



Truro Board of Selectmen Meeting Agenda

Tuesday, January 13, 2014 – 5:00PM

Selectmen's Chambers Town Hall 24 Town Hall Road, Truro

1. PUBLIC COMMENT

A. Open the Regular Meeting

B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*

2. PUBLIC HEARINGS

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Review and Approve Rae Ann Palmer, Town Administrator, Cape Cod Regional Transit Authority Representative and Truro's Delegate to the Cape Cod Municipal Health Group

B. Review and Approve Charleen Greenhalgh, Assistant Town Administrator/Planner, Alternate Representative to Cape Cod Joint Transportation Committee-annual appointment

C. Resignation Acceptance & Thank you Letter- Council on Aging Board Member-Mary Morley & Truro Representative to the Barnstable County Human Rights Commission-Daniel Murphy

4. TABLED ITEMS UNTIL CHAIRMAN MOVES FOR ACTION

A. Development Agreement Bylaw (DAB) proposal for ATM 2015

B. Final Recommendations (#6, #7, #8, #9) from the Charter Review Committee on the Truro Town Charter

5. BOARD OF SELECTMEN ACTION

A. Discussion on Board of Selectmen Policy #54 with respect to reporting chain and department heads: Library Trustees overseeing Library Director
Presenter: Robert Weinstein

6. CONSENT AGENDA

A. Review & Approve Meeting Minutes: 1.) December 16th (Regular); 2.) December 17th (Executive & Hold); 3.) December 15th & 4.) 29th (Budget Review & Special); 5.) January 5, 2015 (Budget Review)

B. Review & Approve and Authorize the Chair to sign:

1. Provincetown Banner Contract for Municipal Advertising

2. Contract with CAI mapping for tax map maintenance and GIS Internet

C. Review and Approve Contract with Paul Kapinos and Associates for valuation services

D. Cape Cod Regional Transit Authority Amendment to Lease of Equipment and Operations Agreement for the 2009 Council on Aging Vehicle and Authorize Rae Ann Palmer, Town Administrator to sign

E. Vote to Refer Zoning Amendments to the Planning Board

7. SELECTMEN REPORTS AND LIAISON REPORTS

8. NEXT MEETING AGENDA: January 27, 2014

9. TOWN ADMINISTRATOR'S REPORT



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: January 13, 2015

ITEM:

1. Request that Rae Ann Palmer, Town Administrator, be appointed as the Board's delegate to the Cape Cod Municipal Health Group which is the Cape's joint purchase group for health insurance and provider of Town employee health benefits.
2. Request that Rae Ann Palmer, Town Administrator, be appointed as the Board's delegate to the Cape Cod Regional Transit Authority (CCRTA).

EXPLANATION:

1. The Town Administrator is the Town's main representative to the health insurance group with Town Treasurer Cynthia Slade as the alternate. Both delegates will attend the meetings to represent the Town's interests. The Cape Cod Municipal Health Group requires a letter from the Board of Selectmen indicating that the Town Administrator has been named the Board's delegate.
2. As the Board of Selectman's delegate to the CCRTA, the Town Administrator will attend meetings and represent the Town's interests.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town Administrator will not be authorized to act as the Board's delegate to the group.

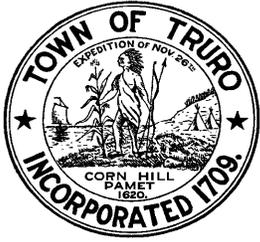
SUGGESTED ACTION: Motion to appoint Rae Ann Palmer, Town Administrator, as the Board of Selectmen's delegate to the Cape Cod Municipal Health Group and to the Cape Cod Regional Transit Authority.

ATTACHMENTS:

1. List of Delegates to the CCMHG

**CAPE COD MUNICIPAL HEALTH GROUP
2014 CONTACT LIST**

MUNICIPALITY	BOARD DELEGATE	BOARD ALTERNATE	BILLING CONTACT
Town of Orleans	David Withrow, Finance Director Town of Orleans 19 School Street Orleans, MA 02653 P: 508-240-3700 x440 F: 508-240-3388 E: dwithrow@town.orleans.ma.us	John F. Kelly, Town Administrator Town of Orleans 19 School Road Orleans, MA 02653-3699 P: 508-240-2700 F: 508-240-3388 E: jkelly@town.orleans.ma.us	Christine Lorge, Treasurer P: 508-240-3700 x407 F: 508-240-3388 Myra Suchenicz, Human Resources E: msuchenicz@town.orleans.ma.us Mary Sedgwick E: msedgwick@town.orleans.ma.us
Orleans, Brewster, Eastham, Groundwater Protection District	Tri-Town Septage Treatment Facility P.O. Box 2773 29 Overland Way Orleans, MA 02653 P: 508-225-1150 F: 508-255-4482	Cindy Bachman Tri-Town Septage Treatment Facility P.O. Box 2773, 29 Overland Way Orleans, MA 02653 P: 508-255-1150 F: 508-255-4482	Cindy Bachman E: tritownplant@verizon.net
Town of Provincetown	TBD Town Hall 260 Commercial Street Provincetown, MA 02657 P: 508-487-7000 F: 508-487-9560	Marge McGloin, Benefits Administrator P: 508-487-7000 E: mmcgloin@provincetown-ma.gov	Marge McGloin, Benefits Administrator P: 508-487-7000 E: mmcgloin@provincetown-ma.gov Connie Boulos, Treasurer E: cboulos@provincetown-ma.gov
Town of Sandwich Steering Committee	Marie Buckner Town of Sandwich 130 Main Street Sandwich, MA 02563 P: 508-833-8061 F: 508-833-8045 E: mbuckner@townofsandwich.net	Janice Hagberg, Assist. HR Director Sandwich Town Hall 130 Main Street Sandwich, MA 02563 P: 508-833-8061 F: 508-833-8045 E: jhagberg@townofsandwich.net	Robin Cherry P: 508-888-6508 F: 508-888-8655 E: rcherry@townofsandwich.net Bill Jennings E: wjennings@townofsandwich.net
Sandwich Water District	Teresa Johnson Sandwich Water District P.O. Box 600 Sandwich, MA 02563 P: 508-888-2775 x119 F: 508-888-9675 E: tjohnson@townofsandwich.net	Rene Douglas Office Manager/Assistant Treasurer P.O. Box 600 Sandwich, MA 02563 P: 508-888-2775 F: 508-888-9675 E: rdouglas@townofsandwich.net	Teresa Johnson, Treasurer
Town of Truro	TBD, Town Administrator Truro Town Hall P.O. Box 2012 Truro, MA 02666 P: 508-349-7004 F: 508-249-5505 E: townadm@truro-ma.gov	Cynthia Slade Truro Town Hall P.O. Box 2012 Truro, MA 02666 P: 508-349-7004 x14 F: 508-349-5505 E: caslade@truro-ma.gov	Cynthia Slade P: 508-349-7004 x14 F: 508-349-5505 E: caslade@truro-ma.gov
Upper Cape Cod Regional Vocational Technical School	Rose Crosby, Controller 220 Sandwich Road Bourne, MA 02532 P: 508-759-7711 x246 F: 508-759-7208 E: rcrosby@uppercapetech.org	Lauren DiCarlo, Payroll Clerk 220 Sandwich Road Bourne, MA 02532 P: 508-759-7711 x286 F: 508-759-7208 E: ldicarlo@uppercapetech.org	Rose Crosby, Controller P: 508-759-7711 x246 F: 508-759-7208 Lauren DiCarlo, Payroll Clerk, x286 E: ldicarlo@uppercapetech.org
Veterans Services of Cape Cod	TBD P.O. Box 429 Hyannis, MA 02601 P: 508-778-8740		Edward F. Merigan, Director Rosemarie Costa, Office Manager P: 508-778-8740
Town of Wellfleet	Diane Midura Treasurer 300 Main Street Wellfleet, MA 02667 P: 508-349-0300 F: 508-349-0317 E: diane.midura@wellfleet-ma.gov	TBD, Asst Town Administrator P: E:	Diane Midura Treasurer
West Barnstable Fire District	Michael Daley, Treasurer Box 456 West Barnstable, MA 02668 P: 508-362-3241 F: 508-362-3683 E: mdaley@faa-inc.com		Kathleen Barrette P: 508-362-3241 F: 508-362-3683 E: kathleenwbfd@hotmail.com



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Charleen Greenhalgh, Assistant Town Administrator

REQUESTED MEETING DATE: January 13, 2015

ITEM: Request that Charleen Greenhalgh be appointed as Town's alternate representative for the Cape Cod Joint Transportation Committee (CCJTC)

EXPLANATION: DPW Director Jay Norton was appointed as the main representative for the Town of Truro for the CCJTC which is the transportation planning process across Cape Cod. Ms. Greenhalgh will serve as the alternate representative and attend as appropriate in her role as Assistant Town Administrator/Planner.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no one appointed as Truro's alternative representative on the Cape Cod Joint Transportation Committee.

SUGGESTED ACTION: Motion to appoint Charleen Greenhalgh, Assistant Town Administrator/Planner as Truro's alternate representative on the Cape Cod Joint Transportation Committee.

ATTACHMENTS:

1. Bylaws for the CCJTC

CAPE COD JOINT TRANSPORTATION COMMITTEE
Transportation Advisory Group for the Cape Cod Metropolitan Planning Organization

C/O CAPE COD COMMISSION
P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630-0226

.....

Telephone: (508) 362-3828
Facsimile: (508) 362-3136
e-mail: ccjtc@capecodcommission.org
World Wide Web address: <http://www.gocapecod.org/tip>

BYLAWS

FOR THE

CAPE COD

JOINT

TRANSPORTATION

COMMITTEE

(CCJTC)

EFFECTIVE DATE: August 14, 1995
Amended: September 11, 1995
Amended: May 8, 1998
Amended: August 10, 2001

Table of Contents

ARTICLE I	NAME, PURPOSE, AND DUTIES.....	3
1.	Name.....	3
2.	Purpose.....	3
3.	Responsibility.....	3
4.	Staff.....	3
ARTICLE II	MEMBERSHIP IN THE PLANNING GROUP.....	3
1.	Membership.....	3
2.	The composition.....	3
3.	Ex-officio membership.....	4
ARTICLE III	OFFICERS AND EXECUTIVE BOARD.....	4
1.	Officers and executive board.....	4
2.	Duties of officers.....	4
3.	Selection and term of office.....	5
ARTICLE IV	TASK FORCES.....	5
1.	Task Forces.....	5
2.	Membership in task forces.....	5
ARTICLE V	STANDING COMMITTEES OF THE CCJTC.....	6
1.	The CCJTC may establish.....	6
2.	Nominating Committee.....	6
3.	Review Committee.....	6
4.	Bylaw Committee.....	6
ARTICLE VI	MEETINGS OF THE CCJTC.....	6
1.	Call of Meetings.....	6
2.	Quorum.....	7
3.	Conduct of meetings.....	7
4.	Policy-Formulation.....	7
5.	Divergent viewpoints.....	7
ARTICLE VII	COMMUNICATIONS.....	8
1.	Communications.....	8
ARTICLE VIII	AMENDMENTS AND EFFECTIVE DATE.....	8
1.	Amendments to the Bylaws.....	8
2.	Effective date of these instruments.....	8

ARTICLE I NAME, PURPOSE, AND DUTIES

1. Name . This joint transportation planning advisory group to be known as the Cape Cod Joint Transportation Committee (CCJTC) is established under agreements with its co-sponsoring agencies, which comprise the Cape Cod Metropolitan Planning Organization (MPO). The MPO includes: Cape Cod Commission (CCC), Massachusetts Highway Department (MHD), Cape Cod Regional Transit Authority (CCRTA) and Executive Office of Transportation & Construction (EOTC).
2. Purpose . The purpose of the CCJTC is to provide the mechanism for an open and broadly participatory intermodal transportation planning process with maximum involvement on the part of local officials and local citizenry. This will lead to a forum for regional consensus on aspects of the transportation system in keeping with the goals of the planning process as undertaken by the Cape Cod MPO. The CCJTC will advise the MPO on transportation planning programs.
3. Responsibility . The CCJTC is advisory to its co-sponsoring agencies. The CCJTC is also responsible to and will seek the participation of the citizenry of Barnstable County in formulating its decisions. Responsibilities of the CCJTC include comment, guidance and obtaining input on compliance documents of the CCC transportation program prepared under the "3C" (comprehensive, cooperative and continuing) transportation planning and programming process. These compliance documents include the Unified Work Program, the Long Range Transportation Plan and the Transportation Improvement Program.
4. Staff . The CCC under the supervision of the Executive Director will provide staff support to the CCJTC. The CCJTC will review and comment on the Unified Planning Work Program to provide direction to the staff.

ARTICLE II MEMBERSHIP IN THE PLANNING GROUP

1. Membership . Membership in the CCJTC is inclusive rather than exclusive in order to provide for the "open and broadly participatory" transportation planning process.
2. The composition of the CCJTC shall consist of members and alternates selected in the following manner and from the following sources:
 - a. One member representative of each of the towns of Cape Cod appointed annually by the local appointing authority of each community.
 - b. One alternate member representative of each of the towns of Cape Cod appointed annually by the local appointing authority of each community.
 - c. Each town member present is eligible to vote on business requiring such action. In the absence of the member, the alternate member from the town may vote.

3. Ex-officio membership (members who shall be present at meetings, but are non-voting) shall consist of members selected in the following manner from the following sources:
 - a. Representatives of the Massachusetts Highway Department, including a representative of the District Office, appointed by the Massachusetts Highway Department Commissioner.
 - b. A representative of the Executive Office of Transportation and Construction / Bureau of Transportation Planning and Development, appointed by the Secretary.
 - c. A representative of the Cape Cod Commission, appointed by the CCC Chair.
 - d. A representative of the CCRTA, appointed by the CCRTA Chair.
 - e. A representative of the Barnstable County Commissioners appointed by the Chair of the County Commissioners.
 - f. A representative of the Assembly of Delegates, appointed by the Speaker.
 - g. In addition, provisions shall be made for the addition of other members appointed by the CCJTC, such as: elected officials, representatives of the public and private institutions, and/or representatives of major transportation providers.

ARTICLE III OFFICERS AND EXECUTIVE BOARD

1. Officers and executive board . The officers of the CCJTC will consist of chair, a vice-chair, and such additional members as the CCJTC may direct, who will be members of an executive board to direct the carrying out of the business of the CCJTC including: keeping records, directing correspondence, preparing agenda, minutes, position papers, news releases, and such other matters as the CCJTC may direct. The executive board shall notify the CCJTC of all matters that are acted upon.
2. Duties of officers :
 - A. The duties of the chair are:
 - the chair has the duty, when present, of chairing all meetings of the CCJTC;
 - to call all meetings to order at the hour scheduled in the presence of a quorum or to take up business not requiring action in absence of a quorum;
 - to announce the business of the meeting in accordance with the agenda;
 - to abstain from any appearance or practice of partisanship;
 - to facilitate discussion by those representatives and others in attendance who need encouragement to speak and also to see that those who need no such encouragement state their positions clearly, succinctly, and without repetitiveness, and to encourage those who support a position already stated by another to indicate their concurrence, with or without stated reservations;

- to attend to the discussion of each matter before the CCJTC and to present the sense of such discussion for the approval of the meetings;
- to accept motions and call for votes, as required;
- to restrain those in attendance within the rules of order;
- to decide all points of order or practice;
- to sign and authenticate all the acts, resolutions, proceedings and correspondence of the CCJTC and, in general, to represent and stand for the CCJTC, declaring its will, and obeying its command.

B. The duties of the vice-chair are:

- in the absence of the chair, the vice-chair will chair the CCJTC meeting

3. Selection and term of office . Following the selection of a nominating committee as provided in Article V of these bylaws, the nominating committee will annually, at a June meeting report out a slate of one or more names for each office and for each additional position on the executive board as such positions may be established by the CCJTC. Such slate will be mailed to all members and representatives to the CCJTC. At the following meeting, the chair will declare the meeting open to nominations from the floor and any such nominations will be recorded and added to the slate proposed by the nominating committee as the first order of business. The next order of business to take place will be selection of officers. In the event that there is but one nominee for chair, the chair will, after a short discussion declare the nominee to be selected to fill that office for the ensuing year or until a successor has been declared. The vice-chair and any additional members of the executive board will be selected in like manner. In the event that there be two or more nominees for any office, it will be the duty of chair, after an appropriate period of discussion, to declare that the sense of the discussion is the selection of one candidate and so declare it or to declare that no sense of the discussion is apparent and ask for a motion to select a candidate by a majority (50%+) vote or representatives and individuals present and voting, provided that a quorum votes. The term of office will be for one year or until a successor be declared by the chair. Officers may be selected for two or more terms at the will of the CCJTC. In the event of a vacancy in an office or on the executive board, the chair will so declare it and commit the matter to the nominating committee.

ARTICLE IV TASK FORCES

1. Task Forces . The CCJTC will organize such subordinate task forces as are necessary to carry out its duties. It may also, in cooperation with its co-sponsoring agencies, and with other regional planning agencies, organize such inter-regional task forces as may be helpful in dealing with inter-regional transportation issues which transcend regional planning boundary lines.
2. Membership in task forces . Each task force established by the CCJTC may include elected local public officials or their representatives and also those persons with a

technical or planning or other experience or training helpful to the declared purposes of the task force. Such persons may be drawn from the representatives to the CCJTC, or from the municipal or organizational membership of the CCJTC where feasible, but membership on a task force will not be restricted to representatives of the CCJTC and may include any person who can make a substantial contribution.

ARTICLE V STANDING COMMITTEES OF THE CCJTC

1. The CCJTC may establish in these bylaws such standing committees, as may be necessary for the proper conduct of its business. Members of standing committees will be appointed by the chair with the approval of the CCJTC on an annual basis and, in the normal course of events, a majority of the members will continue in that capacity from year to year.
2. Nominating Committee . Annually in April or May, the Chair will appoint a convener of a nominating committee. At the same meeting, the convener will in turn choose four more members of the proposed nominating committee, taking care that the proposed committee is well distributed, both geographically and occupationally. The convener will present for approval, proposed nominating committee to the CCJTC. After being approved, the nominating committee will meet within thirty-one (31) days. This meeting shall be prior to the June CCJTC meeting at the call of the convener to choose at least one nominee for each office. In addition, the nominating committee will convene to make nominations to fill vacancies as they occur. In every case, names of nominees will be mailed to the CCJTC with the announcement of the meeting at which selection of officers or the filling of a vacancy is to take place.
3. Review Committee . The duties of the review committee include the review of any reports or any matter referred to it.
4. Bylaw Committee . The duties of the bylaw committee will include the review of bylaws and amendments thereto, of tables of organization and the interrelationships of the several agencies and committees.

ARTICLE VI MEETINGS OF THE CCJTC

1. Call of Meetings. Meetings of the CCJTC will be called by the Cape Cod Commission (CCC) staff with the approval of the chair on a regular, usually monthly, basis. Special meetings will be called as may be required by urgent business. Any eight (8) member municipalities or organizations may issue a call to a CCJTC meeting in the form of a petition to the representatives of the CCJTC over their signatures, which petition will state the agenda, time, day, and place of the called meeting. Notice of each meeting with a preliminary agenda will be mailed not less than seven (7) days in advance to all CCJTC representatives, and to the mailing list encoded "CCJTC agendas only" to ensure that meetings be open and broadly participatory. Any person may request placement on the

mailing list to receive CCJTC agendas. When the chair deems that special effort should be taken to publicize a meeting in order to obtain public participation on a particularly involved issue, the chair will cause appropriate notice to the media including the date, time, and place of the meeting.

2. Quorum . A quorum for any meeting of the CCJTC will consist of a minimum of five (5) voting members.
3. Conduct of meetings . All meetings of the CCJTC will be conducted on the basis of an open and broadly participatory process to which the citizenry of Barnstable County and other interested parties are invited and in which all voices may be heard. All meetings will be held with an absolute minimum of parliamentary procedure required for the efficient conduct of the meeting. The conduct of the meeting, the selection of officers, and the resolution of issues will be on the basis of the rules set forth in these Bylaws. It is the policy of the CCJTC that every meeting will be adjourned to another day or dissolved at an early hour in order to encourage continued participation of both representatives of the CCJTC and the citizenry. To this end the CCJTC meetings shall begin promptly at the announced time and shall be no longer than two (2) hours duration, except by consent of the members. The chair will actively work to encourage participation by representatives and others attending the meeting, taking special care to encourage participation by those who have not spoken on an issue which should concern them. The chair will also work to encourage those more willing participants to keep their remarks both short and to the point. The chair will be concerned that the discussion not be repetitious and, when a point has been well stated, will encourage others taking the same or a similar position to state that they support the position or a previous speaker either unreservedly or with specified reservations, rather than to repeat a statement already well made. The chair will interrupt anyone making a repetitious statement, requiring the speaker either to make new points or to yield the floor to the next speaker. The chair will assess when the discussion of an issue has run its course and will, at that time, attempt to state the sense of the discussion. If the statement from the chair is received with general approval, of the members present, the chair will declare it to be the position of the CCJTC and it will be so recorded in the minutes. The chair, at his discretion, may call for a motion and a vote, when necessary to clarify the position on a particular matter. An alternate shall vote only in the absence of the member.
4. Policy-Formulation . Policy will be formulated by a discussion of each issue properly before the CCJTC and no decision will be reached until all present have had a reasonable opportunity to be heard. In the event that a matter deemed routine and signed off by the executive board is challenged by five (5) or more representatives, it will be returned to the CCJTC for discussion and resolution.
5. Divergent viewpoints . As not all issues will be readily resolved, the chair may, in due course of the discussion of an issue, decide that two or more divergent viewpoints are emerging. In such event, the chair will so declare it and appoint the person or persons best formulating each position to become part of an ad hoc committee to attempt to formulate a common position on the issue under discussion. The chair will also appoint a

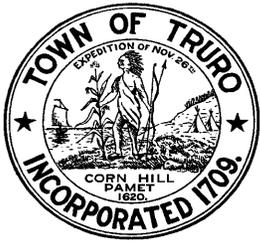
convener to head the ad hoc committee who will be neutral on the issue in question. Attendees may serve on such committees but position statements will, in every case, be written by representatives to the CCJTC. The chair will then commit the issue to the said committee and the meeting may, at the discretion of the chair, be recessed or adjourned to allow the ad hoc to proceed with the matter at once. If the ad hoc committee can resolve the issue and report out a common position, it will reduce the position to writing and inform the chair. In the event that no resolution of divergent positions is possible in committee, the two or more divergent positions will be reduced to writing, signed by those committee members holding each position, and the convener will so inform the chair. Upon receiving the report or reports of the committee, the chair will cause said report or reports to be read before the CCJTC.

ARTICLE VII COMMUNICATIONS

1. Communications . In accordance with its established policy of an open and broadly participatory transportation planning process, the CCJTC will make every effort to establish and maintain strong two-way lines of communications with boards of selectmen and town boards, with elected and appointed officials at municipal, district, and county levels of governments, with state and federal agencies, with the Cape Cod Commission, its delegates, alternates, and staff, with other regional planning agencies and above all, with the general public in its fifteen (15) municipality planning region.

ARTICLE VIII AMENDMENTS AND EFFECTIVE DATE

1. Amendments to the Bylaws . These Bylaws may be amended after a notice to that effect containing the section or sections of the Bylaws affected and the text of the proposed amendment has been sent with the announcements of two successive regular meetings of the CCJTC to all municipalities in the Region and to all representatives of record. The proposed amendment will be on the agenda of the first meeting for discussion only and on the agenda of the second meeting for action under the rules of Article VI of these Bylaws. Copies of amended sections as passed will be included in the next mailing.
2. Effective date of these instruments . The effective date of adoption of these instruments shall be following notification to the membership and discussion and affirmative action by the CCJTC. The effective date will be recorded on the cover. These Bylaws are the original instruments of the Cape Cod Joint Transportation Committee.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Office of the Board of Selectmen

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: Board of Selectmen meeting date of January 13, 2014

ITEM: Accept resignation of Mary Morley from the Council on Aging Board and Daniel Murphy as Truro's Representative to the Barnstable County Human Rights Commission

EXPLANATION: The Clerk's office is in receipt of resignation letters from Mary Morley and Daniel Murphy both having served for the Town of Truro. It is customary for the Board of Selectmen to accept a Board/Committee/Commission member's resignation followed by a letter of thanks signed by the Board of Selectmen.

FINANCIAL SOURCE (IF APPLICABLE):

No financial impact.

IMPACT IF NOT APPROVED: Letters of thanks will not be mailed to members who have served the Town of Truro.

SUGGESTED ACTION: MOTION TO Accept the resignation of Mary Morley from the Council on Aging Board and Daniel Murphy as Truro's Representative to the Barnstable County Human Rights Commission and send letters of thanks from the Board of Selectmen.

ATTACHMENTS:

1. Thank you letters for Mary Morley and Daniel Murphy



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Board of Selectmen

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

January 13, 2015

Mary T. Morley
PO Box 751
Truro, MA 02666

Dear Ms. Morley,

It is with regret that we accept your resignation from the Truro Council on Aging. We want to acknowledge the work that has been done by you and the COA. Your fellow members will miss your input, and we thank you for the time and energy you have given in service to our town.

All the members of all of our Boards, Committees, and Commissions contribute to the operation of our town. We want to thank you for your service to the Town of Truro, and extend our best wishes to you.

Sincerely,

Jay Coburn, Chairman

Paul Wisotzky, Vice Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Board of Selectmen

Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

January 13, 2015

Daniel Murphy
PO Box 1073
Truro, MA 02666

Dear Mr. Murphy,

It is with regret that we accept your resignation from as Truro's Representative to the Barnstable County Human Rights Commission. We want to acknowledge the work that has been done by you and the Barnstable County Human Rights Commission. Your fellow members will miss your input, and we thank you for the time and energy you have given in service to our town.

All the members of all of our Boards, Committees, and Commissions contribute to the operation of our town. We want to thank you for your service to the Town of Truro, and extend our best wishes to you in all your future endeavors.

Sincerely,

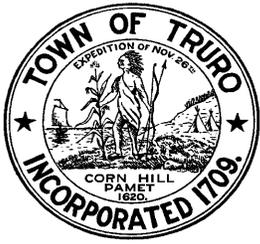
Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator, for Selectman Robert Weinstein

REQUESTED MEETING DATE: January 13, 2015

ITEM: Amendment of Board of Selectmen Policy 54, Standards of Professional Conduct

EXPLANATION: At their December 18, 2014 meeting, the Library Board of Trustees noted that the Standards of Professional Conduct policy memorandum incorrectly states that all Department Heads, except the Police and Fire Chiefs, report to the Town Administrator. The Library Director Reports to the Board of Library Trustees who have requested that the policy be amended to accurately reflect the reporting relationship.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The policy will not accurately reflect the organizational reporting relationships.

SUGGESTED ACTION: *Motion to amend Policy Memorandum 54, Standards of Professional Conduct as attached.*

ATTACHMENTS:

1. Proposed amended Policy Memorandum 54, Standards of Professional Conduct.



TOWN OF TRURO

Office of the Board of Selectmen

P.O. Box 2030, Truro, MA 02666

Tel: (508) 349-7004, Ext. 10 or 24 Fax: (508) 349-5505

POLICY MEMORANDUM #54

Date: January 13, 2015, Revised

Subject: Standards of Professional Conduct

Preamble

The Town of Truro municipal government desires to set a standard of the highest professionalism, civility and respect for employees, volunteers, residents and visitors through personal interactions and any other methods of communication. Additionally, as the controlling governmental body of the Town of Truro, the Board of Selectmen shall model this behavior for the Town. Additionally, the Board shall reinforce and utilize the proper reporting chain (Chain of Command) when dealing with Town employees and processing complaints.¹

Accordingly, no employee, member of a Board, Commission or Committee, or any other person engaged by the Town of Truro, shall enter into any oral discussions or other form of communication by any means without employing the highest standards of personal integrity, truthfulness, honesty, civility and fairness in carrying out his or her public duties. Failure to do so is a violation of this policy.

1. DEFINITIONS:

Civility- Respect and civility, from all employees, volunteers, those representing the Town, and those in attendance at any Town function, shall be maintained at all times, including and especially during public meetings. Public meetings are to be free from disrespect, creating a public embarrassment, and/or personal attacks on any person whether present or absent from the proceedings. Town Officials and employees, as well as the public, shall be free to express their ideas-- as is their right-- without the threat of harassment and/or intimidation. All persons, as mentioned, shall not be verbally or physically accosted for any reason, at any time. While disagreements about issues are acceptable, becoming disagreeable is not.

Integrity -No promises or commitments that cannot be reasonably and lawfully fulfilled shall

¹ It is understood that due to circumstances beyond the norm and the critical nature of their positions, Police and Fire Department personnel, will act under the guidelines of Truro Police Department & Fire Department Rules and Regulations.

be made by any party working for or representing the Town of Truro. Appropriate social, ethical, and organizational norms in all Town related activities shall be maintained at all times. Acting with integrity includes a commitment to honesty, truthfulness, fairness, follow-through and completing tasks and duties to the highest standard possible.

Respect: All persons shall be treated in a fair and equitable manner, without exception. No employee, member of any board, commission or committee, or person representing the Town of Truro, shall at any time for any reason raise his/her voice, demean, or purposefully embarrass any person in any Town building, on any Town property, or at any meeting, presentation, or event or similar, sponsored by the Town. It is expected that any person doing business in Town buildings or at a Town event shall be similarly respectful to all others in attendance and those responsible for the event.

Ethics: The highest standards of professional behavior and compliance with all Commonwealth of Massachusetts and Ethics Commission laws, regulations, and policies under which we operate as a Town, shall be maintained at all times.

Communications: All parties mentioned above shall strive to be open, consistent, truthful, and respectful in all communications-written and verbal-as this is vital for reflective and sound decision-making for our community. There will also be a commitment to confidentiality of privileged communication that occurs in Executive Sessions and/or involves matters related to personnel, collective bargaining and threatened, pending or ongoing litigation.

Teamwork: The Town, including all Departments, Boards, Commissions and Committees, shall promote an atmosphere of teamwork and mutual respect to achieve organizational goals, recognizing at all times that unity of purpose and effort leads to productivity and greater accomplishments for our Town.

2. ENFORCEMENT:

While it is expected that everyone will abide by the code of conduct and remind colleagues and peers of their obligations, it is the responsibility of Committee, Commission and Board Chairs as well as the Town Administrator and Department Heads to enforce the code of conduct. Violations will not be tolerated and may result in disciplinary action.

3. REPORTING CHAIN:

Chief of Police and the Fire Chief: Both Chiefs report directly to the Board of Selectmen. Although general dialog and information sharing is encouraged, to foster the best possible communication and management of expectations, formal tasking to either of our Chiefs shall be directed through the Board's liaison to the respective Chief.

Library Director: Reports to the Board of Library Trustees who are responsible for tasking the Director.

All other Department Heads: Report directly to the Town Administrator. If a member of the Board of Selectmen wishes to task a Department Head, said tasking shall only come from the Town Administrator.

Board and Committee Chairs: Report directly to their appointing authority through the official liaison designated by the appointing authority.

4. COMPLAINTS AGAINST A TOWN EMPLOYEE:

Members of the Board of Selectmen shall not circumvent the reporting chain for any complaint received from the public or an employee. The Board of Selectmen and Department Heads shall be mindful of contractual obligations, employment rights, and the personnel by-law.

Adopted by the Board of Selectmen October 28, 2014

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

Agenda Item: 6A1

Truro Board of Selectmen
Meeting Minutes – Tuesday, December 16, 2014
Truro Town Hall, 5:00 p.m.

Members Present: Chair-Jay Coburn, Vice Chair- Paul Wisotzky, Clerk-Jan Worthington, Bob Weinstein, Maureen Burgess

Present: Town Administrator-Rae Ann Palmer, Chris Lucy, Alice Boyd, Jay Norton, Catherine Staff, Chief Brian Davis, Leo Childs, Charleen Greenhalgh, Phil Smith, Meg Royka, Bob Panesitti, Eliza Harned

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

Coburn announced the meeting was being recorded for broadcast on Truro TV channel 18. He asked if any audience members were recording. Hearing no response in the affirmative, he opened the Public Comment period. Chris Lucy came before the Board to discuss two items:

- The last meeting he attended, where water issues were discussed with WROC, one of the topics was about nitrogen on Beach Point potentially getting into East Harbor and the bay. He believes discussions with Provincetown should begin, to discuss running a sewer line down Beach Point. Coburn asked Ms. Palmer to add that to the list of issues the Selectmen would like to talk to the Provincetown Selectmen about at their upcoming meeting.
- Chris read in the paper that the town has spent \$178,000 on legal expenses for the Kline matter. A latter article, a month later, stated that the town spent \$185,000, and the actual numbers now are at \$194,000. He feels that this should go to mediation. Coburn stated that the Board of Selectmen continues to discuss the Kline matter in executive session.

Public Hearing:

A. ¹FY15 CDBG Regional Grant Application and Authorize the Vice Chair to sign.

Coburn had a conflict of interest with this, recused himself, and turned the hearing over to Vice Chair, Wisotzky. Alice explained that this grant is for \$900,000 maximum. Burgess asked if the families (under the child care subsidy) get to choose the program. Alice stated that the funds are allocated to the parents of each child. The check goes to the child care provider of choice.

Weinstein made a motion to submit an FY15 Regional CDBG Grant as Lead Community with the towns of Wellfleet and Provincetown for housing rehabilitation and child care subsidies and authorize the Vice Chair to sign the grant application and associated forms.

Burgess seconded this motion.

So voted unanimously, 4-0.

Coburn rejoined the Board.

Board/Committee/Commission Appointments

A. ²Review, Interview and Approve Jason “Jay” Norton-DPW Director-Appointment of Tree Warden & Cape Cod Joint Transportation Committee Representative.

Wisotzky asked what the Tree Warden does. Jay explained that the Tree Warden is responsible for shade trees in the Town, making sure they are not diseased, and pruning when necessary.

Weinstein made a motion to appoint Jay Norton as the Tree Warden and the Cape Cod Joint Transportation Committee Representative.

Burgess seconded this motion.

So voted unanimously, 5-0.

B. ³Review, Interview and Approve Appointment for Council on Aging Board-Catherine Staff.

Catherine recently retired from being a registered nurse, and misses working with people. She has already attended a couple of meetings.

Worthington made a motion to approve the appointment of Catherine Staff to the Council on Aging Board.

Wisotzky seconded this motion.

So voted unanimously, 5-0.

C. ⁴Appointments for Truro Fire Department-Call Department-Zachary Bostwick, Ryan Schmidt, Julius Smith and Per Diem Fire Fighter Paramedic Rachel Pelligrino.

Coburn believed there was a technical detail which needed to be worked out with Julius Smith. They may need to do something with the personnel bylaw to make his appointment possible. Chief Davis would appreciate that being worked out, as he needs to sign Julius up for the fire academy. Coburn suggested Chief Davis work with the Town Administrator and Legal Counsel, and he also asked to table the appointment of Julius.

Wisotzky made a motion to approve the appointments of Zachary Bostwick and Ryan Schmidt to the Truro Fire Department-Call Department, and Rachel Pelligrino as a Per Diem Fire Fighter Paramedic.

Burgess seconded this motion.

So voted unanimously, 5-0.

Tabled Items

A. Public Hearing:

NSTAR Electric for installation of Cable, Conduit and 5 Manholes (Standish Way & South Hollow Rd) and Authorize the BoS Clerk to sign.

NSTAR Electric to install 3082 feet of conduit and cable with 9 new manholes including the necessary sustaining and protecting fixtures in, under, along and across the following public way on Shore Road and Authorize the BoS Clerk to sign.

Coburn stated that they were in receipt of a request from NSTAR, subsequent to their discussion from a month ago, to withdraw those requests. They are currently exploring with the State to run those lines along Route Six.

B. ⁵Development Agreement Bylaw (DAB) proposal for ATM 2015

Leo Childs has a proposal for a Development Agreement Bylaw. The purpose of this Bylaw is to enable the Town to enter into development agreements consistent with the provisions of the Cape Cod Commission Act, and Chapter D code of Cape Cod Commission Regulations of General Application. This will enable the Town to participate in any major development which occurs in the town. The Town adopted the bylaw in 2002, and again in 2005. When the 2005 bylaws were codified, this bylaw was left out.

Worthington wanted clarification that rather than having the Cape Cod Commission having the jurisdiction and control over the development, the Town would be part of the process? Leo confirmed that with large scale projects the Town could partner with the Cape Cod Commission, and the developer. Charleen added that this will allow the Town to act on its own behalf. Worthington asked if the Cape Cod Commission would “trump” the Town. Charleen answered, “Not in the development agreement bylaw.”

Burgess noticed that one of the requirements was that the Town needed a current local certified comprehensive plan by the Cape Cod Commission. Charleen stated that because the Town adopted the Development Agreement Bylaw, the Commission will be happy to work with the Town to be sure that the development agreement bylaw is accepted by the Commission, with the understanding that the

bylaw has to be updated. Burgess asked if the town meeting adopts the bylaw will that mean that the Cape Cod Commission will no longer be a partner in the process. Charleen stated that there are certain processes that the Commission is involved with, but they are not involved with review of the project. That review is left to the Town. If there is a project that a developer believes triggers a DRI review, it gets filed with the Building Commissioner, the Building Commissioner will make a determination which will allow them to go through the development review process with the Town.

Weinstein is comfortable with most of the language, but had a question within section three (2J) Site Alteration. A short discussion ensued, and Weinstein was satisfied with the answer Charleen gave. Wisotzky asked how many other towns have adopted the model bylaw. Charleen was unsure. In section 9-53 and 9-55 of the model bylaw, Wisotzky felt there was some contradiction. Charleen was able to clarify.

Coburn asked if projects have come forward recently which would have benefited from this. Charleen believes, in her tenure, there have been no projects which would have triggered the DRI Review. They did have a limited DRI Review with the Tradesman Park project, because of the change of use. She states that there are a number of properties out there right now that are thirty acres or more, which could either be developed, or could see a change in development.

Chris discussed the wording in certain sections of the proposed bylaw. Coburn stated that changing the wording would require a Town vote.

Coburn expressed concern with a Development Agreement Bylaw. One of the fundamental components of the Commission is that what happens in one town does not just affect that town. Having this bylaw would remove neighboring towns the ability to give input on developments. Chris pointed out that the meetings are public and anyone from any town can attend.

Coburn suggested waiting until the meeting scheduled for January 27th, 2015 to make a decision.

Weinstein requested that the list of exemptions for agriculture be included, as it will be helpful when discussing.

Coburn moved the Charter Review recommendations to the next slot to be discussed.

Board of Selectmen Action

A. Final Recommendations from the Charter Review Committee on the Truro Town Charter.

⁶Charter Review Committee members were introduced to the Board of Selectmen. Chair, Phil Smith read from Section 4.2.1 of the Town Charter with regards to Executive Powers. He also read from Section 5.3.1 Powers and Duties under the Town Administrator. He noted that it was important to recognize the difference between the powers and duties of the Town Administrator and the executive powers of the Board of Selectmen. If the recommendations are approved tonight, the recommendations will then be submitted to Annual Town Meeting, sent to the Attorney General's Office, and voted on at Annual Town Election. Article I is a recommendation to change the title from Town Administrator to Town Manager which is a more appropriate term due to the complexity of the position.

Coburn gave his interpretation of the difference between Manager and Administrator as there was no statutory difference. Worthington questioned whether the public had been heard on this topic. Robert Panessiti noted procedurally this would go before the town at Town Meeting but the change would have a new expectation of the position. Weinstein questioned Town Counsel's comments on the position of Assistant Town Manager. Mr. Smith responded that there is a limited number of Articles that can be presented at Town Meeting and asked to defer it to next year. Coburn added that the position of Assistant Town Administrator is in the Personnel Bylaw. It was agreed to do housekeeping on items such as Assistant Town Administrator. Wisotzky added that simultaneously with the Charter change there should be a vote for the Personnel Bylaw change to include the change to Assistant Town Manager. Mr. Smith next spoke to Article II with a complete list of elected positions, moving the list from the Appendix. Wisotzky spoke of the concern in having people run for office with term limits delineating

specifically Planning Board with 3 years terms, instead of 5 year term limits. Mr. Panessiti suggested adding a term to be decided by the Board of Selectmen. Burgess concurred with Wisotzky. It was agreed upon removing the term limit from the list of elected positions but leave the Housing Authority as listed in accordance with MGL and the Board of Selectmen.

Wisotzky moved to place Article II as proposed with the amendments that would remove the terms from the School Committee, Planning Board and Cemetery Commission.

Weinstein seconded the motion.

So voted 5-0.

Wisotzky moved to place Article I on the 2015 ATM Warrant.

Burgess seconded motion.

So voted 4-1-0. Worthington opposed.

Mr. Smith explained changes to Article III which involves delegating some contract signing to the Town Administrator with the contract limit being increased to \$100K. There was a brief discussion regarding the title of Town Administrator incorporated into the change of Article III versus Town Manager should that title be voted and approved. Mr. Panessiti explained this would eliminate administrative functions from being before the Board of Selectmen at their meetings.

Wisotzky moved to place Article III as written on the Warrant.

Weinstein seconded the motion.

So voted 5-0.

Mr. Smith explained changes to Article IV with respect to Board of Selectmen acting as the Licensing Authority. Coburn explained that the Consent Agenda does expedite special one day alcohol requests.

Wisotzky moved to place Article IV as written on the Warrant.

Burgess seconded the motion.

So voted 5-0.

Mr. Smith noted with respect to changes in Article V that there is a reporting procedure between the Town Administrator and Board of Selectmen. Coburn added that there is a policy memorandum that incorporates the details. Wisotzky asked to revise the working from "review" to "appraisal or evaluation".

Burgess moved to approve placing Article V as amended (*review* changed to *evaluation*) by the Vice-Chair on the Town Warrant.

Wisotzky seconded the motion.

So voted 5-0.

Mr. Smith explained the changes and the reasons for the changes to Article VI, VII, & VIII with respect to the Town Administrator overseeing personnel in public safety with the two Chiefs reporting to the Town Administrator. Coburn clarified that the Board of Selectmen would retain appointing authority.

Weinstein questioned whether the change would incorporate the appropriate statutes. Mr. Smith responded that Town Counsel was comfortable with the changes. Weinstein questioned that the information was not presented and asked to have Town Counsel address specifically the state statute under MGL Ch. 41. Wisotzky questioned whether the Policy and Procedures would still be approved by the Board of Selectmen.

Mr. Panessiti agreed that they will discover functionally how this will move forward for better clarity for the Board of Selectmen. Weinstein reiterated that the language in conjunction with the state statute be delineated. Chief Takakjian spoke of the differences between a strong Chief and a weak Chief as it is written in MGL Ch. 41 §97. Coburn suggested tabling Articles VI, VII & VIII item for further information. Wisotzky commented on Article VIII with respect to "*and officials*" as it is referred to in five different ways in the Charter and requested additional clarification on this wording. Coburn explained to Worthington that the Board of Selectmen would continue to set policy of the Fire department and the Police department. It was agreed to also postpone Article IX.

B. ⁷Beach Commission Chair discussion on banning smoking on Town beaches.

Eliza stated that at the last Beach Commission meeting, a citizen came before them and suggested banning smoking at the town beaches, similar to what the Park has done. The Beach Commission voted in favor of banning smoking. Worthington is in complete support. Coburn suggested that a bylaw be proposed for Town Meeting.

Weinstein made a motion to authorize staff to prepare a “no smoking on Town beaches” bylaw for inclusion in the Warrant for Annual Town Meeting.

Wisotzky seconded this motion.

So voted unanimously, 5-0.

C. ⁸Discussion of Town Counsel RFQs Review of Proposals and Interview Schedule.

There are four firms, including current Town Counsel, who have submitted proposals. Coburn suggested the next step to be to conduct interviews. Weinstein took the opportunity to comply with the disclosure of appearance of conflict of interest as required by MGL, Chapter 268A, Section 23B(3). He read from a letter. He was in contact with the staff attorney, Atty. Pauline Nguyen, Assistant General Counsel for the State Ethics Commission on December 9th, 2014. Weinstein read:

“You are a Selectman for the Town of Truro. You were elected in May of 2013. The Town’s Board of Selectmen has put out an RFQ for a new Town Counsel. Currently, E. James Veara, of Zisson & Veara Law Firm, is Acting Town Counsel. E. James Veara submitted a response to the RFQ. I have had two prior dealings with said law firm. Over ten years ago Edward Veara of the law firm represented my construction company, which I no longer own. In June of 2012, prior to my being elected to Selectmen, my wife and I went before the Appellate Tax Board to appeal our property tax assessment. On the other side of the appeal, it included the Deputy Tax Assessor, and E. James Veara, who was representing Truro as Acting Town Counsel. My wife and I prevailed on appeal. You asked whether you may participate in matters relating to the RFQ, or if you are required to recuse yourself. Your question raises issues under Section 23 of the Conflict of Interest Law. Section 23B(3) prohibits a municipal employee from engaging in conduct which gives a reasonable basis for the impression that any person or entity can improperly influence him or unduly enjoy his favor in the performance of his official duties, or that he is likely act, or fail to act, as a result of kinship, rank or position of any person. In this situation, your prior dealings with E. James Veara, and the law firm, creates an appearance of a conflict. To dispel such an impression, the municipal employee must make a written disclosure in advance to his appointing authority, or if elected, to his town clerk of all the facts and circumstances. I have attached this form to this email. It is also recommended that you make a statement of the facts to be included in the meeting minutes prior to participating in any matters relating to the law firm or E. James Veara.”

Weinstein stated that in complying with this, on December 10th, 2014, he filled out the appropriate form which was sent to him by the Ethics Commission. On that form, he described the issue coming before him for action/decision. His response was *“To review and possibly make decisions with regard to an RFQ for legal services, Town Counsel for the Town of Truro.”* To the question, “What responsibility do you have for taking action or making a decision” he wrote *“I am one member of a five member Board of Selectmen charged with making decisions regarding the provision of legal services for the Town of Truro.”* Weinstein then read his statement:

“More than ten years ago, Edward Veara, of the law firm Zisson & Veara, represented my construction company, which I no longer own. In June 2012, prior to my election as a Selectman, my wife and I appeared before the Appellate Tax Board to appeal property tax assessment. E. James Veara, acting as Town Counsel, represented the Town of Truro. My wife and I prevailed. I am one of a five member Board of Selectmen, charged with securing Town Counsel services for Truro. E. James Veara is one of several applicants for the position. Since I have no relationship with E. James Veara, other than in my

duties as a member of the Board of Selectmen, I feel able to review all applicants for Town Counsel services impartially and fairly.”

Coburn would like to conduct the interviews in open session on the 27th of January. Wisotzky asked if there should be a separate meeting just for the interviews. All Selectmen agreed and set a date of Wednesday, January 28th, 2015.

D. ⁹Discussion of Search Process for Fulltime Fire Chief.

Wisotzky reported that Chief Davis must retire, under State Law, at the age of 65. At the end of September 2015, Chief Davis will be required to retire. A search process needs to begin for a new Chief of Truro’s Fire and Rescue Department. Wisotzky recommends that at their meeting tonight, they authorize the Town Administrator to develop an RFQ and start looking for search firms to help in looking for candidates. Worthington asked if regionalization would be part of the consideration. Coburn felt this could be done on a dual track. Coburn has reached out to Paul Pilcher, (Chair of the Select Board of Wellfleet) and Tom Donegan (Chair of Select Board of Provincetown) to see about some exploratory discussions, if they wish to discuss looking at regional solutions to Truro’s Fire and Rescue challenges.

Wisotzky made a motion to authorize the Town Administrator to develop an RFQ for a search firm for a full time Fire and Rescue Chief.

Burgess seconded this motion.

So voted unanimously, 5-0.

E. ¹⁰Review and approve revised FY16 Budget Task Force meeting dates.

Ms. Palmer explained that she is proposing to add the date of December 29th to the meeting schedule, and to authorize her to move the existing departments around in order to accommodate, for example, the Fire Department when Mr. Wisotzky is available.

Burgess made a motion to approve to empower the Town Administrator to revise the schedule of the Budget Task Force meetings.

Weinstein seconded this motion.

So voted unanimously, 5-0.

Consent Agenda

- A. ¹¹Review & Approve November 24th & December 2nd, Regular & Executive Session meeting minutes and hold, & December 8, 2014 (Budget Task Force Meeting).
- B. Review & Approve And Authorize the Chair to sign:
 1. ¹²Town Water Service Hook-up application-346 Route 6 (Seamen’s Bank)-Sean Riled P.E. c/o Coastal Engineering Co, Inc.
 2. ¹³Review and Approve Curb Cut Application-37 Truro Center Rd-Holly Rose.
 3. ¹⁴Cape Light Compact Contract to Replace Lighting at Public Safety Facility.
- C. ¹⁵Review and Approve Use of Town Property-Pamet Park (Adjacent to Veteran’s Memorial Wall)-June 27, 2015-Wedding Ceremony (4:30pm).
- D. ¹⁶Review and Approve Bike and Road Race Application Annual Cape Cod Getaway MS Bike Ride-June 28th, 2015 & Authorize the Chair to sign MassDOT Event Notification Form.
- E. ¹⁷Review & Approve 2015 Renewal Business Applicants-Salty Market, Savory & the Sweet Escape-Common Victualer (food) and Truro Vineyards of Cape Cod-Lodging House.

Wisotzky made a motion to approve the Consent Agenda as printed.

Burgess seconded this motion.

So voted unanimously, 5-0.

Selectmen Reports and Liaison Reports

Weinstein-He attended the December 11th Harbor Commission meeting. Everyone was informed that the signs, which spell out the rules and regulations for parking, have been received by the Town. There is the potential for the Harbor Commission to bring a couple of ideas before the Board of Selectmen about expanding certain parking options in town. There was a good discussion about making sure the Committee complies with the Open Meeting Law. Dredging of the harbor is almost complete. Upon completion, the Town will be in receipt of a topographic map indicating "before" and "after" conditions. The Committee is looking for a secretary. Weinstein was asked about the PAYT Committee meeting, which he also attended on the 11th of December. The committee will be reviewing information from neighboring towns. The agenda for the next meeting was to report on having time to digest all of the materials which have been presented to them. The committee is also encouraging as much public participation and input as possible. He also attended a Board of Health meeting. They are in the process of streamlining some of their regulations.

Burgess-No report.

Coburn-Would like to offer his congratulations to the Fire Chief's department for the tremendous work on a major drug arrest through a collaborative effort with the Outer Cape Police Departments.

Wisotzky-He has attended the past two budget task force meetings, and would like to thank Rae Ann and Trudi Brazil. He acknowledged that a different approach was used this year, and he thanked all Department Heads for embracing that.

Worthington-She wanted to add that the Truro Fire and Rescue Department participated in the Toys for Tots toy drive and did very well. Worthington also publicly acknowledged the award received for the Annual Town Report. She thanked Nicole, Noelle, and everyone else involved in it.

Next Meeting Agenda: January 13, 2014

- Several staff appointments to Commissions and Boards
- Hearing from the Charter Review Committee
- Two contracts, one for Assessing Software, and one for our GIS Services

Coburn mentioned that since Wisotzky and Worthington would not be attending that meeting, that perhaps they should postpone the Charter Review Committee to the January 27th meeting. Burgess asked what they would do with the letter from the Chamber of Commerce regarding a proposal in their budget. Coburn explained that it falls under the Board of Selectmen's budget, so when they discuss their budget during the Budget Task Force meeting, they can discuss the Chamber as well.

Town Administrator's Report

She and the Town Accountant continue to meet with Department Heads prior to the Budget Task Force meeting. She does have the draft final job classification report. It has not been accepted yet, it needs to be reviewed to be sure it is acceptable. It could potentially impact contract negotiations. A review in Executive Session was suggested. Ms. Palmer has asked Charleen to review it as well, as she was involved in the initial work, with Mr. Lawton. Staff has been informed that Town Hall will be open the day after Christmas. She is presuming the same thing will be done for the day after New Year's Day as well. Ms. Palmer reported that she received a resignation from Ron Kettler in the DPW Department.

Wisotzky made a motion to adjourn at 7:15PM.

Burgess seconded this motion.

So voted unanimously, 5-0.

Respectfully submitted, Noelle Scoullar, Executive Assistant

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

**Maureen Burgess
Board of Selectmen
Town of Truro**

1

-
- ¹ Bailey Boyd Associates Memorandum
 - ² Bylaws for the Cape Cod Joint Transportation Committee
 - ³ Application to Serve-COA-Catherine Staff & Email from Bonnie Sollog
 - ⁴ Board of Selectmen Agenda Item-Appointment of new members
 - ⁵ Request for placement of an action item on BoS Agenda, Planning Board Proposed Article, Cape Cod Commission Chapter D Development Agreement Regulations
 - ⁶ Proposed Charter Amendments for 2015 ATM, Letter from Zisson & Veara, P.C.
 - ⁷ BoS Agenda Item re: Potential banning of smoking on Town Beaches
 - ⁸ BoS Agenda Item re: discussion of next steps in completing the RFQ process for Town Counsel
 - ⁹ BoS Agenda Item re: discussion of Fire Chief Recruitment
 - ¹⁰ BoS Agenda Item re: Revision to Budget Task Force Meeting Dates & Revised Schedule
 - ¹¹ BoS Minutes for November 24, 2014 & December 2, 2014 & December 8, 2014
 - ¹² BoS Agenda Item re: Water Service Application, Memo from Patricia Pajaron
 - ¹³ Curb Cut Application-37 Truro Center Road
 - ¹⁴ Small C & I Program Agreement for interior lighting upgrade with Cape Light Compact
 - ¹⁵ Application to use Town-Owned Property-Veterans Park
 - ¹⁶ Application for Bike & Road Race-National MS Society
 - ¹⁷ Business License Renewal Applications-Salty Market & Truro Vineyards

Budget Task Force
Selectmen Meeting Minutes
Finance Committee Minutes
December 15, 2014 - 8:00am
Truro Town Hall

Selectmen Present: Jay Coburn, Paul Wisotzky, Maureen Burgess and Bob Weinstein.

Finance Committee Present: Bob Panessiti, Lori Meads and Roberta Lema

Staff/Others: Rae Ann Palmer, Trudi Brazil, Charleen Greenhalgh, Kyle Takakjian, Tony Jackett

The meeting called to order by both Mr. Coburn for the Board of Selectmen and Mr. Panessiti for the Finance Committee at 8:08am.

TEMA – Kyle Takakjian

Chief Takakjian explained there is currently a shared regional shelter approach with Provincetown. He looked at the last 3 years to determine the number of persons who have been served, which is the same formula as last year. The Supply Line in the budget for everything that will be needed to sustain the shelter. The money is only used if the shelter is needed. The shelter could be used for a number of emergencies and as a warmth center. The shelter will accommodate pets. The split is 50-50 between the towns. Several raised concern with that fact that there is no formula based on the usage of the shelter or by the populations of the towns. The Chief explained that one of the requirements of the shelter is an emergency generator, which Provincetown paid for and the engineering work to accommodate the generator. There is currently \$14,000 in the FY15 budget for shutters, of which Truro is covering only 20%. Several on the taskforce remain concerned with how the costs are being divided. There are no numbers for the current shelter, as it has not yet been used. Moving forward there needs to be more structure with the costs. It was suggested that the fine points of the MOA between Truro and Provincetown be a policy decision of the Boards of Selectmen. Having this in the budget now demonstrates that the Town is committed to the shelter.

As for the 5% reduction, the Chief presented the following items from the 5400 – Office Supplies and Educational Materials line: \$500.00 in office supplies to be absorbed by the police and fire departments and \$537.50 in educational materials would be compensated by materials already on hand for this year only. By having these items remove from the budget, it would mean that the Police and Fire Budgets would have to forgo a purchase to meet the needs of required items for the shelter.

Police Department – Kyle Takakjian

Chief Takakjian explained that the Police Union is currently in negotiations. The salary and wages shows step increases and other contractual items. There is a requested budget increase in the 5150 line for \$10,000 for assistants with mental health and substance abuse matters. Several other line items have decrease. The department looked at the actual costs and expenditures that have occurred. There is currently not an individual that will be eligible for a reimbursement for training. Two vehicles to be replaced. One vehicle will need all new equipment as it is not compatible with a new vehicle, while the other vehicle can have the equipment installed in the new vehicle, thus the difference in prices for the new cruisers.

5100 represents only step increases, longevity bonuses, but no COLA or negotiated increases. The higher cost employees are now the minority in the department per the Chief. There was a brief discussion of overtime. The two new Police Officer trainees will come on board in February which should assist with the overtime costs. The Chief explained that at any time there are a couple of employees that are at a place where they can retire.

The Chief explained that the field training officer pay represents an increase of \$1000, as the \$2000 has not been adequate. Mr. Coburn expressed that it is difficult to continuously support increases in overtime, when the number of officers has increased. It is hard to explain to the voters. Per the Chief, these are contractual obligations, which are difficult to change. Mr. Panessiti expressed that being on the outer cape, it is difficult to get and keep officers. Employees are lost through attrition. The overall question is what is causing the overtime; these are the things that need to be figured out. New recruits are being trained by the town and then ended up leaving. Per the Chief, the overtime is not a perk. These funds are utilized when there are gaps as a result of when people are at trainings, out sick, on vacation, etc. A brief discussion ensued.

Current cruisers are down to seven, from 14. There was a brief discussion on what kind of services people expect and paying for those services. There are currently three officers (including the Chief) and four telecommunications officers (including the Administrative Assistant) who are eligible for retirement within the next 5 years. Per the Chief, the Administrative Assistant currently does the work of 2 to 2½ people. The reporting duties have increase greatly over the years. There is a need for a strategic plan for the Department and a succession plan.

Mr. Coburn spoke to a regional department. This is the time for the Town Administrators and the Boards to come together to discuss regional departments (Police, Fire, Housing, DPW, etc.) The Chief suggested an outside entity to assist in the process, as inside persons would come with a bias. This conversation needs to be facilitated and informed, it cannot happen in a vacuum. There is commitment to have the conversation, but it has not yet happened.

Mr. Wisotzky suggested the human resources portion of the budget is critical; however could this be a separate line item rather than overtime. The Chief explained that it could; however, there is going to be the need to bring in the person assigned to the program. There is currently one Officer trained and if that individual is working, they can cover; however, if that officer is not working, they may need to be called in. There is the need to institutionalize this issue.

Harbor and Shellfish – Tony Jackett

There is a 26% increase in the Harbor budget. This represents all salaries being placed in the Harbor budgets. The Shellfish budget should show a similar reduction. There is no increase between the two departments. Mrs. Lima asked what the receipts are for the two departments to determine if the expenses of the departments are being covered. Those figures will be provided. Mr. Jackett spoke to the shellfish and the benefits that they provide to the health and value of the Pamet River, as well as the recreational factor. Mr. Coburn suggested that the policy of the harbor is should the taxpayers be paying for the services or should it be sustaining itself. Per Mr. Jackett, both Harbor and Shellfish will be coming to the Board of Selectmen in January for fee increases. Mr. Weinstein spoke to the fees at the harbor, disclosing that he holds a deep water mooring. Increasing fees for Charter use of the ramp is difficult, as this is controlled by the State.

Mr. Jackett discussed cross jurisdiction with Provincetown as to use of boats and services. He also explained that the current Harbor staff is being trained. Mr. Wisotzky expressed his appreciation of the staff at the harbor. He suggested looking at revenue resources. Could the town charge for entering/exiting the harbor as the town is paying for the dredging? Mr. Jackett is looking at other areas where he can obtain funds/grants. Mr. Weinstein wants to see capital funds established for security cameras at the harbor both for the ramp/harbormasters office and the inner harbor. Mr. Coburn would like all staff to bring to the group ideas and ways to increase revenues and if they cannot be increased an explanation of why not. Mr. Panessiti asked that all fees need to be looked at my each department. He would also like to see money in the Board of Selectmen budget for a strategic plan.

The Board of Health and Conservation budgets need to be rescheduled, as well as the Fire Department budget. There will be a meeting on December 29th, the agenda to be determined.

Meeting adjourned at 9:36

Respectfully submitted, Charleen Greenhalgh, Assistant Town Administrator/Planner

Board of Selectmen

Jay Coburn, Chair

Paul Wisotzky, Vice-Chair

Absent
Jan Worthington, Clerk

Maureen Burgess

Robert Weinstein

Budget Task Force
Selectmen Meeting Minutes
December 29, 2014 - 8:00am
Truro Town Hall

Selectmen Present: Jay Coburn, Maureen Burgess and Bob Weinstein.

Finance Committee Present: Bob Panessiti and Roberta Lema

Staff/Others: Rae Ann Palmer, Trudi Brazil, Charleen Greenhalgh, Susan Travers

The meeting called to order by Mr. Coburn at 8:05am.

Accounting – Trudi Brazil

The only increases thus far are with longevity bonuses. Salary rates may change per LIUNA contract and Accountant's contract. A 5% reduction would mean reductions in staffing in the office. The office assistant would be reduced by 3 hours and the Town Accountant by 3.5 hours. Other charges and expenses include memberships (including conferences) and travel reimbursement for continuing education, including procurement certification. There is a capital request for MUNIS purchase order encumbrances modules. Per Ms. Palmer she would like to find funds this year to begin the process. This has been a Selectmen's goal for a number of years to begin a purchase order process. The estimated cost is \$15,000 and would be part of the CIP. It would result in an increase in the MUNIS yearly upkeep of approximately \$2,300. The implementation of this would be labor intensive until such time as everyone is trained in the system and the system is implemented. This is potentially the precursor to the P-Card system (similar to a credit card.)

COA –Susan Travers

FY17 – a new vehicle may be needed and is reflected in the CIP. The overall budget has been level funded and actually reflects a reduction as a long time employee retired. A five percent reduction in the Council of Aging's budget represents \$14,460. The transportation program provides vehicles and drivers who transport residents to medical appointments. Many of the trips carry multiple passengers (residents) which compounds the impact. Line 5100 – \$10,980.00 (Part time driver salary) part-time drivers are the support personnel who drive members of our community to Boston for medical appointments twice per week. This reduction will result in one trip per month. Line 5400 – \$3,480.00 (Gasoline) represents the reduction in gasoline used in reducing the trips from two per week to one per month. The cut in the budget would be the number of trips provided. Mr. Coburn asked how the trips are currently used. The bus currently runs a couple of times a week and usually has more than one client. Truro currently is the only town (Wellfleet and Provincetown) that provides bus service to Boston. Other agencies (HOW and Aids Support Group) provide services to the town. There may be an opportunity to share services with other agencies. There is currently a Title 3 grant from Elder Services. The town's philosophy has been to always fund the services, hoping that the grants would help to offset the cost of the drivers. There are turn backs each year in the salary/wages line as a result of the grant drivers. It has been discussed to have a separate line item in another account to cover increases in fuel costs.

Assessing – Charleen Greenhalgh

The budget is level funded with the exception of step increases and buybacks. The position of the Deputy Assessor was vacated in December. The salary amount has not been changed as an individual may be hired at the wage level. This year represents a non-cyclical year therefore the

funds for the PK system is lower. Ms. Lima asked what the cost of the maps is, it is approximately \$7,300. She is concerned with costs being “hidden” in other departments. It has been the past philosophy to include all IT related budget items within the IT budget. This information is available to anyone who requests it.

Mr. Weinstein asked how the search for a new Deputy Assessor is going. Ms. Palmer explained that the position has been advertised in a variety of paper and publications, including the town website. Approximately \$600 has been spent on advertising. There have been conversations with Wellfleet about the position being shared. The clerk position would most likely be moved to more hours if that were to occur. Ms. Brazil raised the concern that having a shared Assessor with a community that has the same deadline for tax bills could be cumbersome.

Finance Committee Budget – Bob Panesseti

The budget is level funded. Almost half of the budget is returned at the end of each fiscal year, so a 5% decrease should not be a problem.

Reserve Fund –Bob Panesseti

The same amount is proposed as last year. There are a number of open questions, such as with the Fire Department, of not knowing where or what may happen in the coming year.

A general discussion ensued about the 5% decrease relative to all budgets. How and when this should be implemented for the different departments. Many of the changes (COA trips, Transfer Station remaining open 7-days per week) are policy decisions and/or do the taxpayers want to pay for these services. It was suggested that a list of items be kept of those items that could be reduced. Also there is a need to look at the revenue side of the situation. A discussion of fees ensued. What mechanisms are available to increase fees for a variety of uses and services. Administration will review these and bring back this information to the group.

Respectfully submitted, Charleen Greenhalgh, Assistant Town Administrator/Planner.

At 9:30am the Budget Task Force portion of the meeting ended and the Selectmen moved into regular session.

Selectmen Present: Jay Coburn, Maureen Burgess and Bob Weinstein.

Staff/Others: Rae Ann Palmer, Kyle Takakjian

Chair Coburn commenced the special meeting of the Board of Selectmen. Two items were before the Board of Selectmen from a request of the Police Chief. He requested a vacancy position be filled and the promotion of a probationary Sergeant.

Chief Takakjian stated that the vacancy will be effective 31st of January.

He also asked to authorize promotion of Officer Valli to Sergeant.

There was a discussion on the number of Sergeants on the department. **Coburn asked for a motion to approve filling the police officer position. Burgess so moved. Weinstein seconded the motion. So voted 3-0.**

Coburn asked for a motion to approve authorizing the promotion of Officer Jeremiah Valli to probationary Sergeant effective February 2nd, 2015. Weinstein so moved. Burgess seconded the motion. So voted 3-0.

Town Administrator, Rae Ann Palmer stated that Selectperson Wisotzky met with Bob Loomer of MRI regarding recruiting the next Fire Chief. Mr. Loomer will extend his services and support through the transition. There is funding left from 2014. She requested Mr. Loomer's continued service in assisting with the search and training of a new Fire Chief. She explained that the contract ends December 31st and would like to extend it to June 30, 2015.

Burgess moved to extend the MRI contract to June 30, 2015. Weinstein seconded the motion. So voted 3-0.

Coburn asked for a motion to adjourn at 9:32am. Burgess so moved. Weinstein seconded the motion. So voted 3-0.

Board of Selectmen

Jay Coburn, Chair

Absent
Paul Wisotzky, Vice-Chair

Absent
Jan Worthington, Clerk

Maureen Burgess

Robert Weinstein

Budget Task Force
Selectmen Meeting Minutes
January 5, 2015 - 8:00am
Truro Town Hall

Selectmen Present: Jay Coburn, Maureen Burgess and Bob Weinstein.

Finance Committee Present: Bob Panessiti, Lori Meads and Roberta Lema

Staff/Others: Rae Ann Palmer, Trudi Brazil, Charleen Greenhalgh, David Wennerberg and Cindy Slade

The meeting called to order by Mr. Coburn for the Board of Selectmen and Mr. Panessiti for the Finance Committee at 8:08am.

Clerk/Treasurer/Collector – Cindy Slade

Wages have remained the same except for reduction in an OA4 position which has never been infilled with a current OA3 position. Ms. Slade reviewed this budget. A 5% reduction would have to come out of staff support. This is a three person department, which covers three departments – Town Clerk, Town Treasurer and Town Collector.

Elections & Registrars – Cindy Slade

Presidential primary in March 2016 and the Town Election in May 2016. Other budget items are mandated.

Postage – Cindy Slade

Overall budget is up slightly.

Debt Services – Long Term and Short Term Cindy Slade

Ms. Slade expressed that that town (Selectmen) needs to decide how the town wants to handle the debt service for the Fire Engine and the South Jetty reconstruction. Ms. Slade would like to have both these items together for the term of the note; a Municipal Purpose Loans (current interest is 0.50 %.) Mr. Panessiti spoke to the possibility of the new DPW facility and whether there should be discussion now on the bonding for this. Ms. Palmer spoke to this. At this point the town may be looking to build from scratch. A conceptual design would be needed before construction can begin. Mr. Coburn spoke to a more aggressive effort to obtaining the current DOT location, either own or long term lease from the state. Mr. Panessiti wants to be sure that the town is looking to the future for this expense in what may be a higher rate horizon. The long term debt on the three land bank related properties comes out of CPC funds. Long term interest is off the debt schedules. A portion of short term debt is “just-in-case” for short term items such as Chapter 90 monies.

Employee Benefits – Trudi Brazil

On unemployment the town pays actual cost rather than assessments. It is not cost effective at this point to move back to assessments, based on investigations by town staff.

Group Health Insurance – Cindy Slade

There are currently 144 enrollees, of which 45 are Medicare enrollees (those over 65). A 10% increase is estimated in; however this number may change as the rates will be set by January 28th.

Group Life – Cindy Slade

This will be reduced down to reflect one fire/rescue person so the overall budget will reduce slightly.

FICA/Medicare – Cindy Slade

This number will be adjusted as it is based on payroll based on FY16 salaries, which are yet to be determined.

Municipal Liability Insurance – Trudi Brazil

There are four areas of insurance. The amount has been level funded. Ms. Lima asked if this could be bid out. The answer is yes; however this is an 18-month process. MIIA is the current company used; however if we leave, we will not get back in. Municipal insurance is not done by everyone, it is a limited pool. MIIA provides a variety of other services and benefits.

IT – David Wennerberg

Mr. Wennerberg reviewed the budget. It is pretty much unchanged, excepted for an increase of ½-day for the Barnstable County IT services. There is a decrease in Capital Outlay as a result of the purchase this current year of new computers. The salary line has decreased slightly for overtime with the anticipation that the Barnstable County services will take over some “helpdesk” tasks. CapeNet is currently live, which will allow for more communication between buildings and departments, new phone systems with voiceover internet is available. Mr. Wennerberg explained that he is looking to use the same phone system as Barnstable County through the CapeNet system. Phone systems at the Library and Police are currently okay, the new systems would be at Town Hall and the Community Center. There is currently money available for these two buildings. There is also a state of the art service center, which would allow Truro to house information there. Eventually all services could be housed at Barnstable County. The current email system is antiquated; the Barnstable County enterprise system would be a benefit to Truro not only for email, but for other services including Office 365. There has been a discussion that regulatory boards should have town emails rather than using personal emails. Public records laws play a role in needing to get these people onto Town emails. There is an overall reduction in the budget of approximately \$12,000.

5% reduction would be either the salary line or purchase of services (Barnstable County IT). The overtime amount would almost cover the 5%. Ms. Meads expressed that this is a difficult service (and number) to calculate when overtime will be needed. If a computer system goes down, it needs to be addressed. Mr. Wennerberg would not want to see the Barnstable County assistance reduced because of the services and expertise they offer. Regionalization of services would be good, perhaps the Police/Fire software is an example as Provincetown and Wellfleet use the same software.

The Selectmen’s quorum was lost at 9:10am with the departure of Mr. Weinstein.

Moderator Budget – No comments

Selectmen Budget – The major changes are the reduction in consulting; however, there is an increase in the Chamber of Commerce. This is an increase from \$15,000 to \$23,600; eventually they will be seeking a percentage of the rooms tax, similar to other communities. Ms. Lima is concerned with the limited promotion that exists in the current booklet; it is more for accommodations rather than for businesses. Mr. Coburn wants to see a plan of how the monies are to be used. If the

publication is only going to be published every 2 years, then the information needs to be 2-years' worth of information. The Selectmen will report back later on how this will be dealt with, as far as the Chamber request.

Mr. Panessiti adjourned the Finance Committee portion of the meeting at 9:38am

Respectfully submitted, Charleen Greenhalgh, Assistant Town Administrator/Planner.

Board of Selectmen

Jay Coburn, Chair

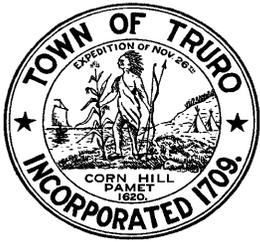
Paul Wisotzky, Vice-Chair

Absent

Jan Worthington, Clerk

Maureen Burgess

Robert Weinstein



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Office of the Board of Selectmen

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: Board of Selectmen meeting date of January 13, 2014

ITEM: Publishing Agreement for legal notices with the Provincetown Banner

EXPLANATION: Regulatory Boards are required by Massachusetts General Law to publish legal notices in a local newspaper. The Provincetown Banner will increase readership of required legal notices for Truro as compared to the Cape Codder which is currently used for legal notice publications. The cost comparison is as follows:

Cape Codder \$3.08 per column inch

Provincetown Banner \$3.39 per column inch

If this change to the Banner were to be implemented this current fiscal year there would be an approximate 10% increase to the cost for publishing and it would then also require that additional funds be approved for this budget item next year. In addition, this change may have an impact on the regulatory board's calendars as the Provincetown Banner has an earlier deadline for submission of items. The Cape Codder has a deadline of Tuesday (same week as publication) and the Provincetown Banner has a deadline of Thursday (week prior to publication).

FINANCIAL SOURCE (IF APPLICABLE): The cost for legal notices is derived from accounts within department's current FY15 and proposed FY16 budgets.

IMPACT IF NOT APPROVED: The legal notices will continue to be published in the Cape Codder with no financial impact to current FY15 budgets, proposed FY16 budgets or adjustments to deadlines for publishing notices. The circulation will not increase if it is not approved.

SUGGESTED ACTION: MOTION TO Approve the Provincetown Banner agreement for January 1, 2015 through December 31st, 2015 and authorize the Chair to sign.

ATTACHMENTS:

1. Letter from the Provincetown Banner (12/19/2014)
2. Agreement from the Provincetown Banner (1/1/2015-12/31/2015)

PROVINCETOWN BANNER

A Member of GateHouse Media® New England

Dec. 19, 2014

Noelle Scoullar
Truro Administrator
PO Box 2030
Truro, MA 02666

Dear Noelle:

Attached please find a proposed contract between the Town of Truro and the Provincetown Banner for publication of legal notices in the Banner. Our classified advertising team has reviewed several options and has arrived at an advertising rate of \$3.39 per column inch. This is a substantial discount from the standard rate of \$12 for the first 25 words, .30 each additional word that was originally quoted you. If this rate is acceptable, please sign the enclosed document and return to the Banner in the enclosed envelope. If you have any questions, please feel free to contact me at our Classified Advertising department at 508-487-7400, or if I am not available, Editor Sally Rose at 508-247-3292.

Thank you for your patience in the process. We look forward to serving you and the people of Truro.

Sincerely,



Robin Higgins
Classified Advertising Mgr.
rhiggins@provincetownbanner.com

PROVINCETOWN BANNER

A Member of GateHouse Media® New England

ADVERTISING CONTRACT

Date: 1-2-15

Name of Advertiser: Town of Tisbury, MA

Mailing Address: PO Box 2030
Street / PO

Tisbury MA 02646-2030
Town State Zip

Telephone: 508-349-7004 FAX: 508-349-5505

Administrator/Owner/Manager: _____

Check One: RETAIL MUNICIPAL RESTAURANT REAL ESTATE OTHER

Contract Start Date: 1-1-15 Expiration Date: 12-31-15

Contracted Rate: per Rate Card Special Rate: Amount: \$ 3.39 pci

GHMNE Account Number: 810057

Advertiser's Representative Signature: _____

Provincetown Banner Representative: Robin Higgins

167 Commercial Street
PO Box 977, Provincetown, MA 02657
TEL (508) 487-7400 FAX (508) 487-7144



Agenda Item: 6B2

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Assessing and IT Departments

REQUESTOR: Charleen Greenhalgh (Acting Department Manager) and David Wennerberg, IT Director

REQUESTED MEETING DATE: January 13, 2015

ITEM: Contracts with Cartographic Associates, Inc. d/b/a CAI Technologies (formerly Sewell) for mapping for 1) Tax Map Maintenance and 2) GIS internet Services Maintenance Agreement.

EXPLANATION: CAI provides for updates for the Compilations of all of the Tax Maps (aka Assessors Maps); drafting all changes (including subdivisions, splits, conservation restriction and corrections); and supporting the GIS. MGL c. 58 (General Provision Relative to Taxation), §1 (Commissioner, general powers and duties) and §4 (Non-compliance by assessors) requires the Town to maintain an updated Tax Map. Tax Maps are updated based on any changes occurring from January 1, 2014 – December 31, 2014. Although the GIS information is not required by law, it certainly provides a great tool for the public, as well as staff, for reviewing properties online.

FINANCIAL SOURCE (IF APPLICABLE): Line Item 5300 of the IT Budget. This is an annual expenditure.

IMPACT IF NOT APPROVED: Both the paper Tax Maps and the on-line GIS will not be updated to reflect changes. Abutter's lists, required for various boards, committees and commission, may not reflect correct owners. Web site maps would not be supported.

SUGGESTED ACTION: MOTION TO approve both the Tax Map Maintenance Contract and the GIS Internet Services Maintenance Agreement with Cartographic Associates, Inc. d/b/a CAI Technologies and to authorize the Chair to sign.

Or if the Board of Selectmen would like to act on each contract separately:

1. MOTION TO approve the Tax Map Maintenance Contract with Cartographic Associates, Inc. d/b/a CAI Technologies and to authorize the Chair to sign.
2. MOTION TO approve the GIS Internet Services Maintenance Agreement with Cartographic Associates, Inc. d/b/a CAI Technologies and to authorize the Chair to sign.

ATTACHMENTS:

1. Tax Map Maintenance Contract with Cartographic Associates, Inc. d/b/a CAI Technologies
2. GIS Internet Services Maintenance Agreement with Cartographic Associates, Inc. d/b/a CAI Technologies

2015 TAX MAP MAINTENANCE PROPOSAL FOR THE TOWN OF TRURO, MA

For processing data recorded 1/1/2014 through 12/31/2014

December 5, 2014

Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the Town of Truro, a municipal corporation located in Barnstable County, MA, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written:

SCOPE OF SERVICES

A. Compilation

1. CAI shall review and plot all subdivisions, boundary line adjustments and surveys and make any required property line, area, and/or frontage changes.
2. CAI shall review all title conveyance deeds and make any required changes. - N/A*
3. CAI shall calculate the area of any parcel that is changed as a result of the above Items 1 and 2, following professionally accepted roundoff rules.
4. If buildings are shown on tax maps, CAI shall add new buildings or delete old buildings based on data provided by the TOWN. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate proposal. Please contact CAI for more information.
5. CAI shall review information from the previous tax year, regarding problem areas and shall attempt to resolve any discrepancies or problems in a fair and equitable manner for tax assessment purposes.
6. As all the above referenced data are compiled throughout the year, CAI shall mark each document confirming the intent stated therein. If the intent is not a direct conveyance, CAI shall label the document appropriately with the new parcel number and area.

B. Drafting

1. CAI shall draft all necessary map changes in a format consistent with the data being maintained.
2. When the drafting is completed, all work shall be reviewed and checked for errors before printing new maps.

C. Computer Map Index Services - N/A*

1. All computer index services shall be done using Microsoft Access as the database manager.
2. All index changes shall be coded in the change field as follows:

M1 - Name/Book and Page	A - Add New Lot
M2 - Area	D - Delete Lot
M3 - Parcel Id Number (i.e. Map and/or Lot number)	
M4 - Multiple of M1, M2, M3	
M5 - Other (such as plan name or plan lot number)	
3. CAI shall provide computer index printouts to the TOWN sorted as follows:
 - a. Numerical by map and lot number
 - b. Alphabetical by owner's name
 - c. Change list by change code with secondary sorting by map and lot
 - d. Other index printouts will be available upon request, at current CAI prices

D. GIS

1. All digital files will be processed using ESRI's ARC/INFO GIS software.
2. All data will be checked for topology errors and corrected.
3. GIS data will be delivered in ESRI's shape file, geodatabase, or coverage format.

E. Responsibilities of the TOWN

1. The TOWN shall provide a copy of each deed, keyed to the correct map and lot. - N/A*
2. The TOWN shall provide a print of each subdivision plan, boundary adjustment plan, and map to be plotted, keyed to the correct map & lot.
3. If buildings are shown on tax maps, the TOWN shall provide information indicating the shape and location of any structures to be added or razed. This proposal does not include GPS location of new structures. GPS location of structures may be available under a separate proposal. Please contact CAI for more information.
4. The TOWN shall acquire as much information as possible about any questions and/or problems.

ADMINISTRATIVE**A. Documenting Progress**

1. An officer of CAI shall be responsible for monitoring and documenting the progress of the maintenance process.
2. Flow charts shall be maintained, monitoring the progress of the maintenance procedure; the purpose of which is to be able to inform the TOWN of exactly where the project stands at any given time. The charts shall include the following:

a. receipt date of data to be processed	e. completion date of second draft
b. completion date of compilation	f. date printed
c. completion date of first draft	g. date shipped
d. completion date of checking	

TIMING

CAI shall complete and deliver the work described within 30 days of the receipt of the final information to be incorporated as defined in this proposal.

COST

\$ 3200.

DELIVERABLES

Deliverables shall include preliminary tax map PDFs for review, one (1) each full size replacement color tax map print with and without Zoning Districts, one complete set of tax map PDFs in both color and b/w, digital data in both shapefile and geodatabase formats, link error reports.

PAYMENT

Payment shall be made to CAI within thirty (30) days of invoicing, per terms of the invoice. Said invoicing shall be done on a quarterly basis throughout the project cycle. Final quarterly invoice shall be sent upon completion and delivery of the project as described herein.

**2015 TAX MAP MAINTENANCE CONTRACT
FOR THE TOWN OF TRURO, MA**

For processing data recorded 1/1/2014 through 12/31/2014

This is a contract made this 5 day of December, 2014, between Cartographic Associates, Inc., a New Hampshire corporation doing business as CAI Technologies, with its office located at 11 Pleasant Street, Littleton, NH 03561, hereinafter called CAI, and the Town of Truro, a municipal corporation located in Barnstable County, MA, hereinafter called the TOWN, to provide professional mapping services according to the specifications, terms, and conditions below written.

Witnesseth, the above parties agree as follows:

1. All work shall be done according to the 2015 Tax Map Maintenance Proposal, dated December 5, 2014, hereto annexed. It is the intent of the parties that the above referenced proposal be considered a part of this contract, the same as if fully incorporated into this contract.
2. The TOWN shall pay \$3200 for the updating services under this contract to be paid as outlined in above referenced proposal.
3. CAI agrees that this contract shall not be assigned, transferred, conveyed, or otherwise disposed of without the previous express written consent of the TOWN and neither shall said CAI's right, title, interest, or power to execute such contract be assigned, transferred, conveyed or otherwise disposed of without written consent of the TOWN.
4. The Parties executing this contract agree that the above recitals constitute the entire agreement between the parties for the requested mapping services.

This contract shall be construed under the laws of the Commonwealth of Massachusetts. The parties hereto have executed this agreement by their duly authorized officers.

Town of Truro, MA

CAI Technologies

BY: _____
TITLE: _____



Franco D. Rossi
President

BY: _____
TITLE: _____

BY: _____
TITLE: _____

BY: _____
TITLE: _____

GIS INTERNET SERVICES MAINTENANCE AGREEMENT
FOR THE TOWN OF TRURO, MA
For the time period 12/13/2014 through 6/30/2015

May 6, 2014

CAI Technologies, a New Hampshire corporation with its office located at 11 Pleasant Street, in Littleton, N.H. 03561, hereinafter called CAI, proposes to the TOWN OF TRURO, a municipal corporation located in BARNSTABLE County, MA, hereinafter called the TOWN, to provide GIS Internet services according to the specifications, terms, and conditions below written:

Witnesseth that:

Whereas, CAI represents that they are authorized, qualified, and experienced to provide professionally recognized mapping and GIS services; and

Whereas, the TOWN desires to publish its GIS data on the Internet,

Now, therefore, CAI proposes the following:

I. SUMMARY

A. Publish the TOWN's GIS to the Internet

1. CAI, utilizing its Query Manager Online application, shall publish the TOWN's GIS data to the Internet.

B. Town Support

1. CAI shall provide telephone, fax, and email support services concerning Query Manager Online to the TOWN. These services can be used to answer usage and technical questions.
2. CAI, shall respond to any TOWN alerts concerning poor performance or lack of performance of the site, and provide verbal advisories as to how and when the site shall be corrected (if it is determined that the website and/or publication service is not performing properly).

II. TOWN RESPONSIBILITIES

- A. The TOWN shall designate a project liaison who will be CAI's main contact during the course of the service, and who will be responsible for all TOWN related obligations in this contract.
- B. The TOWN shall provide and authorize CAI to acquire all necessary data for the successful completion of the project. In order to ensure the project timetable, authorization shall be provided within fifteen (15) days of CAI's request.

III. COMPENSATION AND PAYMENT

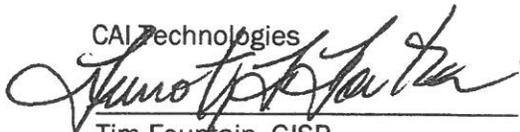
- A. The TOWN shall pay a total amount of \$1,800.00 under this agreement which shall be due upon contracting.

This contract shall be construed under the laws of the Commonwealth of Massachusetts.

In Witness whereof, the parties hereto have executed this agreement, as of the date first above written, by their duly authorized officers.

TOWN OF TRURO, MA

CAI Technologies



Tim Fournain, GISP

Vice President



Agenda Item:6C

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Assessing

REQUESTOR: Charleen Greenhalgh (Acting Department Manager)

REQUESTED MEETING DATE: January 13, 2014

ITEM: Review and approve the FY15 Interim year update contract with Paul S. Kapinos & Associates, Inc. d/b/a pk Valuation Group

EXPLANATION: pk provides the Assessing software and maintains the data base for the Town of Truro for Property Valuation Services so that the Town can assess and tax properties within the Town.

FINANCIAL SOURCE (IF APPLICABLE): The funds are contained in the FY15 Assessing Budget, Line Item 5300 – Revaluation Expenditures. This is an annual line item, this year is an interim year and therefore the amount is \$18,600. This is not a Cyclical Revaluation year, which occurs every three years.

IMPACT IF NOT APPROVED: The data would not be updated and tax bills would not be able to be issued or to go out in a timely manner.

SUGGESTED ACTION: MOTION TO approve the FY15 Interim year update contract with Paul S. Kapinos & Associates, Inc. d/b/a pk Valuation Group.

ATTACHMENTS:

1. Paul S. Kapinos & Associates, Inc. d/b/a pk Valuation Group contract



AGREEMENT

Between the Town of Truro and Paul S. Kapinos & Associates, Inc. dba/ pk Valuation Group
. For the implementation of a Fiscal 2015 Interim year Update

Made this 9th day of December, 2014, by and between the Town of Truro, Massachusetts, a municipal corporation with offices at , 24 Town Hall Road, Truro, Massachusetts, through its Board of Assessors, hereinafter referred to as "TOWN" and Paul S. Kapinos & Associates, Inc., dba/ pk Valuation Group , a Massachusetts corporation with offices at 29 College Street, South Hadley, Massachusetts, hereinafter referred to as "CONTRACTOR", do hereby enter into this Agreement as follows:

1.0 The CONTRACTOR agrees to provide the Truro Assessors Department with a Property Valuation Services for Fiscal Year 2015 as follows:

1.1 DATA COLLECTION: Measure and List, as required all CIM Building Permits in accordance with the Town's existing methodology including "call backs" on all appropriate parcels. The CONTRACTOR is responsible the Data Entry of all changes resulting from this data collection.

1.2 MARKET ANALYSIS:

Analyze all qualified sales to determine assessment levels utilizing the *pkAssessment* System. Stratify sales and produce ratio analyses by class, neighborhood, quarter, price quartile, style, net living area, land size, etc. This shall include review of all sales, and follow-up on prior year vacancies and rentals, and recalculation of capitalization rates as required. Produce a narrative summary of findings and recommendations to the Board of Assessors.

1.3 RE-CALIBRATE SYSTEM MODELS AND DOR DOCUMENTATION:

Adjust valuation models on the Town's *pkAssessment* System to reflect current market conditions after review and approval by the Town as required. Produce all required DOR reports required for approval of Interim Year Valuation Adjustments.

1.4 PERSONAL PROPERTY UPDATE:

Perform data collection on all new accounts. Re-price all existing records as of 1/01/14.

1.5 NEW GROWTH REVIEW AND DOR FORMS PRODUCTION:

Review data entry and pricing of all permits. Tabulate and produce the following DOR forms: INTERIM YEAR ADJUSTMENT FORM, LA-4, and LA-13.

1.6. CYCLICAL RE-INSPECTION PROGRAM

Measure and List 11% all CIM Parcels in accordance with the Town's existing methodology and Valuation System including "call backs" on all appropriate parcels. The CONTRACTOR shall be responsible for all data entry and quality control of Appraisal Data into the valuation software. All

properties must have an updated digital photograph of each major structure and an updated property record card.

2. For the services identified in the CONTRACTOR's proposal, the TOWN shall pay the CONTRACTOR as follows:

<u>Task Description</u>	<u>Price</u>
CIM Cyclical Reinspection Program	\$2,500
Commercial & Personal Property & New Growth	\$5,000
<u>Analysis, Modeling, Review, and Dor Compliance</u>	<u>\$11,100</u>
Total	\$18,600

3. The CONTRACTOR shall provide said services under this Agreement as an independent contractor and not as an employee of the TOWN. As such, no employees, agents or representatives of the CONTRACTOR shall be entitled to any benefits afforded to the TOWN's regular employees.

4. This Agreement shall not be assigned by either party without the prior express written approval of the TOWN.

5. This Agreement shall not be modified, altered or amended without the prior express written approval of both the CONTRACTOR and the TOWN.

6. If any provision(s) of the Agreement shall be adjudged to be invalid or unenforceable, said provision(s) shall not affect the validity of the remaining provisions of the Agreement or the rights and obligations of the parties hereunder.

6. This Agreement shall be constructed as a Massachusetts contract, and as such, enforcement or determination of validity of any of its provisions shall be by court of appropriate jurisdiction in the Commonwealth of Massachusetts.

7. This Agreement is binding upon, and shall inure to the benefit of the heirs, assigns and successors in interest of the parties.

IN WITNESS whereof, the respective parties hereto have caused this instrument to be duly subscribed and sealed on the date above written.

THE TOWN OF TRURO BOARD OF
SELECTMEN

By:

Chair

Vice-Chair

Clerk

By:



Paul S. Kapinos, President
Paul S. Kapinos & Assoc., Inc
dba/ pkValuation Group

I CERTIFY UNDER THE PENALTIES OF
PERJURY THAT I, TO MY BEST OF MY
KNOWLEDGE AND BELIEF HAVE FILED
ALL STATE TAX RETURNS AND PAID ALL
STATE TAXES REQUIRED UNDER LAW

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed or extended. This request is made under the authority of MGL Ch. 62C Sec. 49A.

Approved by the Chief Procurement Officer for Truro:

_____ Date

I certify that sufficient appropriations have been made to fund this Agreement for Fiscal Year 2015.

_____ Date
Town Accountant,



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Office of the Board of Selectmen

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: Board of Selectmen meeting January 13, 2015

ITEM: Cape Cod Regional Transit Authority (CCRTA) Amendment to the Lease of Equipment and Operations Agreement for the 2009 Council on Aging Vehicle

EXPLANATION: CCRTA is requesting an amendment to extend the existing 2011 lease agreement for the 2011 Eldorado bus. The Department of Transportation has determined the useful life expectancy of this leased vehicle is 7 years or 150K miles whichever comes first. The CCRTA will continue to assist with providing the COA with leased vehicles.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The 2011 Cape Cod Regional Transit Authority Amendment to the Lease of Equipment and Operations Agreement for the 2009 Council on Aging Vehicle will not be extended to September 1, 2018.

SUGGESTED ACTION: MOTION TO Approve the Cape Cod Regional Transit Authority Amendment to the Lease of Equipment and Operations Agreement for the 2009 Council on Aging Vehicle (2011 Ford Eldorado) and Authorize Rae Ann Palmer, Town Administrator to sign

ATTACHMENTS:

1. Letter to the Town Administrator from the Deputy Administer at CCRTA-Dec. 23, 2014
2. Amendment to the Lease of Equipment & Operations Agreement –Jan. 2, 2015



CAPE COD REGIONAL TRANSIT AUTHORITY

BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELFLEET YARMOUTH

ADVISORY BOARD OFFICERS
Thomas M. Guerino, *CHAIRMAN*
Robert C. Lawton, Jr., *VICE CHAIRMAN*
George H. Dunham, *CLERK*
Thomas S. Cahir, *ADMINISTRATOR*



Ms. Rae Ann Palmer
Town of Truro
24 Town Hall Road
Truro, MA 02666
December 23, 2014

Dear Ms. Palmer,

Attached please find an Amendment to the Lease of Equipment and Operations Agreement for the 2009 Council on Aging vehicle that the town of Truro has with the Cape Cod Regional Transit Authority.

The reason for the Amendment is because by Massachusetts Department of Transportation (the program manager of the Mobility Assistance Program) has determined that the useful life expectancy of leased vehicle the 2011 Ford Eldorado bus is 7 years, or 150,000 miles whichever comes first.

CCRTA will be applying to replace your vehicle in the next Mobility Assistance Program (MAP) application in the spring of 2015, to ensure that a replacement vehicle will be available in 2016.

Please sign both Amendments where indicated and return one to me in the envelope provided, and retain the other one for your records.

Please let me know if you have any questions. I can be reached at (508) 775-8501 Ext. 201, or by e-mail at pgeorge@capecodrta.org.

Sincerely,

Paula M. George

Deputy Administrator/Human Service Transportation Coordinator
C.C Henry Swiniarski, Chief Financial Officer





CAPE COD REGIONAL TRANSIT AUTHORITY

BARNSTABLE BOURNE BREWSTER CHATHAM DENNIS EASTHAM FALMOUTH HARWICH MASHPEE ORLEANS PROVINCETOWN SANDWICH TRURO WELLFLEET YARMOUTH

ADVISORY BOARD OFFICERS
Thomas M. Guerino, CHAIRMAN
Robert C. Lawton, Jr., VICE CHAIRMAN
George H. Dunham, CLERK
Thomas S. Cahir, ADMINISTRATOR

AMENDMENT to the LEASE OF EQUIPMENT & OPERATIONS AGREEMENT

This Amendment to the Lease of Equipment and Operations Agreement originally dated September 1, 2011, to lease and operate certain equipment as described in Appendix A of the Agreement with the CCRTA to provide transportation services in a coordinated manner with the CCRTA as outlined in Appendix B of the Agreement, is made this 2nd day of January, 2015 by and between the Cape Cod Regional Transit Authority (CCRTA) of the Commonwealth of Massachusetts having its place of business at 215 Iyannough Road, 2nd Floor, Hyannis, MA 02601 and the Town of Truro, offices located at 24 Town Hall Road, Truro MA 02666.

This Amendment extends the term of the lease to September 1, 2018 and incorporates the following change:

- 1. It has been determined by Massachusetts Department of Transportation (MassDOT) that the useful life expectancy of leased vehicle the 2011 Ford Eldorado bus is 7 years, or 150,000 miles whichever comes first.

All other provisions of the existing Agreement shall remain in effect during said period.

IN WITNESS WHEREOF the parties hereto have caused this amendment to be executed by their duly authorized officers on the day and year written above.

Town of Truro

Cape Cod Regional Transit Authority

Signature

Signature (Handwritten signature of Thomas S. Cahir)

Rae Ann Palmer

Thomas S. Cahir

Town Administrator

Administrator

Date

Date (Handwritten: 12/24/14)





Agenda Item: 6E

TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Planning Board

REQUESTOR: Planning Board c/o Charleen Greenhalgh, ATA/Planner

REQUESTED MEETING DATE: January 13, 2015

ITEM: Referral of three (3) Zoning Amendments back to the Planning Board

EXPLANATION: At the January 6, 2015 Planning Board meeting, the Board voted unanimously to refer these three housekeeping amendments to the Board of Selectmen for inclusion in the April Annual Town Meeting Warrant. This referral starts the necessary process under MGL c.40A, §5 – Adoption and Amendment. Upon receipt of these amendments, the Board of Selectmen has **fourteen (14) days to refer** them back to the Planning Board for public hearings. The Planning Board must then schedule a public hearing within 65-days of this referral. The Planning Board intends to hold the public hearing on these amendments on February 17, 2015. This date is prior to the final date for submission of articles for the Town Meeting, so in the event there are changes to the amendments they can be incorporated.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: This would not be in compliance with the required actions pursuant to MGL c.40A, §5.

SUGGESTED ACTION: MOTION TO refer the three articles to the Planning Board to begin the necessary public hearing process pursuant to MGL c.40A, §5.

ATTACHMENTS:

1. Copy of the three (3) amendments

Articles for April 2015 ATM

Article ____: To see if the Town will vote to amend the Truro Zoning Bylaw, Section 30.2 Note 4, by deleting the existing language and replacing it with the following:

4. Uses in this category are further subject to the special regulations set forth in §40.5 and the Planning Board shall serve as the Special Permit granting authority.”

Article ____: To see if the Town will vote to amend the Truro Zoning Bylaw, Section 30.2 Note 6, by deleting the last portion of the final sentence:

6. The Board of Appeals may approve activities which are necessary in connection with scientific research or scientific development or related production, and which are accessory to a permitted use, if the Board finds the proposed accessory use does not substantially derogate from the public good;~~the proposed accessory use need not be located on the same parcel as the primary use.”~~

Article ____: To see if the Town will vote to amend the Truro Zoning Bylaw by deleting Section 50.1.H:

~~“H. Public accommodations shall not exceed two (2) habitable stories.”~~