

Budget Task Force
Selectmen Meeting Minutes
February 1, 2016 – 8:00am
Truro Town Hall

Selectmen Present: Chair- Paul Wisotzky, Robert Weinstein, Clerk-Maureen Burgess
Finance Committee Present: Chair-Robert Panessiti via phone, Richard Wood, Lori Meads
Staff/Others: Town Administrator-Rae Ann Palmer, Town Accountant-Trudi Brazil, IT Director-David Wennerberg

The meeting was called to order by Selectmen Chair Paul Wisotzky at 8:05am. A quorum was had by the Board of Selectmen, but not by the Finance Committee due to the need for Mr. Panessiti to call in remotely.

Information Technology Budget

IT Director Wennerberg started with the 5100 (payroll) account. There is an increase which reflects the annual increase from LIUNA, and one extra hour per week which brings his hours worked up from 39 to 40. There was also a change in the payroll contract. It was stated that overtime was received after working 8 hours in a day, and that has been changed to state that overtime will be earned after working over 40 hours in a week. Therefore, some of the increase in the payroll was off-set by a decrease in the amount of overtime. Town Administrator Palmer explained that overtime will now strictly be for call-ins. If IT Director Wennerberg gets called in over the weekend, there will be overtime in the budget to cover that call.

Account 5200 (services) was reviewed next. One increase of \$7800.00 is due to a new email system (will be in FY17 in full). The Town went to Microsoft Exchange, using Outlook, hosted by Barnstable County. There was a \$4800.00 increase for a back-up disaster recovery system (BDR) for the Town Hall server. It is done by a company called Retrofit. Currently, the Public Safety Facility is on that back-up disaster recovery system. This BDR was prompted by IT auditors who felt that the back-up system needed updating. There were also the typical five percent increases on the licenses. Munis increased by \$3300 (2 new modules), there is a \$2000 new charge for a new home page design to make it a little more user friendly. Mr. Wood asked if the Town's current website is compatible with iPhones/iPads, etc. It was confirmed that the website is compatible with those devices.

Mr. Weinstein asked about the five percent increase. Town Administrator Palmer explained that a large increase was \$7000 to go to the new email system. She also would like the Planning Board to have town email addresses. The back-up system and Munis also contributed to the increases. Chair Wisotzky wondered if all regulatory bodies should have a town email address. Town Administrator Palmer stated that it could be done. It costs \$8.00 per address, per month. She suggested counting up the members of the Conservation Commission, Zoning Board of Appeals, Planning Board and Board of Health, and talking to Barnstable County IT about the cost. Ms. Meads is concerned about hacking issues through home computers.

IT Director Wennerberg then reviewed the 5400 account (supplies). The dollar figure has decreased for FY17.

IT Director Wennerberg then moved along to the 5700 account (other). That dollar figure has also decreased. The decrease has to do with some of the back-up software which was being used.

The 5800 account (Capital Outlay) has increased. That increase is due mostly to a project which will be starting in FY17 to replace all computer switches. The switches are about eight years old, they are out of date, not supported anymore, and are causing a roadblock in creating a virtual LAN through CapeNet. IT

Director Wennerberg has budgeted approximately \$6500 to replace switches in all buildings. The other increase in this account is for two new all-in-one computers at the public library.

Town Administrator Palmer added that there was a reduction in support for the beach sticker software and also for a Mac desktop the library had asked for, which Town Administrator Palmer had removed. Mr. Wood asked a question regarding the 5200 account, and Comcast. He wished to know why the charges for the Transfer Station shack (versus the Harbor shack and the Beach office) were higher. IT Director Wennerberg explained that at the Transfer Station, they have something called a "red box" that goes through the Town's firewall. That increases the cost a little. A "red box" is an extension of our firewall.

Town Accountant Budget

Town Accountant Brazil began with the 5100 account (salary and wage line). This line includes the contractual increase to her office partner. At this time, she does not believe it includes an increase for the Town Accountant's position as that is still under discussion. Town Administrator Palmer explained that the increase for the Town Accountant position would be put in the reserve account. The budget does include a contingency amount for additional, or overtime, hours for her office partner in the event that Town Accountant Brazil needs her services. It has been budgeted for a number of years, but has rarely been expended. If any time is owed to her at the end of a fiscal year, Ms. Francis prefers to take that time as comp-time, however if any time is left over at the end of the fiscal year, the contingency amount will cover that, as Town Accountant Brazil does not want comp time carried over to the new year.

There is no change in the purchase of service line (account 5200).

The increase in account 5400 (supplies) is to cover basic, disposable supplies such as pens and paper. The 5700 account (other) is down slightly. Town Accountant Brazil has been very active in the Massachusetts Municipal Auditors and Accountants Association. That obligation will drop next year, therefore the \$450 decrease per year for travel and accommodations are more than reasonable.

There is a one percent budget increase of \$1147 overall.

Town Administrator Palmer stated that one item not discussed was the transfer over to a newer version of Munis dashboard, and she does not know yet if there will be an increase in the cost to Munis for that. Town Accountant Brazil wished to ask Town Administrator Palmer to defer that cost to FY18. Town Administrator Palmer thinks it would depend on what Munis does.

Selectmen Budget

Town Administrator Palmer stated that there were no changes to this budget. The Chamber of Commerce did not want an increase this year, so that's consistent with the current year. She will also check, per a request by Ms. Meads, to see if they were changing/updating their website or booklet. Mr. Wood asked if working at the Chamber was a paid position. Town Administrator Palmer said that there is a mix. Some positions are paid and some are volunteer positions.

Ms. Meads asked when the last time there was an increase in the Selectmen's pay. Town Accountant Brazil believed the last time was during Selectman Lucy's tenure. She thinks it's been about five years (if not longer) since an increase. Town Administrator Palmer asked if they wanted to raise the pay to \$5,000 per year and the decision was made to make the request. Going back to the discussion regarding the Chamber, Town Accountant produced a letter which had been sent by the group stating that the increase in funds (from last year) would go towards increased open times at the booth and increasing advertising.

\$10,000 was placed in consultant services in case something came up in a year. Chair Wisotzky wondered if that amount should be increased to \$15,000. Town Accountant Brazil stated that \$10,000 has typically been a "bridge" amount to defer going to the Finance Committee, and it's been sufficient.

Town Administrator Palmer also noted the \$10,000 for Grant Outlay. Town Accountant Brazil explained that this is for those grants that must be expended, and then submitted for reimbursement. That is the funding which is used to pay the bill so we can submit for reimbursement of grant funds.

Town Administrator Budget

This budget has a ten percent increase. That increase is largely to cover the cost of hiring an Assistant Town Administrator that is just the Assistant Town Administrator, and a part-time Planner. There are contractual increases for the Human Resources employee. \$85,000 is being put in for the Assistant Town Administrator, \$50,000 for the Planner, and \$10,000 in reserve just in case.

Town Counsel Budget

This budget has a slight increase of \$13,000. If you look at the detail, it tells a slightly different story. Town Administrator Palmer has projected \$100,000 for Kopelman and Paige because the Town is doing a lot of assistance to the Planning Board. There are a lot of complex applications coming in.

There is \$15,000 in the budget for alternate counsel. Essentially that will cover the items Jamie Viera is still working on. There is a decrease in the amount for Labor Counsel because all of the contracts are negotiated. \$50,000 has been added in for By-law review. Town Administrator Palmer does not think it is enough, but she wants to start a review of the zoning by-laws to make sure that they are consistent with MA General Law, and that they support the direction that the community wants to go in, in relation to land use. Kopelman and Paige would do the review and write the revisions.

Chair Wisotzky had a question about Labor Counsel. If the labor was added into the Kopelman and Paige contract, would it be the same amount or less? Town Administrator Palmer replied that it would most likely be less, because their proposal included labor. Mr. Dolan has a contract with the Town to handle the labor issues, however Kopelman and Paige has a very strong labor division, and she believes it's something to look at.

Selectman Weinstein asked how the \$50,000 amount was arrived at for the by-law review. Town Administrator Palmer explained that she put in what she felt could be afforded. She has been told that it's a very expensive endeavor. Her anticipation is that the dollar amount could be double. She has asked Kopelman and Paige to think about it, but she does not have a dollar amount from them yet. Ms. Meads asked if the review could be budgeted out over a series of years, to which Town Administrator Palmer said yes. Chair Wisotzky asked if a broader conversation on land use could be had, and in turn, have that inform the zoning by-laws. Town Administrator Palmer stated that engaging community conversation first would be a good idea.

Selectmen Weinstein asked what it would take to have a serious look at consolidating labor counsel into the current contract with Kopelman and Paige. The contract with labor council is an annual contract which just renewed in October 2015. It does have a 30 day termination clause in it. What concerns Selectman Weinstein is that there was a "hiccup" in the labor negotiations, which he assumes would become an additional hourly charge.

Vacation/Sick Leave

\$15,000 has been put in incase someone leaves unexpectedly and the Town needs to pay out their vacation and sick time. There are three people on the Police Department who are eligible. There are also some people on the DPW; however she does not think they are ready to go. Town Accountant Brazil explained that this is more for if someone is "hit by the proverbial bus". Traditionally, that larger pay outs are scheduled, and separately funded.

Cable Television Advisory Committee

The money in here is offset by money from the Cable Access Fund. Town Accountant Brazil explained that the Town receives revenue from Comcast each month and 41% of that gets paid directly to the LCAT which does all of Truro's local broadcasting. What the Town retains offsets this budget and any capital purchasing that the Board requests to redo their meeting room, purchase equipment, etc. Town Administrator Palmer also stated that the videographer is paid from this money. Chair Wisotzky brought up the idea of broadcasting the Truro School Committee meetings. Selectman Burgess thought that was completely up to the School Committee. Town Accountant Brazil stated that they are still a function of this community, so she believes that anything which is discussed in open session at the School Committee meetings would be public. She did agree with Selectman Burgess in that educational issues are "hands-off". Town Administrator Palmer suggested that they look into it. Chair Wisotzky said that they had a joint meeting with the School Committee and they could discuss it then.

Selectman Weinstein asked if the Cable and Internet Advisory Committee was fully staffed. Town Administrator Palmer stated that there is only one person on the committee right now. She's been thinking about reconfiguring that committee to include some staff people on it to keep it moving. She's thinking the IT Director, the Town Accountant, and one of the Executive Assistants, should serve on that Board in order to have a quorum. Chair Wisotzky suggested having someone from the Truro Chamber serve as well.

A short discussion was had regarding the amount of members on the Recreation Committee.

Town Hall Operations

There is an increase of \$3,550 for emergency repairs. Chair Wisotzky asked what the \$100 amount was for the Provincetown Water Department. Town Accountant Brazil explained that some buildings need to pay a minimum metering fee.

Annual Town Report and Town Meeting Warrant

The figure is at \$9,000.00. We spent \$6,500.00 in FY15, and Town Administrator Palmer is not sure how much the printing will be this year. Town Accountant Brazil stated that the cost depends on the size and number of pages of the report.

Workers Compensation

There is a slight increase to reflect what the Town paid this year. Town Accountant Brazil stated that this is two years in arrears so the exposure for fy17 will be projected on the actual experience from fy15. This figure also covers the annual audit. At the end of the year, the auditors come in and look at all the subcontractors that the town has paid. If those subcontractors do not supply their own workers compensation coverage then the town is assessed a percentage of the total amount which has been paid to them. That assessment goes into a workers comp fund every year.

Unemployment

In fy15 \$92,300 was spent. The budget is set at \$92,000 and only \$7,092 has been spent so far. There was a separation mid-January that will result in unemployment.

Municipal Liability Insurances

Town Accountant Brazil explained that this is for the Towns' auto, property, casualty, school board licensing, school nurse, "umbrella" policies. Cabot Risk is the carrier. There is a slight decrease in the budget.

COLA Undistributed

Town Administrator Palmer explained that this is where they budget for increments for union negotiations. This year \$103,500 has been budgeted because they had to negotiate with all the unions. The just settled with police, and have not distributed it yet. Next year will only include funding for non-union personnel, and that is a 1% increment that's being budgeted.

Capital

Right now it's looking like the big increase in the budget is sitting right in the Capital Budget. This figure represents what everyone requested. Town Administrator Palmer does not anticipate putting everything requested in the budget; however she wanted them listed in order to prioritize. Upon a request from Chair Wisotzky, Town Administrator Palmer gave her recommendations;

1. The two pieces of software for the Beach and Recreation Department (beach software and sticker sales) has got to be done. They are \$10,000 each.
2. New Recreation software. Town Administrator Palmer thinks it will help with the enrollment process. She's willing to defer it if there are other things that the group feels are more important.
3. The pickup truck, and the lawn mower, at the DPW.
4. The DPW has not settled on software yet, and she would defer that.
5. The Public Safety Facility carpet and matting.
6. The key fob system for the Public Safety Facility would be to build on what exists in the Community Center. Town Administrator Palmer believes that the \$45,000 estimate is a bit high.
7. Exterior door replacement at the Public Safety Facility.

Town Accountant Brazil stated that she believed the replacement of the Public Safety Facility carpeting and matting was on the docket to be deferred. Town Administrator Palmer stated that there was approximately \$195,000 in here, for what they thought needed to be placed into a reserve account for when the radio system at the Police Station needs replacing. Ms. Meads suggested placing the money in the account as a place-holder, but not doing anything with it until a decision is made. This would be done every year, for three years. Mr. Panessiti suggested placing this amount in a "grey" line item. His inclination is to start allocating money for the system. Town Accountant Brazil stated that they are looking at reserving this money, knowing full well that it's not going to be expended this year. The State will not allow the Town to simply appropriate, and leave in a fund balance, for future expenditures. This will most likely be a request to transfer to a reserve account. This will require town meeting action.

Mr. Panessiti left the meeting at 9:50am.

Town Administrator Palmer is going to get someone to give the town a better quote on the chairs and tables for the Police Station.

Town Administrator Palmer would not recommend purchasing an Animal Control truck. The DPW has told her that they can keep the current truck running for another year. She also feels that the recreation software is more important than the beach vehicle.

There was then a short discussion about resealing the school parking lot.

The Library has asked for someone to come in and take a look at whether they are using their space to the best potential. Both Mr. Wood and Chair Wisotzky did not feel that this would be a high priority item.

Town Administrator Palmer added that there were some items missing from the list:

1. \$120,000 is needed to fix the gate at the end of the East Harbor culvert that is on Town land. That potentially could be a free cash transfer out of this year, depending on what the town looks like in April.
2. Town Administrator Palmer has asked Chief Collins to see if he could find a demonstrator, and get some quotes, for a tanker truck. The quotes he has received for the grant are \$250,000-\$350,000. The current tanker is starting to leak, and it cannot be repaired.

Chair Wisotzky also noticed that the closing off of the Selectmen's Meeting Room, and reconfiguring it, was not in the budget. Town Administrator Palmer believes that can be done without including it in the capital budget.

Mr. Wood noted that about \$120,000 in items have been not recommended, balanced against the \$320,000 (and the East Harbor culvert repair and the tanker truck) it looks like the budget is going up by approximately \$200,000. Town Administrator Palmer confirmed that, and said that they may want to take a step back and reevaluate certain items. Town Accountant Brazil asked if she would consider borrowing authorizations of \$250,000 for the tanker. If they do a short-term and pay it off in five years, as opposed to doing an appropriation for the whole amount in one year, the only thing increasing is the annual interest which would go into the short-term interest account. It probably would not add significant amounts of money to the acquisition cost because the interest rates are so low. Town Administrator Palmer thinks this is a good idea. Town Accountant Brazil explained that the warrant article would be an authorization for the Treasurer to borrow "x" amount of dollars for that specific purpose, and then we don't have to take it to bond. This can also be done for the culvert, because it's a fixed asset.

Chair Wisotzky stated that next week would be their last meeting where they will do a wrap-up of the budget. Town Administrator Palmer said that she would give them the last of the reserve accounts, the other quarterly report that gives department totals. There will be some more staff recommendations, and they are looking at what two days the Transfer Station could be shut down. There was a short discussion about single-stream recycling.

Town Administrator Palmer also noted that all the Boards and Committees have small amounts of money budgeted. She is going to pool all that money together and place it under the Administrator budget so that it's easier to account for.

Selectman Weinstein made a motion to adjourn at 10:00AM.

Selectman Burgess seconded.

All participants voted in the affirmative.

Respectively submitted, Noelle Scoullar, Executive Assistant

Noelle Scoullar

From: Rich Wood <CaptainRichWood@comcast.net>
Sent: Wednesday, February 24, 2016 12:50 PM
To: Noelle Scoullar
Subject: Re: Review of Budget Task Force Minutes from February 1st

Thanks Noelle, all good by me!

Sent from my iPad

On Feb 24, 2016, at 10:21 AM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Lori, Robert and Richard,

Attached are the minutes from the February 1st Budget Task Force Meeting. Please review these minutes and respond back to me only with your corrections, etc. If all is okay, simply send an email stating that you have reviewed them, and that they are fine.

Thank you!

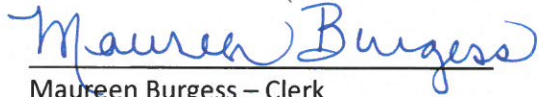
Noelle

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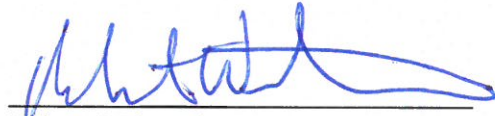
Board of Selectmen



Paul Wisotzky – Chair



Maureen Burgess – Clerk



Robert Weinstein

Absent

Jan Worthington – Vice Chair

Absent

Jay Coburn