

**Truro Board of Selectmen Meeting
Truro Public Safety Facility
Tuesday, November 14, 2017**

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

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

Chair Paul Wisotzky called the meeting to order at 5:00 p.m.

PUBLIC COMMENT

Roberta Lema called two items to the Selectmen's attention. At the last Selectmen's meeting, she had not been recognized and hoped that would not happen to her or anyone else again. Chair Paul Wisotzky apologized for his oversight. Secondly, she was concerned about the reduction of days and the removal of clothing at the Swap Shop at the Transfer Station. Town Manager Rae Ann Palmer addressed the health and safety concerns that had necessitated the changes.

APPOINTMENT TO A COMMITTEE

Both Maureen Burgess and Robert Weinstein had applied to be the representative to the Cape Cod National Seashore Advisory Committee. Maureen Burgess, who has been the serving representative, reviewed the charge of the Seashore Advisory Committee. She explained her contributions to two subcommittees. She said she would like to continue as representative.

Robert Weinstein gave his background and his familiarity with the formation and history of the Cape Cod National Seashore. He stressed the importance of putting the Town's interest in the forefront. Mr. Weinstein said he is qualified to be representative, especially at a time of change in the National Seashore's management.

Jay Coburn, who has been serving as the alternate representative, said he would be willing to step aside, so that both of his colleagues could be appointed.

Jay Coburn moved to appoint Robert Weinstein as the representative and Maureen Burgess as the alternate representative to the Cape Cod Seashore Advisory Council. Janet Worthington seconded. Ms. Burgess indicated that she was not interested in becoming an alternate.

Jay Coburn withdrew his motion. Janet Worthington withdrew the second.

Jay Coburn moved to appoint Robert Weinstein as the representative to the Cape Cod National Seashore Advisory Committee. Janet Worthington seconded. Discussion followed. The motion to appoint Robert Weinstein carried 4-1.

Jay Coburn moved to appoint Janet Worthington as the alternate representative to the Cape Cod National Seashore Advisory Committee. The motion carried 5-0.

BOARD OF SELECTMEN ACTION

Review of Policies Revised by Town Counsel

Assistant Town Manager Kelly Sullivan Clark discussed the revisions Town Counsel had recommended for the following policies.

Policy #32 - *Gift Acceptance Policy*: Changes dealt with interest, acceptance of gifts, evaluation methods and references to Massachusetts General Law.

Policy #41 - *Special Needs /Recreation Department Procedure*: This reflects the title of "Town Manager" and directs appeals to the Town Manager.

Policy #49 - *Pre-Employment Physical Examination Policy*: This will be a requirement for all prospective employees. A line was added regarding appropriate storage of medical files.

Policy #51 - *Security Cameras Policy*: The line, "Cameras shall only be installed in areas as authorized by law," was added.

Robert Weinstein made a further recommendation for Policy #32 if donors give valuable paintings or other items that might be sold at a future time. Rae Ann Palmer also had suggestions for provisions with consideration of selling or not selling. Policy #32 will be sent to Town Counsel for further review.

Jay Coburn moved to approve the revised Selectmen Policy #'s 41, 49 and 51. Maureen Burgess seconded, and the motion carried 5-0.

Review of Selectmen's Policies

Kelly Sullivan Clark explained the proposed revisions for the next set of Selectmen's Policies.

Policy #31 - *Written Complaints and Communications*: The Board will not respond to anonymous complaints. The Town Manager will be able to withhold a complainant's name from the public record in specific instances. A numbering error was corrected in the policy.

Policy #43 - *Vehicle Maintenance and Replacement*: The mechanic's reporting options were updated, and a line specified that the vehicle replacement schedule be included in the Capital Improvement Plan, a practice that is already being observed.

Policy #45 - *Information Technology Resources Acceptable Use Policy*: This reflects the terms "Town Manager" and "Information Technology." It generalized cell phone reimbursement rate and added a line to the list of Prohibited Conduct, "To access or post to any personal social media accounts."

Policy #46 - *Fuel-efficient Vehicle Policy*: Small typos were edited.

Policy #47 - *Truro Government Access Cable Television Use Policy*: This now references "Town Manager."

Policy #48 - *Construction/Staging Permit for Use of town-owned Property and/or Beach Access*: Titles were updated to "Recreation/Beach Director" and "Health/Conservation Director." Item #10 was added, item #11 was modified to include due dates for application fees and to generalize the fee amounts, and items #13 and #17 were modified to meet current practice.

Maureen Burgess moved to approve revisions to Selectmen Policy #'s 31, 43, 45, 46, 47 and 48. Robert Weinstein seconded, and the motion carried 5-0.

Board of Selectmen Support for CPA Funds Discussion

Jay Coburn had further thoughts on the request by the Truro Conservation Trust to partner with the Town to apply for a CPA grant. He was concerned about taking a position on an application ahead of the CPC process and before making recommendations for CPA Warrant Articles for Town Meeting. Paul Wisotzky was also concerned and reminded the Board that they had planned to meet with CPC. He recommended getting that on a future agenda. Janet Worthington said she liked having a TCT partnership. Robert Weinstein agreed but said the Board should wait for all CPA applications were before them. Maureen Burgess concurred.

Non-resident of Truro Town Employees Participation in Programs

Rae Ann Palmer said Policy Memorandum #61 would allow non-resident Town employee to send their children to after school programs and purchase one shellfish license.

Maureen Burgess move to approve Draft Policy Memorandum #61 - *Non-resident of Truro Town Employees Participation in Programs*. Jay Coburn seconded, and the motion carried 5-0.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: *None*
- B. Review and Approve Reappointment of Ann Courtney – Truro Concert Committee
- C. Renewal of Annual Licenses – Gingerbread House Lodging Licenses, Montano's Restaurant Common Victualer License
- D. Review and Approve the 2018 Annual Alcohol Licenses and ABCC Applications – Montano's Restaurant, Truro Vineyards of Cape Cod (Wine and Distillery), Salty Market, and Pamet Valley Package
- E. Review and Hold Executive Session Minutes
- F. Review and Approve Board of Selectmen minutes: October 17, 2017 and October 24, 2017

Maureen Burgess had questions about the Truro Vineyards' pouring and distillery-pouring permit, and Paul Wisotzky made a correction to the minutes of October 24, 2017.

Jay Coburn moved to approve the Consent Agenda. Robert Weinstein. seconded, and the motion carried 5-0.

SELECTMEN'S REPORTS AND TOWN MANAGER'S REPORT

Jay Coburn thanked the CDP Housing Institute's Truro team leader Kevin Grunwald and the Town's team, the largest one participating. Paul Wisotzky and Maureen Burgess commended Truro's representation and praised the sessions they had attended. Maureen Burgess said she had attended a Nickerson Conservation Fellowship awards ceremony and the last Planning Board meeting. Planning Board is requesting that the house size survey put on the Town website and a mail-out. Town Manager Rae Ann Palmer said that money had not been budgeted for a mailing, but there would be a Survey Monkey link on the website and paper surveys available at Town Hall.

Ms. Palmer announced that the East Harbor project begins next week. Modelling will show what would happen if tidal flow were increased. The Engineering/Feasibility study for the Cloverleaf

property is underway, she said. Senator Julian Cyr will be at the December 5, 2017 meeting of the Select Board. The Emergency Management Team is already planning for snow and storm events, considering use of reverse 911 calls, and ways to involve the community.

SELECTMEN'S COMMENTS

Janet Worthington said she had received many calls and comments from people who wanted to know what was going on with the Swap Shop. She suggested using Senior tax-write off people help at the Swap Shop. Rae Ann Palmer said that had potential. She distributed photos of the Swap Shop and explained what had been happening with the clothing. Ms. Palmer promised a come-back for the Swap Shop. She said a work session would be a good place to talk this through. Maureen Burgess agreed that there should be more communications to the public.

Paul Wisotzky and Robert Weinstein gave kudos to the Shellfish Constable and Deputy Constable for viable shellfishing and good conditions at the Harbor. Truro has had the foresight to authorize projects maintaining a healthy Harbor, Mr. Weinstein said, thanking all involved.

NEXT MEETING AGENDA

Town Manager Rae Ann Palmer and the Board planned a work session on November 21, 2017 for possible discussion of Budget topics, Communications and Policy/Operations. The November 28, 2017 meeting had a number of planned agenda items: Year-round Condominium Bylaws, a Conservation Restriction for 3 Outwater Lane, Policies, the Crown Castle consent letter on Communication Tower, and licenses. Board members planned for meetings in December and January. These included meetings with the Community Preservation Committee, a joint meeting with the Planning Board, and a joint meeting with the Provincetown Board of Selectmen. Jay Coburn said would like the Charter Review Commission to consider proposing official use of the gender-neutral term "Select Board" as a Charter change to be presented at Annual Town Meeting. Budget Task Force meetings will begin in December. Jay Coburn also requested a staff report on the implementation of the Resident Tax Exemption and other increases in tax bills.

ADJOURNMENT


Robert Weinstein moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0.

The meeting was adjourned at 6:20 p.m.

Respectfully submitted,



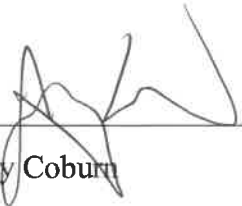
Mary Rogers,
Secretary



Paul Wisotzky, Chair




Maureen Burgess Vice-chair



Jay Coburn

Janet Worthington



Robert Weinstein, Clerk

Public Records Material of 11/14/17

1. Appointment papers for Maureen Burgess and Robert Weinstein
2. Reviewed Policies 32, 41, 49 and 51
3. Suggested revisions for Policy #'s 31, 43, 45, 46, 47 and 48
4. Policy Memorandum #61
5. Reappointment papers of Ann Courtney – Truro Concert Committee
6. Requests for Annual Licenses – Gingerbread House Lodging Licenses, Montano's Restaurant Common Victualer License
7. Requests for 2018 Annual Alcohol Licenses and ABCC Applications – Montano's Restaurant, Truro Vineyards of Cape Cod (Wine and Distillery), Salty Market, and Pamet Valley Package