

## Select Board Meeting Minutes

August 13, 2024, Meeting (Hybrid via Zoom)

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Stephanie Rein-Member; Susan Girard-Irwin

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral-DPW Director; Fire Chief Tim Collins; Ann Courtney (Truro Resident); Christine Markowski (Truro Resident); Jane Rudd (Truro Resident); Pamela Wolff (Truro Voter); Karen Ruymann (Truro Voter); Shawn Grunwald (Truro Voter); Richard Courtney (Truro Voter); John Marksbury (Truro Voter and Applicant to Serve); Laura English (Part-time Truro Resident and Applicant to Serve)

Chair Areson opened the meeting at 5:00 pm. Chair Areson read aloud the information for members of the public to join the meeting.

### EXECUTIVE SESSION MINUTES REPORT

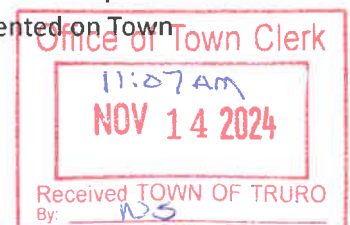
Town Manger Tangeman provided an update on the status of executive session minutes approved at the May 28, 2024 Select Board Meeting. The update included the executive session minutes taken on: 12.13.2022; 5.10.2023; 5.11.2023; 6.13.2023; 6.16.2023; 6.28.2023; 8.1.2023; 8.8.2023; 3.12.2024; 3.19.2024; 4.2.2024; 4.9.2024; 4.25.2024; and 5.14.2024.

After Town Manager Tangeman rendered his report, he announced that the Select Board acknowledged that its announcement of these determinations are a bit tardy under the statute, and going forward, the Select Board will ensure that determinations regarding executive session minutes are announced at the meeting immediately following.

### PUBLIC COMMENT

Chair Areson read aloud the rules for the public to follow when making public comments. Vice Chair Weinstein made a point of order and asked for Chair Areson to introduce the Members. The Members introduced themselves and Chair Areson announced the Town staff present.

Chair Areson recognized the following individuals who made public comments: Ms. Courtney who thanked Truro Public Library Tricia Ford for her years of service to Truro and suggested that it was important for the Select Board to create a search committee for her replacement to include a representative from the Friends of the Truro Library (FOTL) as well as the appointment of two trustees from the Library Trustees to the search committee; Ms. Markowski who expressed her support for what Ms. Courtney said; Ms. Rudd who urged the appointment of a representative of the FOTL and the appointment of two trustees from the Library Trustees be appointed to the search committee; Ms. Wolff strongly supported the opinions of the previous speakers regarding the makeup of the search committee; Ms. Ruymann who expressed support for the comments made by the previous speakers regarding the search committee, commented on the wonderful library staff, commented on Town



Manager Tangeman's report on the Select Board's executive session minutes and the need for transparency in order to create trust in town government and urged the Select Board to release its minutes from the upcoming executive session when Town Manager Tangeman's evaluation will be discussed; Ms. Grunwald who expressed her agreement with the previous speakers regarding the Truro library and the need for a representative of the FOTL be appointed to the search committee; Mr. Courtney who commented on the great work done by Truro Library Director Tricia Ford as well as her professionalism and the importance for the Town to hire another professional and urged the Members to appoint someone with search committee experience to the search committee.

#### **PUBLIC HEARINGS**

None

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

- A. Introduction to Fire Department New Employees: Sarah Rayner, Firefighter/Paramedic, and Shane Sargent, Firefighter/Paramedic  
Presenter: Timothy Collins, Fire Chief

Fire Chief Collins introduced the two new firefighters/paramedics. The new firefighters/paramedics introduced themselves to the community. The new employees were welcomed by the Members.

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

- A. Interview and Possible Appointment of Open Space Committee Members (2): Laura English and John Marksbury

Chair Areson recognized Mr. Marksbury, who introduced himself, provided personal and professional background information, and also stated why he wanted to serve. The Members then interviewed Mr. Marksbury.

Chair Areson recognized Ms. English, who introduced herself, provided personal and professional background information, and also stated why she wanted to serve. The Members then interviewed Ms. English.

**Member Girard-Irwin made a motion to appoint John Marksbury to the Open Space Committee for a one-year term which will expire June 30, 2025.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Abstained**

**Member Rein - Abstained**

**Clerk Medoff – Aye**

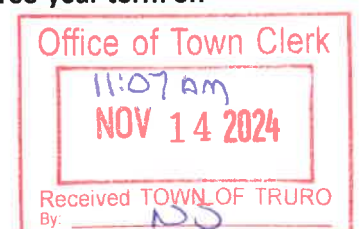
**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 3-0-2, motion carries.**

**Member Girard-Irwin made a motion to appoint Laura English to the unexpired three-year term on the Open Space Committee for a term which will expire June 30, 2026.**

**Member Rein seconded the motion.**



**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**

**STAFF/ COMMITTEE UPDATES**

- A. Update on Construction at 25 South Highland Road  
Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral gave an update on the construction of 25 South Highland Road by Cape Cod Builders Inc. The project is scheduled to start on August 6, 2024, and be completed no later than March 11, 2025. Weekly progress meetings have been scheduled between the Town and Cape Cod Builders Inc. The project has had no issues so far and it is the first time that the Town is working with Cape Cod Builders Inc.

The Members, Town Manager Tangeman and DPW Director Cabral commented or discussed the following highlighted topics: confirmed the first renovated house is from Walsh; once the house is completed there will be a digital tour; potential liability issues for the Town associated with a potential open house for the community and/or only the abutters to the property); incentives for the builder to complete the project in 210 days; consequences and review of responsible parties (Town or Contractor) if the project is not completed in 210 days; once the project is completed, the hope is to have the house occupied by the end of the year; the difficulty of dealing with procurement issues resulting in delays and moving forward with the bid process; the project has not yet started and the spreadsheet submitted by Cape Cod Builders Inc. indicated a completion date in September/October 2025 but Town Counsel is aware of the situation; and the importance of a realistic timeline for the public to know in order to manage expectations and minimize disruptions to the neighbors.

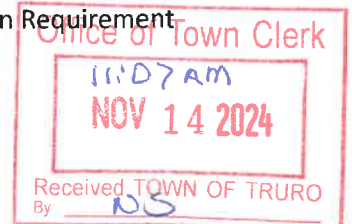
- B. Owner's Project Manager (OPM) for Final Design, Engineering, and Construction Administration of the New Department of Public Works Facility Update  
Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral provided background information regarding the process for the OPM, an overall summary of the process, and a general explanation of an OPM.

The Members, Town Manager Tangeman and DPW Director Cabral commented or discussed the following highlighted topics: Town Meeting approved \$2.8M (or 10% of the estimated construction cost of \$28M) and that does not mean that all \$2.8M will be spent on the OPM; 4% of an expected construction cost is the average for an OPM; and the basis for the \$28.5M estimated construction cost versus the previous \$35M estimated construction cost.

**SELECT BOARD ACTION**

- A. Review and Possible Approval of Revised Town Manager Critical Information Requirement (TMCIR)  
Presenter: Darrin Tangeman, Town Manager



Town Manager Tangeman provided a brief synopsis of the TMCIR including the determination of criteria for the TMCIR.

Town Manager Tangeman, Assistant Town Manager Clark and the Members commented or discussed the following highlighted topics related to this topic: the difference between vandalism and a major crime (a felony) on Town property and whether Members were notified of a vandalism incident regarding of a Porta-Potti which had occurred at Longnook yesterday; a capital asset is listed at \$10,000 and a Porta-Potti is rented and not owned by the Town; consideration of instances when notification to the Select Board may delay notification to law enforcement; the potential inclusion of the removal of pride flags and the removal of campaign signs since they are criminal offenses; there is no Town policy on the displaying or removal of flags from Town property; the potential inclusion of notification to the Select Board members regarding a major crime (such as a murder); the logistics of responding to an email notification and who received the information; telephonic notifications versus email notifications; environmental emergencies; the addition of capital crimes to the front page of the TMCIR; changing the primary form of communication for notifications to text prior to email; during significant loss events of Town services which affect Town residents (such as power, Verizon, AT&T, and Comcast) there will still be good faith efforts by Town staff to notify the Members even if it is outside the notification timeline; a review of the priority notification requirements; notification to the Members when the Town Manager is working remotely for two or more consecutive days.

Town Manager Tangeman summarized the three takeaways from the discussion: explore changing the primary mode of communication notifications, define the value of a major crime so it is clear that Members are notified under those circumstances and add capital crimes to the notification process for the Members.

Town Manager Tangeman will make recommendations to the TMCIR for the Select Board's approval at the next meeting.

- B. Review, Approve and Sign Memorandum of Lease 71 North Pamet Road and Authorize Release of Funds

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman announced that this was approved at the 2023 Annual Town Meeting by the voters when voters approved Article 15 for a \$260,000 free cash transfer.

**Member Rein made a motion to approve and sign the Memorandum of Lease and Long-Term Lease for 71 North Pamet Road and authorize the release of funds associated with the transaction.**

**Vice Chair Weinstein seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

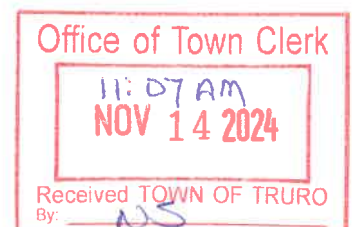
**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**



- C. Review and Possible Approval of Curb Cut; 25 South Highland Road  
Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral provided information regarding this project, and if approved this evening, the building permit will be issued tomorrow.

**Chair Areson made a motion to approve the Curb Cut Application for 25 South Highland Road and authorize the Chair to sign electronically.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**

- D. Review and Possible Approval of Revised Charge for Zoning Task Force Charge  
Presenter: Darrin Tangeman, Town Manager

Chair Areson announced that there were not many individuals interested in serving on the Zoning Task Force so the Select Board was considering the reduction of the number of members serving on the Zoning Task Force from 7 to 5.

The Members, Town Manager Tangeman, and Assistant Town Manager Clark discussed the following highlighted topics: interest in serving on the Zoning Task Force did exist as individuals interested in serving wanted to wait until the summer season ended before joining the Zoning Task Force; concerns over the language in the vacancy announcement that may discourage individuals from applying; this will be a consultant-facilitated task force with the members of the community guiding the end state; and the RFP has been awarded to the consultant who is prepared to start and will need to be paid out by the end of this December by the grant.

The Members unanimously agreed to reduce the Zoning Task Force from 7 to 5 with 1 alternate, the deletion of the language from the charge that indicated that serving would require someone to “invest consistent and substantial time and energy”, and the addition of the bullet in the first paragraph of the charge that “Members must familiarize and incorporate the Affordable Homes Act signed by Governor Healey”.

**Member Rein made a motion to approve the revised charge for the Ad Hoc Zoning Task Force as proposed along with the reduced number of members and the additions and deletions discussed.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

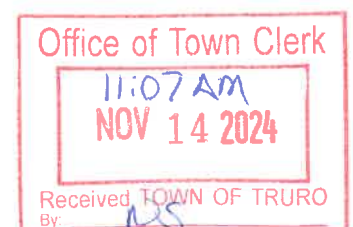
**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**



- E. Review and Possible Approval of Revised Charge for Ad Hoc Walsh Property Advisory Committee  
Presenter: Darrin Tangeman, Town Manager

Chair Areson noted that the charge had to be corrected and noted that in subparagraph a) "the Town Meeting approved Walsh Property Plan" was incorrect and should be replaced with "the Town Meeting approved Walsh Property Recommendations". Chair Areson also wanted to add the sentence "In addition to the Select Board liaison, the Planning Board, the Housing Authority, and the Zoning Task Force may choose to assign non-voting liaisons to the committee". There were no objections.

**Vice Chair Weinstein made a motion to revise the Ad Hoc Walsh Property Advisory Committee charge as proposed and as discussed.**

**Member Rein seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**

#### **TABLED ITEMS**

- A. Interview and Possible Appointment of Alternate(s) to Ad Hoc Walsh Property Advisory Committee: David Bannard, Eileen Breslin, Anne (Alexa) Elam, Mark Gebhardt, Anne Greenbaum, Cass Johnson, Jonathon Winder

Chair Areson provided background information and noted that her choice for Alternate #1 would be Ms. Greenbaum and Mr. Winder would be Alternate #2. Member Rein stated that, in no particular order, her choices would be Ms. Greenbaum and Mr. Bannard. Vice Chair Weinstein's choices were Mr. Bannard and a toss-up between Ms. Greenbaum or Mr. Winder. Clerk Medoff said that she was in favor of Ms. Greenbaum and Mr. Winder. Member Girard-Irwin stated that her choices were Ms. Greenbaum and Mr. Winder.

After the discussion, Town Manager Tangeman said that he would appoint Mr. Bannard to the Procurement Selection Committee due to his legal and development experience if Mr. Bannard agreed.

**Chair Areson made a motion to appoint Anne Greenbaum as Alternate #1 to the Ad Hoc Walsh Property Advisory Committee for a one-year term expiring June 30, 2025.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

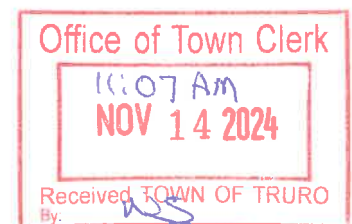
**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**





**Chair Areson made a motion to appoint David Bannard as Alternate #2 to the Ad Hoc Walsh Property Advisory Committee for a one-year term expiring June 30, 2025.**

**Clerk Medoff seconded the motion.**

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin – Aye**

**Chair Areson – Aye**

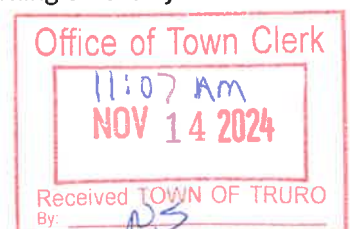
**So voted, 5-0-0, motion carries.**

### **SELECT BOARD REPORTS/COMMENTS**

Vice Chair Weinstein reported that he and Chair Areson had attended a recent meeting at the Cape Cod National Seashore and the discussion was about ADUs in the National Seashore. Town Planner/Land Use Counsel Carboni also attended. Vice Chair Weinstein thanked Chair Areson for her comments at the meeting. Vice Chair Weinstein also reported that he had conducted two office hours including one at the Transfer Station and the other at the Farmers' Market. A resident of Longnook Road made him aware of the vandalism of trash receptacles and the porta potty at Longnook Beach.

Member Rein reported that she had attended a Cable and Internet Committee meeting where there was a discussion of revising the committee's charge and it will come in front of the Select Board later. The committee also had questions about cell service to Truro beaches which will be turned over to Town staff for responses. Member Rein attended a Beach Commission meeting and there was a discussion about the Mobi Mats and the need for them at Corn Hill during the off-season. A joint meeting will be held with the Beach Commission and the Commission on Disabilities to discuss this topic further. The Beach Commission also discussed the pilot program for the kayak and paddle craft racks. All the racks are being used but there is an issue with the cart to move them. The racks are not used at Great Hollow Beach due to the danger of going down the stairs with paddle crafts down to the beach. Member Rein held two office hours several weeks ago and nobody came. Member Rein will reschedule her office hours set for this week at the Council of Aging luncheon due to a family commitment.

Clerk Medoff reported that she and Member Girard-Irwin had visited the water treatment plant and it was very informative. Clerk Medoff will visit the wastewater facility hopefully prior to the joint meeting between the Provincetown and Truro select boards in September. She attended her first Conservation Commission meeting as liaison and reported that it was very informative but nothing major in policy. Clerk Medoff also holds office hours every Thursday from 9 am to 11 am at the Town Hall and they have been very well attended. Clerk Medoff thanked everyone for their support of MassChallenge that came recently came through Truro. She will attend the Charter Review Committee tomorrow. The Cape Cod Commission will hold a public hearing on August 22, 2024, regarding Truro's Local Comprehensive Plan and it will be a virtual meeting. There will be an informational presentation at the library by the New England Fishermen's Stewardship Association in September regarding wind farms and more details will be coming from Town staff. Clerk Medoff and Member Girard-Irwin have been working on their joint goals and objectives but will provide more information at the next meeting.



Member Girard-Irwin reported progress on the goals and objectives and there will be a brainstorming meeting of committee chairs in September with more details to come. She held office hours at the Community Center on July 25<sup>th</sup> and August 8<sup>th</sup> and were very well attended. She will be at the Transfer Station this Friday from 11 am to 1 pm. Member Girard-Irwin noted that the hot topics around Truro appear to be traffic, the hiring of the library director, the DPW Facility, Longnook Beach, and wind turbines.

Chair Areson reported that the Cape Cod National Seashore Advisory Commission (CCNSAC) will hold a hybrid meeting on September 9, 2024, at 1 pm, at the Visitor's Center in Eastham, and the topic will be fire. Chair Areson and Town Manager Tangeman have met several times with the Part Time Resident Advisory Committee (PTRAC) and there will be a hybrid listening session at 4 pm at the Community Center on Monday and the committee will submit a report to the Select Board following the session. Chair Areson held office hours at the Transfer Station and the Farmers' Market. She will be at the library for office hours at 5:30 pm next Thursday prior to the Thursday concert. She received a comment from an individual who was upset that Town Hall was not included in the Community Survey and she wanted to recognize Nicole Tudor, Noelle Scoullar, and Liz Sturdy for their great work but there was no place on the survey to comment, and additionally, the individual also gave certain departments with which she had no interactions average scores which may bring down the scores for those departments. Finance Director Alex Lessin has created a group to develop fiscal policies and will include the Town's approach to budgeting.

Following her report, Chair Areson asked Town Manager Tangeman to review the process for the selection for a new library director.

### **TOWN MANAGER REPORT**

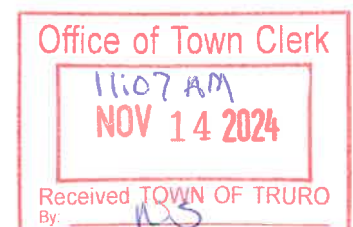
Town Manager Tangeman held office hours as well as at the Farmers' Market and had great conversations with residents. Town Manager Tangeman will hold office hours at the Farmers' Market on August 19, 2024, from 8:30 am to 10 am. The deadline for Childcare Voucher Program applications is September 3, 2024. The meetings with the PTRAC have been good and encouraged other part time residents to get involved with the PTRAC.

Town Manager Tangeman then reviewed the process for the hiring of the new library director as well as highlighted the following topics: the recommendation from Town Counsel not to add an additional Library Trustee to the Search Committee and not listing applicants for the position who wish to remain anonymous until an offer is made as they may be currently employed by another town and not let their current employer know that they have applied for the Truro position. This situation may violate Open Meeting Law according to Town Counsel.

Prior to the Consent Agenda, Chair Areson read aloud corrections which she had made to the minutes of 4.25.2024 and 5.28.2024 and had already sent into Town staff.

### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:





1. Review and Approval of State Primary Warrant and Posting of the Warrant (and to Electronically Sign), Early In-Person Voting Hours, and Delegating the Chief of Police to Designate Police Officers for September 3, 2024 State Primary
2. Acceptance of Donation to the Truro Rescue Squad and Authorize Town Manager to Sign the Receipt & Release Form
3. One Day Entertainment Licenses and One Day Alcohol Licenses Truro Center for the Arts at Castle Hill and Edgewood Farm

B. Review and Approve Appointment Renewals: None

C. Review and Approve 2024 Seasonal Business Licenses: None

D. Review and Approve Select Board Meeting Minutes: Select Board Minutes of 4.9.2024; 4.25.2024, Work Session; 4.24.2024, Regular Session; 5.14.2024; 5.28.2024

E. Next Meeting Agenda:

Work Session: Proposed Date: August 27, 2024 (Policies)

Regular Meeting: August 27, 2024

Work Session: Proposed Date: September 27, 2024 (Town Manager Evaluation; Goals and Objectives Update)

Joint Meeting with Provincetown Select Board on Water: September 30, 2024 at Truro Community Center

**Chair Areson made a motion to approve the Consent Agenda as printed in the packet along with her edits in the aforementioned minutes and the exclusion of E. Next Meeting Agenda.**

**Member Rein seconded the motion.**

**Discussion:** Member Girard-Irwin noted that Consent Agenda Item A.3's event had already occurred and asked if this commonly occurred to which Assistant Town Manager Clark stated that typically staff would want Members to approve prior to the event date, but this application came in after the deadline to add items to the agenda. If the Members chose to retroactively not approve this license, it could affect approvals going forward for this business.

**Roll Call Vote:**

**Vice Chair Weinstein – Aye**

**Member Rein - Aye**

**Clerk Medoff – Aye**

**Member Girard-Irwin - Aye**

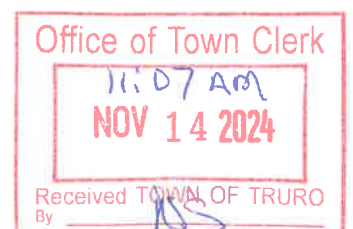
**Chair Areson – Aye**

**So voted, 5-0-0, motion carries.**

Chair Areson, the Members, and Town Manager Tangeman agreed on a Work Session to discuss Goals and Objectives update for Town Manager Tangeman's evaluation on September 10, 2024, at 1 pm.

Town Manager Tangeman then reviewed the agenda for the next meeting on August 27, 2024.

Members requested the following additional items be added to the agenda and/or a future agenda: Weston & Sampson's updated cost estimate for Town Hall Hill; a discussion on Select Board executive session minutes; and a discussion on receiving more timely submission of Select Board meeting minutes. Chair Areson would like to receive a report on Out of School Time Program both related to the summer and school year by the end of September.



Member Rein would like to add the charge to the Cable and Internet Advisory Committee to a future meeting agenda in September.

**Clerk Medoff made a motion to adjourn at 8:51 pm.**

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

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

Respectfully submitted,

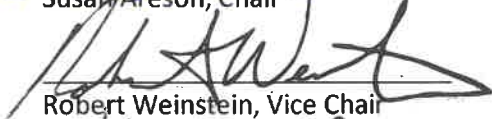


Alexander O. Powers

Board/Committee/Commission Support Staff



Susan Areson, Chair



Robert Weinstein, Vice Chair



Nancy Medoff, Clerk



Stephanie Rein, Member



Susan Girard-Irwin, Member

#### **Public Records Material Attachments**

Legal Notice

Application to Serve-Laura English

Application to Serve-John Marksbury

Cape Cod Builders Inc Preliminary Project Schedule

Updated TMCIR Spreadsheet

Memorandum of Lease-71 North Pamet Road

Long Term Lease-71 North Pamet Road

Lease Sketch-71 North Pamet Road

Curb Cut Application

Boundary Survey

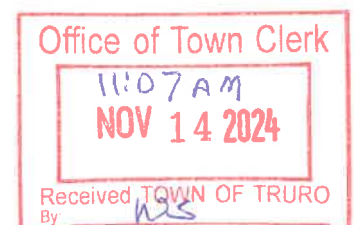
Site Clearing Stakeout Worksheet

Current Ad Hoc Zoning Task Force Charge

Draft Revised Ad Hoc Zoning Task Force Charge

Current Ad Hoc Walsh Property Advisory Committee Charge

Draft Revised Ad Hoc Walsh Property Advisory Committee Charge



Application to Serve-David Bannard  
Application to Serve-Eileen Breslin  
Application to Serve-Anne (Alexa) Elam  
Application to Serve-Mark Gebhardt  
Application to Serve-Anne Greenbaum  
Application to Serve-Cass Johnson  
Application to Serve-Jonathon Winder  
The Warrant for the State Primary Election on September 3, 2024 (approved by the Board of Registrars on July 31, 2024)  
Official Posting of the State Primary Election Warrant  
Memorandum Regarding the Proposed Schedule for Early In-Person Voting for the State Primary Election from August 24 through August 30, 2024 (approved by the Board of Registrars on July 31, 2024)  
Memorandum Regarding Police Detail for Election Day  
Letter RE: the Estate of Miriam A. Collinson from David C. Nunheimer, Esq.  
Receipt & Release Letter  
M.G.L. Chapter 44, Section 53A  
One-Day Entertainment and One-Day Alcohol License Applications-Center for the Arts at Castle Hill and Edgewood Farm

