

**Truro Board of Selectmen
Special Meeting, September 29, 2015
Town Hall Meeting Room**

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Administrator Rae Ann Palmer, Town Accountant Trudi Brazil

Chair Paul Wisotzky called the meeting to order at 5:00 p.m. and announced it was being videotaped.

PUBLIC COMMENT

Roberta Lema expressed her desire to have sea clamming regulations modified.

Paul Wisotzky noted that the Assistant Town Administrator/Planner Charleen Greenhalgh was resigning and thanked her for her service to the Town of Truro.

He also said the Fire Chief Brian Davis was retiring and praised him for his commitment and service to the Town for fifty years. The other members of the Board added their thanks for the long-time service of Brian Davis and expressed their appreciation for all that he has done.

COMMITTEE APPOINTMENT

Selectmen interviewed Bob Higgins-Steele for a position on the Energy Committee. Mr. Higgins-Steele told the Board about his experience on an energy committee in another town.

Robert Weinstein moved to approve the appointment of Bob Higgins-Steele to the Energy Committee as an Alternate with a term ending in 2016. Maureen Burgess seconded, and the motion carried 5-0.

BOARD OF SELECTMEN ACTION

Special Town Meeting

Chair Paul Wisotzky said there was a need for Special Town Meeting to be held on November 5, 2015. Town Administrator Rae Ann Palmer explained that the purpose of the Special Town Meeting was for Articles for a Solar Installation at the Transfer Station.

Jay Coburn moved to approve holding the Special Town Meeting on November 5, 2015 at the Truro Central School at 6:00 p.m. and to open the Warrant for the Special Town Meeting on September 30, 2015 at 8:00 a.m. and close the Warrant on October 13, 2015 at 4:00 p.m. Maureen Burgess seconded, and the motion carried 5-0.

Jay Coburn suggested adding other Articles of interest that would draw in good attendance at the Special Town Meeting.

FY2017 Budget Preliminary Discussion – Joint Meeting of the Finance Committee

Finance Committee Chair Robert Panessiti called the Finance Committee meeting to order at 5:35 p.m. Finance Committee members Roberta Lema, Richard Wood, Dennis Clark and Lori Meads were present for the joint meeting with the Board of Selectmen. BOS Chair Wisotzky said this year's approach would be to examine where there was over or under spending in the Budget. New programs were also of special concern. Finance Committee Chair Robert Panessiti said trends and forecasting would be in use this year. The Finance Committee's fee review of the Town would continue, he said. They will also be following suggestions from the Auditors. Mr. Panessiti and Board members discussed: ideas for the Transfer Station; desired staffing and services; road plowing; School; and services that bring in revenue. Town Administrator Rae Ann Palmer will begin working with staff recommendations, she said.

The Selectmen will draft the Budget Letter to the Department Heads by the next meeting. The Budget Task Force consists of members from the Board of the Selectmen and members of the Finance Committee. Janet Worthington asked that there be updates of the Task Force at the Selectmen's meetings.

In his capacity of Chair of the Charter Review Board, Mr. Panessiti said that he has also been updating the Charter on Budget procedures and deadline dates.

Mr. Panessiti adjourned the Finance Committee meeting at 5:58 p.m. and the Board of Selectmen's meeting continued.

Year Round Condo Use of Water & Wastewater Discussion

Kevin Kuechler, Chair of the Water Resources Oversight Committee discussed the Study of the Impact of Year Round Condo Use on Water and Wastewater. Mr. Kuechler said there was not an obvious answer to the question of how year-round condo use would affect water and wastewater. Weston & Sampson, the engineers that have developed Truro's water plans, have collected data for an ongoing study on wastewater flow on Beach Point concerned with direction of the flow. Weston & Sampson could prepare a demand analysis and an additional analysis for infrastructure, he said.

He asked if the Board of Selectmen would approve proceeding with the demand analysis. The Town Administrator said there was money available for this. Jay Coburn distributed, for the Board's consideration, some statistics on the number of bedrooms in Truro that have been added in the last four years. He questioned the emphasis on wastewater from condos when there was an overall increase in wastewater. Selectman asked about the time span of the study and expressed concern about houses with old cesspools.

Jay Coburn moved to authorize the Water Resources Oversight Committee to enter a contract with Weston & Sampson to conduct a demand analysis and authorize the Chair to sign the contract once it is prepared. Robert Weinstein seconded. The motion carried 5-0.

Town Hall Staff Restructuring

Town Administrator Rae Ann Palmer said that with the resignation of the Assistant Town Administrator/Planner, she would need more time to present a Town Hall Staff Restructuring Plan. She had included in the meeting packet a proposed functional structure with six basic silos of function: General Government, Financial Administration, Natural Resources & Environmental Services, Community Preservation, Human Services, and Public Safety. She suggested a working session to discuss these areas of structuring.

Contract for New Fire Chief

Paul Wisotzky asked if there were any questions regarding the contract for the new Fire Chief. There were a few questions about language regarding the Chief's vehicle and residency requirements.

Jay Coburn moved to authorize the agreement between the Town and Tim Collins as new Fire Chief. Maureen Burgess seconded, and the motion carried 5-0.

CONSENT AGENDA

There were four items on the Consent Agenda:

- A. Approval and Authorization for the Chair to sign the contract between the Town of Truro and Barnstable County (through the Cape Cod Commission) for GPS flyover mapping.
- B. Approval of a One Day Entertainment License and Use of Town Property at Head of the Meadow Beach Parking Lot for Pete Fasano on behalf of Vinegrass for a fundraiser on October 4, 2015 with an authorization signature by the Chair.
- C. Approval of the Board of Selectmen minutes of September 8, 2015 and September 15, 2015.

Maureen Burgess moved to approve the Consent Agenda as presented. Robert Weinstein seconded, and the motion carried 5-0 with an abstention by Jay Coburn for the minutes of September 15, 2015.

SELECTMEN'S REPORTS

Janet Worthington reported on Selectmen's Hours she and Paul Wisotzky held at the Community Center. They met with two women interested in Housing. She also had attended a Chamber of Commerce meeting and said that the Chamber was increasing efforts for the Food Pantry. The Chamber is enthused about the proposal for improved signage on the highway, she said.

Paul Wisotzky announced that the Truro Housing Authority is sponsoring an Oct. 24 presentation on the need for Affordable Housing. He reported on the Truro Non-Resident Taxpayers Association (TNRTA) meeting on better communications.

Maureen Burgess had heard about parking issues during her Selectmen Hours. She reported on the Wounded Warriors Project and displayed a plaque the Wounded Warriors organization had given the Town in appreciation for the Proclamation of Support which Truro had given them. She also represents the Town at the Herring River Restoration

Project and said the legal documents for the project are anticipated this December. She said there is a representative available for a presentation. Rae Ann Palmer said it would be helpful to have a report on the environmental impact of the Herring River Restoration Project on Truro.

Robert Weinstein, liaison to the SMART Committee, said David Quinn, the Municipal Assistance Coordinator of the Mass DEP had attended their last meeting. They discussed Transfer Station fees and projected increased costs of tipping fees and a Pay-As-You-Throw system. Patty Daly of Cape Cod Commission is scheduled for an October 27 presentation on revenue for the Town which ties in with Herring River Restoration, he said. Mr. Weinstein had attended the last meeting of the Housing Authority and commented favorably on the needs study for Affordable Housing. He and Maureen Burgess had met with Planning Board for a discussion on building in the Seashore, still an issue with Planning Board, he said.

Although Jay Coburn had no report, he read into record a summary of an email statement sent to him by Attorney Brian O'Reilly from Town Counsel, Kopelman & Paige, regarding his full time employment by Community Development Partnership and serving as a Selectman:

I have reviewed the documents provided by Selectmen Jay Coburn regarding his involvement with the Community Development Partnership and the various disclosures and approvals he has prepared to avoid any violations of Massachusetts General Law A-26A, the Conflict of Interest Law. I have also reviewed the January 4, 2013 Opinion Mr. Coburn received from the Ethics Commission. In my opinion, Mr. Coburn has taken all appropriate steps to continue to avoid any Chapter 268A issues. As noted in the Commission's opinion Mr. Coburn should file a Section 20D disclosure form when the CDP requires a new contract with the Town, and he has done so with the other selectmen's approval each time since 2013. Assuming that Mr. Coburn is a salaried employee [which he is], in my opinion, he does not have a direct financial interest in these contracts; i.e., his compensation is not connected to whether CDP obtains the contracts or not; but Section 20-D also applies to indirect compensation as well, so it would be advisable to continue to use the 20-D exemption forms as Mr. Coburn has been doing. It is my opinion that Mr. Coburn has acted correctly and avoided any violations of Chapter 26-A, and as long as he continues to comply with the Commission's 2013 advice, he will avoid violations with regards to his position with the CDP.

Mr. Coburn requested that the entire message be included in the minutes of the meeting.

TOWN ADMINISTRATOR'S REPORT

Rae Ann Palmer reported on Financials including the tax rate. She noted: tax bills being mailed out; the Consulting Planner covering Planning Board meetings; an Army Corps of Engineers' analysis for Ballston Beach restoration; environmental concerns; and the snow plowing report that is being completed.

AGENDA FOR NEXT MEETING

Town Administrator Rae Ann Palmer reviewed agenda items for the next meeting to be held on Tuesday, October 13, 2015. It will mainly focus on Special Town Meeting, but other items include: film locations for a movie being shot in Truro, deficit spending for ice and snow, the Food Pantry, and the Truro Non-Resident Tax Payers Association. There will be a need for an executive session before the regular meeting.

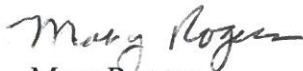
WORK SESSIONS AND JOINT MEETINGS

A work session for discussion of roles of the officers and restructuring will be scheduled after the October 13th meeting. Jay Coburn suggested scheduling work sessions on a quarterly basis. Tuesday, October 20, 2015 at 5 p.m. is a possible date for the work session. Planning Board and School Committee joint meetings also need to be scheduled in the next two months.

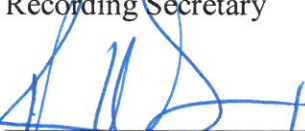
ADJOURNMENT

Jay Coburn moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0. The meeting was adjourned at 6:48 p.m.

Respectfully submitted,



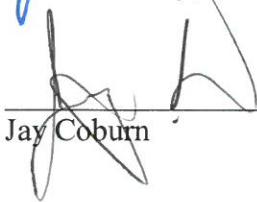
Mary Rogers
Recording Secretary



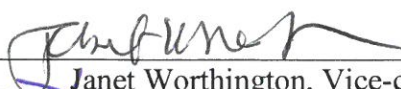
Paul Wisotzky, Chair



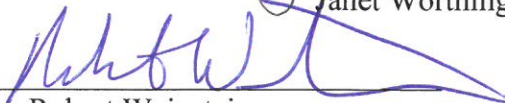
Maureen Burgess, Clerk



Jay Coburn



Janet Worthington, Vice-chair



Robert Weinstein

Public Records Material of 9/29/15

- 1.) Application of Bob Higgins-Steele for the Energy Committee
- 2.) Opening Warrant for Special Town Meeting
- 3.) Weston & Sampson materials on Wastewater Studies
- 4.) Town Administrator's proposed Functional Structuring chart
- 5.) Contract for new Fire Chief
- 6.) Agreement for GPS flyover mapping

- 7.) Application for One Day Entertainment License and Use of Town Property at Head of the Meadow Beach Parking Lot for Pete Fasano on behalf of Vinegrass for a fundraiser on October 4, 2015
- 8.) Minutes of September 8, 2015 and September 15, 2015
- 9.) E-mail opinion from Brian O'Reilly of Kopelman & Paige regarding Jay Coburn's position as Selectman and employee of Community Development Partnership