

Truro Select Board
Tuesday, November 17, 2020
Remote Meeting

Select Board Members Attending: Robert Weinstein, Chair; Kristen Reed Vice-Chair, Susan Areson Clerk, Jan Worthington, and Stephanie Rein

Attending: Acting Town Manager Jamie Calise; Assistant Town Manager Kelly Clark; Truro Central School Superintendent Mike Gradone, DPW Director Jarrod Cabral

TRURO SELECT BOARD

Select Board Chair Robert Weinstein opened the Select Board Meeting at 5:34M. He introduced the Board and guests to the meeting.

Public Comment

There was no Public Comment.

Select Board Action Items

Discussion on Consolidating School Maintenance Services Between the Department of Public Works and Truro Central School

DPW Director Jarrod Cabral, spoke of projects that the Truro DPW has accomplished in the past at Truro Central School. Director Cabral spoke of how closely his department has worked in tandem with the School prior to their reopening due to Covid-19. He and Superintendent Gradone spoke of the DPW taking on some of the School facility management. Superintendent Gradone and Director Cabral worked on a proposal that is before the Select Board. Director Cabral explained how tasks will be managed between the two school custodians and his department supporting the school on weekends. Director Cabral explained his staffing schedule for the Town Buildings in order to accommodate assisting the school. He went over his scheduling for the summer months and noted that there is not a deficiency with respect to staffing. Superintendent Gradone said he was pleased by the conversations with Director Cabral thus far. He spoke of 90% of the students having returned to school. Superintendent Gradone praised Director Cabral and Health Agent Emily Beebe on their efforts to get the school ready for opening.

Superintendent Gradone felt that the collaboration was very helpful, and he would be discussing this with the School Committee on Thursday. Select Board Chair Weinstein asked if this collaboration has a shelf life after Covid guidelines or is it more permanent. Director Cabral responded that they felt that the collaboration would be strong long term. Superintendent Gradone felt that there would be savings to the Town as they would eliminate that portion of maintenance from their budget.

Select Board Member Rein thanked the Superintendent and Director Cabral for their efforts. She felt that the collaboration was a great idea. She asked how this would affect the budgets of both departments and if the final proposal would come back to the Board. Director Cabral felt that most items such as supplies could be absorbed into the existing budget. He felt that staff could

do walkthroughs of the school three days a week. He proposed that he and the Superintendent could return to the Board with an update.

Superintendent Gradone felt there could be some small staffing reductions and would speak to the School Committee to see what next steps would be requested. Select Board Member Worthington thanked both for taking the initiative with this joint endeavor. Select Board Member Areson added that she was comfortable with it moving forward but noted staffing due to it being Union-related wasn't under the purview of the Select Board.

Select Board Vice-Chair Reed asked how staff would be able to give feedback on their new tasks. He stated that Truro DPW is possibly the first on the Cape to support a school district. Superintendent Gradone added that it is a very thorough initiative and felt that communication was essential. He added that the Principal is in charge of the day to day operations at the school and informed the Board that the Principal would be in communication with both the Business Administrator as well as the Head Custodian of the School.

Select Board Chair Weinstein felt that this was a great way of operating more efficiently and he was impressed by the cooperation and communication.

Select Board Chair Weinstein asked for a Motion. Select Board Member Areson Moved to approve the Acting Town Manager and the Assistant Town Manager to engage the School Committee in the discussion of the Public Works Department Management of the Truro Central School facilities and if required to update job descriptions and enter into negotiations with AFSCME and Non-Union personal related to this matter. Select Board Member Rein Seconded the Motion. Motion Passes, 5-0-0.

Continued Discussion on Vacancy List for Boards Committees/Commissions

Select Board Chair Weinstein thanked Select Members Reed and Areson for their hard work on this discussion item. Select Board Clerk Areson described the draft Committee Handbook that she and Select Board Vice-Chair Reed have been working on. She added that there is a communication that will be emailed to the Chairs of Boards and Committees regarding their Committee makeup and Charge. Select Board Clerk Areson added that Carol Harris has volunteered to assist with compiling information from the email distribution. She explained that they are looking for a concise definition on Committee Charges. She spoke of the Commission and Board appointments made last week and that a list of vacancies will also be a part of the intro flyer to be sent out to the community. Carol Harris, Anne Greenbaum, and Susan Howe will be assisting with this project.

Select Board Vice-Chair Reed added that the group will be meeting in December to make comments on the handbook. The document was shared with the Acting Town Manager and with Staff for their input. Staff did have general ideas which Select Board Reed read to the Board. Select Board Chair Weinstein looked at the Town Charter and noted that there are deletions about Boards and Committees and suggested that section of the Charter should be amended at an upcoming Town Meeting.

Select Board Clerk Areson moved that the document in the November 17, 2020 Meeting packet be emailed to the Boards and Committee Chairpeople asking for information for the Board to use in recruiting new members. Select Board Member Rein Seconded the Motion.

Select Board Clerk Areson stated that she would like it added where the responses should be directed. Select Board Vice-Chair Reed noted that the email is to help the vacancy chart be as accurate as possible. Select Board Member Rein thanked Select Board Members Reed, Areson and their committee, highlighting the importance of their work. Select Board Member Rein commented that she would like to be the liaison to assist with resurrecting the Agricultural Commission.

Motion Passes, 5-0-0.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. *None*
- B. Review and Appoint Michael Kaelberer to the Truro Board of Registrars
- C. Review and Approve 2021 Annual Business Licenses: Montano's Restaurant (Common Victualer)
- D. Review and Appoint Mary-Elizabeth Briscoe (COA Director) as Alternate to the Cape Cod Regional Transit Authority

Select Board Member Rein noted on the September 22nd Minutes, Page 7 should state "funds" not "fines" and on the September 22 Minutes page 2 should state, "a builder of bridges".

Select Board Clerk Areson so Moved the Consent Agenda. Select Board Member Worthington Seconded the motion. Motion Passes, 5-0-0.

Select Board Reports or Comments

Select Board Member Rein asked how frequently the Covid numbers are updated on the Town website. Assistant Town Manager Clark explained changes were made when there were updates to case numbers, as received by the Health Agent from the Maven System (Maven Disease Surveillance and Outbreak Management System).

Select Board Vice-Chair Reed asked about Office Hours. Select Board Areson agreed on the importance of Office hours with staff's assistance in setting up GoTo Meetings.

Select Board Clerk Areson stated that the Bike and Walkways Committee is submitting a grant for a bike rack and repair system and are looking at locations. The Committee will be discussing where it will be located.

Select Board Chair Weinstein stated that he attended the MPO meeting and thanked his colleagues for voting for him to in order to remain in that role. He reported that the Cape Cod Commission has extended the deadlines for the grant applications for funding the bike racks.

The County has 10 million dollars available for Safe Streets Initiatives. He asked that the Acting Town Manager and DPW Director Cabral be in touch with the Cape Cod Commission and the MPO to find out what funds cover and begin the application process. He felt that particular attention be given to Truro and North Truro Centers.

Select Board Clerk Areson stated that the Bike and Walkways Committee was interested in shelter covers at bus stop locations in Truro. Select Board Vice-Chair Reed asked about the grant process and who completes the grant package if it is on behalf of the Town. Select Board Chair Weinstein responded that Steve Tupper of the Cape Cod Commission could respond to this question.

Assistant Town Manager Clark reported that if the grant is up to \$100K, it can be authorized by the Town Manager; over \$100K it would come to the Board.

Select Board Chair Weinstein stated that he went with the DPW Director to see the garages that were in bad shape as to whether the structures should be taken down. He added that he would encourage the Walsh Property Committee to meet. Select Board Member Worthington felt that anything related to the property should not be taken out of the Walsh Property Planning Committee's hands in any way. Select Board Member Weinstein felt that a professional assessment must be compiled of the property and then the Committee can gather information regarding the property. Select Board Member Weinstein spoke of the test wells on the property and other factors. Select Board Chair Weinstein spoke to the conditions of the buildings. Select Board Member Worthington added that the property condition and process is up to the Committee. Select Board Clerk Areson asked if there was already an engineering report on the property.

Select Board Chair Weinstein responded that the property had been surveyed. There was a brief discussion on whether there was an assessment on the Walsh property buildings. Select Board Vice-Chair Reed suggested that this discussion be a future Agenda item as it was appearing to be a deliberation on the matter. Select Board Chair Weinstein felt that it would be useful as an Agenda item. Select Board Member Worthington reiterated that the Committee needs to be a part of this conversation. Select Board Chair Weinstein cautioned that the buildings on the property need attention. Acting Town Manager Calise reported that due to the swearing in requirement and Covid-19 guidelines some members from out of State have not yet been sworn in on the Committee, hence the Committee has not met to date.

Select Board Vice-Chair Reed supported making the Walsh Property a discussion item for the next meeting but it was not appropriate to deliberate during Select Board Comments. Select Board Chair Weinstein noted that he brought up the discussion to bring attention to the current condition of the property and felt that any discussion would be helpful to the Committee.

Select Board Clerk Areson asked that the Acting Town Manager Calise give a report on the current status of any surveys or reports. Acting Town Manager Calise said he would follow up with Jarrod and on the status of the Committee.

Town Manager Report

Acting Town Manager Calise stated that Budget Packets are due back on November 20th from Department Heads. There will be a discussion on the Budget Task Force dates at the next meeting as well as meetings with Department Heads on their budgets prior to the Budget Task Force Meetings commencing. He and Assistant Town Manager Clark attended a virtual meeting of the Cape Managers where it was requested that there be an increase in funding for Covid-19 Testing.

Next Meeting Agenda

Acting Town Manager Calise reported that Kevin Grunwald from the Housing Authority will be presenting on the Homeless Prevention Council and read a few items from the Consent Agenda for the 8th.

Adjournment

Select Board Chair Weinstein asked for a Motion to Adjourn. Select Board Vice-Chair Reed so moved. Select Board Clerk Areson Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.

The meeting was adjourned at 6:11pm.

Respectfully submitted,



Nicole Tudor, Executive Assistant

Acting Town Manager, Jamie Calise
Under the Authority of the Truro Select Board

Public Records material of 11/17/2020

1. School Proposal October 29, 2020
2. List of Open Vacancies on Boards and Committees
3. Recruitment Note
4. Application to Serve Michael Kaelberer
5. Reappointment Checklist
6. Montano's Business Application
7. Draft September 8, 202 Select Board Minutes
8. Draft September 22, 2020 Select Board Minutes
9. Draft September 22, 2020 Select Board Minutes Deliberation
10. Covid-19 Information Page Updated November 23, 2020

