrant for East Harbor (replacing the culvert that runs from the bay to Route 6). There are cost estimates that range from one million to four million dollars. Any decisions made for this, and Eagle Creek, will be based in science and engineering. No guessing will be done.

Respectfully submitted,

Noelle L. Scoullar