



# FINANCE COMMITTEE MEETING

SEPTEMBER 7<sup>TH</sup> 2022, 6:00 PM

YARMOUTH TOWN HALL, CONFERENCE ROOM A  
1146 ROUTE 28, SOUTH YARMOUTH, MA

1. Open Meeting Roll Call – (6:00 pm)
2. Budget Transfer: Grant Deficits
3. Old Business
  - Guidance Document Next Steps
  - Committee Liaisons CIP, Personnel Board - Confirmation
  - Jack Moylan Resignation
4. New Business
  - Fincom Schedule Confirm
    - September 7th : Guidance Document
    - September 21: Town Administrator and Finance Director Guidance Document
      - October 5, Fincom meeting review, Applicable dept. heads attend.
      - *October 12, If necessary Fincom meeting for report*
      - *October 14, Fincom report to TA prior to October 19 due date.*
      - October 19, Fincom Meeting Guidance Document – Review Capital Improvement Online Program.
      - *November 2<sup>nd</sup> Postpone to Town Meeting*
      - November 15, Town Meeting.
  - Annual Schedule Discussion
  - Minutes
    - 1/26/2022
    - 02/02/2022
    - 02/09/2022
    - 02/16/2022
    - 03/02/2022
5. Adjournment – (8:00 pm)

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

This is to formally advise that, as required by G.L. Chapter 30A, §§ 18-25, and pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, the Yarmouth Finance Committee will hold a public meeting on Wednesday, September 7, 2022, at 6:00 p.m. in Conference Room A, Yarmouth Town Hall, 1146 Route 28, South Yarmouth, MA 02664. The public is welcome to attend either in person or via the alternative public access provided below.

#### Zoom Meeting information for alternative public access

To join on a computer: <https://us02web.zoom.us/j/83941820046?pwd=KzNRWUNEZmhIc2lmTEExKZDlbnZlZS5z09>  
Passcode: 311598

Or One tap mobile : US: +19292056099,,83941820046#,,,\*311598# or +13017158592,,83941820046#,,,\*311598#

Or Telephone: Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 301 715 8592 or +1 309 205 3325 or +1 312 626 6799 or +1 646 931 3860  
or +1 253 215 8782 or +1 346 248 7799 or +1 386 347 5053 or +1 564 217 2000 or +1 669 444 9171  
or +1 669 900 6833 or +1 719 359 4580

Webinar ID: 839 4182 0046

**Budget Transfer**

As authorized by Section 4-3-3e of the Town Charter, the Town Administrator, with the approval of the Board of Selectmen and Finance Committee has the authority to transfer funds within the budget, if the total budget is not increased

Dept #:	123 & 210	Dept Name: Town Admin and Police				
<b>Transfer Information</b>	<b>Org #</b>	<b>Object #</b>	<b>Project #</b>	<b>Account Name</b>	<b>Amount</b>	<b>Acctg Only</b>
Transfer From:	10001465	591002	2110Y	Police HVAC Short Term Debt	23,000.00	D
Transfer From:						D
Transfer To:	10001355	578155		Prior Year Bills	23,000.00	I
Transfer To:						I
Transfer To:						I

**Explanation**

The Police Department did not submit for grant reimbursement in a timely manner. Dollars were spent related to this grant. In order to close out this grant deficit the prior year bills need to be allocated to another account. The amount is \$17,385.50.

Also as part of the account cleanup, previous Town Administration obtained a grant to conduct a study and general a proposal for a solar/battery resiliency project. The grantor denied an expense item submitted by the contractor. The contractor, after a few attempts has refused to provide back the money indicating a fixed price contract and their spending more time on the project than was intended. The total grant amount was \$150,000 and the portion that was not reimbursed was \$5,200. Similar to the above the amount paid that was not reimbursed is a prior year bill that must be allocated to another account.

The Police HVAC short term debt account has been used to pay off all that was owed \$30,000. The \$23,000 is what remains in the account which should be closed out.

Board of Selectmen Approval (Sign & Date)	<i>Michael Thore</i> 8/30/22
Finance Committee Approval (Sign & Date)	<i>[Signature]</i>
Town Administrator Approval (Sign & Date)	<i>[Signature]</i> 8/26/22

**Senteio, Eduard**

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**Subject:** FW: JAG DEFICITS FY22

**From:** Spillane, Anne <[spillanea@barnstablepolice.com](mailto:spillanea@barnstablepolice.com)>  
**Sent:** Monday, July 18, 2022 3:29:07 PM  
**To:** Lennon, Kevin <[KLennon@yarmouth.ma.us](mailto:KLennon@yarmouth.ma.us)>  
**Subject:** RE: JAG DEFICITS

**Attention!** This email originates outside of the organization. Do not open attachments or click links unless you are sure this email is from a known sender and you know the content is safe. Call the sender to verify if unsure. Otherwise delete this email.

Hi, Kevin:

I have good news and bad news.

The request for reimbursement for the FY19 Byrne Grant has been submitted for payment in the amount of \$11,360.23 and the FY20 Byrne Grant has for \$12,170.73 has also been submitted. Once the money has been received into Barnstable, I can process the payment based on your requests – this takes 2-3 weeks to go through accounts payable.

The FY17 grant request in the amount of \$17,385.50 was never submitted, because the purchases/invoices were paid after the grant had closed and now the grant has been deobligated. I also do not have anything in my file that includes all the supporting materials for this amount – I just have the copy of the memo you emailed this morning. I did find an email from me to you in October of 2020 in response to an email you sent me that the invoices for this purchase had been accidentally filed away and had not been moved forward and that the materials had been late in being ordered. I indicated that this may present a problem in seeking reimbursement.

I am working on the status of the FY18 grant reimbursement request in the amount of \$8,669.06 and will get back to you.

Anne

**Anne E. Spillane**  
**Finance & Support Services Director**  
**Barnstable Police Department**  
**1200 Phinney's Lane**  
**Hyannis, MA 02601**

**Direct Phone Line: 508-778-3806**  
**Fax: (508)790-6317**

**[spillanea@barnstablepolice.com](mailto:spillanea@barnstablepolice.com)**

**From:** Lennon, Kevin <KLennon@yarmouth.ma.us>  
**Sent:** Monday, July 18, 2022 10:01 AM  
**To:** Spillane, Anne <spillanea@barnstablepolice.com>  
**Subject:** FW: JAG DEFICITS

Anne,

Attached is the list of outstanding reimbursement requests. Can you please look at this and let me know where they stand? Our accounting department is asking for an update on the reimbursement process.

Thanks,

Kevin

**From:** Jacobson, Cheryl <CJacobson@yarmouth.ma.us>  
**Sent:** Saturday, July 16, 2022 3:20 PM  
**To:** Lennon, Kevin <KLennon@yarmouth.ma.us>  
**Subject:** JAG DEFICITS

*Hi DCL,*

*Attached are the submissions and the second attachment has a summary of the amounts needed.*

*If they could write something back to us that would be helpful.*

*Cheryl Jacobson  
Police Finance Administrator  
508-775-0445 Ext. 2154  
Su-Mo-Tu-We-Sat*



**Senteio, Eduard**

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**Subject:** FW: Revised Invoice - Yarmouth MVP Final Invoice

**From:** Colby, Jeff  
**Sent:** Tuesday, August 11, 2020 12:51 PM  
**To:** Knapik, Daniel <[dknapik@yarmouth.ma.us](mailto:dknapik@yarmouth.ma.us)>  
**Cc:** Lima, Amanda <[Alima@yarmouth.ma.us](mailto:Alima@yarmouth.ma.us)>; Salemme, Svetlana <[SSalemme@yarmouth.ma.us](mailto:SSalemme@yarmouth.ma.us)>; Hayden, Laura <[lhayden@yarmouth.ma.us](mailto:lhayden@yarmouth.ma.us)>; Senteio, Eduard <[ESenteio@yarmouth.ma.us](mailto:ESenteio@yarmouth.ma.us)>  
**Subject:** FW: Revised Invoice - Yarmouth MVP Final Invoice

Dan,  
As you can see from the below email, the MVP program has decided not to reimburse Yarmouth for a portion of the \$150,000 grant.  
There is concern from the MVP program representatives that Weston & Sampson is billing for items that were not completed. Specifically the Notice of Intent (Project Permitting - see below email). Weston & Samson's response has been that the contract was Lump Sum and they spent more time on other tasks.

Thanks,  
Jeff

Jeffrey S. Colby, P.E.  
Town of Yarmouth  
DPW Director  
99 Buck Island Road  
West Yarmouth, MA. 02673  
(508)398-2231 Ext 1291

**From:** Rocha, Courtney (ENV) [<mailto:courtney.rocha@state.ma.us>]  
**Sent:** Tuesday, August 11, 2020 11:45 AM  
**To:** Kohn, Amanda <[Kohn.Amanda@wseinc.com](mailto:Kohn.Amanda@wseinc.com)>; Colby, Jeff <[jcolby@yarmouth.ma.us](mailto:jcolby@yarmouth.ma.us)>  
**Cc:** Roy, Steven <[RoyS@wseinc.com](mailto:RoyS@wseinc.com)>; McGinn, Joseph <[McGinnJ@wseinc.com](mailto:McGinnJ@wseinc.com)>; Runsten, Kara (ENV) <[kara.runsten@state.ma.us](mailto:kara.runsten@state.ma.us)>  
**Subject:** RE: Revised Invoice - Yarmouth MVP Final Invoice

**Attention! This email originates outside of the organization. Do not open attachments or click links unless you are sure this email is from a known sender and you know the content is safe. Call the sender to verify if unsure. Otherwise delete this email.**

Hi Amanda,

**After reviewing the deliverables we cannot reimburse for Task 5 Project Permitting (\$5,200) - as it was not completed per the details of the contract and budget. You may reach out if you have any questions before our call tomorrow.**

Thank you,

Courtney Rocha

Municipal Vulnerability Preparedness Coordinator, Southeast Region  
MA Executive Office of Energy and Environmental Affairs  
(617) 877-3072 (w)  
[Courtney.Rocha@mass.gov](mailto:Courtney.Rocha@mass.gov)

**From:** Rocha, Courtney (EEA)  
**Sent:** Thursday, August 6, 2020 6:46 PM  
**To:** 'Kohn, Amanda' <[Kohn.Amanda@wseinc.com](mailto:Kohn.Amanda@wseinc.com)>; Colby, Jeff <[icolby@yarmouth.ma.us](mailto:icolby@yarmouth.ma.us)>  
**Cc:** Roy, Steven <[RoyS@wseinc.com](mailto:RoyS@wseinc.com)>; McGinn, Joseph <[McGinnJ@wseinc.com](mailto:McGinnJ@wseinc.com)>; Runsten, Kara (EEA) <[Kara.Runsten@mass.gov](mailto:Kara.Runsten@mass.gov)>  
**Subject:** RE: Revised Invoice - Yarmouth MVP Final Invoice

Hi Amanda,

I have reviewed the invoice and will touch base with Kara early tomorrow morning about what we can do about reimbursing the work with insufficient documentation for the tasks. I will get back to you as soon as possible.

Thank you,

**Courtney Rocha**  
Municipal Vulnerability Preparedness Coordinator, Southeast Region  
MA Executive Office of Energy and Environmental Affairs  
(617) 877-3072 (w)  
[Courtney.Rocha@mass.gov](mailto:Courtney.Rocha@mass.gov)

**From:** Kohn, Amanda <[Kohn.Amanda@wseinc.com](mailto:Kohn.Amanda@wseinc.com)>  
**Sent:** Thursday, August 6, 2020 3:30 PM  
**To:** Colby, Jeff <[icolby@yarmouth.ma.us](mailto:icolby@yarmouth.ma.us)>; Rocha, Courtney (EEA) <[Courtney.Rocha@mass.gov](mailto:Courtney.Rocha@mass.gov)>  
**Cc:** Roy, Steven <[RoyS@wseinc.com](mailto:RoyS@wseinc.com)>; McGinn, Joseph <[McGinnJ@wseinc.com](mailto:McGinnJ@wseinc.com)>; Runsten, Kara (EEA) <[Kara.Runsten@mass.gov](mailto:Kara.Runsten@mass.gov)>  
**Subject:** FW: Revised Invoice - Yarmouth MVP Final Invoice

-Hi Courtney –

Would you please take a look at the attached invoice prior to Jeff completing a reimbursement request? I just want to make sure we are all in the clear and not create more work.

Please note that our accounting department set this up according to our contract with Yarmouth, which was a lump sum project for \$150,000. In our accounting tracking system, we have itemized the budget at the Task level rather than the subtask level. Therefore, we are not able to provide a more detailed breakdown. I know the lack of an NOI permit is a concern for Task 5. However, we have incurred a total project cost of \$150,000 of which the Town has already paid. If you feel that the reimbursement cost needs to be reduced, please specify the amount.

I know we are on a tight timeline and your power is out so I also cc'd Kara.

Thanks,  
Amanda

Cell – 712-229-6102

**From:** McGinn, Joseph <McGinnJ@wseinc.com>  
**Sent:** Thursday, August 6, 2020 3:20 PM  
**To:** Colby, Jeff <jcolby@yarmouth.ma.us>  
**Cc:** Roy, Steven <RoyS@wseinc.com>; Kohn, Amanda <Kohn.Amanda@wseinc.com>  
**Subject:** Revised Invoice - Yarmouth MVP Final Invoice

Hi Jeff,

Please find attached a revised final invoice for work completed for the Yarmouth MVP Action Grant for FY20. We have revised the allocation of costs by major task (referred to as Phases in the invoice) to align with the allocation of costs as they appear in the Grant Scope & Budget Template. Please note the adjustment in Phase C – Energy Modeling which was previously invoiced at \$78,750. A credit of \$3,750 has been applied to that Phase (Task 3) which allowed the other tasks fees to properly align with the template amounts for each task.

As this was a lump sum contract, costs were not tracked at the sub-task level in our accounting system. Please let me know if you have any additional questions regarding this final invoice.

Thank you!

Joe McGinn  
Senior Project Manager

Joe McGinn  
Senior Project Manager  
direct: 508.762.1676, x2505



Weston & Sampson  
427 Main Street/Suite 400/Worcester, MA 01608  
tel: 978-979-8933  
[westonandsampson.com](http://westonandsampson.com)

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# Yarmouth

## Finance Committee Guidance Document

### DRAFT - Table of Contents with Notes

1. **Preface:** Purpose of the document.
2. **List of Members:** Start with current groups and over the years keep past members on an extended list for three years. The extended list provides context for this document and prior actions.
3. **Authority and Purpose:** Provide narrative on the Committees purpose, and citations from general laws, local ordinance and charter. It is possible that past policies were adopted that impact the business of the Finance Committee. Research past policies that may have been approved and determine if you wish to continue with those policies or amend. Bob Lawton would be a good interview here to make sure we capture those prior policies and issues. Once this document is adopted it becomes the overriding policy, therefore capturing past viable policies would be helpful.
4. **General Process and Schedule:**

Create an outline of the process and schedule with narrative as to the purpose of the schedule stages. This will require alignment with the Town Administrator, Capital Budget Committee, and the Board of Selectmen.

  - a. **Annual Town Meeting:** Cite the typical proves as expressed in stages and “the week of” rather than dates. Indicate general outcomes at each step. Create a stages approach where each part of the process represents a phase in the process. This will be helpful in the next section 5 below.
  - b. **Special Town Meeting:** Repeat the above for a Special Town Meeting. The date of the meeting is not important if the section is written as a schedule of steps rather than dates.
5. **Process Guidelines:** Given the above schedule what are the deliverables from the participants and the outcomes by the Finance Committee in each stage. In this section the typical questions that may be requested of departments are outlined, presentation standard formats indicated. This is the mechanism section for the process from which the Committee can inform participants of their expectations. This section should be sent and discussed with key departments to determine the resources necessary to produce the deliverables expected. Care should be taken not to recreate the budget process after the submittal to the Committee by the Town Administrator, but rather it should be an additive process and not a wholesale departure.
6. **Deliverable Obligations and Outlines:** Describe what the Committee report should include for Town Meeting’s. Outline the criteria that would be used, and the criteria sections of the report that would be completed.



7. **Committee Membership Operations and Expectations:** Here the roles of the members, the expectations, conflicts of interests and other aspects are cited. This is at the end because it is pursuant to the members guidance. Therefore, to create a document which speaks to the participants its best to place member specific issues at the end. Here you might also interject clarity as to elections of officers and other Committee centric responsibilities not related to the budget process. (See Salem NH CIP Committee document)
8. **Resources:** Here we would list viable resources for departments and others to have the context of the Committee and process. To avoid creating a long document, the list of resources would allow the Committee to expound by reference rather than a long citation. This could be a series of links, and bibliography, with the material on the Committee webpage.
9. **Appendix:** Here you might include the Charter and other important longer documents which are directly referenced. In the above section you may use partial citations from those documents. Other items such as standard forms, criteria lists, and ethics requirements, could be provided and referenced from the above narrative. The intent is to avoid a long narrative document that is chopped up by forms and other documents, and can be easily referenced to this section.



## **Finance Committee** **Meeting Minutes** **January 26, 2022**

*The regular meeting was called to order at approximately 6:00PM by Acting Chair Stefanie Coxe. Roll call of Finance Committee members present: Stefanie Coxe-Y, George Perkins-Y, Jack Moylan-Y, Nathan Ladley-Y and Robert Ciavarra-Y. Absent was Brian Gardiner. Also attending: Town Administrator Robert Whritenour and Assistant Town Administrator William Scott.*

William Scott, Assistant Town Administrator, read the advisory as required by Massachusetts General Laws, Chapter 30, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act relative to extending certain COVID-19 measures adopted during the State of Emergency, consistent with Governor Baker's March 12, 2021 executive order and as amended and signed into law on June 16, 2021 extending Open Meeting Law provisions to April 1, 2022, and the public was welcome to attend the meeting either in person or via the alternative public access. The notice was posted and the Zoom link was provided as well.

### **1. DPW Department Budget Review**

Jeff Colby, Director of DPW, appeared before the Committee. He was accompanied by Roby Whitehouse, Assistant Director, Amanda Lima, Town Engineer, and Laurie Ruzsala, Director of Wastewater. He reviewed the PowerPoint presentation on the FY2023 budget including the following highlights:

- Mission statement
- Recap of key points/highlights of the past year
  - Buildings and grounds
  - Highway
  - Waste management
  - Water
- Budget overview
  - FY2021 actual
  - FY2022 on track
  - FY2023
- Changes in the budget – DPW Facilities
  - Wages
  - Expenses

Discussion ensued on ways to enhance the role of the Facilities Department. Mr. Colby stated that the Facilities Department is on a strict budget and does not generate additional revenues. However, his request to prioritize an increase in staffing would enable that department to respond to the Police and Fire Departments' proposed consolidation. There is a part-time maintenance person that does not report to the DPW at the Senior Center, and more can be done to centralize services to utilize resources collectively.

Additional personnel could also be used to service and maintain Town vehicles. The new DPW facility was designed with four maintenance bays. There are currently two mechanics in the Highway Department and the addition of a third maintenance person would not only decrease the need to outsource vehicle maintenance, but would facilitate the maintenance of all Town-owned vehicles.

Mr. Moylan asked if there was opportunity to use students enrolled at the Vocational Tech in apprenticeships not only as mechanics but in other areas such as beaches, golf course, cemetery, etc. Mr. Colby responded that was limited opportunity in full-time opportunities, as many positions require license qualification as written in the job description approved by the union. However, there was opportunity to explore offering apprenticeships in the part-time job classification.

- Changes in the budget
  - Tree expense
  - Greenhead fly
  - Wages and expenses
- Changes in budget
  - Admin/Engineer

Mr. Colby noted that changes in wages reflected the recent reorganization of positions within the department. The Assistant Director position was finally filled after many years of vacancy following the death of the employee.

- Changes in budget
  - Highway
- Changes in budget
  - Snow and ice

Mr. Colby noted that the intensity and duration of storms has increased over the last ten years. The compensation of contractors was increased this past year in order to stay competitive with neighboring towns.

- Changes in budget
  - Sanitation

Ms. Whitehouse noted that the costs of construction and demolition and general recycling continues to go in addition to new regulations by DEP with regard to mattresses. She has submitted a request to Town Administration for an increase in recycling fees for construction, demolition and mattresses.

Discussion ensued on the unintended consequence of raising fees of illegal disposal. Ms. Whitehouse noted that the fees for construction and demotion have not been raised since 2017, and contractors consider the Town's disposal an excellent option for disposal of materials and the ease of getting into and off the site. Mr. Colby noted that the Town needs to raise fees to cover costs, but not to the cost-prohibitive extent that it leads to illegal disposal methods.

- Changes in budget
  - Septage

Discussion ensued on the management of the enterprise fund and the unpredictability of revenue and expenses. Mr. Colby noted that retained earnings serve as a buffer. He also noted that the septage product cannot be processed and needs to be disposed of at a landfill in New York. New England facilities no longer accept this disposal due to PFAS concerns.

Chair Coxe noted it would be helpful for the Committee to see an actual balance sheet for this fund indicating assets and liabilities and retained earnings. This information could be attached as an addendum to a department's budget proposal. In this way the Committee would have a better understanding of the actual costs and forecasting for developing trends.

- Changes in budget
  - Wastewater

Discussion ensued. Mr. Colby noted that Town Meeting had appropriated \$200,000 for wastewater treatment plant planning efforts, which are now ongoing. Funds with regard to design and construction will not be needed until the Spring of 2023. Debt service is anticipated at some point in the future. The two DOT projects for the opening of Route 28 are planned for 2024.

Discussion also ensued on the \$1.6 million transferred from short-term rentals into an enterprise fund. Going forward, a stabilization fund will be created to provide structure for these payments to automatically accrue for the purpose of the wastewater project. A warrant article will be presented at the Fall Town Meeting.

Chair Coxe asked Mr. Colby to return to the Committee at a future time with an update on the project.

- Changes in budget
  - Water
- Change in budget
  - Cemetery
- Change in budget
  - Park

Chair Coxe asked for clarification on the maintenance performed on beaches. Mr. Colby stated that beach receipts in the amount of \$877,000 go directly into the general fund. Six full-time and six part-time seasonal staff oversee the cleaning of restrooms and beaches as well as eleven employees as beach gate attendants. Ms. Coxe asked for a breakdown of services performed across departments of park and beach maintenance.

- Challenges facing Public Works
- Recommendations to consider for addressing future challenges
- Free Cash requests
- FY2021 Actuals

Chair Coxe stated, that in light of the fact that all Cape towns are struggling to attract and retain qualified workers, the Town needs to consider ways to offer billable services to other neighboring towns. With some kind of capital investment in a particular division, she asked Mr. Colby to consider what services that his department could offer to capture market share and position. Mr. Colby responded that water had been supplied to Barnstable and could be supplied to other towns as well. In the field of wastewater, with a new water treatment facility, there may be opportunity to provide treatment services to the Town of Dennis and other towns.

Discussion also ensued on the intended benefits of the recent reorganization both short-term and long-term in terms of service delivery. Mr. Colby stated that the work is ongoing in addressing service deficiencies. In terms of consolidation of services, the IT Department serves all departments and consolidation of services for other departments is an ongoing goal. He also addressed Mr. Perkins' questions about the process of handling the sludge byproduct eventually turning over to compost.

Discussion also ensued on the Department's capital items. Routine capital items address the well redevelopment with the ongoing replacement of four to five wellheads each year. Water main replacement is coordinated each year with water infrastructure planning. The Sandy Pond facility is an aged facility that is maintained regularly, but will need to eventually be replaced. Vehicles are maintained and need to be replaced when the cost of maintenance becomes cost-prohibitive.

Chair Coxe asked for a list of items of capital requests that are carried over year to year through maintenance and an assessment of their "life expectancy."

## **2. Preliminary Vote for Above DPW Departmental Budget**

**MOTION: To recommend approval of the DPW budget as presented.**

**Motion by:** George Perkins

**Seconded by:** Nathan Ladley

**Roll Call Vote:** Stefanie Coxe-Y, George Perkins-Y, Jack Moylan-Y, Nathan Ladley-Y and Robert Ciavarra-Y.

**5 ayes; 0 nays. The motion passed unanimously.**

## **3. Old Business**

Chair Coxe asked for any old business items for discussion. There were none.

## **4. New Business**

Chair Coxe expressed concern that the Finance Committee was not brought into the general discussion of the relocation of the fire training academy, and asked about the process of when the Finance Committee generally gets "weaved into" the discussion of a capital item.

Town Administrator Whritenour gave a brief history of the project. The way the project was designed it was not intended to have a financial impact on the Town and thus the Finance Committee was not involved in the initial discussions. He acknowledged that the Committee should have been involved and committed to working with the Committee throughout the contingency discussions.

Mr. Whritenour then gave a brief history of the project. The original fire academy in Provincetown was closed down due to environmental concerns. The new site selected was deemed not feasible for relocation and the Cape Cod Association of Fire Chiefs was asked to consider a more central location for the facility to serve the area. A \$750,000 grant was obtained from FEMA. A parcel of land was identified behind Fire Station 3 in Town for an "environmentally safe" building structure located on a slab. The inside is equipped with propane gas and a water-based system for extinguishing "practice" fires. Since the Cape does not have enough real fire incidents to maintain the "hands-on" skills of firefighters, this facility would provide a modicum of training for local and neighboring towns' firefighters to maintain and build the necessary skills to successfully address a fire catastrophe for T

The county came forward with a 100% match to the grant and promised all towns on the Cape a turnkey opportunity of 100% funding. It would be operated by an intermunicipal agreement with the fire departments to pay for the operation and maintenance only. The Select Board had a number of readings to ensure that the agreement amongst all of the towns would receive enough funds for the operation and maintenance of the facility. Affidavits will be submitted signed by all towns to provide funding and complete indemnity of all costs.

Chair Coxe stated that the Finance Committee have a platform along with the Select Board to vet all the issues. She noted that the financial arrangements with the previous county-wide police academy project did not materialize. Mr. Whritenour acknowledged that it would have been better to involve the Finance Committee in the initial deliberations with the Board of Selectmen. He stated that he is looking forward to working with the Finance Committee in addressing the hard questions on this project. He stated that he would invite the Fire Chief to a meeting to provide more detail on the project. He also stated that Town Counsel is reviewing all aspects of the intermunicipal agreements including addressing risk and liability by the provision of insurance and indemnification of user parties.

Assistant Town Administrator Scott stated that he and the Town Administrator are committed to setting up policies with the Finance Committee to clarify budget and CIP submittals.

Chair Coxe asked for clarification on the process of generating minutes of meetings and postings of the recordings on the website. Town Administrator Scott stated that he will work with IT to ensure the quality and timely posting of meetings on the Finance Committee webpage. He will resubmit the backlogged minutes for review by the Chair and Committee members and notations of amendments, which will be corrected by his staff. They will then be presented to the Committee for general motion and approval as amended. Ms. Coxe asked members to forward any revisions to her for inclusion in the final minutes.

## **5. Adjournment.**

**MOTION: To adjourn.**

**Motion by: Robert Ciavarra**

**Seconded by: Jack Moylan**

**Roll Call Vote: Stefanie Coxe-Y, Robert Ciavarra-Y, Jack Moylan-Y, George Perkins-Y and Nathan Ladley-Y.**

**5 ayes; 0 nays. The motion passed unanimously.**

**Meeting adjourned at 7:56PM.**

Respectfully Submitted,

Christine Martin Barraford

*Attachments:*

DPW Budget Presentation



## **Finance Committee** **Meeting Minutes** **February 2, 2022**

*The regular meeting was called to order at approximately 6:00PM by Acting Chair Stefanie Coxé. Roll call of Finance Committee members present: Stefanie Coxé-Y, George Perkins-Y, Nathan Ladley-Y and Jack Moylan-Y. Absent were Robert Ciavarra and Brian Gardiner. Also attending: Town Administrator Robert Whritenour and Assistant Town Administrator William Scott.*

William Scott, Assistant Town Administrator, read the advisory as required by Massachusetts General Laws, Chapter 30, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act relative to extending certain COVID-19 measures adopted during the State of Emergency, consistent with Governor Baker's March 12, 2021 executive order and as amended and signed into law on June 16, 2021 extending Open Meeting Law provisions to April 1, 2022, and the public was welcome to attend the meeting either in person or via the alternative public access. The notice was posted and the Zoom link was provided as well.

### **1. Information Technology Budget Review**

Phil Cioffi, Director of Information Technology, reviewed the PowerPoint presentation on the FY2023 IT budget including the following highlights:

- Mission statement
- Objectives and key focus points
- IT this year delivered
- Technology budget overview
  - FY21 actuals
  - FY22 on track
  - FY23 proposed
- Changes in budget
  - Salaries
  - Expenses
- Technology challenges
- Recommendations to consider for addressing future challenges

Mr. Cioffi stated that equipment is no longer purchased but rented at a cost savings. Comcast Inet provides connectivity to municipal buildings, and there is need to replace the aging fiber iNet backbone. Discussion ensued on the option of municipal broadband, and Mr. Cioffi is looking at all options. He stressed the need to start looking into resolution now and consider all leveraging options. Chair Coxé noted that after seven years setting up a municipal utility pays for itself after seven years, and then provides an opportunity for revenue generation. Mr. Cioffi noted that there are pros and cons between the municipality owning the service and having to maintain it inhouse and an outside company owning it and/or maintaining it.

Discussion ensued on the challenges of attracting qualified personnel. Mr. Cioffi confirmed that it was a combination of the salary and benefits package not being competitive. Additionally, applicants tend to be from the Cape possibly in second careers, and not those younger employees relocating because of a job offer.

Chair Coxe requested, as she has with all departments, that Mr. Cioffi consider positioning the IT department in the future to offer services to other neighboring towns for additional revenue generation.

Town Administrator Whritenour stated that Mr. Cioffi has been a tremendous asset to the Town.

## **2. Elected and General Government Budget Review**

Town Administrator Whritenour reviewed the PowerPoint presentation on the FY2023 Elected and General Government budget including the following highlights:

- Mission statement
- Town administration
- Budget summary
  - FY21 actuals
  - FY22 budget
  - FY23 proposed
  - Change

Discussion ensued on interfund and inter-department transfers as needed during the fiscal year. The reserve fund may not be adequate to cover the transfers needed. As budgets get tighter, there is little room to transfer funds. Discussion also ensued on budgeting retirement payouts for accumulated sick/vacation time. Both the police and fire departments have a line item in their budgets for anticipated retirements, but other payouts for other departments have a line item in the general budget.

Chair Coxe questioned ways to restrict total amounts of buyback eligibility. Town Manager Whritenour stated that the Town's attempts to limit accrual of leave have been met with pushback from the labor unions due to general dissatisfaction with the annual 2% COLA increases as well as the benefit package. With a 50/50 split, the Town offers the lowest benefit package of towns on the Cape.

Town Administrator Whritenour added that the Town has attempted to be creative in handling the cost of health insurance to ensure a win/win for the Town and employee. Keeping health insurance costs down in the face of rapid inflation has resulted in the Town adopting a high-deductible plan with a 20% less premium from the traditional plans. The Town pays half of the high deductible and the employee pays the other half. The first year of the plan the Town pays the full deductible and the employee receives \$4K to be placed in the employee's health insurance savings account. Any unused amount carries over to the following year. The Town has realized substantial savings with this new health insurance plan. He stated that the Town is looking to limit buyback time, while offering innovative solutions in the contract to save money without changing the basic percentages.

Assistant Town Administrator Scott stated that eight years ago the Town negotiated the reduction in the vacation maximum to be carried over from six weeks to five weeks and sick leave accrual was reduced as well. There were some employees who were grandfathered in.

Chair Coxe offered her opinion that offering good wages and a good health plan is key to hiring and retention of qualified employees and reducing the costs of attrition and retraining. She stated that innovative efforts to reduce costs while addressing compensation issues is necessary for a vital workforce. She thanked the Town Administrator for being proactive in this challenging arena.



### **3. Finance Department Budget Review**

Ed Senteio reviewed the PowerPoint presentation on the Finance Department FY2023 budget with the following highlights. He introduced and recognized the members of his department. Andy Michado, Assessor; Mary Maslowski, Clerk; Sue Ripley, Collector/Treasurer; and Mariya Ruseva, Town Accountant. He reported that the finance team had recorded a best practices video at the request of the Department of Revenue and the Town received the highest recognition for the municipality in the state for complicated reporting to the state as a result of advanced automation.

- Mission statement
- Finance department key points
  - Team state wide accolades/ other achievements
  - Local government workforce skills gap report four years ago
  - Present workforce and shifting of staff and succession planning

#### **Collector/Treasurer Department**

Sue Ripley, Collector/Treasurer, reviewed the PowerPoint presentation on the Collector/Treasurer FY2023 budget with the following highlights:

- Mission statement
- Metrics/scope of activities
- Budget overview
  - FY21 actuals
  - FY22 on track
  - FY23 proposed
- Challenges facing the department

Chair Coxe asked if the police and fire departments could be consolidated into the general payroll system. Mr. Senteio noted that those departments have outdated time and attendance programs, and the payroll department would be interested in working with them to update that program to the one used by most departments. In this way the time and attendance program would interface more efficiently with payroll module of the Munis financial payroll software.

#### **Accounting Department**

Mariya Ruseva, Town Accountant, reviewed the PowerPoint presentation on the Accounting Department FY2023 budget with the following highlights:

- Mission statement
- Accounting division key points
- Additional accomplishments/workload sampling
- Budget overview
  - FY21 actuals
  - FY22 on track
  - FY23 proposed
- Changes in the budget
- Challenges facing the department

### **Town Clerk Department**

Mary Maslowski, Town Clerk, reviewed the PowerPoint presentation on the Town Clerk FY2023 budget with the following highlights:

- Mission statement
- Budget overview
  - FY21 actuals
  - FY22 on track with Free cash for booths and election fund
  - FY23 proposed

Discussion ensued on the number of deaths outweighing the number of births. Ms. Maslowski noted that this was not an unusual number locally or statewide considering the aging demographic of the Town. She stated, however, that the federal census number indicated a growth in general population of the Town from 22K to 25K.

### **Assessors Department**

Andy Michado, Town Assessor, reviewed the PowerPoint presentation on the Town Clerk FY2023 budget with the following highlights:

- Mission statement
- Metrics/scope of activities
- Budget overview
  - FY21 actuals
  - FY22 on track
  - FY23 proposed

Discussion ensued on the topic of regionalization of assessing services. Chair Coxe stated that the time may be appropriate to resume discussions with neighboring towns.

**MOTION: To accept the preliminary budgets of the above departments as presented.**

**Motion by: Nathan Ladley                      Seconded by: George Perkins**

**Roll Call Vote: Stefanie Coxe-Y, George Perkins-Y, Jack Moylan-Y and Nathan Ladley-Y.  
4 ayes; 0 nays. The motion passed unanimously.**

## **4. Old Business**

Assistant Town Administrator Scott stated that the Tech School would make its budget presentation on February 9<sup>th</sup>, the school department on February 16<sup>th</sup> and the week after that the report will be submitted for review. The draft warrant articles would be presented next week. Chair Coxe asked members who have additional questions on departmental budgets as well as capital to let her know so that those departments may be rescheduled on the agenda to address questions. Once she obtained details on the police shooting trailer, she will forward to members.

## **5. New Business**

Chair Coxe asked for any new business items for discussion. She asked that a mechanism be developed to allow Zoom participants in the chat room to be able to interface with the meeting.

## 6. Adjournment

**MOTION:** To adjourn.

**Motion by:** Nathan Ladley

**Seconded by:** George Perkins

**Roll Call Vote:** Stefanie Coxe-Y, George Perkins-Y and Nathan Ladley-Y.

4 ayes; 0 nays. The motion passed unanimously.

Meeting adjourned at 8:05PM.

Respectfully Submitted,

Christine Martin Barraford

*Attachments:*

Finance Department Preliminary Budgets



## **Finance Committee** **Meeting Minutes** **February 9, 2022**

*The regular meeting was called to order at approximately 6:00PM by Acting Chair Stefanie Coxe. Roll call of Finance Committee members present: Stefanie Coxe-Y, George Perkins-Y, Nathan Ladley-Y and Robert Ciavarra-Y. Absent was Jack Moylan and Brian Gardiner. Also attending: Town Administrator Robert Whritenour and Assistant Town Administrator William Scott.*

William Scott, Assistant Town Administrator, read the advisory as required by Massachusetts General Laws, Chapter 30, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act relative to extending certain COVID-19 measures adopted during the State of Emergency, consistent with Governor Baker's March 12, 2021 executive order and as amended and signed into law on June 16, 2021 extending Open Meeting Law provisions to April 1, 2022, and the public was welcome to attend the meeting either in person or via the alternative public access. The notice was posted and the Zoom link was provided as well.

### **1. Review of Draft Warrant Articles**

Assistant Town Administrator reviewed the twenty-nine articles of the warrant.

Discussion ensued on the following articles.

The quote given for leasing cruisers this far in advance in the month of April may not be honored when the vehicle is actually purchased in July of the new fiscal year. Leasing of police vehicles is favorable to purchasing as long as the lessor is willing to recognize certain advantages and pass on those savings to the Town. The value of the residual at the end of the contract needs to be evaluated in order to weigh the benefits of leasing over purchasing.

Chair Coxe stated the importance of what is being presented at Town Meeting is reflective of the totality of the project and assurance to the taxpayer that additional funding will not be requested at a future date. As far as the cost of the shooting trailer is concerned, Town Administrator Scott stated that despite supply chain issues, the prefab design of the trailer will come in at cost. Any overruns may be covered by donations from the police foundation.

The article on Long Pond is a result of a study that was previously completed that indicated the need for water quality checking on a regular basis.

Town Administrator Whritenour confirmed that the Free Cash contribution to the OPEB trust fund was in addition to the OPEB line item reflected in departmental budgets. With the uncertainty of the pandemic, the full contribution to the fund was not made last year.

Revenues from short-term rentals and room taxes are deposited in one fund for room taxes. In order to separate out the short-term rentals, a formula has been designed to indicate that 75% of all monies will be designated as short-term rental revenue. This will provide certainty of funds to enable town departments and others to plan for future wastewater needs. The deposit of funds into the stabilization fund is recurring and does not need a Town Meeting vote, but monies taken out of the account require a Town Meeting vote.

With regard to tourism revenue being deposited in the Community Preservation Fund, Chair Coxe asked for the opinion of the Chamber of Commerce. Assistant Town Administrator Scott will check and get back to the Committee.

Assistant Town Administrator Scott reviewed the District Improvement Financing Investment Revenue and Development District article that designates the area and properties that will specifically be included in Phase One development of a project that enables the Town to work with developers in estimating values of infrastructure improvements. Chair Coxe asked that background materials be provided to taxpayers ahead of Town Meeting that explains the DIF program and how it works to the benefit of the Town. Mr. Scott will have this presentation available for Town Meeting.

Discussion ensued on the article that asks hotels and motels to support the tourism economy by helping to address the temporary housing needs of seasonal employees and dedicate a certain portion of their rooms for such housing. This has become a common problem across the Cape and may have economic implications for businesses unable to sustain services. Housing is critical to our economy and ability to fund Town services. Mr. Scott noted that many seasonal employees come under the management of a corporation, and this presents an opportunity to deal with a single entity in accessing housing.

Chair Coxe noted that the article on fines to businesses for not properly disposing of plastic containers may present another hardship on businesses recovering from the pandemic. She asked for the Chamber of Commerce's position on this article. Mr. Scott will follow up on the matter and report back to the Committee.

With regard to the schools, Assistant Town Administrator Scott reported that approval is obtained for the capital items and the town reimburses them. There is a proportionate share for the DY issues. Whatever is funded in capital will blend with the reimbursement program from prior years. If one pickup truck is purchased and not two they are reimbursed \$50K instead of \$100K. Chair Coxe asked that when the school is making its presentation on the budget that the capital items are also included. An updated packet will be provided to the Committee.

Discussion ensued on the joint meeting of the Capital Budget, Finance and the Board of Selectmen. To avoid the confusion of the prior year, Chair Coxe asked for clarity of the Finance Committee's role at this meeting, i.e. what are the expectations and what should the Committee be reporting on at that meeting. Mr. Scott reviewed the template he has used for the CIP presentation and he will duplicate a similar template for the Committee that will cover all relevant topics. He suggested that inherent in the presentation is the Committee's message that was given at Fall Town Meeting with regard to wastewater and economic development and the importance of commercial and economic development in reducing the taxpayer burden.

Chair Coxe stated that the thematic message of the Committee's recommendations throughout the budget process and previous Town Meetings has been to make sure the Town grows its commercial tax base to offset costs and the residential tax base. She added that identifying revenue sources and areas of investment to grow revenue is important, but also the savings to be realized by consolidation of services and economies of scale. She suggested that post Town Meeting that the Committee meet to chart out the big picture and tackle some of the relevant long-term broader-based goals over the next several years.

Discussion ensued on identifying outside sources of monies and targeting land use for mixed use to sustain the tax base year round and also to serve the residents in partnering with medical consortiums and other service-related industries. These efforts will decrease the need to rely on the overbuilt tourism industry and focus on the needs of year-round families and seniors.

Chair Coxe noted the potential for development of the existing town hall, the school across the street and State Police station into a mixed use development. She noted that the Town does not currently have a town center, which has affected the community identity, and this development could be considered as the Village Center.

**2. Approval of Minutes of Meeting of January 27, February 3, February 10, February 17, March 17, March 24, April 7, April 14, April 22 and April 28, 2021**

Chair Coxe reviewed the above minutes with suggestions for revision. Mr. Scott will amend the minutes as suggested and bring them back to the Committee for approval at its next meeting.

**3. Old Business**

Chair Coxe asked for any old business items for discussion. There were none.

**4. New Business**

Chair Coxe asked for any new business items for discussion. There were none.

**5. Adjournment.**

**MOTION: To adjourn.**

**Motion by: George Perkins**

**Seconded by: Nathan Ladley**

**Roll Call Vote: Stefanie Coxe-Y, Robert Ciavarra-Y, George Perkins-Y and Nathan Ladley-Y.**

**4 ayes; 0 nays. The motion passed unanimously.**

**Meeting adjourned at 7:51PM.**

Respectfully Submitted,

Christine Martin Barraford

*Attachments:*

Annual Town Meeting Draft Warrant Articles



## **Finance Committee** **Meeting Minutes** **February 16, 2022**

*The regular meeting was called to order at approximately 6:00PM by Acting Chair Stefanie Coxé. Roll call of Finance Committee members present: Stefanie Coxé-Y, Jack Moylan-Y, George Perkins-Y, Nathan Ladley-Y and Robert Ciavarrá-Y. Absent was Brian Gardiner. Also attending: Town Administrator Robert Whritenour and Assistant Town Administrator William Scott.*

William Scott, Assistant Town Administrator, read the advisory as required by Massachusetts General Laws, Chapter 30, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act relative to extending certain COVID-19 measures adopted during the State of Emergency, consistent with Governor Baker's March 12, 2021 executive order and as amended and signed into law on June 16, 2021 extending Open Meeting Law provisions to April 1, 2022, and the public was welcome to attend the meeting either in person or via the alternative public access. The notice was posted and the Zoom link was provided as well.

### **1. Dennis-Yarmouth Regional Schools**

David Flynn of Dennis-Yarmouth Regional Schools reviewed the PowerPoint presentation including the following highlights:

- FY23 Budget public hearing
- FY23 budget timeline key dates
- Student enrollment data
  - Selected populations
- College plans
- Foundation enrollment
  - Five-year rolling average
  - School choice
- State aid update
- State cherry sheet revenue
  - Charter school reimbursement
  - School choice tuition
- State cherry sheet charges
- State cherry sheet net state aid
- FY23 Student Opportunity Act
  - Definition of threshold of low income
- Foundation enrollment bar chart
- Foundation budget
  - \$5K/student above base per pupil \$14,330K of high needs students
- Chapter 70 calculation

Discussion ensued on state aid. Mr. Flynn reported that the lowest per pupil amount awarded to a district as of the FY20 data is \$12,261 and the highest is \$32,000. The state average is \$17,575.

- Cape Cod expenditures per pupil
- FY23 initial budget priorities
  - Maintain a level service budget

Discussion ensued. Town Manager Whritenour stated that when the school participates in the capital planning process and informs of their needs in a timely way, vetting of the project is done through the public hearing process. With an understanding of the project, consensus can more easily be reached on funding through project (debt service and increasing of assessment) to better accommodate the completion of the project within the timeframe of the five-ten year schedule.

- Initial budget by DESE function code

Town Administrator Whritenour stated that the outstanding BAN amount of \$200K that the Town owes will be paid off by the beginning of the fiscal year, negating the need for renegotiation of the bank loan. A warrant article will be written for appropriation.

- Assessment calculation
  - FY23 budget of \$71,626,004

Discussion ensued on one of the key features that attracts young families with children to make their home in a town as the quality of the school system. Staying competitive in the job market ensures attracting a quality educational staff. Providing access to quality housing is also key to attracting qualified workers.

Discussion also ensued on the school's capital items. Mr. Flynn will provide a list of items to committee members. Steps are being taken to partner with MSBA on the renovation/replacement of the M. S. Small school.

## **2. Approval of Minutes of January 27, February 3, February 10, February 17, March 17, March 24, April 7, April 14 and April 22, 2021.**

Assistant Town Administrator Scott stated the changes made to the above minutes as suggested by the Committee at its last meeting.

**MOTION: To accept the above minutes with amendments as presented and listed by Mr. Scott.**

**Motion by: Jack Moylan**

**Seconded by: Nathan Ladley**

**Roll Call Vote: Stefanie Coxe-Y, Robert Ciavarra-Y, Jack Moylan-Y, George Perkins-Y and Nathan Ladley-Y.**

**5 ayes; 0 nays. The motion passed unanimously.**

## **3. Old Business**

Chair Coxe asked for any old business items for discussion. There were none.

## **4. New Business**

Mr. Scott noted that in an email received from Deputy Sawyer, the Fire Department requested that the \$50K in overtime from FY21 and FY22 reduced because of the pandemic be restored to the FY23 budget. Town Administrator Whritenour concurred with the Chief's request after reviewing the budget in detail.



**MOTION:** To approve the increase in the overtime budget as described in the email from Deputy Chief John Sawyer sent on February 16, 2022 and presented to the meeting.

**Motion by:** George Perkins                      **Seconded by:** Jack Moylan

**Roll Call Vote:** Stefanie Coxe-Y, Robert Ciavarra-Y, Jack Moylan-Y, George Perkins-Y and Nathan Ladley-Y.

5 ayes; 0 nays. The motion passed unanimously.

## 5. Future Agenda Items

Assistant Town Administrator Scott stated that the Draft Warrant Articles, Finance Committee Report and CIP will be emailed to members for review next week.

Discussion ensued on key points to be included in the report narrative. The overall message is costs will continue to go up, in wages, healthcare, etc. Efforts must be made to grow the commercial tax base and invest in infrastructure to generate a pool of funds to take some of the pressure off of the residential taxpayer. Other suggestions included: a) offering town-owned industrial park properties to assist in businesses building in that area; b) opportunities for the Town to offer regional services to other towns; c) need to remain competitive in the job market not only by growing staff wages and benefit packages but addressing employee access to attainable housing; d) cost savings through consolidation and economies of scale; e) pursuing other sources of revenue such as grants; and f) building up Town's natural assets. Mr. Scott noted that the financial impact must be considered to balance building up the Town so as not to create a burden on Town services like Police and Fire.

Chair Coxe asked for the process going forward to approve remaining minutes of 2021. Mr. Scott replied the remainder of minutes are being assembled. Chair Coxe suggested in the interests of transparency to live-stream meetings on local access and storing recorded meetings on the website for accessible viewing.

## 6. Adjournment

**MOTION:** To adjourn.

**Motion by:** Jack Moylan                      **Seconded by:** Nathan Ladley

**Roll Call Vote:** Stefanie Coxe-Y, Jack Moylan-Y, Robert Ciavarra-Y, George Perkins-Y and Nathan Ladley-Y.

5 ayes; 0 nays. The motion passed unanimously.

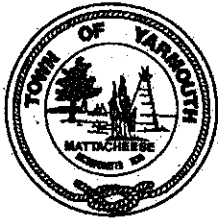
Meeting adjourned at 7:40PM.

Respectfully Submitted,

Christine Martin Barraford

### *Attachments:*

Annual Town Meeting Draft Warrant Articles  
Dennis-Yarmouth Regional Schools presentation



**Finance Committee**  
**Meeting Minutes**  
**March 2, 2022**

*The regular meeting was called to order at approximately 6:00PM by Acting Chair Stefanie Coxe. Roll call of Finance Committee members present: Stefanie Coxe-Y, Nathan Ladley-Y, Jack Moylan-Y, George Perkins-Y, and Robert Ciavarra-Y. Absent was Brian Gardiner. Also attending: Town Administrator Robert Whritenour and Assistant Town Administrator William Scott.*

William Scott, Assistant Town Administrator, read the advisory as required by Massachusetts General Laws, Chapter 30, Section 18-25, and pursuant to Chapter 20 of the Acts of 2021, an Act relative to extending certain COVID-19 measures adopted during the State of Emergency, consistent with Governor Baker's March 12, 2021 executive order and as amended and signed into law on June 16, 2021 extending Open Meeting Law provisions to April 1, 2022, and the public was welcome to attend the meeting either in person or via the alternative public access. The notice was posted and the Zoom link was provided as well.

**1. Review Finance Committee Report**

Assistant Town Administrator Scott reviewed the narrative of the Finance Committee report that supported the committee's review and position on the budget.

Discussion ensued with regard to the staffing shortage. The suggestion was made to explore the possibility of partnering with the vocational school to apprentice students to use their skills for entry level positions that do not require certification in the departments of mechanics, town waste, golf and beaches.

**MOTION: To accept the budget with changes to overtime for the Fire Department and the position of \_\_\_\_\_ and inclusive of exploring an apprenticeship program as discussed above.**

**Motion by: Jack Moylan**

**Seconded by: Nathan Ladley**

**Roll Call Vote: Stefanie Coxe-Y, Robert Ciavarra-Y, Jack Moylan-Y, George Perkins-Y and Nathan Ladley-Y.**

**5 ayes; 0 nays. The motion passed unanimously.**

**2. Review of Draft Warrant Articles**

Assistant Town Administrator Scott reviewed the latest draft of warrant articles.

Town Administrator Whritenour stated that as a result of the Board of Selectmen's discussion on goal setting, capital items that were removed from the budget during the pandemic were revisited. Roadway improvements that were financed by Free Cash were returned to the levy. The original override was voted in 2013 at \$1.1M, and that amount removed from the levy and funded through Free Cash was returned to the levy. The \$1.1M was increased each year to \$1.3M. Chair Coxe noted that providing background information to the committee would enable the committee to better explain this article to the voters.

Mr. Whritenour stated that this was an extraordinary year for state aid to the schools. Although he did not think that level of progress of aid would continue next year, the \$2.5M base floor would be retained. He is committed to approach municipal budgeting as conservatively as possible and keep overall growth down and reserve funds.

Discussion ensued on the \$3.7M debt service for the water main on Route 6A. Mr. Whritenour stated that the borrowing is a general obligation bond in order to ensure the optimum interest rate. However, it is programmed to be repaid 100% from the special revenue fund in the water treatment enterprise fund. The bond structure itself is not considered as a revenue bond. The Town's bond rating of AA+ by virtue binds the rates allowed to borrow at the lowest possible rates. Although the security is based solely on the revenue from the water district, if there was insufficient revenue to repay, the Town itself would be obligated for full payback. Even though interest rates are rising, municipal borrowing rates are historically low.

Mr. Whritenour also noted that the Police Department, in consideration of budget restraints, has agreed to keep police cruisers on the road one more year than usual before trade-in at four years instead of the typical three. Chair Coxe appreciated this feedback recognizing the spirit of departmental teamwork.

Mr. Whritenour stated that, at the Department of Revenue's recommendation, a revolving fund was set up to handle programming for Parks and Recreation. Checks and balances are put in place to ensure charges and program costs match, and at any remaining funds over \$10K at the end of the fiscal year are returned to the general fund.

Discussion ensued on the article addressing the short-term rental costs. Mr. Whritenour stated that the first year the tax legislation was passed, short-term rental costs and room taxes were not separated, and now they are separated. The warrant article appropriates 75% of short-term rental revenues to a stabilization fund for the wastewater treatment program. In answer to Chair Coxe's question why 75% and not 100% is designated, Mr. Whritenour stated that the fund was established to provide a cushion to the general fund budget to meet local service needs and to avoid an override of Proposition 2.5. The debt service strategy is to entirely fund Phase 1 of five phases to include the entire treatment plant with no contribution from the general fund. Phase 2 will be substantially less with the treatment plant having been fully funded and the burden taken off of the residential taxpayer.

Discussion ensued on the taxpayer's historical view of wastewater as optional. Wastewater indeed is not optional from an economical and environmental viewpoint. For the first phase the message is the Town has taken visitors' dollars as new revenue and appropriated monies to the wastewater project. Mr. Whritenour stated that the infusion of these monies helps to diversify the overall revenue mix and provide relief to the taxpayer. While he was committed to driving the project forward, he is doing so in light of maintaining a healthy ecosystem around general services. He also stated that the residential factor section of the state assessment law allows for a separate tax rate for season and year-round residences. Chair Coxe stated that this may be an option to consider.

Chair Coxe suggested a possible increase in the 75% to 80-85%. This will be an item for further discussion before the warrant is closed. Mr. Whritenour suggested including discussion with the Board of Selectmen on expressing divergent approaches.

Discussion ensued on Article 19 to amend tourism revenue preservation fund to exclude short-term rentals, and Article 20 to appropriate tourism revenue preservation fund. On the latter Mr. Whritenour stated that advice of Town Counsel stated that under the Act funding individual project categories includes special events, marketing, public improvements, etc. This amount including the proportionate share of short-term rental revenues boosted the fund from \$450K to \$567K. With the removal of short-term rentals into that fund it would like revert to its original \$450K. However, with a recent increase in room tax collections, the fund amount may likely go to \$500K+ range. Chair Coxe noted that if the hotel/motel collections continue to look good, the fund

for economic development could potentially be set at a higher amount. It may be worthwhile to revisit the amount of percentage going to economic development. Mr. Whritenour stated that the Town has received a commitment from the CDC for significant economic development work for the Town. The breakdown of funds reflects the standard amounts for the different categories.

Assistant Town Administrator Scott stated that the Joint Meeting with the Board of Selectmen is a hybrid public hearing scheduled for March 15th. The Capital Improvement Committee will present its FY23 plan, the Finance Committee and Board of Selectmen on the annual budget followed by the DY Regional Schools presentation. He will provide PowerPoint template for the meeting to the Committee. Mr. Whritenour will present an overall revenue overview.

### **3. Old Business**

Assistant Town Administrator Scott reported that the remaining Finance Committee meetings will be posted online in the next week. Minutes will be transcribed from the recordings thereafter.

### **4. New Business**

Mr. Scott presented budget transfers from collective bargaining to the tree program in the amount of \$24,100; and from various accounts to channel 18 in the amount of \$45,924. Discussion ensued. Mr. Whritenour stated that these transfers to the cable funds will not be necessary in the future. Remaining funds in inactive warrant accounts are used in these transfers that would otherwise be returned to the general fund. Chair Coxe suggested that funds for wastewater be returned to that fund.

**MOTION: To approve the transfers as presented.**

**Motion by: George Perkins                      Seconded by: Nathan Ladley**

**Roll Call Vote: Stefanie Coxe-N, Robert Ciavarra-Y, Jack Moylan-Y, George Perkins-Y and Nathan Ladley-Y.**

**4 ayes; 1 nays. The motion passed 4-0-1.**

### **5. Adjournment**

**MOTION: To adjourn.**

**Motion by: Jack Moylan                      Seconded by: Nathan Ladley**

**Roll Call Vote: Stefanie Coxe-Y, Jack Moylan-Y, Robert Ciavarra-Y, George Perkins-Y and Nathan Ladley-Y.**

**5 ayes; 0 nays. The motion passed unanimously.**

**Meeting adjourned at 7:50PM.**

Respectfully Submitted,

Christine Martin Barraford

*Attachments:*

Annual Town Meeting Draft Warrant Articles

Draft Finance Committee Report

Fund Transfers