

Truro Board of Selectmen
Meeting Minutes – Tuesday, January 13, 2015
Truro Town Hall, 5:00 p.m.

Members Present: Chair-Jay Coburn, Bob Weinstein, Maureen Burgess
Members Absent: Vice Chair-Paul Wisotzky, Clerk-Jan Worthington
Present: Town Administrator-Rae Ann Palmer

Selectman Coburn called the meeting to order at 5:00 p.m. He announced the meeting was being recorded for broadcast on Truro TV channel 18, and asked if any audience members were recording. Hearing no response in the affirmative, he opened the Public Comment period. No members of the public got up to speak.

Board/Committee/Commission Appointments

- A. Review and Approve Rae Ann Palmer, Town Administrator, Cape Cod Regional Transit Authority Representative and Truro’s Delegate to the Cape Cod Municipal Health Group.**

Selectman Burgess made a motion to appoint Rae Ann Palmer, Town Administrator, as the Board of Selectman’s Delegate to the Cape Cod Municipal Health Group and to the Cape Cod Regional Transit Authority.

Selectman Weinstein seconded this motion.

So voted unanimously, 3-0.

- B. Review and Approve Charleen Greenhalgh, Assistant Town Administrator/Planner, Alternate Representative to Cape Cod Joint Transportation Committee-annual appointment.**

Selectman Weinstein made a motion to appoint Charleen Greenhalgh, Assistant Town Administrator/Planner, as Truro’s alternate representative to the Cape Cod Joint Transportation Committee.

Selectman Burgess seconded this motion.

So voted unanimously, 3-0.

- C. Resignation Acceptance & Thank you Letter-Council on Aging Board Member-Mary Morley & Truro Representative to the Barnstable County Human Rights Commission-Daniel Murphy.**

Selectman Weinstein made a motion to accept the resignation letters for both Mary Morley and Daniel Murphy, and to send thank you letters to both.

Selectman Burgess seconded this motion.

So voted unanimously, 3-0.

Tabled items until Chairman moves for action

- A. Development Agreement Bylaw (DAB) proposal for ATM 2015.**
B. Final Recommendations (#6,#7, #8, #9) from the Charter Review Committee on the Truro Town Charter.

Selectman Coburn would like to continue to table the Development Agreement Bylaw until their next meeting, when Selectman Wisotzky and Selectman Worthington return.

Selectman Coburn asked Selectman Weinstein if there was any progress on tabled item “B”. Selectman Weinstein stated that there has been communication from Town Counsel regarding the Weak Chief Act. One of the recommendations from the Charter Committee was to address the avenue of authority for policy setting, for the Fire Department. He feels that the response from Town Counsel was inadequate, and should be clarified for the Selectmen and the Charter Review Committee. Selectman Weinstein asked Town Administrator Palmer to make sure that the most recent communication from Mr. Veara’s office gets in the hands of both the Board of Selectmen and the Charter Review Committee. Town Administrator Palmer stated that she has not seen the revised communication herself, but will follow up to make sure everyone receives it. Selectman Coburn clarified that the proposal from the Charter Review Committee is to have the Fire Chief and Police Chief continue to be appointed by the Board of Selectmen, and to have overall policy in the two departments continue to be approved by the Board of Selectmen. The day to day supervision, and annual evaluations, would be under the authority of the Town Administrator. Town Administrator Palmer will share that clarification with Town Counsel.

Board of Selectmen Action

- A. Discussion on Board of Selectmen Policy #54 with respect to reporting chain and department heads: Library Trustees overseeing Library Director**

Selectman Weinstein had a discussion with the Library Trustees about this memorandum. It was pointed out that under section three the “Library Director” is mentioned, and needs to be corrected. Because of the way public libraries in the Commonwealth of Massachusetts work, the Library Director works directly under the authority of the Board of Library Trustees.

Selectman Weinstein had a question regarding the language in the first paragraph of section three. Selectman Coburn suggested placing the discussion on the agenda for January 27th, and encouraged Selectman Weinstein to bring some proposed language.

Selectman Burgess made a motion to amend Policy Memorandum # 54 to indicate that the Library Director reports to the Board of Library Trustees, who is responsible for tasking the Director.

Selectman Weinstein seconded this motion.

So voted unanimously, 3-0.

Consent Agenda

- A. Review & Approve Meeting Minutes: 1. December 16th (Regular); 2. December 17th (Executive & Hold); 3. December 15th & 4. 29th (Budget Review & Special); 5. January 5, 2015 (Budget Review).**
- B. Review & Approve and Authorize the Chair the sign:
 - 1. Provincetown Banner Contract for Municipal Advertising**
 - 2. Contract with CAI mapping for tax map maintenance and GIS Internet****
- C. Review and Approve Contract with Paul Kapinos and Associates for valuation services**
- D. Cape Cod Regional Transit Authority Amendment to Lease of Equipment and Operations Agreement for the 2009 Council on Aging vehicle and Authorize Rae Ann Palmer, Town Administrator to sign**
- E. Vote to Refer Zoning Amendments to the Planning Board**

Selectman Weinstein had a question on the contract with CAI. There is a provision in the contract (under Scope of Services, section A, number 4) which states “*If buildings are shown on tax maps, CAI shall add new buildings or delete old buildings based on data provided by the TOWN. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate*

proposal. Please contact CAI for more information.” He asked if the Assessing Department routinely needs this and would its absence hobble the smooth workings of the Deputy Assessor. If it’s needed does anyone know what the additional cost would be? Town Administrator Palmer stated that the tax maps would have the location of the buildings on the property. The GIS component is that portion, and she thinks they are fine. She also let the Board know that the GIS component has already been signed.

Selectman Burgess made a motion to approve the consent agenda as printed.

Selectman Weinstein seconded this motion.

So voted unanimously, 3-0.

Selectmen Reports and Liaison Reports

Selectman Weinstein-He would like to report that as the liaison to the Harbor Committee, their meetings are now being properly advertised. He wished to attend the last meeting however there was not a quorum, therefore the meeting was not held. The Harbor Committee would like to hire a recording secretary, and Selectman Weinstein wanted to mention their request. Selectman Coburn stated that this could have monetary implications, but asked Selectman Weinstein to follow up with Town Administrator Palmer.

Selectman Burgess-She attended the 297th meeting of the Cape Cod National Seashore Advisory Commission. One of the actions taken was to have the Superintendent write a letter to Senator Wolfe indicating that they support the action that was taken by the ballot initiative where fifteen towns want to support the notion that an evacuation plan be included, beyond the current 10 mile emergency planning zone to include all of Barnstable, Duke, and Nantucket Counties. The Barnstable County Emergency Planning Committee has come out with a Radiation Emergency Reference Sheet. She presumes this reference sheet will go to Boards of Health. Selectman Burgess will check with Health Agent Pajaron to see if she has received this reference sheet.

She also reported on Cape Cod Light. The lighthouse is in the process of having a structural engineering study done. There has been more damage than initially was thought. Moisture has done damage to the metallic structure.

Selectman Burgess mentioned that tonight the Board accepted the resignation of the representative to the Barnstable County Human Rights Commission. They are looking for a citizen to represent Truro in that committee.

Selectman Coburn-He and Town Administrator Palmer will be meeting with Tom Donegan (Chair of Board of Selectmen in Provincetown), David Gardener (Vice Chair of BoS in Provincetown), Paul Pilcher (from the Wellfleet Board of Selectmen), and Harry Terkanian (Town Administrator for Wellfleet). They will be discussing how they might go about identifying concrete opportunities for sharing services and coordination between two (or more) of the Outer Cape towns.

Next meeting agenda

- Public hearings regarding the aquaculture development licenses
- Moving tabled items
- Open the warrant for 2015 Annual Town Meeting
- Approval of staging permit
- Child Care Grant subsidy contract between the Town and the Recreation Department, which is a CDBG requirement and needs to be approved
- Proposed Annual Town Report Cover photo and dedication page for review

- ABCC annual report which is due February 15th

Selectman Coburn suggested moving the Annual Town Report Cover, and dedication page, off of the consent agenda in order to allow Board members to discuss. He asked if there were any updates on the scheduling of interviews with the firms which have applied to be Town Counsel. Town Administrator Palmer stated that they are not able to get everyone in on the same day; they have proposed three interviews on February 17th and one on February 25th. She also suggested, for the future, to pre-select a date which they will then expect everyone to be available.

Town Administrator's Report

- They are continuing to work on the 2016 budget, and are nearing the point where they are putting revenues together, along with the Capital Budget. By mid-February they should have a good idea what it looks like.
- She has the final comments on the classification study, and recommends that they invite Jack Dolan for an executive session with the Board of Selectmen (either prior to or after the meeting on the 27th).
- The Town Accountant and Town Administrator will be attending the MMA Annual Conference/Convention, and will accept the award for the Annual Town Report.
- She has met with Town Counsel to review all pending legal matters, to be brought up to speed in the past week.

Selectman Coburn suggested (regarding the discussion with Labor Counsel on the classification study) that they hold that meeting at 4PM on January 27th. Town Administrator Palmer noted that there is a 40 page (approx.) final report, and there is backup material available which she will make available in the Dropbox in the coming week. She also stressed that all this material is strictly confidential.

Town Administrator Palmer stated that she and the Town of Wellfleet's Administrator, Harry Terkianian, have been talking about the potential of some grant funds from the Commission on assistance to do some regional work. He is having his assistant prepare a concept paper to submit.

Selectman Weinstein made a motion to adjourn at 5:30PM.

Selectman Burgess seconded this motion.

So voted unanimously, 3-0.

Respectfully submitted, Noelle Scoullar, Executive Assistant

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

**Maureen Burgess
Board of Selectmen
Town of Truro**

Documents Used

Cape Cod Municipal Health Group 2014 Contact List
Cape Cod Joint Transportation Committee-Bylaws
Letter of thanks, Mary Morley and Daniel Murphy
Amended Policy Memorandum #54
December 16, 2014 Board of Selectmen meeting minutes
December 17, 2014 Board of Selectmen executive session meeting minutes
December 15, 2014 Budget Task Force/Board of Selectmen meeting minutes
December 29, 2014 Budget Task Force/Board of Selectmen meeting minutes
January 5, 2015 Budget Task Force/Board of Selectmen meeting minutes
Proposed contract between the Town of Truro and the Provincetown Banner
2015 Tax Map Maintenance Proposal for the Town of Truro
Agreement between the Town of Truro and Paul S. Kapinos & Associates, Inc
Amendment to the Lease of Equipment & Operations Agreement from CCRTA
Proposed Articles for April 2015 ATM from Planning Board