

**Truro Select Board Meeting**  
**Tuesday, May 5, 2020**  
**Remote Meeting**

**Select Board Members Attending:** Janet Worthington, Chair; Susan Areson, Kristen Reed, Stephanie Rein, Robert Weinstein

**Attending:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Health Agent Emily Beebe; Police Chief Jamie Calise; Fire Chief/Emergency Management Director Timothy Collins; COA Director Mary Elizabeth Briscoe; Recreation/Beach Director Damion Clements; Jim Summers

Chair Janet Worthington convened the virtual meeting at 2:05 p.m. and reviewed the means for public viewing and participation in the remote meeting.

**PUBLIC COMMENT**

No one called in with public comment.

**COVID-19 UPDATE**

Health Agent Emily Beebe said that the Board of Health had developed a policy for wearing masks and other protective gear in Truro. There are some minimal differences that complement the governor's orders. These include police involvement and the order that businesses post the requirement that anyone going inside their establishments must be masked. The COVID-19 case count remains the same for Truro. There are no new cases. Town departments are now considering how reopening should be handled. Janet Worthington asked about beaches, but Agent Beebe said the Town is waiting for guidance from Cape Cod Department of Health's Emergency Management Director Sean O'Brien, who coordinates at state, county and town levels. Sean O'Brien has said it is likely that openings would be state-wide, rather than regional to be consistent across the board. Susan Areson asked about different openings for different parts of the state because that projection, broadcast on TV, was different from Sean O'Brien's.

Kristen Reed asked about Governor Baker's concept of future transmission of the virus and the impact of it being with us for a long time. Emily Beebe said that the contact tracing program was established to contain future transmission by identifying hotspots quickly. She said that the public needs to be vigilant about individual safe distancing. It's the new norm. Kristen Reed also asked about contract tracing on Cape Cod and the current testing capacity. The Department of Public Health is conducting the tracing very efficiently, Ms. Beebe said, but she did not have information on testing. Robert Weinstein asked about contact tracing figures and wondered if people in Barnstable County that have been hired for positions as tracers. Emily Beebe said she knows someone local who was hired, but the work is done remotely. Contact tracers don't have to live on Cape to do the work.

Janet Worthington discussed making decisions about day passes for the beaches. She wondered if Sean O'Brien was working on a timetable. Emily Beebe said there was no timetable from the Barnstable Emergency Management Director, but she has public information for Barnstable County with best practices for beaches on how to set up, signage and ways to distance. Janet Worthington asked if the county would also recommend ways to restrict numbers in beach parking lots. Emily Beebe said that would be good idea. Every town is asking for information on beaches, summer camps and programs. A Truro day camp made the decision early to cancel its program. Ms. Beebe is waiting for more guidance and will share it as soon as she gets more information.

Robert Weinstein asked about recreational programs, noting the governor's office directives for boating activities. These include a ban on charter boats and parking limited to Massachusetts' registered vehicles. Mr. Weinstein requested future information for the Harbor Master, and he commented on an unworkable distancing idea for charter boats reported in the *Cape Cod Times*. He asked Emily Beebe to educate the Select Board and the community on best practices for boating.

Returning to the discussion of masks, Stephanie Rein asked about a demonstration for correct wearing of a mask. Emily Beebe said there is lots of information available about when to wear the mask. A mask must come up over the nose and needs to be tied or secured by elastic bands over the ears. Be sure masks are tied securely, but don't touch inside the masks. People should continue to keep washing their hands. The advice is in a document that she and Assistant Town Manager Kelly Clark are producing. Links and regulations on masks are posted on the Town website. Kelly Clark has participated in Mass Municipal Association (MMA) conference calls with the lieutenant governor to discuss developing guidance about beaches, beach parking lots, municipal recreation programs and elections. Susan Areson said she had attended a virtual meeting which mentioned the cancellation of recreation programs until July 1<sup>st</sup>, but Emily Beebe and Rae Ann Palmer did not have that information. Kelly Clark said she didn't have an answer either, but she knew that childcare is closed through June 29<sup>th</sup>. Recreation/Beach Director Damion Clement confirmed that childcare is closed until June 29<sup>th</sup>, but nothing is decided about summer camps.

Rae Ann Palmer said that Truro is following the CDC guidance. Everyone in Town Hall is wearing a mask with the intent to continue the practice. Kristen Reed requested an update from Fire Chief/Emergency Management Director Timothy Collins. He said the Fire Department is operating at full capacity. Emergency Management has been ordering supplies and expect 1,000 surgical masks, additional wipes, disinfectant spray and eye shields. He had given the DPW Department 200 masks. Chief Collins said he had no other news to report. Police Jamie Calise reassured the Select Board and community that the police are doing all they can. Happy to help all, they are answering phone calls. People should feel free to call but should let the call taker know if they have COVID-19 or have been in contact with someone with the virus. The Police Department remains mindful of using their protective equipment.

Council on Aging Director Mary Elizabeth Briscoe reported on COA activity. She said food distribution was going well with 40-50 bags of food given out each week. The community kitchen is also doing well, she said. The COA staff makes phone calls every day. The Good Neighbor Truro group delivers mail, food and prescriptions to those who can't go out.

## **COMMITTEE APPOINTMENTS**

The Select Board conducted the final interview for the Town Manager Screening Committee. Applicant Jim Summers said he was interested in the committee because of his commitment and love of Truro and his wish to help choose someone for the very important position of Town Manager. He currently serves on the Truro Historical Society board and the Truro Historical Commission. In his thirty-year career, he has had experience in hiring management positions. He said he always adhered to best practices of unbiased and fair hiring. He stressed the importance of listening to candidates to learn about them. He would seek a person with strong leadership skills to oversee so many staff members and departments. The ability to collaborate with all town entities is another strength he identified. Another critical attribute is consensus building skills. Mr. Summers' own financial background would allow him to evaluate a candidate's financial abilities. Experience from another municipal position is vital. A Town Manager should be able to bring all residents of the town together, share a vision of Truro and bring that into decision making. Key issues for Mr. Summers included employment for all age levels. He discussed the need for more housing opportunities to allow this and the option of working remotely, which could become part of the new normal. He said that a Town Manager must understand the balance of services and budgeting for a municipality. The challenge is a tremendous responsibility for a Town Manager to stay within the Town's means. The first question he would ask a candidate is why the person is attracted to the position because it is important to figure out what is driving them. The Town needs someone committed to stay for more than a few years or is just looking for a break from city life.

Robert Weinstein thanked Jim Summers for his comprehensive remarks and his service to Truro. Mr. Weinstein said that everyone who had applied to be on the committee deserves a thank-you.

## **SELECT BOARD ACTION**

### ***Screening Committee***

Ms. Palmer read a message from Ann Greenbaum, recommending selection of people who will complement the three previously chosen members from Town government. The nine applicants are: John Dundas, Clinton Kershaw, Nancy Medoff, Robert Panessiti, Dan Schreiner and Paul Wisotzky, Kristen Roberts, Susan Howe and Jim Summers. Only four people of the nine will be appointed to serve on the Town Manager Screening Committee.

Looking for consensus, Janet Worthington suggested that each Select Board member make four top choices and give reasons for the selections. She named Paul Wisotzky, Kristen Roberts, Nancy Medoff and Jim Summers. She sought an equal number of men and women on the committee. She said Paul Wisotzky is a thoughtful consensus builder who understands the selection process. Kristen Roberts' business experience would work well. Nancy Medoff had an impressive background and enthusiasm as a relatively new resident with a business background.

Jim Summers' experience, thoughtfulness and knowledge of town issues and workings impressed her.

Susan Areson, also impressed with entire group of applicants, said she favored an equal number of men and women and diversity among the members on the committee. She picked Kristen Roberts, Nancy Medoff, Jim Summers, Dan Schreiner and Paul Wisotzky. She said that Paul Wisotzky would bring his consensus building skills, but she thinks Dan Schreiner would too. Since two Select Board members are already on the committee, either Dan Schreiner or Paul Wisotzky could be chosen.

Kristen Reed commented on the strong group and their impressive experience in their professions or to the Town. She chose Dan Schreiner for his answers and background; Paul Wisotzky for his experience and understanding of Town government and commitment to open process; Kristen Roberts for her background in finances and budgets; Bob Panessiti for his service on the Finance Committee and Charter Review; and Dan Schreiner for his commitment to sustainability of the natural world. She also considered Jim Summers as a top pick.

Robert Weinstein thanked all the applicants, but he made his selections. Paul Wisotzky is invaluable because of his ability to build consensus, his level headedness and equanimity. Kristen Roberts represents the younger demographic as a woman, business owner and member of the Chamber of Commerce. She has children in school system; her enthusiasm for Truro offers a valuable perspective. Jim Summers, with his service on the Historical Society and Commission, is a solid community member who would bring financial background and experience in hiring to the committee. Bob Panessiti has given long-time service to the Town. Mr. Weinstein also liked Dan Schreiner as someone new who should be encouraged to participate in Town affairs.

Stephanie Rein echoed her colleagues with thanks to all the candidates. She said a diverse group is needed. She selected Kristen Roberts, Chamber of Commerce Co-chair, for her business background and mindset for economic development; Dan Schreiner, Vice-chair of the COA Board, for his perspective; Bob Panessiti, Finance Committee Chair, for his knowledge of economics; and Paul Wisotzky, former Select Board Chair, for his understanding of the Town Manager position. She also liked Jim Summers and said she was open to further discussion.

Select Board members considered their top choices with thoughts on diversity, the number of good applicants, having a balance of men and women, previous service as criteria, expanding the number on the committee and opportunities to serve on other boards for those not selected for the Town Manager Screening Committee. Rae Ann Palmer broke down the votes by numbers: Kristen Roberts – 5, Paul Wisotzky – 5, Dan Schreiner – 4, Jim Summers – 3 plus 2 additional picks, Bob Panessiti – 3. The slate emerged as Kristen Roberts, Dan Schreiner, Paul Wisotzky and Jim Summers. Select Board members all said they were comfortable with the choices, although Janet Worthington expressed regret over losing Nancy Medoff.

Susan Areson moved to appoint Kristen Roberts, Dan Schreiner, Paul Wisotzky and Jim Summers to the Town Manager Screening Committee until the screening process is completed and to authorize the Town Manager to sign the appointment slips. Kristen Reed seconded, and the motion carried 5-0.

### ***Reopening Task Force***

Janet Worthington discussed adding all departments to the Reopening Task Force. Stephanie Rein said that in addition to all department heads, the School, Beach Commission and local business owners should be included. Kristen Reed said she would like to serve on the Task Force since she wants to help move forward with reopenings, mask regulations, responsible behavior and public safety concerns. The Board agreed that department heads and the Select Board should participate on the Task Force. Susan Areson asked about structure and suggested bringing in interested businesses. Janet Worthington asked if the Task Force would start with Select Board work sessions. Rae Ann Palmer said that she, the Select Board and Kelly Clark would begin and include department heads as needed since all department heads at every meeting would not necessarily be best use of their time. She will also reach out to businesspeople to become core members. Susan Areson suggested including someone from one of the local restaurants. Ms. Palmer said the Task Force will need diverse opinions and could add representatives from all aspects of business community such as landscapers, realtor, and farmers.

Robert Weinstein moved to approve a Reopening Task Force to include all Select Board, members, department heads as needed and head of Chamber of Commerce, members of the business Community as interested, the Town Manager, the Assistant Town Manager, the Town Accountant and the Health Agent. Susan Areson seconded, and the motion carried 5-0.

Rae Ann Palmer suggested adding the Task Force to next week's Select Board meeting. Robert Weinstein asked that a delegate from the Task Force be in touch with the governor's group to coordinate with the state level. Rae Ann Palmer said that Kelly Clark and Emily Beebe can keep up with governor's meetings.

### ***Work Session Policy on Public Comment***

Because of COVID-19 circumstances, Janet Worthington said, the Select Board might consider allowing public comment during work sessions. The same rules of regular meeting would apply. Susan Areson said it was good idea.

Robert Weinstein moved to open Select Board work sessions to public comment and adhere to the policy of no back and forth debate. Susan Areson seconded, and the motion 5-0.

### ***Deficit Spending and Short-term Borrowing Measures***

Town Accountant Trudi Brazil explained the guidelines from the Department of Revenue that will allow deficit spending and short-term borrowing in response to the COVID-19 pandemic. She would reclassify requests for related expenditures back to Jan 20, 2020 and set the total

amount in one place in the budget. The Town Accountant needs the Select Board's approval to establish that account, she said. The Town is allowed to issue temporary notes in anticipation of revenue (RANs) once July 1, 2020 comes and there is a need for something like a bridge loan with a maximum limit of \$150,000. The Select Board's approval will give the Town the ability to issues RANs if needed. Susan Areson asked about borrowing in anticipation. Trudi Brazil said the proposal is to combine COVID-19 spending and give more to the Town operating funds. Rae Ann Palmer said it was good public policy and would qualify the Town for FEMA funds if they become available. She supported moving forward with the Select Board's permission. Kristen Reed asked what would happen if the Town exceeded the \$150,000 limit, but Ms. Palmer said that is covered in the motion.

Kristen Reed moved to approve a COVID-19 related emergency expenditures account with a maximum limit of \$150,000; to direct the Town Manager to send a letter to the Director of Accounts requesting authorization for said account and authorization to issue short term notes, if necessary, to cover any deficit in the account that cannot be met by available funds within the Treasury; finally to authorize the Town Manager to contact the Director of Accounts for an increase to the maximum limit should such increase become necessary during the COVID-19 emergency. Stephanie Rein seconded, and the motion carried 5-0.

#### ***Masks and Other Protective Measures***

Rae Ann Palmer said that the Board of Health had approved a Rule and Order requiring the use of masks and other protective measures, that went into effect May 1, 2020. Town Counsel had assisted in preparation of the Rule and Order. The Board of Health asks for the Select Board's endorsement. In addition, Health Agent Emily Beebe and Assistant Town Manager Kelly Clark have developed a mask policy for Town employees and Town buildings which will be brought for approval at the next Select Board meeting. When Kristen Reed asked about a timeframe for the policy, based on Governor Baker's directives, Ms. Palmer said she expects the mask requirement be in place for quite a while

Robert Weinstein moved to endorse the Board of Health's Rule and Order requiring the use of a mask and other protective measures in the Town of Truro. Stephanie Rein seconded, and the motion carried 5-0.

#### ***Seasonal Visitor Guidance***

Town Manager Rae Ann Palmer said that Senator Julian Cyr, Representative Sarah Peake and the Massachusetts Department of Public Health have issued a message, similar to the Truro Board of Health and Select Board's letter of guidance to those travelling to the Town of Truro. Senator Cyr and Representative Peake are asking all Cape and Islands towns to endorse the message from the state.

Kristen Reed moved to endorse the Guidance to the Cape and Islands Seasonal Community and to authorize the Town Manager to sign on to the letter on behalf of the Truro Select Board. Susan Areson seconded, and the motion carried 5-0.

## **CONSENT AGENDA**

A. Review/Approve and Authorize Signature: *Amendment No. 1 to Land Development Option Agreement with Community Housing Resources, Inc.*

B. Review and Approve 2020 Seasonal Licenses: Accent on Design (Transient Vendor) and Hold and Captain's Choice Restaurant (Common Victualer)

Susan Areson questioned a date for tax status on one of the forms.

Susan Areson moved to approve the Consent Agenda as printed. Stephanie Rein seconded. The motion carried 5-0.

## **SELECT BOARD REPORTS/COMMENTS**

Select Board members offered their comments and reports. Stephanie Rein read Eastham's statement about their Town elections, which are to be conducted by mail. She expressed her hope that Truro would work towards a similar process. Kristen Reed commented on domestic violence under stay at home orders. She gave the hotline number to call for help and advice to call 911 in emergency situations. Susan Areson said the free, pocket-sized guide to Truro, created by Historical Commission, will be ready in June. Money for the publication came from the Cultural Council, the Truro Part-time Residents Taxpayers Association, the Chamber of Commerce and Truro Vineyards. Chuck Steinman was the source of the news, she said. As a volunteer for the West End Racing and Sailing program of Provincetown, she reported with regret that the club had determined it was not safe to go ahead with children's sailing lessons this summer. A constituent with a post office box reported to Ms. Areson that post office box holders don't get census forms. She gave a phone number (844-330-2020) to call to complete the census for those who did not receive a form or for people who don't have access to the Internet. People doing the census online can bypass the code question if they did not receive a code, she said. Mary Elizabeth Briscoe added that there will be door to door census takers sometime in July. Rae Ann Palmer said the Regional Census office is still looking for door to door census takers. Information is posted on the Truro website. Robert Weinstein repeated information on boat launches at Pamet Harbor. He said the Town needs to come up with best practices for the harbor. Janet Worthington said that guidance for the dock and courtesy float should be included.

## **TOWN MANAGER'S REPORT AND AGENDA FOR NEXT MEETINGS**

Rae Ann Palmer asked about including Harbor in the Reopening Task Force. She said there will be more discussion during the work session. Ms. Palmer reviewed agenda items for the next meeting on May12, 2020: the Reopening Task Force and a public hearing on rental assistance from CBDG. There is time to advertise the hearing. She said the memorial tree for John Hopkins does not need to come before the Select Board. That can be done through Town Hall staff. Susan Areson reminded the Board that a memorial for Maureen Burgess also needs to be decided at a future Select Board meeting.

## **ADJOURNMENT**

Robert Weinstein moved to adjourn. Susan Areson seconded, and the motion carried 5-0. The meeting was adjourned at 4:02 p.m.

Respectfully submitted.



Mary Rogers,  
Secretary



Town Manager Rae Ann Palmer  
Under the Authority of the Truro Select Board

**Public Records material of 5/5/2020**

1. Application papers of Jim Summers, John Dundas, Clinton Kershaw, Nancy Medoff, Robert Panessiti, Dan Schreiner and Paul Wisotzky, Kristen Roberts and Susan Howe
2. Select Board Policy on Work Sessions
3. DOR Bulletin 2020-1
4. Draft Letter to MJ Handy, Director of Accounts
5. BOH Rule and Order Requiring Use of a Mask and other Protective Measures
6. Senator Cyr's letter: Guidance to the Cape and Islands Seasonal Community
7. Amendment No. 1 to Land Development Option Agreement with Community Housing
8. Resources, Inc.
9. 2020 Seasonal Licenses: Accent on Design (Transient Vendor) and Hold and Captain's Choice Restaurant (Common Victualer)

