

RECEIVED BY: 
Dennis Town Clerk's Office
April 18, 2023 @ 10:42 a.m.

**DENNIS FINANCE COMMITTEE
MEETING MINUTES**

Dennis Finance Committee Public Meeting of Wednesday, January 25, 2023, at 4:00 PM in the Prue Conference Room, Dennis Town Hall, 685 Route 134, South Dennis, MA 02660.

Members present: Robert Prall (RP), Chair; Carl Monroe (CM); Peter McDowell (PM); Lester J. Murphy (LJM); Pat Stone (PS); Rachel Baroni (RB); Mark Dellner (MD).

Staff present: Elizabeth Sullivan (ES), Town Administrator; Josee Cardinal (JC), Finance Director

AGENDA

I. CALL TO ORDER: 4:00PM

RP called the meeting to order at 4:00PM.

PM asked per procedure by which Board members receive e-mails with information which may not be accessed by the public. Dan Proto, MIS Director, said this policy refers to the acceptable computer use voted on by the Select Board, but added that all Town of Dennis e-mail records are archived and can be made available to the public by request.

II. REVIEW BUDGETS

1. GENERAL GOVERNMENT

- **155 - MIS**

Dan Proto presented. JC introduced the Board to a revised format relating to sub-totals and contractual services which must be funded, but operational expenditures that will be level funded. Mr. Proto remarked on a \$50k increase per cable that has always been there but is now entered differently; GIS coordinator position added, dept. now fully staffed. Requests include archive social media; document management system expansion to a cloud-based web service; and a new component to the anti-virus system that is an EOC command center to better be pro-active in protection. PS asked for numbers clarification.

**PM made a motion to approve the FY2024 MIS budget in the amount of \$806,623.
MD seconded the motion and it passed, 7-0-0: PM, MD, PS, CM, LJM, RB, RP.**

- **122 – SELECT BOARD**

ES said the only change in the budget related to advertisement costs for public notifications. PS asked per Town Meeting warrants in another budget line item, to which ES clarified as one for legal classified advertising and the other for the printing of the

booklets by Country Press. JC said an adjustment would be made to better reflect the budget designation; related that Special Town Meeting, the fall option, is required to be advertised while ATM, mandatory and generally held in the spring, is not.

CM asked per the decrease in MMA meetings attendance from \$13k to \$10k which was explained as only relating to Select Board members. PS expressed disappointment that there is no budget presentation from the Tourism Committee. *RP requested a report in lieu of approval and to move off the vote for the time being.*

- **151 – LAW DEPARTMENT**

ES expressed that this budget has been underfunded at \$300 in terms of the items listed as Survey, Research, Recording Fees, etc., referenced an increase to \$15k as being previously discussed; Town Counsel amount increased slightly. PM remarked that the library is now online. PS asked where the money came from previously for the underfunded item in question to which ES said monies were pulled from different areas slowing down the process and that quotes for contracted work have gone up, some to \$9k. LJM added that from his experience, \$15,000 is not unreasonable.

CM made a motion tentatively approve the FY2024 151 LAW DEPARTMENT budget in the amount of \$190,000. PM seconded the motion and it passed, 7-0-0: CM, PM, PS, MD, LJM, RB, RP.

- **195 – TOWN REPORTS**

ES noted that this budget has gone down with a reduced number for printing; \$5,000 to print 1,500 copies. CM asked why this item cannot be placed in the Select Board's budget, to which JC remarked was a reasonable request.

CM made a motion to transfer 195 TOWN REPORT to the 122 SELECT BOARD budget. PM seconded the motion and it passed, 7-0-0: CM, PM, PS, MD, LJM, RB, RP.

2. PUBLIC SAFETY

- **210 – POLICE**

Police Chief Jack Brady presented; said dept. is fully staffed for uniform officers; one vacancy is for an ETO and another for a p/t position. Level funded for services other than contractual. Three requests: two per salary and one for a cruiser. PM asked if the added sergeant position could be held for approval until the Fall Town Meeting. Chief Brady said this position helps out administratively in a large way and this detail takes the officer away from police work; said the new body camera program coming in July will require more administrative duties.

CM concurred with PM's ask for a delay in the hire. LM noted that the benefits for the new hire are added to the budget, which Chief Brady put at 34% or \$97,033 in total. MD expressed support for the Police Department's request to be fully funded per the new

positions. PS cautioned against making a decision for full funding in a vacuum as this is only the second budget presentation in the current process.

CM made a motion to review the FY2024 210 POLICE budget at the end of the meetings. PS seconded the motion and it passed, 6-1-0: CM, PM, PS, LJM, RB, RP, in favor; MD, opposed.

JC directed the Board to the full numbers of the current budget in the packet.

- **220 – FIRE**

Fire Chief, Robert Brown and Deputy Fire Chief/Inspector, Christopher Guerreiro presented. Chief Brown said the budget is level-funded except for contractual obligations; only other addition relates to \$60k for protective gear and equipment: 10 sets of turn-out gear at \$50k + expected renewal increases. ES commented that the gear item should never have been in the capital budget as it is a union obligation.

PS asked per ballistic vests for the Police Dept. as also something to be budgeted similarly, to which ES agreed as contractual costs and said grants have been beneficial. Chief Brady said the vests are put through policy and procedure. PS asked of the increase from \$40k to \$78k which Mr. Guerreiro said is based in part on the holiday, vacation and sick buy-back due to retirement. ES clarified that the Chief's mandatory retirement is at his 65th birthday, to which PS commented was still unclear how this adjustment would be reflected in the current budget. ES added that #51910 was moved into the same line item contributing to the figure of \$78,000 and that the budget is level-funded with the exception of the \$60,000 in question.

MD made a motion to tentatively approve the FY2024 220 FIRE DEPARTMENT budget of \$6,792,811. PS seconded the motion and it passed, 7-0-0: MD, PS, PM, CM, LJM, RB, RP.

- **292 – ANIMAL CONTROL**

Officer Lori Miranda, Department Head, spoke of her proposal as a succession plan in requesting a full-time assistant position, having worked with ten different assistant animal control officers during her 14-year tenure, and which is not cost-efficient for the PD. The new position would replace and eliminate two p/t positions at an increase differential of \$20k to which ES added another \$17,000 in benefits would also be added and said is reflected in the 910 budget. ES supported the new f/t position as a practical way to keep people living and working in Town. Officer Miranda offered that her current assistant, who is from Harwich is hoping to come on board in Dennis in a f/t capacity. Second proposal concerns a change in venue from the Boston Animal Rescue League satellite operation in Brewster at a yearly cost of \$6,500 to a private facility in Forestdale that takes in dogs and cats and which would save the PD at least \$4,500.

PM made a motion to recommend the FY2024 292 ANIMAL CONTROL budget of \$152,7153. LJM seconded the motion and it passed, 7-0-0: PM, LJM, PS, MD, CM, RB, RP.

Officer Miranda thanked ES and JC for their help with the Animal Control budget.

MD asked per the process in delaying the PD budget when the numbers are currently available, to which PS said she wanted to see where the Board was in terms of the whole process and that she would like to sit down with the PD to get some other questions answered.

RP advised continuing the vote on the PD budget to the third meeting in the current budget review, which PM supported.

3. PLANNING/COMMUNITY DEVELOPMENT/DNR

- **171 – DEPT. OF NATURAL RESOURCES**

Karen M. Johnson, Dir. of Natural Resources presented; said their budget has overall gone down, main reduction under purchases/services as the Piping Plover mitigation plan at \$12,300 will not be pursued going forward now that the Habitat Conservation permit will not be pursued having proven not useful. Aquacultural is now placed under groundskeeping supplies with a separate line item for clothing and uniforms per union contracts; more money put into maps and signs, memberships and subscriptions; still have one vacant position.

CM made a motion to recommend the FY2024 171 DEPT. OF NATURAL RESOURCES budget of \$488,788. RB seconded the motion and it passed, 7-0-0: CM, RB, PM, PS, MD, LJM, RP.

- **241 – BUILDING INSPECTOR**

Paul Fowler, Building Commissioner, presented; noted level-funded budget with increases for contractual agreements.

MD made a motion to recommend the FY2024 241 BUILDING INSPECTOR budget in the amount of \$406,609. PM seconded the motion and it passed, 7-0-0: MD, PM, PS, CM, LJM, RB, RP.

- **691 – HISTORICAL COMMISSION**

Paul Fowler presented; said the \$1,000 budget has existed as such for as long as he can remember and funds signs, plaques and such around town.

PM made a motion to accept the FY2024 691 HISTORICAL COMMISSION budget in the amount of \$1,000. PS seconded the motion and it passed, 7-0-0: PM, PS, MD, CM, LJM, RB, RP.

- **692 – SOUTH DENNIS HISTORIC DISTRICT**

Mr. Fowler presented; reported level-funded with increases due to contracted salary adjustments, some reclassification; office supplies combined with postage fees. PS asked why over-time is listed as “other”, to which JC said it is not-specifically assigned overtime and Mr. Fowler said also refers to pay for the meetings recording secretary.

RB made a motion to accept the FY2024 692 SOUTH DENNIS HISTORIC DISTRICT budget in the amount of \$13,080. LJM seconded the motion and it passed, 7-0-0: RB, LJM, PM, PS, MD, CM, RP.

- **693 – HISTORICAL DIST OKHRHD**

Mr. Fowler presented with level-funded, contractual agreements and combined legal advertising and office supplies.

RB made a motion to accept the FY2024 693 HISTORICAL DIST OKHRHD budget in the amount of \$32,711. LJM seconded the motion and it passed, 7-0-0: RB, LJM, PM, PS, MD, CM, RP.

- **175 – PLANNING**

ES announced that Town is actively recruiting for a new Planner as Dan Fortier, the interim Planner, can only work 19 hours a week based on Barnstable County retirement rules. Town is hoping to have the position filled by spring and updates on comp studies and the search progress will follow; Kelly, Dan’s assistant, has changed positions. CM asked if \$10,000 more in the salary would make a difference.

CM made a motion to tentatively approve the FY2024 175 PLANNING budget in the amount of \$158,059. RB seconded the motion and it passed, 7-0-0: CM, RB, PM, PS, MD, LJM, RP.

III. RESERVE FUND TRANSFER REQUESTS

1. LEGAL ADVERTISING

LJM made a motion to approve a transfer request in amount of \$4,435.20 to account #100122-53440 Legal Advertising. RB seconded the motion and it passed, 7-0-0: LJM, RB, PM, PS, MD, CM, RP.

2. FIRE CHIEF RECRUITMENT

CM made a motion to approve a transfer request in amount of \$6,449.00 to account #100129-53000 Professional/Technical Services. LJM seconded the motion and it passed, 7-0-0: CM, LJM, PM, PS, MD, RB, RP.

3. HAIGIS BEACH SEA WALL

ES spoke of significant damage from the Dec. 23rd storm which these funds will mitigate and permit immediate safety protocols be put in place, per a report from Coastal Engineering. PS asked if this was more of a band-aid approach to which ES said \$3500 for a long-term solution

plan is included in this proposed transfer. PS questioned the cost of renting an \$11k piece of equipment, asked if the machinery is currently in the DPW fleet. LJM recommended follow-up.

CM made a motion to approve a transfer request in amount of \$18,500.00 to account #100635-53400 Capital Improvements. LJM seconded the motion and it passed, 7-0-0: CM, LJM, PM, PS, MD, RB, RP.

CM requested the number of Transfer Requests for the last three fiscal years. JC said she would bring that document to the next FINCOM meeting.

PM made a motion to adjourn the meeting at 6:09pm. PS seconded the motion and it passed, 7-0-0: PM, PS, CM, MD, LJM, RB, RP.

Respectfully submitted,
Jody O'Neil

Accepted by Finance Committee March 29, 2023