



Truro Board of Selectmen Meeting

Tuesday, October 11, 2016

Regular Board of Selectmen Meeting - 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 NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Application to serve on the Truro Cultural Council-Angella Graham

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Finalize Board of Selectmen Budget Message
Presenter: Paul Wisotzky, Chair
- B. Review and Approve Proposed Board of Selectmen Mandatory Safety Belt Usage Policy
Presenter: Tim Collins, Fire Chief
- C. Update on FY2017 Goals and Objectives
Presenter: Rae Ann Palmer, Town Manager
- D. Discussion of Solar Contract and Possible Alternatives
Presenter: Rae Ann Palmer, Town Manager

6. CONSENT AGENDA

- A. Review and Approve Emily Beebe, Assistant Health/Conservation Agent as the Truro Representative to the Barnstable County Coastal Resources Commission for a two year term
- B. Approval of Consolidation of Legal Services
- C. Review and Approve Regular Board of Selectmen Minutes – September 20th (Work Session and Joint Meeting Minutes), and September 27, 2016 Minutes.

7. SELECTMEN AND LIAISON AND TOWN MANAGER REPORTS

8. NEXT MEETING AGENDA: Wednesday, November 2



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 11, 2016

ITEM: Application to Serve on the Truro Cultural Council

EXPLANATION: Angella Graham has applied to serve on the Truro Cultural Council as a full member for a three year term. Chair Kenneth Hawkey has contacted Angella and has provided his approval for the appointment to the Truro Cultural Council.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be able to participate in the Truro Cultural Council.

SUGGESTED ACTION: *MOTION TO appoint Angella Graham to the Truro Cultural Council for a three year term, expiring June 30, 2019.*

ATTACHMENTS:

1. Application to serve-Angella Graham
2. Approval email from Chair, Kenneth Hawkey



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

Tel: (508) 349-7004 Fax: (508) 349-5505

RECEIVED
SELECTMENS OFFICE
SEP 28 2016
TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Angella M. Graham HOME TELEPHONE: [REDACTED]
 ADDRESS: 17 WHITMANVILLE ROAD WORK PHONE: _____
 MAILING ADDRESS: PO Box 565 E-MAIL: [REDACTED]
 FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

TRURO CULTURAL COUNCIL

SPECIAL QUALIFICATIONS OR INTEREST: I am a full time resident

and I am interested in both serving and participating
in the local community. I am also an artist
(Fiction writer.) and have volunteered at the

COMMENTS: Truro Center for the Arts at Castle Hill,
Truro Ag fair and Independence House in
Hgannis.

(Feel free to contact me if you have any questions.
Thanks!)

SIGNATURE: Angella Marie Graham DATE: 23 September, 2016

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF
APPLICABLE): _____

Noelle Scoullar

From: Kenneth Hawkey <truroculturalcouncil@gmail.com>
Sent: Tuesday, October 04, 2016 12:25 PM
To: Angella Graham
Cc: Noelle Scoullar
Subject: Re: Truro Cultural Council

Hello Angela,

Great. I am sending a copy of this e-mail as a recommendation to the Board of Selectmen via Noelle Scoullar. Take care.

Kenneth

On Tue, Oct 4, 2016 at 11:42 AM, Angella Graham [REDACTED] wrote:
Dear Kenneth,

Thank you for your thoughtful response. I wanted to think about what you said and so I went for a walk on Sunday at Corn Hill where I ran into Hank (Janowsky.) Based on what we discussed in that conversation, I decided that I would like to join the Council now.

I have served on the selection committee for the SAG Awards and I can honestly say that I do feel up to the task of serving on the Truro Cultural Council.

Not too long ago, Deborah McCutcheon asked me to join the Conservation Committee. I declined and I later regretted it. I have made Truro my home and would feel so heartened to participate and return some of the goodwill that has been shown to me.

So, please count me in.

Kindly,

Angella

On Sat, Oct 1, 2016 at 6:40 PM, Kenneth Hawkey <truroculturalcouncil@gmail.com> wrote:
Hello Angella Graham,

I have been informed that you have interest in participating in the Truro Cultural Council. I am the current chair of that board.

The job of the cultural council is basically to set up stipulations and guidelines for the distribution of state monies and to actually distribute state monies to groups and individuals who request funding for cultural projects and to support the projects for the Town of Truro.

Currently the promotions have already been done for this cycle, the annual meeting has already occurred, the group meeting with other Outer Cape Councils has already happened and parts one and two of our annual reporting has already been completed. We still have to go through all applications in November and meet to decide which applicants will get grants for 2017.

At the annual meeting we discussed procedures, rules and prepared ourselves as a group in preparation for our voting meetings.

I do not want to discourage you from participating, but I was asked for my recommendations, I would recommend you join at the next cycle, after June 30, 2017, so that you can be a part of the full process, rather than at this point when we are half way through the process. Again, you are welcome to start at this point, but I would not want you to feel lost or uninformed by starting at this point as there will be no other group meetings or instruction prior to voting day.

I will forward my recommendation to Noelle Scollar at Town Hall. Thank you for applying and the Board would be very happy to have you join, but my personal opinion is that July 1 will be a better time. Terms run for 3 years, ending on June 30 each year.

Sincerely,

Kenneth Hawkey
Truro Cultural Council



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 11, 2016

ITEM: Discussion regarding the budget message from the Board of Selectmen (BOS) to Department Heads and Boards and Committees.

EXPLANATION: Chairman Wisotzky will provide a draft message outlining the financial parameters for development of the FY 2018 budget on behalf of the BOS. The draft will be forwarded to the Board prior to the meeting for discussion and approval of a final message.

SUGGESTED ACTION: *Motion to approve the FY 2018 Budget message.*

ATTACHMENTS:

None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Fire Department

REQUESTOR: Fire Chief Tim Collins

REQUESTED MEETING DATE: October 11, 2016

ITEM: Review of proposed Board of Selectmen Policy #58 for Mandatory Safety Belt Usage Policy

EXPLANATION: The Department on occasion applies for grants through the National Highway Traffic Safety Administration and the US Department of Transportation Federal Highways Administration and part of the requirements for those grants is that the Town must have a seat belt policy in effect for Town employees and if we do not the amount of the grant monies awarded will be reduced by fifty (50) percent. Town Counsel has indicated that this policy must be bargained with the labor unions; therefore, it is forwarded for review and comments, with final approval at a later date.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no policy in place for seatbelt usage in Town vehicles and federal highway grants awarded to the Town will continue to be reduced by fifty (50) percent.

SUGGESTED ACTION: *None – for discussion only.*

ATTACHMENTS:

1. Draft Mandatory Safety Belt Usage Policy #58



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

POLICY MEMORANDUM #58

Date: 11 October 2016

Subject: **MANDATORY SAFETY BELT USAGE POLICY**

To assure the safety of all personnel, safety belts shall be worn by drivers and passengers in all vehicles owned, leased or rented by **Town of Truro** at all times. This also applies to the operation of privately owned or other vehicles if used on-duty.

Effective, (11 October 2016), **the following policy will be in effect.**

Procedure

1. Town personnel shall use the safety belts installed by the vehicle manufacturer properly adjusted and securely fastened when operating or riding in any vehicle so equipped if used on company business.
2. Lap belts shall be properly secured in those vehicles equipped with automatic safety systems that require the lap portion of the belt to be manually secured.
3. The driver of the vehicle is responsible for insuring compliance by all occupants of the vehicle they are operating. Approved child safety restraints shall be used for all children if age, size or weight for which such restraints are prescribed by law.
4. No person shall operate a Town vehicle in which any safety belt in the drivers seating portion is inoperable.
5. No person shall modify, remove, deactivate or otherwise be transported in a vehicle in which the safety restraint system has been altered except for vehicle maintenance and repair and not without the expressed authorization from the proper authority.
6. Personnel who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt attention will be taken to replace or repair the system.

Recommendation

It is strongly recommended that safety belts be utilized by Town personnel and their families at all times in vehicles while in an off-duty capacity to further reduce the risk of death or injury.

Driver and/or Passenger Negligence

If negligence or noncompliance with the requirements of this order is displayed, appropriate corrective or disciplined action shall be initiated as prescribed by Town of Truro policies.

Paul Wisotzky, Chairman

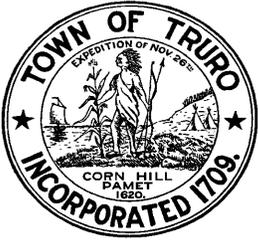
Janet W. Worthington, Vice-Chairman

Maureen Burgess

Jay Coburn, Clerk

Robert Weinstein
Board of Selectmen
Town of Truro

DRAFT



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Town Manager Rae Ann Palmer

REQUESTED MEETING DATE: October 11, 2016

ITEM: Update on FY2017 Goals and Objectives

EXPLANATION: At the July 12, 2016 Board of Selectmen meeting, the FY2017 Goals and Objectives were adopted. Attached is a progress update for the first quarter of FY 2017 for review and discussion.

SUGGESTED ACTION: Discussion only

ATTACHMENTS:

1. FY2017 Goals and Objectives

Fiscal Year 2017 Goals and Objectives

TOWN SERVICES

The Town of Truro will provide efficient and effective municipal services that meet the needs of year-round residents, part-time residents and visitors.

TS1	The Town Manager will on an ongoing basis assess the staffing structure of the Town and the related delivery of services and propose changes that further this goal.
<p>1st Quarter: Ongoing, no recommendations during the first quarter.</p>	

TS2	The Town Manager will continue to explore opportunities for greater collaboration, shared programs and services with the Outer Cape towns, Barnstable County Government and the State of Massachusetts.
<p>1st Quarter: Regular meetings with the Provincetown Town Manager. Truro is the lead agency for a Community Compact grant from the Commonwealth to explore, with Provincetown, opportunities to share services. The Provincetown Town Manager and I will interview consultants to complete the work approved in the grant.</p>	

TS3	The Board of Selectmen will advocate for solutions to address the lack of regular maintenance for the unpaved roads within the Cape Cod National Seashore used by the general public to access Park resources and by private home owners.
<p>1st Quarter: Staff is working on engaging the Park Service to resolve concerns about road conditions. Multiple resident complaints were received about the condition of the roads that lead to the kettle ponds and the Fire Chief has concerns about the ability to safely and in a timely manner move apparatus to a rescue or fire call.</p>	

TS4	The Town Manager will explore the development of alternative beach parking including the feasibility of permitting privately run shuttle bus services to access town beaches and attractions.
<p>1st Quarter: This is ongoing from last fiscal year, no change in the first quarter.</p>	

TS5	The Town Manager will continue to work with the Regional Transit Authority to develop a coordinated transportation system that will improve access for year round and summer residents to Town beaches, Post Offices, Town Hall, Community Center, Library, Council on Aging and Town Center of Truro and North Truro.
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1st Quarter:
This is ongoing from last fiscal year, no change in the first quarter.

TS6	The Town Manager will continue efforts to relocate the DPW facility including investigating Town properties and/or shared facilities/property with Mass DOT and neighboring Towns and, if timely, to conduct a needs assessment and feasibility study in preparation for relocation.
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1st Quarter:
Contact with Weston and Sampson for sample RFPs, the Interim Director began assessing space needs.

<p style="text-align: center;">TS7</p>	<p>The Board of Selectmen, working with the Town Manager and the Board of Health will reduce the cost of solid waste disposal handles through the Transfer Station by: <i>(Continuing)</i></p> <ul style="list-style-type: none"> a. Implementing Single Stream Recycling. b. Creating and implementing a public education campaign that educates citizens about ways to decrease household solid waste disposal and increase recycling. c. Creating more opportunities for Town-wide recycling.
<p>1st Quarter: Single Stream recycling and public education campaign completed. Recycling barrels installed at the beaches and public parks.</p>	

<p style="text-align: center;">TS8</p>	<p>The Town Manager and Licensing staff will review all policies and procedures regarding licensing approval and renewal and will recommend changes to the Board of Selectmen for adoption of Licensing Rules and Regulations and changes as necessary to Policy Memorandum #14.</p>
<p>1st Quarter: The Assistant Town Manager was assigned this responsibility and is currently reviewing documentation.</p>	

TS9	The Town Manager will implement technology to facilitate the business of Town Government.
<p>1st Quarter: Contract for new phone system was signed, implementation scheduled for the second quarter.</p>	

TS10	The Board of Selectmen and the Town Manager will revise the process and related forms for conducting annual performance evaluations for the Police Chief and the Fire Chief. (<i>Continuing & revised</i>)
<p>1st Quarter: No progress first quarter.</p>	

TS11	The Police Chief and Town Manager will complete and update the Town's Hazard Mitigation Plan. <i>(Continuing)</i>
1st Quarter: Ongoing with the Cape Cod Commission.	

FISCAL MANAGEMENT

The Town of Truro will develop short and long-term fiscal policies that increase revenue from sources other than property taxes and minimize annual budget growth.

FM1	The Town Manager will present quarterly financial reports for the Board of Selectmen.
1st Quarter: Format agreed to last fiscal year. This objective is complete except for presenting the quarterly reports.	

FM2	The Town Manager will prepare revenue & expense reports as part of the Budget Task Force process for the following Departments/Functions: Pamet Harbor, Recreation, Beach, Transfer Station, Shellfish and the Council on Aging.
1st Quarter: Fiscal year 2016 closed in the first quarter (pending audit), providing information for completion of the revenue and expense reports for the Budget Process.	

FM3	The Board of Selectmen, Finance Committee and Town Manager will work to develop a five-year strategic plan for the Town.
1st Quarter: No progress.	

FM4	The Board of Selectmen and the Finance Committee will work with the Town Manager to develop a ten-year Capital plan for the Town.
1st Quarter: Staff is working on a five year plan for the budget.	

<p align="center">FM5</p>	<p>The Board of Selectmen will annually conduct a comprehensive review of Town Fees that will be included in the Budget Task Force process in order to provide for reasonable and equitable fees that maximize income for the Town and work towards self-sustaining programming. <i>(Revised/Continuing)</i></p>
<p>1st Quarter: Staff is collecting data.</p>	

<p align="center">FM6</p>	<p>The Town Accountant and Town Manager will develop a fiscal policy manual that covers new accounting requirements including addressing unfunded OPEB benefits, auditor's recommendations and sound business practices. <i>(Continuing)</i></p>
<p>1st Quarter: In process.</p>	

PUBLIC SAFETY

The Town of Truro will provide high quality and cost effective police, fire and emergency services to residents and visitors in coordination and collaboration with neighboring towns.

<p>PS1</p>	<p>The Board of Selectmen, Town Manager and Fire Chief will work to address the long term sustainability of the Fire & Rescue Department including opportunities for shared services and/or regionalizing with our neighboring communities.</p>
<p>1st Quarter: Applications solicited for six full time fire/rescue personnel. 115 applications were received, 41 individuals registered for written exam.</p>	

<p>PS2</p>	<p>The Board of Selectmen will work with the Town Manager and the Police Chief to develop a vision and mission statement (policy memorandum) that informs policy and practice at the Truro Police Department.</p>
<p>1st Quarter: In process, recommendations received from the Chief.</p>	

PS3	The Police Chief will arrange for emergency management training for the Board of Selectmen by December 31, 2016 so that the Board members may better understand their roles and legal responsibilities. <i>(Continuing)</i>
<p>1st Quarter: Scheduled for October 4, 2016</p> <p>2nd Quarter Completed – 10/4/2016</p>	

PS4	The Town Manager and the Board of Selectmen will work with the State, Truro Chamber of Commerce and local business owners and residents to create safe and accessible centers of Truro and North Truro.
<p>1st Quarter: The Police Chief and DPW Director met with Mass DOT to discuss signage and road improvements. Pending State action.</p>	

PS5	The Board of Selectmen will work collaboratively with the Bike and Walkways Committee to develop a bike and pedestrian safe roadway agenda.
1st Quarter: Discussion with Committee initiated at BOS meeting.	

PS6	The Town Manager and Police Chief will work with their counterparts on the Outer Cape to strengthen the availability of mental and substance abuse prevention and treatment services in our Communities.
1st Quarter: Ongoing The Truro Police Department has partnered with the State Department of Mental Health, Gosnold on Cape Cod, Children’s Cove and Veterans outreach of Cape Cod. For each organization we work with Clinical Outreach Services, Clinicians, Recovery Coaches counselors and forensic interview specialists to discuss what services could be provided in dealing with individual’s substance abuse and mental health concerns. These individuals meet with people in need AND offer their assistance to families who may be struggling to help loved ones. Officers Larrabee and Roda, under the direction of Sgt. Holway have been assigned to these duties. In addition we have partnered with Independence House, the victim services unit of the District Attorney’s Office, and Police Departments with community service officers supporting this work. Officers have recently received specialized training dealing with addiction, recovery and outreach services to strengthen services offered by the Truro Police Department. Through the District Attorney’s Office, individuals identified as needing mental health assistance who are arrested or criminally charged are (Flagged) at the court arraignment for further mental health treatment. That means in conjunction with the criminal process, the court system is aware of, and supporting the arrestee’s treatment program. This initiative from the DA’s office is Cape wide, and available to all defendants who are flagged by the police departments and recommended for assistance.	

PS7	The Town Manager and the Board of Selectmen will explore the Gloucester Massachusetts Police Department “Angel Program” model for addressing the growing opioid addiction problem on Cape Cod.
1st Quarter: On hold.	

COMMUNITY SUSTAINABILITY

The Town of Truro will support policies and programs that:

- Foster sustainable and appropriate economic development
- Create more affordable, year-round places for people to live
 - Protect and restore our fragile environment

CS1	The Board of Selectmen, with input from the Planning Board, will appoint and develop a charge for a committee to update the Town's Comprehensive plan to be completed by January 1, 2018.
1st Quarter: No progress.	

CS2	The Board of Selectmen working with the Town Manager, Planning Board and Truro Housing Authority will bring forward an article to the next Town Meeting on Accessory Dwelling Units.
1st Quarter: In process by Planning Board.	

CS3	The Board of Selectmen working with the Planning Board will explore zoning by-law changes that will increase the diversity of year round housing options for affordable and community housing for current and future residents.
1st Quarter: On hold.	

CS4	The Board of Selectmen will work with the Planning Board to initiate a community conversation around zoning bylaws to protect the character of the National Seashore.
1st Quarter: The BOS and Planning Board held a joint meeting to hear from residents; survey was initiated. Planning Board is preparing a bylaw.	

<p style="text-align: center;">CS5</p>	<p>The Board of Selectmen and the Truro Housing Authority will continue to pursue acquisition of the cloverleaf parcel for affordable and community housing, conduct a feasibility study for use of the property and secure a developer to develop the property.</p>
<p>1st Quarter: The State DOT is preparing to submit a ANR subdivision to the Planning Board.</p>	

<p style="text-align: center;">CS6</p>	<p>The Board of Selectmen and the Town Manager will support the Truro Housing Authority in their efforts to complete the 2016 draft Housing Needs Assessment and Housing Production Plan and seek approval by the Planning Board, the Board of Selectmen and the Department of Housing & Community Development per 760 CMR 56.03(4) to inform future initiatives and policies that increase the availability of affordable and community housing in the Town of Truro.</p>
<p>1st Quarter: No progress.</p>	

<p style="text-align: center;">CS7</p>	<p>The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <ul style="list-style-type: none"> a. Develop plans for the restoration of tidal flow to the Pamet River Valley and develop long-term plans for the management of the effects of erosion and over washing at Ballston Beach. <i>(Continuing-revised)</i> b. Continue to pursue strategies for repairing the East Harbor culvert and restoring tidal flow to East Harbor. c. Continue to pursue necessary repairs/improvements to Mill Pond and Eagle Creek.
<p>1st Quarter:</p> <ul style="list-style-type: none"> a. Staff participated in a conference call on 9/28 with the United States Army Corps of Engineers (USACE) and Cape Cod National Sea Shore (CCNS) to discuss data collection efforts for the Pamet River Study. The focus now is verifying the location of the monitoring wells that were installed during the 1998 study. Some of these wells are located on private property. Staff is preparing a letter to be sent to the affected property owners explaining the project and to request access to evaluate whether the wells are functioning. USCAE anticipates getting the well and tide collection started sometime the end of October or beginning November. This process will take 6-7 months. b. Woods Hole Group completed their evaluation of the East Harbor Culvert repair stated in the report dated June 2016. Woods Hole concluded two approaches for services to design and repair of the seaward end: <ul style="list-style-type: none"> 1. As soon as practicable: Two off shore slumping seaward sections will be removed and disposed, a new debris grate will be designed to retrofit onto the end of the culvert and install new pilings. 2. Short Term: Two new culvert sections between the RT6 and Shore Rd to be added to replace the sections removed. The new seaward sections will maintain the current length of the culvert to minimize impacts to the beach. 3. Large scale solution: Involves direct connection between East Harbor and Cape Cod Bay to restore tidal flushing and habitat. This process will involve multiple stakeholders. The plan is to submit this project to the Department of Ecological Restoration in 2017 for a Restoration and Revitalization Priority Project. c. As you may know this project was selected as a Division of Ecological Restoration (DER) - Restoration and Revitalization Priority Project in 2011. Design plans were finalized in July 2012. The project was put on hold in 2013 due to staffing changes at the CCNS. Earlier this year the Health and Conservation Agent reached out to Kristen Ferry at the DER regarding the status of this project. She met with staff in May 2016. Kristen informed us that her department had questions about the modeling that was used as it was limited to the area adjacent to the culvert. DER staff looked at the areas surrounding the existing railroad bed and low-lying areas, and have raised questions how this functions in the entire system. Additional modeling is needed to determine whether the design of the new culvert is appropriate in size, flow etc. The re-design of the culvert to accommodate pedestrians and bicyclists will also have to be considered. DER has not responded to a request for the status of the additional modeling. 	

CS8	The Board of Selectmen working with the Town Manager will research the impacts of implementing a differential property tax rate (residential property tax exemption) and present findings and recommendations to be included in the Budget Task Force Process.
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1st Quarter:
Staff is preparing an analysis.

CS9	The Board of Selectmen will develop a policy statement regarding the use of town roads, property and facilities for fundraising events to ensure that a portion of the proceeds benefit agencies/programs serving residents of the Town.
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1st Quarter:
No progress.

CS10	The Town Manager will work with Town counsel to review the Historic Preservation bylaw to further historic preservation.
<p>1st Quarter: The Historic Commission has submitted a draft for review.</p>	

CS11	The Board of Selectmen will encourage the Historical Commission to work with the Historical Society to develop programs, publications and events that increase awareness of Truro's cultural heritage.
<p>1st Quarter: On hold.</p>	

<p align="center">CS12</p>	<p>The Board of Selectmen will hold a joint meeting with the Community Preservation Committee prior to the beginning of their funding cycle to share respective priorities in the CPC's focus areas of Affordable Housing, Open Space (Recreation) and Historic Preservation in order to develop a more coordinated effort in these areas.</p>
<p>1st Quarter: Not completed.</p>	

<p align="center">CS13</p>	<p>In an effort to support economic development the Board of Selectmen, working with the Cable & Internet Advisory Committee will</p> <ul style="list-style-type: none"> a. identify ways to ensure broadband internet service is available in all areas of the Town. <i>(Continuing)</i> b. continue to closely monitor Comcast contract compliance including expansion of service. <i>(Continuing)</i>
<p>1st Quarter: No progress.</p>	

CS14	The Board of Selectmen will work with the Town Manager, the State Department of Transportation, and the Truro Chamber of Commerce to create signage for Truro Center and North Truro Center businesses.
<p>1st Quarter: The Police Chief and DPW Director met with Mass DOT to discuss signage and road improvements. Pending State action.</p>	

COMMUNITY ENGAGEMENT & GOVERNANCE

The Town of Truro will have an open and transparent government that proactively engages and involves the town's residents.

CEG1	The Town Manager will develop policy regarding social media content and posting across departments.
<p>1st Quarter: No progress.</p>	

<p>CEG2</p>	<p>The Town Manager will develop an overall vision and e-communication strategy and plan that will include ways to increase use of the Town’s website, Facebook page and other electronic and social media as a way to communicate with and gather information from residents, property owners and visitors.</p>
<p>1st Quarter: No progress.</p>	
<p>CEG3</p>	<p>The Board of Selectmen will catalogue and review all of the Board’s Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2017. <i>(Continuing)</i></p>
<p>1st Quarter: Ongoing.</p>	

CEG4	<p>The Board of Selectmen will conduct a thorough review of charges for Boards, Committees and Commissions under its purview. This will include:</p> <ul style="list-style-type: none"> a. An assessment of relevance to the current and future work of the Town of Truro. b. Revisions to charges to ensure clarity of purpose, role and authority. c. Consolidation if possible and appropriate. d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.
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1st Quarter:
 Process agreed to, each BOS member will review groups for which they are the liaison.

CEG5	<p>The Town will equip an additional meeting room with cameras and sound to record meetings of Town Boards and Commissions.</p>
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1st Quarter:
 Design completed, bids received.

CEG6	The Town will create and provide support, training and educational materials to all of our citizen volunteers in order to make our volunteer driven committees and services more effective and compliant with State and Federal regulations.
1st Quarter: No training first quarter.	

CEG7	To enhance compliance with the State's public records law, the Town Manager will provide truro-ma.gov email accounts and training in their use for all members of regulatory boards and the Town will require the accounts to be used for all Town related email correspondence.
1st Quarter: Email addresses created, forwarded to staff liaisons for implementation.	

CEG8	The Town Manager will develop and implement data collections methods to gather evaluative information from residents and visitors that utilize Town services and resources that can inform service delivery, program, and budget and policy development.
1st Quarter: No progress.	

CEG9	The Board of Selectmen will hold a summer meeting with Part Time Residents to inform and engage them in Town affairs.
1st Quarter: Completed, July 18, 2016.	

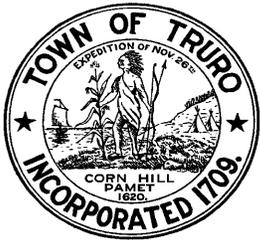
CEG10	The Board of Selectmen will hold a joint meeting with the School Committee to address such issues as declining school enrollment, the long-term financial needs of the school and our relationship to the Nauset Regional School District.
1st Quarter: No progress.	

CEG11	The Board of Selectmen will hold joint meetings with the Planning Board to encourage information sharing and coordinated policy development.
1st Quarter: One meeting held.	

CEG12	The Board of Selectmen will hold a joint meeting with the Planning Board and Zoning Board of Appeals to encourage information sharing and coordinated policy development.
1st Quarter: No progress.	

CEG13	The Board of Selectmen will hold a joint meeting with the Conservation Commission to encourage information sharing and coordinated policy development.
1st Quarter: No progress.	

CEG14	The Board of Selectmen will hold a joint meeting with the Board of Health to encourage information sharing and coordinated policy development.
1st Quarter: No progress.	



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 11, 2016

ITEM: Discussion of Solar Contract and Possible Alternatives

EXPLANATION: At the September 13 Board of Selectman meeting, Energy Committee Chair Brian Boyle and I updated you on attempts to purchase net metering credits as an alternative to the completion of the solar installation at the land fill. As we put the meeting packet together we were working from a possible opportunity with a solar producer. As you may recall, the solar producer sold those credits to someone else. Since our last report, things continue to evolve. Some progress on the landfill closure is being made, work will begin on the DEP's required improvements to the cap on October 17 and the DEP permit for the repair work related to the AT&T conduit trench is pending. Town Counsel is working with AT&T to insure that they will reimburse the Town for the work related to the conduit trench damage.

As we noted in September, due to the status of the solar project and changes to the applicable laws, the economics of the current contract with Sun Edison are expected to be negatively affected. Section 2.7 of the agreement with Sun Edison allows the Town to terminate the agreement if there is a change in applicable law that is reasonably expected to adversely affect the economics of the agreement for the Town. Recent changes in law/regulation have modified the calculation and value of net metering credits. Solar facilities that do not qualify as a "net metering facility of a municipality or other governmental entity" and do not submit a cap allocation application before September 26, 2016 will receive net metering credits valued at about 40% less than the value expected when the Town signed the agreement with Sun Edison. The Town's project does not qualify as a municipality project due to the inclusion of community solar. SunEdison would need a Post Closure Use permit from DEP to submit a cap allocation application prior to the deadline, which has not been issued. Clearly, the September deadline was not met.

The Town was approached by Altus Power to purchase net metering credits for a project they are developing in Canton. This project is slightly larger than what the Town needs but affords us the opportunity to resell some of the net metering credits to community solar or potentially another municipality or other projects. In addition, the Altus proposals allows the Town to decide on a higher credit price or opt for a lower price depending on what we determine is in the best interest of the Town. At this time, the Energy Committee is

recommending that the Town pursue the Altus Power project, and I concur with the recommendation. Mark Farber of the Energy Committee is preparing more information on the Altus proposal which I will have available for you on Tuesday.

I request that you authorize the Energy Committee and me to continue negotiating the contract, with the assistance of Counsel, and to determine the deal that is in the Town's best interest. Since time is critical to reach the full credit potential, I request that you authorize the Chair to sign a contract with Altus Power when negotiations are complete. In addition, I recommend that we ask Attorney Holland to issue a notice to terminate and/or to begin negotiations with SunEdison to terminate the contract either in whole or part.

IMPACT IF NOT APPROVED: The Town is not likely to recognize savings from the development of a solar project.

SUGGESTED ACTION: *MOTION TO authorize Town Counsel to issue a notice to terminate and/or begin contract termination negotiations with SunEdison, and to authorize the Chair to sign a contract with Altus Power, upon completion of negotiations by Town Counsel, for the purchase of net metering credits.*

ATTACHMENTS:

None



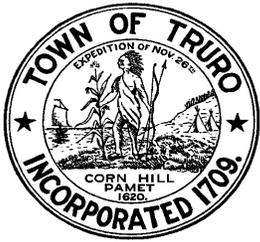
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

6. CONSENT AGENDA

- A. Review and Approve Emily Beebe, Assistant Health/Conservation Agent as the Truro Representative to the Barnstable County Coastal Resources Commission for a two year term
- B. Approval of Consolidation of Legal Services
- C. Review and Approve Regular Board of Selectmen Minutes – September 20th (Work Session and Joint Meeting Minutes), and September 27, 2016 Minutes.



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Emily Beebe, Assistant Health/Conservation Agent

REQUESTED MEETING DATE: October 11, 2016

ITEM: Review and Approve Emily Beebe, Assistant Health/Conservation Agent as the Truro Representative to the Barnstable County Coastal Resources Commission for a two year term

EXPLANATION: The Barnstable County Coastal Resources Committee (CRC) provides assistance to all cape and island towns regarding coastal issues. They promote regional awareness and technical advice to help resolve any coastal issues. Membership includes a representative from each town preferably a town employee with voting members having technical expertise in coastal issues. The appointment is for 2 years and includes an appointment by the County Commissioners with meetings being held quarterly.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be a Truro Representative on the Barnstable County Coastal Resources Committee.

SUGGESTED ACTION: *MOTION TO appoint Emily Beebe, Assistant Health/Conservation Agent, to be Truro's Representative to the Barnstable County Coastal Resources Committee for a two year term.*

ATTACHMENTS:

1. Request for Nomination of Truro Rep. to Barnstable County Coastal Resources Committee Letter 8/31/2016 Barnstable County Commissioners



BARNSTABLE COUNTY COMMISSIONERS

P.O. BOX 427
BARNSTABLE, MASSACHUSETTS
02630
(508) 375-6648
FAX (508) 362-4136

COUNTY COMMISSIONERS
LEO G. CAKOUNES
Harwich

MARY PAT FLYNN
Falmouth

SHEILA R. LYONS
Wellfleet

HOME RULED CHARTERED
IN 1989

August 31, 2016



Ms. Rae Ann Palmer
Town Manager
24 Town Hall Road
P.O. Box 2030
Truro, MA 02666

Re: Request for Nomination of Truro Representative to
Barnstable County Coastal Resources Committee

Dear Ms. Palmer:

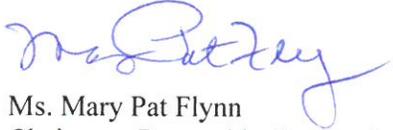
Since the 1990's, the **Barnstable County Coastal Resources Committee (CRC)** has provided assistance on coastal issues to the County and towns on Cape Cod. The CRC is the County's advisory committee on coastal issues and serves as a liaison between towns and the County on coastal issues. The CRC is also the local governance committee for the Massachusetts Bays National Estuary Program whose mission is to protect and restore the coastal ecosystems of Cape Cod Bay and Massachusetts Bay. The CRC's charge is attached.

We wish to acknowledge and thank your former CRC representative and voting member, Charleen Greenhalgh, for her dedicated service and contributions to the CRC and the County. We are now seeking a new CRC voting member to represent Truro. CRC voting members provide a liaison between their towns and the County, have technical expertise in the areas listed below, and attend regular CRC meetings. CRC members will serve for two years following appointment by the County Commissioners. Please nominate a staff member from your town with expertise in one or more of these areas:

- Management, protection and restoration of coastal resources (e.g., salt marshes, shellfish habitat, shellfish, fisheries, fish runs, estuaries);
- Coastal water quality;
- Stormwater management and/or financing;
- Wastewater management;
- Coastal planning;
- Coastal erosion, coastal hazards and coastal adaptation.

Please provide the name of your nominee to me as soon as possible. The next scheduled meeting of the CRC is September 22, 2016 and we hope to have all new voting members appointed by then. If you have any questions, please call me at (508) 375-6648. Thank you for your consideration.

Sincerely,



Ms. Mary Pat Flynn
Chairman, Barnstable County Commissioners

Attachment: Coastal Resources Committee Charge

cc: Paul C. Wisotzky, Chairman, Truro Board of Selectmen
Jack Yunits, County Administrator

Barnstable County Coastal Resources Committee

I. Mission Statement

The mission of the Barnstable County Coastal Resources Committee (CRC) is to:

1. Promote regional awareness of coastal issues by serving as conduit or liaison for the exchange of information between Cape Cod communities; and between these communities and the Barnstable County Commissioners, the Cape Cod Commission, the Massachusetts Coastal Zone Management program, and the Massachusetts Bays Program where the CRC serves as the Local Governance Committee.
2. Enhance coastal resource protection by undertaking special projects designed to provide specific information, guide policy-making, or help to resolve Cape Cod coastal zone problems.
3. Provide technical advice and recommendations on coastal issues of regional significance to the county and to towns on Cape Cod.

II. Membership Composition

Voting Members: Provide liaison between the CRC and towns and consist of a representative from each town (preferably a town employee) nominated by the Selectmen (or Town Council in Barnstable), and two members at large to be appointed by the County Commissioners. Voting Members should have technical expertise in coastal issues.

Ad Hoc Members: Provide coastal expertise and liaison with agencies and organizations and consist of a representative nominated by each of the following:

- Barnstable County Assembly of Delegates;
- Barnstable County Selectmen's Association;
- Barnstable County Department of Health and the Environment;
- Barnstable County's Cape Cod Cooperative Extension;
- Barnstable County Water Protection Collaborative;
- Barnstable County Shellfish Advisory Committee;
- Cape Cod Commission, Coastal and Marine Resources;
- Host organization / agency for the Massachusetts Bays Program, Cape Cod region;
- MA Coastal Zone Management, Cape & Islands Region;
- Natural Resources Conservation Service / Cape Cod Conservation District;
- Cape Cod National Seashore;
- A representative of the Business Community, nominated and appointed by the County Commissioners; and
- A representative from each of the following, appointed by the County Commissioners:
 - WHOI SeaGrant Program;
 - Association to Preserve Cape Cod; and
 - Compact of Cape Cod Conservation Trusts.

Executive Committee: The CRC will establish an Executive Committee consisting of the Chair, Co-Chair, Vice-Chair, and 3 to 5 members of the CRC.

Voting: All Voting Members cast one vote per person.

Attendance: All members are expected to attend quarterly committee meetings. The Executive Committee is expected to meet once a month.

III. Responsibilities

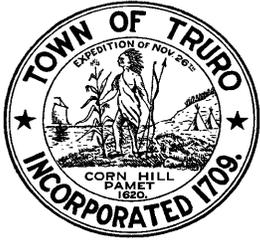
1. Provide liaison on coastal issues between towns, county and state by:
 - a. Establishing and maintaining good communication with relevant town boards and committees,
 - b. Representing town or county interests,
 - c. Ensuring information exchange between towns and the county, and
 - d. Interacting with towns or county regarding specific implementation measures.
2. Provide a forum to address and implement measures to enhance and/or preserve the beneficial functions of coastal resources.
3. Advise the County Commissioners, the Cape Cod Commission, the towns, the MA CZM program, and Massachusetts Bays Program Management Committee concerning coastal issues, coastal policy, regulations or projects of local and regional importance.
4. Discuss and assist in the prioritization of marine and fresh surface water issues of regional importance in Cape Cod towns and watersheds.
5. Initiate actions to improve coastal zone decision-making via the identification and implementation of special projects.
6. Identify the outreach and education needs of the public and of the coastal management community, and implement actions to meet those needs.
7. Help identify and expedite sound environmental regulations, bylaws and other appropriate mechanisms and initiatives consistent with the Massachusetts Bays Action Plan, and help to implement Massachusetts Bays Program Comprehensive Conservation and Management Plan.
8. Provide timely briefings to the County Commissioners, the Assembly of Delegates and the Cape Cod Commission on current and future Committee activities.

IV. Functions

Meetings will focus on predetermined topics, sometimes with invited speakers, but also include short updates from town representatives and representatives of other agencies. Meetings will be publicized to encourage broad participation from the public.

The CRC will select specific projects with input from members and others to accomplish via the appointment of sub-committee working groups. Upon project completion and Committee approval, the CRC will identify a new project(s) to work on.

The Executive Committee will meet regularly, at a minimum of once per month, to review issues from the towns, county, state, and Massachusetts Bays Program that need immediate attention, and those to bring to the full Committee's attention. The purpose of the Executive Committee is to keep current on important issues, generate agendas, and help ensure that the Committee is timely in its actions.



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 11, 2016

ITEM: Approval of Consolidation of Legal Services

EXPLANATION: This action is to affirm the Board's choice of consolidating all legal services with KP Law, PC.

SUGGESTED ACTION: *MOTION TO consolidate all legal Services to KP Law, PC.*

DRAFT

**Truro Board of Selectmen Meeting
Truro Community Center
Tuesday, September 20, 2016**

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

Present: Town Manager Rae Ann Palmer, Assistant Town Administrator Maureen Thomas, Town Accountant Trudi Brazil

Paul Wisotzky called the meeting to order at 5:10 p.m.

Noise Bylaw Discussion

Maureen Burgess had concerns about the current noise bylaw, which is difficult to enforce, according to the Chief of Police. Ms. Burgess asked if adopting the Massachusetts Regulations on Noise was an option that the Selectmen would like to consider. She said that a definition of noise would be necessary. Rae Ann Palmer said that a decimeter would be needed to measure noise. Maureen Burgess said there are noise mitigation alternatives that can be applied.

Paul Wisotzky asked how or if this would fit into the Selectmen's Goals and Objectives. Jay Coburn pointed out the amount of work involved. Rae Ann Palmer said Town Counsel would need to weigh in on the issue. Jay Coburn and Robert Weinstein suggested putting it on a future list of Goals and Objectives. Robert Weinstein discussed the various types of noises. Janet Worthington said she was uncomfortable with pursuing regulations that targeted operations in the business area near Maureen Burgess' home.

It might be possible to turn down back-up truck alarms through cooperation from truck owners now, but work on the noise bylaw would have to be considered for placement on the FY18 Goals and Objectives. Rae Ann Palmer said there is need for more research on the subject.

Town Counsel

Rae Ann Palmer asked if the Selectman would be amenable to moving all legal advice to Kopelman & Paige. At present, there is a quarterly retainer fee as well as an hourly rate for the other counsel the Town uses. The Selectmen agreed that one law firm overlooking all areas of Town business would be more economical and efficient. The matter will be brought to a regular meeting as an agenda item that requires a vote.

Budget Parameters

Rae Ann Palmer discussed the Recap Process and setting the Budget for FY18. She said that the Town Accountant was concerned about use of Free Cash. Free Cash comes into the General Fund through unexpended, unencumbered funds, Town Accountant Trudi Brazil said. She advised against relying of Free Cash. Ms. Palmer has asked Department Heads to examine what money has been turned back last year and to reprogram accordingly for the next Fiscal Year. She will have the department heads look at their services and the costs of services even before they put together their next budget. Chair Paul Wisotzky said that the emphasis on services would have departments consider their service priorities. This is also tied into the Goals and

Objectives, Jay Coburn observed. Paul Wisotzky suggested discussing at a future meeting what services the Selectmen want to provide.

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

The meeting was adjourned at 5:49 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Paul Wisotzky, Chair

Maureen Burgess

Jay Coburn, Clerk

Janet Worthington, Vice-chair

Robert Weinstein

DRAFT

**Truro Board of Selectmen Joint Meeting
with the Provincetown Board of Selectmen
Truro Community Center
Tuesday, September 20, 2016**

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

Provincetown Members Present: Robert Anthony, Thomas Donegan, Erik Yingling,

Regrets; Chair Raphael Richter, Cheryl Andrews

Present: Truro Town Manager Rae Ann Palmer, Provincetown Town Manager David Panagore, Truro Assistant Town Administrator Maureen Thomas, Provincetown Assistant Town Manager David Garner

Paul Wisotzky called the meeting to order at 6:00 p.m., and Vice-chair Erik Yingling called the Provincetown Board of Selectmen meeting to order at 6:01 p.m.

Air Force Base

The first topic was a discussion of possible use of the former Truro Air Force Base for Affordable Housing. Maureen Burgess, Truro's representative to the National Seashore Advisory committee, said she has asked National Seashore Superintendent George Price about this possibility. He said that a land swap would be necessary. Thomas Donegan has gone to the Congressional Representative, who said the Seashore is involved in removing asbestos from the existing buildings at the Air Force Base. Town Manager David Panagore said this meant the razing of eight buildings. He reported that Superintendent Price has said Affordable Housing is not in the mission of the National Seashore; they only deal with market rate housing.

Erik Yingling discussed the development of the Air Force Base for the arts, but considered the housing potential for the property. Maureen Burgess said the asbestos mitigation has always been an impediment to development of an arts and science center there. Mr. Donegan said he had higher expectations for collaboration with the Seashore for housing usage. Erik Yingling suggested representatives that engage in further talks with the Superintendent, and Mr. Donegan said he agreed that better communications with the Seashore would have communities involved in the decision process.

Truro Selectmen agreed that developing new ways to communicate with the Seashore is a good idea. Robert Weinstein discussed the structure of the National Seashore, the Department of the Interior and the National Park Service. He recommended that all six communities with Seashore land contact the Department of the Interior. Mr. Weinstein suggested drafting a letter from all the towns with support from state legislators. Robert Weinstein and Mr. Donegan or another Provincetown Selectman will prepare this with copies to the other four communities for their endorsement.

Community Compact Grant

Rae Ann Palmer said Truro has a Community Compact Grant to offer a consultant to study shared services. She would like to get parameters from both Boards to give the consultant some direction. Both Boards considered the possibilities. Paul Wisotzky said he would not like to limit the suggestions at this time because the outside consultant would bring fresh perspective, and David Panagore said that the consultant might be adding components that neither Town had considered. Members of both Boards and Town Manager David Panagore commented on the advantages of efficiency, savings and economic sustainability for the two towns which so much in common with the seasonal swings of population. Janet Worthington asked about including Wellfleet. Ms. Palmer said this grant had been developed specifically for Truro and Provincetown, but that does not preclude a future Community Compact Grant to include Wellfleet.

208 Plan/Wastewater

Thomas Donegan reported on spending Provincetown has already committed to wastewater solutions. There could be a backdoor tax, according to Erik Yingling. It is up to Provincetown to solve the issue.

Regional Fee Structure

Having a regional fee structure was a matter that had come up when Truro was studying its own Recreation Program, which is open to residents, summer visitors and neighboring residents from Wellfleet and Provincetown. That made Truro think about a parallel fee structure in areas other than Recreation. Erik Yingling said that this had possibility. Thomas Donegan said it was a “great idea” that reflects how people are living. Jay Coburn also affirmed creating an Outer Cape Resident Rate for a number of areas such as Beach, Recreation and Parking. Robert Anthony said a first step would be looking at statistics. Janet Worthington wanted more time to discuss the idea with the Truro Board of Selectmen before moving forward. Mr. Panagore also wanted to examine the current state of usage for Provincetown Beach, Parking and Recreation. Paul Wisotzky suggested putting the regional fee structure on a future agenda for the Truro Board.

Joint Legislative Issues

Real Estate Transfer Tax

Erik Yingling said the Real Estate Transfer Tax is a revenue stream initiative which they bring to the State House every year. Jay Coburn said this was a possibility for Truro and other Cape towns to consider. Mr. Donegan said the County already has a real estate transfer tax. He suggested a Charter change. Mr. Yingling said both paths, Beacon Hill and a Charter change could work. He said it passes every year in Provincetown.

Room Tax

Truro got closer with a Room Tax this year, Paul Wisotzky said. Jay Coburn discussed the politics of Room Tax at the state level. He said it is being left on the table year after year, and the burden is left on homeowners with summer rentals. Mr. Donegan said Nantucket and the Berkshires also face this problem. Jay Coburn mentioned the Cape & Islands initiative, but Provincetown Selectmen said we should join with Nantucket and the Berkshires in an effort to bring this forward at the State House.

Year Round Residency by Non-owners' Exemption

Thomas Donegan related Provincetown's experience in implementing exemptions for non-owners for properties that rent year round. This would help people who rent without a great deal of paper work, he said. It is a local option law according to legislature.

Residential Property Tax Exemptions

Residential Property Tax Exemptions, which Provincetown has already implemented, are of interest to Truro. Erik Yingling said Provincetown home owners were initially upset about creating two tiers of citizens, but the Selectmen had looked at the economic benefits, which were substantial. The hike for the average non-resident was a low percent, he said. Mr. Donegan said that it has made a big difference, and senior citizens were pleased with it. David Panagore said he was willing to share the analysis and all the forms that Provincetown had followed. He suggested conducting a survey beforehand to see how many people were interested. That way Truro could begin with an estimate that was sound. Rae Ann Palmer requested the Provincetown material. Paul Wisotzky asked for the Provincetown Selectmen's thoughts in retrospect. They and the Town Manager reflected on the adjustment to the system: tax amounts went up significantly for the Town; it makes a big difference for people who own their own homes and do not have a mortgage; benefits disappear after a house is over the median price.

Town Managers' Reports

The Town Managers had a number of topics to present. Rae Ann Palmer announced that the Incident Commander and Management Training would be held in Truro, and Provincetown was invited. Mr. Donegan asked if clergy could attend, but Ms. Palmer said this training was geared to municipal workers. Mr. Panagore said MEMA was willing to do a training that Truro would be invited to. He suggested opening up the MEMA session to other members of the community such as clergy. Rae Ann Palmer said that the unpermitted shooting range behind the Transfer Station needs to be cleaned up. It has to be closed to all users, which included neighboring towns. The Police Chief is working on some options for training purposes. Mr. Panagore reported that Provincetown had partnered with UMass Dartmouth to do some statistical demographic analysis which included regional economy and where people live and work. They will share this study with Truro when it is completed. Rae Ann Palmer said that she and Mr. Panagore had been in communications about DPW staffing.

Other Mutual Concerns

Erik Yingling asked about the Truro Habitat projects on Route 6. Ms. Palmer said she has a draft layout of the Cloverleaf property, which will be presented to the Planning Board for an ANR. The other property is in litigation at this time. Jay Coburn said that each Habitat property has three units planned. Thomas Donegan said that Affordable Housing is included in their Wastewater planning.

There were a few other matters of mutual interest. Jay Coburn invited the Provincetown Selectmen and Town Manager to attend the Rural Policy Commission meeting on Friday, September 30, 2016. Mr. Panagore commented on seasonal economy towns becoming a subgroup of the Rural Policy. The Gateway Cities Committee was interested in this, he said. Janet Worthington noted that Provincetown and Truro had both worked well on promoting oyster cultivation.

Adjournment

Truro Selectman Weinstein moved to adjourn the meeting. Burgess seconded, and the motion carried 5-0.

The meeting was adjourned at 7:34 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Paul Wisotzky, Chair

Maureen Burgess

Jay Coburn, Clerk

Janet Worthington, Vice-chair

Robert Weinstein

DRAFT

**Truro Board of Selectmen Meeting
Selectmen's Chambers Town Hall
Tuesday, September 27, 2016**

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

Present: Town Manager Rae Ann Palmer

Paul Wisotzky called the meeting to order at 5:03 p.m.

BOARD OF SELECTMEN ACTION

FY18 Budget

Finance Committee Chair Lori Meads and members Rich Wood and Roberta Lema came forward for preliminary discussion of the Fiscal Year 2018 Budget. Lori Meads called to order the meeting of the Finance Committee.

Town Manager Rae Ann Palmer and Town Accountant Trudi Brazil discussed the use of Free Cash, unexpended funds. They had asked the department heads to look at the services they provide and the cost of those services with the intent of creating a no growth budget. Trudi Brazil said that one-time spending that had been available for a few years will no longer be available for FY18. She said there are a number of other factors that make it difficult to rely on Free Cash. Ray Ann Palmer said that the new approach was essentially use of a zero-based budget. She said the Town needed to consider the core services offered.

Rich Wood asked about amounts of money that would no longer be available and about figures for the Capital Budget. Rae Ann Palmer said the new financial advisor had suggested refinancing debt as a money saving strategy. Robert Weinstein asked if there was a metric for determining services and costs. Rae Ann Palmer said there was not, but that would be a consideration for the next budget round. Paul Wizotsky asked for further discussion of "no growth budget." Rae Ann Palmer said it was a modification of zero-based budget. Lori Meads asked about staffing. Ms. Palmer said that a study of services would indicate staffing needs. Paul Wizotsky said the core services and ancillary services could be defined for a future budget. Janet Worthington asked that sustainability and the demographics of the town be considered. Paul Wizotsky added that was important for the Board of Selectmen's focus on strategic planning.

The Board of Selectmen will draft the Budget Message for the November 11th meeting. The Budget Task Force will begin meeting on Tuesday mornings from 8-10 a.m., starting in December.

Roberta Lema moved to adjourn the Finance Committee meeting. Rich Wood seconded, and the motion carried 3-0. The Finance Committee meeting was adjourned, and the Selectmen's meeting continued.

Review of Committee/Commission Charges

Chair Paul Wisotzky said Community Engagement Item 4 in the *Goals and Objectives* was to review board, committee and commission charges. He asked what elements should be included in all the non-regulatory boards. For example, he said, that they all are advisory to the Board of Selectmen. Board members added other charges to include: clarifying lines of authority and communication, and defining the relationships to liaisons, staff and the Town Manager. . Rae Ann Palmer considered the clarifications a good idea. Janet Worthington suggested creating a handbook for each committee board or commission. Paul Wizotsky said a handbook would help with training for new members

Paul Wizotsky reviewed liaison assignments to the non-regulatory boards. He said that reviewing charges was the next step and could be done through the liaisons. The Selectmen each chose one of their liaison assignments to review and will report back to the Board at a future meeting.

Early Voting for Presidential Election Discussion

Jay Coburn discussed the availability of early voting for the Presidential election. Rae Ann Palmer said that the Town Clerk will offer the early voting option from October 24 to November 4 during regular Town Hall hours and on Thursday, October 27 till 8 p.m. and Saturday, Oct. 29th from 10 a.m. to 2 p.m. Jay Coburn asked if another evening opportunity could be added to the times, and Ms. Palmer offered to inquire. Absentee ballots are still available as well. Helen McNeil-Ashton, who asked how the early voting times would be publicized, was assured the times would appear in the *Banner* and on the Town website.

Naming Walking Trail

Town Manager Rae Ann Palmer announced the decision of a name for the walking trail located on Town Conservation land at Edgewood Farm.

Janet Worthington moved to name the trail for Ansel Chaplin. Jay Coburn seconded, and the motion carried 4-0-1.

New Shellfish Aquaculture Grant

Shellfish Constable Tony Jackett and Dan Smith came forward to request final approval for a new Shellfish Aquaculture Grant for Mr. Smith located off Beach Point Landing. Mr. Smith reviewed the 19-month application process he had gone through with the state regulatory agencies.

Robert Weinstein moved to approve Dan Smith's request for a new 2-acre Shellfish Aquaculture Grant off Beach Point Landing. Maureen Burgess seconded, and the motion carried 5-0.

Historical Properties Bylaw Changes

Chair Historical Commission Chuck Steinman, Fred Todd of the Historical Review Board and Helen McNeill Ashton of the Historical Commission presented recommended changes to the Historic Properties Bylaw. One was the Preserving Historic Properties General Bylaw, a goal on the Selectmen's *Goals and Objectives*. One suggestion was to incorporate the Historical Commission and the Historical Review Board into one organization. Their request was to

forward their bylaw work to Town Counsel for review to be sure the bylaw is in compliance with Mass General Law.

Jay Coburn moved to forward the bylaw changes to Town Counsel to review and ensure it is in compliance with Mass General Law. Maureen Burgess seconded, and the motion carried 5-0.

The Historical Commission also discussed a plan to place plaques on historic properties. They now have a data base with addresses identifying historic properties and plan to send letters to owners with samples of the plaques and information on how to purchase them. The Historical Commission requested funds to help with this mailing.

Robert Weinstein said the Building Department should have the information that the Historical Commission has compiled. The current Demolition Delay Bylaw specifies that owners be notified of designation as historic in the event of a demolition delay; however, notification should not be confused with the plaque letter, Mr. Weinstein said. Mr. Steinman said that the list of historic properties has already been submitted to the Building Inspector.

Paul Wizotsky asked about a reference to listing a building in a Historic District since Truro doesn't have any other than the Highland Historic District. The Historical Commission has considered other areas of the town for historic district designation, and response to the question in the letter could give the Historical Commission some direction about future districts.

Maureen Burgess moved to approve support to the Historical Commission to send the letters to historic property owners. Janet Worthington seconded, and the motion carried 5-0.

CONSENT AGENDA

The Consent Agenda contained the following items:

A. Review/Approve and Authorize Signature:

1. Water Service Application for 642 Shore Rd – Little Skipper Condominiums;
2. One Day Entertainment (Sunday) License -Vinegrass Music Festival October 2, 2016 at Truro Vineyards, 11 Shore Rd.;
3. Letter regarding Pilgrim Nuclear Power Plant;

B. Amend Board of Selectmen Minutes of August 8, 2016; and

C. Review and Approve Regular Board of Selectmen Minutes – September 13, 2016.

Robert Weinstein commented on the letter regarding the Pilgrim Nuclear Power Plant and offered some corrections. Maureen Burgess will include the changes in the letter. Ms. Palmer explained why the Minutes of August 8, 2016 were amended.

Jay Coburn moved to approve the Consent Agenda with an amended letter regarding Pilgrim Nuclear Power Plant. Robert Weinstein seconded, and the motion carried 5-0.

SELECTMEN AND LIAISON AND TOWN MANAGER REPORTS

Jay Coburn had commended the Planning Board efforts on house size bylaws, but he expressed concerns on meeting procedures, use of Town Counsel, understanding of Open Meeting Law and use of Executive Session. Robert Weinstein commented further on the Ethics training that

members of all regulatory boards are required to take. Rae Ann Palmer said there is an attempt to educate chairs and board members. Paul Wizotsky stressed the importance of ongoing training in Open Meeting Law.

Janet Worthington reported on the success of the end of summer party that was held on September 24th and thanked all who had worked on it.

Paul Wizotsky added that the party was a wonderful event and might start an annual tradition. He praised the team effort that made it possible. He said that he attended the Planning Board work session that was a follow-up to the joint meeting on protecting the Seashore District. He and Jay Coburn commented on process for crafting zoning bylaws.

Maureen Burgess had attended a meeting about Highland Lighthouse. Two historic preservation specialists discussed its issues of moisture and venting and gave an estimate of 1.3 million dollars to rectify the building, she said. At her last Selectmen's Hours, she had received a letter of concern about the cost of trash bags. Rae Ann Palmer said that she had brought the letter to the attention of the Health Agent and Board of Health. Ms. Burgess reiterated the praise for the end of the season party. She also had attended the Planning Board work session to review bylaws they are preparing for Town Meeting Articles.

Robert Weinstein had attended the Planning Board meeting and discussed the Accessory Dwelling Unit Bylaw and water issues related to Wells #4 and #5, near the former Air Force Base. The Seashore has informed the Town that they are demolishing buildings there that contain asbestos. He suggested drafting a letter to the Seashore requesting a detailed plan of what they are doing and how it could impact the water supply. He also discussed appropriate identification for Selectmen when participating at other meetings. He said Selectmen should indicate whether they are speaking for themselves or have been designated as representative of the Board of Selectmen.

Town Manager Rae Ann Palmer had a few items. She clarified a comment by the Historical Commission Chair about procedure for staff. She and Maureen Thomas will be attending a meeting for managers for the Cape Cod Municipal Health Group about planned designed changes. The Housing Specialist's bids had arrived, she said. There are two good candidates for the Assistant Assessor position, and she expects to make a decision on that soon. The Fire Department test is Saturday. Forty-one applicants are taking the exam, she reported. Interviews will follow.

NEXT MEETINGS

Rae Ann Palmer reviewed with the Board agenda for the Tuesday, October 11, 2016 Board of Selectmen meeting. So far it included finalizing the Budget Message and the Fire Chief's Mandatory Safety Belt Policy, needed for a grant. Jay Coburn suggested adding a review of the Selectmen's *Goals and Objectives*.

Ms. Palmer and the Board planned for an Executive Session at 4 p.m. on October 4, 2016 and rescheduled the next work session to follow it at 5 p.m. She and the Selectmen will work out scheduling for the next meetings at the work session.

ADJOURNMENT

Jay Coburn moved to adjourn. Janet Worthington seconded, and the motion carried 5-0. The meeting was adjourned at 6:48 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess

Jay Coburn, Clerk

Janet Worthington, Vice-chair

Robert Weinstein

Public Records Material of 9/27/16

1. Aquaculture grant application
2. Historical Properties Bylaw
3. Water Service Application for 642 Shore Rd – Little Skipper Condominiums
4. One Day Entertainment (Sunday) License -Vinegrass Music Festival October 2, 2016 at Truro Vineyards, 11 Shore Rd.
5. Letter regarding Pilgrim Nuclear Power Plant