

**Climate Action Committee**  
**Meeting Minutes**  
 October 13, 2022

Present: Carol Harris, Fred Gaechter, Lili Flanders, Georgia Neill, Rebecca Bruyn  
 Guests: none at this meeting

Topic	Discussion	Action
Public Comment	None at this time	
9/29 Minutes	Were approved unanimously	Carol to send to town for posting
Truro Talks	Much discussion re what topics to cover over the next few months and who would be responsible for writing them. At the moment all agreed to the following; December & January – dedicated to water resources, Lili and Rebecca to draft articles after meeting with Emily Beebee February – vacant March – the stretchier opt in code- Carol to draft an article	More to come
Climate Action Plan	Carol presented an updated draft using a different template. The focus was on risk. . Rebecca was concerned that it was missing the mitigation components. Reminder that a draft form is one of our goals for this CY to complete by December & present to SB in January.	Carol and Rebecca to meet before next meeting
Mill Pond Project	Time did not allow.	More to come.
Climate Coordinator Position	It’s time to present this to SB. Carol’s been asked to put a “packet” together that would include a memo to the SB for their input/approval	Carol to follow up
Education & Outreach	Rebecca, Lili and Georgia updated committee on what has been done so far in planning for speakers in the near future. Truro Library is ready to help us and will also provide some PR. In addition, we’re interested in connecting with the Superintendent to discuss what education is being done in the school and to find ways to inform parents of sessions to attend	Carol to contact Superintendent
EV Charging Stations	Not updates yet from The Vineyard and Top Mast	?????Fred and Rebecca to continue to follow
Next meeting	Thursday October 27 <sup>th</sup> 10:30	

Respectfully submitted,  
 Rebecca Bruyn

## **BUDGET REQUEST FROM ANNE GREENBAUM**

Hi

Several of the Board/Committee/Commission Chairs are discussing submitting a budget for Community Engagement as part of the Budget Task Force Process. Engaging community members is both critical and challenging but can be done. The Local Comprehensive Plan Committee held a very successful in person Visioning Event on October 15. Both food and childcare were provided. Over 75 people attended and about 10 children enjoyed the child care and showed off their creations after the meeting. Having childcare removed a significant barrier that keeps many young families from attending. The financial cost was minimal and the gain was huge. In addition to support for childcare and refreshments there is often a need for outreach materials such as flyers, mailings and more.

The agenda for the first budget task force meeting on December 6 includes Board and Committee Budgets/Budget Requests so we don't have a lot of time to pull this together. Our thinking is to submit 1 request for a pool of resources available to boards rather than individual boards/committees each submitting requests. If this is something you are interested in being part of, please let me know. I've attached the budget letter approved by the Select Board at their last meeting which outlines the basic information they are looking for.

Thanks

Anne

Anne Greenbaum  
Chair, Truro Planning Board

## **BUDGET MEMO**

To: All Town Boards & Committees & Department Heads From: Select Board Date: October 11, 2022 RE: FY 2024 Budget Guidelines

This memo summarizes the Select Board's FY 2024 budget goals and provides guidance for budget development. As in prior years, the Select Board intends to recommend a balanced operating budget that avoids the need for a Proposition 2 ½ override. As in years past, the Select Board has requested a narrative summarizing each department's budget. Budgets are policy documents at their core; this is an opportunity to highlight the most critical elements of your areas of responsibilities and the critical services and programs you provide for our Town. Your budget narratives should include the following areas of focus:

- Overview: General area of responsibility and overview of major programs and services of your department or committee.
- Status Update: Status of key initiatives from the previous and current year and any need to carry these into the next fiscal year.
- Anticipated Cost Increases or Decreases: Significant changes from the previous year that the Select Board and Budget Task Force should be aware of that will impact your 2024 budget.

- Select Board Goals and Objectives: Where applicable, name and identify where these budgetary requests fulfill one or more of the Select Board 2023 Goals and Objectives.
- Requested Staffing Changes: Needs for increases/decreases/maintenance of staffing levels. (Note: if you are requesting new positions or programs, please do not include them in your budget proposal. Instead, please complete the attached Position Justification Form for new personnel.
- Sustainability: Name and identify where budget requests or ongoing projects meet the Town's goals for addressing current and potential future impacts of climate change.
- Recommended Efficiencies: Efficiencies that have or could be implemented in any capital, program, service, personnel, or operational requirement.
- COVID/Epidemic Impacts: Specific, remaining epidemic impacts on daily operations that have a fiscal and or/budgetary impact
- Digitization and Technology: Any opportunities or needs for digitization or technology improvements to improve programs or services.
- Revenues: Review fees associated with your programming and services (if any) and recommend if these fees could be modified, or new fees instituted. A list of fees charged and when they were last updated will be helpful. Provide justification and comparison of fees with similar Town's on the Cape.
- Capital Planning: Ensure that any relevant multi-member bodies have been integrated into the process of Capital requests prior to presenting options and costs in your budget. 2 Agenda Item: 7B1 The Board recognizes that the overall price of goods and services (aka inflation) continues to rise. At the same time, the Town is bound by the limits of a 2.5% increase in property taxes. Therefore, as you prepare your budgets this year, we are asking you to take a hard look at the services you provide and the cost to provide those services. You should continue to provide essential municipal services that respond to the evolving needs of our community in the most cost effective and efficient manner possible. Overall, we ask that you craft budgets that provide for level delivery of existing programs and services. Providing level delivery may need to include an analysis on the potential increase in cost due to inflation on capital, programs, and/or services. As you begin this process, please consider the following questions:
  - Is your department providing services that our citizens need and expect? Are these services that the Town is statutorily required to provide?
  - Is your department providing a level of service that meets community demand?
  - Is your department or operation doing too much of one thing and not enough of another? Where do we need to reallocate or balance resources?
  - Is your department budgeting for items that you don't need -- or a level of service that no longer is required -- and because of this returning unexpended funds at the end of the year? If the evolving needs of citizens indicate a need for increased services in certain areas please propose this in your budgets. On the flip side, if there are programs and services that are no longer as relevant and/or where there is decreased demand, please identify these as well. In both cases, highlight the changes in your budget narrative and provide data/rationale that supports your request.

Please expect any changes to be discussed during the Budget Task Force meetings. As you know, one of the primary goals of the Select Board is community sustainability, so we ask that you examine community sustainability within your departments. Are there current programs and services that you believe contribute to maintaining or enhancing the viability of our year-round community in Truro? Are there programs, services or initiatives that we currently do not offer that you believe would help us accomplish this goal? Part of this focus includes looking 3 – 5 years out.

Should we be laying the groundwork for programs or services that you see as becoming essential and important in the near future? While collaborating or partnering with our neighboring Towns may not lead to budget savings, we ask that you keep an eye to regional efforts that are responsive to community need and the sustainability of our region. The Board continues to examine Town fees and will consider needed changes. We ask that you to take a comprehensive look at the fees in your departments. We welcome any recommended changes. Each department head should submit budget requests that meet the guidelines summarized above. We ask that you pay special attention to the narrative that accompanies the budget so that you can fully address the issues and questions outlined in this memo. The more that you explain in your narrative, the more focused and productive our conversations in the Budget Task Force will be. The Select Board is greatly appreciative of our partnership in serving our community and the needs of our citizens. We are grateful for the dedication, expertise and professionalism of the entire Town Staff. We approach the budget process as a team effort and look forward to working together as we move into FY2024. Thank you in advance for your thoughtful and creative attention to the FY 2024 budget development process

**DRAFT MEMO TO SB RE CLIMATE POSITION**

**To:** Truro Select Board

**From:** Truro Climate Action Committee

**Topic:** CAC Proposal: Create a position for a Climate Coordinator/  
Sustainability Manager for Truro

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**Background** Responding to climate change in Truro requires a multiyear and multifaceted effort. It requires addressing the effects of climate change on human health, economic stability, reducing greenhouse gas emissions via buildings and transportation, adapting to sea level rise, drought, and increased temperatures, potable water, biodiversity, and more.

To effectively address climate change requires a collaborative effort between the citizens, elected officials, municipal staff, most, if not all, municipal departments, business owners, and state and county climate regulations.

**Problem** Even for a small town like Truro, responding to climate change is larger than a volunteer committee can address. And it requires a level of continuity both broader and longer than the terms and responsibilities of a voluntary committee.

**Proposal** Therefore, Truro's Climate Action Committee strongly urges the Town of Truro to create and fund a position for a Climate Coordinator/Sustainability Manager.

**Process** To implement a Climate Agent/Sustainability Manager, the CAC will:

1. Draft and approve a position description.
2. Submit the proposal and position description to be reviewed by Town Manager, Health/Conservation Agent, DPW Director, and any other Town Hall staff as deemed appropriate by the Town Manager.
3. Submit the proposal and position description to be reviewed and approved by the Select Board.
4. If required, submit the proposal and position description for approval at Annual Town Meeting.