

Truro Board of Selectmen
Meeting Minutes – Wednesday, April 22, 2015
Truro Town Hall, 6:00 p.m.

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

Present: Town Administrator-Rae Ann Palmer, Town Accountant Trudi Brazil, Elizabeth Bianco, Katharine Reed, Josiah Mayo, Kevin Rice, Atty. Lester Murphy

Chair Coburn called the meeting to order at 6:00 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 meeting up for public comments. No one came up to speak during the public comment period, and Chair Coburn opened the Public Hearing.

Public Hearing

- A. **The Truro Board of Selectmen will hold a public hearing on Wednesday, April 22nd, 2015 at 6:00 p.m. at Truro Town Hall, 24 Town Hall Road, Truro, on an application for a new Peddler License received from Elizabeth and Raphael Bianco, manager and owner d/b/a Rough House Food Truck, location to be at 8 Highland Road (Farm Maid Foods Inc. d/b/a Chequesett Chocolate).**

Chair Coburn stated that he had a conflict of interest and stepped down. Selectman Wisotzky will act as Chair for this Public Hearing. Selectman Wisotzky opened the Public Hearing. Ms. Reed states that the food truck will offer breakfast and lunch selections. Chequesett Chocolate will be Rough House Food Truck's commissary kitchen. They have been approved by the Board of Health, and Planning Board. They have received their State Peddler license as well. Per the Board of Health, the food truck license was approved, but held pending inspection of the food truck. Selectman Weinstein would like them to give more detail on how they see the site being impacted in terms of parking. Ms. Reed explained her parking computation, which satisfied Selectman Weinstein.

Selectman Weinstein made a motion to approve a Peddler License for Rough House Food Truck to Elizabeth and Raphael Bianco, located at 8 Highland Road.

Selectman Burgess seconded this motion.

So voted, 4-0 (Chair Coburn recused)

Tabled Items

- A. **The application of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center, Kevin Rice, Manager of Record in Request of a New Seasonal Wine & Malt Pouring License (under MGL Chapter 138 § 12 General On-Premise) with the Town of Truro. The premises location is 29 Old Dewline Road, Truro, MA 02666.**

Chair Coburn confirmed with Mr. Rice that an application has been submitted to the Planning Board for a temporary sign permit, and a hearing has been scheduled. Selectman Worthington asked if Mr. Rice was satisfied with the way things were going and if the timeline was going to work for him. Mr. Rice stated that he would make it work.

Selectman Burgess made a motion to approve Kevin Rice, Managing Director of Payomet Performing Arts Center, for a General On-Premise Seasonal Wine and Malt Pouring License, located on 29 Old Dewline Road, Truro, MA.

Selectman Weinstein seconded this motion.

So voted unanimously, 5-0.

Board of Selectmen Action

A. Review & Approve Condominium Conversion for East Harbor Motel Cottages 618 Shore Rd.

Atty. Murphy states that they are seeking to convert the property to a Multi-Family use as a Condominium form of ownership. The current proposal, which has been submitted to the Town, is to convert, in place, the existing property. There very well be, in the future, renovations and/or the combining of units, but right now the proposal is to take the existing property and convert the units to a condominium form of ownership. The Building Commissioner has approved the parking plan, contingent upon the Planning Board handling (through site plan review). They then went to the Zoning Board of Appeals who issued a waiver of the site plan review, approving the designed parking, and waiving the installation of additional parking spaces pending there being an actual need for them. The Board of Health has approved the existing septic system. Atty. Murphy has the original covenant for the Board of Selectmen to sign. Selectman Wisotzky pointed out a discrepancy regarding the unit number for the manager's unit. On the covenant it is listed as unit #1, and on the conversion application it is listed as unit #7. Atty. Murphy explained that the process was started before they had accurate floor plans, and he now has them. Building 7, Unit 1 is the manager's unit. The other correction is that there are 18 units, not 17. Selectman Wisotzky asked that the paperwork be corrected to show the right number of units. Selectman Weinstein asked that when a conversion like this becomes effective is the motel license still held? Atty. Murphy stated that the covenant requires that the property continue to be licensed as a motel and cottages.

Selectman Wistotzky made a motion to approve the application to convert East Harbor Motel-Cottages to a condominium form of ownership.

Selectman Weinstein seconded this motion.

So voted unanimously, 5-0.

Ms. Palmer added that she spoke with the Building Commissioner and the Health Agent, and an amended conversion application will be required for their files, and she recommended holding the item until that first page with the corrections is submitted.

B. Discussion of Rescission of Board of Selectmen Policies.

Selectmen Wisotzky and Burgess have been working on looking over all of the policy memoranda to remove the ones not needed anymore, and update the ones that they are keeping. They are in the middle of that project. They have identified three (thus far) that can be removed;

- Policy Memorandum #1-School crosswalk responsibility. (This directed the Police Department to do crosswalk duty, and this is now under the Police Policies and Prodedures).
- Policy Memorandum #20-The Weekly Correspondence Reader File. (This was to get information to the Board of Selectmen of what was happening in Town Hall. Now that they receive a weekly update from the Town Administrator, this is no longer necessary.)
- Policy Memorandum #33-Naming Opportunities for the Community Center. (This was started during the building and capital campaign and is no longer relevant.)

Selectman Burgess made a motion to rescind Policy Memorandums #1, #20, and #33.

**Selectman Wisotzky seconded this motion.
So voted unanimously, 5-0.**

C. Discussion of Interim Fire Chief search process.

Selectman Wisotzky went over the questions before them;

1. In the past, in terms of search firms, Ms. Palmer has reviewed the applicants from the RFP and then presented the Board with a summary of everyone. A discussion is then held based on that information, along with their proposals. Does the Board of Selectman wish to go with the same approach this time? Ms. Palmer added that the Board could also interview the firms if so desired. The consensus was that the Board would like to go forward in a similar fashion. Selectman Wisotzky then asked that this be placed on the last meeting of May.
2. Who does the Board want to participate in this process? It was agreed to make a “hybrid committee” which would include 1 or 2 Board of Selectmen members and a couple of interested parties as well. Selectman Wisotzky volunteered to be on the committee, as did Selectman Worthington. Chair Coburn asked that they bring back to the table the names of a couple of individuals from the community who could strengthen the process. Selectman Weinstein wished to encourage that the people from the community either be retired from previous experience in the Fire Department here, or a neighboring community.

D. Discussion of Information contained in State Alcohol License Applications.

Selectman Weinstein reminded the Board that this issue came up when they were reviewing an alcohol beverage license application. He was surprised to view inappropriate, personal information. The Board can make a motion to redact this information, or they could prepare a policy memorandum.

Selectman Wisotzky made a motion to direct staff to redact confidential information on alcohol license applications prior to Board of Selectmen review.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

E. Board of Selectmen Goal Setting Process for FY16.

Chair Coburn would like to have a discussion on what kind of process they would like to use so they can get going. The Charter requires that they hold a public hearing by the end of June to receive comments on the goals and objectives. Last year, they introduced a new step into the process which was to hold a meeting with the Department Heads to seek their input. Chair Coburn found that to be a helpful exercise, and supports them doing that again. Selectman Weinstein would like the Board to take the opportunity, at an upcoming meeting, to make a final review of last year’s goals and objectives to see where they stand. Some are ongoing, and he’d like to see those be reinstated and have a public explanation as to why. June 2, 2015 was agreed upon, with a timeframe of 1-4.

F. Discussion of Annual Town Meeting Motions.

Chair Coburn wished to go through the warrant, and assign articles to members of the Board. Articles 20-24 will be moved through the Planning Board. CPC will handle their article (7a, b and c), and the Finance Committee will handle theirs articles. The articles were read through, and each Selectman got approximately 5 assigned to them.

7. Consent Agenda

A. Review & Approve and Authorize the Chair to sign:

1. MOA between Truro's Housing Authority & The Cape Cod Commission for Technical Assistance through Development Cycles for a Housing Needs Assessment for Truro.

B. Review & Approve Ragnar Relay Road Race and Use of Town-Owned Property-Corn Hill Beach Parking lot, Truro Central School Parking lot & Head of the Meadow Beach Parking lot May 9th, 2015 8am-9pm & Authorize the Chair to sign MASS DOT Event Notification Form.

C. Review & Approve Use of Town-Owned Property Application for Snow's Park, Community Development Partnership on behalf of the Annual Bob Murray Housing with Love Walk-July 13, 2015, 11:30am-1:30pm.

D. Review & Approve Two Year Renewals for ADA grants for the following grant holders: Dana Pazolt #1-5, Jeffrey Souza #6-8, William & Cheryl Souza #9 & #10, Chris Costa #11 & #12, Shawn Costa #13 & #14, Steve Wisbauer #25.

E. Review and Approve Transient Vendor License: Days' Market

F. Review and Approve Proclamation for Paul Morris Day, April 28, 2015

G. Review and Approve Minutes of March 24, 2015 Regular

Selectman Wisotzky would love to have the senior ADA holders come in and give a small report on how it's going, what they have learned, and has anything been sold? Selectman Burgess also brought up the Vibrio Conference held today, sponsored by the Department of Marine Fisheries, and how she would like a report on that as well. Ms. Palmer will ask Tony Jackett to write up a report. Selectman Weinstein would like a member of the Shellfish Advisory Committee to do a report as well.

Selectman Worthington made a motion to approve the Consent Agenda as written.

Selectman Wisotzky seconded this motion.

So voted unanimously, 5-0, except for Item C. which Chair Coburn abstained.

8. Selectmen Reports and Liaison Reports

Selectman Weinstein attended the most recent meeting of the Library Trustees. A brief discussion was held about the step change for the Library Director. He would like to be sure that the Library Director will be in attendance at the Annual Town Meeting in case citizens have any questions. He also met newcomer Sally Brotman. The Trustees gave a report on upcoming summer programs, and are moving forward on the free libraries. On the 27th of April, 2015, he will attend a meeting of the Municipal Planning Organization, of which he will provide a report after it happens.

Selectman Burgess attended a meeting of the School Committee. They went through their first achievement test called PARCC (Post Academic Readiness for College and Career). They have a choice of sticking with the MCAS or moving to this new test. According to Superintendent Gradone, they are finding the PARCC test to be lacking. They are having difficulty finding substitutes to teach at the school. Anyone who has a teaching certificate, and is interested, is encouraged to apply for placement on the substitute list. Selectman Wisotzky added that a teaching certificate is not needed in Massachusetts for substitute teaching. Selectman Burgess continued, stating she attended the April 8 discussion of the Ballston Beach-Upper Pamet Valley area. It was well attended by many scientists from different groups. Chair Coburn attended the Cape and Islands Selectmen and Councilor's Association meeting. They received a presentation by Sally Dean about outer Cape and community health centers throughout the Cape.

Selectman Wisotzky wanted to thank Ms. Palmer and Ms. Kraft for putting on a great Town Meeting. He believes that they are ready to do another Selectmen Office Hours schedule. They would like to expand their range this year to be at more locations.

Selectman Worthington had no report.

9. Next Meeting Agenda: Wednesday, May 6th, 2015

Chair Coburn went over the agenda for their next meeting.

10. Town Administrator's Report

Ms. Palmer went over her report;

- A. The issues over the Land Management Agreement and parking at Pamet Harbor continue to be front and center. The Banner printed a letter to the editor regarding this, and the Town has, to date, received 32 written complaint forms about the parking at the Harbor from various citizens. Ms. Palmer also received an email from a concerned citizen who was worried he would not be able to enjoy lunch or view a sunset. She contacted Jack Sheppard, the Director of Fishing and Boat access at the State. Mr. Sheppard assured Ms. Palmer that the Town's Land Management Agreement is consistent with every other harbor, both on the Cape and in the Commonwealth. The kind of restrictions which were agreed to are also consistent with every other harbor. She wishes to remind people that we signed the Land Management Agreement because we got money from the State to rebuild the boat ramp, the revetment, and to do work on the parking lot. That saved the taxpayers a considerable amount of money from local tax dollars to keep the ramp operational. A survey will be kept to review the parking situation, but at the end of the day if the Town wants to continue its relationship with the State, these are the rules which have to be followed. Chair Coburn suggested Ms. Palmer write an article for the upcoming Town Newsletter.
- B. Ms. Palmer received an email from the Chair of the SMART/PAYT Committee indicating that their deadline was originally May 1, 2015, and they believe they need an extension of six months.
- C. Barnstable County is much closer to being ready to do our email conversion to Microsoft Outlook. Ms. Palmer has a formal pricing plan, and she is waiting for the contract amendment to move forward with this. Their servers are what we are waiting for.
- D. Ms. Palmer requested an opinion from Town Counsel about potential tools we might have, to deal with some of the severely blighted properties in Town. She received a letter from Town Counsel, and she will be meeting with the Building Commissioner and the Health Agent to discuss the contents of the letter, and to talk about where to go from here. She has also asked the Fire Chief to take a look at some of this as well, because she believes there are some fire hazard issues.
- E. She received a text from the DPW Director that the Health Board chose to approve only the request to limit access to the Transfer Station by compactors/commercial trash haulers for sixty days. They will hold another public hearing at the end of the sixty days.

Selectman Wisotzky made a motion to adjourn the meeting at 7:15PM.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Respectfully submitted,
Noelle Scoullar

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

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

Documents Used

Application for new Peddlers License-Rough House Food Truck

Application to approve a new Seasonal Wine & Malt Pouring License-Payomet Performing Arts Center

Application to convert to a condominium form of ownership-East Harbour Motel and Cottages

Policy Memorandum #1, #20, and #33-Action to Rescind

Annual Town Meeting Warrant Articles

Memorandum of Agreement between Barnstable County and the Town of Truro

Application to use Town Owned Property-Application for Organized Road Race-Ragnar Relay

Applications for renewal of Shellfish Aquaculture licensed in the Aquaculture Development Area

Application for Transient Vendor-Days' Market

Proclamation for Paul Morris

Board of Selectmen Minutes-March 24, 2015