

Truro Board of Selectmen
Meeting Minutes – May 7th, 2014
Truro Town Hall, 5:00pm

Members Present: Jay Coburn-Chair, Breon Dunigan-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Paul Wisotzky
Others Present: Charleen Greenhalgh, Acting Town Administrator-*Absent*, and Trudi Brazil, Town Accountant

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

The Selectmen spoke of their thanks and esteem of Dunigan who was present for her last Board of Selectmen meeting.

Review and approval of Minutes- April 15th 2014¹ Joint meeting with TASC

Wisotzky noted a correction with the spelling of a Committee member's last name . **Wisotzky move to approve the Town Administrator Search Committee Joint Meeting minutes with the Board of Selectmen. Weinstein seconded the motion. So voted unanimously 5-0.**

Review and approval of Minutes- April 22nd 2014²

Weinstein moved to approve the April 22, 2014 minutes as printed. Dunigan seconded the motion. So voted unanimously 4-0. Wisotzky abstained from the vote.

Review and approval of Minutes- April 22nd 2014³-Executive Session

Dunigan moved to approve and hold the April 22, 2014 Executive Session minutes. Weinstein seconded the motion. So voted unanimously 4-0. Wisotzky abstained from the vote.

Public Comment Period

Coburn reminder people to vote at the Annual Town Election on May 13th Tuesday (7am-8pm) at the Truro Community Center. Absontee Ballots are available in the Clerk's Office and will be accepted until noon on Monday (5/12). The State Attorney General's Office is holding an Open Meeting Law Educational forum at the Provincetown Town Hall on May 14th at 6:00pm; all Board and Committee members are encouraged to attend. Wisotzky thanked Karen Snow and John Pendleton for their years of service on the Planning Board. Coburn cited a letter of thanks to the DPW staff from a Truro citizen.

Announcement of LIUNA MOA Ratification and Side Agreement

Coburn announced that the Board of Selectmen signed the Memorandum of Understanding and a Side Agreement with regards to the Building Commissioner position on April 22nd.

Review and Approve Contract with Police Chief

Coburn stated that the Board of Selectmen are ready to sign a three year contract with Chief Takakjian. Weinstein thanked him for his continued service to the community but stated concern over the increased salary request in the contract⁴ per his duties as Chief of Police and Public Safety Officer. He added that he didn't feel that the financial track of the town could be sustained, suggesting that he would like the regionalizing of the police department be looked into further. Coburn stated that he also shares Weinstein's concern about municipal expenses but is in support of signing the contract.

Dunigan move to approve Chief Kyle Takakjian's three year contract. Wisotzky seconded the

motion. So voted 3-1-1. *Weinstein opposed. Worthington abstained.*

Joint meeting with CIAC –Lower Cape TV Contract⁵

Members of the Cable and Internet Advisory Committee, Billy Goedicke, Mary Abt, and Michael Forgione, came before the Board of Selectmen to review the LCCAT Contract. Ms. Abt commented that she is Truro's representative to LCCAT. Mr. Goedicke commented that the only changes made to the contract from prior years were the dates. He added that in Section 11, Subsection 1, items are listed that were relevant in the previous contract that were accomplished years ago but they didn't find anything obviously concerning. Mr. Goedicke suggested that perhaps Counsel review it to make sure everything was alright with the contract but wasn't sure that it was worth the expense. He mentioned that the Committee (CIAC) has never received any complaints about the programing. LCCAT has reassured them that other towns have the same contract. Weinstein agreed with Mr. Goedicke's concerns referring to the dates in Section 10. He noted that LCCAT is dependent on Comast hence the contract should be current with correct dates listed in the contract. Mr. Forgione explained that LCCAT services the public and educational component of local television. Mr. Goedicke explained that the contract expires in 2016 with 6 months without a valid contract. Coburn suggested two options 1) vote on the current contract 2) revise the contract and then vote, requesting the later citing the need for relevant provisions. Mr. Forgione responded that six towns have approved this contract and if it were to be re-written all six towns would have to re-vote on the contract. He suggested that an addendum could be issued to the contract. Mr. Goedicke commented that CIAC would be happy to go back to LCCAT and have the contract revised. It was agreed that it was not a concern of Truro what the six other towns signed for a contract. Tom Cole, President of LCCAT, stated that a revised contract will not effect the other towns. Coburn asked that on May 20th, a one page renewal be drawn up referencing terms for a current contract.

Joint meeting with BWWC- Update and Recommendations for Eagle Neck Creek Culvert Replacement

Susan Roderick, Chair of the Bike and Walkways Committee and Committee member, Tom Roda came before the Board of Selectmen. Ms. Roderick stated that she was before them with a request⁶ to create a safe passage at the eagle neck creek culvert for bicyclists and pedestrians. Ms. Roderick commented that since this project was still in the design phase this may be possible to accomplish. She felt that this is a great opportunity for safe bike riding and falls in line with their Committee's Charge of finding safe alternatives for biking and walking. Dunigan spoke of the communication that is necessary for any project that could possibly include a discussion with the BWWC such as the water main that ran along Route 6. Mr. Roda explained to Worthington that Old County Road has been a long established bike path for many years. Ms. Brazil, in Ms. Greenhalgh absence, asked that this discussion be postponed until she returned on the 20th of May. Ms. Brazil, added that Ms. Greenhalgh is concerned that the plans for the culvert are 75% complete. If the structure were widen it would raise the cost and expand the footprint with a negative impact on the resource that the town is trying to protect. Coburn asked that this be postponed until the 20th for a better understanding of the process, design, structure and the NFWF grant requirements. Mr. Roda added that the Committee would like to be apprised of all town activities that the BWWC may have input in such as the proposed project at Snow's Field.

Lewis Ice Cream –Peddler's License and Request to stop at Head of the Meadow

David Lewis explained that he was requesting to stop at previously approved locations including Head of the Meadow Beach⁷. Mr. Lewis explained that he made an approved stop there late last summer since there was no food vendor. This year there is a food vendor at Head of the Meadow Beach and he received approval from the bid winner to access the parking lot daily at 3pm. He was before the Board

of Selectmen to receive their final approval of his summer route. **Wisotzky move to approve the Peddler's License for Lewis Brother's Ice Cream including a stop at Head of the Meadow Beach. Worthington seconded the motion. So voted unanimously 5-0.**

Housing Authority Request for Feasibility Study for 342 Route 6

Carl Brotman, Chair of the Housing Authority, was before the Board of Selectmen to request permission for a Feasibility Study of Town property located at 340 Route 6⁸. He explained that the lot is 2.69 acres and is next to the Public Safety Facility. The study will be completed by the Massachusetts Housing Partnership Technical Program for a possible location for affordable dwellings. He cited the various things that will be explored, including if there are any endangered species living there, financial modeling and any recommendations from the engineer. Mr. Brotman read his letter into the record that he sent to the Board of Selectmen Chair. Weinstein thanked Mr. Brotman for all his work adding that this endeavor should be supported so Truro can meet its minimum affordable housing requirements. Mr. Brotman added that this land would provide 11 apartments. He spoke to the increasing need for single person apartments, especially for older people living alone. He explained that the lot is on the public water system. There is also a shared driveway with the Public Safety facility so the driveway will not be cut into Route 6. **Weinstein made a motion to approve the Truro Housing Authority for the request for the Feasibility Study at 340 Route 6. Wisotzky seconded the motion. So voted unanimously 5-0.**

Discussion, Review and Authorization to sign FY15 Land Grant Application for TCT

Paula Parisseau came before the Board of Selectmen. She explained that she is preparing the land grant application⁹. The passing of Article #18 at ATM allows the Town to acquire a conservation restriction on land at 8 & 10 Edgwood Way, which will be purchased by the Truro Conservation Trust. The next step is for the Truro Conservation Trust to file the land grant application on behalf of the Town by The Compact of Cape Cod Conservation Trust. She is requesting that the Board of Selectmen approve a motion giving the Acting Town Administrator authority to sign the application and the Conservation Commission permission to file the Land application through the motion presented. **Dunigan moved that the Board of Selectmen authorize the Acting Town Administrator and the Conservation Commission to prepare and submit applications to the Commonwealth of the Massachusetts' Division of Conservation Services reimbursement programs, including the LAND (formerly Self-Help) and /or Land and Water Conservation Fund programs, for the FY15 grant round, for the acquisition of a conservation restriction on the entirety of two parcels of land located at 8 and 10 Edgwood Way, Truro containing approximately 2.16 acres of land and 1.61 acres of land, respectively, which parcels are shown as Lots 3 & 4 respectively, on a plan of land entitled "Subdivision Plan of Land in Truro made for the Meldahl Realty Trust," recorded at the Barnstable County Registry of Deeds in Plan Book 569 Page 44.**

And Further, to authorize the Acting Town Administrator to sign any contracts and provide any legal assurances and understandings to the Commonwealth regarding said applications and awards, and to serve as the Project Manager and primary local contract on matters relating to communications with the Division of Conservation Services regarding these applications, on behalf of the Town of Truro, and that her signature shall bind the Town regarding the intent of the said documents. Weinstein seconded the motion. So voted unanimously 5-0.

Request to Use Town Property/Road Ways for Ocean to the Bay Road Race 5/24/2014

Jordan Klatt, of the Highland Lighthouse, explained the annual 10 year request¹⁰ of the Ocean to Bay run that is before the Board of Selectmen. He explained the route of the 5K walk/run. Weinstein asked

how many runners will there be in total and is Rescue apprised of this. Mr. Klatt responded that there are 100-150 participants with an EMT being present with the National Park offering support as well. Chief Takakjian spoke of the police department's assistance during the annual Ocean to Bay race.

Wisotzky moved to approve the Ocean to Bay Road Race on May 24th. Worthington seconded the motion. So voted unanimously 5-0.

Request & Approval for Filming Agreement to Use Cemetery Road-Twofour

Wisotzky moved to approve the film agreement for Cemetery Road on May 20th by Two Four film company. Weinstein seconded the motion. So voted unanimously 5-0.

Request Permission to fill the Outreach Coordinator Position at the COA

Ms. Brazil explained that this position needs to be filled since Katherine Stillman is retiring¹¹.

Wisotzky moved to approve filling the Outreach Coordinator Position at the Council on Aging and begin advertising the position. Dunigan seconded the motion. So voted unanimously 5-0.

Resignation from Multi-Member Body: Jane Corbin

Weinstein moved to accept the resignation of Jane Corbin¹² from the Truro Concert Committee and send the letter of thanks. Wisotzky seconded the motion. So voted unanimously 5-0.

Discussion, Review and Authorize Chair to Lease/Rental Agreement(s) with Johnson Golf Management for various Golf Related Equipment

Ms. Brazil commented that she was not sure what equipment¹³ the Johnson Golf Management Company will want specifically at the Highland Links. She stated that there are three items that she knows they do want: 500 gallon gas tank, mechanical lift in the maintenance building and the Tee markers. She spoke of the various ways in which they can be leased to Johnson Management Company. She added that once they have a firm document she will be back before the Board of Selectmen. She added that there are three inventory lists before them, with non-highlighted items needing to be declared "surplus" with a total value of \$71K. Ms. Brazil explained to Wisotzky that Mass Municipal law requires sale of items through a procurement process. She added that an organization will be coming in May to the Police department so that they may sell the remaining items. Paul Morris interjected that many of the items on the inventory list are older items. **Coburn asked for a motion to deem the items listed in the inventory (not highlighted) as surplus property. Wisotzky so moved. Weinstein seconded the motion. So voted unanimously 5-0.**

Highland Links Golf Course : 1) Review and Vote to Accept the Surrendering of the Alcohol License, and 2) Review and Authorize for the sale of the remaining alcohol

It was explained to the Board of Selectmen that the Golf Course Manager, James Knowles turned in the liquor license on April 15th¹⁴. The Board of Selectmen are required per the ABCC (Alcoholic Beverages Control Commission) to accept the surrendered license and approve the sale of the alcohol. The Board of Selectmen were apprised of the ABCC special permit Licensee Inventory Liquidation Application being completed and submitted to the State, so that Mr. Knowles can sell the alcohol back to the distributors.

Wisotzky moved to approve the acceptance of the surrendered liquor license of the Highland Links Golf course seasonal all alcohol on premise liquor license. Weinstein seconded the motion. So voted unanimously 5-0.

Wisotzky moved to approve the authorization of the remaining alcohol at the Highland Links

Golf course. Dunigan seconded the motion. So voted unanimously 5-0.

Review, Approve and Authorize Chair to sign contract for Update of OSRP

Ms. Brazil announced that a five year update is needed in order for the Town to apply for the FY15 Land Grant Application¹⁵. A standard contract with Helios Cape Cod LLC is before the Board of Selectmen. Nick Norman solicited three bids and Helios Cape Cod , was the only one received. The draft must be submitted by June 15th. **Wisotzky moved to approve and authorize the chair to sign the update for the open space recreation plan with Helios Cape Cod, LLC. Weinstein seconded the motion. So voted unanimously 5-0.**

Review, Approve & Authorize Chair to sign Change Order for Annese Electrical Services, Inc.

Ms. Brazil explained the additional costs for the 20 feet of grounding rod and for additional cables to be hooked up at the Public Safety Facility for the temporary and permanent generator. **Weinstein moved to approve Change Order #3¹⁶ for Annese Electrical Services, Inc. and authorize the Chair to sign. Dunigan seconded the motion. So voted unanimously 5-0.**

Review and Discussion of FY14 Selectmen Goals and Objectives

Coburn reviewed with the Board of Selectmen the Fiscal 2014 Board of Selectmen Goals #1- #31¹⁷.

TOWN FINANCE #1- #5

1a) Completed at ATM 2014.

1b) Weinstein recommended that more grants be applied for by the town, especially the Fire department.

1c) Noted that the Shellfish Advisory Committee is returning with a hearing to increase fees for Shellfish Licenses. Fees were increased at the Golf course. Revised the Fee structure for non-profits.

2) Ms. Brazil provided a summary budget breakdown.

3) Purchase Order-Goal from a previous year added perhaps in error.

4) Continue this program as it is linked to the classification and compensation study.

5) Continue the discussions of regionalization with Provincetown Board of Selectmen possibly in June.

LONG RANGE PLAN #6- #11

6) Continue the work of the Charter Review Committee.

7) A new Charge was drafted for the Local Comprehensive Plan and needs to be continued.

8) Housing Authority is working on many initiatives including revisiting the Housing Plan.

9) Begin a new approach for the Economic Development Committee with assistance from the Cape Cod Commission.

10) Continued work on the maintenance of town buildings including the Public Safety Facility getting a new roof.

11) Continue the discussion on a new site for the DPW facility.

ENVIRONMENT #12- #13

12) A new representative will need to be chosen to represent Truro at the MOU Herring River meetings.

13) There was a well attended public forum but there still needs to be continued discussions with the Cape Cod National Seashore

TOWN SERVICES & PUBLIC SAFETY #14- #20

14) Consultant and an advisory committee was established with a great set of recommendations for moving forward.

15 & 16) Continued discussions and contract negotiations as well as to begin discussions on Pay-As-You-Throw.

17) There is a shared Municipal Agreement for a shared emergency shelter with Provincetown.

18) Continue work with BWWC, Cape Cod Commission's engineering department to help with

engineering studies from the Route 6/6a split to Babe's Bakery and locations along Route 6 and work on signage is being developed as well as speed zone studies.

19) Continue the Emergency Management training for elected officials

20) Continue working on and developing a firm policy regarding alcohol on town property

OUTREACH, COMMUNITY RELATIONS AND COMMUNICATIONS #21- #25

21a) Contract for Channel 18 has been signed; continue revising and updating new website.

21b) Continue the discussion on posting in the Provincetown Banner due to the amount of readership for the Banner.

21c) Continue making meetings more understandable for town voters.

22) Continue the online ethics training (new members and reappointments) including a base level of knowledge of running a meeting for the Chairs of Boards/Committees. Including an informational packet for new members of Boards/Committees and a code of conduct.

23 & 24) Continue discussion with the Cable & Internet Advisory Committee regarding the map of the unserved (those who do not receive Comcast Cable) and to bring Comcast back for discussions in regards to their 10 year contract.

25) Continue discussions with the Cable & Internet Advisory Committee and the location of hotspots & making meetings more electronically efficient.

TOWN ADMINISTRATION #27- #31

27) Continued discussion of legal services.

28) Completed union contracts for one year.

29) Continue discussion of the policy memorandum and the form.

30) Continue collaboration with Open Cape and David Wennerberg, IT Director.

31) Continue discussions on town position job descriptions.

TFRAC Follow up items: Review, Approve and Authorize Chair to sign Contract

Wisotzky explained that he needs to follow up with Bob Panesitti who has received quotes for the Executive Assistant. He added that they are ready to move forward with Municipal Resources.

Review, Approve & Authorize the Chair to sign Interagency Agreement with CCRTA

Coburn asked for a motion to approve the annual request for Cape Cod Regional Transit¹⁸

Authority to park equipment at the Public Safety Facility. Wisotzky so moved. Weinstein seconded the motion. So voted unanimously 5-0.

Appoint Board of Selectmen Liaison to Town Administrator Search Committee and consider request for staff for the Committee

Coburn stated that the Town Administrator Search Committee has met twice. Lori Meads is the Chair and Deb McCutcheon is the Vice-Chair. They have already received inquiries for the Town Administrator position. Worthington requested to be the liaison to the Committee. Coburn explained that TASC will be meeting Tuesdays at the Library at 5:30pm. Coburn stated that he thought it would be best to have the Chair approach the Liaison with information as opposed to the Liaison attending every meeting. There was a brief discussion as to the role of Board of Selectmen liaison to committees. Wisotzky commented that he felt comfortable moving forward as there are two former Selectmen appointed to the Committee but felt the discussion of liaison's role was a good topic of conversation.

Wisotzky move to approve Selectwoman Worthington as liaison to the Town Administrator Search Committee. Dunigan seconded the motion. So voted unanimously 5-0.

Coburn stated that there is an hourly rate of \$17 available to anyone interested in recording the committee's minutes.

Selectmen Reports and Liaison Reports

Worthington- asked about the position that passed at Annual Town Meeting merging the Harbor Master and Shellfish Warden. Ms. Brazil explained that this item has been postponed for the time being since the consultants are working on many job descriptions including the combined Harbor Master/Shellfish Warden. A discussion on this will be taken up on May 20th.

Weinstein- Nothing to report.

Wisotzky-Nothing to report.

Dunigan- Nothing to report.

Coburn- Nothing to report.

Next Meeting Agenda: May 20th, 2014

Report & Presentation by the Woods Hole Group on the East Harbor Project; Board Reorganization and Election of Officers; Re-appointments of Committee/Board Members; Application to serve-Chris Lucy-Pamet Harbor Commission; Wedding Ceremony Request for Corn Hill Beach; Harbor to the Bay-Annual Request for Bike Ride-9/20, Barnstable County Home Consortium-Automatic Renewal of Mutual Cooperation Agreement; Agreement by and between the Town of Truro and Truro Recreation re: CDBG FY2013 Community Development Block Grant program/Childcare Provider; Payomet Performing Arts Center-Review and Approval of Entertainment License and One Day Licenses for 2014 Season; Lower Cape TV Contract; BWWC Eagle Neck Creek Culvert; Contract for Municipal Resources; Update on the Classification and Compensation study; Liaisons to Boards and Committees; Update on the purchase of the new police vehicles.

Acting Town Administrator's Report¹⁹

Ms. Brazil noted what was in their packet from the Acting Town Administrator.

At 7:08, Coburn moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, 21 (a) number 2, to conduct contract negotiations with 1) the Acting Town Administrator, and 2) Police Lieutenant; and 21 (a) number (2) to discuss strategy session in preparation for contract negotiations regarding Solid Waste and to not reconvene in open session.

Coburn permitted A.J. Santos to make a public comment. Mr. Santos explained that he was a Highland Links Golf Course pass holder for the last 14 years. He stated that he was asked to pay a \$100 fee to play out the season. He added that season passes will be on sale May 28th. Ms. Brazil explained that there is no mechanism to prorate his fee. She added that she was unaware of the restriction of the sale to immediate previous pass holders. Mr. Santos explained that he was directed to speak with the Board of Selectmen to resolve the issue. His complaint was taken under advisement.

Roll Call Vote: Jan Worthington; Robert Weinstein, aye; Paul Wisotzky, aye; Jay Coburn, aye; Breon Dunigan, 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

¹ Board of Selectmen meeting April 15th, 2014 Meeting Minutes

² Board of Selectmen meeting April 22nd, 2014 Meeting Minutes

³ Board of Selectmen meeting April 22nd, 2014 Meeting Executive Session Minutes

⁴ Chief Kyle Takakjian July 1, 2014-June 30, 2017 contract with the Town of Truro

⁵ LCCAT contract

⁶ BWWC request to expand the foot print at the culvert at eagle neck creek (bridge)

⁷ Lewis Brother's Ice cream Peddler's license application 2014

⁸ Letter requesting a Feasibility Study of 340 Route 6 from the Chair of the Housing Authority

⁹ Meldahl Authorization motion; Edgewood farm proposed division March 2014; Letter Authorization Motion

¹⁰ Bike and Road Race Application-Ocean To Bay Road Race May 24, 2014

¹¹ Susan Travers, COA Director Request to be on a Board of Selectmen Agenda

¹² Resignation letter from Jane Corbin of the Truro Concert Committee

¹³ 2014 maintenance shop Inventory list at the Highland Links Golf Course

¹⁴ Memo to LLA, copy of James Knowles letter, surrendered license and ABCC Licensee Inventory Liquidation (Going Out of Business) Application Monetary Transmittal Form

¹⁵ Helios Cape Cod LLC, OSRP

¹⁶ Annese Electrical Services Change Order #3

¹⁷ Fiscal Year 2014 Board of Selectmen Goals and Objectives

¹⁸ CCRTA Interagency Agreement with the Town of Truro

¹⁹ Acting Town Administrator's report April 22, 2014