

**Truro Board of Selectmen
Meeting, June 7, 2016
Truro Community Center**

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Manager Rae Ann Palmer; Building Inspector Russell Braun; Town Accountant Trudi Brazil; Recreation and Beach Department Director Kelly Sullivan Clark; Fire Chief Timothy Collins; Library Director Patricia Ford; Assessor Cathy Fryxell; Harbor Master/Shellfish Warden Anthony Jackett; DPW Director Jay Norton; Health Agent Patricia Pajaron; Administrative Assistant Noelle Scoullar; Town Clerk Cynthia Slade; Police Chief Kyle Takakjian; Animal Control Officer Suzanne Trasavage; Council on Aging Director Susan Travers; Administrative Assistant Nicole Tudor; IT Director David Wennerberg

Chair Paul Wisotzky called the meeting to order at 1:00 p.m. This meeting was tape recorded.

FY2017 Goals & Objectives Discussion with Department Heads.

Chair Wisotzky reviewed the purpose of the meeting to review goals and objectives of the Department Heads. To begin the session, each person offered three adjectives that a friend or relative would use to describe them. When flipped, the words from this exercise apply to the character of Truro: *loyal, generous, funny, smart, weird, passionate, private, outspoken, inquisitive, observant, kind, serious, dedicated, organized, strict, fun, determined, spontaneous, tenacious, leader, caring, independent, easy going, understanding, empathetic, supportive, motivated, friendly, contradictory, thoughtful, creative, reliable, compassionate, analytical, level, trustworthy, kind, strong, resilient, quiet, committed, entertaining and stubborn.*

All the Department Heads had been asked in advance to explain where the department should be in two years and to set goals for the department. Discussion began with the goals.

Assessor

Assessor Cathy Fryxell explained Assessor Department goals. She said the biggest thing is preparing the differential tax rates for the Town. As far as Town services, she said that the Outer Cape Assessors Group shares information, training and development. A public safety concern for the Assessor is the clear identification of all parcels of land, including those in the National Seashore.

Town Accountant

Town Accountant Trudi Brazil shared her goals of ensuring compliance with Federal and Massachusetts Department of Revenue laws; providing information to Town Manager on irrevocable trusts for OPEB; refining the Budget process; working with Cape Tech on their building committee; installing the MUNIS computer system for Accounting; and keeping up her reports to the Town Manager. Rae Ann Palmer spoke more on the importance of using MUNIS for managing money. Jay Coburn suggested including MUNIS usage in the Selectmen's objectives.

Town Clerk/Treasurer/Tax Collector

Town Clerk Cynthia Slade said she would utilize Human Resource services more; keep up to date on municipal affairs of the Town; review fees for the three departments; participate in seminars, conferences and training; review Mass General Law for allowable investment options; work to submit bylaws to the Attorney General at a faster pace and get them onto the web; and keep up with the monthly reports to the Town Manager.

Administrative Office

The Town Manager's Administrative Assistants, Nicole Tudor and Noelle Scoullar, are working on revising licensing and providing support for the development of the Selectmen and Town Manager's *Goals and Objectives*.

Department of Public Works

DPW Director Jay Norton plans provide more efficient services for the Town. Goals already in progress include single stream recycling at the Transfer Station, trash barrels at the beaches, and improved recycling. He outlined more improvements for the Transfer Station and an upgrade of the HVC system at Town Hall. DPW will collaborate with the Police and Fire Departments in emergency situations, he said. He continues to work on the plans for East Harbor and Eagle Creek. He is working on a Complete Streets Policy with MassDOT as a part of traffic congestion mitigation. He plans to produce literature on single stream recycling to educate the public and will also work closely with Administration to keep the public updated through Facebook and the Town website. He answered question on the plans for the East Harbor culvert. Trudi Brazil offered suggestions about composting opportunities and available funding for it. He also discussed construction debris management but said that DEP requirements govern it.

Building Department

Building Inspector Russell Braun gave public safety, customer service and regionalization efforts as three main goals. Besides building safety he is ready to integrate larger safety concerns with Fire, Police and Harbor in times of emergency. He said he would be happy to be involved in regionalization ideas. Much of his interest was ensuring that he and the staff deal with customers sufficiently in a direct way and provide avenues to get information to their contractors. He favors keeping permit fees, Zoning Board fees and Planning Board fees comparable with other towns. He explained how penalties are now handled. Rae Ann Palmer suggested that a change in the General Bylaws could amend the present penalty fee schedule.

Harbor/Shellfish

Harbor Master/ Shellfish Warden Anthony Jackett discussed collaboration with Provincetown on aquaculture and visionary aspect for customers, visitors, and taxpayers for harbor usage. He would like to create a dual launch system with increased dockage to create better flow and free up the existing dock space. He foresees gradual increases in fees for launching boats and fees for shellfish licenses. Other goals include: ongoing training to keep up with newer guidelines and annual dredging which maintains the harbor and keeps flow healthy for shellfish. His overall goal is to keep the harbor beautiful and safe. He answered questions on fees, and Rae Ann Palmer discussed State grant possibilities could be available for economic activity on the waterfront.

Recreation & Beach Department

Recreation and Beach Department Director Kelly Sullivan Clark enumerated a number of goals: dealing with trailer parking when attendants are not there; software for faster beach stickers, beach parking, budget and scheduling; having transparent fee schedules and parking fines with expected increases, giving the public a chance to prepare for them; selling beach merchandise; increasing fire permit fees; planning ways to subsidize after school programs; and exploring use of credit card options. She said the public safety goals included review beach fires, a shark siting network, the lifeguards' communication system, recruitment of life guards, and housing for the guards. For sustainability, she looked at balancing recreational needs of the public and environmental concerns. Diversity in encouraging younger families to come or stay in the community and developing more child care are also Recreation goals. She plans to use social media for community outreach with Facebook, a name for the Pamet Puma contest, and providing childcare services during community events. She and the Harbor Master responded to questions about combining the two committees they oversee. Both said their two committees were very different, but mergers would help with achieving quorums for meetings. It could work where there is overlap as well.

Animal Control

Wellfleet & Truro Animal Control Officer Suzanne Trasavage said finding balance is a big goal for her. She assists with pet assistance for emergencies, food collection and a free spayed and neuter program. Fiscally speaking, she said licensing fees could increase gradually, and she will maintain a zero-increase budget by purchasing only necessary items. Safety goals fit in with the Rabies control program and MEMA pet information. She works with the National Seashore and Harbor providing dog poop bags and maintains a Wellfleet-Truro website geared towards educating the public on Beach regulations and leash laws. Trudi Brazil mentioned a private North Truro website that she might also use. She hopes to align animal control regulations found in Animal Control Act of 2012 with the Truro Bylaws. Other goals include: signage for beaches, dogs on private beaches and rules for dogs to alleviate the problems of cleaning up after them and leaving the poop bags behind.

Library

Library Director Patricia Ford explained how the Library collaborates with other organizations and provides emergency information. She said Library fees are set regionally, but she will look for grants and grants and savings opportunities to hold the Library budget to 0. The Library provides information on public safety issues such as opioids, tick borne diseases and emergency training. Now that the Library has a generator, there are more opportunities to help out in emergency situations. Making a portable film cart available at the Library is another valuable resource planned for the community. This will enable groups to film all programs presented at the Library. Ms. Ford also has plans for an additional Internet service of lending out hotspots will become possible. The Youth Librarian will continue the play group that fosters literacy at a young age, she said. The Library has just completed its 3-year strategic plan but will do another one after the community strategic plan is finished. A new website is planned with features that allow downloading programs, reading lists online and a community calendar. Patricia Ford concluded with the goal to keep the library as a place where people come.

Health Department

Health Agent Patricia Pajaron discussed the solid waste management at the Transfer Station which will be evaluated in fall; the Pamet River Restoration and grant funding possibilities; flood management; hazardous waste plans; a CZM grant mapping of storm tide pathways; and work with Beach and Recreation on beach clean-up.

Information Technology

IT Director David Wennerberg said his goals include getting infrastructure that is up to date and can handle any piece of software. The servers are connected to CapeNet. The Town is already using Barnstable County IT services, which provides extra networking knowledge and a second entity that knows the infrastructures here. Public safety is always a part of IT, he said. A goal he is working on is getting Town emails for all board and committee members. There are plans underway to install videotaping equipment in a room in the Public Safety Facility, which will serve as an alternative meeting room. IT will continue to provide information for visitors, web forms, Survey Monkey, Facebook and Twitter accounts.

Council on Aging

Council on Aging Director Susan Travers discussed the COA van, collaboration with other towns, and relationships with other departments to look at issues that pertain to seniors. The COA continues to seek grant opportunities and analyze program fees. The COA produces a newsletter and offers programs such as the memoir group. The COA collaborates with the police and DPW on the Reassurance List of people of special concern and works with the state Department of Mental Health. They work with the Senior Needs Committee to develop an age community model for Truro. The COA uses Facebook and Twitter for the youngest seniors who use social media. Jay Coburn suggested that the Selectmen prepare a policy on use social media.

Police Department

Police Chief Kyle Takakjian highlighted Police goals of providing for citizens' needs, disabled persons in particular, and working with all Town departments. The Chief said that financially they are heading towards significant expenses but are interested in sharing services with other municipalities. He will have a financial model in place and look at essential needs of the Police Department. One of these is for improved software. He expects the long term certification for officers and will have officers attending leadership workshops. Housing for staff is a sustainability goal he would like to achieve. He also discussed becoming a model for victim's advocacy, adding citizens' classes, continuing to help with neighboring towns, and the improved shifts.

Fire Department

Fire Chief Timothy Collins said that the *Standard Operating Procedures for Firefighters* speaks to all the areas of the goals. Particular goals include: keeping Truro as a safe place to live; developing a program in line with National Fire Protection; and defining roles and responsibilities of firehouse with a chain of command in place. Chief Collins said community programs, such as those on smoke detectors and helmet safety, would be stressed. Fees for homes inspection could be increased. He is looking at fire apparatus and the replacement plan. Adding personnel was the biggest thing that happened this year, he said.

Paul Wisotzky said there would be another meeting to discuss a five-year plan for each department. Since the department heads had prepared a two-year vision, they have already started planning along those lines. Trudi Brazil suggested adding what will be done differently or won't be done at all in five years. Any strategic planning needs to consider changes in the community, Paul Wisotzky said. Rae Ann Palmer noted that the staff has been concerned with protecting the natural environment. Another improvement that she noted was in IT services.

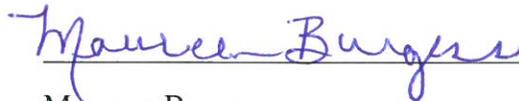
Paul Wistozky reminded everyone of the meeting for Truro's part time residents on July 18, 2016. He encouraged participation.

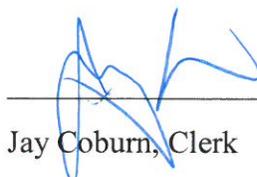
The meeting was adjourned by consensus at 2:40 p.m.

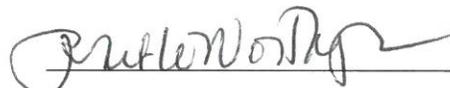
Respectfully submitted,


Mary Rogers, Secretary


Paul Wisotzky, Chair


Maureen Burgess


Jay Coburn, Clerk


Janet Worthington, Vice-chair


Robert Weinstein