

## Select Board Meeting Minutes

January 23, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

Select Board Members Present: Susan Areson-Vice Chair, John Dundas-Clerk, Stephanie Rein-Member

Select Board Members Absent: Kristen Reed-Chair, Robert Weinstein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Damion Clements-Director of Community Services, Austin Smith-Deputy Director, Recreation and Beach, Michelle Peterson-Deputy Director, Council on Aging, Susan Girard-Irwin-Member, Council on Aging, Rich Stevens-Building Commissioner, Barbara Carboni-Town Planner/Land Use Counsel, Trudi Brazil-Town Accountant, Stephanie Costigan-Superintendent, Truro Central School, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, Lori Meads-Finance Committee Member, Michael Forgione (Truro Voter), Anne Greenbaum (Truro Voter)

Vice Chair Areson called the meeting to order at 8:30 am.

Vice Chair Areson recognized Finance Committee Chair Panessiti who announced that he and Member Fee were the only members of the Finance Committee.

Vice Chair Areson introduced the Members and Town staff present.

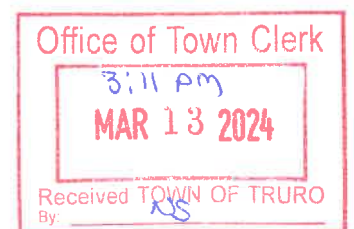
Vice Chair Areson introduced Building Commissioner Stevens.

### **Building/Inspections**

Building Commissioner Stevens reviewed the responsibilities of the Building Department and provided an overview of the FY2025. Building Commissioner Stevens highlighted the following topics: Building Department staffing, on-line permitting, increased wages for the Plumbing Inspector and Wiring Inspector (this position is no longer salaried but hourly), the need for a backup Plumbing Inspector, and the Building Department fees were upgraded this year to align the fees with the work required and to be comparable with other Cape Cod communities.

There were no additional questions or comments from the Members or the members of the Finance Committee.

Vice Chair Areson recognized Mr. Forgione who inquired about the part-time office assistant position (budgeted or a new position) and the status of recruitment for the position. Town Manager Tangeman commented that this is a part-time until the return of an employee who is on Family Medical Leave Act (FMLA) and an employee has been identified but Building Commissioner Stevens and Health and Conservation Agent Emily Beebe have to determine the projected hours for the role. Town Manager Tangeman also confirmed that this was a budgeted and part-time position.



Vice Chair Areson asked Finance Director Lessin to display the Building Department's budget spreadsheet and there were no questions or comments.

Finance Committee Chair Panessiti announced that Member Meads had joined the meeting and that there was now a quorum of the Finance Committee at 8:42 am. Finance Committee Chair Panessiti also noted that the Town needed to fund salaries and line items throughout all of the departments as if the departments are fully staffed.

Finance Director Lessin noted that Finance Committee Chair Panessiti was correct but noted that the FY2024 budget was a unique exception as the Town was in the middle of Collective Bargaining Agreement (CBA) negotiations with several unions so salaries and Cost of Living Allowances (COLA) were listed in the reserves.

Vice Chair Areson commented that last year the Town had completed a Compensation and Classification Study so salaries were increased in order for the Town to be more competitive for talent.

Finance Director Lessin commented on Town recruitment and retention efforts over the last several years and the number of turn backs have been reduced.

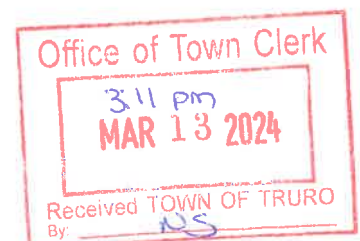
Vice Chair Areson thanked Building Commissioner Stevens for his presentation.

### **Planning**

Town Planner/Land Use Counsel Carboni presented the FY2025 budget narrative and highlighted the following topics: staffing, Town Planner/Land Use Counsel responsibilities, the Walsh Property Community Planning Committee (WPCPC), the Local Comprehensive Plan (LCP), the Economic Development Committee in the completion of its charge of preparing an Economic Development Strategy, the need for a full-time staff Housing Coordinator, the establishment of the Ad Hoc Housing Group, the approval of a Zoning Task Force by the Select Board, the ability to expand the capacity of the Planning Department, Town Planner/Land Use Counsel Carboni obtained certification from the American Institution of Certified Planners in January 2023, the start of Town Planner/Land Use Counsel Carboni's pursuit of a Master's in Public Administration through the University of Massachusetts-Boston (online), update on Planning Board's goals and objectives, sustainability, and digitization and technology (the goal is for the public to be able to access records through a portal).

Town Manager Tangeman commented on the need for a more thorough discussion for all additional department staffing requests at a future public meeting (date to be determined), the number of consultants employed by the Town over the last several years and the critical roles that they play in the development and implementation of the Town's long-term plans, and that the consultant fees are primarily paid by grants and "free cash" and not from the operational budget.

Finance Committee Member Fee commented on the use of consultants and the determination of fees. Town Planner/Land Use Counsel Carboni responded that the fees are based upon the number of staff work and support needed for the application to move forward but she will explore the way other Cape Cod towns determine those fees.



Town Planner/Land Use Counsel Carboni then reviewed the Planning Department's budget spreadsheet. A brief discussion then ensued to explore the hiring of a consultant or a part-time Housing Coordinator rather than a full-time Housing Coordinator as there are examples of other Massachusetts towns which have done that.

Mr. Forgione asked about the amount of money and the funding source to pay for a consultant and Finance Director Lessin explained that funds are primarily from grants or "free cash." Town Manager Tangeman noted that some of these grant monies are reimbursable to the Town after the Town had paid the wages to consultants.

Vice Chair Areson thanked Town Planner/Land Use Counsel Carboni for her presentation.

### **Community Services**

Finance Director Lessin noted that the Community Services budget is composed of Recreation and Beach and the Council on Aging.

Community Services Director Clements briefed the FY2025 Community Services budget narrative and highlighted the following topics: an overview of the Community Services Department, Town committee collaborations, status updates on staffing, the transportation program, the expansion of the Community Luncheon, Recreation and Beach infrastructure and staffing issues, salary and wages, capital planning, a UTV replacement to support lifeguards, revenues from fees, proposed fee increases, Beach Operation fees are currently under review for increases, review of department goals and objectives, the need for a transportation coordinator/driver, sustainability, and digitization and technology.

Assistant Town Manager Clark clarified that the Town is considering a free summer program for Truro residents or at reduced costs in order to meet the needs of the community. This will be a policy decision made by the Select Board.

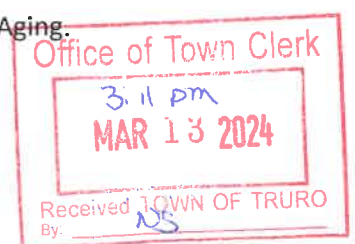
Council on Aging Member Girard-Irwin asked a question regarding the Transportation Coordinator/Driver and Community Services Director Clements responded that this was an expanded position for 35 hours per week. Town Manager Tangeman noted that it was the intent to make this a full-time position with benefits.

Community Services Director Clements then reviewed the Community Services Department's budget spreadsheet.

After the presentation, Member Rein commented on the Out of School Program that is offered at no fee and its ability to help attract and retain students at Truro Central School. Member Rein noted her support for the program and for the budget.

Finance Committee Member Fee asked about the line item for the replacement UTV and Community Services Director Clements confirmed that this UTV is not the same one used by the Fire Department and it is listed under capital planning.

Vice Chair Areson noted the great work that has been accomplished at the Council of Aging.



Ms. Greenbaum asked about the salaries and wages regarding the full-time positions for Recreation and Beach and the Council on Aging. Community Services Director Clements responded that those are the salaries for his position, the deputy director of Recreation and Beach, and the deputy director of the Council on Aging. Community Services Director Clements also noted that the transportation coordinator and all driver positions are included in the hourly wage line item.

Vice Chair Areson thanked Community Services Director Clements for his presentation.

Finance Director Lessin announced that on Tuesday, January 20, 2024, at 8:30 am, the following budgets will be presented: Finance, Administration and Information Technology.

Vice Chair Areson adjourned the Budget Task Force meeting and Select Board meeting at 9:51 am with the concurrence of Member Rein. Member Dundas was no longer present at the meeting.

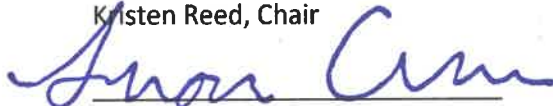
Finance Committee Chair Panessiti announced that he lost his committee quorum at 9:40 am when Member Meads departed the meeting and so the Finance Committee meeting was adjourned.



Alexander O. Powers  
Board/Committee/Commission Support Staff



Kristen Reed, Chair



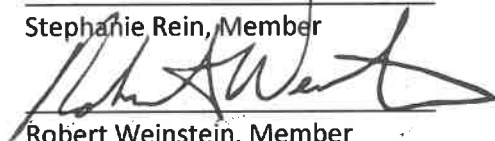
Susan Areson, Vice Chair



John Dundas, Clerk



Stephanie Rein, Member



Robert Weinstein, Member

**Public Records Material Attachment**

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