

Budget Task Force  
Selectmen Meeting Minutes  
December 14, 2015 – 8:00am  
Truro Town Hall

**Selectmen Present:** Robert Weinstein, Chair- Paul Wisotzky, Jay Coburn

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

**Staff/Others:** Town Administrator-Rae Ann Palmer, Town Accountant-Trudi Brazil, Police Chief-Kyle Takakjian, Animal Control Officer-Suzanne Trasavage

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

### **Emergency Management and Police Department Budget**

Chief Takajian discussed the emergency management section of the budget, which includes an emergency shelter. Town Administrator Palmer noted that one of the challenges would be getting people to support the shelter. She mentioned that Provincetown utilizes their Fire Department for staffing; however it is in their job description. Truro Fire employees do not have anything written in their job description regarding working in a shelter; therefore they would need to be paid additionally for that. Chief Takakjian stated that two members of the CERT Team have been trained. He also pointed out that there are about eleven different positions within a shelter, and there are shift rotations which need to be considered too, when staffing.

The Police Department Budget was presented next. Chief Takakjian stated that the budget was presented without contractual increases. Those negotiations go back to the prior July 1<sup>st</sup>. Chair Wisotzky clarified that the budget does not reflect the cost of the new contract. Town Administrator Palmer stated that the new contract has not been ratified yet. The Purchase and Services line has been reduced by \$1600. He has increased the 5200 category by \$500 to compensate other police departments having to appear in court on a Truro matter. The cost of instructors has been reduced by \$1000 because the Municipal Police Training Facility is paying a little more of their in-service training. The 5400 line (supplies) has been increased by \$1000 for uniforms because they are costing more, and they have more staff. The vehicle parts line has increased by \$1000 as well (prices of tires and parts continue to increase). The budget remains static for the cost of fuel. The 5700 (other) line has an academy tuition payback increase of \$7500. Chair Wisotzky asked about expected health care increases. Town Accountant Brazil told the group that they will only have preliminary numbers in January. Chief Takajian stated that there was a decrease in 5700 of \$300 for an insurance clause that was already in place with the Town. A discussion ensued regarding grant monies and reimbursements.

Selectman Coburn asked if the Town was required by State law to provide police coverage during elections. Chief Takajian said yes.

Chief Takajian continued by saying that the overtime budget was staying the same. He has found that, with the appropriate amount of staff, they are on track with budgetary expenditures. Chair Wisotzky asked that if they ratify a contract for January 1<sup>st</sup>, would the retro money from July 1<sup>st</sup> come out of the fy16 budget. Town Accountant Brazil confirmed in the affirmative.

Next discussed was the Capital Budget. Town Administrator Palmer noted that she increased the amount of chairs and tables in the training room from the last budget she saw. That room is being set up as a 2<sup>nd</sup> public meeting room, and she felt more money would be needed. Chief Takakjian discussed a couple of items:

- One of the Dodge Chargers and one of the Dodge SUVs needs replacing.
- The radio system needs to be replaced. They currently have an analog system. The State is transferring over to a new digital system. The portable radios they use were built in 1994-1995.

They are no longer manufactured, and parts are no longer made. He does not know the exact date that the State is going over to the digital format. A discussion took place on how to appropriate the money over time.

Chief Takakjian then went over explanations for turn-backs. There were no questions from the group regarding this section.

### **Animal Control Budget**

Animal Control Officer Suzanne Trasavage joined the group to discuss her portion of the overall Town budget. She has used a considerable amount of her budget this past year on veterinary care and housing for some of the animals she's had to seize. The money comes back to the Town through court proceedings, but takes time. Due to that chunk of expenditure, she has increased her FY17 budget in anticipation of future similar issues. In the Capital Budget, she has put in for a replacement vehicle. The current vehicle has problems and is very large, which makes it difficult to get to many locations. A suggestion was made to utilize one of the Police Department's SUVs.

### **General Discussion**

Town Administrator Palmer mentioned the cost of engineering and repair for the East Harbor culvert, under the Environmental Projects section within the Capital Budget. Roberta Lema asked about the \$50,000 for Snow's Field (under Recreation). She thought that the work was being completed by volunteers. Town Administrator Palmer explained that they do not have enough money to do what they want to do. Chair Wisotzky talked about having better coordination with the Community Preservation Committee.

**Selectman Weinstein made a motion to adjourn at 9:15am**  
**Selectman Coburn seconded.**

Respectively submitted, Noelle Scoullar, Executive Assistant

Board of Selectmen

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Paul Wisotzky – Chair

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Absent  
Jan Worthington – Vice Chair

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Absent  
Maureen Burgess – Clerk

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Jay Coburn

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Robert Weinstein