



Truro Board of Selectmen Meeting
Tuesday, October 17, 2017
Regular Board of Selectmen Meeting - 5:00pm
Truro Public Safety Facility-Lower Level Training Room
344 Route 6

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. Review and Approve the Appointment of Stephanie Rein to the Cable and Internet Advisory Committee

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Discussion of FY2019 Budget with Finance Committee
Presenter: Paul Wisotzky, Chairman
- B. Funds from the Affordable Housing Trust
Presenter: Carl Brotman, Chair Housing Authority
- C. Discussion of Open Meeting Law Complaint
Presenter: Rae Ann Palmer, Town Manager
- D. Review Board of Selectmen Policies
Presenter: Rae Ann Palmer, Town Manager

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Water Service Application for 276 Shore Rd-Days Cottages Units 1-23
 - 2. FY17 CDBG Grant Administrator Contract with Bailey Boyd Associates
- B. Review and Approve Reappointment of Amy Rogers, Commission on Disabilities
- C. Review and Approve Board of Selectmen Minutes: September 19, 2017 Regular, September 19, 2017 Work Session, and September 26, 2017

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, October 24



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Cable and Internet Advisory Committee

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Cable and Internet Advisory Committee Chair, Mary Abt

REQUESTED MEETING DATE: October 17, 2017

ITEM: Approval of Appointment of Stephanie Rein to the Cable and Internet Advisory Committee

EXPLANATION: Stephanie Rein submitted an Application to Serve on September 20, 2017, for a three year term vacancy on the Cable and Internet Advisory Committee. The Cable and Internet Advisory Committee have not been able to meet due to a lack of quorum. This appointment, once approved will allow for a quorum for meetings to commence again. Mary Abt, the Chair of CAIC has endorsed the appointment.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The vacant position on the Cable and Internet Advisory Committee will remain open and meetings can not be held.

SUGGESTED ACTION: *MOTION TO appoint Stephanie Rein to the Cable and Internet Advisory Committee for a term to expire June 30, 2020.*

ATTACHMENTS:

1. Application to Serve – Stephanie Rein
2. Endorsement from Mary Abt, Chair

RCVD 2017SEP20 AM11:04
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Stephanie Rein HOME TELEPHONE: [REDACTED]
 ADDRESS: 21 Holsberg Rd. WORK PHONE: —
 MAILING ADDRESS: PO Box 688 E-MAIL: [REDACTED]
 FAX: — MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: CABLE ADVISORY

SPECIAL QUALIFICATIONS OR INTEREST: I live in the seashore, I only have access to high priced satellite internet.

COMMENTS:

SIGNATURE: [Signature] DATE: 9/11/17

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

SIGNATURE: _____ DATE: _____

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

From: [Mary Abt](#)
To: [Nicole Tudor](#)
Subject: Re: Endorse Appointment to Cable and Internet Advisory Committee
Date: Wednesday, September 20, 2017 8:23:12 PM

Yes I endorse Stephanie for the Cable Internet Advisory Board.
Mary

Sent from XFINITY Connect Mobile App

----- Original Message -----

From: Nicole Tudor
To: Mary Abt
Cc: Noelle Scoullar
Sent: September 20, 2017 at 4:37 PM
Subject: Endorse Appointment to Cable and Internet Advisory Committee

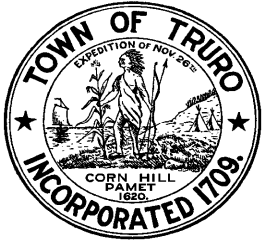
Hi Mary,

When you have a moment, would you kindly respond to this email your endorsement as Chair to Stephanie Rein's appointment to the Cable and Internet Advisory Committee for inclusion on the next Board of Selectmen's Agenda.

Thank you!

Nicole

Nicole Tudor
Executive Assistant
Selectmen's Office
Truro Town Hall
PO Box 2030
24 Town Hall Road
Truro, MA 02666
Direct Line: (508) 214-0925
Extension: (508)349-7004 Ext 110
Fax: (508)349-5505
Email: ntudor@truro-ma.gov



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 17, 2017

ITEM: Discussion with the Finance Committee regarding the FY 2019 Budget.

EXPLANATION: This is the annual discussion with the Finance Committee regarding financial parameters for development of the FY 2019 budget.

SUGGESTED ACTION: *None Required.*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Housing Authority

REQUESTOR: Carl Brotman, Chair

REQUESTED MEETING DATE: October 17, 2017

ITEM: Funds from Affordable Housing Trust

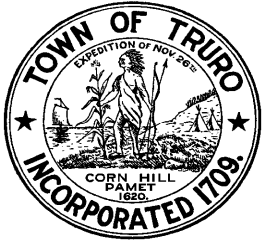
EXPLANATION: The Truro Housing Authority has been notified of a potential resale at 10 Old Fire House Road, a Deed Restricted Affordable Home. The specified selling price for the home exceeds the current affordable purchase price. The Housing Authority wishes to buy down the price. The Housing Authority also needs funds for the MLS Listing. The Housing Authority would also like to offer a small amount of Down Payment Assistance to a potential buyer. The request is for up to \$40,000 from the Affordable Housing Trust.

FINANCIAL SOURCE (IF APPLICABLE): The Affordable Housing Trust Balance is \$57,856.55.

IMPACT IF NOT APPROVED: Loss of Deed Restricted Home from the Subsidized Housing Inventory.

SUGGESTED ACTION: *Motion to authorize the use of up to \$40,000 from the Affordable Housing Trust for the sale and repurchase of a deed restricted home at 10 Firehouse Road.*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 17, 2017

ITEM: Discussion of Open Meeting Law Complaint

EXPLANATION: An Open Meeting Law Complaint was filed September 20, 2017, from the Truro Part-Time Resident Taxpayers' Association. Attorney Brian Riley, under the direction of Town Counsel John Giorgio, has prepared a response. The response was due back on October 12th; however, we requested and were granted an extension until October 20th. In keeping with practice set out by the Attorney General, the Board should acknowledge and explain the complaint as submitted and then vote to authorize Town Counsel to send the response on the Town's behalf.

FINANCIAL SOURCE (IF APPLICABLE): Town Counsel budget for legal fees.

IMPACT IF NOT APPROVED: The Town will not respond to an Open Meeting Law Complaint.

SUGGESTED ACTION: Move to authorize Town Counsel to send a response to the Attorney General for the Part time Resident Open Meeting Law Complaint.

ATTACHMENTS:

1. Open Meeting Law Complaint

*Via Federal Express Overnight
and Electronic Mail*

September 20, 2017

Paul C. Wisotzky, Chairman
Board of Selectmen
Town of Truro
24 Town Hall Road
Truro, MA 02666

Town Clerk
Town of Truro
24 Town Hall Road
Truro, MA 02666

**Re: Open Meeting Law Complaint
Board of Selectmen, August 22, 2017, Meeting**

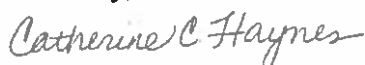
To Whom It May Concern:

Please find enclosed an Open Meeting Law Complaint Form and Memorandum in Support thereof (the "Complaint"). Said Complaint concerns the August 22, 2017, meeting of the Town of Truro Board of Selectmen.

Pursuant to the Open Meeting Law, the Board of Selectmen must respond to the Complaint within fourteen (14) business days and copy the Division of Open Government with its response.

Thank you for your attention to this matter.

Sincerely,



Catherine Haynes, Vice President/Clerk
Truro Part-Time Resident Taxpayers' Association

cc: Brian W. Riley (*via email only*)



OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General
One Ashburton Place
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

Your Contact Information:

First Name: Catherine Last Name: Haynes

Address: 69 South Street

City: Franklin State: MA Zip Code: 02038

Phone Number: +1 (508) 520-0182 Ext. _____

Email: c.c.haynesartist@gmail.com

Organization or Media Affiliation (if any): Truro Part-Time Resident Taxpayers' Association

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

Individual Organization Media

Public Body that is the subject of this complaint:

City/Town County Regional/District State

Name of Public Body (including city/town, county or region, if applicable): Truro Board of Selectmen

Specific person(s), if any, you allege committed the violation: _____

Date of alleged violation: Aug 22, 2017

Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

Please see Memorandum in Support of Complaint appended hereto.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

Please see Memorandum in Support of Complaint appended hereto.

Review, sign, and submit your complaint

I. Disclosure of Your Complaint.

Public Record. Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

Publication to Website. As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to openmeeting@state.ma.us.

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Catherine C. Haynes

Catherine Haynes, Vice President/Clerk

Date: September 20, 2017

For Use by Public Body	Date Received	Public Body:	Filed by AGO	Date Received by AGO:
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**MEMORANDUM IN SUPPORT OF COMPLAINT
FOR VIOLATIONS OF THE OPEN MEETING LAW**

TO: Town of Truro Board of Selectmen

ATTN: Paul C. Wisotzky, Chairman

CC: Town of Truro Town Clerk
Brian W. Riley, Town Counsel

FROM: Catherine Haynes, Vice President/Clerk
Truro Part-Time Resident Taxpayers' Association

DATE: September 20, 2017

RE: August 22, 2017, Board of Selectmen Meeting

This Memorandum is submitted to the Town of Truro Board of Selectmen ("Board"), by Catherine Haynes, Vice President/Clerk of the Truro Part-Time Resident Taxpayers' Association (collectively "TPRTA"), in support of its complaint for violations of the Open Meeting Law ("OML"). Specifically, TPRTA alleges violations of the OML with respect to the Board's consideration of and vote to adopt a residential tax exemption ("RTE") at its August 22, 2017, meeting. TPRTA further alleges violations of the OML arising out of the Board's public hearing and vote for the Fiscal Year 2018 tax classification, which was premised upon recommendations from the Town of Truro Board of Assessors ("BOA"), which recommendations were voted upon by the BOA at a meeting that itself is the subject of an OML complaint. As detailed herein, there were substantive procedural irregularities in the Board's proceedings, which deficiencies have prejudiced TPRTA and other part-time resident taxpayers and constitute violations of the OML.

Factual Background

The Board's prospective adoption of a RTE, which benefits full-time residents to the detriment of part-time residents in the Town of Truro ("Town"), was first publicly referenced in the Town's Fiscal Year 2017 Goals Statement, which was signed on July 2, 2016. From that date forward, the Board, in conjunction with the BOA, has failed to adequately vet the adoption of the RTE and follow through on repeated representations relative to the due diligence that would be undertaken by the Town prior to the adoption of the RTE. Both the Board and the BOA have consistently failed to provide adequate notice to interested year-round residents and part-time residents of meetings at which discussion of the RTE would be held, in contravention of G.L. c. 30A, § 20(b), and have failed to timely or effectively minute the meetings at which such discussions were conducted, in violation of G.L. c. 30A, § 22. At the same time that the Board and BOA have failed to observe the requirements of the OML, the Town engaged in a concerted effort to pre-qualify individuals for the RTE prior to the August 22nd meeting, in an apparent effort

to garner support for its seemingly pre-determined campaign to adopt the same. The pre-qualification notice indicated that the Board was “considering” an RTE, but failed to indicate any of the potential adverse consequences of the RTE on part-time residents of the community as a whole, making the application process appear simply as a free benefit. By August 17th, and despite the fact that the Board had not yet voted (or noticed that it would be voting upon) the RTE, the Town’s website carried a call to submit applications for the RTE, promising by implication that these exemptions would be available before a vote had been taken to approve same.

The above-described OML violations came to a head in August 2017, at meetings of both the BOA and Board. Specifically, on August 10, 2017, the BOA posted an agenda for its August 14, 2017, meeting, which did not inform the public with reasonable specificity that the BOA would discuss the RTE or Fiscal Year 2018 tax classifications and vote upon recommendations to make to the Board with regard thereto. The BOA’s failure to adequately notice its August 14, 2017, meeting is the subject of a separate OML complaint, which was filed by Frank Korahais. As you are likely aware, Town Counsel, Brian W. Riley, provided a written response to said complaint, in which the BOA acknowledged that “its August 14 meeting notice did not list the topic of tax classifications or residential tax exemptions, and that said topics were discussed and certain recommendations to the Selectmen were voted.”

Despite the fact that, as of August 22, 2017, the Board was on notice that the BOA’s discussion and vote on recommendations with respect to both the RTE and Fiscal Year 2018 tax classifications were the subject of an OML complaint – and that the BOA had taken no actions to cure the deficiencies with respect thereto – the Board nonetheless proceeded to consider those matters at its meeting. Consideration of both the RTE and Fiscal Year 2018 tax classifications was thus inherently tainted by the misconduct of the BOA. While the Board took the position that it could proceed because the OML complaint had been filed against the BOA, and not the Board, the Board’s actions at the August 22nd meeting required them to rely upon the recommendations that the BOA had adopted at an improperly noticed meeting. Moreover, the Board’s improper consideration of the RTE was compounded by the fact that it had wholly failed to provide notice that it would be deliberating and voting upon the adoption of the same. While the Board’s August 22, 2017, meeting notice, which is appended hereto as **Attachment “A”**, identifies that there would be a “Public Hearing and Vote on Fiscal Year 2018 Tax Classification Hearing,” no reference is made to the proposed RTE. The Board’s legal notice for the August 22, 2017, tax classification hearing, appended hereto as **Attachment “B”**, is similarly devoid of any reference to any contemplated action on the RTE.

The deficiencies and violations cited herein are further compounded by the failure of the BOA to minute any public discussions in 2016 and fewer than half of those in 2017, only one of which referenced the RTE and promised a plan to be delivered in January 2017 for a Budget Task Force meeting that was never delivered. In addition, this matter is also compounded by the Board’s own failure to implement the RTE in accordance with its vote on April 18, 2017, which was to obtain more complete data on the RTE prior to its final vote thereon.

Despite the deficiencies and violations of the OML at its August 22nd meeting, the Board proceeded to vote on the Fiscal Year 2018 tax classifications and adopted the RTE. In voting in favor of the RTE, the majority of the members of the Board read written statements that were similar in content and made the Board's decision regarding same have the appearance that it was pre-determined and biased.

Violations of the Open Meeting Law

I. The Board's August 22, 2017, Meeting Notice Was Not Sufficiently Detailed.

The OML was enacted "to eliminate much of the secrecy surrounding deliberations and decisions on which public policy is based." Ghiglione v. School Committee of Southbridge, 376 Mass. 70, 72 (1978). To that end, the OML mandates that a public body must post notice of every meeting at least 48 hours in advance, not including Saturdays, Sundays, and legal holidays. G.L. c. 30A, § 20(b). Notices must include "a listing of topics that the chair reasonably anticipates will be discussed at the meeting." Id. The listing of topics shall have sufficient specificity to reasonably advise the public of the issues to be discussed at the meeting. 940 CMR 29.03(1)(b). The Attorney General's Office considers a topic to be sufficiently specific when a reasonable member of the public could read the topic and understand the anticipated nature of the public body's discussion. See OML 2015-35.

Here, the Board's notice for its August 22, 2017, meeting is wholly devoid of reference to the Board's prospective consideration and vote on the adoption of the RTE. As a review of **Attachment A** and **Attachment B** demonstrates, the meeting notices provided that the Board would hold a public hearing and vote on the Town's Fiscal Year 2018 tax classifications. According to the legal notice for the public hearing, the Board's action would be undertaken pursuant to G.L. c. 40, § 56. As discussed in further greater detail below, § 56 requires that the Board conduct a public hearing, such that it would be reasonable for an interested party to assume that only those matters within the purview of such statute would be discussed.

Notwithstanding its failure to notice that it would deliberate and vote on the adoption of the RTE at the August 22, 2017, meeting, which failure was apparently intentional in light of the strong opposition to the measure that RTE had repeatedly voiced, the Board nonetheless proceeded to undertake such action. The adoption of the RTE, which was apparently undertaken pursuant to G.L. c. 59, § 5C, constitutes a separate and distinct statutory process from that contained in G.L. c. 40, § 56, and thus cannot be considered adequately noticed by reference to § 56. While TPRTA acknowledges that § 5C does not require a public hearing be held, in contrast to § 56, the statute nonetheless requires Board action, which should have been identified under Section 5 of the Board's meeting notice, entitled "Board of Selectmen Action." The failure to adequately notice the Board's deliberation and ultimate vote on the RTE (the Board voted 4-1 to grant a residential exemption at an option of 20 percent at its August 22nd meeting), constitutes a violation of the OML and should nullify the action taken with regard thereto.

II. The Board's Reliance on the BOA's Recommendations, which Recommendations Are Themselves the Product of an OML Violation, Taints Its Vote on the Fiscal Year 2018 Tax Classification and Constitutes a Violation of the OML.

In addition to its action on the RTE, the Board also conducted a public hearing and voted on the Town's Fiscal Year 2018 Tax Classification at its August 22, 2017, meeting. Such tax classifications are voted upon by the Board in accordance with G.L. c. 40, § 56, which provides that at the public hearing the municipality's board of assessors shall provide all information and data relevant to the proposed tax classifications. "The board of assessors must ... provide information to the board of selectmen ... as well as the general public, so that an intelligent decision can be made on the residential tax factor and the percentage of the levy to be borne by each class of property." Andrade v. City Council of Gloucester, 406 Mass. 337, 341 (1989).

At the Board's August 22nd meeting, the BOA, acting through the Town's Principal Assessor, Cathy Fryxell, provided information, data, and recommendations to the Board relative to the Fiscal Year 2018 tax classifications. In the materials provided to the Board, including a written submission, the Board received the BOA's recommendations, which were the product of a vote taken at its August 14, 2017, meeting. As identified herein, the BOA's August 14, 2017, meeting is the subject of an independent OML complaint, and Town Counsel has admitted that the topics that were discussed at such meeting were improperly noticed. On the date of its August 22nd meeting, the Board was served with a copy of the OML complaint concerning the BOA's August 14th meeting, and was thus aware that there was at least some allegation that the information and recommendation provided by the BOA had been the product of an illegal meeting. Nevertheless, and in apparent disregard of the same, the Board intentionally proceeded with its August 22, 2017, meeting, which it was aware could be tainted by the BOA's OML violations.

While Town Counsel has gone to great lengths to identify the BOA's recommendations as "non-binding" upon the Board, it cannot be disputed that the BOA's recommendations – which were the product of an illegal meeting – were presented to the Board, considered and adopted thereby. Indeed, in an apparent effort to "remedy" its violations of the OML, and to remedy the fact that two of the Town's selectmen had participated in the BOA deliberation at the August 14th meeting, the BOA noticed a meeting on August 25, 2017, at which it purported to ratify its previous deliberations concerning the Fiscal Year 2018 Tax Classification without any selectmen in attendance. This subsequent meeting occurred three days after the Board had already relied on the tainted vote and recommendations of the BOA and was insufficient to remedy the impact that such illegal action had upon the Board's deliberations.

It follows that, based upon the foregoing, the BOA's recommendations, deliberation, and vote with respect to the Fiscal Year 2018 Tax Classification were not – and could not be – remedied by its subsequent August 25, 2017, meeting. The conduct undertaken at the BOA's August 14, 2017, meeting, upon which the Board relied in voting at its August 22nd meeting, taint the public hearing and vote by the Board relative to the Fiscal Year 2018 Tax Classification and such action should be annulled.

It is clear that the absence of the RETA on any agenda of the Board from April 18, 2017, through August 22, 2017, and the absence of it on any agenda of the BOA in 2016 or 2017, demonstrates a pattern of non-transparent practice in which deliberations on this topic were either inadequately undertaken and/or conducted in secret, making it impossible for the public to participate fully and knowledgeably in a discussion of the RTE.

Conclusion

On the basis of the foregoing, and on the basis of any other OML violations that may be revealed upon further investigation into this matter by the Attorney General's office, TPRTA respectfully requests that the Board remedy its violations of the OML by rescinding its illegal action on the RTE and Fiscal Year 2018 Tax Classification. Should the Board fail to remedy its illegal and invalid action, TPRTA will seek review of this matter from the Attorney General and will, at a minimum, request that an order be issued pursuant to G.L. c. 30A, § 23(c) that:

- (1) compels immediate and future compliance with the OML;
- (2) nullifies in whole all action taken on the RTE and Fiscal Year 2018 Tax Classification at the Board's August 22, 2017, meeting;
- (3) imposes a civil penalty upon the Board for each of the intentional violations of the OML that have been identified herein and that are revealed during a subsequent review by the Attorney General's office; and
- (4) compels that all minutes, records and other materials, including the Board's email communications relating to the RTE, be made public.

At this juncture, we urge the Board to act reasonably and to remedy the violations of the OML that have been identified herein. Thank you for your attention to this matter.

ATTACHMENT A



Truro Board of Selectmen Meeting
Tuesday, August 22, 2017
Executive Session - 4:30pm
Regular Board of Selectmen Meeting - 5:00pm
Truro Town Hall, 24 Town Hall Road

Executive Session: *Move that the Board of Selectmen enter into Executive Session pursuant to M.G.L. Chapter 30A, §21(a) paragraph (2), to Discuss strategy sessions in preparation for negotiations with non-union personnel and to conduct contract negotiations with non-union personnel –Town Manager.*

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

- A. Public Hearing and Vote on Fiscal Year 2018 Tax Classification Hearing and Review and Approval of signatory authority to the Principal Assessor for the Classification Tax Allocation (LA-5)
Presenter: Cathy Fryxell, Principal Assessor

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Review and Approve Appointment of Chris Clark for the Local Comprehensive Plan Committee

4. TABLED ITEMS

- A. Beach Commission Discussion on Residential Only Parking Lot at Coast Guard Beach
(Tabled until 9/26)

5. BOARD OF SELECTMEN ACTION

- A. None

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Application for a Curb Cut permit-20 Whitmanville Road
- B. Review and Approve Eversource Rate Increase Letter
- C. Review and Approve National Suicide Prevention Week Proclamation
- D. Review and Approve Samaritans on Cape Cod and Islands Day in the Town of Truro, Massachusetts Proclamation
- E. Review and Approve Reappointments of David Krieger-Dewitt for Agricultural Commission; Jennifer Shannon for Taxation Aid Committee
- F. Review and Approve One Day Entertainment License for Protect Our Cape Cod Aquifer (POCCA) August 31st 6pm-9pm at 11 Shore Rd, Truro Vineyards
- G. Review and Approve Board of Selectmen Minutes: August 8, 2017, and August 9, 2017 (Part-Time Resident Meeting)

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, September 12

ATTACHMENT B

**LEGAL NOTICE
TOWN OF TRURO
PUBLIC NOTICE
TAX CLASSIFICATION HEARING
AUGUST 22, 2017**

Notice is hereby given that the Truro Board of Selectmen will hold a public hearing on Tuesday, August 22, 2017 at 5:00 p.m. at the Truro Town Hall, 24 Town Hall Road, Truro, pursuant to MGL Ch. 40, Section 56, for the purpose of determining the percentages of the local tax levy to be borne in Fiscal Year 2018 by each class of property: residential, open space, commercial, industrial, and personal property. The Board of Assessors will present information and data relevant to making such determination, including the fiscal effect of the available alternatives. The public is encouraged to submit comments in writing to the Office of the Town Manager/Board of Selectmen, PO Box 2030, Truro, MA 02666, or in person at the hearing.

Paul Wisotzky, Chairman
Board of Selectmen



Published on *Truro MA* (<https://www.truro-ma.gov>)

[Home](#) > TAX CLASSIFICATION HEARING AUGUST 22, 2017

TAX CLASSIFICATION HEARING AUGUST 22, 2017

LEGAL NOTICE

TOWN OF TRURO

PUBLIC NOTICE

TAX CLASSIFICATION HEARING

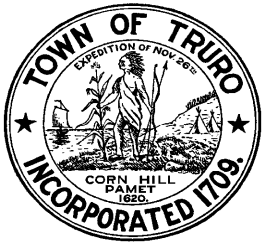
AUGUST 22, 2017

Notice is hereby given that the Truro Board of Selectmen will hold a public hearing on Tuesday, August 22, 2017 at 5:00 p.m. at the Truro Town Hall, 24 Town Hall Road, Truro, pursuant to MGL Ch. 40, Section 56, for the purpose of determining the percentages of the local tax levy to be borne in Fiscal Year 2018 by each class of property: residential, open space, commercial, industrial, and personal property. The Board of Assessors will present information and data relevant to making such determination, including the fiscal effect of the available alternatives. The public is encouraged to submit comments in writing to the Office of the Town Manager/Board of Selectmen, PO Box 2030, Truro, MA 02666, or in person at the hearing.

Paul Wisotzky, Chairman

Board of Selectmen

Source URL: <https://www.truro-ma.gov/board-of-selectmen/news/tax-classification-hearing-august-22-2017>



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 17, 2017

ITEM: Review of Board of Selectmen Policies

EXPLANATION: In accordance with the 2018 Goals and Objectives, the Board of Selectmen will review all Selectman's policies for updating, rescinding or affirming. The following ten (10) Policies were proposed for review:

1. Policy # 28 – *Curb Cut Policy*
2. Policy # 29 – *Travel Reimbursement Policy*
3. Policy # 30 – *Senior Municipal Service Program*
4. Policy # 31 – *Written Complaints and Communications*
5. Policy # 32 – *Gift Acceptance Policy*
(NOTE: Policy #33 was rescinded 4/22/15)
6. Policy # 34 – *Liaison Policy*
7. Policy # 35 – *Policy of Town Administrator's Powers of Appointment*
8. Policy # 36 – *Truro Fire Rescue GO#115: Enrollment in Town Insurance Plans*
9. Policy # 37 – *Procedural Relationships of Town Government Entities*
10. Policy # 38 – *Facilities Naming Policy*

Staff and I have reviewed the policies in advance of your meeting and make the following recommendations:

Policy # 28 – Staff changes have been included and the policy has been submitted to Town Counsel for review. The Counsel-reviewed version of this policy will be submitted for your review at a future meeting.

Policy # 29 – This policy has been revised to update the mileage reimbursement rate and to include the use of the Travel Request Form document that has been implemented in order to better assess Town-business travel by the Town Manager. The policy clarifies how, when and by whom, Town-business travel is approved and reimbursements are granted.

Policy # 30 – This policy was updated to include more general wage information and to clarify when participants receive credit for their services and how the hours of service fluctuates with minimum wage.

Policy # 31 – This policy has been updated to reflect the title of Town Manager (formerly Town Administrator) and to clarify how complaints about Town employees are managed.

Policy # 32 – Staff changes have been included to address varied gifts-in-kind and to establish a process for acceptance of such gifts by the Board of Selectmen. The revised policy has been submitted to Town

Counsel to review and to ensure that the appropriate IRS-required language is included. The Counsel-reviewed version of this policy will be submitted for your review at a future meeting.

Policy # 34 – This policy has been updated to reflect the title of Town Manager (formerly Town Administrator). Staff has no other recommended changes.

Policy # 35 – This policy is being updated to reflect the current hiring process I have initiated. It also includes updates to match the Town Charter and includes a statement that hiring for department head positions requires the Town Manager to make the appointment in consultation with the Board of Selectmen and will reflect the current practice of soliciting input from each Board of Selectmen member individually prior to making an offer. The policy will be sent to Town Counsel for review and then presented at a future meeting.

Policy # 36 – Staff has no recommended changes.

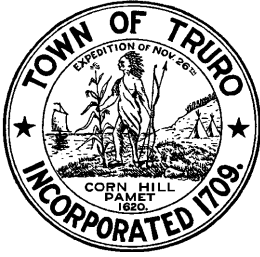
Policy # 37 – This policy has been updated to reflect the changes to the Town Charter including changes to the appointing authority and supervision.

Policy # 38 – This policy has been updated to included trails and conservation areas as physical facilities and refers to the February 2017 Policy Memorandum #60: Memorial and Dedication Gifts. Additionally, establishment of dedication or memorial sites on Town property will require Board of Selectmen approval and temporary memorials are subject to review by the Town Manager and Police Chief.

SUGGESTED ACTION: *MOTION TO accept proposed revisions for policies _____.*

ATTACHMENTS:

1. Board of Selectmen Policies – Current and With Recommended Changes



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #28

Date: Adopted June 6, 2000, revised 9/22/04, 2/28/06, 6/13/06, 10/13/07

Subject: **CURB CUT POLICY**

1. Introduction

Due to the continuing growth in construction activity in Truro and the associated growth in curb cuts, the Board of Selectmen has established the following Curb Cut Policy in order to address inherent safety concerns.

This policy is intended to provide control over access to Town or State owned roads and uniformity of requirements and standards of construction for every curb cut request. Upon inspection by the Director of the Department of Public Works, there may be additional construction requirements imposed for a particular situation, but none that would be contradictory to the Subdivision Control Laws as outlined in MGL Chapter 41, Sections 81K through 81GG, or the Town of Truro Rules and Regulations governing the Subdivision of Land (Rules and Regulations), Sections 3.6.2, 3.6.6, 4, Table 1 and Section 1.5.

2. Policy

Alteration of existing curb cut(s) and/or requests for additional curb cuts off of a Town or State owned road(s) shall cause an applicant to file a Curb Cut Permit (CCP). Any application for a building permit that includes a proposed curb cut on property off a Town or State owned road will first require an approved CCP. The approved CCP must be provided to the Truro Building Commissioner prior to or at the time of requesting a building permit. No such building permit will be issued without an approved CCP. Additionally, a final certificate of occupancy for the construction will not be issued unless the conditions of the CCP have been met.

The Truro Board of Selectmen will refer any Town concerns regarding proposed curb cuts on State owned roads to the Massachusetts Highway Department for consideration.

The curb cut construction requirements of this Policy will be applicable to new construction, existing structures, and renovations thereto.

3. Action

Application for a CCP will be made on approved forms available at Town Hall or the Department of Public Works. A copy of the current (as of this date) CCP application form is attached as Exhibit 1. The applicant for

a CCP, or his/her agent, will be available to the Director of the Department of Public Works and the Chief of Police to enable a site inspection and to answer any questions regarding the CCP application.

The Planning Board approval/sign off is required for approved subdivision roads on Town or State roads and for endorsed Site Plan Review on Town or State roads.

All curb cuts shall be located and constructed in such a manner so as to **preclude**:

- a. Damage to the Town or State road either at the time of construction or in the future;
- b. Drainage from private property onto the Town or State road;
- c. Introduction of sand, soils, or other materials onto the Town or State road; and
- d. Any other potential hazard to public safety as may be identified by the Director of the Department of Public Works and/or the Chief of Police.

All curb cuts will comply with the Town of Truro construction requirements, as noted on the attached information sheet and shown as Exhibit 2; the design standards shown under the Rules and Regulations, Section 2.5.8; the Mass Highway permit requirements as applicable; and/or as required by the Director of the Department of Public Works.

All applications for a curb cut and approval of performance conditions on Town roads shall be subject to review, including a site visit by the Director of the Department of Public Works and the Chief of Police, prior to approval. The Director shall make recommendations on each application, based upon the Town's construction requirements as outlined above, such as location, materials to be used, catch basin(s) location(s), and so forth, if required. All such required construction will be at the applicant's expense. The Chief of Police will review the application site to ascertain that the curb cut will not be detrimental to traffic flow and the public's safety.

Final approval by the Director of the Department of Public Works shall be made only after approval by the Planning Board, if required, after completion of all construction, and after a final inspection by the Director of the Department of Public Works has been made. Final written approval shall become a part of the property records maintained by the Building Commissioner, and shall be completed prior to the issuance of a certificate of occupancy.

The Board of Selectmen may waive any requirements of this policy, at their sole discretion, when such waiver is deemed to be in the best interests of, and at no cost to, the Town of Truro.

4. Enforcement

Failure to comply with this policy shall result in one or more of the following actions:

- a. A refusal to issue a building permit (permit approval) and/or a certificate of occupancy (permit compliance);

- b. A request to Mass Highway for disapproval of the applicant's request for a permit to enter a State Highway; and/or
- c. A penalty of \$300.00 for each violation through the non-criminal disposition process as outlined in the Truro General Bylaws. Each day a violation exists shall be considered a new violation.

2. Process

Following is an outline of the chronological process to be used for conformance to this Policy:

- a. Applicant submits an approved application for a Curb Cut Permit.
- b. Director of the Department of Public Works performs a site visit, attaches his recommendations to the Board of Selectmen, and forwards the completed curb cut application to the Chief of Police.
- c. The Chief of Police performs a site visit; he notes his approval/disapproval of the application based on safety considerations and forwards the application to the Board of Selectmen.
- d. Board of Selectmen approves/disapproves the application w/wo conditions and forwards the results to the applicant. If the application is disapproved, the process starts over again with a revised application reflecting the reason(s) for disapproval.
- e. Upon the approval of the Board of Selectmen, applicants whose curb cut applications are tied to a building permit will proceed as below:
 - 1. Applicant includes the approved Curb Cut Permit to his/her application for a building permit.
 - 2. Construction occurs.
 - 3. Property owner or his/her agent applies for a certificate of occupancy.
 - 4. Director of the Department of Public Works performs a site visit to determine compliance with the conditions of the Curb Cut Permit and informs the Building Commissioner, in writing, that the conditions have or have not been met. If the latter, the applicant will be informed of what actions are required to meet the conditions of the Curb Cut Permit and that they must be completed prior to the issuance of a certificate of occupancy.

Alfred Gaechter, Chairman

Gary Palmer, Vice-Chairman

Christopher R. Lucy, Clerk

Curtis Hartman

Janet W. Worthington
Board of Selectmen
Town of Truro

EXHIBIT 1

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

Note: *This permit application must be accompanied by a plan. If this permit is being applied for by someone other than the Owner of the property, the owner's signature must appear at the bottom of the application.*

Date: _____

To the Board of Selectmen
24 Town Hall Road
P. O. Box 2030
Truro, MA 02666

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

The applicant(s) hereby make application for a curb cut as follows:

Name(s): _____

Address: _____

Curb Cut Street Location: _____

Affected Town or State road: _____

Truro Assessor's Map Number: _____ Parcel Number: _____

Name of contractor: _____

Reason/explanation: _____

I/we hereby agree to the terms and conditions as outlined in this policy and attached Exhibits:

Applicant's Signature: _____

Owner's Signature (if different): _____ Date: _____

Owner's Address (if different): _____

Director, Department of Public Works Preliminary Approval:

_____ Approved _____ Disapproved _____ Not Applicable

Director, Department of Public Works

Date

Chief of Police Approval:

_____ Approved _____ Disapproved _____ Not applicable

Chief of Police

Date

Board of Selectmen Approval:

_____ Approved _____ Disapproved

Chairman, Board of Selectmen

Date

Planning Board Approval (if required):

_____ Approved _____ Disapproved _____ Not Applicable

Chairman, Planning Board

Date

Building Commissioner Approval:

_____ Approved _____ Disapproved Building Permit Number _____

Building Commissioner

Date

Mass Highway Referral (if required):

Date Forwarded _____

Signature

Director, Department of Public Works Declaration of Compliance:

I have inspected the property located at _____ and found the work requested on the Application for a Curb Cut dated _____ to be in compliance with the Board of Selectmen Policy #28 - Curb Cut Policy.

Director, Department of Public Works

Date

Building Commissioner Final Approval:

_____ Approved _____ Disapproved Certificate of Occupancy _____

Building Commissioner

Date

EXHIBIT 2

TOWN OF TRURO CURB CUT DESIGN AND CONSTRUCTION REQUIREMENTS

General: Any owner of property abutting Town or State roads shall, before beginning any construction, make written application to the Board of Selectmen, in duplicate. The application will be accompanied by a plan showing the following:

1. Complete plans drawn to scale on the property in question, including the location of property lines and all existing driveways, using a scale of no less than 40' = 1".
2. Indication of any drive that is to be altered or closed.

The following additional requirements must be met and agreed upon by the applicant/owner:

1. The applicant must furnish a list of all materials, including any necessary signs, to be part of any construction within the Town or State layout.
2. All work and material shall meet the standards of the Town of Truro and/or the Mass Highway requirements, if applicable.
3. Any alterations to the original application shall require a new permit.
4. All curb cuts and street approaches will be inspected during and after construction, and the Town has the right to stop work until such time as any objectionable conditions are corrected at the applicant/owner's expense.
5. The cost of any/all construction and maintenance of any work to take place within the Town or State layout; all materials and labor; and any work specified and approved by the Board of Selectmen, shall be borne by the applicant/owner, their grantees, successors and assignees.

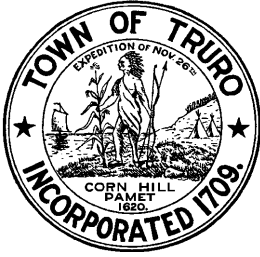
Design and Construction Requirements:

Driveways should be located to the best advantage with regard to the road alignment, profile, sight distance conditions, road safety, and so forth.

The standards call for not more than one (1) curb cut for any one property. A variance may be granted by the Board of Selectmen, subject to an individual need.

The radius of a private driveway may not extend beyond the private owner's property line without the abutting owner's written consent.

All driveways or private road entrances or exits shall be hot mixed and bermed, oiled, or hardened with such materials to the road/property sideline so as to prevent erosion of such driveway/private road entrance or exit which would cause sand or material to be washed onto Town or State roads. This should be completed as soon as possible, weather permitting.



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #29, REVISED

Date: Adopted June 13, 2000
Revised January 5, 2005

Subject: **TRAVEL REIMBURSEMENT POLICY**

1. Introduction:

It is the desire of the Board of Selectmen to reimburse employees of the Town for legitimate legal expenses they may incur in the course of performing their duties for the Town while on approved "Official Business" of the Town. However, prudence and fiscal responsibility dictate that there must be limits on the amount of expenses for which the Town should be expected to reimburse their employees.

The purpose of this Policy Memorandum is to provide guidance to Town employees entitled to reimbursement for travel expenses incurred while on "Official Business" of the Town, and to establish guidelines and limits on such reimbursements.

For the purposes of this Policy, the term "employee" will include all categories of Town employees as defined in the Personnel Bylaw or through collective bargaining agreements, and members of all multi-member bodies, whether elected or appointed.

2. Background:

By past practice within the Town, and as negotiated through various collective bargaining agreements, it has been the policy of the Town to reimburse employees for the use of their personal vehicles, when used on approved "Official Business" of the Town, at a rate of \$.28 per mile. It has also been the practice to require the use of Town-owned vehicles, when reasonably available, rather than personal vehicles.

In certain instances, other arrangements have been approved through Bylaw, annual operating budget, individual agreement, or through various collective bargaining agreements to reimburse employees on a flat-rate basis for travel incurred in the course of their official position on either a monthly, semi-annual or annual basis.

It has also been past Town practice when employees have incurred other legitimate expenses, such as lodging, food, telephone calls, and so forth, to reimburse the employee fully for any such legitimate legal expenses. The exceptions to the 100% policy have been for reimbursements prohibited by Massachusetts General Law, Chapter 44, Section 58, in that "No city or town shall pay a bill incurred by any official thereof for wines, liquors or cigars."

It has also been the policy of the Town through past practice to rely on the good sense and

judgement of the individual employee to use discretion, restraint and moderation in the selection of lodging and food establishments, or other expenses, when traveling on such approved "Official Business."

Many Towns have no policies whatsoever, some Towns have limited policies, and some Towns are quite restrictive.

3. Action:

Effective on July 1, 2000, the employee Travel Reimbursement Policy of the Town of Truro will be as follows:

a. Travel:

Travel will normally be conducted through the use of a Town-owned vehicle, if reasonably available. If a Town-owned vehicle is not reasonably available, and when approved by the affected Department Head or Town Administrator, travel by personal vehicle will be authorized and reimbursed at the Federal Internal Revenue Service (IRS) travel mileage reimbursement rate.

Travel by commercial carrier will be fully reimbursed when such travel is undertaken at the most economical rate. Travel at more luxurious rates will only be reimbursed at the most economical rate. When necessary at destination, the use of a compact rental car will be fully reimbursed, unless the use of a larger vehicle is necessary due to the number of persons traveling. Otherwise, use of a larger vehicle will only be reimbursed at the rate for a compact car.

b. Lodging:

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is provided as part of a business, training or conference package at a set cost.

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is available at a conference or training site at pre-negotiated prices.

If lodging is neither provided, nor available at pre-negotiated prices, then the Town will limit reimbursement for lodging expenses to no more than \$200.00 per night, exclusive of taxes. Any expenses incurred for lodging in excess of that amount will be at the employee's expense.

c. Meals:

Reimbursement for actual meal expenses will be fully reimbursed when such meals are provided as part of a business, training or conference package at a set cost.

In all other circumstances, meal reimbursement will be limited to no more than the

following, including taxes and gratuities. Expenses incurred in excess of these limits will be at the employee's expense.

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$45.00

d. Other:

The Town will not reimburse employee's for any expenses incurred, other than travel, lodging, and meals as noted above, without the prior approval of the Department Head or Town Administrator, unless it can be satisfactorily shown that the expense was a legitimate, legal and necessary expense incurred for "Official Business" only.

Original itemized receipts must be provided for all expenses incurred for which the employee seeks reimbursement. If such receipts are not provided, reimbursement will not be made.

The Town will not reimburse any expenses incurred for the purchase of alcoholic beverages, tobacco products or lottery tickets.

The Town will not reimburse employees for any travel expenses incurred unless sufficient Department travel funds have been budgeted, sufficient funds are available for such travel, and all such travel has been approved by the respective Department Head or the Town Administrator.

Fred Gaechter, Chairman

Christopher R. Lucy, Vice Chairman

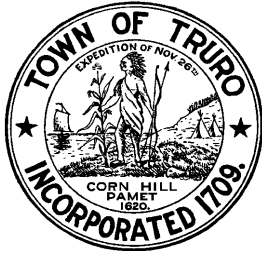
Gary Palmer, Clerk

Lloyd F. Rose

Paul J. Asher-Best

Board of Selectmen
Town of Truro

/jld



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #29, REVISED

Date: Adopted June 13, 2000
Revised January 5, 2005, October 17, 2017

Subject: **TRAVEL REQUEST & REIMBURSEMENT POLICY**

1. Introduction:

The purpose of this Policy Memorandum is to provide guidance to Town employees entitled to travel on Town business and/ or receive reimbursement for travel expenses incurred while on "Official Business" of the Town, and to establish guidelines and limits on such reimbursements.

For the purposes of this Policy, the term "employee" will include all categories of Town employees as defined in the Personnel Bylaw or through collective bargaining agreements. Members of all multi-member bodies, whether elected or appointed, are subject to the aspects of this policy relevant for travel reimbursement.

2. Background:

By past practice within the Town, and as negotiated through various collective bargaining agreements, it has been the policy of the Town to reimburse employees for the use of their personal vehicles, when used on approved "Official Business" of the Town, at the current standard mileage rate as determined by the Internal Revenue Service. It has also been the practice to require the use of Town-owned vehicles, when reasonably available, rather than personal vehicles.

In certain instances, other arrangements have been approved through Bylaw, annual operating budget, individual agreement, or through various collective bargaining agreements to reimburse employees.

It has also been the policy of the Town through past practice to rely on the good sense and judgement of the individual employee to use discretion, restraint and moderation in the selection of lodging and food establishments, or other expenses, when traveling on such approved "Official Business."

3. Action:

Unless otherwise noted by contract, prior to traveling for any "Official Town Business," department heads must submit a travel request form to the Town Manager with information about the program, conference, meeting or other reason for travel and any estimated expenses that will be incurred. Non-department head staff members should submit their travel requests to their respective department head, who will in turn, submit the form to the Town Manager.

Travel request forms should be submitted to the Town Manager no less than one business week prior for in-state travel and no less than two business weeks prior to out-of-state travel. The Town Manager reserves the right to deny travel requests that are not submitted by the required deadline, will incur expenses that are not

adequately budgeted for, will hinder Town operations or are not an appropriate or desired use of Town time.

Effective on October 17, 2017, the employee Travel Reimbursement Policy of the Town of Truro will be as follows:

a. Travel:

Travel will normally be conducted through the use of a Town-owned vehicle, if reasonably available. If a Town-owned vehicle is not reasonably available, travel by personal vehicle will be authorized and reimbursed at the Federal Internal Revenue Service (IRS) travel mileage reimbursement rate in accordance with this policy.

Travel by commercial carrier will be fully reimbursed when such travel is undertaken at the most economical rate and approved in advance. When necessary at destination, the use of a compact rental car will be fully reimbursed, unless the use of a larger vehicle is necessary due to the number of persons traveling.

b. Lodging:

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is provided as part of a business, training or conference package at a set cost.

Reimbursement for actual lodging expenses will be fully reimbursed when such lodging is available at a conference or training site at pre-negotiated prices.

If lodging is neither provided, nor available at pre-negotiated prices, then the Town will limit reimbursement for lodging expenses to no more than \$200.00 per night, exclusive of taxes. Any expenses incurred for lodging in excess of that amount will be at the employee's expense, unless otherwise approved by the Town Manager.

c. Meals:

Reimbursement for actual meal expenses will be fully reimbursed when such meals are provided as part of a business, training or conference package at a set cost.

In all other circumstances, meal reimbursement will be limited to no more than the following, including taxes and gratuities. Expenses incurred in excess of these limits will be at the employee's expense.

Breakfast	\$20.00
Lunch	\$30.00
Dinner	\$45.00

d. Other:

The Town will not reimburse employees for any expenses incurred, other than travel, lodging, and meals as noted above, without the prior approval of the Town Manager, and it must be satisfactorily shown that the expense was a legitimate, legal and necessary expense incurred for "Official Business" only.

Original itemized receipts must be provided for all expenses incurred for which the employee

seeks reimbursement. If such receipts are not provided, reimbursement will not be made.

The Town will not reimburse any expenses incurred for the purchase of alcoholic beverages, tobacco products or lottery tickets. In accordance with Massachusetts General Law. In accordance with Massachusetts General Law, Chapter 44, Section 58, "No city or town shall pay a bill incurred by any official thereof for wines, liquors or cigars."

The Town will not reimburse employees for any travel expenses incurred unless sufficient Department travel funds have been budgeted, sufficient funds are available for such travel, and all such travel has been approved by the respective Department Head and the Town Manager.

Addendum: Travel Request Form

Paul Wisotzky, Chairman

Maureen Burgess, Vice Chairman

Robert Weinstein, Clerk

Janet Worthington

Jay Coburn

Board of Selectmen
Town of Truro



TO THE EMPLOYEE: COMPLETE PARTS I & II AND SUBMIT TO TOWN MANAGER'S OFFICE

Town of Truro TRAVEL REQUEST AND REIMBURSEMENT FORM

PART I - Employee Request

NAME/TITLE: _____

DEPARTMENT: _____ BUDGET CODE: _____

EXPLANATION OF TRAVEL REQUEST *(include dates, location, purpose, copy of registration to be submitted upon approval)*:

I hereby request prior approval to travel and incur expenses as estimated in Part II.

Signature of Employee _____ Date: _____

Signature of Department Head _____ Date: _____

Signature of Town Manager _____ Date: _____

PART II - Employee's Estimate of Expenses

Airplane, Bus, Taxi	\$ _____
Auto Usage (Mileage, Parking)	\$ _____
Lodging:	\$ _____
Breakfast	\$ _____
Lunch	\$ _____
Dinner	\$ _____
Luncheons/Fees	\$ _____
CONFERENCE REGISTRATION	\$ _____
Misc. (specify)	\$ _____

TOTAL ESTIMATED EXPENSE \$ _____

Department Head	Town Manager
Approval	Approval

Initial/Date

Initial/Date

PART III - Expense Report (to be filled in after expenses are incurred)

	DATE:									TOTAL
1	Lodging*									
2	Breakfast (incl tip)*									
3	Lunch (incl tip)*									
4	Dinner (incl tip)*									
5	Telephone									
6	Tips (baggage, etc)*									
7	Tolls*									
8	Bus/Railroad*									
9	Airline*									
10	Auto: _____ miles									
11	Taxi (incl tip)*									
12	Rental Car*									
13	Parking*									
14	Miscellaneous**									
TOTAL										

* requires receipts

** please explain on reverse

Advance Received:

Due to Town:

Due to Employee:

PART IV - Employee Submission of Actual Expenses

I hereby certify that the expenses recorded above, for which receipts are attached hereto, were incurred in the conduct of Town business.

Signature of Employee _____ Date _____

PART V - Department Head Approval of Actual Expenses

I hereby approve this request for reimbursement as indicated above.

Signature of Department Head _____ Date _____

TO THE DEPARTMENT HEAD: SUBMIT COMPLETED PARTS III, IV, & V WITH VOUCHER AND RECEIPTS TO TOWN ACCOUNTANT

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #30

Date: Adopted July 30, 2003, revised 6/6/2006, 5/29/2007, 5/21/2008, 5/26/2009, 8/4/2009, 5/18/2010, 5/22/2013, 10/28/2014

Subject: **SENIOR MUNICIPAL SERVICE PROGRAM**

I. Introduction

Article 13, Section 9 of the April 29, 2003 Annual Town Meeting asked the town to adopt MGL Chapter 59 §5K as amended; this item was unanimously approved. By adopting this legislation the Town of Truro can now offer real estate tax reduction to its senior residents for volunteer services provided to the town. Program guidelines and participation requirements are periodically revisited and updated to make sure the program is serving those most in need.

II. Program guidelines

- Applications will be accepted annually, beginning June 1st.
- Participants must reapply to the program annually.
- **After a Department Head has had someone in the same position for two successive years, the Department Head will be required to review the total list of applicants for that year and is encouraged to provide opportunities for others to participate in the program.**
- Hours worked will be applied directly as real estate tax reduction to the most appropriate fiscal year actual tax bill.
- Participants will receive credit for their services at an hourly rate of \$8.00.
- The maximum abatement taxpayers may earn is \$1,000.00 per fiscal year.
- Commission, Board or Committee members are not eligible for this program for the time they spend serving in that capacity.
- Current full-time employees are ineligible to participate.
- Only fifteen (15) full-time equivalent placements will be authorized in each fiscal year program.

III. Participation requirements:

- Must be 60 years of age or older.
- **First consideration will be given to those who otherwise would qualify for the Elderly Persons (clause 41C) real estate tax relief. The goal is not to eliminate anyone, but to give priority to those residents that show financial need.**
- Must own property in Truro that serves as their principal residence.
- Must have been a full-time resident of Truro as of July 1st of the previous year.
- Must be the homeowner.

- Must be the current occupant of property for which the real estate tax reduction is being requested.

Board of Selectmen
Town of Truro

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #30

Date: Adopted July 30, 2003, revised 6/6/2006, 5/29/2007, 5/21/2008, 5/26/2009, 8/4/2009, 5/18/2010, 5/22/2013, 10/28/2014, 10/17/2017.

Subject: **SENIOR MUNICIPAL SERVICE PROGRAM**

I. Introduction

Article 13, Section 9 of the April 29, 2003 Annual Town Meeting asked the town to adopt MGL Chapter 59 §5K as amended; this item was unanimously approved. By adopting this legislation the Town of Truro may offer real estate tax reduction to its senior residents for volunteer services provided to the town. Program guidelines and participation requirements are periodically revisited and updated to make sure the program is serving those most in need.

II. Program guidelines

- Applications will be accepted annually, beginning June 1st.
- Participants must reapply to the program annually.
- **After a Department Head has had someone in the same position for two successive years, the Department Head will be required to review the total list of applicants for that year and is encouraged to provide opportunities for others to participate in the program.**
- Participants will receive credit for their services on the first half real estate tax bill issued after completion of the required hours of service.
- Hours of service will be credited at the then-current minimum wage rate in effect in the Commonwealth of Massachusetts.
- The maximum real estate tax reduction participants may earn is \$1000.00 per tax billing cycle; the minimum is \$500.00. The hours of service required to earn the reduction will fluctuate depending on the minimum wage in effect. Example: If minimum wage is \$11 per hour, participants will be required to complete 91 hours of service to earn the \$1000.00 benefit or 46 hours of service to earn the \$500.00 benefit. No partial credit will be received for participants who fail to complete the minimum or the maximum number of service hours required.
- Commission, Board or Committee members are not eligible for this program for the time they spend serving in that capacity.
- Current full-time employees are ineligible to participate.
- Only fifteen (15) full-time equivalent placements will be authorized in each fiscal year program.

III. Participation requirements:

- Must be 60 years of age or older.
- **First consideration will be given to those who otherwise would qualify for the Elderly Persons (clause 41C) real estate tax relief. The goal is not to eliminate anyone, but to give priority to those residents that show financial need.**
- Must own property in Truro that serves as their principal residence.
- Must have been a full-time resident of Truro as of July 1st of the previous year.
- Must be the homeowner.
- Must be the current occupant of property for which the real estate tax reduction is being requested.

Paul Wisotzky, Chair

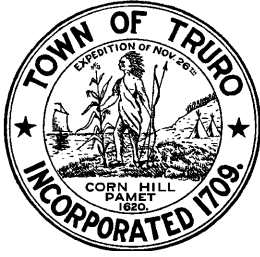
Maureen Burgess, Vice Chair

Robert Weinstein, Clerk

Jan Worthington

Jay Coburn

Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #31 - REVISED

Date: Adopted March 3, 2004, revised 9/29/2004, revised 6/9/09

Subject: **WRITTEN COMPLAINTS AND COMMUNICATIONS**

1. Introduction

All written communication received or generated by the Town of Truro and, in their official capacity, its elected or appointed officials and employees, is governed by the Massachusetts Public Record Law (see *A Guide to the Massachusetts Public Record Law*; William Francis Galvin, Secretary of the Commonwealth, Public Records Division; Revised July 22, 2004). E-mail and other electronic communication are construed to be subject to the public record law.

Mindful of state law, the Board of Selectmen has established the following Complaints and Communications policy in order to establish for itself and its administrative appointees, either wholly or individually, uniform standards for the handling and disposition of such material, and to establish guidelines for the appropriate response to such material by the Selectmen and their administrative appointees, either wholly or individually.

Nothing in this policy shall be construed as to conflict with state law.

2. Policy

A. Complaints or Communications Addressed to the Board of Selectmen:

The Town Administrator will receive all written complaints or communications addressed to the Board of Selectmen. The Town Administrator will cause to be kept a record of the receipt of each written complaint or communication. The original and/or copies of the written complaint or communication will be kept in Town Hall as part of the public record. The Town Administrator's record will contain the date of receipt, the name of the complainant, who may be anonymous, the nature of the complaint, and the status of the disposition or resolution of the matter. These records will be presented to the Board of Selectmen at regular intervals so that it is kept aware of all complaints and communications addressed to it. The Board may, at any time upon being presented with these records, request that further information be provided or action be taken.

The Town Administrator shall exercise his or her discretion in crafting the appropriate response to the written complaint or communication. The Board of Selectmen recognizes that, although it may be the addressee of many or most of the written complaints or communications received by the Town, several matters contained therein are of a routine nature and can be handled effectively and expeditiously at staff level.

The Town Administrator will, without delay, bring matters not appropriately handled at staff level to the

attention of the Board of Selectmen. The Town Administrator's presentation of the written complaint or communication shall be made at any lawful meeting of the Board of Selectmen, which may include regularly scheduled meetings, emergency meetings, or executive sessions. The Town Administrator's presentation to the Board will include a copy of the written complaint or communication, all appropriate background information and supporting documentation, and recommendations for potential responses. The Board of Selectmen will determine the appropriate response, and cause its implementation.

It shall be the customary policy of the Board of Selectmen to not respond to anonymous complaints or communications, provided, however, that the Board retains the right to do so at its discretion, such as in matters of public safety, public health, or any other matter of overriding public concern.

B. Written Complaints or Communications Addressed to an Individual Selectman or Administrative Appointee:

The Town Administrator will cause the original of any written complaint or communication addressed to an individual Selectman or administrative appointee at Town Hall to be placed in the individual's mailbox in Town Hall.

The original of the written complaint or communication, whether addressed to an individual Selectman or administrative employee at Town Hall or at his or her mailing address (including e-mail address), shall be kept in Town Hall as part of the public record.

The individual Selectman or administrative appointee shall exercise his or her discretion in crafting the appropriate response to written complaints or communications addressed specifically to him or her, whether at Town Hall or at his or her mailing address (including e-mail address). If the complaint or communication deals with an issue specifically related to an action or statement by the individual Selectman or administrative appointee, or is of a routine nature, he or she may wish to deal with it unilaterally. A unilateral response shall not be of a nature to imply, or give the impression of, any level of individual authority.

The individual Selectman or administrative appointee will, without delay, bring matters not appropriately handled unilaterally to the attention of the entire Board of Selectmen. The presentation of the written complaint or communication shall be made at any lawful meeting of the Board of Selectmen, which may include regularly-scheduled meetings, emergency meetings, or executive sessions. The presentation to the Board of Selectmen will include a copy of the written complaint or communication, all appropriate background information and supporting documentation, and recommendations for potential responses. The Board of Selectmen will determine the appropriate response, and cause its implementation.

C. Print/Electronic Media Complaints/Communications Concerning the Board of Selectmen:

Responses from the Board of Selectmen to complaints or communications concerning the discharge of its public duties that are presented through the print/electronic media shall be in accordance with Section A above. However, the Board of Selectmen stipulates that it is not within the Town Administrator's discretion to respond to such print/electronic media complaints or communications without the prior approval of the Board of Selectmen.

Official responses to the print/electronic media by the Board of Selectmen will be printed on Town of Truro stationery or Town-sponsored electronic media.

D. Complaints/Communications Concerning a Town Employee or a member of a Board/Committee/Commission:

In all instances, if a complaint is filed about a town employee, including members of any Board/Committee/Commission, that person will be afforded an opportunity to address the Board of Selectmen regarding the complaint in a public or executive session, as preferred by that individual.

That person will be provided a copy of the complaint, and will be informed in writing of what action is being contemplated, if any. Further, if such a complaint is to be presented at a meeting of the Board of Selectmen, that person shall be invited to attend and to participate in any discussion of the complaint.

E. Print Media Complaints/Communications Concerning an Individual Selectman or Administrative Appointee:

Responses from an individual Selectman or administrative appointee shall be in accordance with Section B above. However, whenever such action includes a written response that may be published in print/electronic media, the writer must make it clear that the opinions and/or positions expressed therein are those of the writer, and do not reflect the opinion or position of the entire Board of Selectmen, except in cases where the opinion or position of the Board of Selectmen is a matter of public record.

Responses to the print/electronic media by an individual Selectman or administrative appointee shall not be printed on Town of Truro stationery or Town-sponsored electronic media.

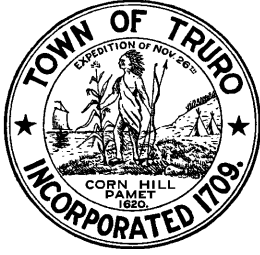
Gary Palmer, Chairman

Janet W. Worthington, Vice-Chairman

Christopher R. Lucy, Clerk

Alfred Gaechter

Curtis Hartman
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #31 - REVISED

Date: Adopted March 3, 2004, revised 9/29/2004, revised 6/9/09, revised 10/17/2017

Subject: **WRITTEN COMPLAINTS AND COMMUNICATIONS**

1. Introduction

All written communication received or generated by the Town of Truro and, in their official capacity, its elected or appointed officials and employees, is governed by the Massachusetts Public Record Law. E-mail and other electronic communications are construed to be subject to the public record law.

Mindful of Public Records requirements, the Board of Selectmen has established the following Complaints and Communications policy in order to establish for itself and Town staff, either wholly or individually, uniform standards for the handling and disposition of such material, and to establish guidelines for the appropriate response to such material by the Selectmen and Town Staff, either wholly or individually.

Nothing in this policy shall be construed as to conflict with state law.

2. Policy

A. Complaints or Communications Addressed to the Board of Selectmen:

The Town Manager will receive all written complaints or communications addressed to the Board of Selectmen. The Town Manager will keep a record of the receipt of each written complaint or communication. The original and/or copies of the written complaint or communication will be kept in Town Hall as part of the public record. The Town Manager's record will contain the date of receipt and a copy of the response to the complainant. The Town Manager will insure that the Board of Selectmen receives copies of complaints addressed to the Board. The Board may request that further information be provided or action be taken.

The Town Manager shall exercise his or her discretion in crafting the appropriate response to the written complaint or communication. The Board of Selectmen recognizes that, although it may be the addressee of many or most of the written complaints or communications received by the Town, several matters contained therein are of a routine nature and can be handled effectively and expeditiously at staff level.

The Town Manager will, without delay, bring matters not appropriately handled at staff level to the attention of the Board of Selectmen. The Board of Selectmen may choose to add the item to any lawful meeting of the Board of Selectmen or may direct the Town Manager on how to respond to the complaint. The Town Manager will provide the Board a copy of the written complaint or communication, all appropriate background information and supporting documentation, and

recommendations for potential responses. The Board of Selectmen will determine the appropriate response, and cause its implementation.

It shall be the customary policy of the Board of Selectmen to not respond to anonymous complaints or communications, provided, however, that the Board retains the right to do so at its discretion, such as in matters of public safety, public health, or any other matter of overriding public concern.

B. Written Complaints or Communications Addressed to an Individual Selectman or Town Staff:

The Town Manager will cause the original of any written complaint or communication addressed to an individual Selectman to be placed in the individual's mailbox in Town Hall. Complaints forwarded to a staff person will be handled by the Town Manager.

The original of the written complaint or communication, whether addressed to an individual Selectman or Town employee at his or her mailing address (including e-mail address), shall be kept in Town Hall as part of the public record.

The individual Selectman or Town Manager shall exercise his or her discretion in crafting the appropriate response to written complaints or communications addressed specifically to him or her, whether at Town Hall or at his or her mailing address (including e-mail address). If the complaint or communication deals with an issue specifically related to an action or statement by the individual Selectman, he or she may wish to deal with it unilaterally. A unilateral response shall not be of a nature to imply, or give the impression of, any level of individual authority. If a complaint or communication to individual Selectmen deals with an issue specifically related to an action or statement by a staff person, the Town Manager will investigate the complaint and provide the information to the individual Selectmen.

The individual Selectman or Town Manager will, without delay, bring matters not appropriately handled unilaterally to the attention of the entire Board of Selectmen. The presentation of the written complaint or communication shall be made at any lawful meeting of the Board of Selectmen, which may include regularly-scheduled meetings, emergency meetings, or executive sessions. The presentation to the Board of Selectmen will include a copy of the written complaint or communication, all appropriate background information and supporting documentation, and recommendations for potential responses. The Board of Selectmen will determine the appropriate response, and cause its implementation.

C. Print/Electronic Media Complaints/Communications Concerning the Board of Selectmen:

Responses from the Board of Selectmen to complaints or communications concerning the discharge of its public duties that are presented through the print/electronic media shall be in accordance with Section A above. However, the Board of Selectmen stipulates that it is not within the Town Manager's discretion to respond to such print/electronic media complaints or communications without the prior approval of the Board of Selectmen.

Official responses to the print/electronic media by the Board of Selectmen will be printed on Town of Truro stationery or Town-sponsored electronic media.

D. Complaints/Communications Concerning a Member of a Board/Committee/Commission:

In all instances, if a complaint is filed about any members of any Board/Committee/Commission, that person will be afforded an opportunity to address the Board of Selectmen regarding the complaint in a

public or executive session, as preferred by that individual.

That person will be provided a copy of the complaint, and will be informed in writing of what action is being contemplated, if any. Further, if such a complaint is to be presented at a meeting of the Board of Selectmen, that person shall be invited to attend and to participate in any discussion of the complaint.

D. Complaints/Communications Concerning a Town Employee:

In all instances, if a complaint is filed about a Town employee, the Town Manager will investigate the claim and take appropriate action, including responding to the complainant. The Town Manager will use the appropriate format to inform the Board of Selectmen of the complaint and resolution.

That person will be provided a copy of the complaint, and will be informed of what action is being contemplated, if any. Further, if such a complaint is to be presented at a meeting of the Board of Selectmen, that person shall be invited to attend and to participate in any discussion of the complaint.

E. Print Media Complaints/Communications Concerning an Individual Selectman or Administrative Appointee:

Responses from an individual Selectman or the Town Manager shall be in accordance with Section B above. However, whenever such action includes a written response that may be published in print/electronic media, the writer must make it clear that the opinions and/or positions expressed therein are those of the writer, and do not reflect the opinion or position of the entire Board of Selectmen, except in cases where the opinion or position of the Board of Selectmen is a matter of public record.

Responses to the print/electronic media by an individual Selectman or Town employee shall not be printed on Town of Truro stationery or Town-sponsored electronic media.

Board of Selectmen:

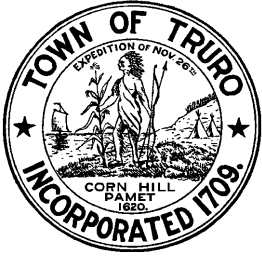
Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chairman

Robert Weinstein, Clerk

Jay Coburn

Janet W. Worthington



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

Tel: (508) 487-2702 Fax: (508) 487-2762

POLICY MEMORANDUM #32

Date: April 7, 2004

Subject: **GIFT ACCEPTANCE POLICY FOR THE TOWN OF TRURO**

Gifts of cash, whether restricted or unrestricted, shall be acknowledged as soon as possible, with date and amount of gift clearly stated, and with the following (or similar) statement:

“No goods or services have been rendered in consideration of this gift.”

This is required by the IRS in order that under-the-table payments for services are not credited as gifts.

Restricted gifts of cash shall be acknowledged as above. It is important that the restriction be noted, as well as the donor's wish to have any interest generated by the gift used for the restricted purpose. It is important that fund raisers ask donors to assign interest earned by their gifts to be used as they wish, i.e., toward the same restricted purpose as the gift itself; otherwise, interest will be added to the General Fund.

Unrestricted gifts of cash are the most useful because they can be used for whatever is deemed by the organization to be most pressing at any given moment. Donors of such gifts should also be asked to direct earned interest to the project.

Gifts of appreciated securities are handled and credited by the Town Clerk/Treasurer, but are acknowledged by the fund-raising organization using figures provided. These donors should be asked how interest generated by these gifts should be used, as above, and the same disclaimer stated on the letter of thanks.

Gifts-in-kind are donations of articles, art, furniture, etc., deemed by donors to have a use or a future use to the recipient. Organizations have no obligation to accept any/all gifts offered, and, therefore, need a clear policy on the acceptance or non-acceptance of gifts-in-kind to avoid the unfortunate circumstance of receiving many things they cannot or do not wish to use, and to protect themselves from having donors feel insulted. Generally, such a policy should enumerate in some detail the kinds of gifts that will be acceptable, i.e., “furniture in good condition, including sofas, chairs, tables, area or scatter rugs, lamps that can be used in the Reception Room (or other area) in the new Community Center,” or “exercise equipment suitable for safe use by senior citizens, to be placed in the room at the new Community Center.” Art, art supplies, and artifacts can also be gifts-in-kind, as can kitchen equipment and grilles.

It is most important that no monetary value be attributed to gifts-in-kind. These gifts should be acknowledged with a fairly detailed description of the item(s) and date of gift, and a statement to

the effect that the organization cannot assign a value and the donor must pay for an independent appraisal of the worth of the article(s). Some organizations offer donors a list of qualified appraisers, noting areas of specialization, i.e., art and artifacts, furniture, books, rugs, etc.

Sally Sears-Mack, Chair

Christopher R. Lucy, Vice-Chairman

Lloyd F. Rose, Clerk

Harold A. Eastman

Paul J. Asher

Board of Selectmen
Town of Truro

SSM/jld

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Policy Memorandum #34

Date: Revised June 3, 2014

Subject: Selectmen Liaison Policy

The Truro Board of Selectmen hereby adopts the following policy for the Board of Selectmen Liaison position that provides for the inter-working, communication and coordination with all of the standing Town Multi-member Boards, Committees, and Commissions.

Annually, the Board of Selectmen will assign Selectmen to serve as a liaison to all of the standing Town Multi-member Boards, Committees and Commissions. The Selectmen Liaison is not a member of the committees he/she is assigned to and will have no voting privileges.

Liaison Responsibilities:

1. The Selectmen Liaison will not be expected to attend meetings on a regular basis. The Selectmen Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon the invitation of the Chair.
2. The Selectmen Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
3. Upon assignment, the Selectmen Liaison will distribute this policy memorandum to the Chair of each assigned committee.
4. The Selectmen Liaison will establish a working relationship with the Chair of each committee they are assigned to and be available for consultation when needed.
5. The Selectmen Liaison will be the point of contact for those multi-member bodies they are assigned to. The liaison is responsible for communicating relevant information and actions by the Board of Selectmen to their assigned committees. They are also responsible for reporting back to the Board of Selectmen any developments, information and actions taken by their assigned committees relevant to the work of the Board of Selectmen.

Multi-Member Boards, Committees and Commissions Responsibilities:

1. The Chair of each multi-member body will ensure that the Selectmen Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Selectmen Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Board of Selectmen or that may require future action by the Board of Selectmen.
3. The Chair will invite the Selectmen Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Selectmen Liaison a joint meeting with the Board of Selectmen when the multi-member Body determines that an issues requires:
 - A. the action of the Board of Selectmen;
 - B. direction from the Board of Selectmen; or,
 - C. specific information or guidance needs to be provided to the Board of Selectmen on an issue under the purview of the Multi-member Body.
5. For those multi-member Bodies where members are directly or jointly appointed by the Board of Selectmen, a vacancy should be immediately reported to the Town Administrator and the Selectmen Liaison so that the vacancy can be filled in an appropriate and timely manner.

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Jan Worthington, Clerk

Robert Weinstein

Maureen Burgess

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Policy Memorandum #34

Date: Revised June 3, 2014; October 17, 2017

Subject: Selectmen Liaison Policy

The Truro Board of Selectmen hereby adopts the following policy for the Board of Selectmen Liaison position that provides for the inter-working, communication and coordination with all of the standing Town Multi-member Boards, Committees, and Commissions.

Annually, the Board of Selectmen will assign Selectmen to serve as a liaison to all of the standing Town Multi-member Boards, Committees and Commissions. The Selectmen Liaison is not a member of the committees he/she is assigned to and will have no voting privileges.

Liaison Responsibilities:

1. The Selectmen Liaison will not be expected to attend meetings on a regular basis. The Selectmen Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon the invitation of the Chair.
2. The Selectmen Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
3. Upon assignment, the Selectmen Liaison will distribute this policy memorandum to the Chair of each assigned committee.
4. The Selectmen Liaison will establish a working relationship with the Chair of each committee they are assigned to and be available for consultation when needed.
5. The Selectmen Liaison will be the point of contact for those multi-member bodies they are assigned to. The Liaison is responsible for communicating relevant information and actions by the Board of Selectmen to their assigned committees. They are also responsible for reporting back to the Board of Selectmen any developments, information and actions taken by their assigned committees relevant to the work of the Board of Selectmen.

Multi-Member Boards, Committees and Commissions Responsibilities:

1. The Chair of each multi-member body will ensure that the Selectmen Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Selectmen Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Board of Selectmen or that may require future action by the Board of Selectmen.
3. The Chair will invite the Selectmen Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Selectmen Liaison a joint meeting with the Board of Selectmen when the multi-member Body determines that an issues requires:
 - A. the action of the Board of Selectmen;
 - B. direction from the Board of Selectmen; or,
 - C. specific information or guidance needs to be provided to the Board of Selectmen on an issue under the purview of the Multi-member Body.
5. For those Multi-member Bodies where members are directly or jointly appointed by the Board of Selectmen, a vacancy should be immediately reported to the Town Manager and the Selectmen Liaison so that the vacancy can be filled in an appropriate and timely manner.

Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chairman

Robert Weinstein, Clerk

Janet Worthington

Jay Coburn

Board of Selectmen
Town of Truro



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

POLICY MEMORANDUM #35

Date: Adopted December 15, 2004

Subject: **POLICY ON TOWN ADMINISTRATOR'S POWERS OF APPOINTMENT**

I. Introduction

This policy is created by the Board of Selectmen in accordance with Section 5-4-2 of the Truro Charter and establishes the process by which the Town Administrator may exercise his or her powers of appointment in accordance with Chapter 5, Sections 4 and 5 of the Truro Charter, the General Laws of Massachusetts, the Truro Personnel Bylaws, and all collective bargaining agreements in effect at the time of the appointment.

II. Procedures

Effective as of the date this Policy is adopted by the Truro Board of Selectmen, the Town Administrator shall follow the following procedures when appointing personnel within the Town of Truro:

A. Recruitment of Candidates

- 1) When a position becomes vacant or will be vacant shortly, or a new position is created, the Town Administrator shall review the existing job description for the position and determine whether it needs to be modified or updated.
- 2) If the Town Administrator determines the job description needs to be modified or updated, or, in the case of a new position, created, the Town Administrator shall prepare the revisions or new description and present them to the Selectmen for approval. If the existing job description has been updated in accordance with the Charter within the last year, and the Town Administrator determines no additional revisions are necessary, the existing job description shall be utilized to fill the job vacancy. If necessary, the Town Administrator shall negotiate revisions to job descriptions with the appropriate labor group before posting the vacancy.
- 3) The Town Administrator shall then prepare a Notice of Permanent Vacancy. Said Notice shall include the job title, qualifications, salary and/or wages, hours of work, and applicant instructions, including a closing date for application.

- 4) The Notice of Permanent Vacancy shall be posted on all appropriate Town Hall bulletin boards and in at least two (2) local newspapers of general circulation, one of which must be the Cape Cod Times or the Boston Globe, for a period of not less than fourteen (14) calendar days, or as may be required by collective bargaining agreement. Such postings will occur simultaneously or successively in compliance with all collective bargaining agreements.
- 5) The Town Administrator may also post the Notice of Permanent Vacancy in relevant trade and professional journals, on relevant web-sites, with employment agencies, and other employment related sites if the Town Administrator determines such postings to be appropriate and/or necessary in the recruitment of candidates.
- 6) Unless constrained by collective bargaining agreements, a permanent vacancy for a department head or salaried position shall be open for a minimum of three (3) weeks. All other positions shall remain open for as long as the Town Administrator deems it prudent.
- 7) A candidate shall be required to submit the requested application materials to the office of the Town Administrator on or before the closing date for such submission.
- 8) Notwithstanding the provisions outlined above, in the event of an emergency and after consultation with the Board of Selectmen, the Town Administrator may fill a permanent vacancy on a temporary basis without advertising.

B. Appointment of Employees

- 1) The Town Administrator may designate a search/interview team to assist him or her with the appointment process.
- 2) The Town Administrator shall review all application materials submitted in response to the Notice of Permanent Vacancy and shall determine the candidates who qualify for further consideration based on merit and fitness. The Town Administrator shall then interview those candidates to assist him or her in the final selection decision.
- 3) The Town Administrator shall make the final determination of the candidates merit and fitness for the position and shall choose an individual for appointment from the qualified candidates.

- 4) Prior to making the final appointment, the Town Administrator shall present his or her selection to the Board of Selectmen and the Selectmen shall determine whether they wish to disapprove of the appointment pursuant to the provisions of Section 5-4-5 of the Truro Charter.

III. Waiver of Provisions

The Board of Selectmen may waive any of the foregoing requirements on a case-by-case basis.

Alfred Gaechter, Chairman

Christopher R. Lucy, Vice-Chairman

Gary Palmers, Clerk

Lloyd F. Rose

Paul Asher-Best
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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POLICY MEMORANDUM #36

Date: Adopted February 16, 2005

Subject: **TRURO FIRE RESCUE GENERAL ORDERS #115: ENROLLMENT IN THE TOWN'S INSURANCE PLANS: EFFECTIVE 2/17/05**

1.1 Minimum eligibility:

To qualify as an "employee" of the Fire Department within the meaning of Chapter 46, Section 12, of the Acts of 2003, adopted by the Town at the Annual Town Meeting held on April 27, 2004, thereby becoming eligible to apply for and maintain health insurance from the Town's health insurance plans, members of the call firefighters must meet the following qualifications:

- 1.1.1. Member must have satisfactorily completed the required probationary period.
- 1.1.2. Member must remain in good standing and abide by Truro Fire Rescue's Rules & Regulations, General Orders & Standard Operating Guidelines.
- 1.1.3. Member must be prepared to pay 100% of the cost of the selected insurance on the day and method required by the Town Accountant and Town Clerk.

1.2 Penalty(s) for not conforming to 1.1:

1.2.1 Members not adhering to (1.1.2. and 1.1.3) will be given one (1) warning. If the member does not come into compliance, the member will not be eligible for the Town's insurance, and will be dropped from the policy.

Alfred Gaechter, Chairman

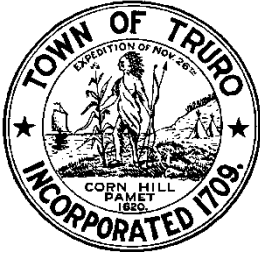
Christopher R. Lucy, Vice-Chairman

Gary Palmers, Clerk

Lloyd F. Rose

Paul Asher-Best
Board of Selectmen
Town of Truro

/jld



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #36

Date: Adopted February 16, 2005; Revised October 17, 2017

Subject: **TRURO FIRE RESCUE GENERAL ORDERS #115: ENROLLMENT IN THE TOWN'S INSURANCE PLANS: EFFECTIVE 2/17/05**

1.1 Minimum eligibility:

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- 1.1.1. Member must have satisfactorily completed the required probationary period.
- 1.1.2. Member must remain in good standing and abide by Truro Fire Rescue's Rules & Regulations, General Orders & Standard Operating Guidelines.
- 1.1.3. Member must be prepared to pay 100% of the cost of the selected insurance on the day and method required by the Town Accountant and Town Clerk.

1.2 Penalty(s) for not conforming to 1.1:

1.2.1 Members not adhering to (1.1.2. and 1.1.3) will be given one (1) warning. If the member does not come into compliance, the member will not be eligible for the Town's insurance, and will be dropped from the policy.

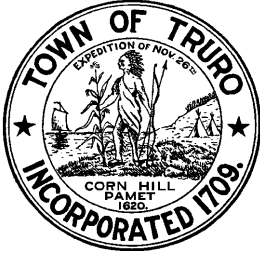
Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chairman

Robert Weinstein, Clerk

Janet Worthington

Jay Coburn
Board of Selectmen
Town of Truro



TOWN OF TRURO

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POLICY MEMORANDUM # 37

Date: Adopted June 15, 2005

Subject: **PROCEDURAL RELATIONSHIPS OF TOWN GOVERNMENT ENTITIES**

The following guidelines shall be used by the Board of Selectmen as a basis for determining the proper procedural relationships among the various entities of Town government:

Elected Multi-member Bodies:

The Board of Selectmen must operate under all budgets and By-Laws, and in conformity with all decisions made by Town Meeting.

Among elected officials, the Board of Selectmen, the School Committee and the Board of Library Trustees appoint administrative personnel.

The School Committee appoints the School Superintendent.

The Board of Library Trustees appoints the Library Director, who appoints library personnel in consultation with the Town Administrator.

The Board of Selectmen appoints the Town Administrator, Public Safety Personnel, the Board of Fire Engineers, Constables, and Town Counsel.

The Board of Selectmen may act only through majority vote and no Selectman has individual authority over any multi-member body or employee. Selectmen may represent the Board on intra-governmental multi-member bodies, but may not speak for the Board without an appropriate policy decision by the Board.

The principle responsibility of the Board of Selectmen is the establishment of policy for the effective operation of the Town. This responsibility is most frequently exercised in giving direction to the Town Administrator. (Such direction should be confined to the setting of goals and the establishment of policies for meeting those goals.) The administration and implementation of established goals and policies is the province of the Town Administrator.

Appointed Multi-member Bodies:

The Finance Committee is appointed by the Town Moderator. The Finance Committee is responsible to Town Meeting and not to the Board of Selectmen or the Moderator.

All other non-elected multi-member bodies are appointed by, and operate under, the direction of the Board of Selectmen, in that their membership may be increased or decreased and their charges modified by the Board (as long as such modifications are consistent with the purpose for which the body has been created). An exception to the foregoing is made for statutory Boards, i.e., Boards governed by Massachusetts General Law.

Town Administrator Appointments and Committee Oversight:

With the exception of police, fire and school employees, all Town employees are under the direction of the Town Administrator, who is the appointing authority for such employees.

Merit and fitness are the sole criteria governing such appointments. The Town Administrator, with the approval of the Board of Selectmen, may reorganize Town Departments and abolish or create new ones. New positions must first be funded by Town Meeting. The Administrator may suspend or remove employees who serve under his/her direction. Neither the Board of Selectmen nor any individual Selectman may give instructions to any employee of the town, other than the Administrative Secretary, acting as Secretary to the Board of Selectmen.

The Town Administrator must attend all meetings of the Board of Selectmen and may attend any meeting of any multi-member body. The Administrator may speak but may not vote at any such meeting.

The Town Administrator may communicate directly with Town multi-member bodies regarding the implementation and administration of approved Town policies and procedures.

All multi-member bodies working with Town Departments must obtain approval from the Board of Selectmen for any policy and procedural changes they propose. Multi-member bodies having a direct relationship with Town employees must do so through the office of the Town Administrator, unless otherwise indicated by Statute.

Alfred Gaechter, Chairman

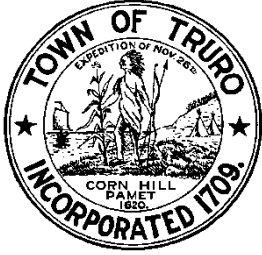
Gary Palmer, Vice-Chairman

Paul J. Asher-Best, Clerk

Lloyd F. Rose

Christopher R. Lucy

Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM # 37

Date: Adopted June 15, 2005; Revised October 10, 2017

Subject: **PROCEDURAL RELATIONSHIPS OF TOWN GOVERNMENT ENTITIES**

The following guidelines shall be used by the Board of Selectmen as a basis for determining the proper procedural relationships among the various entities of Town government:

Elected Multi-member Bodies:

The Board of Selectmen must operate under all budgets and By-Laws, and in conformity with all decisions made by Town Meeting.

Among elected officials, the Board of Selectmen, the School Committee and the Board of Library Trustees appoint administrative personnel.

The School Committee appoints the School Superintendent.

The Board of Library Trustees appoints the Library Director, who appoints library personnel in consultation with the Town Manager.

The Board of Selectmen appoints the Town Manager, the Police Chief and Fire Chief, Constables, and Town Counsel.

The Board of Selectmen may act only through majority vote and no Selectman has individual authority over any multi-member body or employee. Selectmen may represent the Board on intra-governmental multi-member bodies, but may not speak for the Board without an appropriate policy decision by the Board.

The principle responsibility of the Board of Selectmen is the establishment of policy for the effective operation of the Town. This responsibility is most frequently exercised in giving direction to the Town Manager. (Such direction should be confined to the setting of goals and the establishment of policies for meeting those goals.) The administration and implementation of established goals and policies is the province of the Town Manager.

Appointed Multi-member Bodies:

The Finance Committee is appointed by the Town Moderator. The Finance Committee is responsible to Town Meeting and not to the Board of Selectmen or the Moderator.

All other non-elected multi-member bodies are appointed by, and operate under, the direction of the Board of Selectmen, in that their membership may be increased or decreased and their charges modified by the Board (as long as such modifications are consistent with the purpose for which the body has been created). An exception to the foregoing is made for statutory Boards, i.e., Boards governed by Massachusetts General Law.

Town Manager Appointments and Committee Oversight:

With the exception of school employees, all Town employees are under the direction of the Town Manager, who is the appointing authority for such employees. Although appointed by the Board of Selectmen, the Police Chief and Fire Chief receive supervision and direction from the Town Manager as well.

Merit and fitness are the sole criteria governing such appointments. The Town Manager, with the approval of the Board of Selectmen, may reorganize Town Departments and abolish or create new ones. New positions must first be funded by Town Meeting. The Manager may suspend or remove employees who serve under his/her direction. Neither the Board of Selectmen nor any individual Selectman may give instructions to any employee of the town, other than the Executive Assistant, acting as Secretary to the Board of Selectmen.

The Town Manager must attend all meetings of the Board of Selectmen and may attend any meeting of any multi-member body. The Manager may speak but may not vote at any such meeting.

The Town Manager may communicate directly with Town multi-member bodies regarding the implementation and administration of approved Town policies and procedures.

All multi-member bodies must obtain approval from the Board of Selectmen for any policy changes they propose. Multi-member bodies shall deal with employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager, and neither the multi-member body, nor its members shall give orders to any such employee, unless otherwise indicated by Statute. Exceptions to this include the School Committee and the Library Board of Trustees.

Paul Wisotzky, Chair

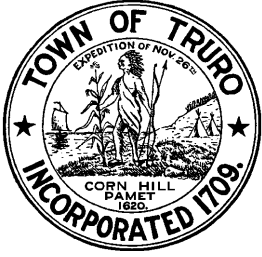
Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Janet Worthington

Jay Coburn

Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #38, REVISED

Date: September 12, 2006, revised May 29, 2007

Subject: **MEMORIALS AND FACILITIES NAMING POLICY**

1. **Introduction:**

One of the ways the Town of Truro may pay tribute to persons who have made a significant contribution to the Town is to name physical facilities such as buildings, rooms, roads, gardens, lawns and courtyards in honor of them. The naming of facilities also contributes to maintaining a sense of history in the Town. As there is a relatively finite number of facilities available, it is important for the Town to ensure that such recognition is given only in exceptional circumstances and to outstanding contributions and that the recognition is relative to the significance of the facilities being named. The Town must also ensure it affords the opportunity for future generations to recognize subsequent contributions. This document sets out in policy and procedures form those principals the Town will follow to ensure that appropriate review and consistency is achieved when commemorative names are given to facilities.

POLICY

1. The Board of Selectmen is the only body which has the authority to name Town facilities under its jurisdiction unless Town Meeting is so petitioned. Town facilities for the purpose of this policy are defined to include all property over which the Town may secure naming rights.
2. Facilities may not be named after staff still in the service of the Town.
3. Once a facility has been named, that name should remain. It should not be subject to alteration for at least 25 years unless there are exceptional circumstances.
4. The permanent naming of a separate building in recognition of a person will generally only be made in respect of someone who has made a highly distinguished contribution to the Town.
5. Roads, gardens, benches, individual trees and other places may also be named after persons who have made a distinguished contribution to the Town as a whole. Memorials may be represented by small design elements or by purchasing bricks, engraved with the name of those to be honored and placed at Recreation Commission sites, Council on Aging sites or Community Center Memorial site.
6. All bequests offered to the Town which involve naming, must be referred to the Board of Selectmen for acceptance and no bequest with naming rights should be sought from an industry, company or other source not approved by the Board of Selectmen.

7. Plaques/signs or benches in respect of any naming must be in accordance with Town policy.
8. Temporary memorials will only be allowed for a maximum time of 4 weeks after said time they will be removed by the Town. Temporary memorials are only allowed in areas where the existence of said monument will not impede traffic or restrict public access. Temporary memorials are subject to review by the Chief of Police and the Board of Selectmen

PROCEDURES

1. Any proposal to name a Town facility shall be made in a written submission to the Board of Selectmen.
2. A proposal to name a building or facility after a person shall be accompanied by detailed background information suitable for use as a comprehensive citation.
3. Proposals for naming will be referred to the appropriate Committee or Commission for consideration and recommendation to Board of Selectmen.
4. A proposal, if approved by the Board of Selectmen, will not be publicly announced or implemented unless the approval of the person after whom the naming is made, or if he or she is deceased, the family, is given. If the family of a deceased person cannot be traced, or there is no family, the naming may proceed as approved by the Board.
5. When considering individual applications, the Board of Selectmen may choose to vary these policies in appropriate circumstances.

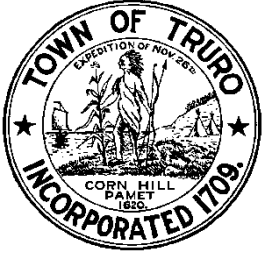
Alfred Gaechter, Chairman

Gary Palmer, Vice-Chairman

Christopher R. Lucy, Clerk

Curtis Hartman

Janet W. Worthington
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #38, REVISED

Date: September 12, 2006; revised May 29, 2007, October 17, 2017

Subject: **MEMORIALS AND FACILITIES NAMING POLICY**

1. Introduction:

One of the ways the Town of Truro may pay tribute to persons who have made a significant contribution to the Town is to name physical facilities such as buildings, rooms, roads, trails, gardens, lawns, conservation areas, and courtyards in honor of them. The naming of facilities also contributes to maintaining a sense of history in the Town. As there is a relatively finite number of facilities available, it is important for the Town to ensure that such recognition is given only in exceptional circumstances and to outstanding contributions and that the recognition is relative to the significance of the facilities being named. The Town must also ensure it affords the opportunity for future generations to recognize subsequent contributions. This document sets out in policy and procedures form those principals the Town will follow to ensure that appropriate review and consistency is achieved when commemorative names are given to facilities.

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2. Facilities may not be named after staff still in the service of the Town.
3. Once a facility has been named, that name should remain. It should not be subject to alteration for at least 25 years unless there are exceptional circumstances.
4. The permanent naming of a separate building in recognition of a person will generally only be made in respect of someone who has made a highly distinguished contribution to the Town.
5. Park benches, trees, picnic tables and the like may be donated to the Town of Truro and may include a plaque as established by Policy Memorandum #60: Memorial and Dedication Gifts. Establishment of dedication or memorial sites on Town-owned property must be approved by the Board of Selectmen.
6. All bequests offered to the Town which involve naming, must be referred to the Board of Selectmen for acceptance and no bequest with naming rights should be sought from an industry, company or other source not approved by the Board of Selectmen.

7. Temporary memorials will only be allowed for a maximum time of 4 weeks. After said time they will be removed by the Town. Temporary memorials are only allowed in areas where the existence of said monument will not impede traffic or restrict public access. Temporary memorials are subject to review by the Town Manager and Chief of Police.

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5. When considering individual applications, the Board of Selectmen may choose to vary these policies in appropriate circumstances.

Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chairman

Robert Weinstein, Clerk

Janet W. Worthington

Jay Coburn
Board of Selectmen
Town of Truro



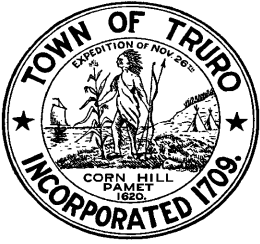
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Water Service Application for 276 Shore Rd-Days Cottages Units 1-23
 - 2. FY17 CDBG Grant Administrator Contract with Bailey Boyd Associates
- B. Review and Approve Reappointment of Amy Rogers, Commission on Disabilities
- C. Review and Approve Board of Selectmen Minutes: September 19, 2017 Regular, September 19, 2017 Work Session, and September 26, 2017



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Health Department

REQUESTOR: Emily Beebe, Health Agent on behalf of Sherry Stefani Wilkinson, Days Cottages

REQUESTED MEETING DATE: October 17, 2017

ITEM: Truro Water Service Application for - 276 Shore Rd (Units 1-23; No Unit 13)

EXPLANATION: The application is before the Board of Selectmen per the *Board of Selectmen Policy #24-Provincetown Water Line Application Process*.

The Board of Health reviewed and approved this application at their meeting held on October 3, 2017.

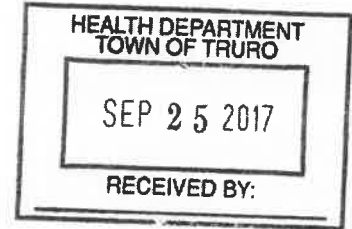
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If not approved, an alternative would have to be sought through other options.

SUGGESTED ACTION: *MOTION TO approve & authorize the Chair to sign the new water service application for 276 Shore Rd., Truro MA, prior to submission to the Provincetown Water and Sewer Board.*

ATTACHMENTS:

1. Town of Provincetown - Water Department - Truro Water Service Application for New or Expansion of Existing Water Service and Approved Conservation Commission Application for Administrative Review Permit



TOWN OF TRURO BOARD OF HEALTH

P.O. Box 2030, Truro MA 02666
Tel: 508-349-7004 Fax: 508-349-5508

TRURO WATER SERVICE APPLICATION FOR NEW OR EXPANSION OF EXISTING WATER SERVICE

APPLICANT INFORMATION

Date: SEPTEMBER 21, 2017 Name: SHERRY STEFANI WILKINSON
Water Service Address: 276 N SHORE RD UNITS 1-22 (NO UNIT 13) Map/Parcel/Lot 13 | 12 + 22 | SHORE RD
Mailing Address: 712 N TUSCAN LN City/State/Zipcode COEUR D ALENE, ID 83814
Phone Number: [REDACTED] Email Address: [REDACTED]

EMERGENCY TELEPHONE NUMBERS

Plumber Name: JAMIE MEADS Phone Number: 508 214.0131
Property Manager: RKM PROPERTY MGMT Phone Number: 508.487.1621
Other Name & Phone Number: _____

TYPE OF SERVICE REQUESTED:

- New Water Service. Proposed Title 5 Design Flow: _____
- Expansion of Water Service.
Existing Title 5 Design Flow: _____ Proposed Title 5 Design Flow: _____
- Water Service for Condominium Conversion (separate meters, tap etc.) # of Units 22

Type of Facility:

- | | | |
|--|---|---|
| <input type="checkbox"/> Single Family | <input checked="" type="checkbox"/> Condo | <input type="checkbox"/> Multifamily Dwelling |
| <input type="checkbox"/> Restaurant | <input type="checkbox"/> Motel | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Office Building | <input type="checkbox"/> Industrial: _____ |

Meter installations fifty (50) feet or greater from the curb stop must be in a meter pit adjacent to the curb top.
Concrete meter pits are required in roads or driveways.

I hereby agree to abide by all the rules and regulations of the Provincetown Water Department now in force or to be established by the Water and Sewer Board and declare that there is no other means of supplying potable water on-site (e.g. private well).

Applicant Signature: Sherry Wilkins

ONCE TRURO & PROVINCETOWN OFFICIALS HAVE APPROVED THE APPLICATION, PLEASE SUBMIT A COPY TO THE TRURO HEALTH DEPARTMENT

SIGNATURES OF APPROVAL *****OFFICIAL USE ONLY*****

Traughman

TRURO BOARD OF HEALTH

October 3, 2017

DATE OF APPROVAL

TRURO BOARD OF SELECTMEN

DATE OF APPROVAL

PROVINCETOWN WATER &
SEWER BOARD

DATE OF APPROVAL

SEP 27 2017

PAID
1043

PERMIT # 2017-62

TOWN OF TRURO
Conservation Commission
24 Town Hall Road
P.O. Box 2030, Truro MA 02666

APPLICATION FOR ADMINISTRATIVE REVIEW PERMIT

Applicant Name: SHEPPY WILKINSON Telephone [REDACTED]
Email address: [REDACTED]
Owner Name: _____ Telephone _____
(If the applicant is not the owner of the property, written consent to the work MUST be attached to this Application.)
Address of subject property: 276 N. SHORE RD (NOVUMTIB) UNITS 1-23 Map: 13 Parcel: 12122
Description of proposed work: SEPARATE WATER TO EACH COTTAGE
Proximity to Resource Areas: _____

PERMIT FEE \$20

CRITERIA FOR ADMINISTRATIVE REVIEW (AR) PERMITS:

Vegetation Projects:

- No removal of vegetation within any inland or coastal wetland resource.
- No uprooting of vegetation.
- No mowing to the ground or clear cutting.
- Any proposed tree removal is demonstrated to be necessary, e.g., to protect existing structures, public safety, traffic visibility, etc.
- Mitigation may be required, i.e., an area to be planted with native species of trees or shrubs.
- Trees for removal must be tagged for inspection.
- No excavation by machinery is required or proposed.

Sheds and Other Construction Projects:

- No construction *within* any wetland resource except for minimal projects with the consent of the Conservation Agent.
- Any proposed new construction is more than 50' from the edge of resource area.
- No excavation by machinery is required or proposed.
- Foundation for structure shall be concrete blocks, sono tubes, diamond piers
- Repairs or replacement of existing structures remain within the same footprint.
- New structures must be less than 160 square feet.
- Only minimal projects such as biomimicry, sand nourishment, beach grass and planting of native species shall be allowed under this permit

Procedure:

- ✓ The fee shall be submitted with the Administrative Review Application.
- ✓ The Agent shall conduct a site visit, at which time the proposed project must be clearly defined in the field with stakes. Trees shall be flagged.
- ✓ If the Agent determines that all of the conditions of this Policy are met, the Agent

- application is incomplete; or the field ID is inadequate the application is denied.
- ✓ **If the Agent approves the application, such approval must be ratified by the Truro Conservation Commission prior to the issuance of this permit and prior to the commencement of any work.**
 - ✓ Any Property Owner, contractor or other agent of the owner performing any work pursuant to an Administrative Review permit shall have a copy of the permit available at the site at all times during the period that the work is being performed.
 - ✓ Upon approval and ratification by the Commission, an Administrative Permit shall issue.
 - ✓ The applicant shall notify the Commission prior to the start of the work, and must complete the work within thirty (30) days of issuance of the permit, unless otherwise permitted by the Commission.
 - ✓ The Conservation Agent shall inspect the property to verify that the work completed is within the scope of the Approved Application.
 - ✓ Any work beyond the scope of the approved Administrative Review shall be subject to enforcement action.
 - ✓ NOTE: Use of town property for beach access or staging of construction materials requires a permit issued by the Board of Selectmen.

By signing this permit application, you are acknowledging that you have read and understand the terms as stated herein. You are also aware that no work shall go forward until the permit has been issued by the Conservation Commission.

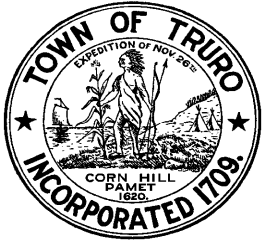
Sherry Wilk 9.26.17
 (Signature of Applicant) (Date)

FOR OFFICE USE ONLY:
 Agent's Comments _____

Site Inspection Date: 10/2/17 Application Approved: Yes No

Conservation Commission Review: Meeting Date: 10/2/17 Permit Approved: Yes No
 Conditions: φ

Signature of Commission Chair or Agent: (SR) Date: 10/5/17



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 17, 2017

ITEM: Approval of the FY2017 Community Development Block Grant (CDBG) Administration Agreement with Bailey Boyd Associates

EXPLANATION: A Request for Proposals (RFP) for the FY17 CDBG Grant Administration advertised for proposal submission on September 28, 2017. Bailey Boyd Associates was the only respondent.

FINANCIAL SOURCE (IF APPLICABLE): Administrative Expenses allowed under the CDBG Grant that was just awarded to the Town.

IMPACT IF NOT APPROVED:

SUGGESTED ACTION: MOTION TO *approve the FY2017 CDBG Grant Administration Agreement with Bailey Boyd Associates and to authorize the Chair to sign.*

ATTACHMENTS:

1. Grant Administration Contract

AGREEMENT

BY AND BETWEEN

TOWN OF TRURO, MASSACHUSETTS

AND

BAILEY BOYD ASSOCIATES, INC.

THIS AGREEMENT was made as of the _____ day of October, 2017 by and between the Town of Truro, Massachusetts (hereinafter referred as the TOWN/CITY) and Bailey Boyd Associates, Inc. hereinafter referred to as the CONSULTANT).

WITNESSETH THAT:

WHEREAS, the TOWN of Truro has entered into an agreement with the Commonwealth of Massachusetts' Department of Housing and Community Development (hereinafter "DHCD"), Massachusetts Community Development Block Grant Program (hereinafter "Mass. CDBG") to undertake a community development program of housing rehabilitation (hereinafter "Program") pursuant to the Housing and Community Development Act of 1974 (hereinafter "Act"), as amended, and regulations thereunder, and

WHEREAS, professional services relating to the implementation and administration of the Program are sought to assist the TOWN in the timely achievement of its Mass. CDBG FY17 Grant Program objectives.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONSULTANT:** The TOWN hereby engages the CONSULTANT to perform the services set forth herein and the CONSULTANT hereby accepts the engagement.

2. **SCOPE OF SERVICES:** The CONSULTANT shall perform the necessary services as described in the approved proposal to the TOWN of Truro, which is incorporated by reference herein as Attachment A.

3. **RESPONSIBILITY OF THE TOWN:** The TOWN shall assume responsibility for assisting the CONSULTANT insofar as possible for the purpose of efficiency and furnishing the CONSULTANT with information needed to satisfactorily complete the services.

3.1 The TOWN shall designate a project representative authorized to act on its behalf with respect to the project. The TOWN's representative is Rae Ann Palmer, Town Manager. TELEPHONE 508-349-7004.

4.1 **REPORTING:** The CONSULTANT will submit written reports to the TOWN on the status of the professional services, according to the schedule and dates specified below, or at other times as required by an information request or reporting requirement of Mass. CDBG.

REPORT: Quarterly Report

DATE DUE: 15 days after the close of each quarter.

5. **SUBCONTRACTS:** No subcontracts may be awarded by the CONSULTANT the purpose of which is to fulfill in whole or in part the services required of the CONSULTANT, without prior written approval of the TOWN and the Department of Housing and Community Development.

6. **TIME OF PERFORMANCE:** The services of the CONSULTANT are to commence on or about October 1, 2017 and shall be undertaken and completed in sequence as to assure their expeditious completion.

6.1 All services required hereunder shall be completed by December 31, 2018.

7. **COMPENSATION:** The TOWN/CITY will pay the CONSULTANT a total fee in amount not to exceed One Hundred Fifty Five Thousand Fifty One Hundred Twenty Two Dollars (\$155,122), with no reimbursements for out-of-pocket expenses, based on invoices submitted in the approved form and according to the "Method and Schedule of Compensation," found as Attachment B.

8. **GENERAL PROVISIONS:**

8.1 **RETENTION OF RECORDS:** The CONSULTANT shall maintain in accordance with 2 CFR Part 200.333, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The CONSULTANT shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.2 **ACCESS TO RECORDS:** The CONSULTANT shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by the Mass. CDBG, their authorized representatives, authorized representatives of HUD, the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the CONSULTANT which pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

8.3. **TERMINATION:** The TOWN/CITY may terminate the contract, for cause, upon 15 days written notice to the CONSULTANT. In case of termination, all finished and unfinished documents shall become the property of the TOWN/CITY.

8.3.1 In the event of termination, the CONSULTANT will be compensated for services provided to the date of termination, according to the "Method and Schedule of Compensation," Attachment B.

8.4 **AMENDMENTS:** This Agreement may be amended provided such amendment is in writing by the signatories hereto, and receives approval from Mass. CDBG prior to its effective date.

8.5 **NON-DISCRIMINATION:** The CONSULTANT shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD; Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant thereto (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act

of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B Section 1 et seq.; State Executive Order 74, as amended and revised by Executive Orders 116, 113 and 227; and Mass. CDBG regulations, procedures or guidelines.

The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin. The CONSULTANT shall take affirmative action to insure that applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, handicap, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap or national origin.

8.6 **PROCUREMENT STANDARDS:** The CONSULTANT shall adhere to the requirements set forth in 2 CFR Part 200.318 through 200.326 and Mass. CDBG regulations, procedures and guidelines with respect to standards governing procurement, and any applicable provisions of State laws and regulations relative thereto, including Chapter 30, section 39M; Chapter 149, section 44A through 44J; Chapter 484 of the Acts of 1984; and Chapter 30B. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipient take affirmative steps to award a fair share of contracts taken to assure that small and minority businesses are utilized when possible as sources of supplies, equipment, construction and services. The SUBRECIPIENT shall maintain records sufficient to detail the process for procurement.

8.7 **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp. p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

8.8 **EMPLOYMENT OPPORTUNITIES:** Where applicable, the CONSULTANT shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

8.8 **FAIR HOUSING:** In addition to the laws and regulations set forth herein with respect to ensuring fair housing opportunities, the CONSULTANT shall adhere to the provisions of State Executive Orders 215 and 227.

8.9 **LABOR STANDARDS:** Where applicable, the CONSULTANT shall adhere to the provisions of Section 110 of the Act, and the Massachusetts General Laws Chapter 149 sections 26 to 27D inclusive (as amended by Chapter 484 of the Acts of 1984). In the case of the rehabilitation of commercial property, or rehabilitation of residential property designed for residential use of eight or more families, the CONSULTANT shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

8.10 CONFLICT OF INTEREST: The CONSULTANT shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, M.G.L. c.268A, the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. ss 1501 et seq.

8.11 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND Mass. CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this agreement shall be subject to and performed in accordance with the provisions of the TOWN/CITY's Grant Agreement with Mass. CDBG and all its attachments (including, where relevant, Section 4.14, Flood Disaster Protection, 4.15, Historic Preservation, 4.16, Additional Environmental Requirements, 4.17, Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal, state, and local laws and regulations, including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time, 2 CFR Part 200, all applicable State and local laws and regulations, including but not limited to those specifically stated herein, any additional regulations, procedures or guidelines as may be established or amended by DHCD.

9. AVAILABILITY OF FUNDS: The compensation provided by this agreement is subject to the continued availability of federal funds for the CDBG Program, and to the continued eligibility of the Commonwealth and the TOWN/CITY to receive such funds.

10. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the TOWN/CITY harmless from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the CONSULTANT's breach of this agreement or the negligence or misconduct of the CONSULTANT, or the agents or employees.

11. LICENSES: The CONSULTANT shall procure and keep current any licenses, certifications, or permits required for any activity to undertaken as part of the Scope of Services, Attachment A, as required by federal, state or local laws or regulations, and shall comply with the provisions of 2 CFR Part 200.325 with respect to any bonding or other insurance requirements.

12. CONFIDENTIALITY: The CONSULTANT will protect the privacy of, and respect the confidentiality of information provided by, program participants, consistent with applicable federal and state regulations, including M.G.L., C. 66 section 10, regarding access to public records.

13. COPYRIGHT: No material prepared in whole or in part under this agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of Mass. CDBG.

14. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

15. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

16. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).(I)

17. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

18. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

19. CLOSEOUT: The CONSULTANT shall follow such policies and procedures with respect to close-out of any associated grant as may be required by Mass. CDBG.

20. The following Certificate of Tax Compliance must be completed and submitted as part of this contract

<p style="text-align: center;">Certificate of Tax Compliance</p> <p>pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.</p> <p>Contractor: By: _____ (signature of authorized representative & title) _____ (date)</p>
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16. SEVERABILITY: If any provision of this agreement is held invalid, the remainder of the agreement shall not be affected thereby, and all other parts of this agreement shall nevertheless be in full force and effect.

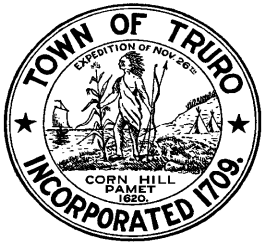
IN WITNESS THEREOF, the TOWN and the CONSULTANT have executed this AGREEMENT under seal in triplicate as of the date above written.

Approvals and Signatures

By: TOWN OF:	By: CONSULTANT
Authorized Signatory _____ Date _____	name _____ Date _____
<u>Certification as to Availability of Funds:</u> _____	<u>Approval of Contract as to Form:</u> _____
Town Accountant _____ Date _____	Town Counsel _____ Date _____
<u>Approval of Contract as to Appropriate Procurement Method</u> _____	
Town Procurement Officer _____ Date _____	

TRURO FY17 CDBG Grant Administration

Personnel:	Grant Administration	Childcare Subsidy	Total
Grant Administrator	\$50,500	\$0	\$50,500
Bookkeeper	\$9,550	\$0	\$9,550
Clerk	\$8,100	\$6,000	\$14,100
Childcare Subsidy Coordinator	\$0	\$29,250	\$29,250
Taxes & Fringe:			
Grant Administrator	\$18,430	\$0	\$18,430
Bookkeeper	\$3,629	\$0	\$3,629
Clerk	\$1,663	\$420	\$2,083
Childcare Subsidy Coordinator	\$0	\$7,020	\$7,020
Total Personnel	\$92,872	\$42,690	\$135,562
Program Delivery:			
Memberships/Publications	\$350	\$100	\$450
Training & Education	\$1,500	\$40	\$1,540
Travel	\$3,950	\$450	\$4,400
Accounting/disbursements	\$0	\$0	\$0
Legal Services	\$1,000	\$200	\$1,200
Advertising	\$950	\$300	\$1,250
Printing	\$200	\$350	\$550
Communications	\$1,650	\$325	\$1975
Supplies & Materials	\$650	\$345	\$995
Maintenance & Repairs	\$0	\$0	\$0
Audit	\$0	\$0	\$0
Computer & related expenses	\$3,500	\$400	\$3,900
Equipment	\$0	\$0	\$0
Professional Services	\$0	\$300	\$300
Application Preparation (FY16)	\$3,000	\$0	\$3,000
Total Program Delivery	\$16,750	\$2,810	\$19,560
TOTAL PRICE PROPOSAL	\$109,622	\$45,500	\$155,122



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 17, 2017

ITEM: Reappointment of Board/Committee/Commission Member

EXPLANATION: The following individual wishes to be reappointed to the Board or Committee on which they currently serve:

- *Amy Rogers to the Commission on Disabilities for the term of 10/17/2017-6/30/2020.*

The attached check list provides information regarding the individuals' compliance with appointment requirements.

IMPACT IF NOT APPROVED: The applicant will not be able to participate on their respective Committee or Board.

SUGGESTED ACTION: *MOTION TO appoint Amy Rogers to serve on the Commission on Disabilities for a three year term ending June 30, 2020.*

ATTACHMENTS

1. Application to Serve
2. Reappointment checklist



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Amy Rogers HOME TELEPHONE: [REDACTED]

ADDRESS: 41 S Highland Rd WORK PHONE: [REDACTED]

MAILING ADDRESS: P.O Box 457 E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____
Commission on Disabilities

SPECIAL QUALIFICATIONS OR INTEREST: _____
Parent of a child who has Autism and Phelan McDermid Syndrome

COMMENTS: _____

RCUB 2017SEP22 AM841
ADMINISTRATIVE OFFICE
TOWN OF TRURO

SIGNATURE: [Signature] _____ DATE: 9/18/17

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

Amy is an asset to our group and I am delighted that she is willing to serve for another term

SIGNATURE: [Signature] DATE: 9-25-17

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



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Board of Selectmen

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: **Commission on Disabilities**

Committee/Commission/Board Member Name: **Amy Rogers**

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

DRAFT

**Truro Board of Selectmen Meeting
Selectmen's Chambers, Town Hall
Tuesday, September 19, 2017**

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

Regrets: Jay Coburn

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Housing Authority Chair Carl Brotman

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

Transfer from Affordable Housing Trust

Town Manager Rae Ann Palmer explained the transfer from the Department of Transportation of the title of the 3.91 parcel of land on Route 6 near Highland Road to the Town of Truro. The Truro Housing Authority requested a transfer from the Affordable Housing Trust to cover the survey expenses.

Robert Weinstein moved to authorize a transfer of \$16,944.48 from the Affordable Housing Trust for payment of the survey and engineering expenses for acquisition of a parcel of land located near the intersection of Highland Rd. and Route 6 and as defined in the deed from the Commonwealth of Massachusetts. Maureen Burgess seconded, and the motion carried 4-0.

Acceptance of Deed

Rae Ann Palmer with Affordable Housing Authority Chair Carl Brotman reviewed the efforts to obtain the Cloverleaf property and the terms of the deed. Ms. Palmer explained income qualifications for future residents and egress agreements. She acknowledged the work of Carl Brotman, and Mr. Brotman thanked Rae Ann Palmer for her continued attention to the project. Rae Ann Palmer recognized the support of Lieutenant Governor Karen Polito, Senator Julian Cyr, Representative Sarah Peake and Jay Ash, Secretary of the Executive Office of Housing and Community Development and staff from the offices of Senator Cyr and Secretary Ash. Robert Weinstein called attention to the helpfulness of Senator Julian Cyr. Carl Brotman discussed more features of the property. Chair Paul Wisotzky added additional thanks to staff and all involved in the acquisition of the property.

Maureen Burgess moved to accept the Release Deed for a parcel of land located on Highland Rd., Truro Massachusetts, containing approximately 3.91 acres of land, described in Exhibit A of the Deed and to authorize the Chairman to sign the Disclosure Statement and MEPA form. Janet Worthington seconded, and the motion carried 4-0.

Recognition from Habitat

Carl Brotman displayed an award from Habitat of Humanity of Cape Cod to the Truro Housing Authority. He said that Kathleen Henry, President of Highland Affordable Housing had also received one.

ADJOURNMENT

Robert Weinstein moved to adjourn. Maureen Burgess seconded, and the motion carried 4-0. The meeting was adjourned at 5:14 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 9/19/17

1. Release Deed for Cloverleaf property
2. Disclosure Form
3. MEPA form

DRAFT

**Truro Board of Selectmen Meeting/Work Session
Conference Room, Town Hall
Tuesday, September 19, 2017**

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

Regrets: Jay Coburn

Present: Town Manager Rae Ann Palmer

Chair Paul Wisotzky opened the work session at 5:16 p.m.

Police Chief Search

Town Manager Rae Ann Palmer and Chair Paul Wisotzky had a recent phone conversation with Consultant Bill Reilly to get an update of the search for a new Police Chief, Paul Wisotzky said. Badge Quest will do the initial screening of candidates. The Search Committee will rank the top five, with a possible addition of two other finalists. These candidates will go through a process with the Selectmen to make a final decision. Selectmen could do phone interviews after Badge Quest offers their top choices. Badge Quest will also do background checks on the finalists. Advertising scope will basically be New England but could reach as far as New York, Ms. Palmer said. Rae Ann Palmer said that the Selectmen need to appoint the Search Committee as a next step. Selectmen will encourage likely candidates to apply for the Search Committee, and the announcement will be on the Town website. A representative from the Police Department will also serve on the Search Committee.

Emergency Operations

Assistant Town Manager Kelly Clark had created an Emergency Plan, which was distributed to the Selectmen. Rae Ann Palmer reviewed the plan's features. Janet Worthington suggested adding a neighborhood component to the plan. Robert Weinstein also endorsed the use of neighborhood volunteer assistants. Ms. Palmer said she would like to revisit Truro's participation in one of the regional shelters. Janet Worthington and the Town Manager elaborated on necessities for an emergency shelter. The Selectmen will continue to work on neighborhood involvement in emergency planning and other preparedness measures.

Great Hollow Beach

The Town Manager said that the Truro Conservation Trust would be willing to get involved in the Great Hollow Beach extension effort, if the Town is willing to accept ownership of the property. The Selectmen expressed their interest in this proposal. The Selectmen and the Town Manager discussed shuttle bus possibilities for this and other beaches.

ADJOURNMENT

Robert Weinstein moved to adjourn. Maureen Burgess seconded, and the motion carried 4-0. The meeting was adjourned at 6:01 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 9/19/17
Emergency Plan for Truro

DRAFT

**Truro Board of Selectmen Meeting
Selectmen's Chambers, Town Hall
Tuesday, September 26, 2017**

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

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Town Counsel Jonathan Silverstein

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

FIRE DEPARTMENT SWEARING IN CEREMONY

Fire Chief Timothy Collins introduced new fire fighter Sean Ferguson. Town Clerk Cynthia Slade officially swore him in. His wife Heather pinned him after the swearing in.

PUBLIC COMMENT

No one came forward for Public Comment, but Paul Wisotzky summarized a letter by Darcee Vorndran and Stephen Walker had sent a letter regarding Coast Guard Beach. The full letter will go into the public record for the meeting and has been forwarded to the Beach Commission.

TABLED ITEM: RESIDENTS ONLY PARKING AT COAST GUARD BEACH

Beach Commissioners, Chair Eliza Harned and Sheri Stall, explained a proposal for residents only parking lot at Coast Guard Beach. No beach access is being restricted for walk-ins, bicyclists or drop-offs. The Selectmen offered suggestions and asked questions about the plan. Town Manager Rae Ann Palmer expressed some concerns about a restriction for the parking lot. Damion Clements, Recreation and Beach Director, said a partial restriction of ten spaces at the lot was feasible.

Janet Worthington moved to approved designating ten spaces at Coast Guard Beach parking lot for residents only. Maureen Burgess seconded and the motion carried 5-0.

BOARD OF SELECTMEN ACTION

Discussion of Year-Round Condo Bylaw

Chair Paul Wisotzky gave background information on conversion of existing seasonal condominiums to year-round housing units. Rae Ann Palmer said the new Town Planner Cally Harper has been already working on an expanded bylaw for condominium conversion. Town Counsel Jonathan Silverstein had joined the Town Manager to hear policy direction from the Selectmen.

Representatives from boards and committees were present for the discussion. Kevin Grunwald from the Housing Authority expressed their interest in condo conversion to create more affordable and Affordable housing. Tracy Rose, Board of Health Chair, also recognized the need for affordable housing. She asked what had been done to address concerns about Title 5, water demand, East Harbor groundwater flow, housing codes, impact on the bay, and condominium documentation updates. Kevin Kuechler, Chair of the Water Resources Oversight Committee, discussed ground water protection, upgrading of Title 5 septic systems, ground water flow towards East Harbor, and studies from other towns. Buddy Perkel, Zoning Board of Appeals Chair, said he did not favor including the larger multi-story condominium structures with the older cottage colony buildings, but

he has no reservations about allowing year-round use of condominiums. Planning Board Chair Steve Sollog said that the Planning Board had not been interested in developing new condo conversion bylaws, but he was present to discuss the idea with the Selectmen. He addressed wastewater issues, Beach Point, traffic and an instantaneous increase in the properties' values.

Selectmen entered the discussion with their concerns about new septic system regulations; adding diversity in price to the housing stock; 2015 reactions to condo conversion; cost of conversion; water and wastewater issues; and a Provincetown study on wastewater.

Bob Panessiti, Chair of the Finance Committee, came forward and discussed policy decisions that matter for making Truro a robust community. He said the 2015 proposal failed because people wanted more information. He offered Finance Committee support for financial information. Health and Conservation Agent Emily Beebe answered questions from the Board of Health Chair Tracy Rose about Title 5 septic systems on small lots on Beach Point.

Jay Coburn said there could be questions that can't be fully answered. He did not foresee hundreds of condos on Beach Point converting to year-round if the option were offered. Tracy Rose said the conversion might only create additional winter rentals. Jay Coburn said that would not be a cost effective plan.

Rae Ann Palmer said that Town Counsel had been working on clarification of what is defined as an existing condominium that could undergo conversion. She said assessments would not automatically go up with a conversion to year-round property and discussed inconclusive data on water usage.

Building Commissioner Russell Braun and Town Planner Cally Harper joined Health Agent Emily Beebe at the table. Russell Braun offered his insights into condo conversion, having been a Beach Point condominium developer and a manager who lives in one year-round. He commented on Beach Point condos that were built for seasonal use only. He discussed the Flood and Velocity Zones at Beach Point and the value of structures in that area. He explained logistics and costs of raising the structures above base flood elevation. He commented on the importance of proper septic systems needed and the flood risk involved. He also discussed the consent of condo association members needed for conversions. He recognized that many people would like to be able to use their condos throughout the year, but, from a practical standpoint, conversions in Beach Point are not realistic. Cally Harper said she is gathering more information and becoming part of a group organized to discuss the proposed bylaw.

Rae Ann Palmer discussed Ms. Beebe's idea for developing a management plan for Beach Point. Town Counsel Jonathan Silverstein said he was interested in a policy direction to help with the draft bylaw. He commented on Title 5 concerns, building code compliance, and involvement of condo associations. Robert Weinstein said only 5 of the 7 zoning districts in Truro would be allowed to have condo conversions. He considered the limited number of possible conversions, but still said it was another strategy for creating more affordable housing that would benefit the community.

Jay Coburn asked that the Town Manager work on next steps for developing and moving condo conversion bylaws forward. Rae Ann Palmer said she has begun organizing a working group, including staff and Town Counsel, to draft the bylaw. Paul Wisotzky suggested additional community involvement with condominium associations. Janet Worthington asked that the new Part-time Residents Advisory group be kept informed.

Discussion of Road Naming Policy

Town Manager Rae Ann Palmer said that Town Counsel had reviewed the original Road Naming Policy and had added some language to it.

Robert Weinstein moved to accept the proposed revisions for Policy #12 - Road Naming Policy. Maureen Burgess seconded, and the motion carried 5-0.

Board of Selectmen Meeting Schedule for 2018

Chair Paul Wisotzky and the Board reviewed the Board of Selectmen's meeting schedule for 2018.

Jay Coburn moved to approve the Board of Selectmen's meeting schedule for 2018. Maureen Burgess seconded, and the motion carried 5-0.

FY2018 Municipal Calendar

Rae Ann Palmer said the Selectmen had just received revised copies of the Fiscal Year municipal calendar, which included the Budget Task Force meetings. Bob Panessiti commented on community engagement regarding Budget process and attendance at meetings. He again discussed how policy decisions influence the budget. He stressed the importance of educating the public on matters of budget concern.

Jay Coburn moved to approve the Fiscal Year 2018 Municipal Calendar as amended. Maureen Burgess seconded, and the motion carried 5-0.

CONSENT AGENDA

A. Review/Approve and Authorize Signature: *None*

B. Review and Accept Preservation Restriction for Three Historic Buildings known as the Manuel Corey House, the Barn and the Cottage located at Truro Center for the Arts at Edgewood Farm, 3 Edgewood Way

C. Review and Approve Board of Selectmen Minutes: September 12, 2017

Maureen Burgess commented on a communication from the Historical Commission regarding the Preservation Restriction for the buildings at Edgewood Farm, and Paul Wisotzky made an amendment to the minutes of September 12, 2017.

Jay Coburn moved to approve the Consent Agenda with the amendment to the minutes of September 12, 2017. Maureen Burgess seconded, and the motion carried 5-0 with Robert Weinstein abstaining on the minutes.

SELECTMEN REPORTS AND TOWN MANAGER REPORT

Everyone had something to report. Janet Worthington had attended a recent Harbor Commission meeting on waterway user fees. Rae Ann Palmer said she has asked Town Counsel to review these, and the fee schedule will be brought to the Selectmen at an upcoming meeting. Ms. Worthington commented favorably on positive atmosphere at the Harbor, something with which Maureen Burgess concurred. Ms. Burgess had attended the Wounded Warrior event and watched a recent Planning Board meeting dealing with house size bylaws. Paul Wisotzky asked about rescheduling the bonfire that was cancelled due to inclement weather. Rae Ann Palmer said she would have to confer with staff about rescheduling. Paul Wisotzky, along with Robert Weinstein and Rae Ann Palmer, had

attended the Herring River Restoration Executive Committee's session, which had formed the Stakeholders Group for the Herring River Restoration. He thanked his brother Mark Wisotzky, Fred Gaechter, Maureen Burgess and Edward Fontenot for becoming the Truro stakeholders. He had received an e-mail asking about Selectmen's Hours and requested that everyone schedule and post their hours. Jay Coburn said that Selectmen are also reachable by e-mail on the Town website. Robert Weinstein added information on the Herring River stakeholders group and called attention to the scaled back acreage involvement for Phase 1. He said that the first step of the permitting process with the Cape Cod Commission as a Development of Regional Impact (DRI) has been delayed. Mr. Weinstein had attended the Planning Board meeting and is encouraged that the Board is moving forward with work on house size bylaws for the entire town. Town Manager Rae Ann Palmer said that the Lieutenant Governor will be here on October 14, 2017 for a ceremonial deed signing for the Cloverleaf property.

SELECTMEN COMMENTS

Robert Weinstein said he had watched the Board of Selectmen meeting he had missed and reminded the other members to speak into the microphones. Rae Ann Palmer said there is money available to update the recording equipment.

NEXT MEETING AGENDA

Rae Ann Palmer said she did not have any items for the work session scheduled for October 10, 2017 Board of Selectmen's meeting. However, she said there is another complaint about the Open Meeting Law, and the Board of Selectmen need to respond to the complaint. This could be placed on the agenda for October 17th meeting, she said. Maureen Burgess had some suggestions for a workshop session, but the Board agreed they could be included at a later date.

Jay Coburn moved to cancel the October 10, 2017 work session. Janet Worthington seconded, and the motion carried 5-0.

Janet Worthington requested information on an e-alert system that would keep people aware of meetings.

The October 17, 2017 meeting agenda will include: a review of Selectmen's Policies 28-37, other Policies reviewed by Town Counsel, an Open Meeting complaint, the Budget Task Force schedule and a request from the Disability Commission.

ADJOURNMENT

Jay Coburn moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0. The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington

Robert Weinstein, Clerk

Public Records Material of 9/26/17

1. Letter from Darcy Vorndran and Stephen Walker
2. Memo from Eliza Harned, Beach Commission Chair
3. Policy #12 - *Road Naming Policy*
4. Board of Selectmen's Meeting Schedule for 2018
5. Municipal Calendar for Annual Town Meeting 2018 and Budget Preparations for FY19
6. Historic Preservation Restriction for Manuel Corey House, Barn and Cottage