

Budget Task Force
Selectmen Meeting Minutes
December 21, 2015 – 8:00am
Truro Town Hall

Selectmen Present: Chair- Paul Wisotzky, Maureen Burgess

Finance Committee Present: Richard Wood

Staff/Others: Town Administrator-Rae Ann Palmer, Town Accountant-Trudi Brazil, Building Commissioner-Russell Braun, Health and Conservation Agent-Patricia Pajaron

The meeting was called to order by Selectmen Chair Paul Wisotzky at 8:15am. He announced that there was no quorum of the Board of Selectmen or Finance Committee.

Conservation Commission Budget

Ms. Pajaron stated that there was a slight increase to the 5100 line due to the Conservation Commission Secretary salary. The 5700 line had an increase of \$50 to purchase educational brochures through MACC. The Conservation Commission has been working on public education to inform people about wetlands, etc. The change in the 5200 line (a \$2000.00 increase) is authorized by Town Administrator Rae Ann Palmer for mailing and printing. There is also some money in the 5200 budget for a consultant (SafeHarbor) which was reduced from \$1000.00 to \$800.00. The \$200.00 reduction was then shifted for use for legal ads with the Banner. There was a discussion about the Conservation Commission doing some community outreach.

Selectman Burgess asked if Conservation Commission members had any training. Ms. Pajaron explained that she does encourage members to go to conferences through MACC. There is money set aside for that.

Ms. Pajaron added that she did a fee analysis and that the fees are comparable with other towns.

Board of Health Budget

Ms. Pajaron went over the 5100 line. Longevity has been added for the Conservation/Health Agent. The biggest change is the new full time Health/Conservation Agent Assistant. Money has been shifted in the 5200 account. There was additional money (\$750) for public health vaccination clinics which has now been allocated. \$450.00 of that money will now go toward advertising in the Banner, and the remaining \$300.00 is for conferences/workshops etc.

Ms. Pajaron has spoken to the COA Director, Susan Travers, about public health programs. They have also discussed the VNA contract for the next fiscal year. They would like to tailor it to better fit Truro's needs.

Building Department Budget

Mr. Braun stated that 98% of the budget is salary. In the 5100 line, there is a reduction from the removal of the vacation buyback. There is only one person who qualifies to participate and that person has never done so, and is not interested in doing so in the future. The plumbing/gas inspector is on a per inspection basis. Mr. Braun did an analysis based on previous years and has reduced the yearly amount slightly, to be more in line with how much is spent on that inspector for the year. Purchase of Services has increased by \$6.00, which is an increase in the inspection fee for the Building Department vehicle.

Town Administrator Palmer noted that there is a proposal to reduce the Building Commissioner's hours to 30 per week. Mr. Braun believes that, done properly, a $\frac{3}{4}$ time position is adequate. He feels that

there is a trend towards more express permits and smaller projects, which do not require extensive review. Town Accountant Brazil suggested a trial run at a later date, after public outreach.

General Discussion

Richard Wood asked for clarification on the salaries for the Board of Health budget. Town Administrator Palmer stated that the Assistant Health/Conservation Agent position used to be part time, and at the last Special Town Meeting, it was voted in to move the position to full time, hence the increase in salary. Chair Wisotzky asked if anything had changed in the Capital Budget. Town Administrator Palmer said that nothing had changed, however she wanted to share with Finance and the Board of Selectmen a conversation that the Community Preservation Committee is having with the Town Accountant about researching to have bonding for the Highland House. Her concerns are;

1. The Historical Society is requesting the funding and the building belongs to the National Seashore.
2. We do not know if the Historical Society still has a lease.
3. There are some big projects ahead which will require bonding, the Town will carry the debt, and she feels the Town needs to be strategic. Town Accountant Brazil will suggest to the Chair of the CPC to have a conversation with the Board of Selectmen and the Finance Committee. From a policy perspective, priorities need to be chosen.

Chair Wisotzky pointed out that the National Seashore is continuing to withdraw resources from the area and he does not want the Town to continue to fill in those withdrawn services.

No motion to adjourn was made. Meeting ended at 9:25am.

Respectively submitted, Noelle Scoullar, Executive Assistant

Board of Selectmen

Paul Wisotzky – Chair

Absent
Jan Worthington – Vice Chair

Maureen Burgess – Clerk

Absent
Jay Coburn

Absent
Robert Weinstein