

Select Board Meeting Minutes

January 7, 2025, Budget Task Force (BTF) Meeting

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Nancy Medoff-Clerk, Susan Girard-Irwin-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, Barbara Carboni-Town Planner and Land Use Counsel, Stephanie Costigan-Truro Central School Superintendent, Damion Clements-Community Services Director, Rich Stevens-Building Commissioner, Emily Beebe-Health and Conservation Agent, Trudi Brazil-Town Accountant, Paul Wisotzky-Town Moderator, Bob Panessiti-Finance Committee Chair, Raphael Richter-Finance Committee Vice Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter and Truro Resident)

Chair Areson called the meeting to order at 8:30 am and noted that Clerk Medoff and Member Girard-Irwin were present from the Select Board.

Chair Areson asked if the Finance Committee had a quorum of members present and Finance Committee Chair Panessiti said that he was present as well as Finance Committee Member Fee but that he did not have a quorum. Chair Areson instructed him to let her know if other Finance Committee members joined so a Finance Committee meeting could be convened as a quorum was present.

Chair Areson then turned over the meeting to Finance Director Lessin who wished everyone a Hapy New Year and noted that this meeting would be longer than previous meetings.

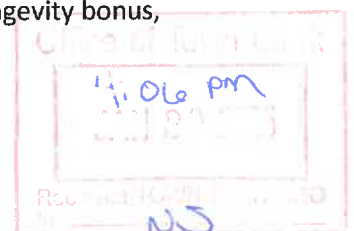
Finance Director Lessin provided an overview of the last BTF meeting and then reviewed the agenda for today's meeting:

1. Building/Inspections
2. Planning/Zoning
3. Health/Conservation
4. Community Services (formerly Beach, Recreation, COA)

Community Services

Community Services Director Clements presented the FY2026 Projected Budget Narrative and highlighted the following: organizational structure; the proposed budget reflects services for which the community has asked; and recognized the Community Services leadership team for their assistance with the budget preparation.

Community Services Director Clements noted the following: salaries and benefits had the largest increase over the FY2025 Budget due to contractual obligations, step increases, longevity bonus, vacation buy-back, and some adjustments to incorporate the FY2025 pay scale.



The BTF Members, Community Services Director Clements, and Finance Director Lessin discussed or commented on the following: the lack of FY2024 Revised Budget and FY2024 Actual data on ClearGov and the reason was that this was in FY2024 the budget was not combined as it is now and it would be very confusing to understand; Finance Director Lessin's addition of a column during the presentation that showed the FY2024 data for the Beach, Recreation, and COA.

Chair Areson recognized Mr. Forgione who asked if Community Services was fully staffed and Community Services Director Clements replied that there was one vacancy (Deputy Director of Recreation and Beach) and the department was currently in the interview process. Mr. Forgione then asked about the significant differences over previous years in the expenses Budgeted versus Actual and Community Services Director Clements replied that it was due to significant vacancies.

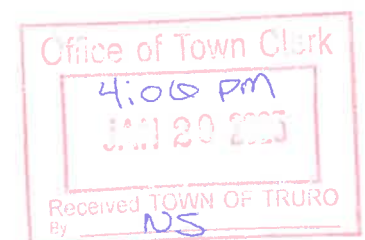
Community Services Director Clements then provided an overview of the following increased Purchases and Services: increased beach call boxes (service and maintenance plan increase of \$6,000); leased vehicles (rented buses for the Out-of-School Program and the Summer Recreation Program); an increase in recreational programming; an anticipated rate increase for independent contractors which will result in an increase in recreational services contracts; the upgrade of the Point of Sale system at the beaches to process the sale of daily passes at Corn Hill Beach and Head of the Meadow Beach; and an increase in printing due to printed brochures requested by the Bike and Walkways Committee.

Community Services Director Clements reviewed the Purchase of Supplies: in general, there was a slight reduction overall of 0.3% in the FY2026 Projected compared to FY2025 Budget; an increase in athletic supplies and seasonal program supplies due to maintaining current program services and to expand programming for programs which have been requested; a reduction in office equipment as furniture as all purchased office furniture occurred in FY2025; an increase in gas/diesel as the COA has increased its transportation program to satisfy community needs; increase in medical supplies due to a consolidation into one area; an increase in groundskeeping due to a request from the Beach Advisory Committee for beach grass seeds for \$2,500 to cover approximately 5,100 square feet; and a decrease in signage as the signage for the Community Center will be purchased in FY2025.

Community Services Director Clements reviewed the Not Otherwise Classified Expenditures: there is an increase to incorporate more staff development; increases projected in travel out of state, training/workshop/conferences, and lodging expenses; and an increase in cell phone reimbursement due to reimbursing employees who use personal cell phones for department use.

Chair Areson recognized Mr. Forgione who asked Community Services Director Clements what the projected revenue would be and Community Services Director Clements replied that the new budgeting format does not show that; however, he added that he could provide basic numbers for beach (\$400,000 to \$450,000), the Summer Recreation Program (\$2,000 to \$5,000). Mr. Forgione then asked if there had been an evaluation of the total expenses required to support the beach operation with the revenue that it returns. Community Services Director Clements replied that the expenditures for the beach operation results in a profit of approximately \$150,000.

Finance Director Lessin added that the revenue projections are posted in ClearGov and will be updated before the end of the BTF process.



Note: Finance Director Lessin announced that Finance Committee Vice Chair Richter had joined the meeting and Finance Committee Chair Panessiti announced that he was convening the Finance Committee meeting at 8:53 am.

Community Services Director Clements reviewed Staffing: 10.25 Full Time Equivalents (FTEs) of which 67% are Truro residents; 32.5 FTEs are summer seasonal staff; and there is currently one vacancy and there have been two positions vacated in the last year.

In closing, Community Services Director Clements said that the FY2026 Projected gives the community the services and programs that it requested. The FY2026 Projected was \$1,345,756 which was a 6.6% increase over the FY2025 Budgeted.

Finance Committee Vice Chair Richter asked if the Finance staff could let the BTF members know, now that programs are fully staffed and running, if previously approved override funds for Community Services been allocated into other areas of other departments. Finance Director Lessin replied that those funds are being deployed for the program and a majority of those funds are found within the salary line and Out-of-School Program. There are other funds which will be in Town share of health insurance and Barnstable County assessment for retirement pensions. The other aspect of the approved override funds included the Childcare Voucher Program which will be covered next week in the Select Board budget presentation. Finance Committee Vice Chair Richter noted that Article XII of 2023 approved an override of funds in the amount of \$703,000. Finance Committee Vice Chair Richter requested that Finance Director Lessin provide a breakdown of the \$703,000 so the public would know exactly where those funds were allocated. Finance Director Lessin agreed to post this information at a later BTF on ClearGov.

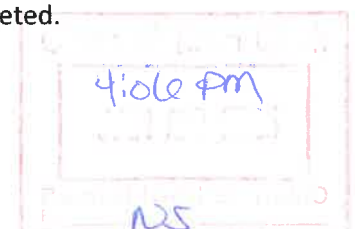
Clerk Medoff asked Community Services Director Clements if he knew the type of training that he would seek for his staff. Clerk Medoff noted that staff training was under consideration as an initiative by the Select Board. Community Services Director Clements replied that there are a variety of training workshops and conferences offered by the Massachusetts Recreation and Parks Association and Massachusetts Council on Aging. Other required trainings for staff include certifications in first aid, CPR, and AED.

Town Moderator Wisotzky asked Community Services Director Clements whether the closure of Longnook Beach had adversely impacted beach revenue and Community Services Director Clements replied that he could not draw a correlation between the two. Community Services Director Clements noted that there was an increase in attendance at other beaches. Town Moderator Wisotzky asked if bonuses for seasonal staff allowed them to find housing in Truro and Community Services Director Clements replied that seasonal staff could travel to Truro because of the bonus and not necessarily find local housing.

Chair Areson asked Community Services Director Clements when the bonuses were paid to seasonal staff and Community Services Director Clements said that the bonuses were paid twice during the season in order to maximize retention throughout the season.

Town Manager Tangeman noted that this was the way bonuses were paid out among all departments.

The FY2026 Proposed is \$1,345,756 which is an increase of 6.6% over FY2025 Budgeted.



Building/Inspections

Building Commissioner Stevens wished everyone a Happy New Year and provided an overview of the organizational structure.

Building Commissioner Stevens presented the FY2026 Projected Budget Narrative and highlighted the following: working with the IT Department to institute online permitting and it is ongoing; recently hired for the vacant part-time assistant position (Nora Bates) to assist with the front office.

Building Commissioner Stevens noted under Anticipated Cost Increases or Decreases: any wage increases would be the result of COLA that must be voted upon by the Select Board; and there are slight increases to supplies and printing.

Regarding wages, Building Commissioner Stevens noted that his wages were set for the hours that he works; plumbing, gas, and wiring inspectors are paid per inspection plus two hours per week in the office.

The purchase of office supplies was up 50% from FY2025 Budgeted to FY2026 Projected due to a new building code and the need to purchase the books which are associated with the new code; seminars and workshops were increased 15% from the FY2025 Budgeted to FY2026 Projected.

Chair Areson asked Finance Director Lessin, or Town Accountant Brazil, if the increase in inspection fees last year had been enough to offset the cost of the services provided and Finance Director Lessin replied that there has been an increase in the revenue collected by the Building Department. Building Commissioner Stevens noted that in 2023 the department collected almost \$200,000 in building permits and that the department is on par with almost 500 permits issued.

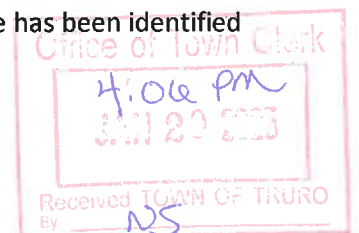
The FY2026 Proposed is \$140,467 which is an increase of 9.6% over the FY2025 Budgeted.

Note: After Building Commissioner Stevens' budget presentation, Finance Director Lessin then publicly acknowledged and thanked IT Director David Wennerberg who has been instrumental in the transition to ClearGov.

Health/Conservation

Health and Conservation Agent Beebe presented the FY2026 Projected Budget Narrative and highlighted the following: staffing and the hiring of the vacant part-time administrative assistant position (Nora Bates) whose position is shared by the Building Department and Health and Conservation but appears only in the Health and Conservation budget; organizational structure; and there are no vacancies at this time.

Health and Conservation Agent Beebe provided an overview of Purchase of Services and highlighted the following: an increase in human service contracts due to collaborations with the four Outer Cape towns the department has hired a town nurse and mental health clinician to address the needs of the Outer Cape communities; both positions operate through Outer Cape Health; both positions are very busy and collaborate on referrals; the funding for these positions will expire at the start of FY2026 and so the Outer Cape towns will split the cost equally among the four Towns; a funding source has been identified



by the four Outer Cape towns through the Commonwealth of Massachusetts so this ask would be bridge to fund the town nurse and mental health clinician positions to ensure the community is served; a proposed increase of \$5,000 (33%) for management consultants (water resources consultant and a professional facilitator for fresh water resources planning); and the request to fund training for the climate action coordinator who is not yet on staff.

Note: At this point, Finance Director Lessin asked for the "Truro Person" who was online to identify themselves and Town Planner/Land Use Counsel Carboni identified herself as that individual. She added that she will change that screen name to properly identify herself.

Chair Areson asked Health and Conservation Agent Beebe to provide more information as to the town nurse and mental health clinician positions. Health and Conservation Agent Beebe replied that tracking of their activities through the Navigator as there are HIPPA requirements in compliance reporting. There will be reports presented by Outer Cape Health Services and Outer Cape Community Solutions (a key player in administering the Opioid Remediation funding through various programs) at the Board of Health's meeting tonight. This information will be forwarded to the Select Board after the Board of Health's meeting.

Town Moderator Wisotzky asked what happens if one of the four Outer Cape towns is unable to pay its \$60,000 and Health and Conservation Agent Beebe said that it was likely that the other three towns would pay the difference on a short-term basis.

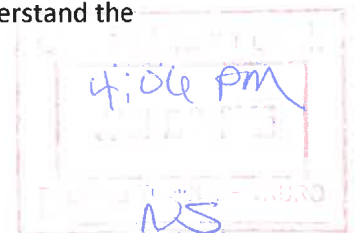
Town Moderator Wisotzky asked for clarification regarding the climate action coordinator's funding source in the budget and Town Manager Tangeman replied that there is a plan being developed and that this would be a request for free cash for this coming year until the solar energy revenues are structured. Once the plan is finalized, the intent is for the solar energy revenues to fund the climate action activities under the climate action coordinator. Town Manager Tangeman added that the Town does have a Climate Action Stabilization and Infrastructure Fund that will be a part of the conversation at Town Meeting. There could be a request for free cash for future capital requirements related to climate action.

Chair Areson noted that Mr. Forgione had raised his hand but then put it down. Mr. Forgione confirmed to Chair Areson that his question had been answered.

The FY2026 Proposed is \$563,342 which is an increase of 15.6% over the FY2025 Budgeted.

Planning/Zoning

Town Planner and Land Use Counsel Carboni presented the FY2026 Projected Budget Narrative and highlighted the following: organizational structure and responsibilities; the addition of a housing coordinator; an explanation of the town planner and land use counsel responsibilities; details of Town Planner and Land Use Counsel Carboni's board certification in procurement by the Commonwealth of Massachusetts as a Public Procurement Officer and the benefits to Town Administration to ensure compliance with M.G.L. Chapter 30B (The Uniform Procurement Act); highlighted the role of the housing coordinator (Katie Halvorsen) who recently joined the Town staff and the housing coordinator's responsibilities including providing guidance to homeowners regarding short-term rental (STR) registrations with the Town, interactions with the homeowners to ensure they understand the



application process and that the application is complete, interactions with the vendor (Harmari) with which the Town has procured its services to ensure that the interface is user friendly to the homeowners and that the information needed by the Town is properly captured; the housing coordinator is also responsible for ensuring that Truro's Subsidized Housing Inventory (SHI) is recognized by the state and that the affordability restrictions which are attached to properties remain enforceable and remain in compliance; the housing coordinator also works with Town Administration on workforce housing initiatives; and the need of hiring of a full-time housing coordinator has been recognized by other Cape Cod towns and the Planning Department is excited to have its first time housing coordinator.

Town Planner and Land Use Counsel Carboni noted that most of the budget was for department salaries. The other categories of the budget are associated with the operations of the office: a request for an increase in advertising in local newspapers for public hearings as newspaper rates are increasing; a request of \$750 for office supplies which includes covering the cost of Planning Department public outreach events where the Town offers childcare and refreshments to make those events more friendly for participants; a request to cover the increase cost of subscriptions to materials such as Westlaw; a request of \$1,500 (an increase of 36.4% from FY2025 Budgeted) to cover dues and professional memberships to which the town planner and land use counsel and housing coordinator belong; and a request for \$2,500 for training, workshop, and conferences which is 20% more than FY2025 Budgeted but reflects the hiring of the housing coordinator.

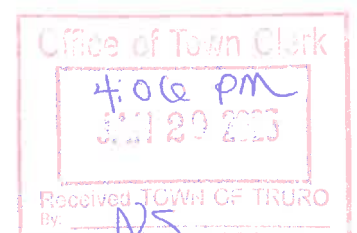
Clerk Medoff noted that the hiring of the Zoning Task Force's consultant was extremely helpful and wanted to know how, if a grant is not awarded to the Town next year, what would be the funding source to retain the current Zoning Task Force's consultant in FY2026. Town Manager Tangeman replied that the funding would come through a cash transfer since it would be a one-time expense to extend the contract for the Zoning Task Force. For the remainder of FY2025, the Town staff is exploring several options. Assistant Town Manager Clark noted that Town staff had identified some funding in the existing budget but it will require Finance Committee approval to transfer the funds from one line item to another. This could take care of funding for the consultant in FY2025. Assistant Town Manager Clark also said that Town Planner and Land Use Counsel Carboni had applied for a grant, and should the Town receive a DLTA grant that runs until December of the calendar year. The grant notifications go out in mid-February which would be before the budget process would be complete and before the Warrant closes. This would mean that the Town would know before the Warrant closes if there needs to be a request for a free cash transfer for FY2026.

Chair Areson asked if the Town received a DLTA grant, would the funds arrive prior to the start of the FY2026. Town Manager Tangeman replied that would be the case and the funds would have to be spent before the end of the calendar year. Chair Areson added that the Zoning Task Force's work will continue in FY2026 and it would be ideal to retain the consultant.

Finance Committee Member Fee recognized the incredible work and efforts of Town Planner and Land Use Counsel Carboni. Town Planner and Land Use Counsel Carboni appreciated the laudatory comment.

The FY2026 Proposed is \$252,070 which is an increase of 3.2% over the FY2025 Budgeted.

Chair Areson and Finance Director Lessin thanked the department heads this evening for their preparedness as it resulted in an efficient meeting.



Finance Director Lessin then announced the department budgets to be presented at the next BTF meeting on Tuesday, January 14, 2025, at 8:30 am are: Finance (including Treasure/Collector, Assessing, and Accounting), Town Clerk, Administration/Management, and Information Technology.

Chair Areson made a motion to adjourn the meeting at 9:58 am.

Clerk Medoff seconded the motion.

By unanimous vote of the Select Board, the motion passed.

Finance Committee Member Fee made a motion to adjourn the Finance Committee meeting at 9:58 am.

Finance Committee Vice Chair Richter seconded the motion.

By unanimous vote of the Finance Committee, the motion passed.

Respectfully submitted,

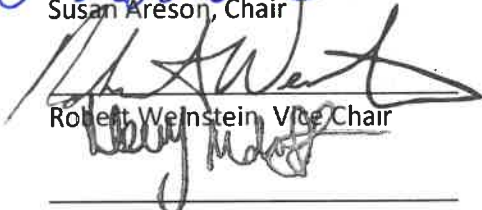


Alexander O. Powers

Board/Committee/Commission Support Staff



Susan Areson, Chair



Robert Weinstein, Vice Chair


Nancy Medoff, Clerk

Stephanie Rein, Member



Susan Girard-Irwin, Member

Public Records Material Attachment

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