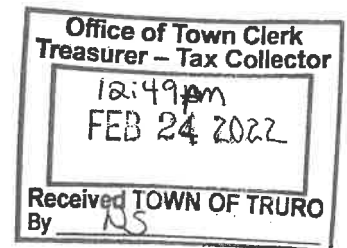


Budget Task Force Meeting Minutes
January 24, 2022, at 10:00AM
Via GoToMeeting Platform



Select Board Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Member-John Dundas

Select Board Members Absent: Clerk-Susan Areson, Member-Stephanie Rein

Finance Committee Members Present: Chair-Robert Panessiti, Vice Chair-Richard Wood

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Town Accountant-Trudi Brazil, Finance Director-Alex Lessin, Principle Assessor-Jon Nahas, Town Clerk-Kaci Fullerton, IT Director-David Wennerberg, School Superintendent-Stephanie Costigan

Chair Weinstein called the meeting to order at 10:00am.

It was noted that Administration, IT, Assessing (and Parking Magistrate), and Town Clerk budgets would be addressed at this meeting, and the Finance topic would be continued to the next meeting.

Town Manager Tangeman gave an overview of the Select Board, Town Manager, Town Hall Operations, and Town Meeting/Town Report budgets. He touched upon the Compensation and Classification study being performed by GovHR and the Emergency Medical Services study along with the Childcare Voucher Program for two-year old children. Member Dundas asked if the Childcare Voucher Program included children of employees working for the Town of Truro, which Town Manager Tangeman confirmed. Member Dundas would like to see the numbers on participants. Town Manager Tangeman noted other initiatives being worked on.

While there are no staffing changes an Office Assistant has been helping with the Planning Office. The intent is to have that position continue, to some degree, to provide assistance to the Planning Office while assisting with licensing and permitting.

Town Manager Tangeman stated that due to the institution of remote meetings, the Executive Assistants have been coordinating and running many of those meetings. It is a misnomer that staff has experienced a reduction in work due to Covid. Their workload has actually increased. He's trying to find digitization tools that could help with the workload. Hamari is a short-term rental software which the Town is pursuing to ease the workload involved with seasonal rental registrations and also to increase compliance.

There is a new line item for Staff/Committee Support. That's to raise awareness of what the committees costs are to the Town. Typically they get a number of budget requests from committees such as the Historic Commission, the Disabilities Commission, Bikes and Walkways, Pamet Harbor Commission and Open Space Committee. This year they received a budget request from the Climate Action Committee of approximately \$12,000.

Chair Weinstein would like to reassess the stipend received by the Select Board and see it raised from \$3,000 to \$5,000 or \$5,200 annually. Member Reed noted that typically Select Board stipends have been included in Compensation and Classification Studies, to which Town Manager Tangeman confirmed. Member Dundas supports the statements made by both the Chair and Vice Chair. He thinks they should be able to come to an agreement within the Board and make a recommendation to the Town on what they think is fair compensation.

There will be a slight increase for professional development as in-person training/courses may start up again and are more expensive than remote.

Town Manager Tangeman started going through the line item amounts. In the Select Board budget, this is the first year a fully remote minute taker has been hired and that wage is reflected in their budget.

Town Manager Tangeman continued reviewing the Select Board budget. Discussion was held regarding the Childcare Voucher Program.

The Town Manager budget was up next for review. Increase in staff salaries is due to some reclassification that occurred which will help with succession planning. There was a slight increase in advertising and he's working to review the agreement related to advertising to see if the Town can get a better rate. Member Dundas asked if there was a belief that we should be digitizing everything? Is the advertising budget including mailings and posters and things that should be digitized? Town Manager Tangeman explained that the average age in Truro is approximately 61 years of age. Some people are being forced into the digitization realm by the Town's online meetings. He believes the Climate Action Committee is trying to maximize outreach through paper mailings over the next 2 years. Member Dundas feels that it makes sense to digitize everything across the board.

Town Hall Operations was the next budget to review. There were no questions regarding this line-item portion of the budget. There were also no questions for the budget regarding the Annual Town Meeting and Annual Town Report budget.

Information Technology

IT Director Wennerberg introduced himself. He began by reading his narrative. He gave an update on the status of current projects such as; extending the Truro public and private Wi-Fi networks into the Public Safety Facility, Public Library, and Community Center buildings, installation and testing of equipment to enable hybrid-style meetings in Town Hall and the Community Center, and resource utilization statistics have been collected on the Public Safety server. Cyber security remains a top priority. He spoke of efficiencies that have allowed the Town the ability to conduct Town meetings virtually. A short discussion was had regarding cyber security training not only among Town staff, but also Board/Committee/Commission members that have Town sponsored email addresses. Member Reed asked about the State having any training on cyber security that could be done as part of the swearing-in process. Town Manager Tangeman reiterated that there would be more cyber security training occurring this year for regulatory boards and staff. Member Reed asked if it could be a part of the on-boarding process. IT Director Wennerberg then began going through his line-item budget. Overall, there is a 2.79 percent increase over last year.

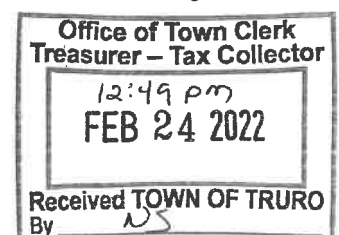
Town Clerk

Town Clerk Fullerton briefly went over how the Town Clerk position has separated from the Collector/Treasurer position and explained some of the new aspects of the position. She touched upon the \$80,000 grant awarded for digitization and a request of \$106,000 to the Community Preservation Committee for phase 1 of revitalizing the records held in the vault. She noted some recommended efficiencies. Discussion was had regarding the new Hamari software which will be searching between 60-80 websites that list seasonal rentals and then will send out compliance letters to owners about registering their home for seasonal rental with the Town of Truro. Town Clerk Fullerton then went through the line-item budget.

Assessing

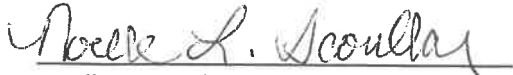
Principal Assessor Nahas reviewed the narrative first. He talked about digitization of forms to better help the public. He then reviewed the Assessing Department's line-item budget which overall has a slight decrease from FY22 of approximately \$500.


Principal Assessor Nahas moved along to present the Parking Magistrate budget. He is recommending for FY23 that the budget remain the same.



Member Reed made a motion to adjourn at 11:54am.
Member Dundas seconded.
So voted; 3-0-0, motion carries.

Respectfully submitted,


Noelle L. Scoullar


Darrin K. Tangeman, Town Manager
Under the Authority of the Truro Select Board

Public Records material of 01.24.2022

1. Administration Budget Narrative
2. Select Board 2023 Budget Request
3. Town Manager 2023 Budget Request
4. Town Hall Operations 2023 Budget Request
5. Information Technology Department Narrative
6. IT 2023 Budget Request
7. Town Clerk Budget Narrative
8. Ele/Reg/Census 2023 Budget Request
9. Assessing Budget Narrative
10. Assessing 2023 Budget Request
11. Parking Magistrate 2023 Budget Request

