

Truro Board of Selectmen
Meeting Minutes – October 29, 2013
Truro Town Hall, 6:00pm

Members Present: Jay Coburn, Breon Dunigan, Jan Worthington, Robert Weinstein, Paul Wisotzky
Others Present: Town Administrator Rex Peterson and Assistant Town Administrator Charleen Greenhalgh

Chair Jay Coburn called the meeting to order at 6:00p.m.

Coburn announced that due to a typo error of the address listed under the Executive Session, the Executive Session would be postponed until next week.

Review and approval of Minutes- October 15th, 2013

Wisotzky stated that he had a couple corrections; one on page 2, and page 7. He read the corrections into the record. Dunigan added that she had a correction for the same section on pg. 7 regarding the CDBG Letter). She read her corrections into the record. Wisotzky suggested that the two amendments could be merged. Wisotzky added a correction to page 8 and Dunigan stated a correction on page 1 & page 9. **Wisotzky moved to approve as corrected the October 15th, 2013 minutes¹.**

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

Public Comment-

Worthington stated, with regards to the previous discussed section of the October 15th minutes [page 7 CDBG -Special Condition Letter]there was mis-information given to the Selectmen at that meeting, and could the record be cleared up. Coburn agreed and read an email (dated 10/16/2013) distributed from the Town Administrator clearing up the mis-information. The Civil Rights Compliance letter involved a Truro Town employee. The employee filed with the MCAD (Massachusetts Commission Against Discrimination) but there has been no further action.

Update on Sally's Way Tenant Selection Process

Ted Malone, President of Community Housing Resources, Inc., (Sally's Way) stated that there were 90 applications received for the 16 available units by the deadline in June. 49 of the applicants were single family applicants. 28 applicants qualified under the current local preference designation. He explained the definition of 80% of Barnstable County Area Median Income² as defined by HUD. There are three different household incomes: 1) households below 30% of the Area Median Income, 2) 60% of the Area Median Income, 3) between 60-80% of the Area Median Income and the number of applicants that were applicable to those categories. He explained the parameters of what needs to be in the chart for income requirements. There are two remaining units, which are for rent subsidies (Section 8). 8 of the 16 applicants meet the local preference guidelines. He suggested that in the review of their local preference they could consider people that have grown up in Truro or have been displaced from Truro.

Dunigan questioned the amount of time that it has taken since the original plan called for assigning units by October 1st. Mr. Malone explained the additional process for Section 8 units through the Housing Assistant Corporation in Hyannis. Mr. Malone explained to the Board of Selectmen the process by which the Community Housing Resources processes applications. Dunigan asked if looking back in retrospect if October 1st was too ambitious a deadline. Mr. Malone responded that there were some circumstances that arose that they didn't foresee but the deadline date was what they had hoped could be accomplished.

Worthington asked for the age range of the individuals that will be living there. He responded that the age range was from retirement age to very young children. Worthington asked if there was a majority in the age range of the applicants. Mr. Malone responded that the majority of the applicants, being single, were of all ages and many lived on social security only. Worthington asked what the general take away was from the application process and what demographic had the greatest need. Mr. Malone responded that there is a need for housing single people into smaller units, as well as the need for housing people living on social security benefits only.

Coburn stated that he was struck by the need for single units. Coburn added that there are many condominiums in Truro that could be used as year round units. He requested that this alternative be discussed at the Affordable Housing Summit. Carl Brotman, the Chair of the Housing Authority, explained that they didn't know what the demographics were going to be ahead of time. He stated that the trend is for housing for two people or less. Mr. Brotman added that it is possible to build Habitat House duplexes and there is still need for housing for young people which is an essential economic component of the community. The Housing Summit will be in the spring and will include all of these findings. Mr. Malone stated that some parts of the State are implementing a shared housing program where individual units share a community kitchen or living space.

Construction Staging Permit Requests

21 Cooper Rd, 32 Cooper Rd, 33 Cooper Rd, 2 Heron Lane, 4 Heron Lane, 39 Bay View Road

Lara Henry, Permit Coordinator, and Tori Massie, Coastal Restoration Coordinator, presented on behalf of Ken Rose and Gordon Peabody of Safe Harbor. The staging requests³ are for two different projects, one at Fisher beach and the other at Cold Storage beach; with three different sand nourishment projects at each beach. Tori explained that they are restricted by tides and weather, so they would like to start the project as quickly as they can. Coburn stated that the project is for November 1st through the 30th with approvals from the DPW Director, Beach Supervisor and Conservation Agent. Ms. Greenhalgh noted that she understood that there was going to be a question regarding leaving the equipment and vehicles at the beach parking lots. It was discussed and agreed that Safe Harbor could leave their vehicles in place through the duration of the project in the month of November, with the project being completed in 5 days for each project. Dunigan received confirmation that it was just a loader and a dump truck that were going to be used and left at the beach parking lots. Coburn stated that on a prior staging approval work was restricted on Saturdays (after 10AM) and Sundays (no work allowed) and asked that the same be applied in this situation.

Dunigan moved to approve all the staging permits. Worthington seconded the motion. Coburn listed the properties on the applications :(21 Cooper Rd, 32 Cooper Rd, 33 Cooper Rd, 2 Heron Lane, 4 Heron Lane, 39 Bay View Road). So voted unanimously, 5-0.

Review and Approve borrowing for South Jetty Reconstruction Project

Cindy Slade, Town Clerk and Treasurer, stated that she was before the Board of Selectmen regarding a temporary debt issue. The \$325,000.00⁴ was voted on at Annual Town Meeting, in April of 2011. This money is for the South Jetty Pamet Harbor repairs. The renewal was put out to 11 bidders; 3 in total were received. She listed the loan amounts submitted by the three banks. Ms. Slade asked for the approval of the sale of the note to Cape Cod Five, since it had the lowest interest cost and lowest interest rate. **Coburn asked for a motion to approve the temporary debt issued from Cape Cod Five Cents Savings Bank. Dunigan so moved. Wisotzky seconded the motion. So voted unanimously 5-0.**

Discussion of Shore Rd Safety

Mr. Dutra stated that the traffic on Shore Rd has increased⁵ over the years. He added that the traffic situations are getting worse and he is concerned about how many accidents there have been. Mr. Dutra commented with more businesses coming to the area the traffic speed needs to be slowed down. He said there are issues with the bus companies on this road as well. He added that there was a neighborhood discussion of implementing a stop light. Chief Takakjian added that any changes that are implemented must meet engineered road standards. The Chief will be meeting with the Cape Cod Commission for re-engineering of the 4 roads mentioned in Truro on November 6th. He spoke with Paul Morris about the signage in the area being updated. Chief Takakjian felt that a reduction in speed limit would help with the issue. Dunigan agreed with the assessment of the road. She stated that she had gone to a Transportation conference in Boston and learned that there are many ways to calm traffic on a local level to make it safer. There was a brief discussion with Mr. Dutra about the possibility of a bike path along Shore Rd at Beach Point.

Chief Takakjian stated that when the Cape Cod Commission comes, he hopes to have input from the residents as well as the Bike and Walkways Committee. Coburn asked that an update be given to the Board of Selectmen in a couple of months.

Update on the Community Development Partnership

Coburn, stepped down as Chair and presented a power point presentation as Executive Director of the Community Development Partnership. He stated that he has met with Selectmen from the 8 towns that are served by the CDP. He explained the history of the Community Development Partnership. He described the three areas that they work on: Promoting Environmental and Economic Sustainability, Expanding opportunities for low-income and moderate income residents, preserving the unique cultural and historical character of the Cape. Coburn explained how these areas each work through program initiatives, such as the Cape Cod Fisheries Trust. He explained the use of the website Fish Hub as a business management tool for fisherman. The Community Development Partnership also incorporates a Micro-Lending program with loans reaching over 2 ¼ million dollars. They also offer business education and counseling. He cited the businesses in Truro that the CDP has supported through micro loans. They are also working on affordable year round housing for local residents such as Thankful Chases Pathway, in Harwich, MA. He listed three affordable housing units in Truro that they manage. Coburn explained the Housing Rehabilitation loan program which is funded through the CDBG which has reached over 175 homes.

There is a first time homebuyer 4 week workshop. The third objective is to increase energy efficiency. Under this the Real Return Initiative program provides savings in costs for electricity and provides expansion of renewable energy and energy efficient upgrades. The "Cape and Islands Green" helps properties reduce costs by reducing and minimizing waste. Coburn elaborated on the budget of the CDP and where the funds come from with respect to contributions, grant monies and program income. Coburn explained how people can contribute to the CDP through the Cape and Islands license plate or through direct contributions.

Police Department Quarterly Report

Chief Takakjian stated that they had a busy summer⁶. There was a significant increase of traffic accidents and cited contributing factors to the accidents. He added that the department is continuing to operate with reduced staff. Chief Takakjian explained the staffing of the shifts when there are fewer officers available. He added that he and the Lieutenant are also involved with fielding calls to assist the department but it reduces their ability to work on their administrative and leadership tasks. He

anticipates coming forward in the spring to ask for additional funds for staff. He spoke of the employees having to work extra hours and the potential of the inherent dangers that this can create. He described incidents that the department officers have been involved in recently. He explained that he recently attended the International Association of Chiefs of Police conference in Philadelphia. Police from Africa came to attend this conference to learn what measures were taken after the Boston bombing. He spoke about the problem of the single officer shifts and the dangers that this can have. He is going to request that events that have Police Officers providing details be fully funded. He explained that their overtime expenses increased in order to cover those costs of special events.

He gave a re-cap of the request for the three Articles at the Special Town Meeting for the replacement of Police department vehicles. He explained what those vehicles being replaced were going to be used for including sharing a vehicle with the Beach department. The armory is fully complete and is now the evidence processing room and he thanked the building maintenance unit for their efforts and hard work. The drug kiosk has been certified and it has been a successful resource for the community. Wisotzky asked what the increase in automobile accidents was due to. Chief Takakjian explained that it was due to an increase in texting while driving which is a citeable offence. He explained how the department is trying to combat this increasing issue. Wisotzky asked what the greatest public safety threat was in Truro. Chief Takakjian replied, not having enough staff, which requires many things that cannot be attended to, due to being short staffed.

Dunigan asked how the process was going for hiring and recruiting 2 more officers. There has been over 30 applicants with a 1/3 being academy trained with interviews scheduled mid November. There will then be a second round of interviews with a Selectmen Board member and a Truro citizen, finishing with the Chief's interview. Chief Takakjian explained that there is an optimum level of staffing (14 Officers), a fully staffed department (12 Officers) and where the department currently is in the middle (2 more staff needed).

Discussion of Process for Police Chief's Annual Review

Coburn stated that there is a policy memorandum that calls for an annual evaluation⁷ of the Police Chief. The Board of Selectmen are entering a phase where a contract needs to be negotiated. The draft evaluation form includes two suggested schedules with both having the evaluation done by the end of November. Chief Takakjian respectfully requested prior to the open session of the evaluation if he could have copies of the evaluation summaries. Evaluation forms are to be turned into the Selectmen's office in order to tally an average score with a copy of each evaluation given to the Chief. Wisotzky asked that the Chief's supporting documentation be completed before the Board of Selectmen complete their evaluation. Coburn responded that this was correct. Wisotzky asked if former Selectmen could provide assistance with the evaluation process. Chief Takakjian respectively stated that there was a conflict and he stated that he reports directly to this current Board membership. Worthington asked to be recused from this process. It was determined to follow the schedule of November 19th. **Coburn asked for a motion to adopt this process and form using the alternative schedule. Dunigan so moved. Weinstein seconded the motion. So voted unanimously 4-0-1. Worthington abstained.**

Request to Fill vacant position at the Transfer Station

Paul Morris, DPW Director, stated that there is currently a vacancy at the Transfer Station. Weinstein asked how many people currently work at the Transfer Station. Mr. Morris responded that three people work there to cover vacations or when someone is out sick, but usually there are two people at the Transfer station. Mr. Morris explained that he is re-allocating the other DPW employees to temporarily work at the Transfer station to fill the vacancy. He further explained that the position will be open to the public after it is available to the Union. Mr. Morris further explained that the position requires a

CDL and a hoister license. Weinstein stated that he questioned the procedures for recyclables at the Transfer Station as it required more employees and whether the Transfer Station has to be opened 7 days a week. Mr. Morris responded that the staff has to have oversight otherwise there are issues with what is thrown in the recycle bins. Mr. Morris explained the duties and tasks of the positions at the Transfer Station. Dunigan added that she also sees the Senior Tax people assisting to. Coburn stated that perhaps they could discuss alternatives to how the Transfer Station is currently run such as shared facilities with the Town of Wellfleet. Mr. Morris added that he hasn't had a vacancy there in 1-2 years. **Dunigan moved to fill the vacant position at the Transfer Station. Wisotzky seconded the motion. So voted 4-0-1. Weinstein abstained.**

Discuss Five Year Needs Analysis for Town Buildings and Facilities

Mr. Peterson added that there is a five year needs analysis plan in the Warrant⁸ every year. The analysis assists with keeping a sight on future needs of the Town buildings. Mr. Peterson stated that he will be speaking with Town Counsel to see if it can be accepted in a vote at Town Meeting. Worthington felt it was important to know where the existing debt was for the buildings. Coburn stated that several notes are going to be paid off in the near future. Mr. Morris commented that his department does most of the work on maintenance and needs analysis. Worthington asked how much was saved fixing Ballston beach through the work of the DPW. Mr. Morris replied that the total was minimal, perhaps around \$5,000.00. He explained how roads are maintained in town with hopes to do more paving in the spring. Coburn reiterated Mr. Peterson's sentiments for a vote of affirmation in the Warrant. Wisotzky felt presenting it was best and not vote on it due to it being projected figures for five years out.

Request for a memorial bench at Town Beach

Susan Howe, the Chair of the Commission on Disabilities spoke on behalf of a request from a person that would like to make a donation⁹ in honor of her friend that passed away recently. Ms. Howe explained that the original request was for the donation of a bench. She felt that the donation would be best served by extending the walkway onto the beach from the parking lot which could be accomplished through mobi-mats. She added that a donation of \$1000.00 would purchase 16 feet of mobi-mat. She explained that there was a back and forth discussion to incorporate a naming plaque of some sort on or near the object being donating. Worthington stated that there was a donation of a plaque that was to be placed on one of the benches at Corn Hill already. **Coburn asked for a motion to accept the donation for a mobi-mat and for the approval of a sign honoring the deceased friend of the donor to be placed directly on the existing sign post. Wisotzky so moved.**

Worthington seconded the motion. It was determined that there needs to be an approval of the design of the sign. Weinstein cited Policy memorandum 38 revised (#4) that the Board of Selectmen would be in violation of this policy if they accepted this request and read into record the policy of naming with respect to a person's contribution to the community. He stated concern with the addition of another naming sign. He asked that a thank you letter be offered instead. Dunigan added that there are a number of policy memorandum's that have to do with gift giving. She felt that this item will save the tax payers money and does help with a need at the beach.

Ms. Howe further explained the request for the sign that would honor the deceased friend. Mr. Morris contributed that the Beach department had prior plans to remove the existing walkway and place mobi-mats in place of the board walk due to maintenance issues. Ms. Howe was aware of the Beach department's plan. Worthington suggested that perhaps a place needs to be established through a policy for memorials or in memoriam or a designated place in the Annual Town Report. Weinstein suggested that perhaps a walkway could be placed connecting Sally's Way and the Community Center. Ms. Greenhalgh cautioned against such a walkway citing the American Disabilities Act and handicap accessibilities issues.

The motion was withdrawn. Ms. Howe suggested that the donation could be written within the Truro Chamber book. Dunigan expanded on the idea that a donation can be given to the town without a name being placed on the object. **Dunigan moved that the Board of Selectmen accept the gift of a \$1000.00 for the mobi-mat with the acknowledgement being made in the Chamber of Commerce handicap accessibility beaches section and in the Annual Report.** Worthington added that they would need a policy to place the dedication in the Annual Town Report. **Weinstein seconded the motion. So voted unanimously 5-0.** Wisotzky asked and it was agreed that a thank you note from the Board of Selectmen be drafted.

Review and approve Policy #51 regarding Security Cameras

Coburn explained the Board of Selectmen Policy¹⁰ #51 revisions and that the revisions stemmed from a discussion of the installation of security cameras at the Pamet Harbor. **Dunigan moved to approve the changes made to Policy Memorandum #51. Weinstein seconded the motion. So voted unanimously 5-0.**

Review and Approve FY15 Budget Guidelines letter

Coburn noted that the draft letter¹¹ was crafted by Weinstein and himself. Wisotzky asked that (paragraph 4) the following be inserted: *With this Challenge in mind it is the Board of Selectmen's goal to have a budget that provides for essential services and minimizes growth that is sustainable long term.* He also asked that there be an insertion in the final paragraph: *We are proud of the excellent quality services that the town delivers on a consistent and ongoing basis.* Also, to insert in the sentence: *The Board encourages Staff to continue to be creative and innovative in formulating recommendations for the FY2015 budget.* **Coburn asked for a motion to approve the FY15 Budget letter. Wisotzky so moved. Weinstein seconded the motion. So voted unanimously 5-0.**

Continue review of Selectmen's Standard Operating Procedures

There was a brief discussion of the changes that were incorporated into the Standard Operating Procedures¹². **Wisotzky moved to approve the Selectmen's Standard Operating Procedures revised 10/29/2013. Dunigan seconded the motion. So voted unanimously 5-0.**

Review Labor Counsel Services

Coburn explained that Attorney Jack Dolan is leaving Kopelman and Paige Law Offices¹³. Coburn stated the options that were before the Selectmen; 1) transfer matters to Attorney Dolan, 2) transfer matters to Kopelman and Paige 3) or choose another firm altogether. **Wisotzky moved that the Board of Selectmen would move all Labor Counsel matters to Attorney Dolan. Weinstein seconded the motion. So voted unanimously 5-0.**

Review, Approve & Authorize the Chair to sign 2014 Golf Cart Lease Agreement with Country Club Enterprises

Mr. Peterson stated that this agreement was from the same lease company¹⁴ that the Town has contracted with for several years. Weinstein questioned why the Town was not looking into propane fueled golf carts and the associated cost. Mr. Morris explained that in order to have electric golf carts the golf course would need more charging ports. It was discussed to have Mr. Knowles relay the answer of alternative fuel driven golf carts to the Board of Selectmen in writing. This item was tabled until the November 5th meeting.

Selectmen Reports and Liaison Reports

Worthington-Nothing to report

Dunigan-There is a possible need for paid staff at the Truro Fire Department. She will be meeting with Wisotzky and Ms. Brazil (Town Accountant) regarding the total expenditures. Dunigan reported that she had recently attended a Transportation Conference in Boston. She thought that some of transportation ideas could be applicable to roads in Truro.

Coburn – Nothing to report

Wisotzky- Mr. Peterson and Wisotzky had a great meeting in review of the current Town Administrator’s evaluation process.

Weinstein-He attended the Water Resources Oversight Committee (WROC) meeting where there was a discussion of the Provincetown land purchase. Ms. Greenhalgh explained that CWMP (Comprehensive Wastewater Management Plan) is almost done with Phase I and will be starting Phase II. WROC is very happy with Weston and Sampson’s work and would like to continue with them through Phase II but the new contract will need to go before the Board of Selectmen for approval.

Next Meeting Agenda November 5th, 2013

Public hearing with Truro Fire and Rescue Committee and with Municipal Resources; Two Conservation Restrictions; Review the rates for the golf course and the lease for the golf carts; Discussion of collective bargaining teams; Discussion of the Annual Town Report; staff Holiday party; Special Town Meeting motions; and the continuation of the Executive Session.

Coburn asked that a discussion regarding the Farmer’s Market be done prior to the finalization of the FY15 budget.

Town Administrator’s Report

The Warrant was posted on Monday October 28th, 2013. The Bid for the Lighting Protection Project closes on October 30th at 2pm. Human Resources services will be meeting with staff and department heads on November 5th and 6th for the classification study. Paul Morris and Mr. Peterson met with Covanta . Covanta, will be doing a presentation on November 19th at 5pm in the Selectmen’s meeting room. It is anticipated that there will be a decision by December to contract with either ABC Disposal or Covanta.

Dunigan adjourned the meeting. Wisotzky seconded the motion. So voted unanimously 5-0. The meeting was adjourned at 8:32pm.

Respectfully submitted,

Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Breon Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky
Board of Selectmen
Town of Truro

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- ¹ Board of Selectmen meeting minutes of October 15th, 2013
 - ² Community Housing Resources –Sally’s Way Rental Housing Residential selection process & report, 2013 Adjusted HOME Income Limits Eff. 3/15/2013
 - ³ Staging Applications from Safe Harbor: 21 Cooper Rd, 32 Cooper Rd, 33 Cooper Rd, 2 Heron Lane, 4 Heron Lane, 39 Bay View Road
 - ⁴ ATM Article 15 –Harbor Jetty Repairs & Quest 1 ATE 5/10/2011
 - ⁵ Chuck Steinman Letter to Chair, Jay Coburn dated 9/27/2013 re: Shore Rd, North Truro Traffic Safety
 - ⁶ Chief Takakjian Quarterly report and thank you letters
 - ⁷ Chief of Police Annual Evaluation form
 - ⁸ Five year town building needs analysis
 - ⁹ Request letter from Marcia Wade for a donation for her friend
 - ¹⁰ Policy #51 regarding Security Cameras
 - ¹¹ FY15 Budget Guideline letter
 - ¹² Board of Selectmen Standard Operating Procedures revised 10-29-2013
 - ¹³ Documentation from Labor Counsel Kopelman and Paige
 - ¹⁴ Country Club Enterprises Golf cart lease agreement for 2014