



Finance Committee **Meeting Minutes** **January 12, 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. Department of Community Development Budget Review

Karen Greene, Director of Department of Community Development, appeared before the Committee. She reviewed the PowerPoint presentation on the FY2023 budget including the following highlights:

- Mission statement
- Divisions/Functions
- Recap of key points/highlights of past year
- Budget review
 - FY2021 actual
 - FY2022 on track
 - FY2023 proposed
- Budget review/wages and expenses
 - Town Administrator Whritenour shared a revised budget detail on the salary line item.
- Changes in budget
- Challenges
- Free Cash funding request \$150,000

Kathy Williams, Town Planner, continued with the presentation:

- Local comprehensive plan \$150,000
- Recommendations to consider for addressing future challenges

Discussion ensued. Ms. Greene reported that CPC funds cannot be used for maintenance costs. However, The Grist Mill and Taylor Farm projects fall under rehabilitation. The source of funding is the tourism fund.

Ms. Greene stated that her department seeks ways to expand outreach and education efforts, similar to outreach on Old Kings Highway. These notices are included in the water bills once a year and advise residents on the special rules that apply to Old Kings Highway. Other mailings could be generated in cooperation with the Historic Commission and covered in the advertising line item. Outreach could also be done through the schools.

Chair Coxe suggested that all department heads consider alternative ways to generate revenue. With aging populations of not only residents, but employees, opportunities for economic development need to be pursued. With regionalization a real option, municipalities need to do better in maintaining level of services. She offered that there is an opportunity for the Town to position itself in such a way that the Town is poised to offer services and have an additional stream of revenue. Mr. Scott noted that conflicts may arise in having a more skilled staff to do economic development work in one town vs. another. Chair Coxe noted, while not all services could be regionalized, one instance of a service that would work would be in the area of licensing.

Discussion also ensued on the topic of land acquisition. Chair Coxe noted that with the limited amount of undeveloped space and its price, the Town needs to develop a strategic land acquisition plan with land contiguous to already preserves spaces a priority. Ms. Greene stated that the Cape Cod Preservation Commission had generated a map identifying appropriate open spaces. She is also working with the Open Space Commission on identifying potential acquisitions.

Community Preservation Committee Budget Review

Ms. Greene continued her review of the PowerPoint presentation on the FY2023 budget with the following highlights:

- Fund balance
- FY2023 budget
- Requests for funding
- Projected balances

Chair Coxe questioned the Friends of Bass River line item. Ms. Greene reported that the Friends of Bass River partnership has enabled work to be done that the department may not otherwise have the capacity to get done. She stated that the group strongly advocated for the project. Their efforts have enabled the project to move faster than it could have. The work done to date has had a positive impact on reducing nitrogen and sewerage. Town staff has been involved in the process of design and permitting and will ultimately be responsible for construction.

Discussion ensued on affordable housing. Ms. Greene reported that the housing summit is looking for new ideas and which direction the Town wants to go, i.e. more multi-family housing on Route 28, scattered site rentals and Veterans housing. Buying FAA government-owned land on Route 6A was being considered.

The surcharge on the property tax receives a hefty state match contribution. This contribution is added to the estimated revenue based on the local surcharge and set aside in the reserve fund. Ten percent each is allocated to affordable housing, open space and preservation. The ten percent assessment was not enough to cover the sum total for affordable housing, so going forward Ms. Greene is advocating for a ten percent plus wages for affordable housing staff. She will correct the spreadsheet so that \$184K is the correct amount in open space.

Ms. Williams reported that the Planning Board is proposing two zoning articles at Town Meeting, i.e. seasonal employee housing and an article to amend and clarify the short-term rentals allowed in town to regulate parking and occupancy. This will need to be enacted before the summer tourist season.

Discussion ensued. Chair Coxe questioned, since short-term rental revenue collection is counted on to address the wastewater project, how much oversight is given to ensuring adherence to the regulation. Ms. Williams reported that the Health Department coordinates that program with the Building Department and would be in a position to address this question.

Municipal Inspectional Services/ Building Department Budget Review

Mark Grylls, Director of Inspectional Services and Building Inspector, appeared before the Committee. He reviewed the PowerPoint presentation on the FY2023 budget with the following highlights:

- Mission statement
- Recap of key points/highlights of the past year
- Budget overview
 - FY2021 actual
 - FY2022 actual
 - FY2023 proposed
- Changes
- Challenges facing the departments
- Recommendations

Discussion ensued including the following highlights:

- Additional plug-in stations for hybrid vehicles enable use of vehicles when needed.
- Revenue receipts for fees, etc. are turned over to the Town.
- New Open.gov software system enables user/contractors to create an account and use that account across towns.
- Open.gov system contains no additional fees to connect with state licensing system.
- When inspection complete, inspector can log onto Open.gov and input the results of the inspection, which goes directly to the contractor.
- Staff is available to assist visitors to the department in the use of the new system.

Chair Coxe reiterated her request to all department heads to consider ways in which the Town may offer billable services to other towns. She suggested that as departments fulfill their regulatory function, they consider what in the process of what they are doing can be “packaged to sell” to other communities creating an additional revenue source. In this way the Town is poised to effectively offer services within a regionalized structure.

Health Division Budget Review

Bruce Murphy, Health Director, appeared before the Committee. He reviewed the PowerPoint presentation on the FY2023 budget including the following highlights:

- Mission statement
- Key highlights of the past year
- Budget overview
 - FY2021 actual
 - FY2022 on track
 - FY2023 proposed
- Changes in budget
 - Salary/staffing
 - Expenses
- Challenges
- Recommendations to address future challenges
- Human services restored

Chair Coxe questioned whether the department has been able to supervise the regulatory program for the short-term rental market. Mr. Murphy responded that he has access to the state’s list of rentals. With a fee of \$80/unit, he expects that the cost of an additional inspector will pay for itself. He notes that with the requirement that rental owners register with the state, this will result in

enabling the department to follow up with the owner to register also with the Town and increase permit fees.

Mr. Murphy added that the position of Assistant Health Director has remained unfilled since May, and he has posted the position on several health professional websites. A contracted person is currently assisting in the review of a backlog of septic plans. Filling this position and that of a second housing inspector will relieve strain on the department.

Veteran Services Budget Review

Mr. Whritenour explained that the local Veterans Services is a separate state program from the federal Department of Veterans Affairs. It is a means-tested state statutory program mandating municipalities in which the veterans are residents to provide benefits for low-income veterans that meet eligibility requirements. The total annual benefits is estimated at approximately \$130,000, and the state reimburses seventy-five percent of benefits provided by the towns.

Town managers and administrators across the Cape are meeting tomorrow for the purpose of approving the regional assessment. Yarmouth's assessment is expected to be \$44,172. The actuals for FY2021 were \$115,059, and the budget for FY2022 is \$127,658.

2. Preliminary Votes for Above Departmental Budgets

MOTION: To approve the above departmental budgets as presented except for Health.

Motion by: Jack Moylan

Seconded by: George Perkins

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.

Chair Coxe recused herself for the following vote and appointed Vice-Chair Perkins as temporary Chair.

MOTION: To approve the Health departmental budget as presented.

Motion by: Robert Ciavarra

Seconded by: Jack Moylan

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

4 ayes; 0 nays; 1 abstain. The motion passed 4-0-1 with Chair Coxe abstaining.

3. Communication with Appointing Authority Regarding Member Temporary Leave of Absence

Chair Coxe noted that the issue to be resolved is one absent member who wishes to return and one member who has resigned before the expiration of her term. Discussion ensued and the following vote was taken. Chair Coxe will report back to the Finance Committee on the appropriate action taken by herself, the Select Board Chair and Moderator.

Mr. Ciavarra left the meeting.

MOTION: To authorize Acting Chair Coxe to meet with the Selection Committee to resolve the issues associated with one member who is absent who wishes to return and one member who has resigned.

Motion by: George Perkins

Seconded by: Nathan Ladley

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

4 ayes; 0 nays. The motion passed unanimously.

Discussion ensued on the makeup of the Committee reflecting the diversity of the community, and encouraging applicants of diverse backgrounds to apply for a seat on the Committee.

Mr. Moylan left the meeting.

4. Adjournment.

MOTION: To adjourn.

Motion by: George Perkins

Seconded by: Nathan Ladley

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

3 ayes; 0 nays. The motion passed unanimously.

Meeting adjourned at 8:08PM.

Respectfully Submitted,

Christine Martin Barraford

Attachments:

Community Services Departmental Budget Presentations

Veterans Services Budget