

**Truro Board of Selectmen
Meeting, April 12, 2016
Town Hall Meeting Room**

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

Present: Town Administrator Rae Ann Palmer; Assistant Town Administrator/Town Accountant Trudi Brazil

Chair Paul Wisotzky called the meeting to order at 5:00 p.m.

CONSERVATION COMMISSION APPOINTMENT

The Board interviewed Henry Lum, an applicant for appointment to the Conservation Commission. Mr. Lum explained his interest in the Conservation Commission.

Robert Weinstein moved to approve the appointment of Henry Lum to the Conservation Commission for an unexpired 3-year term. Maureen Burgess seconded, and the motion carried 5-0.

DISCUSSION OF THE TOWN ADMINISTRATORS REVIEW PROCESS

Paul Wisotzky, Chair of Board of Selectmen, explained the evaluation process using the International City/Management Association (ICMA) criteria and additional Truro-generated criteria for the Town Administrator's performance review. Each of the members of the Board shared his or her observations for the review done with the Town Administrator. Everyone concurred that they found Rae Palmer outstanding in the ICMA areas of staff effectiveness, policy facilitation, delivery management, democratic responsiveness, organizational planning and management, communication, and integrity. The Board agreed that she was also superlative in the areas of the Truro criteria: communicating with board members, community relationships, working with other entities, maintaining sensitivity, having a sense of humor and crisis management.

The Board particularly appreciated her accessibility, her ability to come into a difficult situation after the loss of the previous Town Administrator and make things operate even without an Assistant Town Administrator and Planner, and her superb mentoring of staff. Some of her accomplishments to date include involvement in the Ballston Beach study, hiring a new Fire Chief, working with neighboring towns, and facilitating Board of Selectmen meetings. Everyone admired her sense of humor and her ability to think on her feet.

There were a few suggestions offered: shepherding Truro through climate changes, further work on staff organization, transportation development, offering Emergency Management Planning training to the Selectmen, hiring an Assistant Town Administrator, and avoiding burn out by remembering it is okay sometimes to say *no*.

Using the same criteria as the Selectmen, Rae Ann Palmer had prepared her self-evaluation which she shared with the Board. She promised to continue her efforts in staff development; she

is working on a project tracking system; she will keep fine tuning objectives; and she expects to work more with neighboring towns on strategic planning for shared challenges. She agrees with the Selectmen about hiring an Assistant Town Administrator. She gave her heart-felt thanks to Town Accountant/Acting Assistant Town Administrator Trudi Brazil for all the help that Trudi has given her in these first 18 months as Truro Town Administrator.

CONSENT AGENDA

The Consent Agenda contained the following:

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

1. Herring River Restoration Project Support Letter;
2. Wireless Communications Facilities Lease Agreement with Crown Castle (Consent for Modification with Verizon and T-Mobile) for Cell Tower located at 344 Route 6;
3. Water Service Application for suppression system located at 706 Shore Rd.;
4. Letter to Cape Cod Commission Regarding Expectations between the Town and the Commission;

B. Declaration of Surplus Property for the Fire Department of SCBA (Self Contained Breathing Apparatus) packs (15) and air bottles (15); and

C. Review and Approve Board of Selectmen Meeting Minutes of March 22, 2016.

Paul Tucker was present for the Declaration of Surplus Property. He said ICS will be offering a class in Emergency training in Wellfleet in May.

Jay Coburn moved to approve the Consent Agenda with amended minutes of March 22, 2016. Maureen Burgess seconded, and the motion carried 5-0-0.

SELECTMEN AND LIAISON AND TOWN ADMINISTRATOR REPORTS

The Selectmen and the Town Administrator all gave reports. Jay Coburn had attended a meeting at the State House concerning room tax and a Cape and Island Housing Council meeting on the topic of hunger. He has been appointed by Governor Baker to serve as a representative for a commission working to bring more focus to rural communities' needs. Janet Worthington said she is anticipating the return of Selectmen's Hours to the outdoor locations. Paul Wisotzky had attended a meeting of the COA Board to discuss the increased staffing for Fire and Rescue and transportation services that are needed. He also reported on the Pre-Town Meeting. Maureen Burgess is liaison to the Water Resources Oversight Committee, but she said their last meeting had not been held. Their work on a report they have been preparing is incomplete, according to Rae Ann Palmer. Ms. Burgess suggested some improvements to the sign-in process for Town Meeting. Robert Weinstein reported on the last meeting of the Planning Board which included the public hearing for the petitioned article for Annual Town Meeting. No one showed up at his last Selectmen's Hours held at the Library, he said. Town Administrator Rae Ann Palmer had attended the May 19th signing of Community Compact. She said there had been a request for a delay on the hearing for the Fore & Aft, but counsel recommended opening the public hearing on schedule and setting a date for a continuance.

NEXT MEETING AGENDA

Rae Ann Palmer and the Board reviewed a lengthy agenda planned for the April 19, 2016 meeting.

EXECUTIVE SESSION

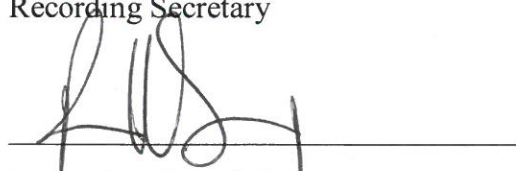
Chair Paul Wisotzky moved to enter into Executive Session and not return to the regular meeting in order to discuss pending litigation (MGL 30A, § 21 (a) (3) and to conduct contract negotiations with non-union personnel (MGL30A, § 21 (a) (2) for the Town Administrator. The motion carried 5-0-0 by roll call vote: Weinstein – *aye*; Burgess – *aye*; Wisotzky – *aye*; Worthington – *aye*; and Coburn – *aye*.

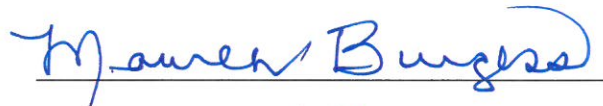
The Board moved into executive session at another location in Town Hall at 6:00 p.m.

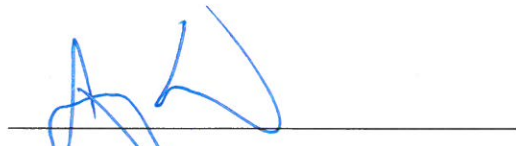
Respectfully submitted,

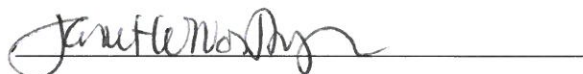

Mary Rogers

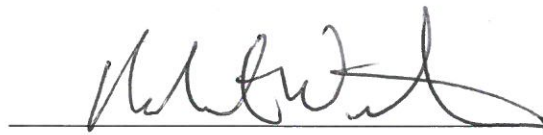
Recording Secretary


Paul Wisotzky, Chair


Maureen Burgess, Clerk


Jay Coburn


Janet Worthington, Vice-chair


Robert Weinstein

Public Records Material for 4/12/16

1. Application for Conservation Commission by Henry Lum
2. Herring River Restoration Project Support Letter
3. Wireless Communications Facilities Lease Agreement with Crown Castle
4. Water Service Application for suppression system located at 706 Shore Rd.
5. Letter to Cape Cod Commission Regarding Expectations
6. Commission. Declaration of Surplus Property-Fire Department