

**TOWN OF TRURO
24 TOWN HALL ROAD, P.O. BOX 2030
TRURO TOWN HALL
TRURO, MASSACHUSETTS**

**MINUTES OF THE SELECT BOARD HYBRID MEETING
IN PERSON / REMOTE
OCTOBER 29, 2024, 3:00 P.M.**

MEMBERS:

Susan Areson	Chair
Robert Weinstein	Vice Chair
Nancy Medoff	Clerk
Absent-Stephanie Rein	Member
Susan Girard-Irwin	Member

OTHER ATTENDEES:

Darrin Tangeman	Town Manager
Kelly Clark	Assistant Town Manager

Minutes taken from a recording by Jenny Beaudin of Minutes Solutions Inc.

1. CALL TO ORDER

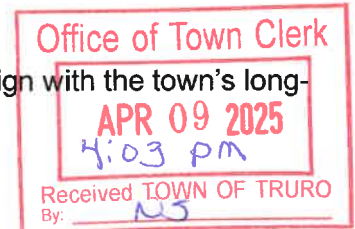
There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 3:00 p.m. by chairperson Susan Areson. The Select Board convened for a scheduled work session, held in a hybrid format allowing for both in-person and remote participation. The meeting was live-streamed on Truro TV, Channel 8. Select Board Policy 56 dictated that while the session was open to the public, no public comments would be taken, and no formal votes would be conducted. The Chair began by welcoming everyone and outlining the meeting's primary focus, which was the continuation of discussions regarding the Town Manager's evaluation and goal-setting for the upcoming fiscal period. The Chair also reminded members of the scheduled hard stop at 5:00 p.m., emphasizing the need for efficiency in discussion.

2. TOWN MANAGER EVALUATION AND GOAL SETTING

ACTION – Town Manager tasked with compiling a detailed progress report on current goal achievements and submitting recommendations for new objectives at the next session.

The Board transitioned into an in-depth discussion on the evaluation of Town Manager Tangeman. The Chair opened the floor for members to present and debate proposed goals. The discussion centered on establishing a realistic and strategic set of objectives that aligned with both the operational needs of the town and the capacity of town staff. Board members emphasized the importance of setting measurable goals, with clear timelines and accountability measures in place. The Town Manager expressed appreciation for the feedback and committed to working

closely with department heads to ensure that strategic planning efforts align with the town's long-term objectives.



2.1 **Collective Bargaining Agreements**

ACTION – By the end of the fiscal year, work with the town's labor counsel, financial staff and the Select Board to reach agreement on the four labor union contracts due to expire June 30, 2025.

A detailed discussion commenced on the upcoming labor union contract negotiations. The Board acknowledged that the town's four labor union contracts are set to expire on June 30, 2025. Members engaged in an extensive dialogue regarding the complexities and demands of these negotiations, particularly the significant time investment required by staff. It was noted that town employees involved in the bargaining process collectively dedicate between eight to ten hours per week on this effort, with some weeks requiring even greater commitments depending on the stage of negotiations. The Town Manager explained the intricacies involved, including financial analysis, legal consultations, and internal team discussions that must take place prior to formal bargaining meetings. The Board discussed strategies to balance fairness to employees with fiscal responsibility.

2.2 **Human Resources and Organizational Development**

ACTION – Town Manager to initiate an employee satisfaction survey, develop a cross-training program, and explore options for expanding professional development opportunities.

The discussion shifted to human resources, with a focus on recruitment, employee retention, and professional development. A Board member proposed that the Town Manager initiate a comprehensive town-wide strategy aimed at strengthening workforce development. The need for structured cross-training programs was highlighted. The Town Manager acknowledged that while such initiatives would be beneficial, certain contractual limitations exist due to union agreements that may restrict employee role flexibility. The Board emphasized the importance of long-term succession planning to prevent staffing shortages in key departments.

2.3 **Workload Management and Staff Efficiency**

ACTION – Town Manager to conduct a department-wide workload assessment and provide a report outlining potential efficiency improvements.

Concerns were raised regarding employee workload and staff burnout. A Board member noted that employees have frequently expressed the difficulty of managing increasing responsibilities without adequate resources. The Town Manager was asked to conduct a comprehensive workload assessment across all departments. A suggestion was made for quarterly workload updates to the Board, ensuring ongoing oversight and necessary adjustments to staffing needs.

3. **COMMUNITY LEADERSHIP AND PUBLIC ENGAGEMENT**

ACTION – Town Manager to develop a structured plan for enhancing communication channels and engaging with residents in more interactive ways.

The conversation shifted to enhancing public engagement and communication strategies. The Board discussed a proposal for implementing new methods to improve two-way communication between town officials and the public. Suggestions included expanding the content of the town

newsletter to address frequently asked questions, increasing the frequency of Facebook Live Q&A sessions, and holding in-person town hall forums on a quarterly basis. The Board agreed that improved engagement is essential to fostering trust between the government and the community.

4. FINANCIAL MANAGEMENT AND BUDGET PLANNING

ACTION – Town Manager to integrate financial forecasting into future budget presentations and update the Five-Year Capital Improvement Plan to include anticipated projects.

The discussion turned to financial priorities for the upcoming fiscal year. Board members reviewed recommendations from the 2024 Department of Local Services (DLS) financial review and debated which recommendations should be implemented in the next budget cycle. The Town Manager was directed to incorporate at least three of the actionable recommendations into the fiscal year 2025-26 budget planning process. Board members emphasized the importance of financial forecasting, advocating for a three-year projection model to enhance long-term fiscal planning.

5. NEXT MEETING

The date of the next Select Board meeting was scheduled for November 19, 2024, at 6:00 p.m.

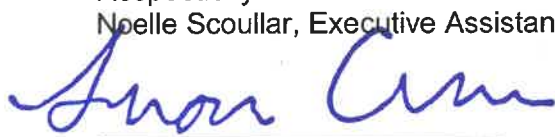
6. ADJOURNMENT

It was agreed that there was no further business to transact; the meeting closed at 5:02 p.m.

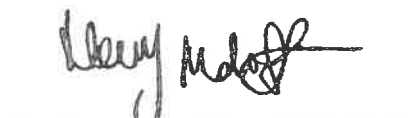
DISCLAIMER


The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.


Respectfully submitted on behalf of Minutes Solutions
Noelle Scoullar, Executive Assistant

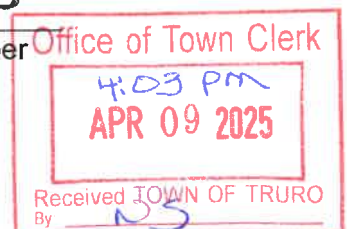

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John Doe

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