

Select Board Meeting Minutes

January 3, 2023, Budget Task Force Meeting

Via GoToMeeting Platform

Select Board Members Present: Kristen Reed-Chair, John Dundas-Clerk, Sue Areson-Member

Select Board Members Absent: Robert Weinstein-Vice Chair, Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Jarrod Cabral-DPW Director, Stephanie Costigan-Truro School Superintendent, Tony Jakkett-Harbormaster, Trudi Brazil-Town Accountant, Robert Panessiti-Finance Committee (FinCom) Chair, Rich Wood-Finance Committee (FinCom) Vice Chair

Chair Reed called the meeting to order at 8:30 am and introduced Members and Town staff present. FinCom Chair Panessiti introduced himself and FinCom Vice Chair Wood.

Chair Reed led the discussion and review FY2024 Budget for the following departments: Harbor/Shellfish, Capital Improvement Project, and the Department of Public Works.

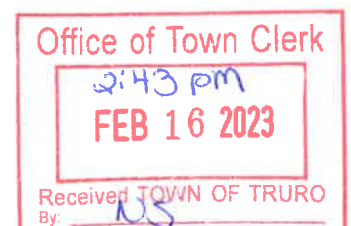
Harbor/Shellfish

Chair Reed recognized Harbormaster Jakkett who presented a narrative summary for the Harbor/Shellfish 2024 fiscal year budget. Harbormaster Jakkett covered the following topics: ramp repair, paving of parking lot, revenues, increase in mooring fees, decrease in daily launches despite good summer weather and abundant fish population, increase in seasonal launches, non-working credit card reader, no requested staffing changes, and attendance at a law enforcement class (mostly virtual except for the tactical portion which is in-person).

Member Areson commented twice about the erosion around the North Jetty and Assistant Town Manager Clark provided information about the Town contracting with BSC Group to help the Town to develop long-term plans so the Town can determine the best solution. Additionally, Assistant Town Manager Clark added that she had asked BSC Group to develop several short-term plans for an interim solution.

Harbormaster Jakkett added that next year he would like to add a new roof, electric heat, and replacement shingles for the Harbormaster's office.

FinCom Vice Chair Wood noted the high usage of the Pamet Harbor ramp by charter fishing boats and asked Harbormaster Jakkett if there was a legal requirement by the Commonwealth of Massachusetts to offer a seasonal ramp permit at Pamet Harbor. Harbormaster Jakkett did not think so, but the process would require the Pamet Harbor Commission and the Select Board to approve a change. A brief discussion ensued regarding the potential creation of a recreational use seasonal ramp permit versus a business use seasonal ramp permit as a way to increase revenue from businesses which utilize the ramp frequently.



Chair Reed thanked Harbormaster Jackett.

Capital Improvement Plan (CIP)

Chair Reed recognized DPW Director Cabral who reviewed the Capital Improvement Plan (CIP). DPW Director Cabral noted that he had recommended funding mechanisms in his presentation. DPW Director Cabral highlighted the following: the **Town Hall** (design and reconfigure administrative office space), **COA** (van replacement), **IT** (annual hardware replacement program and portal digitization project), **Recreation & Beach** (transmission replacement in lieu of vehicle replacement and Head of the Meadow and Corn Hill pavement preservation and striping).

DPW Director Cabral continued with his presentation and highlighted the following: **Police Department** (2 SUVs), **Fire Department** (ambulance replacement and Explorer replacement for the chief), **DPW** (\$65,000 for road maintenance program), **Public Building Maintenance** (siding and trim replacement, insulation replacement, and 3-pane window installation at the Safety Facility) and Pamet Harbor office maintenance to be done by DPW staff), **Transfer Station** (no requests), **Truro Central School** (exterior door replacements to include door frames, hardware, and rewiring of key/fob systems and alarms), **Library** (website upgrade, installation of filming capability in the Community room) and **Environmental** (solar farm and jetty solution).

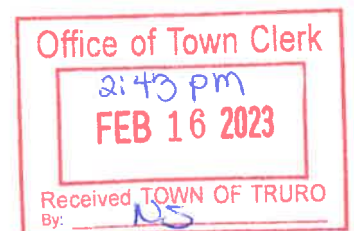
Chair Reed thanked DPW Director Cabral for his presentation. FinCom Chair Panesseti asked DPW Director Cabral whether the recommended funding mechanisms were premature, and Finance Director Lessin replied that his expectations were for department heads to plan early. Finance Director Lessin added that once free cash is certified by the Commonwealth of Massachusetts the budget plan will be updated. FinCom Chair Panesseti asked Town Accountant Brazil what the rolling number for CIP going forward to budget year-over-year. Town Accountant Brazil replied that it was approximately \$500,000. FinCom Chair Panesseti asked DPW Director Cabral about the Public Building Maintenance allocation of \$156,000 and inquired if the grant money was received for that item. DPW Director Cabral replied that once the project was completed, he would submit a final report and request reimbursement at that time. FinCom Chair Panesseti noted the increase in costs of projects following the completion of the design and permitting process for large capital projects as it usually took 18 months to 2 years to complete that process. FinCom Chair Panesseti thanked DPW Director Cabral.

Department of Public Works

Chair Reed invited DPW Director Cabral to present the DPW's FY2024 Budget. DPW Director Cabral highlighted the following: Town facilities, completion of projects, anticipated cost increases and decreases, Safety Facility costs, recommended efficiencies, and Transfer Station permitting fees.

DPW Director Cabral then reviewed staff salaries (to include eligible step increases but not COLA increases) to which Finance Director Lessin noted that these numbers are subject to change due to ongoing Collective Bargaining Agreement (CBA) negotiations. DPW Director Cabral also noted vehicle maintenance services, decrease in environmental monitoring, and gas and propane costs.

Member Areson asked DPW Director Cabral about the reduction in overtime costs and whether this was due to the Transfer Station's change in operating hours. DPW Director Cabral replied that it was not



based upon closing the Transfer Station for a month but it was based upon anticipation of new wage rates from the CBA so the overtime numbers may change.

There were no additional questions from the Members of FinCom Members.

DPW Director Cabral reviewed the budget for the Transfer Station and highlighted the following: staff salaries (increase only in step increases), removal of yard waste increased costs, hazardous waste increased costs, no increase in data processing. There were no questions.

DPW Director Cabral reviewed the budget for Public Building Maintenance and highlighted the following: almost level-funded and step increases in wages only for eligible staff. There were no questions.

DPW Director Cabral noted there were no significant changes to snow removal or the street light budgets. Prior to concluding his presentation, DPW Director Cabral noted that once the pending CBA was signed the overtime costs throughout the DPW budget would change.

Member Areson asked about the decrease in the environmental monitoring and DPW Director Cabral replied that going through the permitting process the Army Corps of Engineers can require additional monitoring once a project is completed. DPW Director Cabral added that the projects at East Harbor and Eagle Neck Creek are funding the monitoring and the Army Corps of Engineers delayed monitoring for one year so that is reflected in the FY2024 budget. There were no additional questions.

Chair Reed announced that the next Budget Task Force meeting will be held on Tuesday, January 10, 2023, at 8:30 am where the budgets for Building & Inspections, Health & Conservation, Recreation & Beaches, and Council on Aging.

There were no additional questions and Chair Reed thanked Harbormaster Jackett and DPW Director Cabral for their work. Chair Reed also thanked Town staff for their assistance.

Member Dundas made a motion to adjourn at 9:34 am.

Member Areson seconded the motion.

Roll Call Vote:

Member Areson - Aye

Member Dundas - Aye

Chair Reed - Aye

So voted, 3-0-0, motion carries.

Respectfully submitted,

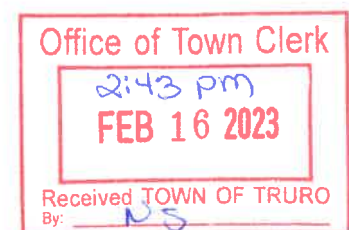


Alexander O. Powers

Board/Committee/Commission Support Staff



Darrin K. Tangeman Under the Authority of the Truro Select Board



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