

Truro Board of Selectmen  
Meeting Minutes – August 26, 2014  
Truro Town Hall, 5:00 p.m.

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

Others Present: Co-Acting Town Administrator Robert Lawton

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

**Public Comment Period**

No public comments given.

**Proclamation for Robert Holt**

Coburn spoke of Robert Holt's years of service to the Town of Truro. Mr. Holt's proclamation<sup>1</sup> was read into the record. The Board of Selectmen gave thanks to Robert Holt. Mr. Holt spoke of the privilege and pleasure of working with so many good people for the well being of the town.

**Joint meeting with Town Administrator Search Committee presentation of Town Administrator Finalists & Interview Schedule**

Lori Meads, Chair of the Town Administrator Search Committee gave introductions of the Committee members. Ms. Meads gave a brief synopsis of their process dating back to April 22nd. She explained that there were interviews with Department heads to discover what qualities they would like to see in a Town Administrator and what they perceived are the challenges currently facing the town. Ms. Meads explained that there was also a survey that was available to the public in June. She explained that there were a total of 58 applications submitted which was then reduced to the 4 finalist through a series of interviews in August. She explained that the 4th candidate's name will be held due to the person's boss being unreachable but the name will be presented on September 9th. Three finalists were listed as : Jillian Douglas; Michelle Jarusiewicz and Rae Ann Palmer. Coburn thanked the Committee for their hard work. Ms. Meads thanked the Committee and Mark Morse. Coburn discussed the agenda for the interview date of September 16th for the four candidates. He explained that he drafted a schedule for the candidates on the 16th starting at 9am. Coburn explained the rest of the day with each Board of Selectmen taking a candidate to various locations in Truro. The interviews will commence at 5pm. Burgess and Worthington switched locations and Coast Guard beach was named as the beach for the candidates to see. Worthington agreed to show Sally's Way (affordable housing apartments) to the candidates. Mr. Lawton provided the Board of Selectmen interview questions for the candidates in which they are to review and respond with the two that they would like to ask the candidates. There will also be two scenarios for the candidates to answer.

Mark Morse, the Town Administrator Search Consultant, stated that it was good working with the Committee. He explained that they have done 85% of the background investigation. He explained that he needs to follow up on the finalists references with their graduating colleges and universities. Mr. Morse suggested that the candidates be provided a sense of the interview day beforehand. Mr. Lawton stated that he would speak with the finalists. Weinstein thanked Mr. Morse for his efforts.

**Review and Adopt New Standards in Training for the Fire Department**

Wisotzky stated that the Board of Selectmen need to put into policy the standards for training as

recommended in the MRI report. He added that MRI (Municipal Resources Inc) had 6 top recommendations with #2 stating that , "Truro Fire and Rescue should immediately cease allowing untrained personnel to staff on a Per diem basis." He cited the order of training as recommended by MRI;{*MRI Final Report: Fire Services Organizational Analysis for the Truro Fire and Rescue Department , March 2014, pg.5-6 A-F*}.

He explained that the Board of Selectmen set policy for the Fire Department. This policy will be that no one can serve Per diem unless they have Fire Fighter I training and certification. Wisotzky stated that Labor Counsel Dolan crafted a motion to that affect<sup>2</sup>. Worthington received clarification that there are some people that are not Per diem that it would not affect. Weinstein thanked Worthington and Wisotzky for their hard work. **Weinstein moved that the Board of Selectmen ratify the recent action of the Fire Chief in establishing Firefighter I certification as the minimum standard for service as a per diem firefighter and adopt that as a policy. Burgess seconded the motion. So voted unanimously 5-0.**

### **Review and Approve Recycling Services Agreement with Covanta Sustainable Solutions LLC and Authorize the Chair to sign**

Paul Morris, DPW Director came before the Board of Selectmen for review and approval of the Covanta Sustainable Solutions<sup>3</sup>, LLC. Burgess asked about the arrangement of taking solid waste material to Yarmouth. Mr. Morris explained the process of the recyclables going to Yarmouth. Wisotzky asked about the different reimbursement rates. Mr. Morris stated if there were more room at the Transfer Station they would be able to get a better price which will not occur until they have secured approvals from DEP, then recycling area can be expanded on allowing for better sorting. Mr. Morris explained to Wisotzky that the glass recyclables will be taken by Covanta with no reimbursement due to the size of Truro's Transfer Station and the labor to sort it. Wisotzky asked if there were any changes in the contract. Mr. Morris explained that Covanta is in the process of getting their certifications. Coburn asked about organic waste. Mr. Morris explained that there is so much mulch that they cannot get rid of but the public is welcome to it.

**Wisotzky move to approve the Recycling Services Agreement with Covanta Sustainable Solutions LLC and authorize the Chair to sign. Weinstein seconded the motion. So voted unanimously 5-0.**

### **Update on FY15 Goals and Objectives**

Mr. Lawton explained that the blue lettered font is the latest updates to the Board of Selectmen Goals and Objectives<sup>4</sup>. He noted that progress is being made in a number of areas. Mr. Lawton explained that he will be discussing with the Town Accountant ways to fund the Health Insurance Liability. He added that he is trying to get MASSDOT to meet with and discuss options for moving the DPW facility. Coburn stated that he would like to review Town fees by this December.

### **Review and Approve Contract with Coastal Engineering regarding permit extension for Pamet Harbor Dredging and Authorize the Chair to sign**

Mr. Lawton referred to the Memo that the Board of Selectmen were given regarding the Pamet Harbor Dredging<sup>5</sup>. He explained that some of the permitting required for dredging might expire and Coastal Engineering will be coordinating the required permits. He added that Coastal Engineering is going to give us the final cost at which time the Board of Selectmen may want to go out for proposals. He explained that funding is available and everything should be done by January. Worthington thanked Mr. Lawton for doing this as the permitting was a concern for her.

**Wisotzky moved to approve the Contract with Coastal Engineering regarding permit extension for Pamet Harbor Dredging and Authorize the Chair to sign. Weinstein seconded the motion. So voted unanimously 5-0.**

**Appointment of Deputy Shellfish Warden per MGL CH 130 § 98-Steve Wisbauer & Financial Interest Disclosures & Determination and Acceptance of Disclosure of Appearance**

Mr. Lawton explained that the issue involved is the appointment of the Deputy Shellfish Warden<sup>6</sup> and the fact that Steve Wisbauer has a shellfish grant. He stated that his recommendation was for Steve Wisbauer to be appointed provided that it was determined that the conflict was not so substantial and the two Shellfish Warden's worked on different schedules. Mr. Lawton mentioned that he had a conversation with the Harbor Master who agreed if Mr. Bloom and Mr. Wisbauer worked different times than there was no conflict. Worthington asked if this pertained to his Shellfish Advisory Committee appointment as well which Mr. Lawton concurred that it did. Coburn noted that the Shellfish Advisory Committee was an advisory Committee and not regulatory. Weinstein asked what would assure the Board of Selectmen that Mr. Wisbauer would not be inspecting his own grant. Mr. Lawton explained that Mr. Jackett is the soul inspector of the deep water grants and Mr. Wisbauer understands that.

**Burgess moved that the Board of Selectmen vote to approve the Massachusetts General Laws Chapter 268A, §19 &20(b) disclosure filed by the municipal employee Steve Wisbauer concerning financial interest and have a determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee and further authorize the Chair of the Board of Selectmen to complete, execute and file the Disclosure Statements and to certify approval of exemption under §20(b). Weinstein seconded the motion. So voted unanimously 5-0.**

**Burgess moved to appoint Steve Wisbauer as the Deputy Shellfish Warden. Weinstein noted the addition of it being in accordance with MGL Chp. 130 § 98 [Shellfish Constables;appointment; powers and duties;notice of appointment]. Burgess accepted the amendment. Weinstein seconded the motion. So voted unanimously 5-0.**

**Consent Agenda**

- 1) Review and Approve Meeting Minutes- August 12, 2014<sup>7</sup> Regular & Executive & Hold
- 2) Review & Approve and authorize Chair to sign:
  - a. Woods Hole Group Inc. Services Agreement<sup>8</sup>
  - b. Massachusetts Housing Partnership Agreement for affordable housing at 340 Route 6<sup>9</sup>
  - c. MJT Enterprises Inc. DBA Cape Cod Oil Co. FY15 Fuel Oil contract for Town Buildings<sup>10</sup>
- 3) Review & Approve Reappointments to Boards and Committees<sup>11</sup> (Pat Pajaron- Emergency Management Director Assistant; Marjorie Childs-Com.Dis.; Bernard Robins-COA; Steve Wisbauer-SAC)
- 4) Review and Approve acceptance of Resignation-Dana Pazolt from Shellfish Advisory Committee<sup>12</sup>
- 5) Review & Approve Renewal of 2 Year Shellfish Grant-Dana Pazolt-643 Shore Road –1 Acre<sup>13</sup>
- 6) Review and Sign AFSCME Contract for July 1, 2014 – June 30, 2015<sup>14</sup>
- 7) Review and Approve Francie Randolph (Sustainable Cape) amendment to Use of Town property to move Farmers' Market days from Mondays to Saturdays 1-5pm<sup>15</sup> (September 6, 13, 20, and 27<sup>th</sup>)

Wisotzky asked if the Farmers' market vendors were in agreement with the change to Saturdays. There was a brief discussion that the customers to the Farmers' Market slows down in the month of September. For the purposes of economic viability the Farmers' market organizers are looking to hold the market on Saturdays. It was noted that Truro Treasures weekend is held on Sept. 20-21st and the traffic tends to

still be busy on Saturdays along Truro Center Road. Chief Takakjian spoke of his request for a police officer for every Saturday market with that expense paid for by the Market vendors. Coburn commented that the Post office will be closed in the afternoon and questioned the need for an officer. Wisotzky felt that there was no harm in approving with restrictions. Chief Takakjian reiterated that he was unsure what his staffing capabilities would be for Truro Treasures weekend admitting that it would require regional assistance from neighboring police departments. When questioned the Chief of Police responded that there were no other activities at Truro Center the day of Truro Treasures weekend. Some Board of Selectmen voiced that they did not see the need for police detail during the Farmers' market. Chief Takakjian explained that secondary roads become congested on weekends versus weekdays. Wisotzky stated that he trusted the Chief of Police as the Public Safety Officer and would not want to over rule his opinion. Chief Takakjian stated that he would try to fill the position with an officer each day of the Saturday market. Coburn stated that they would be asking the market vendors to bear the cost of the of an officer detail. It was determined that the total cost would equate to \$10 per vendor per day. It was discussed to approve the change in days but with some flexibility , consulting with the Chair of the Board of Selectmen and the Chief of Police. Wisotzky added that they have a policy establishing that there is no discount for police officers for events and this would not empower the Chair to waive the cost. Coburn added that the activity will help people to slow down through Truro Center. Mr. Lawton stated that it should be clear that the Chair, the Chief of Police and he will require a special detail that is paid for and is not free.

Coburn asked to hold (#2B) stating that he needs to abstain from the Massachusetts Housing Partnership Agreement. **Weinstein moved to approve the Consent Agenda items (except #2B) for August 26th, 2014. Burgess seconded the motion. So voted unanimously 5-0.**

**Wisotzky moved to approve the Massachusetts Housing Partnership Agreement (#2B) and authorize the Vice-Chair to sign. Burgess seconded the motion. So voted 4-0-1. Coburn abstained.**

#### **Develop Non-Discrimination Policy for Town Contracts**

Wisotzky stated that non-discrimination language<sup>16</sup> should be include in all town contracts. Weinstein read the non-discrimination language provided by Town Counsel into record. The proposed language from Town Counsel Veara was read into the record.

**Wisotzky moved to adopt the non-discrimination language and to have it included in all contracts (except Union contracts). Weinstein seconded the motion. So voted unanimously 5-0.**

#### **Review and Approve Proclamation: Suicide Prevention Week 9.8 - 9.14**

Wisotzky read into record the Suicide Prevention Proclamation<sup>17</sup> adding that this a very important public health issue. **Wisotzky moved to approve Suicide Prevention Week in Truro (9.8-9.14). Burgess seconded the motion. So voted unanimously 5-0.**

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

**Weinstein** – He spoke of the well attended Farmers' market office hours and various individuals concerns, including a concern with the Planning Board's proposed road definitions.

**Burgess**- She spoke of the office hours at the Transfer Station that she held with Coburn. She thanked Paul Morris and Tim King for their efforts with a beached whale at Cold Storage Beach and the property owner that allowed for the whale carcass to be bury on their property. She mentioned that First Parish Church Congregational Meeting house receiving its honor on the Historical Registrar. She mentioned a future science symposium to be held at the Cape Cod National Seashore from 1-4pm on August 28th at the Eastham visitors center.

**Wisotzky**- He spoke of the successful office hour with Worthington at the Community Center. He

added that members of the Planning Board would also be interested in joining their Office Hours.

**Worthington**-She stated that she and Wisotzky would get together with the COA Director after Labor Day weekend to review the Senior Tax Work Program.

**Coburn**-Stated that he will be meeting with Weinstein and the Chair of the Board of Health to begin discussions on what is involved to start proposing the Pay As You Throw program. October 16th from 4-6pm Representative Sarah Peake and Senator Dan Wolf will be holding a Lower Cape Affordable Housing Summit in Orleans. Affordable Housing Committees and Planning Boards are invited to attend to discuss initiatives at the State level particularly for rural areas.

**Worthington** –She asked if the DPW was a part of the discussion for Pay As You Throw along with the Recycling Committee and the Board of Health and what the process to impliment the project would look like.

**Weinstein** – He stated that he has been in touch with Wellfleet and there is public information for Pay As You Throw program noting that Brewster does a Pay As You Throw program.

**Burgess**- She commented if the Farmer’s Market is moved that she will will not be able to attend Office Hours on Sept. 6th. There was a discussion to have another Office hours list circulated.

Wisotzky asked for the 2015 meeting calendar to be circulated. Mr. Lawton responded that it would be in the next packet.

**Next meeting Agenda: September 9, 2014**

NStar Hearing and Tax Classification hearing; Use of Town Property –Pamet Harbor Parking lot, Truro Treasures weekend; Contract with KelKor, Inc. winner of the Public Safety Facility Roof Bid; and Fire department appointments.

**Town Administrator’s Report**

Mr. Lawton spoke of Truro’s Traffic Rules and Orders and readopting the document with updates. He explained that he held his first Department head meeting and listed items that were communicated. The DPW Director position has been advertised in the paper and closes September 19th.

**At 6:20pm Wisotzky moved to adjourn the meeting. Burgess seconded the motion. 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

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- <sup>1</sup> Robert Holt Proclamation
  - <sup>2</sup> Email from Attorney Jack Dolan to Paul Wisotzky dated August 21, 2014 regarding Training Standards
  - <sup>3</sup> Recycling Services Agreement with Covanta Sustainable Solutions LLC
  - <sup>4</sup> Update on Goals and Objectives FY15
  - <sup>5</sup> Mr. Lawton memo to the BoS dated August 5<sup>th</sup>, 2014 and the Contract with Coastal Engineering for permitting update for Pamet River dredging and Beach Nourishment
  - <sup>6</sup> Deputy Shellfish Warden Appointment; Financial Disclosures; and Disclosure of Appearance of a conflict
  - <sup>7</sup> Regular Meeting Minutes- August 12, 2014
  - <sup>8</sup> Woods Hole Group Inc. Services Agreement
  - <sup>9</sup> Massachusetts Housing Partnership Agreement for affordable housing
  - <sup>10</sup> MJT Enterprises Inc. DBA Cape Cod Oil Co. FY15 Fuel Oil
  - <sup>11</sup> Applications to serve- Marjorie Childs-Com.Dis.; Bernard Robins-COA; Steve Wisbauer-SAC
  - <sup>12</sup> Email from Dana Pazolt regarding resignation From SAC dated August 18, 2014
  - <sup>13</sup> Dana Pazolt renewal application for Shellfish grant at 654 Shore Road for 1 Acre
  - <sup>14</sup> AFSCME Contract for July 1, 2014 – June 30, 2015
  - <sup>15</sup> Letter to Board of Selectmen from Francie Randolph of Sustainable Cape regarding moving the dates of the market
  - <sup>16</sup> Non-discrimination language provided by Attorney E. James Veara
  - <sup>17</sup> Suicide Prevention Proclamation for the week of 9.8-9.14