



**Joint Meeting: Wellfleet Board of Selectmen and Finance Committee
Minutes of December 13, 2016
Wellfleet Senior Center**

Present: Selectmen Dennis Murphy, Helen Miranda Wilson, Janet Reinhart; Berta Bruinooge, Jerry Houk; Town Administrator Dan Hoort, Assistant Town Administrator Brian Carlson; Finance Committee Members: Stephen Polowczyk, Chair, Kathleen Granlund, Arlene Kirsch, Janet Loewenstein, Robert Wallace, Fred Magee, Linda Pellegrino

Regrets: Finance Committee member Ira Wood

Business: FY 18 Budget Reviewsⁱ – joint meeting with FinCom

Stephen Polowczyk, Chair of the Finance Committee opened the joint budget review meeting at 7:23 pm. Murphy gave a brief overview of previous budget cycle processes and set a direction for the meeting.

Police Department

Police Chief Ronald Fisette said that the FY18 budget request for the Police Department is in the same format as previous years, and opened it for questions. Janet Loewenstein asked for more information on overtime and training. Arlene Kirsch thanked the Chief for keeping the budget under Proposition 2 ½. Wilson thanked him for the detailed monthly reports and asked a question about the increased line item for medical supplies. Fisette said that this increase is as a result of a transfer for better accounting. Fisette also explained the increase in the Emergency Management budget request from \$500 to \$5,000 for Code Red calling system. Janet Loewenstein wanted to better understand how Code Red works and whether it is only a voice call and if cell phones can register for alerts. Polowczyk asked if this is the proposed final budget. Hoort affirmed that this is the proposed final budget and explained a little more about Code Red. Wilson wanted to know if this meeting should include review of the Emergency Management budget.

MOTION: Reinhart moved to accept the presented Police Department budget for \$1,333,741 and \$367,149 for Communications. Bruinooge seconded and the motion passed 5-0.

Fire Department

Fire Chief Richard Pauley went over the FY2018 budget request for the Fire Department. He explained how the County dispatch services have been working for the past four years. The original dispatch line item was for \$45,000. Subsequently this line item was broken into two items and it was unchanged until 2016. Currently the service is provided as a sliding scale and as a result the smaller communities end up paying less. Murphy appreciated that the budget went under Proposition 2 ½. Loewenstein had questions about line items B9 Telephone and B24 Licenses/Permits/Fees and the reasons for the increases. Pauley explained that the increases are due to electronic device upgrades and the need to add telephone lines. Currently the Fire Department is working with the County for computerized dispatch. These additional phone lines will also have an impact on licenses and software and those are the reasons for these two line item increases. Wilson wanted to understand if this line item will be re-occurring. Pauley confirmed that these two line items will remain consistent in the future. Reinhart wanted to know if two new people will be hired. Pauley said that there will be two retirements – White and Ferreira and the new line items will replace the retirements. He explained the negative impact these two retirements will have on the Fire Department night shifts coverage and overtime. Hoort clarified that the presented budget does not include any new positions. Loewenstein supported the proposal and said that the way this was presented is the most fiscally responsible way. Pauley

said that he will bring a proposal for 2017 Annual Town Meeting to add two new daytime positions as an override to deal with the retirements and to maximize the operations of the Fire Department. Wilson wanted to know if there was any consideration to reduce call firefighter and EMTs. Pauley said that the current on-call personnel are not in Wellfleet during the day, and are not available, which creates daytime coverage issues. He also explained that the make-up of the call force has changed from trades people to younger staff looking for training and then move to full time positions in other Towns. Wilson wanted to understand why the 16 call fire fighters/EMTs cannot be reduced. Arlene Kirsch wanted to find out if the proposed budget includes training and additional costs associated for hiring new staff. Pauley confirmed that the training is included.

MOTION 217-163: Reinhart moved to approve the Fire Department Budget request for FY2018 for \$1,323,541. Bruinooge seconded and the motion carried 5-0.

Department of Public Works

Mark Vincent, Director of the Department of Public Works went over the DPW budget requests for FY2018. He began with the Facilities Budget, and explained why the beach facilities cleaning contract went up as a result of the procurement process and a change of sub-contractors. All other items in the Facilities budget were level funded. Loewenstein wanted to know why more vendors have not bid on this project and if there was any reason for it. Wilson asked what was meant by finding local people and asked if broader radius was considered. Vincent confirmed that the bid opportunity was open to everyone to bid. Houk wanted to know why the old COA and the old shellfish shack buildings were never maintained and why Town buildings are not taken care of. Vincent said that the reason was that the buildings were in such a poor shape and at least one of them was condemned by the previous Building Inspector. Houk suggested that these buildings should have been maintained. Bruinooge said that the old shellfish shack should be torn down, but agreed that while the old COA building was not suitable for occupancy, its foundation is solid and it could be reused. Murphy said that the Building and Needs Assessment Committee will have to study and weigh in on these two building conditions and provide recommended course of action. Murphy wanted to find out more about the Perfect Cleaning beach restrooms contract and asked if Sani Cans will be a cheaper option in the long run. Vincent said that it is very difficult to attract seasonal staff and agreed that Sani Cans might be a more reasonable option given the current cost of this contract. Wilson wanted to know if there is a consideration to change the swap shop building. Vincent confirmed that this will be coming as a capital request. Hoort clarified that there is \$35,000 in the capital budget for the swap shop.

MOTION: Bruinooge moved to accept the DPW Facilities budget as presented. Reinhart seconded and the motion passed 5-0.

Vincent presented the DPW Operations budget request for FY 2018, which was level funded. Bruinooge wanted to know why the jump in A-15 – Salaries and Wages for the Lead Equipment Operator from \$46,093 to \$55,756. Loewenstein pointed out two more large increases in the salaries and wages. Vincent answered that they were all due to re-classifications of the positions. Wilson asked question about the uniform allowance. Vincent explained the difference between uniforms and uniform rentals. Houk asked if the DPW is responsible for maintenance of fire trucks. Murphy wanted to know the difference between the Lead Equipment Operator and Equipment Operator.

MOTION: Reinhart moved to accept the DPW Operations budget for \$1,110,193 as presented. Bruinooge seconded and the motion passed 5-0.

Vincent presented the DPW General Highways budget and explained how Chapter 90 funds allowance works. He said that Wellfleet is one of the few towns that has not supplemented Chapter 90 for paving.

MOTION: Reinhart moved to approve the DPW General Highways budget for \$92,900 as presented. Wilson seconded and the motion passed 5-0.

Vincent presented the Snow Removal Budget request for FY2018 by first explaining how the snow removal budget is calculated. Hoort confirmed that if the snow removal budget gets reduced from the previous fiscal year, the DOR will not allow overspending it, based on the DOR rule that a Town can deficit spend on the snow budget, only if it has not been reduced from the previous year. Curt Felix suggested looking more carefully into the snow removal budget by applying less salt on the road – spot salting in order to save money and have less impact on the environment.

MOTION: Reinhart moved to approve the FY 2018 Snow Removal Budget for \$128,180. Bruinooge seconded and the motion passed 5-0.

Vincent presented the FY2018 Street Lights budget request and said that it was level funded. He was pleased to report that this budget was a lot larger several years ago, and now due to LED light bulbs the budget was reduced.

MOTION: Reinhart moved and Bruinooge seconded to approve the FY2018 Budget Request for Street Lights for 10,600. The motion passed 5-0.

Vincent presented the DPW Transfer Station budget. He explained that there is a new contract for solid waste removal replacing the SEMASS contract and this is the reason for the increase. Murphy wanted to know about the cost for Pay-As-You-Throw. Vincent went individually over the line items and explained the costs and associated benefits.

MOTION: Reinhart moved and Bruinooge seconded to approve the DPW Transfer Station FY2018 budget request for \$342,959. The motion passed 5-0.

Vincent presented the FY2018 Holiday Celebrations budget request for \$12,000

MOTION: Reinhart moved to approve the FY2018 Budget for Holiday Celebrations for \$12,000. Bruinooge seconded and the motion passed 5-0.

Water Enterprise Fund

Hoort went over the FY18 water enterprise fund budget. Board of Water Commissioners Justina Carlson, Chair, Curt Felix and Jim Hood, Catharie Nass and Neil Gadwa were present to answer questions. Felix explained how the general fund expenses have not been accounted in the enterprise fund. Wilson wanted to know the reasons for the talk about the lack of maintenance of the Coles Neck Water System. Carlson said that the municipal buildings never paid connection fees and how the enterprise fund got burdened with the Coles Neck System and its deficiencies, with the unreasonable expectation that all cost to be paid by only the abutters of the water system, while the entire Town benefits from the public water supply. Carlson explained that the operating expenses are level funded, but the revenue is declining and this is the reason for

projected budget deficit. Carlson explained that the cost for the Coles Neck water system was part of the General Fund in the DPW budget and used to be \$108,000 for 63 connections. Hoort clarified that there were assumptions made when the Water Enterprise fund was established for connection figures which were not met and now is the time to look for ways to make this work. Wilson said that there are other ways to pay for water system and did not like hooking people up just to pay the bills of the Water Enterprise Fund. Hoort confirmed that the WMWS is looking for other ways to collect revenue such as providing space for cell phone antennas and getting rental revenue. Murphy wanted to find out more about the Coles Neck wells. Carlson stressed the importance for safety of the WMWS and said that the Coles Neck cost will show up as a capital request in the future. Commissioner Felix is working on different rate structures, other revenue sources and how to make sense of the entire model. He pointed that there is no department head in charge for drinking and waste water. He introduced a proposal for Water Quality Manager and that it would make sense to combine water with wastewater. Houk reminded that the Coles Neck water system was put in due to a pending law suit.

MOTION: Reinhart moved and Bruinooge seconded to approve the FY2018 Water Enterprise Fund budget request for \$283,022. The motion passed 5-0.

Marina Enterprise Fund

Michael Flanagan presented the Marina Enterprise budget request and went individually over proposed expenses. Houk wanted to know why the legal fees in the enterprise funds are not paid out of the general fund account for legal services. Hoort explained the reasons for accounting of the expenses of the General Fund and the two enterprise funds. Bob Wallace wanted to know what the revenues of the Marina Enterprise Fund are. Flanagan provided revenues for FY2016 of \$615,000 and said that the Town Accountant provides the projected revenue, but he does not have the figures for FY2017 and proposed for FY2018 yet.

MOTION: Reinhart moved to approve the FY2018 Budget request for the Marina Enterprise Fund for 659,782. Bruinooge seconded and the motion passed 5-0.

MOTION: On a motion made by Linda Pellegrino and seconded by Janet Loewenstein to adjourn the Finance Committee meeting was dismissed at 9:10 pm by a vote of 8-0.

Respectfully submitted,

Michaela Miteva, Executive Assistant

Public Record Documents

ⁱ FY2018 Budget Submission by the TA and Police Department, Fire Department, DPW, Water and Marina Enterprise Funds Requests