

Truro Board of Selectmen
Meeting Minutes – June 10, 2014
Truro Town Hall, 2:00pm

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein-*Absent*, and Maureen Burgess

Others Present: Acting Town Administrator, Charleen Greenhalgh, Co-Acting Town Administrator Robert Lawton and Department Heads: Chief Takakjian, Chief Davis, Belinda Eyestone, Trudi Brazil, Kelly Clark, Russ Braun, Susan Travers, Lorial Russell, David Wennerberg, and Trudi Brazil.

Chair Jay Coburn called the meeting to order at 2:00 p.m.

Hearing no objections from the Board of Selectmen Coburn moved the item Consideration of a Resolution of Thanks.

Coburn stated that before the Board of Selectmen was a consideration for resolution of thanks for Jim Knowles, Highland Links Golf Course Manager¹.

Wisotzky moved to approve the consideration for resolution of thanks to Jim Knowles. Burgess seconded the motion. So voted unanimously 5-0.

Coburn thanked the Department Heads for attending and for assisting with turning the Goals into reality. Wisotzky welcomed Russ Braun as the new Building Commissioner. Coburn cited the three questions before them: *What are the three priority issues facing the Town of Truro; What would you like to accomplish in your department in the next year; What would you like the BOS to focus on in the next year.*

These questions would be broken into three categories for the Department Heads to respond to: **Priority for Town /What Department Heads would like to Accomplish in their Departments /and What the Board of Selectmen should focus on.** In a round table format each Department Head spoke to the three categories.

The following items were captured for the categories of Priority, To Accomplish and Focus of the Board of Selectmen.

PRIORITY

Revisit Pamet Harbor Fees; Hire Town Administrator; Cap the Landfill; more photovoltaic on Town own land; complete the Wastewater Plan; Bring Truro Central School into the discussions; Unfunded Liabilities; Address the aging workforce; Move the DPW Facility; Impliment the Classification Study; Address Beach Parking; Repair/Replace the East Harbor Culvert Pipe; Ballston Beach Washover; Eagle Neck Creek; Affordable Rental Housing; Planning for Affordable Rental Housing; Noons Landing; Town Administrator lives in Truro and engages citizens more; Increase Economic development and Tourism; Increase rental housing; Find a new DPW Director; Make new Charter Changes; Support the rebuild of the Truro Fire and Rescue Department; Computerize the Agenda packet.

ACCOMPLISH

Create a fiber optics ring for Municipal Buildings; Hire and Train a COA Outreach Coordinator; COA Programs for younger seniors; Expand COA Services; Seek Grant Opportunities; Comprehensive Financial Policies; Inventory of all departments; Improve facilities with CPC money; Work with Friends of Truro Recreation to develop affordable scholarships; Plan for beach Parking; Town wide assessment of signage; Plan for Beach parking; Assessment of signage town wide; Implement strategic planning for CAP and IMP for the Police Department; Replace DPW Director; Do public health initiatives; Up to date information on Town Website; Fulltime Fire Department staff with incentives for current staff; Fire and Rescue Department work more with other towns; Process the tax bills on time; Efficiency in the Assessing Department; Execute transparencies on the Assessor's webpage; Electronic permit tracking; Archiving files in the Building Department; Collaborate more with Barnstable County IT; New phone system; Virtual desktops; Complete Herring River; Three Union Negotiations for multi-year; Obtain Police State Certification; E-Permitting; Overhaul Licensing policy; Assistance with the Website.

Board of Selectmen

Obtainable Goals and Objectives; Communicate the direction of the Goals and Objectives; Pledge of Allegiance at Town Meeting; Focus on Policy, less on daily management; Land and Building for DPW; Mass DOT Land Exchange; Help small businesses; Attract Environmentally Green Businesses; Increase Rental Housing; Find a DPW Director; Find a new Town Administrator; Make additional Charter Changes; Hire Full-time Grant Specialist Administrator; Initialize process to ensure contract negotiation is complete prior to budget discussions; Increase inspection fees.

Coburn proceeded to review the draft Board of Selectmen Goals and Objectives².

TOWN FINANCE

It was suggested that Committee and Board members should be included in the discussions of the Goals and Objectives. Ms. Greenhalgh stated that a number of the Goals are ongoing.

Ms. Brazil felt that seeking grants was ultimately a part of a Department Heads job description.

Chief Takakjian felt that there could be a better process for seeking grants than what is in place now.

Ms. Greenhalgh noted that not all grants are good grants. Worthington agreed that there should be someone to help facilitate Department Heads with grant seeking. Worthington felt that the position for a Grant Administrator should be looked into even if it were just a part-time position. Ms. Brazil added that the Goals should be more obtainable and more manageable.

Ms. Brazil explained the unfunded liabilities as it pertains to insufficient funds to cover costs related to retirees. She added that a financial policy and procedures would assist with this issue as well as major projects like moving the DPW building and would also establish a process for funding the OPEB (Other Post Employment Benefits) Trust funds. She also suggested implementing a contract oversight program where the Department responsible for their contract would be the oversight authority.

Ms. Brazil asked that there be a comprehensive financial manual policy and she wished that inventory would be removed from the management letter of the audit company.

Wisotzky added that there should be *Values* in place that are ongoing and at the core of all the goals. Chief Takakjian commented that this would assist Departments in their daily business and the *Values* could be implemented throughout a staff person's work.

LONG RANGE PLANNING

The Charter Review Committee process and objectives were discussed. Worthington explained that the public needs to know what the Board of Selectmen are doing. Wisotzky added that the Goals and Objectives are a road map for the Selectmen. Ms. Greenhalgh asked why the review of the Charter was listed as a goal when it is an ongoing project. Worthington felt that what is expected from staff should be addressed better. Chief Takakjian added interest in having a list of Values. Wisotzky felt that there should also be a policy making model with goals for the future and added that the Charter speaks to the Board of Selectmen having more of a role of management. It was decided to continue to have Affordable Housing as a goal.

ECONOMIC DEVELOPMENT

Mr. Braun suggested that within the Planning role there should be a wider policy of what kinds of businesses are appropriate in Truro. Ms. Greenhalgh noted that staff is liberal with what businesses can be in Truro. Chief Takakjian spoke of the need for more support to help people execute their businesses. Ms. Greenhalgh stated that staff coordinates with people the process involved. She also added that there is a great working relationship between the Planning and Zoning Boards and a permit guide was created to help people navigate both Boards. Chief Takakjian stated that one value should include assisting businesses. Worthington commented that the young people feel that there is an anti-business feeling in Truro. Mr. Braun suggested that they look at the area around fees and taxes and provide incentives to establish business here. Coburn asked about the future location of the DPW facility. Mr. Morris stated that negotiations should commence with respect to the location at the state highway barn.

ENVIRONMENT

Worthington suggested that other Truro beaches besides Ballston beach be looked into further for potential parking issues.

TOWN SERVICES AND PUBLIC SAFETY

It was noted that there should be a search for a fulltime Fire Chief, negotiations should be accomplished soon and there should be a final agreement for the Solid Waste Contract. It was noted that more ways should be explored to reduce solid waste such as the Pay-As-You-Throw program. Ms. Greenhalgh spoke to the National Park Service and the Cape Cod Rail Trail, that are combining efforts to come up with a Cape wide bike trail adding that this goal is being worked on regularly and should come off the list. Chief Takakjian stated that the Police department is working towards safer road ways along with the Cape Cod Commission.

EMERGENCY MANGEMENT TRAINING

The shelter was built but since the shelter is a continuing need the goal should be revised or kept within the Emergency Management's continuing process.

OUTREACH, COMMUNITY RELATIONS AND COMMUNICATION

There still needs to be more work engaging the residents especially through the website. Coburn noted that there was no webmaster model or review of the Town website on a regular basis. Ms. Greenhalgh responded that Departments and Committees need to take more involvement in their respective webpage and it was noted that the capacity was there for citizens to be emailed when the packet is available.

ETHICS AND OPEN MEETING LAW

Wisotzky felt that there should be a Code of Conduct in place for Board and Committee members, including what is expected and trainings for how to run meetings. In discussion of #22 and #23 it was noted that it is difficult to get Chairs to attend trainings. There was a discussion about addressing this issue by possibly having training come to Board and Committee meetings.

TOWN ADMINISTRATION

Coburn cited legal services, contracts that need to be reviewed, unions, and the wage and the classification study. Ms. Greenhalgh added that Administration is in receipt of all job descriptions. Chief Takakjian stated that #28 ties into #31. He explained that the Union negotiations should be made a priority as it has a direct impact on employees and to have it be a part of the budget packets. Coburn added that more work needs to be done around #29 for employees that report to the Board of Selectmen. Mr. Lawton reported that Open Cape is making progress.

NEXT STEPS

Coburn stated that the Public Hearing for the Goals and Objectives for FY 15 will be on June 25th at 7pm. It was agreed that discussing the Goals on a monthly basis would be an improvement. Worthington agreed that there needs to be an action list in conjunction with the Goals and Objectives. Mr. Lawton agreed that there should be a separate list of action items. Ms. Greenhalgh added that the need for a Kennel should be added to the Goals. It was noted that the Board of Selectmen be proactive on monitoring the follow up. Burgess added that they will also need to make sure that Chairs of Boards and Committees are at the Public Hearing as well.

At 4:10PM Wisotzky moved to Adjourn. Worthington seconded the motion. . So voted unanimously 4-0. The meeting was adjourned.

Respectfully submitted by Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Absent
Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

¹ Proclamation of Thanks from the Board of Selectmen to James Knowles, Highland Links Golf Course Manager.

² Draft Board of Selectmen Goals and Objectives FY15