

Truro Board of Selectmen
Meeting Minutes – November 5th, 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 members of the Truro Fire and Rescue Advisory Committee

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

Review and approval of Minutes- October 29th, 2013

Worthington moved to approve the October 29th, 2013 minutes¹. Weinstein seconded the motion. So voted unanimously 5-0.

Public Comment Period-

No comment from the public.

Public Hearing Fire and Rescue Advisory Committee

Coburn read the public hearing notice into record². Dan Silva, Vice-Chair, of the Truro Fire and Rescue Advisory Committee, opened the hearing. Tom Roda read the Board of Selectmen's Charge for the Truro Fire and Rescue Advisory Committee. He explained that the Committee is currently working with Ed Walker of Municipal Resources Inc. The Committee is looking at job descriptions and staffing models. Mr. Roda stated that on February 14th the Committee will present to the Board of Selectmen their recommendation report for the Truro Fire and Rescue Department. Ed Walker, of Municipal Resources, Inc. commented that his role is to assist the Fire and Rescue Advisory Committee and to guide them in creating a plan that is in the best interest for Truro. He explained that the public hearing was being held to give an opportunity for Truro citizens to give their input. Mr. Silva asked if there were any questions from members of the public. Mr. Walker continued to explain that he and the Committee are currently working on the data collection phase. He will provide a list of communities that can be used for bench marking that are similar in nature to Truro.

Dunigan asked Mr. Walker if there were any particulars that the Board of Selectmen should be made aware of at this time. Mr. Walker explained their data collecting, which included a survey submitted by the Officers on the Fire department. He added that they are also examining the procedural call department practices of the Truro Fire department including practices with Lower Cape Ambulance. Coburn asked about data gathering from neighboring towns and what opportunities there was for collaborating and sharing resources. Mr. Walker explained that they are looking to the immediate neighbors for data and information including identifying opportunities for collaboration. John Thomas asked for an explanation of Article #9 (Appropriate funds to implement modifications to the staffing and structure of the Fire and Rescue Department) with regards to the Fire department budget.

Wisotzky stated that the reason that the Article was on the Special Fall Town Meeting Warrant is based on MRI's (Municipal Resources Inc) identifying staffing issues. Additional money may be needed to address these issues. At the moment it is a place holder since they are not sure if they are going to put a dollar figure in that Article. Mr. Lucy asked about the \$125K appropriated last year by the Selectmen and the Finance Committee for the Fire Department. He questioned how much money was going to be needed and what money was going to be left for staff that was supposed to be allocated already. Mr.

Silva stated that currently they do not have an answer to his question. Wisotzky added that it is currently an open question. They had spoken with the Fire Chief and the Town Accountant and it is likely that staffing will be addressed on an interim basis. Mr. Lucy questioned if any of the money set aside (Fire Department Personnel and Staffing Plan reserve account authorized and established Under Article 11 of the 5/2/13 ATM) had been released and for confirmation that new staffing hasn't taken place at since Town meeting. Wisotzky replied that this was correct other than the release of \$10K for the Chief Davis's salary. Weinstein asked what the staffing issues were and whether they require the release of funds that were authorized at the last ATM.

Mr. Walker explained that during the initial evaluation one of the goals for a per diem Fire Department is to provide coverage that includes 2 Fire fighters during the day and 1 Fire fighter at night. He added that they will also examine whether the town is getting the level of coverage that they think they are getting for fire protection. He added that some people are not certified in the certification of Fire Fighter training. In terms of the EMS and ambulance protection, the coverage is phenomenal.

The goal was to have additional funds should they make a decision that there is a different level of service that the Selectmen would like. The hearing was closed as there were no further comments from the public.

**Review and Approve Conservation Restrictions, authorize Chair to sign
266 Shore Rd
Old Bridge Rd**

Coburn explained to the Board that there will be a continuation of this item³ until November 19th.

**Review and approve rates for Highland Links Golf Course for summer 2014 &
Review, approve and authorize the Chair to sign 2014 golf cart lease**

Mr. Peterson asked that these items and discussion be postponed until the Golf Manager, Jim Knowles, arrives to discuss these topics.

Selectmen to serve on collective bargaining teams

Mr. Peterson explained that in review of the prior discussion on the collective bargaining, it was not determined which Board of Selectmen member would serve on which collective bargaining teams. He mentioned Dunigan's suggestion of having consistent members serve since three collective bargaining contracts have to be negotiated. Mr. Peterson added that he has received a request from LIUNA and from the Police Union to start negotiations. He added that he would like to meet with Attorney Dolan to develop strategy before the start of bargaining. Worthington requested that she be involved in the LIUNA negotiations. Coburn requested that he participate in all three negotiations. Weinstein added that he would be interested in participating in the Police negotiations.

Dunigan added that she would be willing to participate on any of the teams. Wisotzky questioned if there would be an issue if more than two Board of Selectmen members participated on each team due to there being a quorum. Coburn responded that all negotiation meetings would be posted as an Executive Session meeting should more than two Selectmen attend. Mr. Peterson stated that they would try to schedule three bargaining sessions each day that Attorney Dolan was here. There was a brief discussion as to which representatives would be at each negotiation. Wisotzky asked that he participate with at least one of the Unions and he was happy to serve on the AFSME negotiation team. Coburn asked that Dunigan also work on the Police contract. Worthington stated that she felt that everyone

should be able to participate and that it shouldn't be limited to just two members. Coburn asked that there be a designated lead person. Dunigan asked to be the lead on the Police Union. It was determined that Weinstein would serve on the Police union negotiation team along with Dunigan and Coburn. On the LIUNA union negotiation team would be Worthington and Coburn. AFSME will be with Wisotzky and Coburn. Coburn announced that the meeting dates and times will be communicated and all members are welcome and as a standard form all the sessions will be posted. Mr. Peterson stated that he would like to schedule a meeting with Attorney Dolan; it was decided to see if November 18th would work as a meeting date.

Discussion of ideas for 2013 Annual Town Report⁴

The Annual Town Report ideas were discussed including placing the Annual Town Report on the website. Ideas were suggested for the 2013 Annual Town Report and if there were any early suggestions for changes. Cover and dedication ideas were suggested. Worthington suggested Logan Dunne for the dedication. Dunigan also mentioned that there was a portrait that Nancy Craig painted of Logan. Worthington thought perhaps this is a way to incorporate ideas regarding youth. Coburn commented that perhaps they could give additional thought to other people for the dedication page as well. Coburn thought that a PDF version should also be available on a CD. He asked that the amount requested by the printery be reviewed due to cost savings and respect for the ideals of being a Green Community. It was noted that a vote would be taken in December for a determination. Worthington explained to Wisotzky that they traditionally have dedicated the book to one person but they have dedicated it before to more than one person.

Review and Approval of the 2014 Annual License Renewals-Common Victualers & Lodging Houses⁵

The annual licenses under the jurisdiction of the Selectmen were before them for approval which included the Common Victualers and Lodging Houses. The second year of the new business applications was before the Selectmen which included the Gingerbread House and Montanos. The Common Victualer for Salty Market will be approved at a future public hearing. The licenses requested for approval are 2 Common Victualers: Montanos Restaurant, Savory and the Sweet Escape; 3 Lodging Houses: Gingerbread House, Moorland House, and Truro Vineyards of Cape Cod. These are annual licenses that run from January 1st-December 31st. **Worthington moved to approve the 2014 Common Victualers licenses: Montanos Restaurant, Savory and the Sweet Escape. Wisotzky seconded the motion. So voted unanimously 5-0. Dunigan moved to approve the 2014 Lodging Houses licenses: Gingerbread House, Moorland House, Truro Vineyards of Cape Cod. Weinstein seconded the motion. So voted unanimously 5-0.**

Early Closing on December 18 for staff holiday party

Mr. Peterson explained that they would like to open the staff holiday party to include all Town staff, and Board of Selectmen members closing the Town Offices from 1pm-3pm on the 18th. **Dunigan moved to approve the early closing of December 18th for a Holiday party. Wisotzky seconded the motion. So voted unanimously 5-0.** Mr. Peterson added that notices will be posted that offices are closing early that day.

Distribute and review STM motions

Mr. Peterson explained that due to the fact that they didn't know the funding source for most of the Articles when the Warrant was posted, it requires that the motions⁶ identify the funding source and the amount of money requested. Article 9 is still pending an exact dollar amount. A $\frac{2}{3}$ vote is required due to a provision in the Charter that says if a requesting Board or Committee's recommendation is not

printed in the Warrant than a $\frac{2}{3}$ vote is required to pass the Article. Mr. Peterson stated that the Articles and recommendations have been reviewed by Town Counsel. Mr. Peterson stated that they are also planning to have a Power Point projection of the motions to assist people with voting on the motions. Coburn asked that a blast email be sent out to the Enewsletter as a reminder to people to attend Special Town Meeting.

Review and approve rates for Highland Links Golf Course for summer 2014

Jim Knowles, Golf Manager, explained that the rates⁷ have been frozen for 5 years due to the economy. He stated that this is the last year that the National Park Service can extend the contract for one year. He gave his thoughts on Truro receiving the bid again for the Golf course adding that it was wise to wait on the rates until Truro had the 10 year contract. He felt that it was best to wait and see what the prospectus will be. He added that there is room to raise the rates but he felt that waiting was best. Wisotzky asked in comparison to other courses on the Cape how does Truro compare with their rates. Mr. Knowles explained due to the size of Truro's links (9 Holes) there is no direct comparison to other courses but other course rates are from \$60-65.00 (Daily Green Fees-18 Holes) and Truro is at \$60.00. He explained areas such as the cart rate and 9 Hole rates that could be increased for revenue. He added that they should keep the rates the same and go with the extension.

Dunigan asked what the revenue loss was when they were closed during the government shut down. Mr. Knowles explained that they lost \$28,000.00 in the first 16 days of October but possibly more due to the great weather. Coburn asked if the golf course was generating or costing Truro money. Mr. Knowles explained that they are making a profit of almost \$90K. Coburn responded that he would like to see a profit and loss balance sheet. He questioned whether the golf course was a profit center for the Town or a service provided to the Town. Coburn asked that this decision be postponed since he was uncertain of their policy and goal with respect to the golf course.

Wisotzky agreed but questioned whether the fees in place, whether raised or frozen, were not costing the Town money. Mr. Knowles responded that the Town Accountant would have those figures, such as the cost of insurance and benefits. Dunigan stated that the Golf course is an important part of the town and it brings many people to the town and it's an important for the town. Worthington agreed with Dunigan and stated that there have been conversations in the past to try and determine where the profit can be acquired.

Weinstein agreed that he would like to see it run as a business too and would like to see the profit and loss balance sheet provided to the Board of Selectmen. He stated concern that the town could be subsidizing recreation and he would not feel comfortable making any decisions until they had the information available from the Town Accountant (Indirect costs). Coburn asked that the setting of the fees be postponed until the 19th after data is given to the Board of Selectmen. Dunigan added that some costs, such as County retirement, were readily available through the Treasurer's office and not the Accountant's office.

Wisotzky asked if the fees were kept the same, what the revenue would be, and what the different income scenarios were to be with different rates. Wisotzky asked also to see, if the fees were raised by \$1.00 or \$2.00 dollars, what affect would that have on the revenue. Mr. Peterson stated that the Town should be receiving another extension from the Park Service and perhaps they would also like to review that on the 19th as well.

Review, approve and authorize the Chair to sign 2014 golf cart lease

Mr. Knowles explained that the contract was before them again since the Board had questions regarding other fuel sources for the golf carts. Country Club Enterprises⁸ responded that they did not have propane fuel driven carts. Coburn stated that there are some conversion kits that use LP. Mr. Knowles commented that there is no place for the golf carts to have charging stations for electricity. He explained the breakdown of the cost for using gasoline driven golf carts that equate to a net profit of \$40K. He also explained the cons to having electric driven golf carts and he was certain that the park service would not allow charging stations. Coburn commented that perhaps during the next contract negotiations they can discuss a charging station and allow for research over the course of the year for alternative fuel sources for golf carts. **Dunigan moved to approve the seasonal rental of the golf carts (Country Club Enterprises) and authorize the Chair to sign. Wisotzky seconded the motion. So voted unanimously 5-0.**

Selectmen Reports and Liaison Reports

Worthington- Nothing to report.

Weinstein-he reported that the public hearing with the Board of Health (11/5) now allows for a third resident Transfer station sticker per household. If more than three stickers are needed they can appeal to the Board of Health. He attended the Cable Advisory Committee last Friday, with Mary O'Keefe, and Kevin Raycos, representatives from Comcast. He demanded to know where Comcast was within their contract agreement regarding providing coverage for the unserved. He added that the Board of Selectmen will send a letter to Ms. O'Keefe regarding the contract performance. Comcast may not be in compliance with providing services. Comcast feels confident that they will be able to serve many of the areas by 2015. He attended the Finance Committee meeting, regarding the upcoming Special Town Meeting. The Finance Committee is waiting for more information regarding Article 9 and will hold a meeting prior to Special Town Meeting.

Wisotzky- Nothing to report.

Dunigan- Nothing to report.

Coburn-Nothing to report.

Next Meeting Agenda: November 19, 2013

5pm Presentation by Covanta/SEM ASS; Annual Alcohol License Renewals; Discussion of Policy #39 Police Communication policy; Discussion on the policy regarding gifts and naming; Representatives from the Farmer's Market; Review and approve the annual Green Communities report; two Conservation Restrictions requests for approval; Discussion of golf fees and golf course finances with Jim Knowles.

Town Administrator's Report⁹

Lightning Protection project received 2 bids. The engineer is looking at those bids and hopes to award the bidder shortly and get started on the project. There was an orientation meeting with Human Resources Services for the classification study; the job questionnaires will be due by November 20th; many examples of town websites were reviewed with staff and the IT Director and the Town Administrator will work with a representative from Virtual Town Hall for a prototype of the new Truro website.

Coburn stated that he spoke with department heads regarding the FY15 budget letter and message for this coming budget.

Dunigan announced that Wisotzky, Trudi Brazil, and herself met and discussed the funding potential for positions in the Fire department. She added that the Board of Selectmen have until Town meeting to determine if they want to have more coverage at the Truro Fire and Rescue department. Ms. Brazil

contributed in the meeting that the Board of Selectmen should look into bolstering the mutual aid from the neighboring communities. Dunigan mentioned with respect to Fire Fighter I & II training, the Chief needs to be trusted that he can give us the best that he can give the town.

Worthington added that there needs to be a lot of information given to the public as quickly as possible regarding what the money (Article 9) is specifically being allocated for.

Mr. Peterson added that he was in receipt of a letter of resignation from Nick Brown from his membership on the Planning Board. The Board of Selectmen will need to appoint someone to fill the remainder of Mr. Brown's term.

Executive Session: At 7:17pm, Coburn moved that the Board of Selectmen enter into executive session in accordance with the provisions of Massachusetts General Law, Chapter 30A, section 21(a) number 3, to discuss strategy relative to pending litigation involving 25-27 Stephens Way, whereas discussion of these matters in open session would have a detrimental effect on the litigating position of the Town, and to not reconvene in open session. Roll Call Vote: Robert Weinstein, aye; Paul Wisotzky; aye, Jay Coburn, aye; Jan Worthington, aye; Breon Dunigan, aye. So voted unanimously 5-0.

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

¹ Board of Selectmen meeting minutes of October 29th, 2013

² Public Hearing notice for 11/5/2013 at 6:05pm for the Truro Fire and Rescue Advisory Committee and the Selectmen's Charge

³ Conservation Restrictions for 266 Shore Rd and Old Bridge

⁴ Memo from the Selectmen's office (Nicole Tudor) regarding ideas for the 2013 Annual Town Report

⁵ Memo from the Licensing Agent, Applications and MGL regarding Common Victualers and Lodging Houses

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- ⁶ Special Town Meeting motions for November 12, 2013 (Articles 1-9)
 - ⁷ Letter from Golf Course Manager re: Golf course rates for Season 2014
 - ⁸ Country Club Enterprises Golf cart rental lease for season 2014
 - ⁹ Town Administrator's Report for November 5, 2013