

**Budget Task Force FY2018 Budget Meeting**  
**Tuesday, January 17, 2017 at 8:00am**  
**Selectmen's Meeting Room-Truro Town Hall**  
**24 Town Hall Road**

**Present: Paul Wisotkzy- Chair, Board of Selectmen, Jan Worthington, Vice-Chair, Board of Selectmen, Maureen Burgess-Clerk, Board of Selectmen, Robert Weinstein-Board of Selectmen, Roberta Lema-Finance Committee, Tim Collins-Fire Chief, Anthony Jackett, Harbor Master/Shellfish Warden, Town Manager-Rae Ann Palmer, Kelly Clark-Assistant Town Manager, Trudi Brazil-Town Accountant**

Chair Wisotkzy convened the meeting at 8:00am.

Harbor Master Jackett began the discussion by letting the group know that funding has been created for a new boat, which they hope to have operational by the upcoming season. Having this boat will help with the aquaculture development, as that grows, turtle entanglements in the harbor area, and also other activities that the old boat would not be able to handle. A fifteen-thousand dollar grant has been awarded to improve the dock.

Selectman Worthington asked where the money for the boat was coming from, and what type of boat it was. Town Manager Palmer explained that staff went to the Finance Committee for the money from the reserve account. Harbor Master Jackett stated that the boat was a Carolina Skiff with more horsepower than the original boat. Selectman Worthington asked Fire Chief Collins if a "go-bag" for medical supplies could be set up, and kept, in the harbor building or on the boat. Chief Collins stated that would not be a problem to do.

Finance Committee member Lema asked if the State owns the parking lot and the ramp at the Harbor, which Selectman Worthington confirmed. Finance Committee member Lema then asked if the State ever runs the whole harbor facility, her point being that if they own the parking lot and the ramp then why they don't run the harbor. Town Accountant Brazil explained that the Town gets the revenue, and she clarified that the State does not own the parking lot or ramp. Because the Town took State money from the Public Access Board they get a say in what can be charged. Town Accountant Brazil continued by saying that the fees cover about thirty-five percent of the cost of operation (when you include the cost of annual dredging). If you remove the cost of annual dredging, then the fees cover about eighty percent of the cost of operation.

Selectman Weinstein posed the question that since the Public Access Board controls the launch fees, what is the cost of a seasonal launch and a daily access fee. Harbor Master Jackett replied that the seasonal launch fee is \$180.00 and the daily fee is \$10.00. Selectman Weinstein suggested that since we have a new person in the State Legislature (Senator Julian Cyr), and he's spoken to Representative Peake about this, that we lobby the State Legislatures if they would be willing to increase the fees, particularly for the charter boat users.

Budget changes were discussed next. Harbor Master Jackett explained that from year-to-year, things need to be replaced. With more activity in the summer months from weekly shellfishers, there should be more of an enforcement presence. A couple more deputies could

spend time on the flats. This year he has been requesting that shell-fishers display their license in order for them to be more readily identified. More deputies would be helpful.

Chair Wisotzky asked for some explanation regarding the increase in the 5100 line. Town Manager Palmer stated that the increase is for Shellfish Constables. Selectman Worthington asked if the pay scale was different. Town Manager Palmer said that the pay scale is the same as Harbor Master Assistants. Selectman Worthington asked if the budget reflected raises for a couple of the employees at the harbor. Town Manager Palmer explained that the raises go into the COLA budget, which is separate and is approved at Town Meeting. Once approved, Town Accountant Brazil transfers the money into the appropriate budget. Town Accountant Brazil further explained that they are due for a step increase, which is included in this budget. If there is going to be an increase to the pay scale that is funded separately.

Finance Committee member Lema asked if there was an estimate of how many people go shell-fishing. Harbor Master Jackett stated that the count is included in the Annual Report which is being compiled currently. Tides dictate how many people participate.

Selectman Weinstein went back to the salary for the Harbor Master in the 5100 line. He would like to know if that dollar amount is a combination of what the Town was paying the Shellfish Warden and the Harbor Master. That was confirmed, to which Selectman Weinstein suggested it would be helpful for that information to be indicated. He also had an observation he wished to share. He has held recreational shellfish licenses in Wellfleet for a very long time. The badges used to display the licenses are ones more appropriately used to display names. The Commonwealth of Massachusetts used to provide a red plastic sleeve with a pin to be worn on your clothing. The town of Wellfleet provides these similar sleeves in a basket where the permits are purchased. Selectman Burgess is in agreement.

Town Accountant Brazil added that in the Capital Line Item where it's gone from a \$2,000.00 fy17 appropriation to a \$10,000.00 in fy18, that is the \$10,000.00 which is going to be transferred from the Stabilization Fund.

Selectman Weinstein believes it would be a valuable exercise to review what this Town charges non-residents for the shellfish license. Wellfleet increases theirs by about 10 percent each year.

Selectman Worthington supports the employees being deputized to help manage shell-fishing. Town Manager Palmer has requested that they fill out an application to serve as Shellfish Constable. That is an appointed position which needs to be approved by the Board of Selectmen.

Chief Collins stepped up to begin discussing the Fire and Rescue Budget. He started by saying that the staffing model changed this year, which can be seen especially in his 5700 line item. There is a dramatic increase, mostly due to a one-time cost to send people to the Fire Academy. It includes lodging, meals, and travel costs. Chair Wisotzky asked if there was a reason why this was listed in the 5700 line. Town Accountant Brazil explained that it is a reimbursement which cannot easily be classified as a service or a supply. Finance Committee member Lema asked if there is any guarantee that after training, an employee will stay with the Town for a while. Chief Collins explained that the employees have no contractual obligations to stay with the Town.

Chair Wisotzky asked the Chief to walk through each line item.

- There were vacant positions in which the money allocated for those positions was eliminated (2 Captains positions, EMS training officer).
- The budget for the Fire Inspector is \$40 per inspection (estimated at 250 inspections per year).

A discussion commenced regarding how the budget was created as newly hired employees go through the Fire Academy and train to become paramedics. The Rescue Squad standby and Per Diem fire fighters line was also discussed.

Chair Wisotzky stated that he was trying to understand the overtime budget. He stated it was for FY18 and asked if it was to compensate for when people are at the Academy and we need staff. Town Manager Palmer stated that was correct. The Town will have six positions to fill, 24 hours per day, 7 days per week, and if someone takes a day off, calls in sick, is at the Academy, etc. that slot will be filled by either overtime or per-diem fire fighters. This budget is an assessment of what was needed. Chair Wisotzky thought another option would be to hire more full time people. If there is \$130,000 budgeted for overtime, what would a fire fighter cost? Chief Collins gave a figure of over \$80,000, including benefits. Town Manager Palmer stated it would cost approximately \$67,000 to hire a fire fighter/EMT. Two more fire fighters would equal the amount budgeted for overtime. She believes that before thinking about hiring more full time employees is to go down the road they have chosen, and see what happens in a year. They are keeping a list of qualified fire fighters, in order to ramp up quickly should they decide to hire more.

Another discussion was held regarding Lower Cape Ambulance, and how they might want to approach the use of them down the line. Town Manager Palmer stated that Provincetown's Town Manager and she have been discussing the renegotiation of Lower Cape Ambulance's contract, when that expires. Chief Collins agrees that it is something to look into however the Town is in no position to do that at this time.

Chair Wisotzky asked about the Administrative Captain position and the salary. Town Accountant Brazil explained that the position salary has been combined with her EMS Officer Training fee, per-diems, Captain fee, and Rescue squad stand by fee. This is a full time position, compared to her prior positions which were part time in Administration, along with all the other jobs done on a part time basis. The attempt was to eliminate the overtime and combine everything into one job with a job description. Chair Wisotzky asked what would happen to the ½ time Liuna position. Town Manager Palmer stated that it was up in the air and she has some ideas. She did not want a sworn fire position in the Liuna contract, and they have asked that it be placed somewhere else.

Chief Collins continued discussing the budget:

- 5200 line item has been drastically cut. One of the expenses which were cut was for extraordinary maintenance.
- They are required to do equipment testing for NFPA standards. All of those fees remain the same.
- They were able to enter into an agreement with the hose testing contingent on a three year price, so there will be no increase on that for three years.
- They increased the cost of physicals and physical ability testing. The physical ability testing was never done before but is required under Mass General Law. You must have

a complete physical before the exam can be taken. The cost, combined, is approximately \$700 for one candidate.

- The next item Chief Collins would like to discuss is the addition of Lexipol Policy Service. Lexipol is a company which creates policies. The Board of Selectmen set policies for the Town. Lexipol could reduce the Town's liability by providing a policy manual for the Fire Department. All policies provided by Lexipol are legally vetted. Chair Wisotzky stated that when the Fire and Rescue study was conducted one of the items which came out of it was that the policy manual was redone. The Board of Selectmen then approved that policy manual. He would like to know how a new policy manual would be handled. Town Manager Palmer explained that Chief Collins would go through Lexipol's policies and pick out the ones applicable to his department, prepare them, and then put them in print form to create a new policy manual.

A question was posed regarding the radios. Chief Collins is not sure what direction the department is going to take. He does not want to purchase radios which will be obsolete in another year or two, depending on what frequency is agreed upon. Selectman Worthington asked if there was money available, and was told that money is in the Capital Budget specifically for this.

Town Manager Palmer asked when the two Academy bound employees will be doing their physical ability test. Once Chief Collins opens the results of the first physical, he will send those results to the Commonwealth, and he estimates February 2<sup>nd</sup> will be the date for the PAT (Physical Abilities Test).

Chair Wisotzky asked for a motion to adjourn the Board of Selectmen meeting at 9:15am

Selectman Burgess made the motion to adjourn.

Selectman Worthington seconded.

So voted 4-0 in favor.

Respectfully submitted,

Noelle L. Scoullar

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Paul Wisotzky, Chair

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Jan Worthington, Vice-Chair

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Maureen Burgess, Clerk

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Jay Coburn

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Robert Weinstein