

Select Board Meeting Minutes

January 10, 2023, Budget Task Force Meeting

Via GoToMeeting Platform

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

Select Board Members Absent: Robert Weinstein-Vice Chair

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Trudi Brazil-Town Accountant, Emily Beebe-Health & Conservation Agent, Damion Clements-Director of Community Services Stephanie Costigan-Truro School Superintendent, Robert Panessiti-Finance Committee (FinCom) Chair, Rich Wood-Finance Committee (FinCom) Vice Chair, Lori Meads-Finance Committee (FinCom) Clerk

Chair Reed called the meeting to order at 8:30 am and introduced Members and Town staff present.

FinCom Chair Panessiti introduced himself, FinCom Vice Chair Wood, and FinCom Clerk Meads. FinCom Chair Panessiti also called to order the FinCom meeting.

Chair Reed led the discussion and review FY2024 Budget for the following departments: Health & Conservation, Community Services, Recreation and Beach, and Council on Aging

Health & Conservation

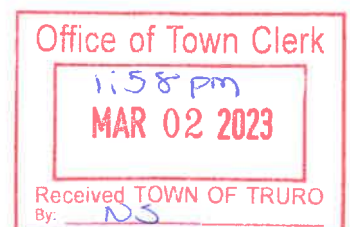
Chair Reed recognized Health & Conservation Agent Beebe who presented a narrative summary for the Health & Conservation 2024 fiscal year budget.

Health & Conservation Agent highlighted the following topics: **environmental projects, water supply, wastewater, human services, public outreach** with adjacent four communities, **vendor contracts** (including Outer Cape Health Services and water supply consultant), **increase in salary and wages** for both Assistant Agents including a Ph.D. in Chemistry who was hired at a higher salary than originally anticipated), **increase in the Community Navigator program, increase for the teens' program, alignment with the Select Board's Goals and Objectives, department sustainability challenges and grant reimbursements, recommended efficiencies, COVID/epidemic impacts, digitalization and technology, and revenues.**

Select Board comments or questions covering the following topics: environmental, water, and wage challenges and the Community Navigator program.

FinCom comments and questions included the following topics: next steps for the 22 property owners who have noncompliant septic systems and regarding sufficient resource support.

There were no public comments.



Chair Reed thanked Health & Conservation Agent Beebe for her presentation and efforts.

Community Services

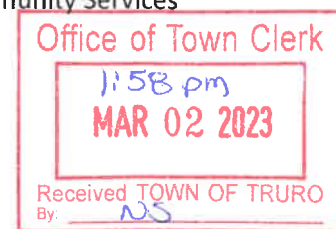
Chair Reed recognized Community Services Director Clements who presented a narrative summary for the Community Services 2024 fiscal year budget.

Community Services Director Clements highlighted the following topics: **overview of the Recreation and Beach Department, staffing** (year-round and seasonal), **partnerships** with other committees and commissions, **salaries and wages** (increases for seasonal beach lifeguard program and increase to rates per classification and compensation study), **services** (rentable portable tents, increase in service contracts, decrease in satellite phone service as it was placed in the Fire Department budget), **supplies** (increase in athletic supplies, increase in seasonal supplies, anticipated increase in gas/diesel prices, decrease in Personal Protection Equipment), and **other unclassified charges** (increase in instate travel, increase in dues and membership due to an increase of in-person events).

Member Areson noted that she learned at a meeting yesterday and became aware that the after-school program for young families had been cut out of the school budget. Member Areson suggested that this issue should be addressed and rectified to help young families. FinCom Clerk Meads commented that this issue has been a challenge for her employees who reside in Truro, and as a result, they have enrolled their children in Provincetown schools as an after-school program is provided. Chair Reed said that she was aware of a petition being circulated in Town requesting \$300,000 from free cash to be used for the after-school program for young families. Town Manager Tangeman commented that this should be a discussion during the Warrant season, so it is permanent for the community. Superintendent Costigan noted that her budget is 6% higher so the School Committee asked her to identify places where savings could occur. Superintendent Costigan recommended to the School Committee that next year school activities are offered until 4 pm year-round and she looked forward to the conversation with Town Manager Tangeman and Community Services Director Clements. Superintendent Costigan and Community Services Director Clements agreed that there is a need for this program. Community Services Director Clements said that the staffing for the program would be a challenge as the availability of staff is an obstacle. FinCom Vice Chair Wood said that there must be a balance between salaries for staff for an after-school program, as well as for other activities for adults, and the community services offered which citizens expect.

FinCom Members' comments were the proposed budget reflected the increase in the delivery of services, the increased costs of goods, and programs support the youth and adults through various programs.

Town Manager Tangeman commented that there was a lot of staff turnover in Community Services and there was reorganization. The increase in wages reflects the new wage scale in coordination with the union. He added that the intent next year is to have the Community Services Department transition into one combined budget so it would be easier to do an "apple to apple" assessment over the previous year. There have been discussions about possibly reducing the staff for the Council on Aging but reallocating those responsibilities to existing staff members working within the Community Services Department. There is a current need for additional drivers.



Recreation and Beach

Community Services Director Clements reviewed the main objectives of the Select Board Goals and Objectives including: the efficacy of the childcare voucher program, stewardship of the beaches, collaboration with the Council on Aging to expand services and programs for all ages, the digitization of Town services and records, requested **staffing changes** (Town Manager's reorganization is budget neutral), **sustainability** (environmental stewards of beaches and improve beach parking lots), **recommended efficiencies** (implementing more collaborative programs and events such as Polar Express and Halloween Party), **COVID/epidemic impacts** (program participation has not returned to pre-pandemic numbers), **digitization and technology** (need for HR software for onboarding and offboarding seasonal employees), **revenues** (reviewing summer recreation youth program, beach operation fees), and **capital planning** (Head of the Meadow, FY'24, and Corn Hill, FY'25, for beach parking lot pavement preservation and striping construction).

There were no Select Board comments or questions.

FinCom Clerk Meads asked when the beach fees were last adjusted, and Community Service Director Clements replied that the fees were adjusted in 2022 and were aligned with other Cape Cod communities. FinCom Vice Chair Wood commented that when examining seasonal passes fee adjustments those changes should be made in the best interest of Truro and no other Cape towns. FinCom Vice Chair Wood suggested that vacationers in Truro are likely willing to pay higher seasonal passes rather than traveling to beaches in other towns. FinCom Chair Panessiti voiced his support for all departments reviewing their respective fees associated with deliverable programs and services to remain competitive with other Cape towns as the cost of goods and salaries increase.

Council on Aging

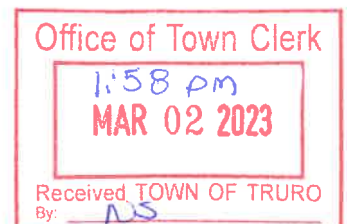
Community Services Director Clements presented a narrative summary for the Council of Aging 2024 fiscal year budget. Community Services Director covered the following topics: **overview** (mission statement), **anticipated cost increases or decreases** (decrease in hourly wages due to reorganization, increase in printing due to newsletter, addition of telephone for security and safety, addition of health supplies to add a wheelchair for the Community Center, addition to replace office furniture at the CoA), **other unclassified charges** (addition workshop/conference for staff to attend MCOA Annual Conference).

There were no Select Board comments or questions.

FinCom Director Panessiti stated that he was not surprised that there were certain increases in the budget as services are returning post-COVID and meeting the needs of the community. He added that efficiencies need to be managed in delivering these services.

Community Services Director Clements reviewed the main objectives of the Select Board Goals and Objectives, including the Senior Needs Assessment and increasing the **digitization** of Town services and records and requested **staffing changes** (full-time, part-time, and on-call).

There were no Select Board comments or questions.



There were no FinCom comments or questions.

Chair Reed invited Town Manager Tangeman to comment on recent recruitment. Town Manager Tangeman commented that an offer had been extended to fill the vacancy of Deputy Director with a start date of January 23, 2023. The outreach coordinator position has been posted and he expected an offer within the next week. Finally, the administrative assistant role has yielded some very good candidates and he anticipated some interviews this week. Town Manager Tangeman was hopeful of having all three positions filled by the end of the month. Town Manager Tangeman credited Community Services Director Clements for his hard work.

Community Services Director Clements then continued with his main objectives of the Select Board Goals and Objectives including **sustainability** (none), **recommended efficiencies** (allow for skill/talent sharing of staff members), **COVID/epidemic impacts** (program participation and department involvement have not returned to pre-pandemic numbers and a need for subscriptions to continue to offer hybrid activities and programs), **digitization and technology** (continue to utilize the software product, "My Senior Center", for programming and communicating to participants), **revenues** (many programs offered at no cost and the largest fee-based program is the Community Lunch program), **capital planning** (no requests for FY2024), and **other** (none).

Chair Reed noted that she was appreciative that hybrid options were available.

FinCom Chair Panessiti commented that FinCom Clerk Meads had left the meeting so there was no longer a quorum for the FinCom.

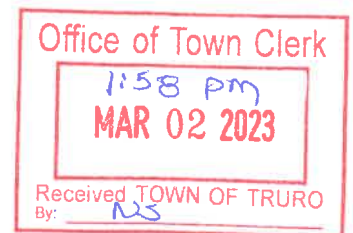
Community Services Director Clements then presented the line-item budget and was available for questions. Member Areson mentioned that the budgets were available on the Town website under Budget Task Force.

Chair Reed asked if anyone from the public had any questions and there were none.

Chair Reed invited Community Services Director Clements for any final comments. Community Services Director Clements that they are exploring solutions, such as RV trailers, to satisfy seasonal housing challenges. Town Manager Tangeman said he is exploring creative solutions by looking at other tourism-based economies with seasonal housing for employees. He added that he anticipated appearing in front of the Select Board and the Affordable Housing Trust to seek funds to help with seasonal housing now and the next couple of years.

FinCom Chair Panessiti thanked Community Services Director Clements for his work and presentation. FinCom Vice Chair Wood commented that the Cape Cod Baseball League has a housing program with local residents for college athletes who are on the Cape for the summer. FinCom Vice Chair Wood suggested approaching residents who may have rooms available to house seasonal employees who work for the Town for either compensation or for free.

There were no additional questions and Chair Reed thanked Community Services Director Clements for his hard work.



Asking for a motion to adjourn the meeting, at 10:22 am, Chair Reed was informed by Member Areson that there was no longer a Select Board quorum as Members Dundas and Rein had left the meeting.

Chair Reed announced that there would be another Budget Task Force meeting on Tuesday, January 18, 2023, at 8:30 am, to discuss the budgets for Finance, Building and Inspections, Town Clerk, and Information Technology.

Chair Reed thanked the participants and adjourned the meeting.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff



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

Public Records Material Attachments

Legal Notice

