

## Select Board Meeting Minutes

January 30, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

Select Board Members Present: Kristen Reed-Chair, Susan Areson-Vice Chair, John Dundas-Clerk

Select Board Members Absent: Robert Weinstein-Member, Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Trudi Brazil-Town Accountant, David Wennerberg-IT Director, Stephanie Costigan-Superintendent, Truro Central School, Vida Richter-School Committee Chair, Jon Nahas-Principal Assessor, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter), Tim Hickey (Truro Voter)

Chair Reed called the meeting to order at 8:30 am.

Chair Reed recognized Finance Committee Chair Panessiti who announced that he and Member Fee were the only members of the Finance Committee.

Chair Reed introduced the Members and Town staff present.

### Finance

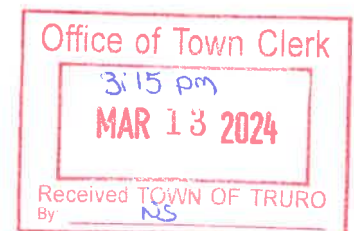
Finance Director Lessin introduced Principal Assessor Nahas who presented the Assessing Department's FY2025 budget narrative and budget line items. There were no questions following the presentation.

Principal Assessor Nahas is also the Parking Magistrate and reviewed the budget and revenues for the Parking Magistrate. Principal Assessor Nahas noted that it may be time to increase parking fines and presented a parking fine comparison chart from other Cape Cod towns.

A discussion followed regarding the exploration to raise Truro parking fines, the process to determine how personal property tax is assessed, the responsibility of a property owner to notify the Assessor's Department if Truro becomes the property owner's domicile and also file the declaration with the Assessor's Department, the review of a property deed to determine a property owner's domicile, and the creation of a Town handbook by Town staff that will guide a property owner on how to establish Truro a primary domicile and how register to vote in Truro.

Town Accountant Brazil presented the Accounting Department's FY2025 budget narrative.

A discussion ensued regarding situations when the Accounting Department may be too conservative in its budget estimates and its potential burden on the tax rate, a situation where the Accounting Department may be too optimistic in its estimates and which may occur in a revenue deficit, the definition of "free cash", and the Town holding of 16.6% or two months' of expenditures in the Town reserve in case of an emergency to keep the Town operational.



Town Accountant Brazil then presented the budget line items and there were no questions.

Finance Director Lessin presented the Office of the Treasurer/Collector and Finance Director Department's FY2025 budget narrative and there were no questions.

Finance Director Lessin then reviewed the following items: the budget line items, fixed costs, and employee benefits and municipal insurance budget.

A brief discussion followed regarding the increase of benefits due to the increase of Town staff.

### **Administration**

Town Manager Tangeman presented the Town Administration Department's FY2025 budget narrative and provided an update on goals and objectives.

A discussion followed regarding headcount and the need to schedule a detailed update on headcount at an upcoming Budget Task Force meeting, and the absence of a PDF for today's Budget Task Force meeting on the Town website.

*Note: As per Town Manager Tangeman, Nicole Tudor and Noelle Scoullar are the points of contact at Town Hall for any issues with the Town website (inactive link, missing document, etc.).*

Town Manager Tangeman reviewed the Town Manager budget line items.

A discussion ensued regarding the line item for management consulting and the associated costs.

Town Manager Tangeman reviewed the Select Board budget line items.

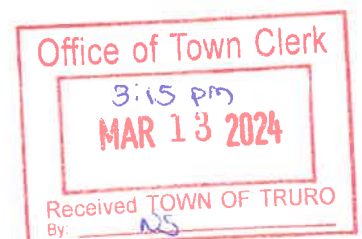
A brief discussion followed regarding the expanded childcare cost (budgeted v. actuals) and the increase of program utilization by the families to include Town employees, an explanation as to why childcare was not under Community Services and software was not under IT (these were Select Board initiatives and therefore under the Select Board budget). Chair Reed decided to add the last two topics to a future Select Board work session.

Town Manager Tangeman reviewed the Town Hall Operations budget and there were no questions.

Town Manager Tangeman reviewed the Legal Counsel budget and the increase of their fee by 4.3%. A discussion occurred on this topic and Town Manager Tangeman noted that a request for a transfer from the reserve will have to go to the Finance Committee as the actual cost will exceed what was budgeted.

Town Manager Tangeman reviewed the Vacation and Sick Leave budget and the impact of Collective Bargaining Agreements (CBAs).

Town Manager Tangeman reviewed the Cost-of-Living Allowance (COLA) budget.



### Information Technology

IT Director Wennerberg presented the IT Department's FY2025 narrative and provided an update on goals and objectives.

A discussion ensued regarding the recent assistance to the IT Department from Barnstable County as the IT Department is a one-person organization, the status of Town website improvement (to include access to specific documents and agendas, the MyRec.com management software for events at the Community Center, and the consolidation of all regulatory documents in one place), the exploration of the potential purchase of CivicPlus that is a software platform and is commonly used by other Cape Cod municipalities, the overall strategy regarding hybrid meetings, the linking of technology from Town Hall to the Community Center and to the Council of Aging for Zoom meetings, and the issues associated with Truro Central School's Comcast internet service with potential remedies.

IT Director Wennerberg then provided an overview of the budget line items.

A brief discussion occurred and highlighted topics included: the housing of specific servers in Town Hall and at the Police Department, the consideration of servers to be virtual or located at other data centers, and the requirement of switches being local.

Chair Reed announced the agenda for the next Budget Task Force meeting, on February 6, 2024, at 8:30 am, when the following budgets will be presented: Truro Central School, Library, Clerk, Fire, and Emergency Services.

Chair Reed adjourned the Budget Task Force meeting at 11:01 am.



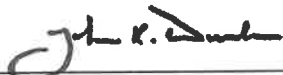
Alexander O. Powers  
Board/Committee/Commission Support Staff



Kristen Reed, Chair



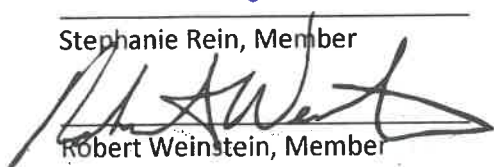
Susan Areson, Vice Chair



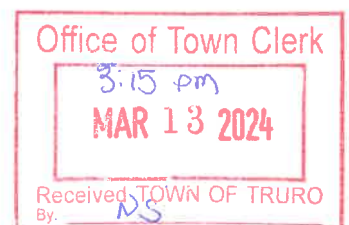
John Dundas, Clerk



Stephanie Rein, Member



Robert Weinstein, Member



**Public Records Material Attachment**

Legal Notice

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