

Truro Board of Selectmen  
Meeting Minutes – Tuesday, October 28, 2014  
Truro Town Hall, 4:00 p.m.

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

Present: Co-Acting Town Administrator- Robert Lawton, Jr., Paul Morris, Jason Norton, Steve Wisbauer, Chief Kyle Takakjian, Sandy Stapczynski

Chair Coburn called the meeting to order at 4:00 p.m.

**Coburn moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, Section 21(a) 3 to discuss with Town Counsel strategy with respect to litigation regarding 25-27 Stephens Way where discussion in an open meeting may have a detrimental effect on the bargaining or litigation position of the Town and to reconvene in open session, the Chair so declares. Wisotzky seconded. Roll Call Vote: Weinstein, aye; Burgess, aye; Coburn, aye; Wisotzky, aye, Worthington, aye. So voted unanimously 5-0.**

At 5:00p.m the Board of Selectmen reconvened in Open Session.

Coburn opened the public comments section of the meeting. No citizens came forth for the public comments section. Coburn continued by announcing the meeting was being taped for broadcast on channel 18, Truro TV, and asked if anyone in the audience was making a recording. Hearing no response in the affirmative Coburn proceeded with the first order of business.

**Introduction of Jason Norton new DPW Director for 2015**

Both Paul Morris and Jason Norton approached the Board of Selectmen. Paul introduced Jason. He feels they made the right choice in choosing him to be the next DPW Director. Jason has a background with the DEP, Conservation Commission, and the engineering field.

Jason is honored to be selected for the position of DPW Director. He acknowledged Paul, and the DPW crew, being instrumental for the past thirty years with maintaining the Town's infrastructure, and facilities of the Town. It is his goal, and initiative, to continue that trend of moving forward, and keeping up the positive momentum which Paul has developed. He is excited to start on November 10<sup>th</sup>. He will be working with Paul to transition into the position.

Mr. Lawton spoke about the process of hiring a new DPW Director. They had ten initial candidates. With Paul and Charleen's help, the pool was narrowed down to five candidates, which they interviewed. After the interview process, they narrowed down the applicants to two. It was decided that Jason would be best for the future of Truro.

Burgess pointed out his experience with marine structures, and drainage, will be helpful with the situation the Town has out at East Harbor, where they have failing infrastructure and consequential erosion problems.

**Preliminary Discussion with Shellfish Advisory Committee Members on Changes to Fees, License issue dates, Creating a 2 week license & Increase of Senior Citizen age requirement.**

The Shellfish Advisory Committee recently reviewed their license fees, and a decision was made to update them. Steve presented recommendations to the Board of Selectmen. Changes proposed are as follows:

1. Raise the annual license fee for resident shell-fishing from \$10.00 to \$15.00.
2. Raise the annual non-resident license fee for shell-fishing from \$50.00 to \$100.00.
3. Create a two-week license, effective during the summer; in which people on vacation could shellfish outside of the Pamet area (the Pamet area is closed in the summer).
4. Align the shellfish licenses to be seasonal.
5. Change the age requirement on the senior shellfish license from 59 to 65. Any new senior licenses issued would require registration on a yearly basis. Existing senior licenses could be grandfathered.
6. Require that all license holders prominently display said license while shell-fishing.

Wisotzky asked if the committee looked at the increase in the resident fee (from \$10 to \$15 per year) from a revenue standpoint. Tony Jackett had all of the figures, but was unable to attend the meeting. Wisotzky wanted to know the reasoning behind doubling the non-resident fee, and only raising the resident fee by fifty percent. Steve explained that the new oyster beds have become extremely prolific. They got a lot of people from other towns, which are welcome, but the revenue should be in line with what other towns have. The committee took a look at Wellfleet and Provincetown, to see what their numbers were.

Weinstein pointed out that a year-round resident license in Wellfleet costs fifty dollars. The difference being that Wellfleet is open twelve months of the year. To cover incurring costs (such as seed, and the position of Harbormaster/Shellfish Warden being combined), Weinstein suggested raising the resident shellfish permit fee to \$20. He added that a non-resident license for shell-fishing in Wellfleet costs \$200. Coburn would like to have a clear picture of what it costs to run shell-fishing in the Town of Truro.; how much is spent on wages, equipment and seed.

Steve told the Board that the shellfish committee could refine the proposals down to something more definite. They could go over budgets at their next meeting. Coburn said that the Shellfish Committee would then vote on a set of recommendations which would then be posted as a public hearing, at which point the Board of Selectmen would vote on them. Worthington would like the numbers on how many shellfish permits are sold. Steve let her know that when the Shellfish Committee meets again, they will include in the recommendation some numbers that the Board of Selectmen can use to make a decision. Weinstein is comfortable with the \$100 non-resident shellfish fee, recognizing the fact that the Pamet basin is only open for a relatively short time in a twelve month calendar. Steve added that this past year, the popularity has increased in people shell-fishing off-season outside of the Pamet. The license is becoming more useful year-round.

Wisotzky likes the idea of the two-week license. He asked how the committee came up with a two-week timeframe. Two weeks seemed to fit a lot of people's needs while on vacation. The committee did discuss whether to offer the two week permit year-round, instead of only during the summer. In the end, they decided to offer it seasonally, for the summer.

All selectmen were in favor of shifting the license to eliminate the need for people to get new licenses in the middle of the season.

Worthington proposed raising the age on the senior shellfish license to 62, not 65. Weinstein let the Board know that Wellfleet charges a fee of \$10 for their senior shellfish license, and their age requirement is 65. Both Weinstein and Coburn believe there is some merit in looking into having a reduced fee for the senior permit, once they get information back on the budget. Coburn is aware of people shell-fishing to supplement their grocery budget. He would hate the increases to hurt those people.

As for having the license prominently displayed, Weinstein told the Board that Wellfleet provides a plastic holder, Yarmouth does something similar, and he feels that it would behoove Truro to do the same. The Shellfish Committee is thinking about having the plastic holders available. Steve will bring all the comments from the Board of Selectmen to the next Shellfish Committee meeting.

### **Quarterly report from the Truro Police Department**

Chief Kyle Takakjian approached the Board. He reported<sup>1</sup> that the police department had an extremely busy summer season. The staff worked diligently to take care of the increased need for services. Traffic accidents were down dramatically compared to last year. They have three candidates in the police academy, and are expected to graduate in February 2015. The farmers market, as well as Truro Treasures, was successful. In some instances the requirements for police services went beyond what their staffing capability were, so they looked to mutual aid to bring outside help in. Kyle mentioned a new mental health partnership which the police department is engaging in. They have found that many of the police and EMS departments on the Cape, in the last year to year and a half, have been struggling with all of the core issues that are related to mental health. The core issues are not criminal; they deal with everything from alcoholism, depression, drug use, and physical disabilities. Truro is somewhat isolated and the services are not as readily available as they would like them to be. EMS is overtasked, many times, in dealing with these issues. Starting next month a clinician from the State Department of Mental Health will come to Truro on a monthly basis and conduct home visits for residents which they know are in need of assistance. The police department will identify the individuals, and the case workers will make the visits with a police officer. One the initial visit takes place; there will be other visits without the police officer.

Burgess mentioned that during Truro Treasures she participated in the dunk tank activity, which was raising money for a K-9 dog. She thought it was a great idea to raise funds for other areas.

Wisotzky wanted to talk to Chief Takakjian about his report on the number of OUI's being up during the summer, and his expectation for that number to exceed last year's number, for the entire year.

Wisotzky wanted to know if there was a sense of where people were coming from when they are stopped and arrested (restaurants, bars, private parties, and home). Kyles said it runs the gamut. There is not one place they can go to, to curb it on the other end.

Mr. Weinstein had a comment and a question. He echoes the comments from Coburn regarding issues on the mental health front. He thanked Kyle and his police officers, staff and department for bringing the town safely to this point. In Kyle's report on staffing and overtime, he admittedly stated that the staff is not large enough to support some functions in-house, and that the staffing concerns have a detrimental effect on the budget. Weinstein suggested that perhaps it's time to talk with some of our neighboring towns departments about regionalization of some aspects of staffing services. Weinstein wanted to put that out there for a discussion to have at some point.

Worthington thanked Kyle as well. She wonders, in terms of the summer and traffic, in relation to downtown Truro, did Kyle think speed was an issue and could they do anything about lowering the speed in that one section. Kyle stated that Truro Center Road is one of the eight secondary roads that he went to the Cape Cod Commission with last year to try and put a program together to reduce the speed on that roadway. He had to prioritize the different components of the Safe Roads Project. In getting ready for the upcoming storm season, one of the items was to make some headway on all of the roads in South Truro and the National Park that are completely unmarked, and unnumbered. They've made progress with that in the last two month. The secondary roads are going to require the speed counts. He agrees with the residents who have come forward, and he feels their concerns are valid. He's hopeful that now that the additional festivals, and summer work are done, that during the winter months they can make some headway.

Coburn mentioned an email he'd sent to Kyle regarding the speeds on Truro Center Road. He thinks it's important for the public to know that the town cannot unilaterally change the speed limits. Perhaps looking into a sign, similar to the one Provincetown has on Conwell Street, which is a fixed radar of some sorts, could be something Kyle could look into? Kyle stated that those signs are relatively inexpensive for the information that they provide. One thing he is slightly hesitant to do at this time is to put them up, because he has to install them with the speeds that are currently there, which he believes are too high. Coburn asked what the legal speed was on Truro Center Road. Kyle replied that it is 35 mph, and he thinks it should be 25 mph.

### **Review and Approve Draft Code of Civil Conduct for Employees, Committees and Board members**

The Board of Selectmen discussed the draft Code of Civil Conduct.<sup>2</sup> Worthington asked, under "enforcement", can the Board of Selectmen really enforce a code of behavior on volunteers? She also wants to know what it means when it states "violations will not be tolerated and could result in disciplinary action". Coburn stated that a number of the volunteers are appointed by the Board of Selectmen. If they found a case where someone they appointed was disrespectful, or disruptive in meetings, it would be incumbent upon the Board to restore civility to their process. There is a mechanism within the Charter for the Board to spend or remove members who they appoint. Likewise, the moderator has the same authority to go through the same process, and could suspend or remove a member of a committee which she appoints. Worthington asked about the elected boards. Coburn stated that there isn't a mechanism there other than an election or recall. Worthington asked Mr. Lawton if a code of civil conduct is used often in other towns. He replied that Yarmouth has something, not as detailed, which they go by. Weinstein thanked Wisotzky and Coburn for their work on this. He had a question regarding the "reporting chain". The sentence says, "The Chiefs" (which refers to the Police Chief and Fire Chief) "shall be directed through the Board's liaisons to the respective Chief." Weinstein asked who the liaisons are currently, and would that change annually. Coburn's understanding has been that traditionally the Chair of the Board of Selectmen serves as the liaison to the Police Chief. There hasn't been a tradition with the Fire Chief because it's new that the Fire Chief reports to the Board of Selectmen.

Chief Takakjian came back with some comments. He made a technical clarification to a footnote. For the police department, the support staff they have, who are hired full time, are covered under their rules and regulations. They might want to do a slight adjustment to the verbiage there. Coburn confirmed the footnote which Kyle was referring to. Coburn asked Wisotzky if he knew if the fire department support staff was covered under the rules and regulations. Wisotzky stated that the way the fire department is currently staffed; they are covered under the rules and regulations.

**Wisotzky made a motion to approve the Code of Civil Conduct for Employees, Committees and Board members, with the caveat that they delete "excluding support staff" in the footnote on page 2.**

**Weinstein seconded the motion.**

**So voted unanimously 5-0.**

### **Review and Approve FY16 Budget Message from the Board of Selectmen**

Coburn started the discussion by saying that each year the budget process starts around this time. The Board of Selectmen had their initial meeting with the Finance Committee at their last meeting two weeks ago. The Town Administrator will be meeting with Department Heads to begin the process of internal budget development. Before that, the Board of Selectmen has traditionally drafted budget guidelines.<sup>3</sup> This budget message is proposing a new idea. One of the challenges is the trajectory of

municipal spending, and the ability of tax payers to continue to deal with the increases. They have not been able to get a concrete discussion about what things would look like if they do not want to increase the budget. In real terms, what services would be reduced, eliminated, or changed. What this document does is ask all Department Heads to propose cuts, or changes in services, which would achieve a 5% reduction in their department. In order to have a substantive discussion, Coburn feels that making such a request of staff to educate the Board of Selectmen to what a 5% reduction would mean, will allow them to have a more productive, informed discussion.

Weinstein specifically thanked Coburn. He was impressed with the thoughtfulness and inclusiveness, particularly directing things to Department Heads and town staff to try and get an understanding of a couple of issues which he feels the community should be aware of;

1. What is the level of services that people are deeming as important?
2. What are those services costing, and how in the future can the Town sustain them. Is there a way to make sustainability come within what Coburn has described, with level funding?

Worthington agreed with what Weinstein said. She hopes it will give the Board of Selectmen and the community an idea of what it would look like to have fewer services in certain areas.

Wisotzky likes this approach as it takes the proposal out of the theoretical, and makes it tangible. He stated that the staff has done a great job, year after year, with coming to the table and maximizing efficiency, and trying to do the best with what they have. Wisotzky does not want this taken as a suggestion that there is "5% fat in the budget" because he does not believe there is. For Wisotzky, personally, having some sort of narrative that accompanies the spreadsheet is very important.

Burgess agrees with Wisotzky. She thinks this will take the proposal of seeing a 5% cut out of the hypothetical and will give the Board of Selectmen some specifics, and give citizens an opportunity to have more input.

Coburn had an opportunity to discuss this proposal with Ms. Palmer, the new Town Administrator. She felt this was a good way to begin this process.

Chief Takakjian approached the Board. Kyle pointed out that their deadlines back to the Accounting Department for anticipated budgets are December 1, 2014. Kyle questioned, is the Board asking Department Heads to complete two budgets? Per Mr. Lawton, the regular budget will be done, and then they should have some narrative of what a 5% reduction would look like. What Mr. Lawton will propose at the Department Head meeting will be to present the budget with whatever increases there would be, but then also do the narrative to see what the 5% would look like.

Coburn stated that even in the narrative, he would expect to see some numbers. When reducing the budget by 5%, he wants to know how much that is, and where does that amount come from. Weinstein added that he does not think that the Board is asking Department Heads to present two budgets. Kyle's question has to do with deliverables. Department Heads have a deliverable of December 1, 2014 to present to the Board of Selectmen, and the town, the most accurate budget they possibly can. What Kyle is gathering from the conversation is that they are not asking, in the current level fund they have, to reduce that budget by 5%. What he thinks they are asking for is a philosophical narrative that states, based upon our current budget, if it's reduced it by 5%, these are the services that would have to be reduced, that are being provided to the town currently. Mr. Lawton also stated that he would encourage Department Heads to look at how fees in their department could offset the 5% reduction.

**Wisotzky made a motion to adopt the FY2016 Budget Guidelines.**

**Weinstein seconded the motion.**

**So voted unanimously 5-0.**

**Joint meeting with members of the Pamet Harbor Commission regarding Open Meeting requirements for posting meeting agendas.**<sup>4</sup>

Coburn made a couple of attempts to speak to the Chairman, Mr. Silva, to invite him to attend the meeting. He has been away in an area with very little cell service. Coburn would like to place this on the agenda for November 12, 2014.

### **HRS Inc., Wage and Classification Study Discussion**<sup>5</sup>

Sandy Stapczynski approached the Board. Mr. Lawton provided two pieces of information which he believes will be helpful;

1. Performance review
2. (Questions & Answers) Definitions

Coburn opened the discussion by summarizing that about a year ago the Board of Selectmen approved a contract to retain Sandy's services to do a wage and classification study. They worked hard with all labor unions to get everyone lined up in a single year, and decided to only negotiate a year contract with all three labor unions in order to implement the new classification. The Board expected the classification study to be completed many months ago. Sandy recently went over a preliminary class plan with Mr. Lawton and Charleen. Today, a final draft preliminary report was submitted and reviewed. Job descriptions needed more work than originally anticipated. She believes the written report, with the narrative, will be done in about a week. There were some things beyond her control which needed to be taken into consideration. Sandy then went over her report to list the items which were completed.

Wisotzky stated that Sandy said things were delayed because of what people in Truro did. He did not hear anything about what happened on her end, in terms of what caused the delay. She had a meeting in the spring where it was agreed, verbally, to extend the deadline to a certain date. Materials were given to the town which needed reviewing, and those items were received back later than anticipated. Wisotzky believes there is a difference between taking the blame and taking responsibility. From the Board's standpoint, it seemed that there was a lack of responsiveness, and a consistent missing of deadlines.

Mr. Lawton summarized the timeline. When he arrived in June, the job descriptions were received. It took the town until the middle of August to finish the first review and get them back to Sandy. The first round of reviews was returned back to the town in early October. Those were given to Department Heads and were given back to Sandy in approximately one week's time. There were two, two month delays. One was in the spring. Mr. Lawton did check with Charleen and Jack Dolan to verify that there was a discussion about the date. Town counsel said there was a discussion about when the product could be completed, there was an indication that it could be done in June, and town counsel, and Charleen, reluctantly agreed to that.

Weinstein asked if he was correct in understanding that the contract the town entered into with HRS Inc. stated the town would have something in hand by April. Sandy explained that there was a verbal agreement to extend the study into June because of Rex's death. Major rewrites of job descriptions needed to be done. She pointed out that in her contract, any delays by the town would in turn delay her deadline. Weinstein wants Sandy to understand that the work product she was to provide is essential for the Board of Selectmen's work in formulating an ongoing budget process. The fact that they have already begun the budget process, absent of what was owed the town, makes the Board's job extremely difficult. He hopes that for their next scheduled Board of Selectmen meeting, they will have a finished work product that they can go forward with. Sandy confirmed that the Board would have that information in one week.

## **Consent Agenda**

- 1) Review and Approve Meeting Minutes: October 14<sup>th</sup> Regular Session Minutes<sup>6</sup>
- 2) Review & Approve and authorize Chair to sign:
  - a. Eastern Minerals Contract-Road Salt Award Bid Winner –DPW<sup>7</sup>
  - b. FY15 Local Cultural Council Funds from the Massachusetts Cultural Council & Contractor Authorized Signatory Listing<sup>8</sup>
- 3) Review & Approve Temporary Borrowing for Renewal of Pamet Harbor South Jetty Repairs<sup>9</sup>
- 4) Re-appointments of Board and Committee members: Hannah Shrand –COA –Alt. to Full<sup>10</sup>
- 5) Review & Approve & Authorize the Chair to sign Truro Water Service Application for Separate Water Service for South Wind Court Cottages (Condo Conversion) –Fred Sateriale & Mike Roderick (R&S Reality Trust) (121 Shore Rd)<sup>11</sup>
- 6) Review and Approve Letter of Support for Grant proposal to Department of Marine Fisheries-Recreational Angler Public Access Improvement-Harbor Master<sup>12</sup>
- 7) Review and Approve 2015 License Renewals: Montano’s Restaurant –Common Victualer (food)<sup>13</sup> & Gingerbread House-Lodging License<sup>14</sup>
- 8) Review & Approve Supplement to Professional Services Agreement with MRI
- 9) Review and Approve Update on Senior Municipal Work Program BoS Policy #30<sup>15</sup>
- 10) Review and Approve Accepting Gift from TCT to Finalize the Update on the Open Space Plan<sup>16</sup>

Weinstein had a few corrections for the minutes from the October 14, 2014 meeting. There were no objections from Board members regarding approving those minutes. Wisotzky brought attention to consent agenda item number 8, which he said should be removed, and consent agenda item number 9, which should be placed on hold.

**Weinstein made a motion to approve the items on the consent agenda, withholding items 8 and 9. Burgess seconded the motion. So voted unanimously 5-0.**

### **Review and Approve Supplement to Professional Services Agreement with MRI**

Wisotzky let the Board know there was a bit of confusion with MRI as to whether the services they would be providing through the end of their contract (December 31, 2015) were covered. Initially it was thought a supplemental agreement was needed, however the scope of work that they will do through December 31, 2014 is covered under the current agreement. There is no need for a supplement.

### **Review and Approve Update on Senior Municipal Work Program BoS Policy #30**

Wisotzky reminded the Board that a few meetings ago, there were some questions regarding the Senior Municipal Work Program. There were concerns with making sure that the program was refreshing itself. There should be the opportunity for new people to join the program. There was no language in the policy memorandum that spoke to bringing new people into the program. Now, if a department has had the same person for two years, that Department Head should go back to the pool of applicants. If there is someone who has not had an opportunity, and they qualify, then they should have that chance. In the past, the Selectmen have voted to not have an income requirement in the program. What they are bringing forward is a recommendation to add a prioritization. If an applicant meets one of the criteria that are already established for property tax relief, then they would be prioritized. Worthington added, as a side note, that they were trying to get liaisons to departments to get Department Heads to think

about positions within their particular department, because the program can be expanded. Mr. Lawton will be bringing this subject up at the next Department Head meeting. Wisotzky added, as a point of information, that he presented the suggested change to the COA Board of Directors, and there were no concerns or opposition.

**Burgess made a motion to approve the update Board of Selectmen Policy Memorandum # 30.  
Worthington seconded the motion.  
So voted unanimously 5-0.**

**Review and Approve and Authorize the Vice-Chair to Sign FY14 CDBG Childcare Program Management Contract with Cassie Boyd Marsh, Bailey Boyd Assoc. Inc.**

Coburn announced he has a conflict of interest with this item and therefore turned it over to Wisotzky.

**Burgess made a motion to approve the CDBG FY14 Childcare Program Management contract<sup>17</sup> and authorize the Vice-Chair to sign.  
Weinstein seconded the motion.  
So voted 4-0, (Coburn Coburn recused).**

**Update on Reviewing and Revising BoS Policy Memorandums**

Wisotzky gave a brief update. Burgess and he have been working together to review 58 active policy memorandums. They have taken a first cut, and prioritized the memorandums. Many of the high priority memorandums have to do with personnel and labor related practices that may be out of date. Jack Dolan also flagged a memorandum on drug and alcohol testing. There are a couple of financial, and program requirement memorandums which they will focus on first. He asked if the Board wanted these memorandums brought to them individually, or in batches. It was agreed upon that bringing them in batches would be best. Burgess added that she felt item # 41 needed tweaking, and she was working on that.

**Update on Goals and Objectives**

Mr. Lawton reported to the Board of Selectmen that Charleen and he met with representatives from the Cape Cod Commission and the County. This meeting focused on their goal to improve their ability to get grants. They now have an agreement both with a representative from the Cape Cod Commission and the Resource Development Officer for the County, who is assigned to do grant work. They will help the Town of Truro with all of the background material necessary for grants. In addition, if the town gives them a list of grants that they would like to apply for, they will do the research and give guidance on how to do the narrative. He will be mentioning the availability of this resource at the Department Head meeting. In the meeting with Charleen and himself, they discussed affordable housing, some of the culverts (and problems with them), road classification study, and economic development. The Resource Development Officer mentioned that one of her jobs is to inform Truro of the “ropes” attached to some grants. There are instances where the grant is not worth it in relation to the reporting requirements. Worthington asked if mental health outreach was something relative to grants which the town could apply for. Mr. Lawton stated that Chief Takakjian was working with folks who offer that, and a separate grant was not needed. Worthington inquired about the status on the DPW site. Mr. Lawton let the Board know that he was awaiting a reply back from Mr. Raposo. Burgess asked about the goal regarding the animal shelter. She wondered how he was progressing with Wellfleet and the National Seashore.

Mr. Lawton stated there was no progress. There is a new shared Animal Control Officer, but he has not received a response back from the seashore on the animal shelter.

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

Weinstein-He had the occasion during the stormy weather to get in touch with the highway department for a dead tree which was threatening North Pamet Road. He thanked the highway department, and in particular Leo Rose, for responding so quickly. He would like to add an agenda item for a future meeting. There are a large number of trees on Black Pond Road which are endangering vehicle traffic. The road is in the National Seashore and he thinks there should be some sharing of the financial burden for keeping that road safe.

Also, since there has been discussion about the Pay as You Throw initiative, and charging a committee, he asked Nicole to provide the Board with a document which Wellfleet shared with the town. It is a nine month report on how that program has been proceeding in Wellfleet. The report has also been sent to Tracey Rose, Pat Pajaron, and Paul Morris. Highlights of the report were; household recycling has increased by 52%, and the municipal solid waste has decreased by 36%. Coburn wanted to put out a reminder that they are seeking residents who wish to serve on the committee. The Board of Selectmen will be considering appointments at their next meeting, scheduled for November 12<sup>th</sup>.

Burgess-She joined the Historical Committee for a tour of Edgewood Farm. Castle Hill has signed a purchase and sales agreement for two lots located there. They will be seeking a community preservation grant, and the Truro Conservation Trust is looking at two other lots there. The Historical Committee has supported, by letter, any efforts to preserve this property. The Historical Committee also completed the nomination process for four historical properties in town. Two have received plaques from the National Register of Historic Places (Congregational Parish Historic District and the Cobb Library), and they will be seeking CPA funding for National Registry plaques for the Old North Cemetery and the Grove Cemetery. The Truro Cemetery Commission is approving them in their application for that money. Burgess attended a meeting of the Truro Cemetery Commission, and she wanted to point out that Mr. Masson has done a great job with their web page. His record keeping is phenomenal. Any information regarding plots and information is on the web page for the public to view. The Massachusetts Bureau of Funeral Directors and Embalmers has praised Mr. Masson for the user friendliness of this site. She also attended a School Committee meeting. They are in the process of setting goals for this year. They reported that their playground is in need of repair. They are looking into what they might get for bids for new equipment. They are having issues with their phone system. On November 19<sup>th</sup>, their next meeting, they plan on doing a line by line budget review. The Superintendent sees no real "budget busters". She participated in selectmen's hours last week. Lastly, Burgess stated that Chief Takakjian had invited them to a kick-off event for the Wounded Warriors. The Wounded Warriors Project targeted a training ride which started at the Highland Center area. She hopes that if they do this again, the town could do something more. The riders finished in Provincetown, where they were presented with a proclamation by the Board of Selectmen.

Coburn- He asked Mr. Lawton if there were dates set for the Budget Task Force meetings. Mr. Lawton did not have any as of this date. Coburn suggested they add that to their November 12<sup>th</sup> agenda. He reminded voters that Tuesday, November 4<sup>th</sup>, is Election Day. He encouraged residents to vote.

Wisotzky- He attended a meeting of the Truro Housing Authority, and praised the great work going on there. He thanked Coburn for sponsoring, and putting together, a Lower Cape Affordable Housing Summit. The update he wanted to give from the Housing Authority was that projects are moving along. He would like to place, on the next Board of Selectmen agenda, a proposal for a housing needs assessment.

Worthington- No report.

### **Next Meeting Agenda: November 12, 2014 (Wed)**

It was emphasized that the next meeting was being held on Wednesday, not Tuesday. Mr. Lawton went over some items:

1. Nstar will be back before the Board.
2. Budget Task Force dates.
3. Housing Needs Assessment.

Under the Consent Agenda:

1. Review and Approval of meeting minutes.
2. Appointments.
3. Contract for the update of the Open Space and Recreation Plan.
4. Several appointments to the SMART Committee.

Coburn asked to reschedule the joint meeting between the Pamet Harbor Committee and the Board of Selectmen. Weinstein did not hear anything about his request regarding the National Park Service sharing responsibility for road maintenance. Mr. Lawton said he could write to them and provide the Board of Selectmen with an update.

### **Town Administrator's Report**

Mr. Lawton received a positive response Mary Jo Perry, District Highway Director, stating that the exit sign for Pamet Road will be redone. They are aware of the condition, along with others in the area, and they are in the process of having a replacement sign made. MassDOT will erect that sign. He also announced that this meeting is his last, as Co-Acting Town Administrator. On the November 12<sup>th</sup> meeting, he will either be in the audience, or sitting next to Rae Ann Palmer to assist her. He thanked the Board of Selectmen for the opportunity to work with them. He has noticed two things while working in Truro. The Board of Selectmen is very willing to make changes, and the staff has been more than eager to adopt some new programs. All members of the Board of Selectmen heartily thanked Mr. Lawton for his expertise, and service to the town.

**Wisotzky moved to adjourn the meeting at 6:15PM.**

**Worthington seconded the motion.**

**So voted unanimously 5-0.**

Respectfully submitted, Noelle Scoullar, Executive Assistant

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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> Truro Police Department Quarterly Report, Ending September 30, 2014  
<sup>2</sup> Policy Memorandum #54-Draft Standards of Professional Conduct  
<sup>3</sup> FY16 Budget Guidelines  
<sup>4</sup> Letter from Tony Jackett regarding Tim Silva  
<sup>5</sup> Checklist provided by Sandy Stapczynski; FAQs and Definitions  
<sup>6</sup> Board of Selectmen Meeting Minutes-Tuesday, October 14, 2014  
<sup>7</sup> Letter regarding notice of award for Regional Salt Bid for FY2015; Contract Agreement between Town of Truro and Eastern Minerals, Inc.  
<sup>8</sup> Letter to Coburn from Massachusetts Cultural Council; Contract Agreement between Town of Truro and Massachusetts Cultural Council  
<sup>9</sup> Bond documents for temporary borrowing for renewal of Pamet Harbor South Jetty Repairs  
<sup>10</sup> Application to serve-Hannah Shrand-COA Board member  
<sup>11</sup> Application for expansion of existing water service; 121 Shore Rd, Southwind Court Cottages  
<sup>12</sup> Letter of support for grant proposal to Department of Marine Fisheries; Letter from Tony Jackett to Department of Marine Fisheries  
<sup>13</sup> Business License Application-Robert Montano  
<sup>14</sup> Business License Application-Jane Ray  
<sup>15</sup> Policy Memorandum #30  
<sup>16</sup> Letters from Robert Lawton and Jeff Thibodeau and Gift Expenditure Approval  
<sup>17</sup> Quotation for FY14 CDBG Childcare Program Management; Notice of Award; Agreement between the Town of Truro and Bailey Boyd Associates, Inc.