

Truro Board of Selectmen  
Meeting Minutes – June 3rd, 2014  
Truro Town Hall, 5:00pm

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Maureen Burgess

Others Present: Acting Town Administrator, Charleen Greenhalgh, Co-Acting Town Administrator Robert Lawton

Chair Jay Coburn called the meeting to order at 5:00 p.m.

**Review and approval of Minutes- May 20, 2014<sup>1</sup> Annual Town Meeting Minutes**

It was determined to postpone the review and approval of the May 20th, 2014 minutes until the June 17th meeting.

**Public Comment Period**

Tim Silva, Chair of the Pamet Harbor Commission came before the Board of Selectmen with questions relative to the draft revised job description for the Harbor Master/Shellfish Warden, the Land Management Agreement, and the candidate for Pamet Harbor Commission membership that was before the Board of Selectmen at their previous meeting. Coburn and Weinstein agreed that the Land Management Agreement should be discussed at a future meeting.

**Public Hearing Transfer and Pledge of Seasonal All Alcohol Retail Package Store Liquor License from Central Liquors of Truro, Inc. to 2 D's Transport, Inc dba Fuller's Package Store**

Coburn read the Public Hearing Notice into the record<sup>2</sup>.

Attorney Michael Stusse explained that the Stock Holders for 2 D Transport Inc. were before the Board of Selectmen for a request for a transfer and pledge of the license to Rockland Trust. He added that all of the information requested was before the Board of Selectmen. Attorney Stusse added that Faith and Fred Dunn have interest in Fuller's Package Store. He explained Mr. Dunn's personal background adding that they were good applicants. Hearing no questions Coburn closed the Public Hearing and welcomed the Dunn's to Truro. **Worthington moved to approve the transfer and pledge of seasonal all alcohol retail package store license for 2D's Transport, Inc. dba Fuller's Package Store , Frederick W. Dunn, owner/manager from licensee Central Liquors of Truro, Inc. Scott Perry, owner/manager located at 300 Route 6, Truro. Burgess seconded the motion. So voted unanimously 5-0.**

**Request and Approval for placement of plaque on Snow's Park Bench and Proclamation**

Pat Wheeler, Chair of the Truro Concert Committee and Ann Courtney explained that Betty Bingham has worked with the Truro Concert Committee for 20 years<sup>3</sup>. They are requesting a proclamation and a plaque to be placed on a Snow's Park bench in her honor. **Wisotzky moved to approve the placement of the plaque for Betty Bingham and the proclamation. Burgess seconded the motion. So voted unanimously 5-0.**

**Review, Approve & Authorize the Chair to sign Open Space & Recreation Plan Support Letter**

Nick Norman, Chair, Open Space Committee came before the Board of Selectmen to request a support letter<sup>4</sup> for the Open Space and Recreation Plan. He explained some of the report and stated that the finalized report should be available June 15<sup>th</sup>. **Wisotzky moved to approve the Open Space and**

**Recreation Plan support letter and authorize the Chair to sign. Worthington seconded the motion. So voted unanimously 5-0.**

**Review and Approve and Authorize Chair to sign : Water Hook Up Application 13 Arrowhead Rd**

Michael Coehlo explained that the water hook-up application was for a single family dwelling on 13 Arrowhead Road<sup>5</sup>. Weinstein added that this request was approved by a unanimous Board of Health vote. **Wisotzky moved to approve the water hook up for 13 Arrowhead Road and authorize the Chair to sign. Weinstein seconded the motion. So voted unanimously 5-0.**

**Update on Police Vehicles**

Coburn stated that a memo was circulated on the acquisition of the new police vehicles and asked that the discussion be postponed until the meeting of the 17<sup>th</sup>.

**Authorize Conditional Offer of Employment to Leo Rose Jr. to position of Police Officer**

Chief Takakjian spoke of the appointment of Leo Rose Jr. to the fulltime Police Academy in the fall. He gave a brief personal history of Mr. Rose's upbringing and education. He added that there are a few remaining items that need completed but at this time Chief Takakjian would like to offer Mr. Rose a conditional letter of employment<sup>6</sup>. There is a tentative Academy date of September 8<sup>th</sup> but it could be changed by the State. **Wisotzky moved to approve the conditional offer of employment as Police Officer to Leo Rose Jr. and Authorize the Chair to sign the letter. Weinstein seconded the motion. So voted unanimously 5-0 .**

**Review and Approve and Authorize the Chair to sign Truro Farmer's Market Use of Town Property June 16-Sept. 29, 2014 and Fee Discussion**

Francie Randolph, of Sustainable Cape, spoke to the previous year's success of the Farmer's Market. She stated that the market had generated \$70K in revenue last year. There was a discussion that the Selectmen's policy for fee waivers was revised to include a 50% discount of fees to non-for profits. The Farmer's Market and AgFair will include the use of Town property<sup>7</sup> multiple times through the summer season. Ms. Randolph responded that the organizers were unsure at this time if the market would continue through the month of September. Wisotzky stated concern over setting a precedent if they were to not charge for the multiple use of Town property since the Board of Selectmen had taken a very hard look at the cost to the Town of local events in Truro. There was a brief debate to pay the fee on a monthly basis for the markets that occur. Weinstein agreed that the activity should be support but not subsidized. It was brought up that the market vendors cover the extra expense to help with this fee. Kristen Roberts, of Truro Vineyards interjected with a donation for the cost of the Use of Town Property for Sustainable Cape for 2014. **Coburn asked for a motion to approve the use of Town property for the Farmer's Market and AgFair with the \$25.00 per day fee. Weinstein so moved. Burgess seconded the motion. So voted unanimously 5-0.**

**Review and Approve Request to Use Town Property –Snow's and Pamet Parks –AgFair**

**8/31/2014** Coburn stated that the Use of Town Property Application was before them for Snow's and Pamet Park Sunday August 31<sup>st</sup>; the 6<sup>th</sup> Truro AgFair.

**Wisotzky moved to approve the Use of Town property for the Ag-Fair. Worthington seconded the motion. So voted unanimously 5-0.**

**Review and Approve Truro Vineyards Sampling Selling of Farm Winery Products at Farmers**

Coburn explained to the Board of Selectmen that there was an application before the Board for the

Farm Winery to sample and sell at the Farmer's Market<sup>8</sup>. Ms. Roberts noted that it was the same size sample as last year with one sample only given per person. Molly Tredwell, will be the employee working for Truro Vineyards at the event and she is TIPS certified **Weinstein moved to approve Truro Vineyards sampling selling at the Farmer's Market. Wisotzky seconded the motion. So voted unanimously 5-0.** It was noted that the license would be at the same rate as last year, \$25 per date.

#### **Review and Approve Request to Use Town Property June 28, 2014**

This request<sup>9</sup> was for a wedding ceremony at Corn Hill Beach and the use of the parking lot for the ceremony. **Wisotzky moved to approve the June 28<sup>th</sup> wedding at Corn Hill Beach. Worthington seconded the motion. So voted unanimously 5-0.** There was a brief discussion that the amplification of the ceremony not be too loud.

#### **Review and Approve Book Boxes at 4 locations-Friends of the Truro Library**

Trish Ford, Library Director and Bob Daglio of Friends of the Truro Library came before the Board of Selectmen with a Book Box proposal<sup>10</sup>. Mr. Daglio explained that it is a national program and is also in 20 countries. He explained the free book boxes and their concept. The Friends of the Truro Library will build and maintain three book boxes to be located at Corn Hill Beach, Head of the Meadow Beach and Snow's Park for Phase I. After the first summer they will see how successful the program was and start Phase II and then Phase III at other locations in town. Ms. Ford read the list of people that supported the book boxes. Worthington asked about the age range of the books that will be placed in the boxes. Wisotzky thanked Mr. Daglio for spearheading this project. It was noted that the book boxes would be up for the summer season until late September. **Worthington moved to approve Truro's Little Free Public library at the three locations: Snow's Park, Head of the Meadow Beach, and Corn Hill Beach. Burgess seconded the motion.** It was explained to Mr. Daglio that he would have to return before the Board of Selectmen to receive permission for Phase II & III. **So voted unanimously 5-0.**

#### **Review and Approve Entertainment License-Recreation Department June 14, 2014**

Ms. Greenhalgh stated that this was an event<sup>11</sup> to kick off the summer by the Recreation and Beach Department. Burgess asked if it was kid centered. Ms. Greenhalgh felt that it was for all ages. **Wisotzky moved to approve the Entertainment License for the Recreation Department Community Summer Kick-Off party on June 14, 2014. Burgess seconded the motion. So voted unanimously 5-0.**

#### **Intra Departmental Budget Line Item Transfer Request for Board of Health**

Ms. Greenhalgh explained that the request<sup>12</sup> requires approval from the Board of Selectmen; this request authorizes a transfer from within the Board of Health budget itself.

**Wisotzky moved to approve the Intra Departmental Budget line item transfer of \$1000 for the Board of Health. Burgess seconded the motion. So voted unanimously 5-0.**

#### **Re-appointments of Committee/Board Members**

Coburn stated that there are some applications to serve before them for re-appointments<sup>13</sup>. **Burgess moved to approve the re-appointments for the various individuals in the Board of Selectmen packet** {Ansel Chaplin, BOH; Shannon Corea, WROC; Joan Holt, COA Board; Eliza Harned, beach Commission; Bertram Perkel, ZBA; Tracey Rose, BOH; Steve Royka, COA Board; Hannah Shrand, COA Board; Stanley Sigel, PHC; Jason Silva, BOH; Kathleen Stevens, COA Board; Susan Travers, HSC; Claudia Tuckey, COA Board} **Weinstein seconded the motion. So voted unanimously 5-0.**

### **Accept Resignation of Maureen Burgess from the Commission on Disabilities**

Burgess explained that she has to resign as member of the Commission on Disabilities<sup>14</sup>. **Worthington moved to accept the resignation letter from Maureen Burgess from her appointment to the Commission on Disabilities with thanks. Wisotzky seconded the motion. So voted 4-0-1. Burgess abstained.**

**Close out of Staging permits for 15, 17, 19 Avocet Rd, 7 & 8 Kestrel Lane, & 8 Falcon Lane** Ms. Greenhalgh explained that all the appropriate Department heads had all signed off on the Staging Permit Applications<sup>15</sup>. She added that the Chair was required to sign so that the certificate of liability could be released. **Weinstein moved to approve the close out of Construction Staging Permits for 15, 17, 19 Avocet Rd, 7 & 8 Kestrel Lane, & 8 Falcon Lane . Burgess seconded the motion. So voted unanimously 5-0.**

### **Review and Approve Job Descriptions: Harbor Master/Shellfish Warden; Outreach Coordinator; Inclusion Specialist**

Tim Silva came before the Board of Selectmen with questions related to the proposed combined job description for Harbor Master/Shellfish Warden<sup>16</sup>. Mr. Silva spoke to the challenges of the position. He spoke to the copy of the job description that he was in possession of that lists the ability to arrest as a function of the Harbor Master. He commented that arresting people should be left to the police but could give citations and tickets. Coburn read the section related to appropriate enforcement. Mr. Silva commented on the 9 month schedule that a Harbor Master is on with respect to the dredging of the Harbor and other tasks that need to be completed at specific times of the year. It was determined that the Pamet Harbor Commission review the draft job description and come back with any changes. Ms. Greenhalgh cautioned against there being too many tasks listed in the job description. Weinstein stated that he has been in conversations with Attorney Dolan regarding the job description. He added that there are some aspects to the job that are under the jurisdiction of the Coast Guard. Coburn stated that at this time it was important for the Board of Selectmen to not rewrite the job description as a group. However, noting that the position needs to be filled as soon as possible. Ms. Greenhalgh commented that the job has been posted in house and closes June 13<sup>th</sup> with an appointment not to begin until July 1st. Worthington suggested that the Shellfish Advisory Committee also work in conjunction with the Pamet Harbor Commission. There was a brief discussion on the Land Management Agreement being discussed at a future meeting. **Weinstein moved to approve the Harbor Master/Shellfish Warden Job description. Burgess seconded the motion. So voted unanimously 5-0.**

### **Outreach Coordinator-**

Ms. Greenhalgh noted that the job description for the Outreach Coordinator<sup>17</sup> has changed dramatically. She added that the Union has waived its right to review the job description. She added that the position has been advertised as the Board of Selectmen had given her permission to fill the position. Burgess added that the Outreach Coordinator is the first point of contact for seniors. Worthington questioned that the degree requirement does not include a background in gerontology. **Worthington moved to approve the job description for the Outreach Coordinator. Burgess seconded the motion. So voted unanimously 5-0.**

### **Inclusion Specialist-**

Mr. Lawton cited the memo written<sup>18</sup> by the Recreation and Beach Director Kelly Clark. Wisotzky asked if there was a rush to review this job description. Ms. Greenhalgh responded that there was and the positions need to be advertised, she further explained that when a need arose for an Inclusion Specialist that Truro had to comply by the law and offer services for the child. She added that there is

money every year set aside for this position should the need arise and this was only for the summer program as there may be a couple of children that will need the services. Burgess asked if the children needing the services were all Truro children. Ms. Greenhalgh wasn't certain but added that it is their policy not to exclude anyone. Wisotzky commented that he has had no time to review the memo and job description as they were submitted after the packet. Ms. Greenhalgh added that it is a working document but she would like to advertise the position. She added that it can be placed on the Agenda to clarify if the positions are needed on June 17<sup>th</sup>. **Weinstein moved to approve and adopt the Inclusion Specialist job description on an interim basis. Burgess seconded the motion. So voted unanimously 5-0.**

#### **Review and Approve the Chair to sign Contract ASNE Maintenance Contract for Public Safety Facility Generator and One year extension for B&B Electric**

The ASNE contract<sup>19</sup> was for maintenance of the generator with a rate of \$1239.00 per year. **Burgess moved to accept the ASNE contract for the Public Safety Facility Generator and Authorize the Chair to sign. Wisotzky seconded the motion. So voted unanimously 5-0.**

Truro has a contract with B&B Electric<sup>20</sup>, and before the Board of Selectmen is a one year's extension to the contract. It was noted that B&B Electrical does excellent work.

**Burgess moved to approve the one year extension for the Electrical services contract and authorize the Chair to sign. Weinstein seconded the motion. So voted unanimously 5-0.**

#### **Application to Use Town Property Pamet Park July 6-August 31<sup>st</sup> and Fee Determination**

Ms. Greenhalgh explained that the application to Use Town Property before them was for Yoga on Sunday mornings through the summer at Pamet Park<sup>21</sup>. There was a brief discussion as to what the fee should be as the yoga class is a business that is being run on a public resource. He cautioned that the Board members follow their policy on fees and cautioned handling each request on an adhoc basis. Worthington commented that they incorporate this type of request into their policy. Coburn responded that the discussion and debate are not on the Agenda adding that he was open to a revision of the policy on the meeting of June 17<sup>th</sup>. Ms. Greenhalgh suggested that perhaps this request and Zumba (June 17<sup>th</sup>) could be sponsored by the Recreation Department. It was determined to revisit this request on the 17<sup>th</sup> if it falls under the Recreation department. **Wisotzky moved to continue the application to Use Town Property by Genvieve Morin and Truro yoga. Burgess seconded the motion. So voted unanimously 5-0.**

#### **Review and Approve Policy Memorandum #34 Revision**

Wisotzky stated that he wanted to clarify the responsibilities of the Board of Selectmen liaison to Boards and Committees by revising Policy #34<sup>22</sup>. Weinstein suggested that the second paragraph would be clearer if the second sentence were eliminated. He commented on Number 1 with respect to attendance of meetings. Weinstein stated that he wasn't sure of the number of meetings of any one Board or Committee that a Liaison should attend but felt that they should be expected to attend on a regular basis. He cited an example of a colleague being unable to attend and not being up to date on proposed Zoning Changes. Wisotzky was concerned that requiring attendance was difficult for people. It was discussed that the Chairs of Committees understand their roles and responsibility and communicate more effectively with the Liaisons. Worthington agreed that there needs to be a consistent policy for all Chairs to abide by.

There was a brief discussion as to whether the Selectmen received minutes from the Committees and Boards that they were assigned to. Wisotzky felt that there was no streamlined communication as far as

liaisons roles and responsibilities were to Boards and Committees thus Chairs had many concepts of the Liaison role. Weinstein noted that the start of all Board of Selectmen meeting's it is noted that it is being taped. He added that he would like Chairs of other Boards and Committees to do the same which they would learn to do through trainings. He also added the importance of minutes being kept. Burgess added that everyone should follow a single policy since there are tremendous variations with meetings and there needs to be clearer expectations.

Coburn agreed that the revised policy will have clearer expectations of the Liaison. He agreed with Wisotzky that he had a difficult time attending meetings. He added that it was important for Chairman to contact their respective Liaison if there is something important being discussed or their input was needed. Wisotzky added that he could not attend on a regular basis but would attend meetings when requested by the Chair. Ms. Greenhalgh clarified that the revision to Policy #34 was to eliminate the second sentence in paragraph 2 and combine number 1 & 4. Ms. Greenhalgh reminded the Board of Selectmen that there are certain Committees and Boards that have staff liaisons. It was suggested that perhaps there needs to be a Policy memorandum on role of Chairs to Committees and Boards. Mr. Lawton added that it needs to include information about training.

**Coburn asked for a motion to approve Policy #34 Liaisons with the revision removing in paragraph 2 the second sentence and combining number 1 and 4. Worthington so moved. Burgess seconded the motion. So voted unanimously 5-0.**

#### **Selectmen Reports and Liaison Reports**

**Weinstein-** He explained that the Water Testing has begun on a weekly basis for the public beaches in Truro.

**Burgess-**She explained that the First Congregational Parish Church is on the National Registry of Historical Places. There will be a discussion on the Mid 20<sup>th</sup> Century Modern Survey with the Friends of the Meeting House on August 21<sup>st</sup>. Dave Quinn, the Regional Waste Reducton Planner for Barnstable County attended the Recycling Committee meeting to discuss Pay As You Throw. Commission on Disability will look into using their logo as a way of promoting locations and business that are handicap accessible as well as there being a section in the Chamber of Commerce book for these locations.

**Wisotzky-** He stated that Bob Loomer will be assisting the Truro Fire and Rescue Department starting June 16<sup>th</sup>. They are maping out the beginning of a work plan with the Chief and Command Staff. He explained that they are also working on recruitment and retention. On July 8<sup>th</sup> Bob Loomer will be coming with Chief Davis to give an update.

**Worthington-** She stated that there was a very good response from the Department Heads request to speak with the Town Administrator Search Committee. Mr. Lawton explained that there is a limited amount of money but there are funds available to pay a secretary. She commented that Paul Morris would assist with the Selectmen's booth at the Transfer Station and Snow's Park for Selectmen Office Hours. Wisotzky suggested that office hours also be held at the Farmer's Market.

**Coburn-** He spoke of starting the Selectmen's Office hours again. He explained that he and Tom Dunnegan, Chair of the Provincetown Board of Selectmen are in talks to reschedule a joint meeting of the Boards with the respective Town Departmen heads. It was decided to wait until September due to scheduling and limited parking in the summer in Provincetown.

Mr. Lawton spoke of the proposal of a standard Consent Agenda being added to the next Board of Selectmen meeting Agenda. He explained that it consolidates similar brief items that are up for review and requires only one motion for all items listed.

**Next Meeting Agenda: June 17, 2014**

Joint meeting with Cable and Internet Advisory Committee to review the LCCAT Agreement; Request to Use Town Property-Town Hall Parking lot; Castle Hill Center for the Arts Entertainment and One Day Liquor Licenses; Weinstein requested an update on the County Budget from the Truro Representative (Deb McCutcheon) to the Assembly of Delegates; Worthington requested a debriefing on the Golf Course bid; Discussion of the FY15 Goals and Objectives; Wisotzky asked if materials that arrive after the packet for Agenda items be postponed until the following meeting due to needing more time to review the items. Everyone was reminded that there is a Wednesday by noon deadline for meeting material prior to the Tuesday meeting and requests for the Agenda must go through Town Administration. The Public Hearing for the Goals and Objectives for Fiscal 2015 date was finalized for June 25<sup>th</sup> at 7pm and staff is encouraged to work flexible hours that day so that they attend the hearing.

**Acting Town Administrator’s Report<sup>23</sup>**

Acting Town Administrator Lawton stated congratulations to Charleen Greenhalgh and Trudi Brazil for successfully completing with Honors the Master’s level 9 month program through Suffolk University.

**At 7:33PM Coburn moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law , Chapter 30A, 21 (a) number (2) to discuss strategy session in preparation for contract negotiations regarding Solid Waste and to not reconvene in Open Session. Roll Call Vote: Robert Weinstein, aye; Maureen Burgess, aye; Jay Coburn, aye; Paul Wisotzky, aye; Jan Worthington, aye. So voted unanimously 5-0.**

Respectfully submitted,  
Nicole Tudor, Board of Selectmen Secretary

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Jay Coburn, Chairman

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Paul Wisotzky, Vice-Chairman

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Janet W. Worthington, Clerk

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Robert Weinstein

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Maureen Burgess  
Board of Selectmen  
Town of Truro

1 Board of Selectmen May 20, 2014 Meeting Minutes  
2 Public Hearing Notice and Packet for Transfer and Pledge of License for Fuller’s Package Store, 300 Route 6  
3 Request to be on Board of Selectmen Agenda and Proclamation for Betty Bingham  
4 Open Space Committee Support letter to Nick Norman from the Board of Selectmen  
5 Application for Water Hook-Up with the Town of Provincetown for 13 Arrowhead Road  
6 Chief Takakjian Conditional Letter of Employment to Leo Rose Jr.  
7 Use of Town Property Application from Sustainable Cape for Farmer’s Market and AgFair  
8 Truro Vineyards Farm Winery at Farmer’s Market application packet 2014  
9 Use of Town Property Application for Corn Hill Beach and Parking lot  
10 Friends of the Truro Library Free little Book Boxes –Trish Ford and Bob Daglio

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- 11 Entertainment application for the Truro Recreation Department for June 14th, 2014
  - 12 Town of Truro Intra Departmental Budget Line Item Transfer Request
  - 13 Applications to serve for various Board and Committee members
  - 14 Maureen Burgess letter of resignation from Commission on Disabilities and letter of thanks
  - 15 Greg Morris- 6 Construction Staging permits for Cold Storage Beach
  - 16 Draft Job Description for Harbor Master/ Shellfish Warden
  - 17 Outreach Coordinator Job Description
  - 18 Memo from Kelly Clark, Recreation and Beach Director and accompanying Job Description
  - 19 ASNE Contract number CNR-01515-C2V8S0 for 130K Generator
  - 20 B&B Electrical Services contract with the Town of Truro for FY15
  - 21 Use of Town Property Application Genevieve Morin –Pamet Park Sunday Yoga
  - 22 Revised Board of Selectmen Policy #34 Liaisons
  - 23 Acting Town Administrator’s Report June 3, 2014