

Truro Board of Selectmen
Meeting Minutes – October 15, 2013
Truro Town Hall, 6:00pm

Members Present: Jay Coburn, Jan Worthington, Robert Weinstein, Paul Wisotzky, Breon Dunigan
Others Present: Town Administrator Rex Peterson and Assistant Town Administrator Charleen Greenhalgh

Chair Jay Coburn called the meeting to order at 6:00p.m.

Review and approval of Minutes- September 24, 2013

Weinstein moved to approve the September 24th, 2013 minutes¹ as printed. Dunigan seconded the motion. So voted unanimously 5-0.

Review and approval of Minutes-October 1, 2013

Wisotzky moved to approve the meeting minutes of October 1, 2013 Minutes². Weinstein seconded the motion. So voted unanimously 4-0-1. Worthington abstained.

Review and approval of Minutes- Executive Session September 24, 2013

Coburn asked for a motion to move to approve and hold the Executive Session minutes of September 24th, 2013³. Weinstein so moved. Wisotzky seconded the motion. So voted unanimously 4-0-1. Worthington abstained.

Public Comment Period

Coburn stated that the Board of Selectmen have received a letter of resignation from the Building Inspector, Tom Wingard. Coburn thanked him for his service on behalf of the Board.

Public Hearing-Application for New Common Victualer License for Babes Bakery Inc.63 Shore Rd

Coburn read the public hearing meeting notice into record⁴. Weinstein made a public disclosure that he was contracted 30 years ago buy the current owner for construction work at the restaurant. Coburn stated that it was his understanding that the restaurant's license had lapsed for the last couple of years. The Board of Health held a public hearing previous to the Board of Selectmen's meeting for the food service licenses. Weinstein added since he is the liaison to the Board of Health he would comment on the hearing that preceded the Board of Selectmen's hearing. Coburn asked the applicants if they wished to comment on their applications that were before the Board of Health. Claudia Boespflug (owner) stated that everything was in the application that was requested of them. Dunigan asked for confirmation as to what was being asked for since the application included an opening date prior to the hearing date.

It was explained that the license application (2013) information as completed by the applicant was reflective of the business being operational for the purposes of keeping its zoning; due to the lapse in the licenses being issued per Truro's Zoning bylaws. The owners will open for one day as approved by the Board of Health for the 2013 licenses and then renew all applications and licenses for 2014 as a fully operational restaurant. Weinstein added that the Board of Health was also confused by the application but the Board of Health understood the applicants' desire was to maintain zoning status. Weinstein added that the Board of Selectmen should look into businesses in particular food operating/restaurants that are not in operation since it involves issues with septic systems and owners

should have an obligation of being open and serving the public during the period specified by the license. Worthington felt that the licenses should be approved. Dunigan asked for confirmation that they would have to renew their licenses for next year. Coburn attested to this and encouraged businesses to remain open. Coburn asked if there were any members of the public who wish to speak in support or opposition to this hearing. **Worthington moved to approve the license (Common Victualer 2013) for Babes Bakery, Inc. at 63 Shore Rd. Dunigan seconded the motion. So voted unanimously 5-0.**

Preliminary Discussion with Finance Committee on FY2015 Budget and Fiscal Planning Parameters

Dennis Clark, Finance Committee member, confirmed that he would be Chairing the joint meeting and called the Finance Committee meeting to order. Coburn asked the Finance Committee if they had reviewed and or had questions and concerns for the FY2015 budget time table and parameters. Coburn reminded the Finance Committee that last year department heads were reminded to have level funding for their department. Coburn continued to state that the next step is for the department heads and the Town Administrator to develop a budget. The Board of Selectmen must give guidance on the parameters and goals for the budget. Property taxes continue to be the primary source of funds for the services provided by the town. Coburn expanded on the need for measured increases due to salary increases and health insurance coverage. Lori Meads, Finance Committee member added that the Finance Committee's role is to work in concert with the Board of Selectmen. She noted that they cannot manage departments but hoped to see departments be cautious as to how funds are expended. Roberta Lema, Finance Committee member, added that she would still like to see inventories accomplished for all of the departments in town. She asked that Finance Committee members encourage people to become involved in the regionalization of some aspects of their departments.

Worthington asked that she would like to see more information from department heads. Wisotzky noted that one of the Board of Selectmen's goals is to have a *budget that provides for essential services and minimizes budgetary growth that is sustainable long-term*. Wisotzky asked if there would be information from the Compensation and Classification study (Human Resources Services, Inc.) that would affect this budget cycle. Mr. Peterson responded that the information should be generated during the budget season. He noted for the last two years department heads were told not to increase their budgets by more than 2½ % unless the increase could be justified. Coburn stated that they explained to department heads that they maintain the current level of services for the town. He noted that he would like to see suggestions from department heads specifically regarding an interest in regionalizing services with the neighboring towns.

Weinstein added that there is a regional Finance Committee meeting that he has attended and he would recommend that other members of this Board and the Finance Committee attend as they are helpful in hearing other town's similar concerns. He further noted based on the specifics of the Human Resources Services Inc. contract that the information will not be readily available for the budget season. The Performance Period in the description states that it will not be completed for 5-6 months. He added that the long term financial model that the town is using is not sustainable due to the increase in the town's budget versus the decrease in population.

Coburn asked if it would be helpful to send department heads a letter that outlines the parameters. Mr. Peterson agreed that it would be helpful and at the end of October the budget outlines will be distributed. Coburn suggested that he and Weinstein work on drafting a budget letter for consideration. Dunigan suggested they perhaps certain positions could be examined prior to other positions. Mr.

Peterson stated that he had spoken to the consultant to do work on Town positions that are more critical than others.

Coburn asked to have the discussion of the Special fall Town meeting Warrant moved in the agenda.

Close the Special Town Meeting warrant and Review draft Warrant⁵

ARTICLE 1: AUTHORIZATION FOR POLICE CRUISER REPLACEMENT

Coburn explained that this article is to replace the cruiser that was involved in the accident for the amount of \$31,731.00. **Dunigan moved to recommend Article 1(Authorization for Police Cruiser Replacement) to the Special Fall Town Meeting. Weinstein seconded the motion. So voted unanimously 5-0.**

Board of Selectmen Recommendation: 5-0, in favor of recommendation.

ARTICLE 2: TRANSFER AVAILABLE FUNDS TO PURCHASE POLICE VEHICLE

Coburn stated that this Article was in regards to a vehicle that was approved at Annual Town Meeting (2013) but was turned down by a few votes at Annual Town Election in May. He added that it is important to keep pace with all Capital Improvement expenses and not fall behind. Weinstein stated that he attended the last Finance Committee meeting regarding this discussion. He explained that he questioned why the Police department needs this many vehicles. He also reminded the Board of the vote regarding the motorcycle lease and that he felt that the funds for the lease could go towards the maintenance of other vehicles. Chief Takakjian explained the maintenance that is needed on this vehicle. He also explained to the Board his budget for vehicle maintenance. He added that the vehicle will be used for unmarked detective work and the replacement will be a Toyota Camry. Wisotzky felt that there is more information that is needed in the *Comment Section* for an explanation to the citizens. He also added that perhaps the line item for repairs seem to be too small and should be increased. Wisotzky also asked if there could be an insertion of the capital improvement schedule of the vehicles. Chief Takakjian stated that there are higher miles on vehicles now that there are fewer vehicles in the department and he noted the replacement schedule of 2 vehicles for one year and then the following year they replace another vehicle.

Chief Takakjian further explained the use of the vehicles in a given day. Dunigan also agreed that comments need to be inserted. **Dunigan made a motion to recommend Article 2 (Transfer available funds to purchase police vehicle). Wisotzky seconded the motion.** Weinstein added that he is not prepared to vote on this Article as there is a request for a third vehicle. Coburn asked the Board how they wished to proceed but he was prepared to vote. Worthington asked how it will work for the third vehicle request. Chief Takakjian explained that the third vehicle would be used in conjunction with the Recreation & Beach department. The Police department would use it in the winter and the Beach department could use it in the summer months. He proceeded to explain the mechanical issues with this current vehicle. Worthington asked how the replacement schedule would look in the next three years if all three of these vehicles are replaced. Chief Takakjian responded that there will not be a need to replace vehicles at ATM. Coburn asked that a spreadsheet be provided at Fall Town Meeting. Wisotzky stated that this Article also needs comments. Ms. Lema questioned which 4x4 vehicle is currently being used by the Beach department. Dunigan noted that we are replacing vehicles not adding. **So voted unanimously 4-0-1. Weinstein abstained.**

Board of Selectmen Recommendation: 4-0-1, in favor of recommendation.

ARTICLE 3: TRANSFER AVAILABLE FUNDS TO PURCHASE POLICE VEHICLE

Weinstein stated that he does not have enough information to vote. He added that perhaps they could combine the detective vehicle (unmarked) and the 4x4 vehicle. **Dunigan moved to recommend Article 3 (Transfer available funds to purchase police vehicle) for the four wheel drive vehicle. Wisotzky seconded the motion. So voted unanimously 4-0-1. Weinstein abstained.**

It was recommended to use power point and to have the Capital improvement spreadsheet a part of the Warrants for better visibility.

Board of Selectmen Recommendation: 4-0-1, in favor of recommendation.

ARTICLE 4: TRANSFER AVAILABLE FUNDS TO THE HOUSING TRUST FUND

Coburn stated that the Board approved using funds to make repairs to the town's affordable housing. **Worthington moved to recommend Article 4 (Transfer available funds to the Housing Trust Fund). Weinstein seconded the motion. So voted unanimously 4-0-1. Coburn abstained.**

Board of Selectmen Recommendation: 4-0-1, in favor of recommendation.

ARTICLE 5: RE-APPROPRIATE FUNDS FOR OVERHEAD DOORS AT THE PUBLIC SAFETY FACILITY

This is a request from the DPW Director as he would like to re-appropriate the funds that were not used for a range hood. Dunigan asked that there be comments added explaining the need. **Wisotzky moved to recommend Article 5 (Re-appropriate funds for overhead doors at the public safety facility). Dunigan seconded the motion. So voted unanimously 5-0.**

Board of Selectmen Recommendation: 5-0, in favor of recommendation.

ARTICLE 6: APPROPRIATE FUNDS FOR REGIONAL EMERGENCY SHELTER

Chief Takakjian stated that the shelter will be open but the main issues are food and medical supplies through the Red Cross Commissary services. He explained the number of people that could potentially go to the shelter and the cost for meals per day. He also elaborated on the medical supplies that they need to have in reserve at the shelter. Dunigan asked for confirmation on the amount being asked for. **Weinstein moved to recommend Article 6 (Appropriate funds for Regional Emergency Shelter). Worthington seconded the motion. So voted unanimously 5-0.**

Board of Selectmen Recommendation: 5-0, in favor of recommendation.

ARTICLE 7: RETURN OF NEW SOUTH CEMETERY LOTS AND REIMBURSEMENT

The Town Administrator stated that these lots need to be sold back to the town and needs Town meeting approval to do so. **Dunigan moved to recommend Article 7 (Return of New South Cemetery lots and reimbursement). Weinstein seconded the motion. So voted unanimously 5-0.**

Board of Selectmen Recommendation: 5-0, in favor of recommendation.

ARTICLE 8: APPROPRIATION OF AFFORDABLE HOUSING TRUST FUNDS TO ASSIST WITH LAND PURCHASE FOR AFFORDABLE HOUSING

Coburn explained that the ATM meeting voted to purchase a lot for another Habitat for Humanity House or affordable housing and the land is more expensive now and there needs to be more money set aside to purchase property. Wisotzky noted that funds need to be available to move the project forward. **Wisotzky moved to recommend Article 8 (Appropriation of affordable housing trust funds to**

assist with land purchase for affordable housing). Weinstein seconded the motion. So voted unanimously 5-0.

Board of Selectmen Recommendation: 5-0, in favor of recommendation.

ARTICLE 9: APPROPRIATE FUNDS TO IMPLEMENT MODIFICATIONS TO THE STAFFING AND STRUCTURE OF THE FIRE & RESCUE DEPARTMENT

Dunigan noted that the Advisory Committee has been working with the consultants. The Consultants have identified that there are staffing issues that need to be addressed. The Chairman of the committee has placed this Article on the Warrant should we need the funds to ensure safety of the Truro citizens. There is no dollar amount added yet but will be further discussed on the floor at Town meeting.

Dunigan made a motion to reserve recommendation for Article 9 to a future date. Wisotzky seconded the motion. So voted unanimously 5-0.

Wisotzky made a motion to close the Warrant for Special Fall Town meeting (November 12th). Dunigan seconded the motion. So voted unanimously 5-0.

Review, Approve & Authorize Chair to Sign a Municipal Water Hook-up Application – 231 Shore Rd

Jason Silva stated that all paper work has been submitted to the Building Commissioner and they have the approval from the Board of Health. The application for water service needs to go to the Provincetown water department then to the Building department for the building permits. **Coburn asked for a motion to approve and authorize the Chair to sign the Water Application⁶ for 231 Shore Rd. Worthington so moved. Wisotzky seconded the motion. So voted unanimously 5-0.**

Review, Approve & Authorize Chair to sign Application for Construction Staging Permits for use of Cold Storage Beach: 8 Falcon Lane, 15 Avocet Road, 7 Kestrel Lane, 17 Avocet Road, 19 Avocet Road, 8 Kestrel Lane

Coburn stated that before the Board of Selectmen were the Construction Staging permits⁷ for Greg Morris. Coburn stated that they were in receipt of an email from an immediate abutter to the parking lot that expressed concerns regarding staging at Cold Storage beach and the noise of the vehicles outside of working hours and on weekends. There is also a memo regarding this from the Conservation Agent. Worthington spoke to the applications as the applicant has applied for this in previous years. Weinstein noted on several applications that there is information missing in the segments listing the property owner's legal mailing address. Coburn suggested that they could possibly set some restrictions to accommodate the neighbors such as no work on Sundays and start later on Saturdays such as 10am. Dunigan asked if these permits were in place should there be a need to start the work. Ms. Greenhalgh is getting the permits in beforehand with conditions in place. Mr. Kirchner has also explained to Ms. Greenhalgh that the vehicles are left in location the entire time when there is no work being performed and explained the need for the sand re-nurishment for routine and storm related necessity. **Dunigan asked her colleagues to add conditions in the approval, that the work start on Saturday's and not be performed on Sundays, that the excavator and loader not be there when work is not being performed and approving and authoring the Chair to sign. Weinstein asked to include in the motion the addition of the information for the addresses to be also included to the application as an amendment to the motion. Dunigan so moved. Weinstein seconded the motion. So voted unanimously 5-0.**

Review, Approve & Authorize Chair to sign FY2014 Formula Grant & FY14 Purchase Of Services Grant for the COA

Coburn stated that they are routine contracts⁸ that are approved on an annual basis. **Wisotzky moved to approve and authorize the Chair to sign the FY14 Formula Grant contract. Weinstein seconded the motion. So voted unanimously 5-0.**

Wisotzky moved to approve and authorize the Chair to sign the FY14 Purchase and services contract. Worthington seconded the motion. So voted unanimously 5-0.

Reappointment: Human Services Committee-Martin Thomas

Coburn asked for a motion to continue Martin Thomas' appointment⁹ to the Human Services Committee. **Weinstein made a motion to reappoint Martin Thomas to the Human Services Committee. Dunigan seconded the motion. So voted unanimously 5-0.**

Vote to Release the August 27th, 2013 Executive Session Minutes

Wisotzky moved to release the Executive Session minutes¹⁰ of August 27th, 2013. Worthington seconded the motion. So voted unanimously 4-0-1. Dunigan abstained.

Discussion and Vote on Provincetown Purchase of Property on South Highland Rd

Bill Worthington, member of the Water Resources Oversight Committee, stated that the Board of Selectmen had a memo¹¹ before them regarding Provincetown purchasing the land along South Highland Rd in order to control land immediately adjacent to South Hollow well field. Coburn noted the contingencies as laid forward by the Water Resources Oversight Committee. Worthington added that this is in their agreement as well. Coburn asked for a motion to approve the land purchased by the Town of Provincetown. Wisotzky asked how the purchase is deeded with a conservation restriction. Ms. Greenhalgh replied that per the agreement the Town of Provincetown must adhere to conditions as set forth by the Town of Truro as they would be in violation otherwise to the municipal agreement. Worthington asked what a deeded conservation restriction would entail. Ms. Greenhalgh replied that it would be similar to other conservation restrictions; with a third party holding the deed restriction. Wisotzky asked if this property would be under the charge of the Selectmen. Ms. Greenhalgh responded that the deed restriction is kept by whoever has the jurisdiction. **Coburn stated that motion should state the Town of Truro approves the acquisition of the portion of land shown on Truro Atlas Map 37 as Parcel 17 (more specifically Lot 5 as shown on the Wallace A. Kelly Definitive Subdivision Plan, revision date May 26, 2010) by the Town of Provincetown and that upon acquisition of said property shall be subject to the following conditions:**

- 1) The property shall be subject to a deeded Conservation Restriction, and;**
- 2) The acquisition of this land will not be used to support and/or otherwise enable the Town of Provincetown Water System to apply for additional permitted pumping capacity from the South Hollow well field.**

Dunigan moved the motion. Weinstein seconded the motion. So voted unanimously 5-0.

Discussion of Policy and Communication for Police Department

Weinstein stated that this item had come to his attention regarding correspondence between the Police department and the Town Administrator and a Town employee. He explained the situation that had occurred and that the Town Administrator was unaware of what had occurred for some time. Weinstein stated that as the Board of Selectmen is responsible for setting policy (Direction of the Police Department- Policy #39¹²) for the Police department and he had some revisions to make to this policy. On the third page he added, "The Chief will report to the Board's liaison at the first convenient time any of the following incidents occur", "(1) any citizen complaint that might escalate to the Board or potentially might appear in the press". Weinstein felt that the notification requirement helps the Town

Administrator with any complaint that involves Town employees. Weinstein suggested that there be an expansion of the language to include self-reporting.

Dunigan stated that this person has never made an official complaint, but she was aware the following day of the incident. Chief Takakjian explained that the incident had occurred. He stated that there are some things that he is duty bound to report but other incidents must be treated more carefully because they may contain derogatory statements. He suggested that they tread carefully. Weinstein suggested that any incidents should probably more broadly be defined due to the comments that the Chief of Police made.

Coburn suggested that Policy #39 be reviewed at a later date as it is not on the agenda. It was agreed after a brief discussion that there were some items within the Policy that need revisions.

Review, Approve & Authorize Vice-Chair to Sign Agreement with Bailey Boyd Associates, Inc. for Professional Services for the FY13 Truro CDBG Grant

Coburn recused himself. Dunigan spoke to the contract¹³ to be reviewed and approved. Ms. Greenhalgh added that this is a standard contract that the Board has seen in the past few years. Weinstein asked with regards to Section 8.2 and the Access to Records, why Truro isn't mentioned as a party that has access to the records; he also noted that (CDBG) Community Development Block Grant isn't defined throughout the contract. Ms. Greenhalgh responded that when audits occur the Town of Truro is invited to those audits and the Town of Truro acts as the funneling agent for all funds through the CDBG grant which entitles Truro to the information. Wisotzky commented that in Section 8.5 in terms of non-discrimination (the HUD regulations were changed in 2012 to include gender identity and sexual orientation in non-discrimination in Housing) these items are not included in this contract. He advocated from now on that these be included in all contracts. **Dunigan asked for a motion to approve & authorize Vice-Chair to sign the agreement with Bailey Boyd Associates, Inc. for Professional Services for the FY13 Truro CDBG Grant. Worthington so moved. Wisotzky seconded the motion. So voted unanimously 4-0.**

Review, Approve & Authorize Vice-Chair to sign the environmental review for FY13 CDBG Grant

Ms. Greenhalgh stated that there are no applicable environmental issues¹⁴ regarding this grant including childcare subsidies. Dunigan asked for a motion. **Wisotzky moved to approve & authorize the Vice-Chair to sign the environmental review for FY13 CDBG Grant. Weinstein seconded the motion. So voted unanimously 4-0.**

Review, Approve & Authorize Vice-Chair to Sign – FY13 CDBG Special Condition Letter

Dunigan explained that this letter¹⁵ is in regards to civil rights compliance. Mr. Peterson Wellfleet has the civil rights complaint not Truro. Mr. Wisotzky asked if this is the case couldn't Truro be removed from the letter? Ms. Greenhalgh responded that because Truro is the lead on the grant that both towns need to be cited in the letter. Dunigan explained that this letter was required due to a pending civil rights case involving Truro. In response to questions, Mr. Peterson stated that he was not aware of Truro having a civil rights case and that it must be Wellfleet. Dunigan further explained that the letter is in effect because the State doesn't want to give funds to towns that have civil rights violations. Worthington questioned why Truro is signing the letter if there is no issue in Truro. Ms. Greenhalgh explained that Truro is the lead town on the CDBG grant and is required to sign. **Wisotzky move to approve and authorize the Vice-Chair to Sign the FY13 CDBG Special Condition Letter. Weinstein seconded the motion. So voted unanimously 4-0.**

Review, Approve & Authorize Chair to sign Agreement with Human Resources Services, Inc, for Compensation and Classification Study

Coburn asked if there were any questions or concerns. **Coburn asked for a motion to approve & authorize the Chair to sign the Agreement with Human Resources Services, Inc, for Compensation and Classification Study¹⁶. Dunigan so moved. Wisotzky seconded the motion. So voted unanimously 5-0.**

Review and Approve the Local Planning Committee Charge and Memo to Boards and Committees Regarding Appointments

Weinstein questioned on the second paragraph (page 1), the spelling of the acronym LCP versus LPC. Wisotzky explained that there is a new Regional Policy Plan (2012) and our local comprehensive plan needs to model the planning categories in the Regional Policy Plan. The categories have changed since the last Regional Policy Plan. The Charge is to form a Local Comprehensive Planning Committee that will include designees from existing Town committees that relate to the new planning categories in the Regional Policy Plan. They will read the Regional Policy Plan and then survey current Town planning efforts and then come back to us with a recommendation to fully update the Local Comprehensive Plan.

Ms. Greenhalgh noted that they are in the process of writing the Wastewater Comprehensive Plan. This is going to be telling as to how the Town is going to move forward and is one of the biggest pieces behind the Local Comprehensive Plan. Dunigan asked that someone from the Beach Commission also be added to this group. Wisotzky felt that this was a good recommendation. **Coburn asked for a motion to create the Committee and approve the Charge. Weinstein so moved with the corrections and inclusion of the Beach Commission. Dunigan seconded the motion. So voted unanimously 5-0.**

Discussion on Volunteer Orientation-Training Materials, Packet, etc

Dunigan explained that she and the Town Administrator would work on a packet for new Committee members that include items such as rules and guidance on completing the Online Ethics and Conflict of Interest Disclosures.

Review & Approval of Standard Operating Procedures Memo¹⁷ & Discussion and Approval on Selectmen Meeting Start Time

Coburn stated that they are putting together some guidelines for the agendas, including a strict deadline of noon on Wednesdays for the submission of materials. Coburn also noted another correction that was needed in the (SOP) after the word Town Administrator regarding "Selectmen's meeting".

Coburn explained that the Board of Selectmen have had a couple of meetings commence at 5pm. Ms. Greenhalgh explained that an earlier start time cannot begin until 2014 due to the scheduling of the Selectmen's meeting room. Wisotzky stated concern for people that commute to work and won't be able to make the meetings and he wanted to make sure that the meetings are accessible to everyone. Worthington also questioned this since people come under public comment. There was a brief discussion as to when other town's Board of Selectmen meet and the consideration of employees that have to commute. Coburn felt there has been sufficient notice and no one from the public is currently objecting to a time change. Ms. Greenhalgh noted that often they do get specific requests for time placement on the agenda and they can try meeting at 5pm.

Coburn also suggested in Section 5 - Public Comment in the *Standard Operating Procedures* memo (6th line from bottom) after the sentence regarding "Members of the Board of Selectmen and Town Administrator..." the language is in violation of the Open Meeting Law. He suggested that the Public Comment language used in the agendas be inserted. Wisotzky added that there should be a handout that incorporates what is on the agenda regarding Public Comment. Dunigan felt that a time limit could be included in the agenda for a maximum of 3 minutes.

Selectmen Reports & Liaison Reports

Weinstein stated that a Public Hearing will be held on November 5th for the charges for fees at the Transfer station and charges for the stickers.

Wisotzky reported that he and Worthington went to training in Franklin, MA. He noted the trainings that were offered as well as what he attended. He also added that there was a presentation on lessons learned from the Boston Marathon bombing.

Worthington spoke about training for police, rescue and fire in emergency situations such as Urban Shield which is 48 hour training.

Dunigan stated she and Coburn attended the Cape and Islands Selectmen's association meeting and there was training by the Cape Cod Young Professionals. She explained the efforts of the Cape Cod Young Professional organizations and their efforts in having young people stay on Cape Cod with a survey that she would like linked to Truro's website. Coburn stated that the Young Professionals have with the "Shape the Cape" initiative contracted with the Dukakis Institute at North Eastern University. Coburn further explained the Young Professionals initiative.

Dunigan spoke to the Fire and Rescue Advisory Committee working in conjunction with the consultants which facilitated Warrant Article 9.

Worthington spoke to the training that she went to regarding infrastructure and town's budgets. She felt that it was important to look at all of the things that will cost money such as roads and beaches for the foreseeable future. She asked that department heads do a facility needs assessment for the next five years. Chief Takakjian also spoke to her about the need for a generator at the new shelter. She added that because they are sharing the facility Truro should contribute funds as well. She also asked that the Board have business cards.

Next Meeting Agenda: October 29, 2013

Police Chief quarterly report; update on Sally's Way selection process; revision of Policy # 51, Shore Rd safety discussion, Police Chief evaluation discussion (Coburn noted that an evaluation would need to be completed November 5th); make an appointment for Labor Counsel; Coburn and Weinstein will come in with a draft letter on the budget; review Standard Operating Procedure; needs analysis for the department heads. It was mentioned that Labor Counsel (Kopleman and Paige) volunteered to come to a future meeting to make a presentation on behalf of their firm since Attorney Dolan will not longer be with this firm. Dunigan explained the initial presentation from Kopleman and Paige was facilitated by Attorney Dolan. Weinstein stated that he had a conversation with Attorney Dolan and he felt that it wouldn't be best to have Attorney Dolan and Kopleman and Paige both present at the same time competing with one and other. It was determined by the rest of the Board of Selectmen that they were all in agreement with this. There was a brief discussion to also have an evaluation ready for the Chief of Police.

Town Administrator's report¹⁸

Mr. Peterson noted the resignation of the Building Commissioner, Tom Wingard. He stated that he hopes to find someone as an interim Building Commissioner. He stated that the golf course is still closed. There will be an update from the Woods Hole Oceanographic Institute regarding East Harbor. Free Cash has been sent to the State for certification estimated in the amount of 2.5 million dollars which can be distributed to a number of Articles on the Fall Town Meeting Warrant. There will be a sight visit at the Public Safety Facility at 10am the following day. 8-10 firms requested the bid packet for the Lighting Protection Project.

Coburn also noted that Representative Sarah Peake will be coming to Town Hall for office hours on November 8th from 2:00-3:15pm. Coburn added that he will be holding office hours Thursday morning from 8:00-9:00am.

Wisotzky adjourned the meeting. Worthington seconded the motion. So voted unanimously 5-0. The meeting was adjourned at 8:39pm.

Respectfully submitted,

Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Breon Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky
Board of Selectmen
Town of Truro

¹ Board of Selectmen meeting minutes of September 24, 2013

² Board of Selectmen meeting minutes of October 1, 2013

³ Board of Selectmen executive meeting minutes of September 24, 2013

⁴ Public hearing packet (Common Victualer) and license applications for Babes Bakery, Inc

⁵ Draft Special Fall Town meeting Warrant for November 12th, 2013

⁶ Provincetown Water Service application -231 Shore Rd-Jason Silva

⁷ Construction Staging permit applications submitted by Greg Morris

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- ⁸ FY14 Formula grant and the FY14 Purchase of Services Grant
⁹ Application to Serve Human Services Committee – Martin Thomas
¹⁰ Executive Session Minutes of August 27th, 2013
¹¹ Memo from the Water Resources Oversight Committee regarding Provincetown’s Land Acquisition
¹² Board of Selectmen Policy #39
¹³ Agreement with Bailey Boyd Associates for Professional Service FY13
¹⁴ Environmental Review for the CDBG grant for FY13
¹⁵ CDBG FY13 Special Condition Letter
¹⁶ Human Resources Services Classification and Compensation study agreement
¹⁷ Board of Selectmen Standard Operating Procedures Memo
¹⁸ Town Administrator’s report October 15th, 2013