

Truro Board of Selectmen
Meeting Minutes – Tuesday, February 24, 2015
Truro Town Hall, 5:00 p.m.

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

Present: Town Administrator-Rae Ann Palmer, Tony Jackett, Tim Silva, Paul McClanahan, Dan Slater, Eric Morea, Joe Francis, Charleen Greenhalgh, Monica Kraft, Trudi Brazil

Chair Coburn called the meeting to order at 5:00 p.m. He announced the meeting was being recorded for broadcast on Truro TV channel 18, and asked if any audience members were recording. Hearing no response in the affirmative, he opened the meeting up for public comments. No one came up to speak during the public comment period, and Chair Coburn opened the Public Hearing.

Public Hearings

- A. The Truro Board of Selectmen will hold a public hearing on Tuesday, February 24, 2015 at 5:00PM at the Truro Town Hall, 24 Town Hall Road, Truro, at which time proposed changes will be made to the Canoe/Kayak/Raft-Daily Launch & Seasonal Fees; Ramp-Fee Daily; Commercial Hauler Ramp-Seasonal & Single Launch Fees; & a Proposed Non-State Resident Daily Ramp Fee.**

Tim Silva and Tony Jackett approached the Board. Mr. Silva explained that since the Land Management Agreement has been signed, the Board of Selectmen can vote on the increase of fees to be sent to the State. He then went over the current and proposed fees. Chair Coburn clarified the term “commercial hauler” to be an entity such as Nauset Marine or Bay Sails who pull boats out of the water. Charter boats are not included in the Commercial Hauler category. Selectman Worthington asked how much it cost to have a boat put in the water by Nauset Marine (or another establishment). Mr. Silva stated that he was not sure, but that it was most likely “hundreds” of dollars. Selectman Wisotzky mentioned that he knew the Town was restrained by the State in regards to fees, and he asked what the maximum allowable increases were. Mr. Silva told the Board that Truro has the highest fee, for daily ramp usage, in the State at \$10.00 per day. The maximum for Commercial Launchers is \$1500.00

Chair Coburn asked if there were comments from the public regarding the proposed fees. Mr. McClanahan came up to ask a question for clarification. Since, for the first time, Pamet Harbor is considering going to a resident/non-resident fee structure would the non-resident be determined by the registration on the boat, trailer, or tow vehicle. Mr. Silva stated that personally, he would use the registration of the boat as the determining factor. Chair Coburn is sure that the State has outlined how non-resident status is determined, but that they would get clarification. Mr. Slater then approached the Board. He knows that there are some parking issues down at the harbor and wonders if one of the fees could be split for residents; \$10 for parking and \$5 for launch. Many residents could launch their boat and bring their vehicle back to their home. Mr. Silva informed the group that the State has told the Commission that the fee is a ramp fee, and not a parking fee.

Selectman Worthington asked if the raft fee was new. Mr. Silva explained that it’s always been there, per the State, but they have never had a raft launch out of Pamet. He stated that it falls under the category of a small boat without a motor, such as a canoe or kayak.

Selectman Wisotzky mentioned that one of the items the Board has been looking at during the budget process is departments that have fees associated with their services, and how much of that department’s budget can be offset by fees. He’s curious how the fee adjustment will affect how much more (in terms of a percentage) it would cover in terms of operations of the harbor. Mr. Silva stated

that in general, the fees collected pretty much cover the salary of the Harbor Master and his budget, and that the dredging is what puts the Harbor "in the hole". Chair Coburn mirrored what Selectman Wisotzky said. Not all departments can generate enough in fees to cover their expenses. He asked what the parameters are around fee increases. The Chair would like to see by State Statutes, or Rules and Regulations, what the State restraints are on fees. He would also like to see a profit and loss statement on the harbor. It is difficult for him to approve fees, absent of that information. Ms. Palmer and Ms. Brazil can work with Mr. Jackett and the Commission to get the information which Chair Coburn is asking for. Selectman Worthington asked that when they revisit this on the March 17th meeting, can they get a breakdown of how much revenue is generated from each fee, per category.

Mr. Morea came before the Board to speak. He asked if the basin moorings and shallow water moorings were regulated by the State. Mr. Jackett stated that they were not. Mr. Morea asked if the Town could up those fees to make up the difference if the State does not approve the proposed fee hikes. Chair Coburn stated that it could be a possibility; however he would want the Harbor Commission to weigh in. Mr. Jackett told the Board that the season starts the week before Memorial Day weekend. Applications to be on the wait list have been mailed out. Chair Coburn asked what the State's turnaround time is on approval of fee increases. Mr. Jackett estimated about a month.

Mr. Francis came before the Board to speak. He advised the Board that when he worked at the harbor, he had trouble with the State and their timeframe to approve fees. It requires a meeting of different people from the State, at different levels, and he is urging the Board to start the process as soon as possible. He also suggested cutting the Harbor Master's hours back to 35 hour, to save money.

Selectman Weinstein made a motion to continue this public hearing to their March 17, 2015 meeting.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Board/Committee/Commission Appointments

- A. Review and Approve Appointment of Noelle Scoullar to Registrar of Voters for the Town of Truro.**

Selectman Wisotzky made a motion to approve Noelle Scoullar as Registrar of Voter.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Tabled Items

- A. Final Recommendations (#8) from the Charter Review Committee on the Truro Town Charter.**

Ms. Greenhalgh approached the Board. Chair Coburn informed the Board that the Charter Review Committee was unable to get a quorum, but they do have a recommendation from the Chair to address some of the concerns that were discussed the last time this was on their agenda. Ms. Greenhalgh stated that the concern was in Section 5-4-2, where it lists a number of Department Heads as well as other positions within the community. It was suggested that they take the reference to 5-4-2 out and just say "to all Department Heads and employees, including the Police Chief and the Fire Chief" thus eliminating the word "officials".

Selectman Wisotzky made a motion to add the proposed article that would revise the new Section 5-5 to the Town Charter.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Board of Selectmen Action

A. Discussion of Strategies for increasing attendance at the 2015 Annual Town Meeting.

Ms. Kraft approached the Board. She let the Board know that Chair Coburn had approached her with the idea of moving the Town Meeting to the school instead of the Community Center. She wholeheartedly supports this idea. The school is a huge portion of the budget, and a lot of people who come to the Town Meeting have no connection to the school. She also hopes it would encourage parents of young children to attend as well. She has spoken to the Superintendent, and it is not a problem as long as set up and cleanup is taken care of. Selectmen Worthington and Burgess think it's a great idea. Selectman Wisotzky is in agreement also, but believes that since many people are now used to going to the Community Center, there will need to be very clear signage on the highway, the warrant, and the Town website, that this is a change. Selectman Wisotzky asked if child care could be arranged at the school for during the meeting. Chair Coburn let him know that traditionally the Recreation Department provides child care. Selectman Wisotzky also asked about whether a power point presentation could be available at the meeting, as it was last year. Ms. Kraft has spoken with Harry Terkanian about this, and he recommends the IT department at Barnstable County. She will be having a discussion with someone there regarding cost, etc. Ms. Palmer informed Ms. Kraft that Truro has a contract with Barnstable County IT to help provide support. She has a meeting set up for next week with their Director, and she will add this to the agenda to discuss. Selectman Wisotzky is hoping that in addition to projecting what the warrant is that they can also do real-time amendments for people to read. Chair Coburn is suggesting an earlier start time (6:00PM instead of 7:00PM), and wondered if there was a way to quickly poll people. Ms. Palmer requested that the Board allow her to check with the Clerk to see what kind of lists they have, in terms of voters and year round residents. Using that list, they could notify people of the change of venue and they could also ask whether a 6:00PM start time is more preferable. Chair Coburn would like to see signage on Route 6 alerting people of the change in location and possible time change. He also would like to send a flyer home with children to alert parents. Selectman Weinstein would also like the flyer to notify parents that child care services will be available. He also asked if it were possible, through the Council on Aging, to use one of their vehicles to transport senior citizens to and from the meeting. Other suggestions were discussed among various Selectmen.

B. Preview of Town Meeting Warrant

Chair Coburn asked Ms. Palmer to do a walk-through of the items on the warrant to make sure the Selectmen were aware of everything, and to give them a chance to suggest items not currently on the warrant. Ms. Palmer went through the articles for the draft 2015 Annual Town Meeting. Selectman Weinstein observed that in looking through the hard copy there are several references to the golf course which he thinks are no longer appropriate because of the change in management. He believes that language should be removed. Ms. Palmer did clarify that they still have some golf course reserves.

C. Discussion on FY16 Budget

Ms. Palmer stated that at the last Budget Task Force meeting on February 12, 2015 they were asked to incorporate the dump truck back into the budget as opposed to having it be a capital exclusion. Since then, they have "sharpened their pencils" on a couple of items. The request for a portable scale, and new compactor, which were in the capital budget for the DPW, has been amended because the compactor is far out of reach of what they are willing to request this year. Cape Cod Tech's recent assessment estimate is much larger than the one originally in the budget. Ms. Brazil stated that the figure is a 40% increase over the FY15 assessment. Ms. Palmer let the Board know that the final date that the Finance Committee can hold a public hearing on the budget is March 13th, 2015. As she recalls, the Finance Committee Chair is out of the country until March 10th. She also mentioned that they are waiting on the assessor, who is working for Truro through PK, to get all of the data into the computer so that they can get a good number on the valuation for the year. That will enable them to get a solid number on what the taxable property is. Ms. Brazil hopes that by mid-March (or the third week of

March) they can have things buttoned-up. Ms. Brazil had a request. One of the available funding sources is a request to use overlay surplus funds. Overlay surplus is a funding source that occurs when your overlay in the Provision for Abatement and Exemption account exceeds the amount of outstanding receivables in any ATB cases that would be pending. She has a list of all of the levy year overlays, combined with outstanding personal property and real estate. On those levy years that have a surplus, that no ATB cases are outstanding, the Board has the ability to request that the Board of Assessors release the overlay. If the Board of Assessors agrees, then the Assessors notify the Accountant, who transfers from the levy years, into an overlay surplus account. Those funds can be used for any legal purpose. Ms. Brazil respectfully requests that the Board of Selectmen request the Board of Assessors follow that process.

Selectman Wisotzky made a motion to authorize the Town Administrator to request that the Board of Assessors release \$183,000 in overlay surplus.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

D. Discussion on Quarterly Review of Town Administrator

Selectman Weinstein began the discussion. From his perspective, he is delighted that she stepped forward to take the position of Town Administrator. Her communication with the Board has been terrific, and he particularly likes the weekly report. He lauds her attempt to set a parameter of expectations of her staff.

Selectman Burgess finds Ms. Palmer very accessible, and really appreciates the weekly report. She has a sense that she covers all the bases, and looks for information so she can make informed decisions. Selectman Wisotzky reported that it's been a pleasure to work with Ms. Palmer, and she has exceeded his expectations. She has listened, and learned how to familiarize herself with the way of doing things. He feels very well supported as a Selectman. The cover sheets for the packets are extremely helpful. In terms of moving forward, Selectman Wisotzky would like to refocus on making sure the packet is complete when they receive it. If an item is not complete, it should be removed from the agenda. He would also like to hear more from Ms. Palmer at their meetings. He would like to hear her point of view. He is concerned about her burning out, and encourages her to pace herself.

Selectman Worthington agrees with everything which has been said. She feels the Town is lucky to have her. The communication level is great, and the weekly reports are welcomed. The way Ms. Palmer has built a frame work for teamwork is a breath of fresh air. She thanked her for all that she's done so far, and looks forward to everything she will accomplish.

Chair Coburn agrees with everything his colleagues have observed. He, too, finds the weekly report to be extraordinarily helpful, and he particularly likes how she engages the staff in producing it. He feels that the entire team is supporting the Board of Selectmen. She has an extraordinary grasp of the issues, and that's one of the reasons why he wanted to hire her. As a Chair, he perhaps has failed to be as clear as possible on the Board's priorities and he is looking forward to revising their goals and objectives.

E. Selection of Town Counsel

Chair Coburn mentioned that he'd sent out an email to the Board, informing them that the Town Administrator had requested a writing sample from all of the candidates. Those are due by this Friday. He would like to table the decision, and revisit it on March 17th. Selectman Burgess asked since they seem to be moving forward in having some sort of formal arrangement for engaging Town Counsel services, she does not think they've spoken about any length of time. Are they talking about one year, three years, or one year with possible renewal? She thinks it would be helpful to think about this, and to inform the candidates as well. Chair Coburn thought that once they make a decision about what direction to move in, that the Board would discuss a time frame. Ms. Palmer added that each of the

proposals had a recommended time frame in them. She can pull that information out and give it to the Board. She has received three of the four letters. As soon as she receives the fourth, she will get those out to them as well. Selectman Wisotzky asked a question regarding appropriation, which Chair Coburn answered.

Consent Agenda

- A. Review & Approve and Authorize the Chair to sign:
Paul S. Kapinos & Associates Contract for Assessor's Services.**
- B. Review & Approve Use of Town Property-Town Hall Parking Lot-May 30th, 2015 2-7:30pm.**
- C. Review and Approve 2014 Seasonal Population Estimate for ABCC Alcoholic Beverages Control Commission.**
- D. Review and Approve Rental Registration Fee for 2015.**
- E. Review & Approve Meeting Minutes: Feb. 2nd (Budget); Feb. 10th Regular Meeting; Feb. 12th Budget**

Selectman Burgess asked to make a change to a section in the February 10th minutes, and to correct one name in the same section. Selectman Weinstein had a correction in the February 2nd minutes, and a clarification in the February 12th minutes. Chair Coburn would like to hold consent agenda item B.

Selectman Wisotzky made a motion to approve the consent agenda, with the corrections to February 2nd, 10th, and 12th minutes, and with the amendment on the rental registration fee to include the increase to \$200.00.

Selectman Weinstein seconded this motion.

So moved unanimously, 5-0.

Chair Coburn stated that there is a request in the consent agenda to use the Town Hall parking lot on May 30th, 2015 for a wedding. Ms. Palmer brought an issue to his attention which he felt should be discussed. Ms. Palmer explained that the wedding is being held at Hedgebound which has caused some consternation in the past with neighbors. If the use of the Town Hall parking lot is allowed, we may be putting ourselves in a position where the Town is supporting the use of rental properties for events. The issue in the agreement from 2013, as she understands it, was that these places would not be advertised as wedding venues and there is no way of telling whether it was or not. A quick look on Google did not indicate that it was being advertised; however advertising from 2012 (in terms of wedding photographs) was still available. She checked with current Town Counsel, and he felt that the Town could be putting itself in a difficult position if the Board of Selectmen approved this request. His suggestion was for Ms. Palmer to bring this information to the Board for their consideration.

Selectman Weinstein made a motion to deny the request for parking at the Town Hall on May 30th, 2015.

Selectman Worthington seconded this motion.

So voted unanimously, 5-0.

Selectmen Reports and Liaison Reports

Selectman Weinstein-Does not have any direct committee reports due to the Board of Health meeting being cancelled because of the snow. For public information, there is a meeting of the SMART/Pay as you Throw Committee on February 26, 2015. He also wanted to commend the Public Safety facility and the DPW on the condition of the roads.

Selectman Burgess-Due to inclement weather some of the committee meetings she is liaison to were cancelled.

Chair Coburn-Wished to inquire if any of the Selectmen were attending the meeting being held by the Cape Cod Commission. Selectman Weinstein and Ms. Palmer will be attending. Selectman Burgess asked Chair Coburn to explain why the meeting was so important. Chair Coburn gave a brief summary. Selectman Wisotzky-The CPC made their final recommendation, which the Board of Selectmen will see in the warrant. They will present those articles to the Board. Also as liaison to the Recreation Commission, they are getting the report related to the tennis court/walking trails from the engineering firm. Once they have the recommendations, they will hold a public hearing.

Selectman Worthington-Had a chance to attend the Shellfish meeting this afternoon. She wished to say that it's so fun and exciting to listen to that group. The ADA farming has the potential to be a great thing. She would like to talk more about Ballston Beach, specifically about the parking lot, and asked that it be placed on the March 17th agenda. At some point she would also like to hold a discussion about the private and public roads. She thinks that the issue of who gets plowed and who does not, when it's an emergency situation, needs some sort of protocol. Chair Coburn is glad that Selectman Worthington brought up the road situation, as he believes it is a very important and complicated issue. He thinks this would be a great objective to add to the Board of Selectmen's goals and objectives.

Chair Coburn-He attended a meeting of the Cape and Islands Selectman and Counselor's Association last Friday, which had a very interesting discussion on coastal erosion. There were a number of informative presentations, including one by Pat Hughes who is a Select Board member in Brewster, but also works at the Center for Coastal Studies. He was surprised by the variety of perspectives by different towns.

Next Meeting Agenda: March 17, 2015

Chair Coburn will be on vacation, and Vice Chair Wisotzky has volunteered to coordinate with members, and Ms. Palmer, the development of the agenda during the week.

- Public hearing for the last acre of the ADA grant will be held.
- Seasonal All Alcohol Pouring License hearing for Highland Links Golf Course.
- Representative to the Cape Cod Commission will be here to give an update.
- Vote to place goals on the Annual Town Meeting warrant.
- Update on Board of Selectmen goals and objectives.
- Discussion of Ballston Beach parking lot.
- Consent agenda will include:
 - Approving the "Light it up Blue" Autism Awareness
 - Common Victualer (food) license approvals

Town Administrator's Report

Jay Norton is compiling policies and procedures that other towns use for plowing private roads. Ms. Palmer agrees that the Town needs a policy. In regards to Ballston Beach, she is working with Mark Borelli from the Center for Coastal Studies to refine his proposal, as the timeline is a bit long. They have talked about holding a meeting within the next month to look at possibilities for the parking lot, so that the beach can be opened this summer. Her goal is to have Mark go to the meeting on March 17th as well, to talk to the Board about what he's looking to accomplish with the study. Selectman Worthington is concerned that they are getting the science of the whole erosion problem mixed up with the parking lot. The parking lot is really the only thing they have control over. She would like to see it dealt with as a separate issue. Ms. Palmer believes the study is intended to deal with the impact to the Town for the beach and the parking lot. Ultimately, it's the overwash that's trying to recreate the salt water marsh, and where it wants to recreate it, is the parking lot. They can clean the sand out, but the reality is (long term) we may have to abandon the parking lot and look to other alternatives to deal with the houses there and the parking. Selectman Burgess recalls a discussion of whether there should even be blacktop

in the parking area. Ms. Palmer continued her report, stating that they are working on the transition to their payroll service doing automated collection of employee leave accruals. In terms of the snow budget, it is now \$28,000 over the appropriation. They are projecting around \$45,000 in overage by the time all the bills come in. \$56,000 has been spent to date.

Selectman Wisotzky made a motion to adjourn the meeting at 7:00PM.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

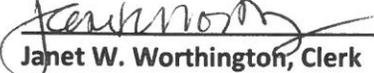
Respectfully submitted,
Noelle Scoullar



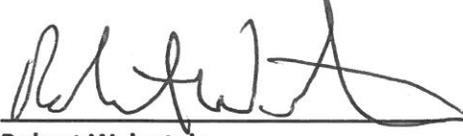
Jay Coburn, Chairman



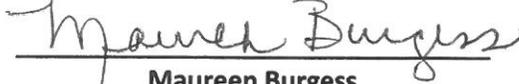
Paul Wisotzky, Vice-Chairman



Janet W. Worthington, Clerk



Robert Weinstein



Maureen Burgess
Board of Selectmen
Town of Truro

Documents Used

Public Hearing announcement for amendment to Pamet Harbor Fees; Pamet Harbor Rules and Regulations; Proposed Harbor Fees
Application to serve-Registrar of Voters-Noelle Scoullar
Draft 2015 ATM-Table of Contents
Amended Agreement between Town of Truro and Paul S. Kapinos
Application to use Town-Owned Property-Abigail Hackler
Letter from Executive Director of ABCC regarding Population Estimates for Seasonal Licenses in 2015-
Copy of M.G.L. Ch. 138 Section 17-ABCC Quota System-Increased Population Form
2015 Annual Rental Registration Letter-Rental Registration Data from 2006-2014-2015 Application for
Seasonal Rental Registration-Copy of General Bylaw, Chapter II
February 2, 2015 draft minutes-February 10, 2015 draft minutes, February 12, 2015 draft minutes
FY2016 Municipal Operating Budget-FY2016 Projected Available Spending Capacity-FY2016 Projected
Expenditures and Assessments
Permit/License Fees, MA cities and towns