

CAC Meeting Packet

11/9/23

TRURO CLIMATE ACTION COMMITTEE

Minutes: for meeting on 10/26/2023, 10 AM - Noon

Location: Cobb Room, Truro Library

Present: Carol Harris, Lili Flanders, Rebecca Bruyn, Georgie Neil

Meeting minutes from 9/28/23: Reviewed and approved with changes. Carol will submit to TH.

Phase One Climate Action Plan: Carol met with Emily Beebe, Stephanie Rein and John Dundas. The Select Board would like town managers to review areas of vulnerability and make suggestions to the SB. The SB will then assign Climate Action tasks to Town Hall offices and/or committees. Carol will schedule another meeting with Emily, Stephanie and John to finalize next steps. The Climate Summit will be scheduled at a date TBD.

Library Sessions: Everything is in place for the first Water Health event on 11/9. CAC discussed and compiled questions for the panelists to address, which Lili will send to panelists within the next week. She'll also contact newspapers and radio stations, in order to further broadcast the event. Lili will be meeting on 10/30 with Emily Beebe to discuss the next two events in the Water Health series. Lili will reach out to Laura Ludwig to see whether she's free and interested in giving a library talk on 4/11/2024 about plastics in the ocean, in coordination with Earth Day events.

Truro Talks: Due to current lack of TH staffing to manage this, CAC is suspending TT articles for now. Carol will gather material from library events to include in future articles.

CAC Charge: Carol will have this available for review in January.

Earth Day: CAC discussed the idea of tree plantings. Lili will get in touch with the Arbor foundation to see if CAC can get saplings to donate to residents and she'll also get in touch with Jarrod Cabral to see about planting trees to shade the playground behind the Community Center.

If that's possible, she'll pursue getting donations of young trees from local nurseries.

CAC Update to SB: Carol will provide a CAC update to the SB in December.

Climate Action Data Monitoring: Rebecca met and worked with Courtney Warren and spoke with John Nahas about data collection and management. Both are willing to continue to help with this endeavor.

Stretch Goals: No new developments at this time. Georgia will reach out to the cemetery commissioner to see about material for a TT article. Rebecca mentioned that CCTV in Orleans might be interested in covering green burial options on the Outer Cape.

Updates and New Actions: Rebecca and Lili will be attending the Eastham Solar Workshop on 10/28. Carol will email Brian Boyle to see if/how CAC will coordinate with the EC to pursue an application for DOER Climate Leader designation. Georgia will continue communications with Climate Fresk to see whether we can arrange an event and/or training. Budget was discussed, which included the possible need for funds to have CAC cards made, facilitator fees (for such an event as Climate Fresk), and possible membership fees for the Arbor Foundation, in order to be eligible to receive saplings for Earth Day.

Nov. & Dec. Meeting Dates: Carol will see if the Cobb room is available on 11/27 or 28, and 12/21.

Adjourn: 11:55 AM.

Respectfully submitted by: Lili Flanders



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004

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POLICY MEMORANDUM #68

Subject: Budget Requests from Multi-Member Bodies

Date: Adopted February 14, 2023

Purpose:

The Truro Select Board and Town Manager aim to support the work of volunteer boards, committees and commissions. This policy establishes the process for reviewing budgetary requests from those multi-member bodies. The Town Manager and staff must take into consideration the entire town budget for programs and services, staff availability required to meet the requests, competing demands for financing and whether the purpose meets the goals and objectives of the Select Board.

This policy is intended to encourage board and committee members to project any costs for their work so those costs may be considered in the annual budget review. It is also intended to provide guidance to multi-member bodies that are interested in grant financing for their work.

Procedures:

- The Town Manager will assign at least one staff “fiscal agent” to each multi-member body. That agent is solely a contact person for financial requests unless the Town Manager has directed otherwise.
- The multi-member body will vote on any requests for financing. The request must be reviewed first with the board’s Select Board liaison.
- A written request will be submitted to the fiscal agent. The request will detail the reason for the expense, how it contributes to town initiatives, and any staff support or outside expertise that may be required.
- Requests must be submitted to fiscal agent by the first Monday in November, when budget preparation begins for the July 1 start of the next fiscal year.

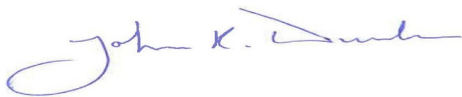
- The fiscal agent may request further detail or analysis from the multi-member body. The agent will consider whether the request adequately reflects the true costs, short-term and ongoing, and any procurement law and/or policies related to the request. The agent will

consider the Select Board's goals and objectives, priorities for town services, impacts to town property, and any related town policy or charter requirements.

- The fiscal agent will approve, deny, or modify the request and notify the Town Manager and the multi-member body.
- The Town Manager will review all requests approved by the fiscal agent and will approve, deny, or modify the request. If approved, the Town Manager will determine the appropriate funding source. The item may be included as a budget line item, for consideration during the review process, or a separate warrant article. (Approval by the fiscal agent and Town Manager shall not be considered an endorsement of the program or that the budget item will be accommodated.)
- The Town Manager's recommendation for the budget item will be presented to the Budget Task Force. A representative of the multi-member body must attend the designated Budget Task Force meeting to answer questions or provide justification of the expense. The request shall continue through the budget review process as required by Town Charter.
- If approved by Town Meeting, the multi-member body shall work with the staff fiscal agent to determine appropriate specifications of the item or the scope of services required.
- Fiscal agents will facilitate the purchasing process, in as timely a manner as their departmental duties allow. The fiscal agent will be responsible for paying invoices in accordance with town accounting procedures.
- Fiscal agents must be consulted in advance if a board, committee or commission seeks to apply for grant funding. This consultation will cover a range of areas, among them: whether the grant is applicable for the specific purpose; who is responsible for filing the application; how the grant fits into the goals and strategic plans of the town; whether matching town funds are required or if the grant is reimbursable or direct payment; and whether staff time will be required for the project or any grant a



Kristen Reed, Chair



John Dundas, Clerk



Robert Weinstein, Vice-Chair



Susan Areson



Stephanie Rein
Truro Select Board

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TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

To: All Town Boards & Committees & Department Heads
From: Select Board
Date: October 24, 2023
RE: FY 2025 Budget Guidelines

This memo summarizes the Select Board's FY2025 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.

Similar to previous years, the Select Board requests 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. In an effort to standardize these narratives, you are requested to submit your narrative using the template provided.

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 will impact your 2025 budget. This might include cost decreases due to efficiencies or inflationary increases. If one area of your budget was adjusted to accommodate an increase or decrease in another area, please indicate that here.
- **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. These requests must be provided to the Public Works Director by **November 9, 2023.**
- **Revenues:** Review fees associated with your programming and services (if any) and recommend if these fees could be modified, or if new fees should be instituted. A list of fees charged and when they were last updated will be helpful. Provide justification and comparison of fees with similar Towns on the Cape. Please also review any fines associated with the department and provide similar recommendations. Finally, we are asking you to get creative.

If you have any recommendations for revenue-generating programs or services, please provide as much detail as you can and point to any other communities that offer similar programs or services, how much revenue may be captured from the proposal, and what costs may be associated with implementing the revenue-generating program.

Your narrative should also include the following if they are applicable to your department and if you have a new budgetary item relevant to these areas:

- **Select Board Goals and Objectives:** Where applicable, name and identify where these budgetary requests fulfill one or more of the Select Board FY2024 Goals and Objectives.
- **Requested Staffing Changes and Related Space Needs:** 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). If you have recommendations for future reorganization of your department that may result in efficiencies and/or better service provision, please indicate that. Also indicate if your staffing change proposal will have space implications (i.e. where will this new person conduct their work, etc.).
- **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.
- **Digitization and Technology:** Any opportunities or needs for digitization or technology improvements to improve programs or services.

Budget Preparation Considerations

The following information and questions serve as a lens through which you should prepare and refine your budget and narrative.

The Board recognizes that the overall price of goods and services (aka inflation) is beginning to level off but is higher than it has been for the past two decades. At the same time, the Town is bound by the limits of a 2.5% increase in property taxes and the increasing cost of living in Truro. 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 funding of your non-personnel budget.** Providing level funding may need to include an analysis on the potential decrease in service level 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 do or beyond?
- 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. 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? Should we be laying the groundwork for programs or services that you see as becoming essential and important in the next 3-5 years?

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.

This year, the Board has set a policy goal to examine existing revenue streams and consider new revenue generation. We ask that you take a comprehensive look at the fees in your departments and also consider innovative ways to increase Town resources. One place to start is the GFOA's Rethinking Revenue initiative: <https://www.gfoa.org/rethinking-revenue-reports>. We welcome any recommended changes.

Next Steps

Capital requests are due to the Public Works Director by **November 9, 2023**. Budgets and narratives are due on **November 22, 2023**. As is customary, the staff budget team will preview your submissions and work with you to refine these submissions prior to meeting with the Budget Task Force. In light of sustained increased staff workloads and increased demand for services, as part of this review, the staff budget team will analyze all staffing requests and will provide prioritization and funding options to the Select Board and the Budget Task Force.

Following Town Meeting, you will input your approved budget in our ClearGov transparency portal. This will allow residents and stakeholders to view the approved budget with more detail and will give you the opportunity to familiarize yourself with the portal.

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 FY2025.

Thank you in advance for your thoughtful and creative attention to the FY 2025 budget development process.

| PROJECTED CAPITAL NEEDS | | ANTICIPATED FISCAL YEAR BUDGET CYCLE & PROPOSED FUNDING SOURCES | | | | | | | | | | |
|------------------------------------|---|---|----------------|----------------|----------------|----------------|-----------|----------------|----------------|----------------|----------------|--|
| Department: | Item or Project Descriptions: | FY '24 | Grants | R & A | Cap Stab | Free Cash | Exclusion | FY '25 | FY '26 | FY '27 | FY '28 | |
| Town Hall | Design and reconfigure admin office spaces | 10,000 | | 10,000 | | | | | | | | |
| COA | Van Replacement Plug in or hybrid | | | | | | | | 50,000 | | | |
| IT | Annual Hardware replacement program | 18,000 | | 18,000 | | | | 18,000 | 18,250 | 18,250 | 19,000 | |
| | Mini split replacement for I.T. Room | | | | | | | | 10,000 | | 10,000 | |
| | Portal digitization project | 15,000 | | 15,000 | | | | | | | | |
| | Data migration and Online Permitting | 35,000 | | 35,000 | | | | | | | | |
| | Subtotals: | 78,000 | | 78,000 | | | | 18,000 | 78,250 | 18,250 | 29,000 | |
| Recreation & Beach | Snow's Field: General Improvements (Pickleball court, grading, gate, parking lot) | | | | | | | | | 80,000 | | |
| | Vehicle Replacement (UTV) | | | | | | | 28,000 | | | | |
| | Truck Transmission Replacement | 12,000 | | 12,000 | | | | | | | | |
| | Car Replacement (Plug in or hybrid) | | | | | | | | 40,000 | | | |
| | Snows Field Playground | | | | | | | | | 35,000 | | |
| | Head of the meadow (FY24) & Corn Hill (FY25) parking lot pavement preservation and striping | 400,000 | | | | 400,000 | | 400,000 | | | | |
| | Rec and COA Fitness equipment | | | | | | | 10,000 | | | 10,000 | |
| | Subtotals: | 412,000 | | 12,000 | | 400,000 | | 438,000 | 40,000 | 115,000 | 10,000 | |
| Police Department | (2 SUV) 2 cars funded for FY23 | 125,000 | | 125,000 | | | | 125,000 | 127,000 | 129,000 | 130,000 | |
| | Taser replacement | | | | | | | | | | 40,000 | |
| | Subtotals: | 125,000 | | 125,000 | | | | 125,000 | 127,000 | 129,000 | 170,000 | |
| FIRE DEPARTMENT | Replace Ambulance 486 (<i>updated quote 3/6/23</i>) - purchase in FY23 - \$390,000 | | | | | | | | | | | |
| | Ambulance Rollingstock - Cap Stab fund allocation | 75,000 | | 75,000 | | | | 75,000 | 75,000 | 75,000 | 75,000 | |
| | Replace Engine 485 | | | | | | | | 750,000 | | | |
| | Explorer Replacement | 70,000 | | 70,000 | | | | | | | | |
| | Monitor Defibrillator (2) | | | | | | | 60,000 | | | | |
| | Turn out Gear | | | | | | | | | 47,000 | | |
| | Self Contained Breathing apparatus | | | | | | | | | | 100,000 | |
| | Replace Engine 483 | | | | | | | | | 750,000 | | |
| | Subtotals: | 145,000 | | 145,000 | | | | 135,000 | 825,000 | 872,000 | 175,000 | |
| DEPARTMENT OF PUBLIC WORKS | One ton Pick-up Truck with Plow & Sander & Maintenance van | | | | | | | 125,000 | | 95,000 | | |
| | Machines & Trucks Long-term maintenance components | | | | | | | | 30,000 | | | |
| | Road Maintenance Program (every other year) | 65,000 | | 65,000 | | | | | 65,000 | | 65,000 | |
| | Equipment Trailer | | | | | | | 50,000 | | | | |
| | Chipper | | | | | | | | | | 50,000 | |
| | Loader replacement | | | | | | | | | 250,000 | | |
| | Water buffalo (Disaster Prep) | | | | | | | | | | 20,000 | |
| | Subtotals: | 65,000 | | 65,000 | | | | 175,000 | 95,000 | 345,000 | 135,000 | |
| Public Building Maintenance | Library condensing unit and air handler replacement | | | | | | | | | 250,000 | | |
| | Community Center Multi purpose floor replacement | | | | | | | | 100,000 | | | |
| | Community Center Siding | | | | | | | | 250,000 | | | |
| | Safety Facility Siding, Trim, and Window Insulation | 600,000 | 156,000 | | 600,000 | | | | | | | |
| | Library Main lobby Carpet, Youth Services carpet, and lower level carpet | | | | | | | | | | 100,000 | |
| | Town Hall Boiler controls and equipment | | | | | | | 30,000 | | | | |
| | | | | | | | | | | | | |
| | Community Center Carpet Replacement | | | | | | | | | | 20,000 | |
| | Town Hall Generator Replacement | | | | | | | | | 60,000 | | |
| | Community Center exterior door replacement | 35,000 | | 35,000 | | | | | | | | |
| | Pamet Harbor office maintenance | 15,000 | | 15,000 | | | | | | | | |
| | Subtotals: | 650,000 | 156,000 | 50,000 | 600,000 | | | 30,000 | 350,000 | 310,000 | | |
| TRANSFER STATION | Open top roll off container | | | | | | | | | | | |
| | Closed top ejector trailer | | | | | | | 90,000 | | | 90,000 | |
| | Compactor maintenance | | | | | | | | | 50,000 | | |
| | Subtotals: | | | | | | | 90,000 | | 50,000 | 90,000 | |

| PROJECTED CAPITAL NEEDS | | ANTICIPATED FISCAL YEAR BUDGET CYCLE & PROPOSED FUNDING SOURCES | | | | | | | | | |
|---|--|---|-------------------------|-----------------------|-----------------------|-----------------------|-----------------|-------------------------|-------------------------|-------------------------|-----------------------|
| Department: | Item or Project Descriptions: | FY '24 | Grants | R & A | Cap Stab | Free Cash | Exclusion | FY '25 | FY '26 | FY '27 | FY '28 |
| TRURO CENTRAL SCHOOL | Technology Upgrade | | | | | | | 25,000 | 25,000 | 25,000 | 25,000 |
| | Security System Upgrade | | | | | | | 100,000 | | | |
| | HVAC repairs and retro fits (Engineering FY24 - \$100,000) Construction FY25 | | 100,000 | | | | | | | | |
| | Exterior/Interior Painting | | | | | | | | | 100,000 | |
| | Roof & Gutter Maintenance & repairs Construction STM Oct 23 | | | | | | | | | | |
| | Carpeting | | | | | | | | 100,000 | | |
| | Exterior Door replacement | 170,000 | | | | 170,000 | | | | | |
| | Kitchen Appliances Including Refrigeration Components | | | | | | | | | | |
| | Subtotals: | 170,000 | 100,000 | | | 170,000 | | 125,000 | 125,000 | 125,000 | 25,000 |
| LIBRARY | Furniture replacement | | | | | | | 12,000 | | | |
| | Website upgrade/portal design/town report digitization | 10,000 | | 10,000 | | | | | | | |
| | Install filming capability in the Community room | 25,000 | | 25,000 | | | | | | | |
| | Subtotals: | 35,000 | | 35,000 | | | | 12,000 | | | |
| ENVIRONMENTAL (Borrowing/ Exclusion) | Pamet River System, TCR, Little Pamet, Mill Pond, Eagle Neck Creek Engineering | | 1,210,660 | | | | | | | | |
| | Pamet River System, TCR, Little Pamet, Mill Pond, Construction | | USDA - 75% | | | | | | | | |
| | Mill Pond Culvert (pamet river system segment) - 25% Construction | | | | | | | 2,000,000 | | | |
| DPW Facility | Relocation & Development - Feasibility Study Complete . \$29.6M Estimate | | | | | | | | | | |
| Housing | Future Engineering, Construction and Remodeling | | 900,000 | | | | | | | | |
| Pond Village | Stormwater infrastructure Pond Rd Estimate | | | | | | | | 1,000,000 | | |
| Harbor Jetty | Pamet Harbor jetty engineering analysis note re appropriate prior Authorization | | | | | | | 200,000 | | | |
| Solar Farm | Cost analysis for solar farm | 20,000 | | 20,000 | | | | | | | |
| Public Water | Initial longterm master planing & evaluation for pulic water suppply well and storage tank | | | | | | | 100,000 | | | |
| Harbor Jetty | Pamet Harbor jetty (construction estimate) | 215,000 | | | | | | 215,000 | | | |
| | GRAND TOTALS: | <u>1,915,000</u> | <u>2,366,660</u> | <u>530,000</u> | <u>600,000</u> | <u>785,000</u> | <u>0</u> | <u>3,348,000</u> | <u>2,640,250</u> | <u>1,964,250</u> | <u>634,000</u> |

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