

**Budget Task Force FY2018 Budget Meeting
Tuesday, January 31, 2017 at 8:00am
Selectmen's Meeting Room-Truro Town Hall
24 Town Hall Road**

Present: Paul Wisotkzy- Chair, Board of Selectmen, Robert Weinstein-Board of Selectmen, Rae Ann Palmer-Town Manager, Kelly Clark-Assistant Town Manager, Trudi Brazil-Town Accountant, Lori Meads-Chair, Finance Committee, Roberta Lema-Finance Committee Member, David Wennerberg-Information Technology Director, Jarrod Cabral-Department of Public Works Director, Michael Kaelberer-Department of Public Works Office Assistant

Chair Wisotkzy noted that there was not a quorum for either the Board of Selectmen or the Finance Committee. The meeting started at 8:05am.

The meeting started with Information Technology. IT Director Wennerberg began by addressing questions which were posed beforehand. He does not deal with the public directly but does, most certainly, deal with them indirectly. He went on to list the things which deal with the public:

- Truro TV
- Video On-Demand
- Truro's Town Website
- Public Access Computers at Truro Town Library
- Public Wireless Access at all Town Buildings

IT Director Wennerberg added that he is doing some outreach via social media as well as implementation of a better website home page.

In regard to whether the department is providing a level of service that meets the demand, the only thing he hears from citizens is that they would like better wireless access at the Library and Community Center. Other than that, he does not receive any requests via the public.

In response to the question which asks if he does too much of one thing, but not enough of another, he believes he has a healthy balance of keeping demands and requirements together. He continues to improve the stability and functionality of the current systems and implementation of newer technology where needed. The goal is to position the Town's information technology infrastructure for growth, while maintaining flexibility for new demands.

As for budgeting for items no longer needed/services no longer required, IT Director Wennerberg does not have any of that. He has Barnstable County's on-site services and overtime costs, which are estimates. Sometimes Barnstable's services are not needed, and overtime is based on what projects are going on. Finance Committee Chair Meads asked if the Barnstable County hours were pre-paid. Accountant Brazil stated that they were not. Town Manager Palmer wanted to add that this budget maintains the services that the Town has and allows for the IT Director to do work on the new phone system which he implemented. This budget does not allow for a lot of time to explore new technology. Finance Committee Chair Meads asked if he had any software which would allow him to access items from home. He does use a program called LogMeIn.

IT Director Wennerberg continued by delving into the budget. There is a 2.17 percent increase over last year. Items of note were:

- New software in the 5200 account for the sticker tracking system accounted for \$10,000.00.
- The firewall subscriptions on the 5200 account were reduced by 35 percent, due to streamlining both firewalls.
- There was an increase on the One Call Now annual subscription by 202 percent. There was a \$1,000.00 increase for combining Recreation's One Call Now with the Town's. One Call Now is emergency calling to announce snow days, etc.
- The Comcast charges are up approximately 12 percent across the board.
- There was a charge for \$100.00 per month for OpenCape for the Virtual Private Network and that amount has been picked up by OpenCape for a savings of \$1,200.00 per year.

He then went on to discuss the out-of-pocket expenses on the 5700 account;

- There is an increase of \$325.00 due to our Domain name, truro.gov. The annual charge used to be \$125.00 and has increased to \$450.00. That charge previously was not increased for nine years.
- Other expenses were for the dot.gov domain, dropbox pro and his cell phone reimbursement.

The last line item to discuss was 5800. He stated that so much has been done in the last three years; new desktops, new servers, new switches for the phone, routers, that he does not expect any real charges. The only charge he is planning on is the usual 6 year replacement of monitors.

Town Manager Palmer noted the one item "sitting out on the table" is the Captain's position at the Fire Station. That position was half LIUNA and half Captain (per diem). That was lumped into one Administrative Captain's position. There was no increase to the Fire Department's budget but we lost a LIUNA position. The agreement with LIUNA was that a position would be put back into the budget and get it funded somewhere else. It is a nineteen hour position. Right now she has placed it in the Selectmen's budget as a web/communications position. She was thinking about placing it in the IT budget for a full-time position, and eliminating the Barnstable County. The decision does not need to be made today, but it is something to think about. IT Director Wennerberg added that if a full-time position is added to his budget, his overtime would disappear.

Department of Public works was the next item to be discussed.

DPW Director Cabral went through the memo first. He feels that the department strives to meet all expectations on a daily basis. He believes that emphasizing policies helps him manage the crew effectively.

Director Cabral thinks the department has proven, over the years that they can sustain Town services. There have been no staff changes, other than moves within the Department from one position to another. This summer he will be collaborating with the Beach and Recreation Department to offer all Transfer Station permits at the Beach Office, in conjunction with license plate recognition software that will allow the Transfer Station Staff to be more effective in the day-to-day flow of citizens.

As the new Director, Cabral emphasized that part of his job is to ensure that personnel, equipment and Town infrastructure is utilized in the most effective way. In the past five months, the Department has operated with more balance between building maintenance and highway personnel.

Director Cabral mentioned that the Department will not be purchasing stickers this year. That fee is being moved to the Information Technology budget.

He did note that the port-o-potty figure allowance which was set aside last year was not accurate. He was just notified about this discrepancy two weeks ago. The figure did not reflect prevailing wage. That will impact the budget by an increase of approximately \$10,000.00. In reviewing the entire DPW budget, it appears it has gone down mostly due to fuel. Office Assistant Kaelberer added that combining the positions of Mechanic and Foreman dropped the wage line as well.

Director Cabral began going over the budget of the DPW 400, which includes truck drivers, mechanics, foreman, anyone in the garage. Town Manager Palmer pointed out that one of the things Director Cabral is doing is standardizing the positions and licenses that staff have. This will enable employees to do multiple functions. Chair Wisotzky asked if there was a cost associated with the employees obtaining the licenses. Director Cabral stated that the cost is built into the budget. The concern of employees gaining these licenses, being reimbursed, and then leaving the job was brought up. Town Manager Palmer noted that these employees tend to stay with the Town for a long period of time. The buyback for protective shoes and uniforms is contractually obligated.

Chair Wisotzky asked for the locations of street lights which the Town takes care of. A list will be generated and distributed to the Board of Selectmen and Finance Committee.

Next on the docket for discussion was the budget for the Transfer Station 430. Director Cabral stated that the budget has gone up a bit from FY2017 to FY2018. Contributing factors are the post-closure certification, and a general "tightening-up". The intent is to get the property cleaned up, remove structures off the cap that are not supposed to be there, get the post-closure certificate and then go in with a round of permit requests to add back some of the structures wanted. Director Cabral stated that we are compliant with trash removal.

Chair Wisotzky noticed a new fee under "removal of organic materials" and asked for an explanation. Director Cabral explained that the fee was half of what the total cost was to remove the large brush and organic material which patrons of the Transfer Station dropped off. The idea was to compost the organic material for citizens to use, however it was not taken advantage of. Health Agent Pajaron and Director Cabral have come up with a fee for dumping brush. In the past, commercial haulers were allowed to dump brush and grass clippings with no fee. The typical fee for a 1 ton load of brush is \$50.00. They have come up with a tiered fee system for everyone.

Chair Wisotzky noticed that the solid waste disposal fee went down (tipping fees) and wanted to know if that is due to the single-stream recycling. Director Cabral answered that it was, and he hopes to see that figure trend downward.

Capital needs for the Transfer Station are a larger compactor, to be placed next to the current compactor, for single-stream. That would eliminate at least 50 trips with a smaller vehicle.

They would save around \$11,000.00 in travel fees. Town Manager Palmer added that permanent scales need to be installed because the Town cannot use portable scales. The

Capital Budget includes the funding for that. She and Town Accountant Brazil will recommend a Capital Exclusion for those scales, rather than incorporating that into the Capital Budget. The funding for the trash compactor, ramp, and fencing can be paid for out of the \$300,000 that was authorized to borrow for the clean-up of the Transfer Station for post-closure. AT&T is paying \$65,000 for the work done to repair the damage done to the cap. Town Accountant Brazil noted that the Town needs to make sure of is that whatever is bonded, and whatever is rolled into that bond, the items covered in that bond have to be bondable. She is not sure about the fencing or building a ramp, but the compactor would be bondable.

The next item to be discussed was Public Building Maintenance. This section has a decrease, which DPW Director Cabral attributes to routine maintenance of all the moving parts in the building rather than going into crisis management when a part fails and needs to be replaced. Constant maintenance is a bit less expensive over time. Town Manager Palmer stated that they are still recruiting for a part-time evening employee. The current part-time evening employee was promoted when DPW Director Cabral took the Director position. Two employees moved up, and the part-time evening position is still vacant. Town Manager Palmer noted that when they looked at Town Hall Operations, the electric bill was down considerably. A lot of it is due to the work that DPW Director Cabral did to get more efficient lighting.

Chair Wisotzky wished to discuss one last item. He said that he is going to the Recreation Commission meeting later tonight to talk about a fee increase.

Finance Committee member Lema asked if the Transfer Station sticker fees were going up. DPW Director Cabral stated that the cost of the sticker for using the Swap Shop is going from \$0 to \$10 dollars.

Town Manager Palmer wanted to point out a couple of items before the meeting adjourned.

- The Planning Board and Zoning Board of Appeals both have increases because the legal advertising costs have increased.
- The Selectmen's Budget has the part-time LIUNA position in it. There is an increase from the Chamber of Commerce, and has \$25,000 in it to do a search appropriation for the Police Chief position.

Town Accountant Brazil brought up the Cable Advisory Committee. She said that the group would see a very tentative (and most likely excludable) amount of \$55,000 to outfit the Library as a second location for meetings, with proper technology for filming, etc.

Respectfully submitted,

Noelle L. Scoullar