

Truro Board of Selectmen
Meeting Minutes – January 28, 2014
Truro Town Hall, 5:00pm

Members Present: Jay Coburn-Chair, Breon Dunigan-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, Paul Wisotzky

Others Present: Town Administrator Rex Peterson, Assistant Town Administrator Charleen Greenhalgh

Chair Jay Coburn called the meeting to order at 5:00 p.m.

Review and approval of Minutes- January 13, 2014 (Budget Task Force Meeting)

Ms. Greenhalgh explained to Dunigan that the budget meeting of January 20th was rescheduled to the 27th.

Dunigan moved to approve the Budget Task Force meeting minutes of the January 13th, 2014¹. Weinstein seconded the motion. So voted 3-0-2. Wisotzky and Worthington abstained.

Review and approval of Minutes- January 14, 2014²

Review and Approval of minutes continued to the meeting of February 11th, 2014.

Review and approval of Minutes- January 14, 2014³ - Executive Session

Review and Approval of minutes continued to the meeting of February 11th, 2014.

Public Comment Period

Officer Jeremiah Valli of the Truro Police Department came before the Board of Selectmen to read into the record the Truro Police Officers's letter to the Board that endorses the Chief of Police's request for additional staff and the reasons why additional staff is needed for their performed work and the liability that could be incurred with single officer shifts.

Ms. Greenhalgh stated that there will be a public hearing next Tuesday, February 4th on proposed Zoning Articles including amendments to the definition of Habitable and Working Studio, the Sign Code and a rewrite of the Site Plan Review.

Applications to Serve- Lisa Maria Tobia, Planning Board

Leo Childs and Bill Worthington, members of the Planning Board came before the Board of Selectmen to introduce Lisa Tobia⁴. Coburn stated that the Planning Board supported her appointment. Ms. Tobia explained her interest in serving on the Planning Board as a new resident to Truro. Weinstein thanked Ms. Tobia for being willing to serve as a member of the Planning Board. Dunigan stated that she was filling a term that was vacated and Ms. Tobia's term limited would be until the Annual Town Election in May. Wisotzky thanked Ms. Tobia for wanting to serve and asked if she would be interested in running for the Annual Town Election Planning Board vacancy. Ms. Tobia stated that she would. Coburn stated that there still needs to be clarity as to whether the appointment must be fulfilled through a joint meeting of the two Boards and should be checked with Counsel. **Weinstein made a motion to appoint Lisa Maria Tobia to the current vacancy on the Planning Board, the term to expire at the next Annual Election. Wisotzky seconded the motion. So voted unanimously 5-0.**

Applications to Serve- Daniel Murphy, Truro Rep. to County Human Rights Commission

Coburn spoke of the vacancy on the Human Rights Commission. Mr. Murphy explained why he was interested in serving as a representative to the Human Rights Commission⁵. Wisotzky thanked him for being willing to serve and asked why this position was his first choice and asked if he would be available for the meetings. Mr. Murphy responded that he would be available and through his communication with the Selectmen's office it was determined that it was a good position to serve in for the Town of Truro. Worthington also thanked him and encouraged him to serve on more than one committee. Weinstein thanked Mr. Murphy for wanting to serve. **Weinstein made a motion to nominate Daniel W. Murphy to be Truro's Representative to the Human Rights Commission. Wisotzky seconded the motion. So voted unanimously 5-0.**

Public Hearing –Common Victualer License –Farm Maid Foods

Coburn recused himself from the Public Hearing⁶. Dunigan read the Public Hearing Notice into the record. Katherine Reed explained that Farm Maid Foods will be opening February 7th as an annual business located at 8 Highland Rd. She added that Chequesette Chocolate is a bean to bar chocolate that they will also have available in addition to their café where they will serve food. Ms. Reed explained that there is a Board of Health hearing on February 4th for their remaining food service permits. Weinstein thanked them for revitalizing this business area of Truro and asked that a correction be made on the food service permit. **Wisotzky moved to approve the Common Victualers (food) license for Katherine Reed d/b/a Farm Maid Foods. Worthington seconded the motion. So voted unanimously 4-0.**

Charter Review Committee, Appointment of Ad-Hoc Committee, Charge for Standing Committee, Discussion of Proposal for ATM 2014

Coburn stated that all Committee members with the exception of Mr. Small are willing to be reappointed to the Committee. Weinstein stated that he and Worthington were tasked with reviewing the current Charge. Weinstein read into the record the newly revised Charter Review Committee Charge⁷. Weinstein explained the changes that were made to the Charge. Wisotzky asked that they revise it to say "at the 2015 Annual Town Meeting" with respect to when the revisions are due by the Committee. **Dunigan made a motion to approve the changes to the Ad-Hoc Charter Review Committee Charge. Wisotzky seconded the motion. So voted unanimously 5-0.** Coburn listed the names (Brian Boyle, Phil Smith, Meg Royka, and Bob Panessiti) of the members that wish to be reappointed to the Charter Review Committee. **Dunigan made a motion to reappoint Brian Boyle, Phil Smith, Meg Royka, and Bob Panessiti to the Ad-Hoc Charter Review Committee. Weinstein seconded the motion. So voted unanimously 5-0.** Coburn stated that there were 8 changes before them that the Charter Review Committee had suggested be made to the Charter when they came before the Board of Selectmen in December⁸. Coburn explained that the first suggests that the Town website also have the Warrant posted to it. Dunigan asked if the website is down can that be a challenge that it wasn't posted correctly. Coburn responded that they will have Town Counsel vet these questions before they are placed on the Warrant. Coburn spoke to the second item proposed in which the Board of Selectmen shall act as the Commissioners of Public Safety. Ms. Greenhalgh explained that this was a provision that was no longer applicable since it is antiquated. **Wisotzky moved to approve recommendation number 1 of the Charter Review Committee pending review by Town Counsel. Dunigan seconded the motion. So voted unanimously 5-0. Wisotzky moved to approve recommendation number 2 of the Charter Review Committee which would be to delete Section 4-2-8 in its entirety. Weinstein seconded the motion. So voted unanimously 5-0.**

Coburn explained the changes requested for number 3 with respect to appointing the Town Administrator as the collective bargaining agent, including a member of the Finance Committee instead of the Board of Selectmen as the collective bargaining agent. Worthington voiced her feelings that it was important to keep the Board of Selectmen involved in the collective bargaining and saw no issue with a Finance Committee member being involved. Dunigan agreed with Worthington's sentiments adding that it was invaluable for elected officials to have an input in the collective bargaining. Wisotzky stated that he too agreed that the Board of Selectmen should be involved since it has budget implications.

Ms. Greenhalgh suggested that they don't vote to amend 4-2-10 other than adding the Finance Committee member. She further added that the Board of Selectmen are always involved since they ultimately approve the collective bargaining. Weinstein added that he understands his colleague's reluctance to agree to this change. He commented that it is best to have the Town Administrator participate in the negotiations with specific goals set by the Board of Selectmen since the Town Administrator is the chief administrator and the Board of Selectmen have the ultimate vote. It was determined that more time was needed before a vote was made on number 3.

Coburn spoke to the amendment of Section 7-1-2 (e) which solidifies the incorporation of the Budget Task Force, which is to be formed by December 15th of each year. **Dunigan moved to recommend number 4 within Chapter 7 which would incorporate the role of the Budget Task Force into the process by inserting a new section 7-1-2(e). Wisotzky seconded the motion. So voted unanimously 5-0.** Dunigan asked Ms. Brazil with respect to number 5 (recommendation to require an audit by a Certified Public Accounting firm every fiscal year) if this was currently being done. Ms. Brazil responded that there is an annual audit but this would mandate it and it would be costly. Massachusetts General Law only requires an audit every two years, she explained. Coburn added that he supports this amendment since an annual audit will help retain the general trust of the public and assist as financing of the Town becomes more complicated. Ms. Brazil explained to Dunigan that an audit costs \$35K for a standard audit and \$6K for single audits (like CDBG funds). **Wisotzky moved to accept the recommendation of the Charter Review Committee number 5 Section 7-5-1 requiring an audit by a Certified Public Accounting firm every fiscal year. Weinstein seconded the motion. So voted unanimously 5-0.**

Coburn spoke to number 6 which establishes a standing Charter and By-Law Review Committee in addition to moving the appendix to Section 6-4-2. Weinstein wondered if making this a standing Committee would make people less inclined to fill the vacancies. He added there is value in getting new people involved. He added that he wasn't sure if it was necessary to have a standing Committee and he had concern about discouraging people's participation. Worthington responded that she agreed with those thoughts and she felt that changes to the Charter can be done in a five year cycle. Dunigan felt that there was benefit to looking at the whole Charter at one time, as one change can lead to another change.

Coburn added that there is merit to having a group look at the Charter on an ongoing basis. Weinstein suggested that they put off voting on this recommendation as well. Dunigan asked if there was potential for the Courts to hold up future changes. Coburn explained the two processes for changing the Charter 1) Town Meeting approves it and then it goes through the General Court 2) Town Meeting approves it with a vote at the Ballot the following year. Wisotzky stated that he understood the need for the Committee to be involved ongoing but he questioned if it has to be a Committee that oversees the Charter or is there another mechanism. He also questioned the addition of the "By-Law Review

Committee” and asked if that was what they were considering as well. It was agreed to postpone numbers 6 & 7.

Coburn read number 8 Section 7-1-4 which is to change the date in which the Finance Committee has to hold its required budget meeting to not be less than 10 days prior the scheduled Annual Town Meeting. **Wisotzky moved to recommend number 8 which is to amend number 7-1-4 to change the date in which the Finance Committee has to holds its required budget meeting. Dunigan seconded the motion. So voted unanimously 5-0.**

Continue Budget and CIP Discussion

Trudi Brazil spoke to the two budget documents before the Board of Selectmen⁹. She noted that any changes have been increases to the bottom line which includes detail of the School budget. The second document displays the FY14 and FY15 comparison with a breakdown by function which she explained. Coburn noted that the changes to the wage line are due to proposed staffing changes at the Police and Fire Departments. Coburn stated that the School will have some reductions due to staff retiring and the repositioning of the Principal/Superintendent position. Ms. Brazil stated that it is 4.8% increase over the current fiscal year inclusive of the education spending with a 2.2% increase without the School increases. She added that it also includes all of the requests for the CIP (Capital Improvement Plan) that she has received to date. Ms. Brazil explained that they have at previous Town Meetings used a \$40K threshold for specific items at Town Meeting for an Override vote. Mr. Peterson stated that he and Ms. Brazil discussed doing a General Override but the School services are mandated to provide these services. He added that there are a number of items that they wish to fund with Free Cash. He stated that there will be more information at the February 11th meeting. Coburn stated that he felt that the staff increases at the Fire and Police Department should be decided by Truro voters.

Use of Town Property & Road Race- Ragnar Relay May 10th 2014

Ameena Kahn, Race Director for Ragnar Relay¹⁰ came before the Board of Selectmen. She explained that they have re-routed the race to include Head of the Meadow Beach, as well as stops at Ballston Beach and Corn Hill Beach. Chief Takakjian responded to Wisotzky that Ragnar Relay does use the services of the Police Department. He added that the route has been reviewed and will work. They have hired Police Officers for traffic points where an Officer is needed. Dunigan asked for confirmation that Ragnar pays for the services that are required. Chief Takakjian confirmed that they do. **Wisotzky moved to approve the application for a permit to Use Town owned Property and for the application for Bike and Road Races by the Ragnar Relay on May 10th, 2014. Weinstein seconded the motion. So voted unanimously 5-0.**

Open Annual Town Meeting Warrant- January 29, 2014

Dunigan moved to open the Annual Town Meeting Warrant on January 29, 2014. Wisotzky seconded the motion. So voted unanimously 5-0. Ms. Greenhalgh stated that the Warrant closes February 28th (Petitioned Articles) and money articles are due February 10th. Coburn suggested that the discussion of placing a Room Occupancy Tax as an Article on the Warrant be held at the February 25th meeting.

Refer Zoning By-Law Amendments for Public Hearing

Ms. Greenhalgh explained that before the Board of Selectmen are remaining amendments¹¹ to the Zoning Bylaws. She spoke of the changes that were before them including the Flood Plain district information in the Zoning Bylaw which need to reflect designations that are on the new FEMA maps.

Wisotzky moved to refer the Zoning Bylaw amendments for Public Hearing to the Planning Board. Dunigan seconded the motion. So voted unanimously 5-0.

Review Contract for IT Services with Barnstable County, authorize Chair to sign

Mr. Peterson stated that he and David Wennerberg, the IT Director, will be meeting with Barnstable County's IT Director on Thursday and should have a contract ready to sign for the February 11th Board of Selectmen meeting.

Discussion of streamlining BOS meeting packets, cost estimate

Mr. Peterson stated that they would be using the web similar to how the Town of Harwich¹² uses their website with the Agenda and Packets available on the Truro website. The Board members would be able to access the Agenda and Packets through a device such as an iPad. In the case of an Executive Session those items would still be in hard copy. Mr. Wennerberg is doing pricing research and should be ready for the February 11th meeting. Coburn raised the issue of paper waste and felt that the Town would be best served as it is a Green Community to move forward in the direction of electronic packets. Wisotzky raised the issue of using the tablets for personal use with respect to ethics and the Open Meeting Law. Mr. Peterson added that there is a computer use policy which will be given to each Board of Selectmen member.

Review sub-grantee contracts for CDBG, authorize Vice Chair to sign

Coburn recused himself from the discussion. Mr. Peterson stated that there is a Memo¹³ before them that describes how the sub-grantees are chosen. Dunigan asked for confirmation on the language of the motion. Mr. Peterson responded that the Board is signing an agreement with the HECH (Harwich Ecumenical Council for the Homeless) and the Lower Cape Community Development Partnership as they are the sub-grantees. **Wisotzky moved that they accept the agreement with the Harwich Ecumenical Council for the Homeless and Lower Cape Community Development Partnership and authorize the Vice-Chair to sign. Weinstein seconded the motion. So voted unanimously 4-0.**

Release Certificate of Liability Insurance & authorize the Chair to sign: 33 Cooper Rd, 2 Heron Lane, 4 Heron Lane, 21 Cooper Rd, 39 Bay View Rd, 32 Cooper Rd

Coburn stated that this item was incorrectly worded on the Agenda at the last meeting. Before them is a formality to release the certificate of liability¹⁴ and authorize the Chair to sign. **Dunigan moved to release the certificate of liability insurance and authorize the Chair to sign for Safe Harbor for 33 Cooper Rd, 2 Heron Lane, 4 Heron Lane, 21 Cooper Rd, 39 Bay View Rd, 32 Cooper Rd. Wisotzky seconded the motion. So voted unanimously 5-0.**

Review and Approve Annual Report to ABCC on licenses

The Licensing Agent described the process for the Annual Report¹⁵ that is to be submitted yearly to the ABCC (Alcoholic Beverages Control Commission) by February 15th per MGL 138§10A. It was explained that there is additional information provided such as last year's report and motion and a spreadsheet on the One Day Licenses approved in 2013. **Weinstein moved to approve the annual 2013 report to the ABCC (Alcoholic Beverages Control Commission) on licenses. Worthington seconded the motion. So voted unanimously 5-0.**

Annual Town Report- Cover and Dedication

The Board Secretary asked if the Board of Selectmen had final ideas for the 2013 Town Report Cover and Dedication page¹⁶. It was mentioned that they had previously spoken of having children's illustrations interdispersed throughout the report with the assistance of the Recreation Department.

Dunigan stated that she had a copy of a painting of Logan Dunne by Nancy Craig that she would like incorporated on the Dedication page. Dunigan suggested that Worthington's parents who recently passed away also be added to the Dedication page. Worthington stated that she would prefer that Logan Dunne be on the Dedication page. Dunigan commented that the Worthington's could be a part of the In Memoriam listing with photographs. Dunigan felt that the picture of the Firs Parish Congregational Church depicted in the snow was appropriate. Coburn added that the dedications would be a testament to the richness to all generations in Truro. Weinstein suggested that they also mention Gary Ormsby, a Truro native who recently passed away.

Follow up discussion on December 3rd, 2013 letter to Comcast

Weinstein stated that there has been no response to the letter dated December 3rd ¹⁷ that was mailed to Comcast. Weinstein added that he felt that the next step should be a letter from Town Counsel. He asked if there was additional assistance that could come from a county agency or assistance from the State Senator or State Representative. Coburn suggested that he, as Chair could call State Senator Wolf's office and State Representative Sarah Peake's office as well as John Sutitch, the Senior Lobbyist for Comcast. He added that he would forward the results of his communication prior to their next meeting. Weinstein asked that Coburn mention that Comcast is in violation of provisions in the 10 year contract. Dunigan questioned what response usually transpires through these phone calls. Coburn responded that a phone call usually brings a topic to immediate attention of the Legislature and felt that it was worth the try before Counsel tried to assist in the matter. **Dunigan moved that the Chair contact Elysse Magnotto in Senator Wolf's office and Dotty Smith in Representative Sarah Peake's Office. Weinstein seconded the motion. So voted unanimously 5-0.**

Review and Approve letters of Support for NFWF Grants, Authorize Chair to sign

Ms. Greenhalgh stated that there are 3 letters ¹⁸ for the Board of Selectmen to approve in support of the NFWF (National Fish and Wildlife Foundation) grant application. She explained that there are letters from the Friends of Herring River, Center of Coastal Studies and the Town of Wellfleet seeking support for the NFWF grant. She added that they are all important programs and explained each one to the Board of Selectmen. **Coburn asked for a motion to approve the letters and authorize the Chair to sign. Wisotzky so moved. Dunigan seconded the motion. So voted unanimously 5-0.**

Continue discussion of Legal Services

Weinstein explained to the Board of Selectmen that Charles Sumner, Brewster's Town Administrator, shared minutes ¹⁹ with him that depict interviews with various legal firms that were applying to Brewster. Weinstein stated that he has spoken to neighboring Town Administrators with respect to who those communities use for legal services. He added that Truro spends more than other communities expend on legal services. Three years ago the annual expense was \$120K. The amount requested for FY15 for legal services is at \$142K. Eastham has the lowest expenditure at \$65K. Wellfleet expended \$110K in 2013 and Brewster expended \$91K. He added that Truro pays the lowest hourly rate but far exceeds the other Town's annual expenditures.

In Brewster there has to be a vote by the Board of Selectmen to contact Town Counsel with the Town Administrator acting as a filter for Department Head requests. Eastham also follows this practice with rigorous screening which contains the costs. Wellfleet's Town Administrator, who is an attorney, is often able to review questions. He noted that Zisson and Veara don't list municipal law as a law specialty that they practice on their website. He reminded the Board of Selectmen that they have the authority to both hire and fire Town Counsel. Dunigan reminded the Board of Selectmen that Attorney Jack Dolan at a previous meeting had recommended that the Board have a standard form in which to

evaluate Counsel. Mr. Peterson stated that he will provide the Board with a copy of the agreement that exists with Zisson and Veara. Dunigan added that would assist in the evaluation to know what services are currently being provided.

Wisotzky adapted the instrument provided by Attorney Dolan. He added that he had two questions 1) is Town Counsel meeting the legal needs of Truro by asking the users to evaluate their services 2) has the Board finished its discussion regarding the litigation that was brought against Attorney E. James Veara. He questioned if any members remembered if the discussion on the Judgment against Attorney E. James Veara was finalized with the Truro Board of Selectmen. Worthington stated that she remembered a discussion and that an explanation that was given to the Board by Attorney E. James Veara. Coburn stated that the Board of Selectmen need the agreement that currently exists with Zisson and Veara and that previous Executive Session minutes be reviewed to determine what action, if any, was taken by the previous Board of Selectmen. Weinstein commented that he would also like to see a copy of the current agreement. Weinstein added that he can also provide copies of the action brought against Attorney E. James Veara and the decision of the Appeals Court. He added that Attorney Veara lost the Appeal and the ethics component needs to be addressed. Worthington questioned having a discussion without the person present. Dunigan added that they would be evaluating the services objectively and she understood Weinstein's comment that there should be some control in place over the use of Town Counsel. Wisotzky stated that he was in favor of moving ahead with completing the survey. He added that there still needs to be a discussion as to who will be the facilitator of the surveys so that the information is compiled in a determined time frame.

Dunigan felt that the survey would help them determine if the current Town Counsel has the skills and expertise for municipal law. Worthington felt that the issues should be addressed with the person involved. Weinstein stated that he understands the utility of the questionnaire and perhaps Wisotzky can clarify who should complete the survey. Weinstein felt that the issue was not addressed in a timely manner by the Board of Selectmen but he didn't think that it was appropriate to entertain a discourse with the Attorney since the Court has rendered a decision. He felt that the Board of Selectmen is charged with providing the community with the best legal representation. Wisotzky commented that he would work with Mr. Peterson to see who uses Town Counsel and return to the Board with recommendations. Dunigan added that an Appeal was made with Counsel being ordered to make restitution to the person aggrieved, noting that she would need more guidance in terms of how this would be resolved. Coburn asked that this discussion be continue to the meeting of February 25th which will include for documents the Executive Session minutes, the current contract with Zisson and Veara, and a copy of the Judgment and Appeal. Coburn stated that Wisotzky would come back February 11th with a revised survey and the plan for dissemination. Worthington felt that Town Counsel should be informed of this process. Coburn stated that he would contact Town Counsel and would ask if he wished to be present on the 25th.

Discussion of Town Administrator search process, Search Committee, review RFP for a consultant

Wisotzky stated that he, Weinstein and the Town Administrator met yesterday to work on a draft RFP (Request for Proposal)²⁰. Mr. Peterson stated that the RFP will be advertised in Goods and Services Bulletin with a publish date of February 10th with proposals being due in a month. Interviews would be scheduled in April. Weinstein noted on page 3 of the draft RFP, there is a separation between the contextual proposal and price proposal and the last sentence should read "price proposals should be mailed or delivered under a separate envelope." Worthington noted that a correction needed to be made to the zip code. **Coburn asked for a motion to approve and issue the RFP. Weinstein so moved.**

Dunigan seconded the motion. So voted unanimously 5-0. Coburn suggested that they take up the search committee discussion on the 25th of February.

Selectmen Reports and Liaison Reports

Worthington- Stated that she had been to the recent Shellfish Advisory Meeting. Tony Jackett and the Committee heard from the Division of Marine Fisheries regarding marine life getting tangled in Aquaculture gear. A Home Rule Petition was discussed as an avenue of approach. She added that she will be speaking to the Committee at greater length to see how the Board of Selectmen can assist the grant holders with moving forward.

Dunigan- Nothing to report.

Wisotzky- He reported that the Truro Housing Authority has received a proposal for a consultant to assist with the Housing Summit.

Weinstein- Attended the MMA in Boston, he added that he garnished contact information for the Board of Selectmen at the MMA event as well as information for the Agriculture Commission and the Energy Committee and the Library. He recommended that in the future other people attend.

Coburn- Nothing to report.

Next Meeting Agenda: February 11th, 2014

Joint meeting with the Finance Committee; draft Warrant discussion; draft agreement with Barnstable County IT Support; discussion of digitizing the Selectmen's packets; NStar Pole Hearing; continued discussion of Charter Review revisions; continued discussion of the legal services survey.

Coburn asked Dunigan to finalize the Agenda for the 11th in his absence.

Town Administrator's Report

The new website will be launched February 1st. Mr. Peterson thanked Elbert Ulshoeffer for assisting in the Building Department as the Building Inspector. Rich Stevens the Building Commissioner in Wellfleet will assist three days a week and Mr. Peterson is continuing to negotiate with someone for the position. He hopes to bring some news to the Board soon regarding filling the Building Commissioner position.

At 7:33 pm, Coburn moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, section 21(a) number 3, to discuss strategy relative to collective bargaining, whereas discussion of these matters in open session would have a detrimental effect on the bargaining position of the Town, and to not reconvene in open session. Roll Call Vote: Robert Weinstein, aye; Paul Wisotzky, aye; Jay Coburn, aye; Breon Dunigan, aye; Jan Worthington, aye. So voted unanimously 5-0.

Respectfully submitted, Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Breon N. Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky

Board of Selectmen Town of Truro

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- 1 Board of Selectmen Budget Task Force meeting minutes -January 13, 2014
 - 2 Board of Selectmen meeting minutes-January 14, 2014
 - 3 Board of Selectmen meeting minutes-January 14, 2014 Executive
 - 4 Application to serve-Lisa Maria Tobia to the Planning Board
 - 5 Application to serve-Daniel Murphy to the Human Rights Commission, meeting dates and Barnstable County Human Rights Commission Ordinance
 - 6 New Business Application packet Farm Maid Foods
 - 7 Revised Charter Committee Charge-January 28, 2014
 - 8 Charter Review Committee Recommendations report-December 17, 2013
 - 9 FY15 Omnibus budget to date
 - 10 Bike and Road Race Application and Use of Town Property Application for Ragnar Relay , May 10, 2013
 - ¹¹ Zoning Bylaw amendments for a Public Hearing on February 4th, 2014
 - ¹² Snap Shot of the Town of Harwich , Board of Selectmen Page re: BOS Packets
 - ¹³ Memo from Bailey Boyd Assoc. and Agreement between HECH and the LCCDP
 - ¹⁴ Staging permits from Safe Harbor for 33 Cooper Rd, 2 Heron Lane, 4 Heron Lane, 21 Cooper Rd, 39 Bay View Rd, 32 Cooper Rd
 - ¹⁵ 2013 Annual Alcohol Report for the ABCC Packet
 - ¹⁶ 2013 Annual Town Report Memo
 - ¹⁷ December 3rd letter to Mary O'Keeffe at Comcast
 - ¹⁸ Letters of Support to NFWF
 - ¹⁹ Brewster Board of Selectmen meeting minutes October 11, 2011 and Draft Town of Truro –Town Counsel Confidential Evaluation Form
 - ²⁰ Draft RFP for the Town Administrator Search Consultant