

Truro Board of Selectmen  
Meeting Minutes – July 8th, 2014  
Truro Town Hall, 5:00pm

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

Others Present: Co-Acting Town Administrator Robert Lawton

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

**Public Comment Period**

No Public Comment was heard.

**Review, Approve and Authorize the Vice-Chair to sign contract for Waste Disposal**

*Coburn recused himself. Wisotzky Chaired.*

Wisotzky thanked everyone for their hard work on the Solid Waste Disposal contract<sup>1</sup>. Weinstein deferred to Paul Morris for helping with the cost analysis. Weinstein reported that previously the Board of Selectmen had discussed what was construed as “Acceptable Waste”. Mr. Morris added that the town has had a long history with SEMASS with no issues. Weinstein remarked that there is a “Change in Law” clause and explained the purpose of it being in the proposals of both New Bedford Waste and ABC Disposal. He noted that it is unlikely to remove that language from the contracts. Weinstein noted that the language was made specific in the contract with regards to white goods and single polymer plastic. It was noted that SEMASS has a facility in Yarmouth for the delivery of the Solid Waste. There was an extensive analysis done per ton on both New Bedford Waste and SEMASS. SEMASS has closer transportation for delivery of the Solid Waste and has served the town well over the years. Mr. Morris concurred that it is a good option to have the transportation to Yarmouth for a savings to the DPW department. He spoke of the cost of transporting waste to Yarmouth versus Rochester. Dan Balboni stated that New Bedford Waste had offered \$16.50 per ton for a transportation rate with Mike Camara. There was a discussion on the fee at \$19 per ton rate that was initially sent in an email addressed to town counsel and a discussion on the difference in savings.

It was noted on the current contract before the Board of Selectmen stated a \$19 per ton dollar rate.

Wisotzky thanked the Representatives of New Bedford Waste for attending the meeting.

**Weinstein moved that the Board of Selectmen enter into a Solid Waste Contract with Covanta SEMASS for a term of 5 years and Authorize the Chair to sign. Burgess seconded the motion. So voted 4-0. Coburn had recused himself.**

*Coburn returned to the meeting.*

**TFRAC Implentation Update with Bob Loomer (MRI) and Chief Davis**

Chief Davis explained that Bob Loomer of Municipal Resources Inc started on June 17th. He stated that he and Mr. Loomer are accomplishing a lot with training and recruitment. Labor Counsel Jack Dolan, will be working with them on the 9th to create a hiring policy. Mr. Loomer thanked everyone for being so welcoming. He commented that he had been involved in the inital study of the department with MRI and he was excited to impliment those suggested changes in order to move the department forward. Mr. Loomer stated that he has met with the Command staff to see what their goals are and

their roles on the Department. He added that he and the Chief are going to meet with all employees to see what training and gear they need. Mr. Loomer added that he and the Chief will be meeting with Labor Counsel to go over the hiring policies and applications. It is also on their agenda to look at all the Rules and Regulations. Worthington thanked Mr. Loomer for assisting their Fire and Rescue Department. Worthington asked how Mr. Loomer was approaching the lack of qualified personnel. He responded that Fire Department has limited personnel with training needed in Fire Fighting and EMS.

Weinstein asked with regards to the submitted MRI report if Chief Davis or Mr. Loomer were resolving the issue of conflict with certain employees. Chief Davis responded that the conflict in particular cannot be addressed yet because the priority lies with getting more EMS qualified people on the Department. Mr. Loomer responded that there can be conflict in departments of this size when people have to wear multiple hats. He added that their mission is to rebuild the organization and bring people up in the ranks. He discussed the need to advertise the two positions to make sure that the procedure for equal opportunity is in place.

Coburn stated that he was well aware of the need for additional assistance and stated concern that there was not an emergency facility for people on the Lower Cape closer than the Cape Cod Hospital. Wisotzky recapped that there will be a meeting with Counsel Dolan tomorrow. It was noted that there is an urgency to bring more people on to the Department.

### **Review and Approve Goals and Objectives assignments**

Coburn explained that each Goal and Objective<sup>2</sup> needs assigned Board of Selectmen liaisons to assist with implementation. He stated that numbers 1-4 should be overseen by himself and Weinstein. Worthington and Weinstein were assigned to number 5. The number 6 Goal related to the Housing Authority was assigned to Wisotzky. Number 7 with regards to the Economic Development was assigned to Worthington and Wisotzky. The DPW facility goal number 8 went to Worthington. Number 9 was assigned to Wisotzky and Burgess. The Goals (#10 & #11) pertaining to Ballston Beach and other erosion issues at town beach parking lots was given to Burgess and Worthington to oversee. Goal # 12 was given to Burgess and # 13 was given to Wisotzky. The goal pertaining to Solid Waste (#14) would be over seen by Weinstein and Burgess. Goal number 15 pertaining to safe roadways was given to Burgess. Emergency Management training Goal number 16 went to Coburn. Goal number 17 will continue with Worthington. The new goal (#18) related to kenneling lost and stray pets were given to Burgess. Outreach and Community relations Goal number 19 & 20 was given to Coburn. Goal #21 related to the broad band internet service was given to Weinstein and Wisotzky. Goal Number #22 related to enhancing communication with Town Employees was given to Coburn and Wisotzky. Goal number 23 related to legal services will be overseen by Coburn and Weinstein. The Wage and Classification Goal number 24 will be managed by Wisotzky. Goal number 25 regarding labor contracts will be supervised by Coburn. The evaluations of the Police Chief, Fire Chief and Town Administrator will be reviewed under Goal number 26 and supervised by Burgess and Wisotzky. Goal number 27 with respect to working collaboratively with neighboring towns and entities will be supervised by Weinstein and Coburn. It was agreed that once a month the review of the Goals and Objectives will be an Agenda discussion item. Mr. Lawton stated that at the next meeting he will update the Board of Selectmen on progress that has been made on a number of the Goals. Burgess asked if a Board of Selectmen member could use their own initiatives in seeking assistance with goals as there may be outside sources that can help. It was agreed that she could reach out to the Cape Cod National Seashore and the Center for Coastal Studies along with strategizing with Worthington and Mr. Lawton.

### **Review and Approve Board of Selectmen Office Hours**

Wisotzky stated that they are welcome to hold Office Hours at the Framers' Market. It was discussed to have Office Hours twice a month for 2 hours, located at the Farmers' Market and the Transfer station. The DPW will provide signage, a table and chairs. If there are any changes, they should go through the Selectmen's Office.

### **Review and Approve Contract Negotiations Team**

Mr. Lawton referred to a memo that was drafted to the Board of Selectmen<sup>3</sup> in which he suggested that he and Charleen Greenhalgh be involved instead with the Union negotiations and report back and receive direction from the Board of Selectmen. Worthington expressed how important she felt that it was for the Board of Selectmen to be at the negotiation meetings. Coburn stated that Legal Counsel, Jack Dolan has spoken with some of the members of the Board of Selectmen conveying how helpful it is to not have Select Board members present at negotiations. Worthington interjected that this was the first she was hearing this suggested by Counsel. Mr. Lawton explained that it is unusual for the Board of Selectmen to be present during negotiations. Worthington asked for a specific reason as to why it would be changed after years of allowing Board of Selectmen to attend.

Wisotzky stated concern that some Board of Selectmen members may be apprised to Attorney Dolan's opinion when other members did not get a chance to speak with him. He suggested that perhaps Attorney Dolan come before the whole Board at the next meeting. Worthington again questioned the need to change past practice. Coburn explained that the Town Administrator and Labor Counsel will both be present for the negotiations. Worthington considered this to be a big change and asked that this be decided as a whole Board. Weinstein added that he was not a part of the conversations either and felt that the simplest remedy would be to invite Labor Counsel to come before them. Wisotzky agreed while noting this should happen soon as the bargaining needs to be decided in time for the budget. There was a brief discussion on the Wage and Classification Study and when job descriptions would be made available to the Board of Selectmen. Mr. Lawton explained that Department Heads were reviewing their job description now. It was noted that negotiations should commence once all those facts and figures are in from the Wage and Classification Study. Coburn added that the job descriptions need to be readied soon. Wisotzky added that the study relates to bargaining and substance. Mr. Lawton responded that the job descriptions should be before the Board of Selectmen at the first meeting in August.

### **Consent Agenda**

- 1) Review and Approve Meeting Minutes June 10, 17 and 25<sup>th</sup>, 2014<sup>4</sup>
- 2) Review and Approve and Authorize Chair to sign contracts for: Barnstable County IT Inter-municipal contract; Tyler Technologies Agreement; Truro Chamber of Commerce Contract; Videographer contract with Eliza Harned<sup>5</sup>
- 3) Review and Approve and Authorize Mrs. Greenhalgh to sign Cape Net-Authorize<sup>6</sup>
- 4) Appointment of Rebecca Bruyn to Truro Cultural Council<sup>7</sup>
- 5) Reappointments to Boards and Committees<sup>8</sup> {John Goff-Pamet Harbor Commission; Janice Allee-Zoning Board of Appeals;Fredd Todd-Historical Review Board; David Perry-Historical Review Board; Tom Roda-Bike and Walkways Committee; Richard Larkin-CPC Representative to the Historical Commission & Historical Commission; Susan Roderick- Bike and Walkways Committee; Dana Pazolt-Shellfish Advisory Committee; Kenneth Hawkey-Truro Cultural Council; Amy Rogers-Commission on Disabilities; Pat Pajaron-Truro representative to the Cape Cod Water Collaborative }

- 6) Approve the extension of appointments for the TA Search Committee to expire upon the hiring of the new Town Administrator
- 7) Review and Approve One Day Alcohol License and Charity Wine License Application for Truro Historical Society at Highland Museum-July 24, July 30, Aug 11, Sept 3, Sept 12, Sept 30 (Wine and Malt)<sup>9</sup>
- 8) Review and Approve Entertainment Licenses (One Day): Friends of the Truro Meeting House-June 21<sup>st</sup> and July 22; Truro Vineyards –June 20, July 11<sup>10</sup>
- 9) Acceptance of resignation and thank you letter- Marinna Matricardi, Zoning Board of Appeals<sup>11</sup>

Burgess questioned if the IT contract was the source for E-Permitting. Mr. Lawton explained that was a different program through the County. Coburn explained the need for the IT County Contract and that it was a renewal. It was explained what the Cape Net contract was for and whether the cuts in the budget at the County level will affect this contract. It was explained that Cape Net will provide high-speed internet to three municipal buildings in town; School, Town Hall, DPW and Police through a Cape Cod Commission bid. Weinstein asked for the Barnstable County IT contract to be held for the explanation of the Scope of Services and how it pertains to the “Service Level Agreement” and he questioned the Cape Net contract. David Wennerberg, the IT Director stated that both contracts cover important services for the Town. Mr. Wennerberg explained that the County IT contract is a continuation of the existing contract and the services are a tremendous amount of help for him. He explained where the fiber would be run for high speed internet. Mr. Wennerberg explained the contract with Eliza Harned; the videographer will be paid hourly, the same rate she receives now for an average of 2-3 hours of work additionally on the town website from funds through Comcast. Coburn asked that the Chamber Contract be withheld, due to more information being needed on their marketing strategy. Burgess commented that she had a slight correction in the minutes that she sent in advance of the meeting. She read her correction into the record. Wisotzky read his correction into the record.

**Burgess moved to approve all the items in the Consent Agenda with the exception of #2C (Truro Chamber Contract). Weinstein seconded the motion. So voted unanimously 5-0.**

### **Selectmen Reports and Liaison Reports**

**Worthington** –Nothing to report.

**Wisotzky**- He explained that the Housing Authority is currently working on three projects. He stated that the Habitat House project proposed for along Route 6 has been appealed by an abutter. Habitat for Humanity was not scheduled to begin work until April 2016. He described the other property locations as being 2 North Union Field Rd and property next to the Public Safety Facility. Wisotzky also added that Lisa Tobias is now the Vice-Chair of the Planning Board and the Planning Board’s CPC Representative.

**Weinstein**– He commented that the Charter Review Committee is moving forward with further revisions to the Charter. He stated that he, Coburn and Burgess attended the Non-Resident Tax payers Association annual meeting. He added that his main concern from the meeting was how misinformed people were regarding Town Meeting Articles. Weinstein discussed the meeting that took place at the Pamet Harbor with stake holders and Jack Sheppard, the Fishing and Boating Access Director. The meeting clarified the CMR Regulations. There are clear rules and regulations according to the Land Management Agreement. There are two dozen spaces that are not available to Charter fisherman. There are restrictions for the parking based on the CMR regulations. Parking will be restricted to retrieving and launching of boats, Kayaks and mooring holders. DPW has been authorized to create signage for the harbor parking lot. Weinstein stated that this will help facilitate the Harbor Masters role. Placards will be made to hang from the rear view mirror for those that are permitted to park. He stated that there were some residents that had displeasure with this request. The Town of Truro never

enforced the regulations which always existed there. Mr. Lawton stated that Mr. Shephard was great at clarifying things with respect to the Land Management Agreement. Mr. Silva has been notified as to what had transpired. The Land Management Agreement must be reviewed and approved by the Pamet Harbor Commission and the Board of Selectmen. The parking will be based on first come first serve with no date or time specified.

**Burgess**-She stated that there was a Cape Cod National Seashore meeting on June 9<sup>th</sup>. There is a new Shore Bird management plan which will start in early fall. She stated that the ponds have high levels of Mercury that affect the fish in the water. June 23<sup>rd</sup> the School Committee had their meeting. There was a celebration for School Principal Brian Davis for his years of Service at the Truro Central School. Burgess stated that PARC Standardized testing will be replacing the MCATS. The new Superintendent, Mike Gradone at Truro Center School began his official duties. The Historical Commission met on June 28<sup>th</sup>. She referred the Chair of the Historical Commission to Truro's IT Director for assistance with their webpage on the town website. She spoke of the building maintenance issues at the Cobb Library. At the Historical Review Board meeting there was a discussion of the process for a building to go before the board, also the Meeting House is now listed on the National Historical Landmark registry.

**Coburn**-stated that the Housing with Love Walk for affordable housing is Monday July 14<sup>th</sup> and begins at 8:30am. He will be walking with Lori Meads and Barbara Wood. It is a benefit walk for affordable housing.

#### **Next meeting Agenda July 22, 2014**

Mr. Lawton stated that he will be giving an update on the Goals and Objectives. Weinstein stated that he would like to start the conversation again regarding legal services. Mr. Lawton explained that the Town of Yarmouth went through a similar exercise and he will bring forth the matrix used at the meeting on the 22<sup>nd</sup>. Weinstein also brought to the Board's attention that there was a letter received by the Board of Selectmen from someone who applied but did not receive a town position for the Senior Tax program. Mr. Lawton responded that there was correspondence sent to the individual that there were no available positions. Worthington added that there should be more positions available for seniors. Weinstein asked that the number of positions be made available on the next Agenda. It was also noted to release any executive session minutes that pertain to discussions on the Solid Waste Contract.

#### **Town Administrator Report<sup>12</sup>**

Mr. Lawton cited the information that was provided in the Board of Selectmen packet for the Town Administrator report. He reported that he was in receipt of Paul Morris' letter of intent to retire in December. He explained that he is in communications with the Provincetown Banner for a quote on legal and classified ad placements. Mr. Lawton mentioned that a letter was sent to the County Commissioners regarding the dredging of the Pamet Harbor; also remaining in the packet is documentation from the Town Clerk regarding the Charter changes being placed on a ballot and the Tax Title information that was requested.

**At 7:00pm Wisotzky moved to adjourn the meeting. Weinstein seconded the motion. So voted unanimously: 5-0.**

Respectfully submitted,  
Nicole Tudor, Board of Selectmen Secretary

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Jay Coburn, Chairman

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Paul Wisotzky, Vice-Chairman

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Janet W. Worthington, Clerk

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Robert Weinstein

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Maureen Burgess  
Board of Selectmen  
Town of Truro

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<sup>1</sup> Solid Waste Disposal Contracts for ABC New Bedford Waste and SEMASS Covanta

<sup>2</sup> FY15 Goals and Objectives

<sup>3</sup> Robert Lawton memo to Board of Selectmen re: Contract negotiations June 11,2014

<sup>4</sup> Minutes from June 10, June 17, and June 25

<sup>5</sup> Contracts for Barnstable County IT, Inter-municipal, Tyler Technologies, Truro Chamber Contract, Videographer contract

<sup>6</sup> Cape Net Contract with Cape Cod Commission

<sup>7</sup> Application to serve –Rebecca Bruyn for Truro Cultural Council and email from Chair

<sup>8</sup> Application to serve from John Goff-Pamet Harbor Commission; Janice Allee-Zoning Board of Appeals;Fredd Todd-Historical Review Board; David Perry-Historical Review Board; Tom Roda-Bike and Walkways Committee; Richard Larkin-CPC Representative to the Historical Commission & Historical Commission; Susan Roderick- Bike and Walkways Committee; Dana Pazolt-Shellfish Advisory Committee; Kenneth Hawkey-Truro Cultural Council; Amy Rogers-Commission on Disabilities; Pat Pajaron-Truro representative to the Cape Cod Water Collaborative

<sup>9</sup> Application for One Day Alcohol License and Charity Wine License Application for Truro Historical Society at Highland Museum-July 24, July 30, Aug 11, Sept 3, Sept 12, Sept 30 (Wine and Malt)

<sup>10</sup> Application for Entertainment Licenses (One Day): Friends of the Truro Meeting House-June 21<sup>st</sup> and July 22; Truro Vineyards –June 20, July 11

<sup>11</sup> Thank you letter to Marinna Matricardi, Zoning Board of Appeals

<sup>12</sup> Town Administrator Report July 8, 2014