

## Select Board Minutes

February 11, 2025

Via Zoom Platform (Hybrid)

Select Board Members Present: Susan Areson-Chair; Susan Girard-Irwin-Member; Stephanie Rein-Member

Others Present: Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Emily Beebe (Health/Conservation Agent); David Lawler (Attorney Kung Fu Dumplings); Feng Lin (Manager Kung Fu Dumplings); Chuang Tong (Corporate Principal Kung Fu Dumplings); Jeff Fischer (Chair Walsh Committee); Tim Hickey (Truro Resident); Dennis O'Brien (Truro Resident); Chris Lucy (Truro Resident); Jane Ray (Truro Resident); Beverly Miller (Truro Resident)

Absent: Robert Weinstein-Vice Chair; Nancy Medoff-Clerk

Chair Areson opened the meeting at 5:01 am and read aloud the information for members of the public to join the meeting. She stated that comments and votes would not be taken during the work session.

### PUBLIC COMMENT

Chair Areson read aloud the rules for the public to follow when making public comments.

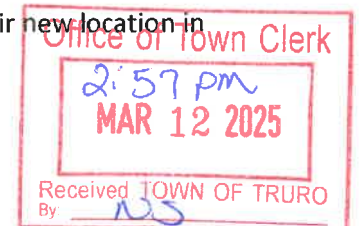
Chair Areson said that the Select Board would not be making any comments about the Town Manager's resignation outside of the joint statement that was posted on the website. She announced that Assistant Town Manager Kelly Clark has assumed the duties of the Town Manager, and the public should direct inquiries to Clark. She thanked the Assistant Town Manager for taking on additional work.

Chair Areson recognized the following individuals who made public comments: Tim Hickey who is concerned about the size and cost of the proposed new DPW facility when considering the size of the town in comparison to others who have built facilities of similar size; Dennis O'Brien who noted that the proposed cost of the new DPW facility monolith design was the same as what voters had previously rejected and that there should be design alternatives provided rather than site alternatives; Chris Lucy who stated that the DPW Ad Hoc Building Committee has many people who are working hard with facts and professionals who are also trying to keep costs down; Jane Ray who requested that the Board write a letter to Governor Healy about the 2026 budget cuts for the department of mental health and the closure of Pocasset Mental Health Center; Beverly Miller who questioned why the town was able to vote on the site for the new DPW facility but they are still considering another site that was not selected by voters.

### PUBLIC HEARINGS

- A. Review, discussion, and vote on a request for an Annual All Alcohol pouring license pursuant to MGL 138 Sec 12, Sec 15A and MGL 140 Sec 2 for Kung Fu Dumplings, 8 Highland Road, Unit E. Truro, MA

The manger and owner of Kung Fu Dumplings stated that they have successfully run a business out of Provincetown for ten years and that they would like to obtain a liquor license for their new location in



Truro. They have reviewed the requirements for the ABCC and Feng Lin, the manager, has completed the training program. Their restaurant will be small and easy to manage. Their hours in the summer will be from 11am to 11pm and the winter 11am-8pm and they plan to remain open year round for the first year to see if they have enough business.

**Member Rein moved to approve the application for a new Annual All Alcohol on-premises pouring license and common victualer license to Lin Mamas Food Inc., DBA Kung Fu Dumplings, Feng Lin Manager.**

**Member Girard-Irwin seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**

B. Review, Discussion, and Vote on an Aquaculture License Renewal Application - Douglas Grey

Chair Areson noted that the Aquaculture License Renewal has not been reviewed by the Shellfish Advisory Commission as is protocol.

**Chair Areson moved that they move the public hearing to April 8, 2025.**

**Member Rein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**

#### **INTRODUCTION TO NEW EMPLOYEES**

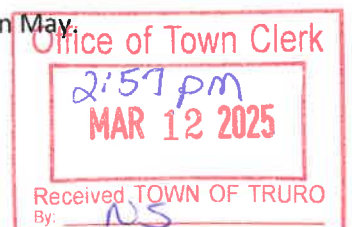
None

#### **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

A. Interview and Possible Appointment to Energy Committee - Paul Holt

**Paul Holt:**

Paul Holt owned his own business for 20 years, an audio-visual integration business with about 60 people in the company with his wife. He worked in fundraising for non-profits. He has been on the board for the Newton Community Farm for six years and the co-president for the last four years. He purchased land in Truro where he built a house, and this will be his first full summer in Truro. His home in Truro and in Newton have solar panels and he promotes green energy. He stated that he will be able to make the commitment since his term as president of Newton Community Farm is expiring in May.



Member Girard-Irwin made a motion to appoint Paul Holt to the Energy Committee to fill an alternate position which will expire June 30, 2025.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 3-0-0, motion carries.

#### STAFF/ COMMITTEE UPDATES

##### A. Walsh Property Advisory Ad Hoc Committee Update

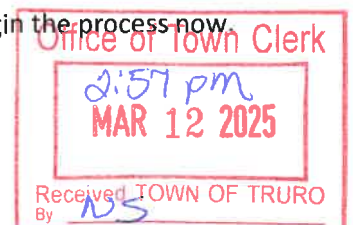
Presenter: Walsh Property Advisory Ad Hoc Committee Update *\*a quorum may be present\**

Jeff Fischer, Chair of the Walsh Committee, stated that the committee started work in October of last year and they worked with town staff to fully understand their charge. They are focusing on plans to create housing, recreation, and other uses, but infrastructure must be set first, including drinking water, waste water treatment, and roads. The town is taking the lead on infrastructure based on the committee's plans for the property. He also noted the need of the committee to meet with the Zoning Task Force Committee, ensuring that what the Zoning Task Force recommends for zoning fits into what the Walsh Committee is proposing. Their concern was that the zoning would be too restrictive and prevent developers from wanting to work on the property.

They would like to create a general housing plan of 50-80 units on the property and they must come up with a Phase 1 recommendation for the number of houses. They may be limited by a limitation on water supply at the property. He feels they need to have more conversations with town staff. He asked if it was too late to submit requests for funding to hire a consultant on housing and, even more importantly, the infrastructure of the site. They learned that the town is currently planning for enough water per day for about 40 units on the property and they would like to see more water made available.

He also pointed out that the original Walsh warrant that was passed at the Town Meeting, the seven acres of the school was listed as part of the 28 acres for development of the Walsh property, though they did not intend to use it and are unsure if they must use it. Member Girard-Irwin recommended they ask legal counsel's opinion. Members of the board believed the seven acres were near the school and outside of the 28 acres. Assistant Town Manager Clark believed the Select Board could make that determination and move forward with the recommendations of the Walsh Committee.

The Committee has requested a consultant to assist them, but Chair Areson does not believe they are in need of a consultant yet. She also stated they may need to work within the limits set by the infrastructure, especially water. Assistant Town Manager Clark suggested the committee develop a scope of work for a consultant and apply for a one-stop grant for planning. Although the Capital Improvement plan does not include funding for engineering support, town staff are thinking about solutions to meet the needs of the site plan. Walsh Committee Vice Chair Morgan Clark stated that she felt the town should recognize the length of the process to hire a consultant and begin the process now.



Anne Greenbaum, committee member, stated that they are looking to get input from the community through planned outreach.

### **TABLED ITEMS**

None

### **SELECT BOARD ACTION**

#### **A. FY2026 Preliminary Budget Presentation**

Presenter: Alex Lessin, Finance Director *\*a quorum of the Finance Committee may be present\**

Finance Director Lessin presented the preliminary FY26 budget and capital improvement plan. The process began in October and Department Heads were told to submit budgets in late November using a new budget platform called Clear Gov. The Budget Task Force has produced the simple budget and the Capital Improvement Plan (CIP). They will discuss the details and sources of funding and then the Select Board can make recommendations on warrant articles. The website for Clear Gov can be found by going to the homepage for Committees and choosing Budget Task Force. There is a field to ask questions on the website. Increases in budgets were mostly due to staff. There are also critical investments and no proposed overrides. They are trying to utilize non-tax revenue as much as they can so as to avoid tax increases.

Mike Forgione asked about a financial policy that he had heard mentioned at a committee meeting, which manages the size of the debt the town can assume. Finance Director Lessin answered that there is a policy that suggests the amount of debt they should have as a percentage of their operating budget, though the draft packet which includes the policy has not yet been submitted to the Select Board. As recommended by DLS, the town has received a grant to receive help in writing these policies, which are based on practices they have already been doing.

**Member Rein moved to forward the preliminary FY2026 Budget and FY2026 Capital Improvement Plan to the Finance Committee in accordance with Town Charter Chapter 7.**

**Member Girard-Irwin seconded the motion.**

#### **Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

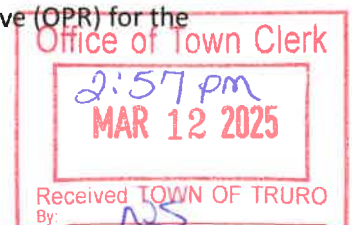
**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**

#### **B. Review and Possible Approval to Enter into Contract Agreements for the Pamet River Owners Project Representative, and the Head of the Meadow Beach Parking Lot Improvements**

Presenter: Jarrod Cabral, Public Works Director

DPW Director Cabral stated that the Board has been given two contracts. The first contract is for APEX Consulting and Engineering to provide services as the Owner's Project Representative (OPR) for the



Pamet River Project, which is required by NOAA to access their grant funds through CZM, who is managing some of the funding for them. They have contracts in place, so funding has not been affected by the federal freeze.

The other contract is for the design and bid documents for Head of the Meadow. It is recommended they award the contract to Lawrence Lynch. This has been reviewed by consultants. They may be able to get the project finished before the opening of the season.

**Member Rein moved to authorize the Town Manager to enter into and sign the OPR contract with Apex Consulting and Engineering.**

**Chair Areson seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**

**Member Rein moved to authorize to enter in and sign the contract with Lawrence Lynch Corp.**

**Chair Areson seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**

**C. Review and Possible Approval of Dennis Family Gift Funds for Fencing at 296 Route 6**

**Presenter: Jarrod Cabral, Public Works Director**

DPW Director Cabral stated that \$35,000 is needed to make the site at 296 Route 6 safe, which includes completing an environmental phase 1 assessment, emptying the pool, and putting plywood on doors and windows. The funding balance in the Dennis Family Gift Fund is currently \$440,000 and a deposit for \$250,000 is scheduled for next December. He also stated that as part of the environmental assessment, they must do a physical inspection and collect samples from the interior and crawlspaces.

**Member Girard-Irwin made a motion to authorize the use of \$35,000 of the Dennis Family Gift Funds for taking safety measures and completing the identification of environmental hazards at 296 Route 6.**

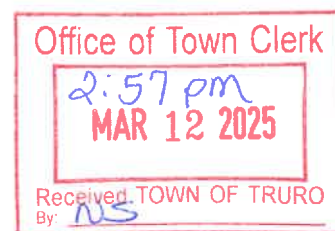
**Member Rein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**



**So voted, 3-0-0, motion carries.**

**D. Review and Possible Approval of Revised Policy 35: Town Manager's Powers of Appointment**

**Presenter: Kelly Clark, Assistant Town Manager**

Assistant Town Manager Clark stated that she had made revisions to Policy 35 to prepare and create a better succession plan and allow internal promotions, which creates operational continuity, retention, morale for current employees, and a hiring process that is faster and less expensive. She also suggested removing the requirement to advertise in the newspaper because it is not beneficial for many positions and delays the process. Town Counsel has not reviewed the edited document.

Proposed changes include posting vacancies internally for a minimum of 5 days, if there are multiple qualified internal candidates, and waving external postings. Chair Areson suggested using the wording that external postings "may be" waved to give the option of searching externally. This would also avoid the appearance of favoritism and nepotism and increases flexibility and transparency. The Board also noted that they may want to include input from department heads rather than only the Town Manager for hiring and leave space for the anticipated HR coordinator. There is a work session scheduled 2/25/25 at which they will review policies, so the policy revision will be brought to Town Counsel and then re-presented to the Board.

**Chair Areson moved to bring the policy revision back for discussion at the Work Session on February 25, 2025.**

**Member Rein seconded the motion.**

**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**

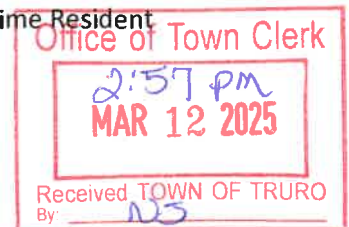
**SELECT BOARD REPORTS/COMMENTS**

**A. Select Board Reports**

Member Rein hopes that Vice Chair Weinstein has a speedy recovery and is back on the Board soon.

Member Girard-Irwin noted that the Ad Hoc Building Committee is working very hard with weekly meetings, and they will come before the board on February 25th. She will attend the COA Board tomorrow morning at the Community Center. Her Select Board hours are on February 13 and 27, 10-11:30 am at the Community Center. She asked that there be a possible update added to a future agenda concerning 25 South Highland Road. She mentioned that the Town Survey was out for input many months ago and that she is wondering if the results were in and if there are any plans to review the results.

Chair Areson attended the joint meeting of the Walsh Committee and the Ad Hoc Building Committee, and she noted that they are figuring out who has jurisdiction over what. The Part Time Resident





Advisory Committee met recently, and the members were divided into subcommittees. They are looking to come to the Board with recommendations, focusing on financial issues and taxes and communication to help part time residents have more of a voice in town. Chair Areson's office hours are this Thursday at Town Hall at 11:30 am.

**B. Town Manager Report**

Assistant Town Manager Clark stated that they have begun holding Town Meeting Planning Sessions with the Board Chair, Moderator, and key town staff. The town posted the Fred Todd Community Service Award call for applications, which is found on the town website, and they are looking to receive nominees by March 14, 2025. The Annual Town Meeting Warrant is open until March 3, 2025, for petitioned articles and committee articles. The Childcare Voucher Program deadline is February 28th for new program participants. Lastly she stated that there are two new hires at the police department.

Chair Areson also then noted that they are tentatively scheduling the pre town meeting, budget hearing, and warrant review for mid-April at the Community Center.

**CONSENT AGENDA**

- A. Review/Approve and Authorize Signature: NONE
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2025 Annual Business Licenses: Savory on the Cape-Common Victualer
- D. Renew and Approve Seasonal Population Estimate for 2025 for the ABCC
- E. Review and Approve Select Board Meeting Minutes: 04-02-2024 Select Board Minutes; 10-08-2024 Select Board Work session; 10-08-2024 Select Board Regular Meeting Minutes

Chair Areson requested to pull the meeting minutes for 4/2/24 so others who were present could vote on approving them and she also believed there may have been an error in one or more of the votes.

Assistant Town Manager Clark corrected Agenda Item 9D with the 2025 Temporary Population Estimate for the Alcoholic Beverages Control Commission, stating it should be 16,700 for the Town of Truro after using the formula they have always used.

**Chair Areson moved to approve the consent agenda with Kelly's suggested edit and removing the Select Board Meeting Minutes from 4/20/24.**

**Member Girard-Irwin seconded the motion.**

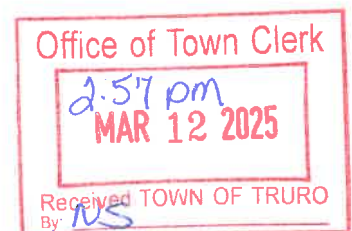
**Roll Call Vote:**

**Member Rein - Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-0, motion carries.**



## **NEXT MEETING AGENDA**

Joint Meeting with Provincetown Select Board on Water: February 24, 2025; Regular Meeting February 25, 2025.

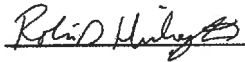
Assistant Town Manager Clark noted that for the February 25 Select Board meeting, there are many committees and groups would like to provide updates, and some items will have to be held until March.

**Member Girard-Irwin made a motion to adjourn at 6:45 pm.**

**Member Rein seconded the motion.**

**By unanimous consent, the meeting was adjourned.**

Respectfully submitted,



Robin D. Huibregtse  
Board Support/CPC Coordinator

  
Susan Areson, Chair

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Robert Weinstein, Vice Chair

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Nancy Medoff, Clerk

  
Stephanie Rein, Member  
Susan Girard-Irwin, Member

### **Public Records Material Attachments**

Public Hearing Notice

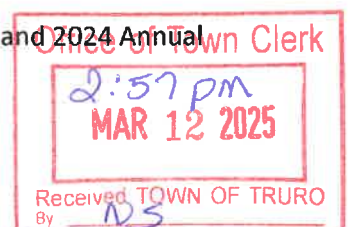
Police Chief Memo

ABCC Redacted Application

Common Victualer Redacted Application

Renewal Aquaculture Hearing Notice

Douglas Grey-Shellfish License Renewal Application, Current Aquaculture License and 2024 Annual Report, 2024 Propagation Permit





Aquaculture Regulations  
Application to Serve - Paul Holt  
Preliminary FY2026 Simple Budget  
Updated Capital Improvement Plan  
Pamet River OPR Contract  
Head of the Meadow Parking lot improvement contract  
Policy 35: Policy of Town Manager's Powers of Appointment (Current)  
Draft Policy 35: Town Manager's Powers of Appointment (Revised)  
Renewal Application for 2025: Savory on the Cape  
ABCC Seasonal Population Form 2025

