

MINUTES
FINANCE COMMITTEE
Meeting: February 9, 2022

Present: Jerry Cerasale, Chair; Steve Cole, Vice-Chair; Mary Shaw, Clerk; Roy Merolli; George Deptula; Tom Gardner; Peter Wade; Rick Knight; Russ French (arrived 5:15); Jacqui Beebe, Town Administrator; Art Autorino, Select Board Representative; Rich Bienvenue, Assistant Town Administrator/Finance Director (arrived 5:25); Paul Lagg, Community Development Director (left 5:21); Dan Keane, Fire Chief (left 6:28).

Members Absent: None

Jerry Cerasale called the meeting to order at 5:01 PM. This is a remote meeting via Zoom.

- **Approval of Minutes**
 - Deferred
 - Addressed @ 6:28 pm.
 - Mary Shaw motion to approve minutes of meeting of 2/1/22, second by Roy Merolli. Roll Call vote: 8-0-1 to approve, with Russ French abstaining.

- **Discussion of Town Budget for Community Development Department & Fire Department**
 - Jacqui Beebe introduced Paul Lagg to present the Community Development Department Budget. Community development provides for regulatory/inspectional services, zoning, conservation, building, etc. Also provides for planning, economic development, housing initiatives and town projects.
 - Paul Lagg provided an update on department programs, services, and upcoming plans. Including:
 - Implementing Strategic Plan initiatives
 - Developing an Economic Development work plan in accordance with the Strategic Plan.
 - Ongoing work with T-Time/Town Center Plaza efforts.
 - Conservation and open space efforts
 - Coordination among town departments.
 - Question regarding the Housing Coordinator – where does funding provided by the CPA Committee come into play? Jacqui Beebe, explained the amount of the appropriation listed is for 100% of the salary on the expense side, and that the contribution from CPA as a funding source on the revenue side of the budget.
 - Some discussion regarding the metrics used to evaluate the effectiveness of the economic development activities.
 - Discussion regarding the Conservation Agent position and whether or not the part-time hours are sufficient for the work and how any short-term vacancy may be covered. Paul Lagg indicated that we anticipate replacing the position as a full-time position. In the event there is a vacancy in the position, Shana Brogan who was previously in the position is available to cover on a temporary basis.
 - Jacqui Beebe introduced Dan Keane, Fire Chief to present the FD FY 23 proposed budget.
 - Fire Chief Dan Keane updated the Committee on “what is happening” with the Eastham FD including:
 - Amount of calls for service and types of calls

- Staffing challenges and current vacancies. Discussion of training requirements, operational staffing practices and recall procedures.
- Operations during the COVID environment.
- Status of ambulances and ladder truck previously approved through capital plan.
- Response plans, mutual aid, and the amount of “overlapping calls” that may be an indication that there is an opportunity to reduce overtime. Due to the number of shifts needed to be covered during FY 22 overtime budget is anticipated to be over by up to \$200,000, but steps are being taken to manage other costs to reduce any potential deficit but will likely need a year-end transfer.
- Grants awarded to subsidize department operations, as well as the status of ambulance billing program.
- Potential future needs, including new software applications, new training programs, addition of a Community Risk Reduction Specialist position.
- Finance Committee submitted questions and additional questions were reviewed.
 - Level of on-the-job injuries in past two years.
 - Staffing of ambulance runs and amount of time spent at the hospital
 - Status of improving town insurance ISO rating – will be looking to get re-rated with the delivery of new Quint apparatus.
 - Amounts budgeted for Lieutenant salaries are separately stated, once we know how/who will be promoted into those positions this amount would be allocated to specific staff.
 - Sufficiency of amounts budgeted for training.
 - Discussion regarding the use of call or part-time firefighters. Availability of personnel, certification and training requirements, and legal implications are significant obstacles to implementing.
 - Discussion of ongoing hiring, staffing and retention strategies in order to maintain qualified staff.
 - Discussion on the sufficiency of the overtime budget for FY 23. Rich Bienvenue indicated that the initial FD request for overtime was \$75,000 higher but had been deferred to limit the override request to \$500,000. However, as final budget pieces come in over the next week, we will have the opportunity to reevaluate where the budget stands and perhaps add back unfunded departmental requests.

- **New Business**

- Reminder to the Committee to review terms of appointment.
- Jacqui Beebe referenced upcoming storm debrief with Select Board and discussion of Nauset High School Shelter options for next 3 years.
- Next meeting is February 16, 2022 at 5:00pm.

- **Adjourn** – Motion by Steve Cole, 2nd by Russ French. Roll call vote 9-0-0, approved. Meeting adjourned at 6:33 pm.

Respectfully submitted,

Mary Shaw, Clerk

