

Board of Selectmen – Budget Taskforce
January 13, 2014 – Meeting Minutes
Truro Town Hall – 10:04am

Members Present: Bob Weinstein, Jay Coburn, Breon Dunigan

Others: Rex Peterson, Trudi Brazil, Charleen Greenhalgh, Cindy Slade, Susan Traverse, James Knowles, Kelly Clark, Tricia Ford and Keith Althaus.

Clerk/Treasurer/Collector¹: Cindy Slade

Budget went down due to changes in personnel. Slight increase in purchase of services – 5200 line. Brief discussion about training for office personnel.

Council on Aging²: Susan Travers

Slight increases in wage line because of the approved increase in hours for the transportation position. Slight increases in purchases of series – 5200 line. Physical Therapists hourly rate increased and some additional hours were added to cover needed services. Supply line also increased slightly for tires for the van. No capital items for this budget round.

Golf³: Jim Knowles

Overall budget is down. Wage line has decreased. Transfer of personnel (move from one position to another) will be proposed and the start and finish dates of some positions has been decreased. Big areas are fertilizers and maintenance of machinery. Mr. Knowles explained the fertilizer and chemical use on the course. The CCNS has to approve the greens maintenance plan annually. The CCNS is strict. The CCNS Prospectus is due out any day for the operation of the golf course. The town will have three months to respond. An extension was executed to continue running the course to the end of December or upon the award of the bid, whichever comes first. A capital purchase for \$50,000 for a new mower (which mows 10 acres three times a week) has been requested. The amount owed to the CCNS is still based on the current (extended) agreement, which is 15%.

Ms. Brazil reported that at the next budget meeting, January 20, the School and Administration. The overall School is going up 11%. Most of the increases at this time appear to be uncontrollable items. The Nauset allotment per student is anticipated to be going up as well. The K-6 budget appears to be going down. More to be reviewed and discussed on January 20th.

Recreation and Beach⁴: Kelly Clark

Recreation: The wage line for this budget (FY14) does not include the COLA approved at the ATM. The correct amount for FY14 is \$185,512.50. For purchase of services the amount for bus/transportation and summer fieldtrips has increased. Under supplies there is an increase in vehicle maintenance. A replacement goal (\$1200) is requested. In Other Charges, slight increases in CPR and National Youth Sports memberships. There is a request for a bocce court; however this *may* be covered by a request to CPA. Several programs are self-sustaining through the revolving account, although some are not and those are reflected in the proposed budget. A brief discussion about how the revolving account operates ensued.

¹ Clerk/Treasurer/Collector Budget 0154

² COA Budget 0541

³ Golf Budget 0650

⁴ Recreation Budget 0630 & Beach Budget 0640

Beach: The wage line has increased due to step increases. Purchases of Services has increased overall; however it has gone down for cellphone use. There is an increase for Audubon Bird Monitoring to also cover ocean side beaches. There is an increase to cover fee for use of credit cards. 5700 line (Other Charges and Expenses) saw slight increases. Capital spending has gone down. Brief discussion regarding the supervisory stipend was discussed. For the CIP in FY16 a new 4-Wheel drive vehicle, an ATV and Community Center Shade Sail are listed. Ms. Clark also reviewed the other CIP items through FY19.

Public Library⁵: Tricia Ford and Keith Althaus

The wage line has increased. Two proposals are contemplated. The first is the splitting up of staff responsibilities. For outline of proposed changes please refer to the FY15 Budget Notes/Explanations attached. What libraries do has really changed. They are becoming more activity and program oriented. Per Mr. Althaus, the Board of Library Trustees supports the changes. Looking at a \$15,000 increase, approximately, as this amount includes step increases, etc. for current employees. This does not include what the overall increase would be through benefits (health, retirement, etc.) The Programs/Community Outreach position would be subject to an over-ride, as are all new positions. It was suggested that the budget be presented to the Town Meeting in such a way so as not to be down one position, similar to what the Fire Department did last year, and further to include on the ballot the requested new position. The budget needs to cover the department in the event that the over-ride does not pass.

Line 5400 (Supplies) has decreased because of the conversion from oil to propane. Line 5410 (Books and Subscriptions) has increased to cover the nearly 19.5% required for certification. In the past, the Town has always requested, and been granted, a waiver from this provision. Mr. Coburn asked that Ms. Ford look back at the overall budget to see where the addition \$12000+ money can come from to cover the increase in Books and Subscriptions. Overall the changes appear to make sense.

Adjourned at 12:05pm.

Truro Board of Selectmen

Jay Coburn, Chair

Breon Dunigan, Vice-Chair

Absent
Janet Worthington, Clerk

Robert Weinstein

Absent
Paul Wisotzky

⁵ Truro Public Library Budget 0610

FY15 Budget Notes/Explanations

Truro Library

5100 - Staffing Changes: The library tragically lost our reference librarian in August. Since that time we have been getting by with having staff work extra hours and having subs work a few hours.

In a nutshell the new plan calls for NOT hiring a new Reference Librarian and involves making the following changes:

- Add responsibility to the remaining three library staff members.
- Split off certain time-draining specific programming and new media responsibilities to a person specifically trained in those skills.
- Hire a part-time desk person to ensure that customer service remains constant as more experienced staff members shoulder their new responsibilities.

The benefits to the community are as follows:

- Increased collaboration with the schools, especially useful with the needs of the new Core Curriculum.
- New challenges will increase staff retention.
- Enables the library to become a center for Lifetime Learning, with particular emphasis on learning new technologies.
- Library staff is no longer limited by the physical library, but engaged with community online and in other spheres of community activity.
- The library builds upon its value to the community.
- Community responses to an informal survey show that patrons would like the library open until 4:00 p.m. on Saturdays. This staffing plan would give us a little more flexibility for that purpose.

5200 - \$2,400. Request for copier. We currently have a black and white copier that costs approximately \$800./year. This is an old machine and current plans are to keep it as long as it works. When it needs to be replaced, a new machine will be @ \$200. month to lease. Although new machines have additional capabilities, such as color copy and scanning capabilities, we have been sticking with our old black and white copier because of the reasonable cost. We are, however, one of only a handful of small libraries not offering these new services.

\$3,500. Request for new website. This amount was included in FY14 budget, but with unexpected staffing issues, we will not be able to make this change in this fiscal year.

5400 - \$10,000. cost of propane. This represents a considerable saving from the cost of oil, budgeted in the FY14 budget.

5410 - \$52,519.42 request for purchasing library materials. The Massachusetts Board of Library Commissioners requires that towns with a year-round population the size of Truro spend 19.5% of the library budget directly on library materials (books, audiobooks, DVDs,

databases, magazines, etc.). In previous years Truro has fallen below this amount, and had to apply for a waiver to the MBLC in order to maintain full professional accreditation. I have submitted an amount that reflects 19% of the overall budget of the library. The remainder of the funds can come from the Library Gift Fund. I cannot take a greater percentage out of this fund because most all of these funds are earmarked for memorial purchases, limiting the spectrum of materials to be chosen.

5700 - \$2,000. request for professional development. I have doubled this request from the previous to allow for 2 employees to attend local or in-state seminars. Truro is fortunate to have library employees who are highly motivated to increase their professional knowledge. It is a particularly opportune time to invest in professional development because of our staff reorganization.