

***Wellfleet Selectboard
With
The Wellfleet Finance Committee
Virtual Meeting ~ Zoom
Tuesday January 18, 2022; 6pm
Meeting Minutes***

Members Present: Ryan Curley, Chair; Michael DeVasto, Vice Chair; Janet Reinhart, Helen Miranda Wilson, John Wolf

Finance Committee Members Present: Fred Magee, Chair; Kathy Granlund, Vice Chair; Ira Wood, Stephen Polowczyk, Bob Wallace, Linda Pellegrino. Moe Barocas, Jeff Tash, Jeff Behrens

Finance Committee Members Absent: Jenn Rhodes

Others Present: Charlie Sumner, Town Administrator; Rebekah Eldridge, Executive Assistant; Michael Hurley, Chief of Police; Jay Norton, DPW director

Chair Curley Called the meeting to order at 6:00pm

Chair Magee Called the finance committee meeting to order at 6:01pm

I. *Announcements, Open Session and Public Comments*

Note: Public comments must be brief. The Board will not deliberate or vote on any matter raised solely during Announcements & Public Comments.

Chief Hurley informed the board and public that the Wellfleet Police Department has officially begun using their body cameras to promote transparency among the public, he explained they would be doing public outreach to introduce the cameras.

Chair Curley asked Chair Magee to chair the next few agenda items and then Chair Curley would chair the remainder of the meeting.

II. *Fin Com*

A. Review Minutes from December 15, 2021, ~ Chair Magee stated there was a quorum and asked for a motion to accept the minutes.

Barocas Moved; Granlund Seconded, and it was voted to accept the minutes as printed.

Roll call Vote: 7-0-1(Polowczyk abstained due to his absence at the meeting)

B. Vote on Request for Transfer re: Cemetery Commission Vendor bills

Chair Magee explained the next order of business was to approve a transfer for the Cemetery Commissioners which he asked Sumner to explain. Sumner began stating that this money would go into the Department of Public Works budget. He stated there is a vendor that installs the markers when a plot is bought at a cemetery and there is an outstanding balance. He continued to explain how his will work. Chair Magee stated that this is the fourth time that there has been a transfer that the committee has approved, he stated he hopes in the future there

will be a better understanding of emergency and unforeseen circumstances. Sumner explained he will keep a list of the funds that the finance committee has so that in the coming years the committee will be able to keep a tally on where the funds are spent.

Polowczyk Moved; Tash Seconded; and it was voted to approve the transfer in the amount of \$2056.00 as presented.

Roll Call Vote: 9-0

- C. Set Meeting agenda for Operating budget reviews in February and March 2022

Chair Magee stated that the next two months would be department budget reviews. He recommended both February 9th & 23rd for their upcoming meetings. There were no objections. No vote was needed for this item.

Chair Magee turned the meeting back over to Chair Curley.

III. ***Business***

- A. Presentation of FY 2023 Town & School Budgets ~ Sumner began explaining his intentions for this meeting, stating that he would review his cover letter with the group. He told them that there were budget books made for each of them that gives great detail about each of the department budgets and this book will be used when the department budget reviews are conducted. He explained how he came to this cover letter and what it entailed. He explained there is a budget and a draft warrant.

Sumner continued going over his letter and the finances of the town. He stated he has not yet received the school budgets as it is early in the year for them to receive those, but he forecasted a 3% increase in funds.

Sumner explained that the town has used the local receipt funds a lot so they had to increase that budget. He gave details on the incoming revenue from the marijuana shops and rental funds.

He gave details on the enterprise funds which are the Marina enterprise and the Water enterprise and explained that the Water is very heavily subsidized, and he will continue to work on that. He spoke to the group about special revenues. He explained that the stabilization fund has been depleted and he recommended when the town does receive their certified free cash, they replenish that account so that the town is able to keep their bond rating.

Sumner gave details to the group going over each part of his cover letter.

Explaining incoming new revenues and debts that the town has. He explained that because the solar panels are up and running the town should have a reduced electric bill and have more credits with that account.

Sumner entertained questions for both committees. Charging for parking at the marina was discussed and Sumner stated it is something that the town needs to consider. A 2.5% override was discussed. The members of each committee discussed the letter at great length. There was a long discussion about the water Enterprise fund and the lack of revenue coming in. It was explained that the Board of Water Commissioners has been working with Sumner and a consultant to help reconstruct the fee structure for the water department with expectations this will help to bring in more revenue.

B. Financial Forecast FY 2023 – FY 2027

Sumner moved on to his financial forecast. Eldridge shared the screen to show the group the spreadsheet that he created. He stated he created this with the hopes that the town will continue to use this as the years progress and just be able to build into it for each fiscal year. He explained what each page consisted off with regard to the entire operating budget for the next 5 years.

Sumner went through each line of the forecast explaining his actions and projections. He discussed the Cable money that has been put aside, the CPC (Community Preservation Committee) projects which he explained their budget doesn't really affect any shortfall because the way they work is if the committee has the money in their account, then they can spend it. He explained he would spend more time with 2024 -2027 but stated he increased each year by 2.5% but he would look more closely at each year. There were some comments made and questions answered by various members of the Finance Committee and Selectboard members. It was stated that the town is looking for an operation budget override of about \$740,000.

C. Town Administrator & Assistant Town Administrator's Report

Sumner gave a verbal update on town happenings. He gave an update on the new Building Commissioner James Badera. He stated that with the help of Victor Staley the department has been able to catch up on the backlog of building permits and inspections. He gave an update on the Herring River Restoration project. He continued informing the board that the TA Search Committee met for the first time this afternoon and set the procedure for moving forward.

D. Distribution of Draft Comprehensive Financial Management Policies for the Town of Wellfleet

Chair Curley gave a description of where this plan first came from and how he would like it to move forward. He explained that he would like to have Sumner's financial team to look at this document and make comments as needed. Magee questioned who should give feedback for this document. Chair Curley explained he would like to get a robust amount of feedback before different policies are inspected. Magee continued asking what the timeline was for this document. Chair Curley was commended on his hard work with writing and putting this document together. The board discussed this document and how long they should allow for boards, committees, and department heads to look it over and provide feedback.

Chair Curley Moved; Board Member Reinhart seconded; and it was voted to refer the Comprehensive Financial Policies to the Town Administrator to be distributed to the town department heads, and to interested town boards and committees to be returned to the Selectboard by February 28, 2022.

Roll Call Vote: 5-0

IV. *Topics for Future Discussion*

There were no topics that were brought up at this meeting.

V. *Adjournment*

***** A full recording of this meeting can be found on the town's website *****

Chair Curley Moved; Board Member Wilson Seconded; and it was voted to adjourn the joint meeting with the finance committee.

Roll Call Vote: 5-0

Chair Magee Moved; Board Member Granlund Seconded; and it was voted to adjourn the Finance Committee meeting.

Roll Call Vote 9-0

Meeting Adjourned 8:05pm

Public Records:

- ***Finance Committee Meeting Minutes December 15, 2021***
- ***Finance Committee Transfer Sheet***
- ***Fiscal Year 2023 Town Administrator's Budget Cover letter***
- ***Financial Forecast for Fiscal Years 2023-2027***
- ***Town Administrator's Report***
- ***Draft Comprehensive Financial Management policies***

Respectfully Submitted:

Rebekah Eldridge