

Select Board Meeting Minutes

January 14, 2025, Budget Task Force (BTF) Meeting

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Nancy Medoff-Clerk, Stephanie Rein-Member, Susan Girard-Irwin-Member

Select Board Members Absent: Robert Weinstein-Vice Chair

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Nicole Tudor-Acting Town Clerk, Stephanie Costigan-Truro Central School Superintendent, David Wennerberg-Information Technology Director, Trudi Brazil-Town Accountant, Paul Wisotzky-Town Moderator, Bob Panessiti-Finance Committee Chair, Raphael Richter-Finance Committee Vice Chair, Michael Forgione (Truro Voter and Truro Resident)

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

Finance Committee Chair Panessiti announced that he and Finance Committee Vice Chair Richter were present so there was no quorum of the Finance Committee.

Chair Areson then announced the department heads and the other members of Town staff who were present.

Chair Areson then turned over the meeting to Finance Director Lessin who then reviewed the agenda for today's meeting:

1. Finance (Treasurer/Collector, Assessing, Accounting)
2. Clerk
3. Administration/Management (Select Board, Town Manager, Town Hall Operations, Municipal Postage, Annual Report, Town Meeting, and Pamet Harbor Dredge)
4. Information Technology

Finance Director Lessin told Town Moderator Wisotzky and Town Manager Tangeman that the Town Moderator's budget had been posted for viewing (it was not on the agenda) but he will incorporate it for the next meeting. Town Moderator Wisotzky thanked Finance Director Lessin for addressing it.

Finance

Finance Director Lessin highlighted the following topics: organizational structure; thanked the staff; the role of the Finance Department; critical tasks which were accomplished by the Finance Department; the implementation of ClearGov with the assistance of Trudi Brazil and Tami Francis; thanked Caitlin Gelatt, Ordainia Reynolds, and Jon Nahas for their hard work and professionalism; and thanked all the

department heads for their help in the implementation of ClearGov; the development of financial policies; modernizing financial operations especially the Cash Book; the Town wrote off almost 40 years of old bills through coordination among the Collector, Town Accountant, and Assessor; the reduction of liabilities and increased security; and costs have increased slightly in printing and mailing.

Finance Director Lessin also highlighted the following topics: the Professional Development line continues to support a trip to Treasurer and Collector School during the summer as well as other professional development opportunities throughout the year.

Chair Areson then asked Finance Director Lessin to present the FY2026 Projected Budget Narrative and spreadsheets. Finance Director Lessin presented those items.

Finance Director Lessin and Budget Task Force members then commented or discussed the following: the Town's use of a Brink's armored vehicle for the transportation of funds; the conditions, policies and controls which would require the Town to use an armored vehicle for the transportation of funds; the suggestion to no longer accept cash in lieu of checks (e-checks are accepted for free) or credit card for payments to the Town; M.G.L. requires that the Town accepts cash for the payment of taxes; the cost of the armored vehicle ranges from \$450 to \$700 per month depending on volume; the suggestion to use Town-owned vehicles, rather than Town staff's use of personal vehicles, to transport funds; and the location of the General Fund (the return on cash) is on the Revenue page > Local Receipts > Investment Income.

Chair Areson recognized Mr. Forgione who commented positively on the implementation of ClearGov and then asked about the status of the 2021 Citizen-Petitioned Article, which passed at Town Meeting, requiring Project Accounting and Reporting for any project over \$75,000. Mr. Forgione noted that this reporting would be important for the upcoming DPW Facility project. Finance Director Lessin replied that the information can be seen on ClearGov > Transparency > Projects. Finance Director Lessin noted that it was difficult to keep the information up to date with the implementation of ClearGov but he will update at the end of the quarter. Finance Director Lessin added that he will provide a link to the page in this meeting's chat box before the end of the meeting. Mr. Forgione thanked Finance Director Lessin.

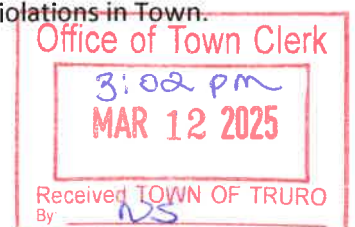
Chair Areson asked if anyone else had any questions or comments and there were none.

Finance Director Lessin then introduced Principal Assessor Nahas who presented the FY2026 Assessor's Budget, an overview of the Assessor's Office, and then reviewed the salary and wage line along with the organizational structure; the supply line and it remains flat; an estimated increase of \$5,000 from \$22,000 to \$27,000 for projected evaluation services; and under Not Otherwise Classified Expenditures there is a projected \$1,000 increase for training related to Microsoft Excel to increase efficiencies.

Principal Assessor Nahas asked if there were any questions and Chair Areson noted that there were none.

Principal Assessor Nahas then presented the Parking Magistrate Department's Budget for FY2026 and an overview. There was no increase in the Parking Magistrate's budget.

Chair Areson and Principal Assessor Nahas discussed his role only as applies to beach parking and the harbor parking area. The Truro Police Department is responsible for other parking violations in Town.



Town Accountant Brazil recognized Finance Director Lessin and the efforts which he has taken to manage the Town's cash and investments in accordance with best practices and the Massachusetts Municipal Management Law.

Town Accountant Brazil then presented the Accounting Department's FY2026 Projected Budget narrative and overview. Town Accountant Brazil then highlighted the following: organizational structure; no significant status updates other than the implementation of ClearGov; a slight increase in Salaries due to step increases which also increases buyback and longevity budgets; an additional reduction in the Purchase of Services line by a combined \$250; the total of Other Unclassified Items line has increased by \$650 for professional development; and a review of the Expenditures by Function.

Town Accountant Brazil noted that the Total Expenditures in the FY2026 Proposed was an increase of 1.6% over FY2025 Budgeted. The increase was from \$228,336 in FY2025 Budgeted to \$231,929 for FY2026 Budgeted.

Clerk

Finance Director Lessin thanked Acting Town Clerk Tudor for her work in the preparation of the Clerk's budget and Acting Town Clerk Tudor thanked him for his assistance.

Acting Town Clerk Tudor presented the Clerk's FY2026 Projected Budget narrative and overview. Acting Town Clerk Tudor highlighted the following: the budget decreases for Constable Services in the Clerk's Budget and the Elections Budget due to the recent Town Meeting and held elections; and a review of the Expenditures by Function.

Following Acting Town Clerk Tudor's presentation, Mr. Forgione asked questions or commented on the following topics: the percentage of time the Town Clerk staff has spent on the archival (for document digitization) projects, the status for public records requests for consideration in the FY2026 Proposed as it has been paid for by free cash, and a request to for the Town to provide updated information regarding the revenue generated by the updated software to track short-term rentals which was going to pay for the Housing Coordinator's position. Town Manager Tangeman and Finance Director Lessin responded to Mr. Forgione's comments and questions.

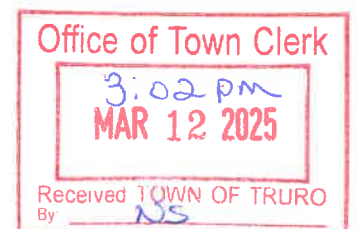
There were no additional questions or comments.

Acting Town Clerk Tudor then provided a brief overview of the Elections and Board of Registrars Budget. Acting Town Clerk Tudor noted the reduction in hourly wages for election workers and the reduction of 42.9% in the Prof/Tech Book/Pamphlet Biding line.

There were no questions or comments.

Note: Finance Director Lessin then provided the URL for the Town's latest projects on ClearGov which is www.truro.cleargov.com/projects. Updated projects will be uploaded at the end of the month.

Administration/Management



Town Manager Tangeman presented the FY2026 Town Administration Department's Projected Budget narrative and overview. Town Manager Tangeman noted that he would present the following budgets under this category: Select Board, Town Manager, Town Hall Operations, Municipal Postage, Annual Report and Town Meeting. Town Manager Tangeman said that Assistant Town Manager Clark would present the Pamet Harbor Dredge Budget.

Town Manager Tangeman highlighted the following topics: a status update on key initiatives of the Town Manager's Office and events of the town occurring in FY2025 which may have impacts on the FY2026 budget; Collective Bargaining Agreement negotiations; the goal of establishing and hiring a Human Resources Coordinator; communication to include Town Manager Coffees, Community Forums, and Facebook Lives; recruitment efforts for key positions that are open; FY2026 childcare voucher line item increase; the 2023 Special Town Meeting and the 2024 Annual Town Meeting required a different set up than traditional and required meeting equipment was required to be more extensive so there will be a significant increase request for the FY2025 Annual Town Meeting; the Cloverleaf Housing Development, 25 South Highland Road employee housing, and Truro Motor Inn; affordable housing development; town-wide digitization efforts; water resources planning; Walsh Property planning; the website upgrade project; Senior Perks Program; the Solar Array Installation Project; town-wide succession planning; and the Strategic Infrastructure Plan.

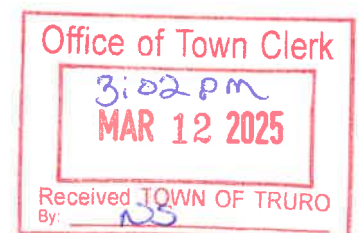
Town Manager Tangeman reviewed Anticipated Cost Increases or Decreases for the Town Manager (increase due to contractual obligations, plus the addition of a Human Resources Coordinator, increase to software for new subscriptions related to communications), Select Board (increase in childcare voucher program and decrease in reimbursable grant line based on historical data), Town Hall Operations (decrease to fuel line based on historical data), Annual Town Meeting/Annual Town Reports (level-funded to FY2025), and Pamet Harbor Dredging (increase to incrementally address new County Dredge rate).

Town Manager Tangeman briefly reviewed the notes about the FY2024 Budget to FY2024 Actuals for the Town Manager, Select Board, Town Hall Operations, and Pamet Harbor Dredging.

Assistant Town Manager Clark presented the Pamet Harbor Dredging Budget and noted that the current Town's dredging permit is valid to 2029. It currently takes five (5) years to receive permit approval from the U.S. Army Corps of Engineers. Assistant Town Manager Clark reviewed the Pamet Harbor Dredge Budget's Expenditures by Function.

Town Manager Tangeman then briefly reviewed the Municipal Postage Budget.

Chair Areson then opened the discussion to Town Moderator Wisotzky and the Budget Task Force members who commented or asked the following questions or comments: expansion of the Childcare Voucher Program and why the line item is in the Select Board budget and not the Community Services budget (the response from Town Manager Tangeman was that the Childcare Voucher Program is a Select Board initiative and that the majority of work managing the administrator's office is done in the Town Manager's office); clarification of the term "Envelope Expansion" and it is the allowable area in the harbor for dredging; and how and when does the Town reconcile the cost ("the spend") of consultants and the impact to the department which the consultants support.



Chair Areson recognized Mr. Forgione who expressed his gratitude for the great work being done by the Town departments and then asked about the FY2025 Budget and the FY2026 Projected Budget regarding the Climate Action Coordinator that would be funded by using free cash and “solar revenue.” There is still not a definition for “solar revenue” and Mr. Forgione said that he did not understand where the funding for the position was coming from. Town Manager Tangeman replied that he had several conversations with the Energy Committee and Town Counsel have discussed the pros and cons versus ownership, or leasing, or a hybrid of both. Town Manager Tangeman said that for FY2026, the request would be for free cash to pay for the position one more year, and then prior to the end of this fiscal year, the Town would be able to review the responses to the RFPs to decide for which financial model to follow. Mr. Forgione expressed concern that the Town voters did not agree to a second year to pay for the position with free cash. Town Manager Tangeman responded that Mr. Forgione made a great point and agreed that free cash should not be used for more than two years to fund the position.

Chair Areson noted that Town voters have the opportunity to express their views on this topic at Town Meeting and then invited Finance Director Lessin to introduce IT Director Wennerberg.

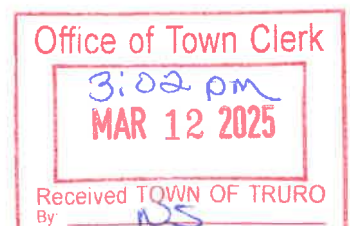
Information Technology

IT Director Wennerberg who presented the FY2026 Projected Budget. noted that there was a 4.4% increase in the FY2026 Projected Budget resulting in an increase of \$22,389 over the FY2025 Budget. IT Director Wennerberg said that the increase was primarily due to the Purchase of Services line which includes annual updates for all leased software and for the licenses for the Microsoft Office 365 suite of products.

IT Director Wennerberg highlighted the following topics: an overview of the department with a focus on improved efficiencies by implementing and maintaining computer hardware and software systems deemed necessary to meet the demands of internal and external uses of the Town’s electronic data systems; the deployment of the advanced Microsoft Government G5 licensing; the status update (cybersecurity remains the central focus for the department, Phase II of the A/V improvements in the Community Center have begun, online permitting and licensing software OpenGov has been installed, and the expansion of the Town’s municipal fiber network funded by the fiber grant has begun); Anticipated Cost Increased or Decreases (increases include the added NearMap software for \$6,750 and increase the number of licenses for Microsoft Office 365 and Exchange).

IT Director Wennerberg and the Budget Task Force members discussed or commented on the following topics: IT Director Wennerberg’s relationship with Barnstable County and the expertise and support that the county provides to the Town; and the expansion of the internet to Pamet Harbor and the beaches and the public’s access to the WiFi network at those locations.

Chair Areson recognized Mr. Forgione who asked IT Director Wennerberg about the need of the number of the Microsoft Government G5 licenses and could there be a hybrid solution instead. IT Director Wennerberg noted that there would be increased risk to the cybersecurity of the users not utilizing G5 and that the cost is necessary. IT Director Wennerberg added that G5 also allows for work to be done away from Town Hall such as accessing SharePoint files and email and noted that most communities in the Commonwealth of Massachusetts are transitioning to G5.



Chair Areson announced that several attendees had departed the meeting and asked if there were any other questions for IT Director Wennerberg. There were no additional questions or comments for IT Director Wennerberg.

Finance Director Lessin then announced the department budgets to be presented at the next BTF meeting on Tuesday, January 21, 2025, at 8:30 am are: Library, Truro Central School and education). Finance Director Lessin then previewed the BTF meetings on January 28, 2025 (overall budget and any outstanding or unresolved budgets), February 4, 2025 (any outstanding budget discussions), and February 11, 2025 (reserved for outstanding budget discussions and DRAFT FY2026 Town & School Budgets and CIP).

Chair Areson announced that there was not a quorum of the Finance Committee and thanked all of the participants.

Chair Areson adjourned the meeting at 10:38 am.

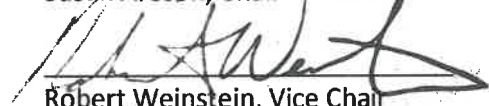
Respectfully submitted,



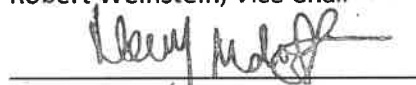
Alexander O. Powers
Board/Committee/Commission Support Staff



Susan Areson, Chair



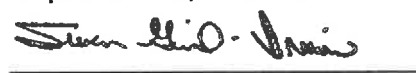
Robert Weinstein, Vice Chair



Nancy Medoff, Clerk



Stephanie Rein, Member



Susan Girard-Irwin, Member

Public Records Material Attachment

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