

**Truro Select Board Meeting
Tuesday, November 21, 2019
Truro Public Safety Facility**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Robert Weinstein, Kristen Reed

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark; Town Accountant Trudi Brazil

Chair Janet Worthington called the meeting to order at 2:00 p.m.

Fiscal Year 2021 Budget & Service Analysis

Several department heads were present to review and discuss the reports they had submitted on their services, broken down into mandatory, support, and discretionary activities.

Police Department

Police Chief Jamie Calise highlighted key points from his report. Many mandatory activities are state and federal requirements. It is important that Police maintain a state of readiness, he said. Meetings and reporting are a big part of Police activities. Discretionary functions include some of the high visibility interactions with the public. Many of these events are done through a sense of duty, not on a paid basis.

Robert Weinstein said that the Police Department was the second most expensive Town department and asked if Truro really needs fourteen officers on the force. Chief Calise said he believes that there should be more officers on duty. He said there has been a 30% increase in arrests in 2019. The Cape-wide mutual aid is helpful, but it is not completely reliable. There is mandatory staffing of two officers, but occasionally there is only one on duty, Chief Calise said. In summer mandatory staffing of two is essential. Mr. Weinstein discussed the advantages of regionalization of Lower Cape services. Chief Calise said Police already is regionalized in the areas of accident reconstruction, SWAT, and Search & Rescue. Ms. Palmer said that purchasing is another area where regionalization works.

Susan Areson had requested hours involved for services in each department. Ms. Palmer said Police and Fire are 24/7, but the other departments run at 40 hours per week.

Fire Department

Fire Chief Tim Collins introduced Fire Department responsibilities, organized as administration, services, training and operations. He displayed a single book of Fire Safety Code to demonstrate code complexity. The Fire Department also falls under the jurisdiction of the Health Department and state standards, he said. Fire personnel are risk mitigators, here to make Truro safe. Chief Collins said that the mutual aid system is the best one he has worked with on the Cape.

Regionalization is high risk, however, because of many factors, but it could work in the future. He considers the Fire Department's "discretionary" programs as essential.

Standard staffing, Chief Collins said, consists of two people working 24 hours a day. In summer additional per diem staff is on duty. There can be conflicts if a per diem firefighter works for another higher salary in a different town. Janet Worthington discussed the importance of having medics available. Truro has one full time medic and three per diem medics. Because Truro does not provide primary ambulance service, the Fire Department has lost paramedics.

Robert Weinstein left the meeting at 2:53 p.m.

Ms. Palmer discussed the costs of in-house paramedics. If Provincetown hires the Lower Cape Ambulance staff, Truro will need a transition year or two before hiring paramedics for the Fire Department, she said. Susan Areson asked about getting compensation from firefighters who train through the Town but don't stay. Chief Collins said that is a problem in many towns. Unlike the Police Department, the Fire Department cannot require the firefighters to pay back for training.

Department of Public Works

DPW Director Jarrod Cabral said the highway portion of DPW work is very visible. He said the department work is cyclical. He wants to ensure that all his staff knows how to operate all the machinery. He reviewed some of the department's important support functions. Many of these are community based. He said writing bids takes time. Swap Shop, included in the "discretionary" tasks, could become a part time position, he said. He said solid waste costs and recycling will be going up this year. Massachusetts has closed so many landfills that more towns are using SEMASS. Ms. Palmer is trying to continue the contract with them at the current price. A long-term plan is to have the county enter into an agreement for a hazardous waste drop off for the Cape. Mr. Cabral reported on grants, including one he is seeking for charging stations and a mattress grant that will run out in 2021. All DPW staff is year-round because it is more efficient than using part-time personnel.

Harbor/Shellfish

Tony Jacket, Harbor Master/Shellfish Constable, said the dredging will begin thanks to grant money. The harbor is in good shape because the Town dredges every year. The shellfish areas benefit because of better flow in the harbor. The one-week shellfish licenses worked well this year. Mr. Jacket said he has a seasonal staff. He reviewed the items set by federal, state, Select Board, Harbor Commission and Shellfish Advisory Committee regulations. Water testing, financial reporting, maintaining the waiting list, and aquaculture inspections are all part of these responsibilities. He explained some of the support and discretionary tasks that are needed.

Kristen Reed asked about the fee structure. Mr. Jacket said that State Waterways fee determines that, but the Town charges a launch fee. He expects the launch fee to remain in place for now since it was raised last year. He said that people supported the increase when they understood it was for dredging. The Harbor operations do not support the costs despite the fees that are charged. It is not a money making operation because the State controls the fees.

Recreation & Beach and Council on Aging

Recreation & Beach Director and Interim COA Director Damion Clements summarized the required activities, support functions and discretionary tasks that were included in his report. He noted the seasonal staff for Recreation, Beach and lifeguards and gave the numbers of staff at the COA. Town Accountant Trudi Brazil explained the mechanism for independent contractors who offer classes at the COA. Mr. Clements noted several programs offered at the COA. Ms. Palmer anticipates that the Town will need to cover some of the cost of the Community Luncheon program. Damion Clements discussed what Recreation programs are offered in winter. Ms. Palmer said she was interested in offering more winter programs for seniors. Susan Areson suggested adding weekend activities for families at the Community Center. Weekend schedules are already packed for young families, according to Assistant Town Manager Kelly Clark. Janet Worthington asked about outreach for needy children who would benefit from a Big Brother or Big Sister program.

Library

Truro Library Director Tricia Ford said that preparing her report on services had been a good exercise. There are some state mandates which the Library follows. Next are the Town Charter regulations. Library services now go beyond books with electronic technology and research needs. There are many things that the Library does as discretionary activities. These included 140 programs for adults and 170 programs for youth. Ms. Ford plans to update the Library website. The administrative tasks are standard, but the Library needs to remain certified by the Massachusetts Board of Library Commissioners and participate with CLAMS. Truro has lower staffing than the neighboring towns, Ms. Ford said. They depend on volunteers for assistance. Ms. Ford said that the people counter had broken, but even on a low count day there are around 50 users. Many more people use the Library in summer. All staff is on Step 6 of the pay scale, Tricia Ford said.

Town Manager Job Description & Policy #63

Discussion of the Town Manager job description and Policy #63 "Select Board's Powers of Appointment" was postponed for another meeting.


Next Meetings

Rae Ann Palmer said the Budget Task Force will need a December meeting to look at the whole Budget. The Board discussed scheduling the Budget Task Force meetings. Some will be in the afternoon, and some will be scheduled at night.

Ms. Palmer and the Board scheduled a work session on December 3, 2019 at 3 p.m. to discuss the Town Manager job description.

Adjournment

Kristen Reed moved to adjourn. Susan Areson seconded, and the motion carried 3-0. The meeting was adjourned at 4:22 p.m.



Mary Rogers, Secretary



Janet Worthington, Chair



Susan Areson



Kristen Reed, Clerk



Robert Weinstein