

**Truro Board of Selectmen Meeting  
Selectmen's Chambers Town Hall  
Tuesday, September 27, 2016**

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

**Present:** Town Manager Rae Ann Palmer

Paul Wisotzky called the meeting to order at 5:03 p.m.

**BOARD OF SELECTMEN ACTION**

***FY18 Budget***

Finance Committee Chair Lori Meads and members Rich Wood and Roberta Lema came forward for preliminary discussion of the Fiscal Year 2018 Budget. Lori Meads called to order the meeting of the Finance Committee.

Town Manager Rae Ann Palmer and Town Accountant Trudi Brazil discussed the use of Free Cash, unexpended funds. They had asked the department heads to look at the services they provide and the cost of those services with the intent of creating a no growth budget. Trudi Brazil said that one-time spending that had been available for a few years will no longer be available for FY18. She said there are a number of other factors that make it difficult to rely on Free Cash. Ray Ann Palmer said that the new approach was essentially use of a zero-based budget. She said the Town needed to consider the core services offered.

Rich Wood asked about amounts of money that would no longer be available and about figures for the Capital Budget. Rae Ann Palmer said the new financial advisor had suggested refinancing debt as a money saving strategy. Robert Weinstein asked if there was a metric for determining services and costs. Rae Ann Palmer said there was not, but that would be a consideration for the next budget round. Paul Wisotzky asked for further discussion of "no growth budget." Rae Ann Palmer said it was a modification of zero-based budget. Lori Meads asked about staffing. Ms. Palmer said that a study of services would indicate staffing needs. Paul Wisotzky said the core services and ancillary services could be defined for a future budget. Janet Worthington asked that sustainability and the demographics of the town be considered. Paul Wisotzky added that was important for the Board of Selectmen's focus on strategic planning.

The Board of Selectmen will draft the Budget Message for the November 11<sup>th</sup> meeting. The Budget Task Force will begin meeting on Tuesday mornings from 8-10 a.m., starting in December.

Roberta Lema moved to adjourn the Finance Committee meeting. Rich Wood seconded, and the motion carried 3-0. The Finance Committee meeting was adjourned, and the Selectmen's meeting continued.

***Review of Committee/Commission Charges***

Chair Paul Wisotzky said Community Engagement Item 4 in the *Goals and Objectives* was to review board, committee and commission charges. He asked what elements should be included in all the non-regulatory boards. For example, he said, that they all are advisory to the Board of Selectmen. Board members added other charges to include: clarifying lines of authority and communication, and defining the relationships to liaisons, staff and the Town Manager. . Rae Ann Palmer considered the clarifications a good idea. Janet Worthington suggested creating a handbook for each committee board or commission. Paul Wisotzky said a handbook would help with training for new members

Paul Wisotzky reviewed liaison assignments to the non-regulatory boards. He said that reviewing charges was the next step and could be done through the liaisons. The Selectmen each chose one of their liaison assignments to review and will report back to the Board at a future meeting.

***Early Voting for Presidential Election Discussion***

Jay Coburn discussed the availability of early voting for the Presidential election. Rae Ann Palmer said that the Town Clerk will offer the early voting option from October 24 to November 4 during regular Town Hall hours and on Thursday, October 27 till 8 p.m. and Saturday, Oct. 29<sup>th</sup> from 10 a.m. to 2 p.m. Jay Coburn asked if another evening opportunity could be added to the times, and Ms. Palmer offered to inquire. Absentee ballots are still available as well. Helen McNeil-Ashton, who asked how the early voting times would be publicized, was assured the times would appear in the *Banner* and on the Town website.

***Naming Walking Trail***

Town Manager Rae Ann Palmer announced the decision of a name for the walking trail located on Town Conservation land at Edgewood Farm.

Janet Worthington moved to name the trail for Ansel Chaplin. Jay Coburn seconded, and the motion carried 4-0-1.

***New Shellfish Aquaculture Grant***

Shellfish Constable Tony Jackett and Dan Smith came forward to request final approval for a new Shellfish Aquaculture Grant for Mr. Smith located off Beach Point Landing. Mr. Smith reviewed the 19-month application process he had gone through with the state regulatory agencies.

Robert Weinstein moved to approve Dan Smith's request for a new 2-acre Shellfish Aquaculture Grant off Beach Point Landing. Maureen Burgess seconded, and the motion carried 5-0.

***Historical Properties Bylaw Changes***

Chair Historical Commission Chuck Steinman, Fred Todd of the Historical Review Board and Helen McNeill Ashton of the Historical Commission presented recommended changes to the Historic Properties Bylaw. One was the Preserving Historic Properties General Bylaw, a goal on the Selectmen's *Goals and Objectives*. One suggestion was to incorporate the Historical Commission and the Historical Review Board into one organization. Their request was to

forward their bylaw work to Town Counsel for review to be sure the bylaw is in compliance with Mass General Law.

Jay Coburn moved to forward the bylaw changes to Town Counsel to review and ensure it is in compliance with Mass General Law. Maureen Burgess seconded, and the motion carried 5-0.

The Historical Commission also discussed a plan to place plaques on historic properties. They now have a data base with addresses identifying historic properties and plan to send letters to owners with samples of the plaques and information on how to purchase them. The Historical Commission requested funds to help with this mailing.

Robert Weinstein said the Building Department should have the information that the Historical Commission has compiled. The current Demolition Delay Bylaw specifies that owners be notified of designation as historic in the event of a demolition delay; however, notification should not be confused with the plaque letter, Mr. Weinstein said. Mr. Steinman said that the list of historic properties has already been submitted to the Building Inspector.

Paul Wisotzky asked about a reference to listing a building in a Historic District since Truro doesn't have any other than the Highland Historic District. The Historical Commission has considered other areas of the town for historic district designation, and response to the question in the letter could give the Historical Commission some direction about future districts.

Maureen Burgess moved to approve support to the Historical Commission to send the letters to historic property owners. Janet Worthington seconded, and the motion carried 5-0.

### **CONSENT AGENDA**

The Consent Agenda contained the following items:

A. Review/Approve and Authorize Signature:

1. Water Service Application for 642 Shore Rd – Little Skipper Condominiums;
2. One Day Entertainment (Sunday) License -Vinegrass Music Festival October 2, 2016 at Truro Vineyards, 11 Shore Rd.;
3. Letter regarding Pilgrim Nuclear Power Plant;

B. Amend Board of Selectmen Minutes of August 8, 2016; and

C. Review and Approve Regular Board of Selectmen Minutes – September 13, 2016.

Robert Weinstein commented on the letter regarding the Pilgrim Nuclear Power Plant and offered some corrections. Maureen Burgess will include the changes in the letter. Ms. Palmer explained why the Minutes of August 8, 2016 were amended.

Jay Coburn moved to approve the Consent Agenda with an amended letter regarding Pilgrim Nuclear Power Plant. Robert Weinstein seconded, and the motion carried 5-0.

### **SELECTMEN AND LIAISON AND TOWN MANAGER REPORTS**

Jay Coburn had commended the Planning Board efforts on house size bylaws, but he expressed concerns on meeting procedures, use of Town Counsel, understanding of Open Meeting Law and use of Executive Session. Robert Weinstein commented further on the Ethics training that

members of all regulatory boards are required to take. Rae Ann Palmer said there is an attempt to educate chairs and board members. Paul Wisotzky stressed the importance of ongoing training in Open Meeting Law.

Janet Worthington reported on the success of the end of summer party that was held on September 24<sup>th</sup> and thanked all who had worked on it.

Paul Wisotzky added that the party was a wonderful event and might start an annual tradition. He praised the team effort that made it possible. He said that he attended the Planning Board work session that was a follow-up to the joint meeting on protecting the Seashore District. He and Jay Coburn commented on process for crafting zoning bylaws.

Maureen Burgess had attended a meeting about Highland Lighthouse. Two historic preservation specialists discussed its issues of moisture and venting and gave an estimate of 1.3 million dollars to rectify the building, she said. At her last Selectmen's Hours, she had received a letter of concern about the cost of trash bags. Rae Ann Palmer said that she had brought the letter to the attention of the Health Agent and Board of Health. Ms. Burgess reiterated the praise for the end of the season party. She also had attended the Planning Board work session to review bylaws they are preparing for Town Meeting Articles.

Robert Weinstein had attended the Planning Board meeting and discussed the Accessory Dwelling Unit Bylaw and water issues related to Wells #4 and #5, near the former Air Force Base. The Seashore has informed the Town that they are demolishing buildings there that contain asbestos. He suggested drafting a letter to the Seashore requesting a detailed plan of what they are doing and how it could impact the water supply. He also discussed appropriate identification for Selectmen when participating at other meetings. He said Selectmen should indicate whether they are speaking for themselves or have been designated as representative of the Board of Selectmen.

Town Manager Rae Ann Palmer had a few items. She clarified a comment by the Historical Commission Chair about procedure for staff. She and Maureen Thomas will be attending a meeting for managers for the Cape Cod Municipal Health Group about planned designed changes. The Housing Specialist's bids had arrived, she said. There are two good candidates for the Assistant Assessor position, and she expects to make a decision on that soon. The Fire Department test is Saturday. Forty-one applicants are taking the exam, she reported. Interviews will follow.

## **NEXT MEETINGS**

Rae Ann Palmer reviewed with the Board agenda for the Tuesday, October 11, 2016 Board of Selectmen meeting. So far it included finalizing the Budget Message and the Fire Chief's Mandatory Safety Belt Policy, needed for a grant. Jay Coburn suggested adding a review of the Selectmen's *Goals and Objectives*.

Ms. Palmer and the Board planned for an Executive Session at 4 p.m. on October 4, 2016 and rescheduled the next work session to follow it at 5 p.m. She and the Selectmen will work out scheduling for the next meetings at the work session.

**ADJOURNMENT**

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

Respectfully submitted,

Mary Rogers, Secretary

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Paul Wisotzky, Chair

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Maureen Burgess

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Jay Coburn, Clerk

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Janet Worthington, Vice-chair

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Robert Weinstein

**Public Records Material of 9/27/16**

1. Aquaculture grant application
2. Historical Properties Bylaw
3. Water Service Application for 642 Shore Rd – Little Skipper Condominiums
4. One Day Entertainment (Sunday) License -Vinegrass Music Festival October 2, 2016 at Truro Vineyards, 11 Shore Rd.
5. Letter regarding Pilgrim Nuclear Power Plant