

Select Board Meeting Minutes

December 3, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent: None

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Paul Wisotzky-Town Moderator, Trudi Brazil-Town Accountant, Robert Panessiti-Finance Committee Chair, Raphael Richter-Finance Committee Vice Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter and Truro Resident)

The meeting was called to order at 8:30 am and Town Manager Tangeman introduced Finance Director Lessin to review the agenda.

Finance Director Lessin reviewed the agenda for today's meeting.

1. BTF Meeting Schedule
2. Select Board Budget Guidance Discussion
3. Preliminary Draft Budget Submitted to Select Board/Budget Task Force
4. Revenue Projections

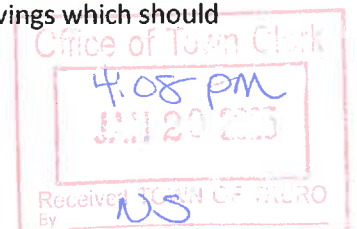
Finance Director Lessin then provided an overview of the Budget Task Force (BTF) from the Town website as well as demonstrated how to access the Digital Budget Book (from the BTF website via the ClearGov platform) and the BTF schedule for FY2026. Finance Director Lessin also highlighted the following dates: January 28, 2025 (reserved for a review of the overall budget and any outstanding and unresolved items), February 4, 2025 (reserved for outstanding budget discussions), and February 11, 2025 (*draft* FY2026 Town & School Budgets and CIP presented to the Select Board and Finance Committee).

Finance Director Lessin highlighted the tabs accessible to the FY2026 Digital Budget Book and briefly reviewed the features of ClearGov to include printing the book or specific budgets.

Finance Director Lessin reviewed the four budget priorities for the FY2026 budget cycle as identified by the Select Board:

- Debt service for major capital projects
- Collective Bargaining Agreements
- Human Resource Coordinator
- Investment in water resource infrastructure and planning

Finance Director Lessin also noted that the Select Board had also provided guidance for department heads to carefully review expenses over the last several years and to identify any savings which should



be considered when preparing the FY2026 budget. Finance Director Lessin also said that this was the first time that department heads had submitted their draft budgets on ClearGov. The draft budgets were due last month and some are still undergoing revisions. Finance Director Lessin thanked the department heads for their work in using ClearGov and he asked for the public's patience as Town staff continues to get more familiar with this new tool.

Finance Director Lessin asked if anyone had any questions and Finance Committee Chair Panessiti announced that he was convening the Finance Committee as there was a quorum of members present and the meeting was now open.

Finance Director Lessin and the Members discussed the following topics: the print feature on ClearGov and the ability to print a document as a PDF; version control to ensure the most recent draft budget is on ClearGov and visible to the public; the location of a department head's budget narrative (located under "*Departments*" tab); a review of Revenue Projection (as of 12.3.2024).

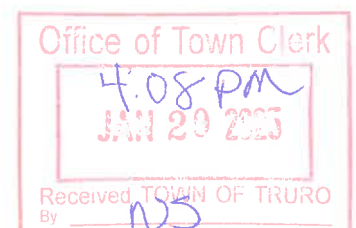
Finance Director Lessin asked if there were any additional questions from the Members and there were none.

Finance Director Lessin then recognized Mr. Forgione who noted that rental registrations had diminished by 100 in Truro.

Finance Director Lessin then provided an overview of expenditures by fund and noted that the total general fund would increase by 4.2% when comparing the FY2025 Budgeted to the FY2026 Preliminary. After his overview, Finance Director Lessin noted that the public could comment on the FY2026 Budget through the Town website and those comments or questions would come to him directly for his reply if applicable. This completed Finance Director Lessin's prepared presentation and the meeting was turned over to Chair Areson.

Chair Areson, the Members, Finance Director Lessin, Finance Committee Chair Panessiti, and Finance Committee Vice Chair Richter discussed or commented on the following topics: if the feedback tool for the FY2026 budget would result in an exportable document with the questions and answers and Town Manager Tangeman's reply was that Town staff could post Frequently Asked Questions (FAQs) to reduce repetitive questions; the need for easy accessibility for individuals to view a department's prior year's appropriated versus actuals in order to view what was approved by Town voters and what was actually spent and Town Manager Tangeman replied that a FY2024 Revised Budget, under expenditures by function, reflected that by using the new ClearGov tool; the Finance Committee cannot raise or appropriate funds but it can change where monies are spent on a line item; there will be monies that will not be spent due to a project delay or deferment; management and control of the BTF meeting as there could be issues of participation and communication; and the suggestion of a specified public comment period for non-BTF members to keep the meeting efficient versus the allowance of public comment throughout the meeting.

Chair Areson recognized Mr. Forgione who asked if there was an option to "download" a document rather than "print" was available from ClearGov as some may want to copy data into their own Excel spreadsheet. Finance Director Lessin replied that he will check with ClearGov and see if it is possible to get back to Mr. Forgione.



Mr. Forgione also commented that next week's agenda would include Capital Improvement Projects and asked where the information would be found on ClearGov. Finance Director Lessin replied that there will be a tab "Capital Improvement Plan" where this information can be accessed.

Town Moderator Wisotzky asked about whether or not the closure of Longnook Beach impacted the reduced revenue from beach receipts and what the revenue could be if the Town charged for EV charging. Chair Areson replied that those questions would be difficult to answer at this time but these were relevant questions. Town Manager Tangeman concurred.

Chair Areson noted that usefulness of posting the FAQs on the Town's BTF website and that Town staff should collect those questions and comments from the public to ensure that the Town Administration has responded to them. There were no other questions or comments.

Finance Committee Vice Chair Richter made a motion to adjourn the Finance Committee meeting at 9:30 am.

Finance Committee Member Fee seconded the motion.

By unanimous vote, 3-0, the Finance Committee motion passed.

Chair Areson encouraged everyone to explore the ClearGov tool and to get familiar with it.

Clerk Medoff made a motion to adjourn the meeting at 9:31 am.

Member Girard-Irwin seconded the motion.

By unanimous vote, the motion passed.

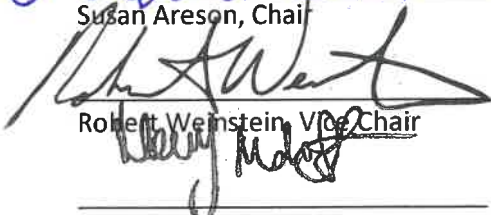


Alexander O. Powers

Board/Committee/Commission Support Staff



Susan Areson, Chair



Robert Weinstein, Vice Chair



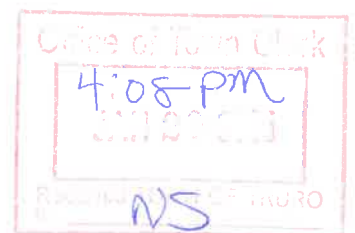
Nancy Medoff, Clerk



Stephanie Rein, Member



Susan Girard-Irwin, Member



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