



Truro Board of Selectmen Meeting
Tuesday, October 24, 2017
Regular Board of Selectmen Meeting - 5:00pm
Truro Town Hall - 24 Town Hall Road

AMENDED

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 NONE

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Housing Production Plan
Presenter: Carl Brotman, Chair Housing Authority
- B. Approval of Board of Selectmen Joint Filing with Truro Conservation Trust for CPC Grant
Presenter: Fred Gaechter, Truro Conservation Trust
- C. Finalize Board of Selectmen Budget Message
Presenter: Paul Wisotzky, Chair
- D. Review Policies Revised by Town Counsel
Presenter: Rae Ann Palmer, Town Manager
- E. Discussion of Process to Appoint Part Time Resident Advisory Committee Applicants
Presenter: Paul Wisotzky, Chair
- F. Budget Task Force Procedure and Schedule
Presenter: Rae Ann Palmer, Town Manager

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Joint application with the Truro Housing Authority for funds for the Affordable Housing Trust.
- B. Review and Approve the One Day Alcohol License for Highland Affordable Housing October 27th and Approval of ABCC Charity Wine License Application
- C. Renewal of Temporary Borrowing Note for Jetty Repairs, Landfill Capping, and Fire Engine

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, November 14



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Housing Authority

REQUESTOR: Carl Brotman, Chair

REQUESTED MEETING DATE: October 24, 2017

ITEM: Housing Production Plan

EXPLANATION: Attached for your review and approval is a new Housing Production Plan for the Town of Truro.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The plan will not move forward in the approval process.

SUGGESTED ACTION: *Motion to accept and approve the Truro Housing Production Plan prepared by the Housing Authority.*

ATTACHMENTS:

1. Draft Plan
2. Power Point Presentation

Town of Truro

HOUSING PRODUCTION PLAN



WORKING DRAFT

July 2017

Truro Affordable Housing

Housing Production Plan - 760 CMR 56.03(4)

What is a Housing Production Plan?

A Housing Production Plan (HPP), as defined in 760 CMR 56.03(4), is a proactive strategy for planning and developing affordable housing. It is developed with opportunities for community residents and stakeholders to become informed of the planning process and the plan, and to provide input. The HPP identifies the housing needs of a community and the strategies the community will use to make progress in facilitating the development of affordable housing.

An HPP is adopted by the Planning Board and the Board of Selectmen, and reviewed and approved by the Department of Housing and Community Development.

Why?

A Housing Production Plan provides a blueprint for action. It assists housing advocates in focusing efforts, and also promotes communication on housing issues. In addition, once Truro has an HPP approved by the State, if Truro meets certain affordable housing production goals and is making measured progress, Truro could gain more local control over comprehensive permit applications for a specified period of time.

Elements of a HPP

A Housing Production Plan includes a Comprehensive Housing Needs Assessment, Affordable Housing Goals and Implementation Strategies. Needs include demographics and housing stock, projections of future population and future housing needs, descriptions of development constraints and a municipality's plans to address these constraints, and an analysis of infrastructure. Affordable housing goals include detailing goals by housing type, style and affordability, and include numeric goals. Strategies, when possible, include identification of zoning districts or geographic areas for focus, identification of specific sites, characteristics of preferred housing, as well as regional strategies.

Truro's HPP

In September of 2015 Truro completed a Community Housing Needs Assessment with the assistance of John Ryan of Development Cycles (report attached). This Assessment thoroughly reviews demographic data, housing stock, housing need, and key trends. This Assessment also comprehensively details housing goals and some of the challenges to meeting these goals. The 2015 Community Housing Needs Assessment provides the Assessment and Goal components of an HPP. The follow pages augment the Assessment and provide the specific strategies Truro can use to produce housing in the form of action items.

ACTION ITEMS, TIMEFRAME and LEAD ENTITY	Timeframe	lead
Capacity – What can THA do to work efficiently and effectively?		
1. Review available organization entities - Partnership, Trust, Housing Authority	✓	THA
2. Review THA by-laws and approve amendments if needed	✓	THA
3. Hire housing consultant	✓	THA
4. Prepare for increase in housing monitoring role	ongoing	THA
5. Create structure so collected local and regional housing data is usable/accessible	ongoing	THA
Collaboration – How can THA help Truro work together on housing issues?		
6. Continue to support and partner with Highland Affordable Housing	ongoing	THA/HAH
7. Work with Town to support AADU and ADU programs	ongoing	THA/Town
8. Seek out opportunities to work with open space groups, National Seashore	ongoing	THA/Others
9. Seek out opportunities to work with local private developers	ongoing	THA/Others
Planning – How can Truro create incentives for affordable housing?		
How can Truro be ready for affordable housing opportunities?		
10. Review inventory of municipally owned land	Year 1	THA
11. Identify/inventory private land with potential for affordable housing (larger tracts)	Year 1	THA
12. Identify/ parcels that would trigger Cape Cod Commission Review	Year 1	THA
13. Adopt Affordable Housing Guidelines	Year 1	THA/BoS
14. Work with Town Planner/Planning Board to explore affordable housing incentives for zoning by-laws (inclusionary zoning, second dwellings, zoning waivers for affordable units, affordable on non-conforming lots, condo-conversion, shop-top housing, etc.)	Years 1-3	THA/PB/Town
15. Explore possibility of allowing IA septic systems for affordable housing and/or relief from DEP regulations regarding septic systems in multi-family units	Years 2-3	THA/BoH
16. Explore moderate and middle income housing needs and housing programs	Years 2-3	THA
17. Identify/inventory parcels with owners unknown or in arrears on taxes	Years 2-3	THA/Town
Outreach and Education – Let's make sure people know about the issues, the community efforts, and the housing resources		
18. Advocacy through continued community education/information & engagement campaign	ongoing	THA/HAH
19. Work to enhance regional communication/collaboration	ongoing	THA/HAH
20. Focus on defining and communicating need for affordable housing, including need for work force and middle income housing	ongoing	THA/HAH
21. Housing advocacy and info website, continue with success of housing summit	ongoing	THA/HAH
22. Help qualifying homeowners access housing assistance and programs (Community Development Partnership, Lower Cape Outreach Council, Housing Assistance Corp)	ongoing	THA/Others
Funding – How will we pay for it?		
23. Lobby for dedicated housing funds	ongoing	THA
24. Watch for state and federal funding opportunities	ongoing	Town
25. Explore CPC bonding for specific affordable housing projects	Years 3-5	THA
Production and Preservation – What affordable housing will we build? How will we ensure affordable units remain affordable?		
A. Development of housing on town owned land – Cloverleaf Property	Years 1-4	THA/Developer
B. Development of housing on town owned land – Town Hall Hill	Years 2-5	THA/Developer
C. Small Scattered Sites – non profits such as Highland Affordable Housing, Habitat for Humanity, as well as private developers	Years 1-3	HAH/HHCC
D. Preserve existing affordability – monitor resales to ensure affordability remains	ongoing	THA
E. Continue with CDBG housing rehabilitation and other CDBG housing programs	ongoing	Town
F. Units created through affordable zoning provisions and local incentives	ongoing	Town
G. Encourage private fundraising campaign, including planned giving (wills/bequests)	Years 3-5	THA/HAH

THA = Truro Housing Authority
BoS= Board of Selectmen

HAH = Highland Affordable Housing
PB = Planning Board

BoH=Board of Health
Town = Town Administration/Staff

Housing Production Goals

Town of Truro

Department of Housing and Community Development DHCD), Subsidized Housing Inventory (SHI), December 5, 2014

1,090 year-round housing units – 10% goal is 109 affordable units

Currently on SHI: 27 units; 2.5% Planned Production Goals – 0.5% and 1.0% Goals: 5 and 11 units per year

See September 2015 Community Housing Needs Assessment for details on need by housing type.

Production – Subsidized Housing Inventory (SHI) Unit Creation/Preservation					
	year one	year two	year three	year four	year five
Development of housing on town owned land – Cloverleaf Property				12	
Development of housing on town owned land – Town Hall Hill					8
Small Scattered Site – non profits such as Highland Affordable Housing, Habitat for Humanity, as well as private developers					
Habitat For Humanity of Cape Cod – 143 Rt 6 and 181 Rt 6	3		3		
Highland Affordable Housing	2				
Preserve existing affordability – monitor resales to ensure affordability remains/continue with CDBG rehabilitation programs					
Units created through affordable zoning provisions and local incentives		5	3		
YEARLY TOTALS:	5	5	6	12	6

Production – Units Not Eligible for Subsidized Housing Inventory					
	year one	year two	year three	year four	year five
AADUs and ADUs	3	2	2	2	2

Infrastructure and Development Constraints

As noted in the Community Housing Needs Assessment, Truro's small town identity is key to its appeal, but also part its housing challenge. There is virtually no multi-family rental housing, and the absence of municipal water and sewer impacts the ability to create housing. Production strategies have taken these limitations into account.

The following pages include a brief description of the action items outlined in the initial grid. For more information, please reach out to a member of the Truro Housing Authority.

Housing Action Items (numbers correlate to Action Grid)

1. Review available organization entities – Partnership, Trust, Housing Authority

There are a variety of municipal entities that focus specifically on affordable housing. There are town committees and partnerships, trusts and housing authorities. Depending on the specific entity, there can be different organizational abilities, especially concerning funds, real property and process. Truro has determined that the existing structure of the Truro Housing Authority is accepted in the community and functions well for the needed affordable housing work.

2. Review THA by-laws and approve amendments as needed

The Truro Housing Authority by-laws had been structured for a more traditional housing authority that manages affordable housing units and has staff that the Commissioners oversee. THA has reviewed their by-laws and amended so that the Authority can work effectively without employees.

3. Hire housing consultant

Acknowledging that the field of affordable housing is specialized and detailed, and understanding that professional time and expertise is key to implementing successful projects, THA sought and received funding from the Community Preservation Committee to hire a housing consultant. THA, working with Town Administration, issued a Request for Housing Specialist Consulting Services in the fall of 2017 and hired an experienced housing specialist.

4. Prepare for increase in housing monitoring role

With increased housing production will come a larger affordable housing inventory. THA has successfully navigated deed-restricted home resales in the past (for example, working to ensure the Old Firehouse Road home remained at an affordable price and that the universal deed rider was included on the re-sale). There can also be monitoring roles in rental developments (depending on permitting and affordability structure). It is important to have an entity capable of performing the local monitoring tasks, to ensure affordability and program parameters remain in place.

5. Create structure so collected local and regional housing data is usable/accessible

Data is an important element in determining program direction. Knowing details on items such as local need, specific program uptake and housing wait lists, as well as keeping up to date with regional information, is also an important element when advocating for housing programs. Creating a process for a volunteer committee so that information can be kept and maintained also means information can be and will be used.

6. Continue to support and partner with Highland Affordable Housing

Truro is fortunate to have a local non-profit housing organization. Highland Affordable Housing is responsible for reinvigorating affordable housing efforts in Truro in the early 2000s and owns 4 of Truro's Subsidized Housing Inventory affordable rental units (before Sally's Way, these four were the only Truro SHI rental units). Highland Affordable Housing was also the key initial force behind the Yellow Brick Road project (which became one Habitat for Humanity home). A non-profit can embark on certain housing initiatives more flexibly than a municipality (specifically building and managing rental units). Non-profit housing organizations can also be adept at fundraising and awareness campaigns.

7. Work with the Town to support AADU and ADU programs (Affordable Accessory Dwelling Units and Accessory Dwelling Units)

With the success of the Accessory Dwelling Unit article on spring 2017 Annual Town Meeting Truro has new avenues for creation of smaller units. THA can help to publicize these opportunities and can work with Town Planning to make the

permitting process clear and understandable. THA can also publicize the affordable accessory dwelling unit capability and tax advantage, and can encourage uptake.

8. Seek out opportunities to work with open space groups and National Seashore

A significant amount of Truro land is open space. Almost two-thirds of Truro is designated National Seashore, and Truro also has an active and robust conservation community. Working cooperatively and collaboratively with these groups could lead to beneficial opportunities. An example of this would be an open space acquisition project where conservation was able to restrict the environmentally sensitive portions of a parcel and housing was able to build on portions of the land that were already disturbed and of less conservation value.

9. Seek out opportunities to work with private developers

As THA is not a housing developer, private developers will be crucial to housing unit production. THA needs to understand how to incent private developers to create affordable housing and how to make the process easier and more streamlined for these developers. THA can also assist private developers by being clear and practical with housing goals, and using funds to perform preliminary feasibility work on prospective sites.

10. Review inventory of municipally owned land

THA can work with existing town data to catalog and inventory town owned land and identify parcels that could be appropriate for either multi-unit development or single unit. Identifying infrastructure resources will also be useful, especially identifying parcels with town water or the ability to have town water.

11. Identify/inventory private land with potential for affordable housing (larger tracts)

For Truro, available land is the key to creating housing. THA can review potential privately owned parcels, determine which may have interest and benefit for affordable housing, and be prepared to act if the parcels come on the market, or even proactively approach owners.

12. Identify parcels that would trigger Cape Cod Commission review

By identifying parcels in advance that would be classified as “Developments of Regional Impact” (DRIs) and that would require a Cape Cod Commission Regulatory Review, THA can be prepared to participate actively in the Commission’s Public Hearing process and to advocate on behalf of housing.

13. Adopt Affordable Housing Guidelines

Affordable Housing Guidelines provide direction to private developers and citizens regarding the type and style of affordable housing that is encouraged within the Town, and even within different areas and neighborhoods. This gives predictability in the permitting and approval process and helps developers and builders provide housing types and styles that are in keeping with the community. The 2012 Housing Plan includes a sample of Affordable Housing Guidelines.

14. Work with Town Planner/Planning Board to explore affordable housing incentives in zoning by-laws (inclusionary zoning, second dwellings, zoning waivers for affordable units, affordable on non-conforming lots, condo-conversion, shop-top housing, etc.)

There are a variety of zoning provisions that can promote affordable housing by either creating waivers from zoning requirements such as land area, setbacks and frontage; by allowing uses such as multi-family when coupled with an affordability component; or by creating density bonuses for affordable housing. Board of Health restrictions would still remain, so for land that required drinking-water wells and on-site sewage disposal systems (septic systems) there would be a limit of one bedroom for every 10,000 square feet of land area. Truro has an inventory of roughly 500 condominiums

that are restricted to seasonal use. Seasonal condominiums should be examined to see if there are ways this existing stock can be leveraged for affordable housing without creating burdens on infrastructure. There are also opportunities with inclusionary zoning, which could require a developer of larger developments to provide a percentage of units affordable, or potentially offer the option of providing affordable units off-site and/or cash payments in lieu of affordable units.

15. Explore possibility of allowing IA septic systems for affordable housing and/or relief from DEP regulations regarding septic systems in multi-family units

A current significant constraint on creating housing is the limitation of 4 bedrooms per acre for typical Truro housing lots (lots that require private drinking water wells and on-site sewage disposal systems/septic systems), as well as specific requirements for septic systems for multi-family units. THA can work with the Board of Health to better understand the interplay of septic systems and development, and can advocate for health regulations that will lessen barriers to creating affordable housing.

16. Explore moderate and middle income housing needs and programs

While the Department of Housing and Community Development (DHCD) Subsidized Housing Inventory (SHI) only includes affordable housing for households earning at or below 80% of area median income, with high priced housing and low wages, there is often a need for housing for those at 100% of area median, and even up to 150%. THA can review other high-priced communities that have a moderate and middle income housing crisis and see what strategies have been successful, and see if those strategies, or others, might be appropriate for Truro.

17. Identify/Inventory parcels with owners unknown or in arrears on taxes

THA can work with the Assessor and/or Tax Collector to determine whether there are beneficial opportunities for municipal land takings.

18. – 22. Outreach and Education

These action items are all about communicating what is being done, what needs to be done, and why it is being done. The better housing advocates communicate Truro's efforts, the more understanding there is, the more support there is, and then more initiatives can be accomplished. Education and outreach also creates awareness so people with housing needs know about and can access opportunities and services.

23. – 25. Funding

Creating affordable housing is expensive. Housing advocates will need to diligently and aggressively seek housing funds. With a base of effective education and communication, the hope is that a community will come together and support housing financially, whether by voting at town meeting to allocate funds, supporting state and federal grants, approving bond measures, or by private donations. All is needed.

PRODUCTION AND PRESERVATION –

What affordable housing will we build?

How will we ensure affordable units remain affordable?

A. Development of housing on town owned land – Cloverleaf Property

This project is already in the works, and involves the Department of Transportation deeding land currently in state ownership to Truro for the purposes of affordable housing (the land is on the north-east corner of Route 6 and Highland Road, and is part of a once-planned cloverleaf highway entrance/exit ramp). THA would perform preliminary feasibility work and issue a Request for Proposal (RFP) seeking an affordable housing developer. Preliminary plans hope for at least twelve rental units.

B. Development of housing on town owned land – Town Hall Hill

When the DPW is relocated there will be land available on Town Hall Hill. THA has identified this site as appropriate for rental development. THA should continue to advocate for this land to be designated for affordable housing purposes. As with the Cloverleaf property, THA would perform preliminary feasibility work and issue a Request for Proposal (RFP) seeking an affordable housing developer.

C. Small Scattered Sites – non profits such as Highland Affordable Housing, Habitat for Humanity, as well as private developers

THA can look to help replicate the success Highland Affordable Housing had with their Yellow Brick Road purchase, and the success Habitat for Humanity had with their 143 Route 6 project, and encourage both Highland Affordable Housing and Habitat for Humanity to continue with their small scale scattered site developments. As Habitat for Humanity is a homeownership program, other developers should be encourage to explore rental programs when possible.

D. Preserve existing affordability – monitor resales to ensure affordability remains

See above item 4; affordable deed riders and regulatory agreements have provisions to ensure affordability

E. Continue with CDBG housing rehabilitation and other CDBG housing programs

Truro has successfully used Community Development Block Grant (CDBG) funds, administered by CDP, for Housing Rehabilitation grants for income qualified homeowners. The housing rehabilitation program covers needed repairs, weatherization and code compliance. The program does not include a permanent deed rider so while a great source of assistance for homeowners who might otherwise not be able to afford home repairs, the homes are not eligible for the Subsidized Housing Inventory

F. Units created through affordable zoning provisions and local incentives

See item 14 above



TRURO'S HOUSING PRODUCTION PLAN

Truro Housing
Authority &
Highland
Affordable Housing

WHAT IS A HOUSING PRODUCTION PLAN?

HPP, as defined in 760 CMR 56.03(4) is a

- ❖ Proactive strategy for planning and developing affordable housing
- ❖ Identifies housing needs of a community
- ❖ Details actions to develop housing

WHAT IS A HOUSING PRODUCTION PLAN?

A Housing Production Plan is

- ❖ Adopted by Board of Selectmen
- ❖ Adopted by Planning Board
- ❖ Reviewed and approved by DHCD
(Dept of Housing & Community Development)

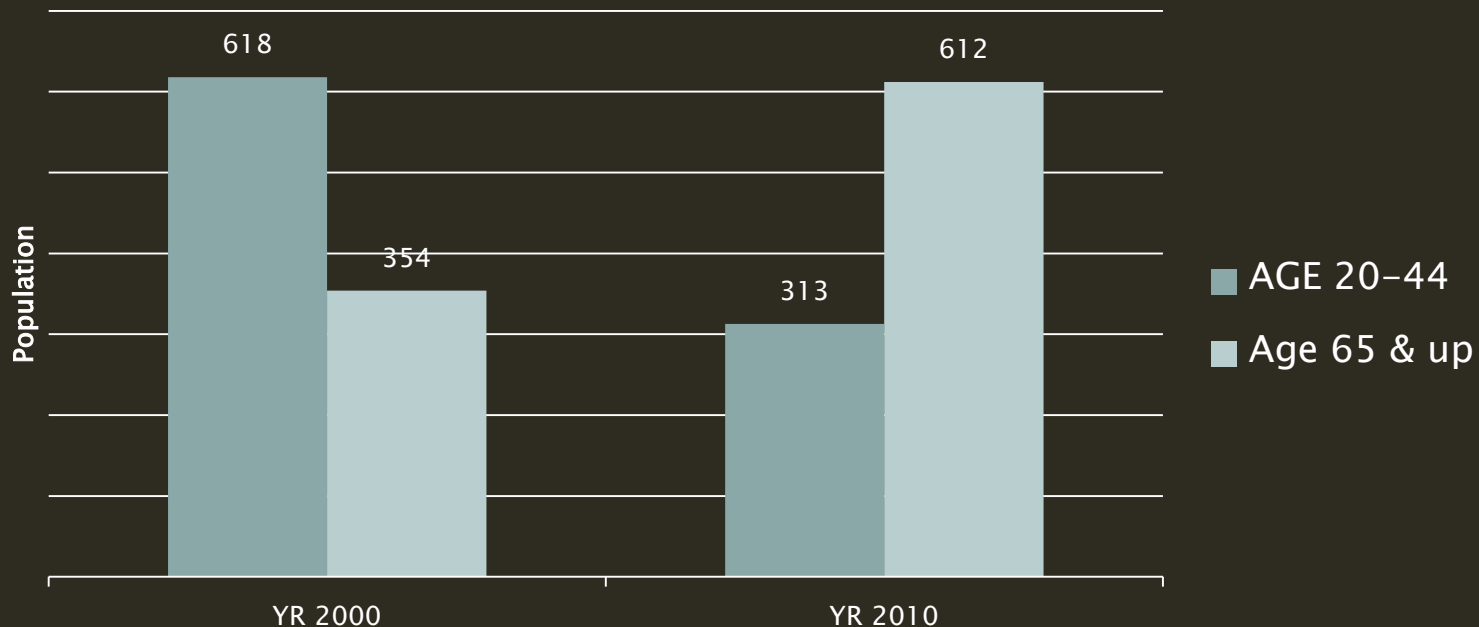
WHY?

- ❖ A Housing Production Plan is a blue print for action
- ❖ Assists the Town in promoting affordable housing
- ❖ Creates avenue for local control over housing development

The data shows Truro needs action

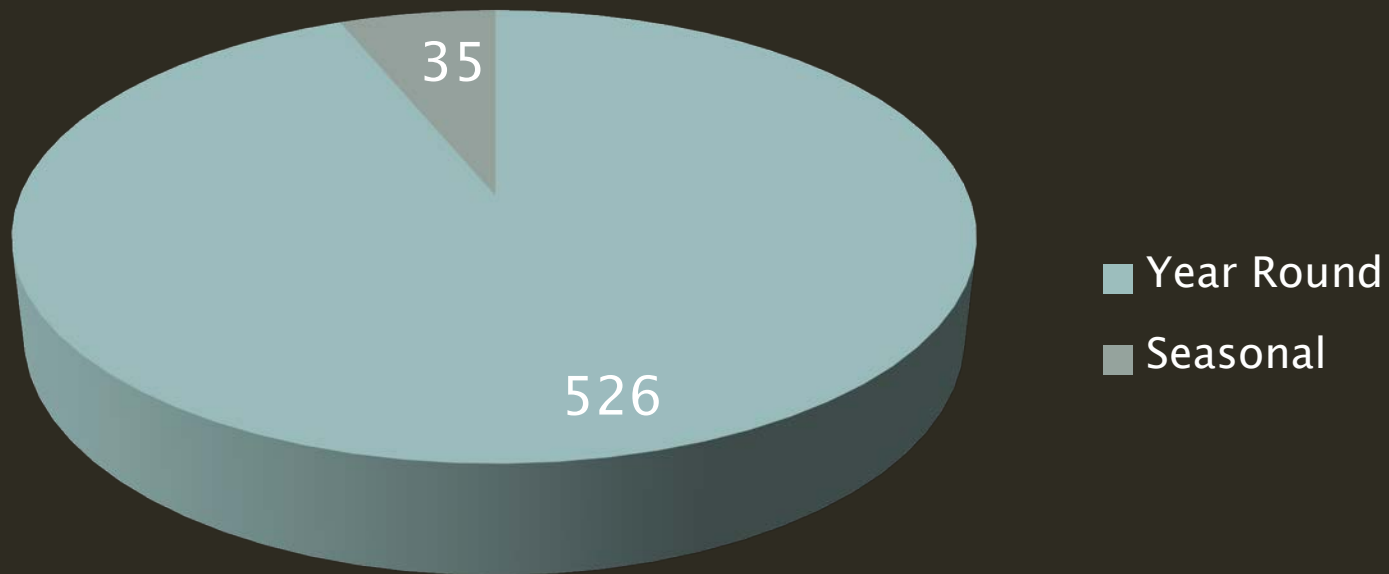
TRURO IS GETTING OLDER

Truro Population Trends 2000–2110
U.S. Census Data



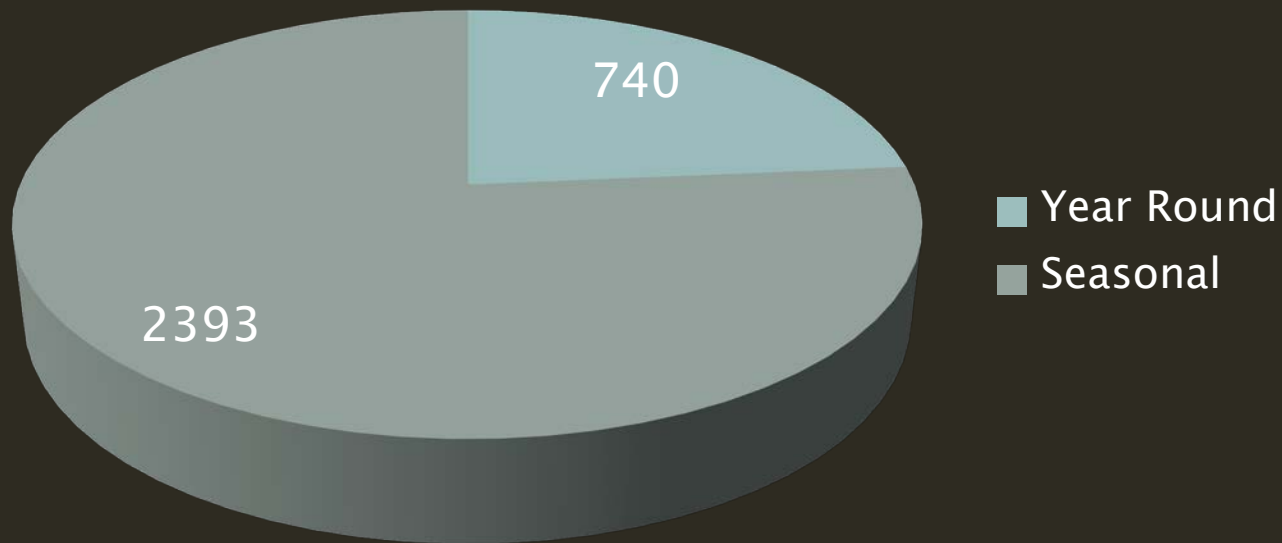
TRURO'S SEASONAL HOMES

New Home Construction 2000–2010



YEAR-ROUND HOMES

Current Housing in Truro – Only $\frac{1}{4}$ are Year-Round





PROJECTED TRENDS

Since the 2010 Census, the population trends have continued. By 2020, in just three more years

- ❖ More homeowners will have retired
- ❖ More seniors selling their homes to seasonal users
- ❖ More young people will have moved away

SO WHAT IS IN AN HPP?

- ❖ Comprehensive Housing Needs Assessment
- ❖ Affordable Housing Goals
- ❖ Implementation Strategies

[AND WHAT IS AFFORDABLE?]

- ❖ Affordable Price (rental or purchase)
- ❖ Income Eligible (tenants or buyers)
- ❖ Deed Restricted
- ❖ Affirmative Fair Housing Marketing
- ❖ Meets program requirements

AFFORDABILITY EXAMPLES

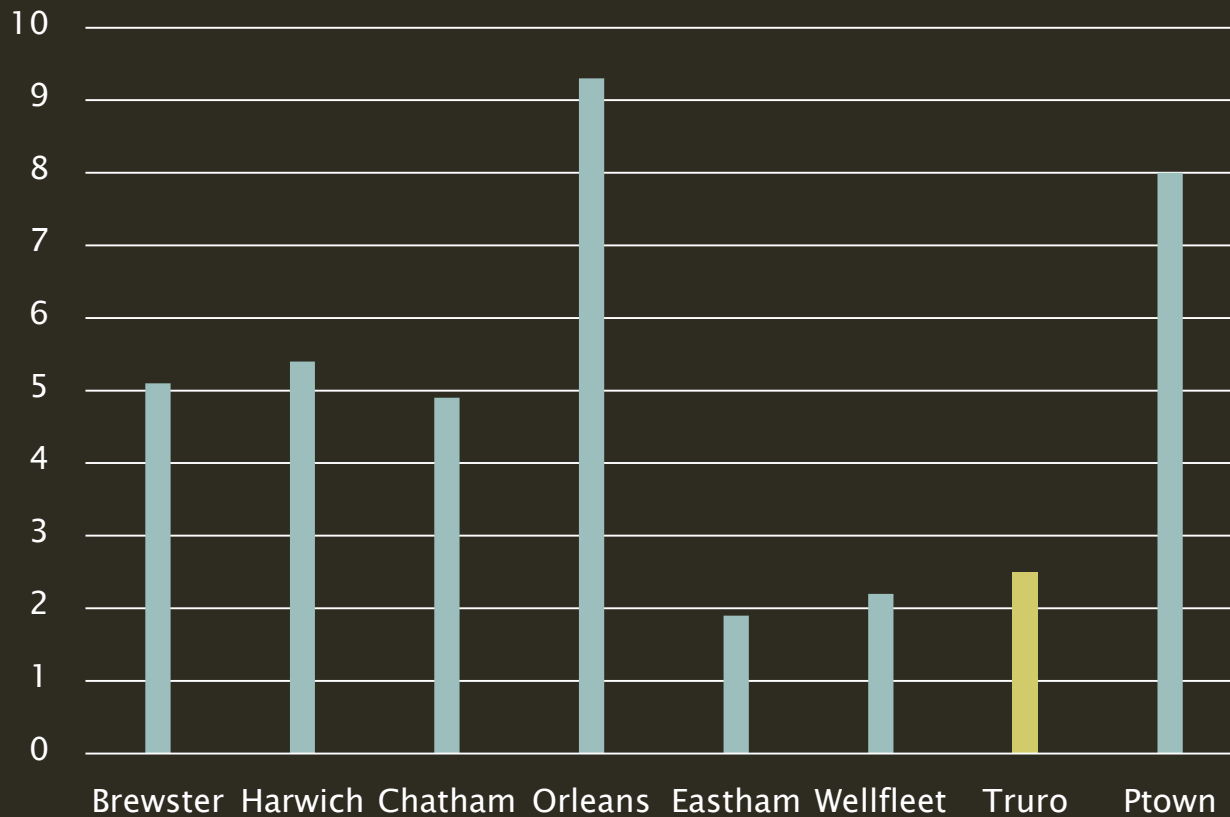
- ❖ Based on Area Median Income
 - Truro, family of four, 80% AMI = \$68,000
 - Truro, family of four, 50% AMI = \$45,100
- ❖ 2 bedroom rental, affordable to family earning at or below 50% AMI
 - = \$1,015 per month
- ❖ 2 bedroom home, affordable to a family earning at or below 80% AMI
 - = \$205,500

DHCD SUBSIDIZED HOUSING INVENTORY (SHI)

Current DHCD Truro (2010 Census)
Subsidized Housing Inventory

- ❖ 1,090 year round housing units
- ❖ Affordable Goal is 10% (109 units)
- ❖ Currently on SHI – 27 units (2.5%)

DHCD SUBSIDIZED HOUSING INVENTORY (SHI) - %



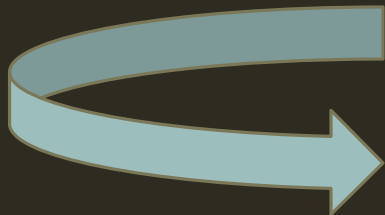
HOUSING PRODUCTION PLAN

HPP looks to measured progress over the next 5 years. There are two levels of Planned Production goals

- ❖ 0.5% , which is 5 units per year
- ❖ 1.0%, which is 11 units per year

ACTIONS

- ❖ Capacity
- ❖ Collaboration
- ❖ Planning
- ❖ Outreach/Education
- ❖ Funding



PRODUCTION !!!

CAPACITY

Focus on **THA** – Build off past successes,
position group to be able to effectively
moving forward

COLLABORATION

Focus on **other groups** that can help – work to create positive relationships so Truro is not just ready when opportunities arise, but is working collaboratively to create community housing opportunities

PLANNING

Focus on researching, exploring options and creating tools that can **lead to production** – look for Truro scale and Truro style solutions that will be accepted and welcomed by the community

OUTREACH/EDUCATION

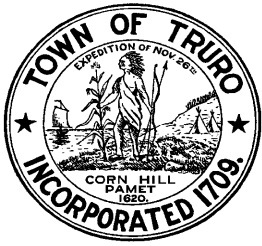
Emphasize **communication** – help make housing
a community conversation

FUNDING

Affordable housing creation takes \$\$\$\$\$\$ (and more \$\$\$\$\$\$) – Truro needs to seek out all funding avenues

PRODUCTION and PRESERVATION

- ❖ Housing on Town Owned Land
- ❖ Non profits / Scattered Site
- ❖ Preserve Existing Affordability (re-sales)
- ❖ Continue with CDBG
- ❖ Units via Zoning Provisions / Local Incentives



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Conservation Trust

REQUESTOR: Fred Gaechter, Chairman - TCT

REQUESTED MEETING DATE: October 24, 2017

ITEM: Request for Approval of Joint-Town and Truro Conservation Trust-Community Preservation Committee Application

EXPLANATION: The Board of Selectmen is asked to consider a joint application to the Community Preservation Committee for a Grant to assist in the purchase of a 1.09 acres parcel of land on the Bay, at 2 Kill Devil Road. The purchase of the land would expand the Town beach and conserve the remainder of the land of open space.

FINANCIAL SOURCE (IF APPLICABLE): CPC Funds

IMPACT IF NOT APPROVED: The Trust will have to apply for the grant funds independently which may make the acquisition of the land more difficult to accomplish.

SUGGESTED ACTION: *Motion to authorize the Truro Conservation Trust to apply for a CPC grant on behalf of the Town and the Trust to purchase land at 2 Kill Devil Road which would expand the Town beach at Great Hollow and preserve the remaining property.*

ATTACHMENTS:

1. The draft application and maps.

PROJECT APPLICATION FORM

Applicant: Town of Truro and
Truro Conservation Trust

Submission Date: 10/31/2017

Address: P.O. Box 327
North Truro MA 02652

Purpose: Open Space
Recreation

Telephone: 508-487-9330

E-mail: fredgaechter@comcast.net

Town Committee: (if applicable) Board of Selectmen

Project Name: Great Hollow Beach Extension Acquisition

Project Location/Address: 2 Kill Devil Rd., Truro MA
Assessor's Parcel # 042-303-000

Amount Requested: \$250,000

Project Summary: The Town of Truro and the Truro Conservation Trust, a 501c(3) not-for-profit organization, seek to jointly acquire a parcel of land totaling 1.09 acres owned by the Wright family at 2 Kill Devil Road, Truro. The parcel is directly adjacent to Great Hollow Beach and if purchased would extend Great Hollow Beach by 267 feet to the north. This purchase will provide an opportunity to protect open space and increase or extend recreational opportunities at what is presently a popular but exceedingly space-constrained bay beach. It is the intent of the applicants that the acquisition of the property will enable the extension of the existing public beach with the upland portion being protected as Open Space by the Trust which envisions the placement of benches and picnic tables on the upland portion for the enjoyment of town residents and visitors. The purchase of this property is consistent with the Truro Open Space and Recreation Plan's goal for the protection of natural resources as well as the conservation goals expressed in the 2011 Town of Truro Community Preservation Plan. We solicit your financial assistance for this purchase.

Estimated Date for Commencement of Project: A capital fundraising campaign is underway.

Estimated Date for Completion of Project: by January 30, 2019

Narrative: The Truro Board of Selectman and the Truro Conservation Trust request the consideration of the Truro Community Preservation Committee for use of Open Space and Recreation funding for the acquisition of a 1.09 acre parcel at 2 Kill Devil Road. The applicants intend that the portion of the property from the top of the bank to the bay and to the north of the town beach be used by the Town of Truro to extend the Great Hollow public beach by 267 feet and for the Truro Conservation Trust to protect the remainder of the property by preserving it in perpetuity as open space and for recreation with the provision of benches and picnic tables.

Organizational Profile: The Truro Conservation Trust (TCT) is a leader in creating public-private land conservation partnerships that sustain Truro as a livable, vibrant community for current and future generations. TCT's mission is to help preserve the rural character of the Town of Truro. This mission is accomplished by acquiring land through donation or purchase, or by acquiring conservation restrictions. The TCT protects approximately 354 acres, across 119 parcels throughout Truro, through ownership or conservation restriction. During the past year, the Trust successfully completed the acquisition of the Twine Field parcels on Pond Road, enabled in part by a \$200,000 grant from the CPC. The TCT is one of the few trusts in Massachusetts that restricts the deeds of property owned by the Trust to prevent any selling of its land in perpetuity. The TCT's annual stewardship program ensures that the properties are protected for conservation. Under agreement with the Town, TCT performs similar steps to ensure that designated Town-owned conservation land is similarly protected. This work is conducted by a volunteer Board of Trustees and volunteer Trust members. There is no paid staff; all donations and grants directly support the conservation and purchase of land.

Description of Project:

The Town of Truro and the TCT are working to acquire and permanently protect for both conservation and recreation an important parcel adjacent the Town's Great Hollow Beach at the end of Great Hollow Road. Acquisition of this property will enable the Town to extend the public beach by 267 feet to the north for recreational use while the balance of the parcel is preserved in perpetuity for open space and recreation by the Trust. It also provides assurance that the Town of Truro will have ready access to nourish the coastal dune in the event that it is required to counter the effects of coastal erosion.

Preservation of the Kill Devil Road property will create a conservation area within an existing neighborhood of predominantly single family homes adjacent to a popular pre-existing town-owned public beach while addressing the goals and objectives set forth in the Town's 2009 Open Space and Recreation Plan (OSRP) to "preserve environmental resources for human use while protecting fragile habitats and natural communities and allowing for passive human enjoyment of the environment" by preserving key open space, assuring the protection of the biodiversity habitat, flora and wildlife found there, maintaining the Town's rural character, safeguarding its

natural beauty, protecting the aquifer, providing benches and picnic tables for the enjoyment of town residents and visitors, and working to protect its quiet ambience, sensitive and visual areas for generations to come. These goals are consistent with those of both the Truro Local Comprehensive Plan and the Truro Open Space and Recreation Plan.

Description of Property: The vacant 1.09 acre lot at 2 Kill Devil Road is largely covered with grasses and native plants and is bordered on the south by the public beach parking area and on the west by Cape Cod Bay. To the immediate north is a lot with a single house which is also currently on the market. In addition to providing 267 feet of beach frontage to the existing 120 foot wide public beach, the acquisition will also preserve the remaining upland portion of the acre as undeveloped coastal land providing food and shelter habitats to a variety of wildlife such as wild turkey, spade foot toad, box turtle, piping plover and numerous small animals. It would also assure that the Town of Truro would have ready access to nourish the coastal dune in the event that it is required to counter the potential effects of coastal erosion. Preserving this land is eminently compatible with the guidelines of the Community Preservation Act to protect Truro's fragile environment, including its aquifer, and rural character with its scenic vistas, as well as increasing coastal beach access and recreational use for residents and visitors alike.

Cost: While the current assessed value for the 1.09 bayfront acres is \$1,509,000, the present asking price for the property is \$869,000. We are requesting \$250,000 from the Community Preservation Committee with the balance coming as follows: \$150,000 from the 2016 CPC matching funds challenge to the Great Hollow neighbors; \$50,000 from the 2016 CPC grant to the Great Hollow neighbors; \$85,000 from a state grant to be applied for by the Truro Conservation Trust, \$100,000 from the Truro Conservation Trust, and the remaining \$234,000 to be raised by the capital campaign. The capital campaign is active now and will remain so through the next 14 months. The applicants believe that, with the assistance of the CPC, this project is economically and otherwise feasible to implement. The Trust has established contact with the current property owners for the purpose of negotiating the purchase price.

Benefits of the Project:

This project satisfies the following goals, and policies and standards, as well as addressing specific concerns and criteria presented in the **2005 Truro Local Comprehensive Plan (LCP)** and brought forward at recent Town Meetings:

Truro's Open Space and Recreation Goals (p76-77 of the LCP)

Goal 1: *"Truro will preserve and enhance the availability of open space in order to provide wildlife habitat, recreation opportunities, and protect the natural resources, scenery, and character of Truro."*

This project will provide town residents and visitors with access to open space adjacent the public bay beach for passive recreation through the provision of benches and picnic tables as well as providing for the protection of the wildlife habitat and the aquifer, and unfettered access to the view across the property to the bay and beyond, while also expanding the size of the public beach and maintaining the rural character of the Town of Truro.

Goal 2: *“Truro will use Land Bank or Community Preservation Act funds to help maintain the town’s rural character, reducing density, securing future well sites, developing a Route 6 greenbelt, protecting wildlife and endangered species, and providing additional passive recreation areas.”*

In 2016, Community Preservation Act funding was requested by Great Hollow neighbors and was granted in the form of a challenge grant. CPA funding is being requested again this year by the Town of Truro and the Truro Conservation Trust and will serve to maintain the town’s rural character while protecting the aquifer, wildlife and endangered species, providing additional passive recreation including the provision of benches and picnic tables on land that will be protected as Open Space, as well as the enlargement of a popular bay beach.

Goal 3: *“Truro will work to ensure that continued residential development does not destroy key open lands that are important for ecosystems, view sheds, rural character, or access ways for the general public.”*

This waterfront parcel offering easy access to the beach is on the open market. Purchase of it by the Town and the TCT will protect both the land, its wildlife, and the aquifer from development permanently while enhancing the recreational experience of town residents and visitors.

Goal 4: *“Truro will continue to develop active and passive recreation opportunities that serve all segments of Truro’s diverse population.”*

This goal is addressed through the provision of benches and picnic tables, the assurance of clear line of sight across the bay, and the extension of the existing public beach all of which will be available to all segments of Truro’s diverse population.

The project supports the following **Open Space and Recreation Policies and Performance Standards** as published in the 2005 LCP on pages 77-78:

2. “Significant natural and fragile areas including critical wildlife and plant habitat, water resources such as ponds, rivers, aquifers, shorelines and wetlands, historic, cultural and archaeological areas, significant scenic roads and views, and significant land forms shall be protected as much as possible.”
7. “Recreational needs as identified in the Town’s Open Space and Recreation Plan and in this Plan should be addressed in the development of projects in Truro as much as possible. Such

needs include opportunities for wildlife study, expansion of trail corridors, protection of scenic roadways, development and expansion of access for the disabled, improved access to and parking for public beaches and water-based recreational opportunities, to the extent these minimize alteration of natural shorelines and do not harm wildlife habitat.”

Attachments:

1. List of Truro Conservation Trust’s Board of Trustees
2. Assessor’s map of neighborhood

Trustees of the Truro Conservation Trust

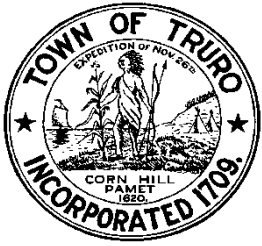
Robert Bednarek
Tom Bow
Brian Boyle
Guillaume Chang
Robert Daglio
Valerie Falk
Alfred Gaechter, Chair
Marston Hodgkin, Vice Chair
Amanda Reed
Margaret Royka, Secretary
Irma Ruckstuhl
Philip Smith, Treasurer
William Worthington





#2
1

Great Hollow Road



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 24, 2017

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

EXPLANATION: Chairman Wisotzky will provide a draft message outlining the financial parameters for development of the FY 2019 budget on behalf of the BOS. The draft will be forwarded to the Board prior to the meeting for discussion and approval of a final message.

SUGGESTED ACTION: *Motion to approve the FY 2019 Budget message.*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 24, 2017

ITEM: Review of Board of Selectmen Policies Revised by Town Counsel

EXPLANATION: In accordance with the 2018 Goals and Objectives, the Board of Selectmen is reviewing all Selectman's policies for updating, rescinding or affirming. The following three (3) policies have been reviewed by Town Counsel and are now ready for your review:

1. Policy #19 - *Sexual Harassment Policy*
2. Policy #25 - *Drug Free Workplace Policy*
3. Policy #26 - *Equal Opportunity Policy Statement*

Town Counsel recommended the following changes:

Policy #19—Replacing "Town Administrator" with "Town Manager" and updating all contact information for filing a complaint.

Policy #25—Adding compliance information regarding Federal requirements that the Town must adhere to, clarifying that for the purposes of this policy and marijuana is still classified as a controlled substance irrespective of its legalization in Massachusetts.

Policy #26—Adding the following to the list of statuses protected by the Equal Opportunity Policy: pregnancy, gender identity, parental status, family medical history or genetic information, political affiliation, and military service.

SUGGESTED ACTION: *MOTION TO accept proposed revisions for Policies 19, 25, and 26.*

ATTACHMENTS:

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



TOWN OF TRURO
P.O. Box 2030
Truro MA 02666-2030

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

POLICY MEMORANDUM #19 (amended)

Date: November 5, 1996 (Amended: May 2005)

Subject: **SEXUAL HARASSMENT POLICY**

1. Introduction:

It is the goal of the Town of Truro to promote a workplace that is professional, treats all of those who work here with dignity and respect, and is free of sexual and other forms of discriminatory harassment. Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Town of Truro. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will also not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and we have provided a procedure by which inappropriate conduct will be dealt with, if encountered by employees.

Because the Town of Truro takes allegations of sexual and other forms of discriminatory harassment seriously, we will respond promptly to complaints of harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace that is free of sexual and other forms of discriminatory harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

2. Legislative Requirement:

Chapter 278 of the Acts and Resolves of 1996 signed on August 8, 1996 is available at Truro Town Hall.

3. Definition of Sexual Harassment:

In Massachusetts, the legal definition for sexual harassment is:

Sexual Harassment Policy

November 5, 1996 (amended May 2005)

Page 2

"Sexual harassment:" shall mean sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; **or**
- b. Such advances, requests or conduct have the purpose or affect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor or other employee for sexual favors in exchange for actual or promised job benefits such as favorable evaluations, salary increases, promotions, increased benefits, or continued employment, constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually-oriented conduct, whether it is intended or not, that is unwelcome and has the affect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances - whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body; comment about an individual's sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and
- Discussion of one's sexual activities.

Sexual Harassment Policy

November 5, 1996 (Amended May 2005)

Page 3

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the Town of Truro.

4. Complaints of Sexual Harassment:

If any of our employees believes that they have been subjected to sexual harassment, the employee has the right to file a complaint with the Town of Truro. This may be done in writing or orally. Attachment 2 contains the Complaint Procedure Guidelines and Complaint Form.

If you would like to file a complaint, you may do so in writing or orally with your supervisor, or by writing to or speaking with the Town Administrator. You may call Town Hall at 349-7004 and set up a personal appointment, or by writing to the Town Administrator at P. O. Box 2030, Truro, MA 02666. You may also file a complaint with or seek advice from Mrs. Charleen Greenhalgh by calling 349-7004, ext. 27, or by writing to her c/o Truro Town Hall. These individuals are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

5. Sexual Harassment Investigation:

When we receive the complaint, we will then investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. Our investigation will include a private interview with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed sexual harassment. When we have completed our investigation, we will, to the extent appropriate inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation.

If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

6. Disciplinary Action:

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action as we deem appropriate under the circumstances.

Sexual Harassment Policy

November 5, 1996 (Revised May 2005)

Page 4

7. Sexual Harassment Complaint Procedure:

Any employee who believes they may have been subjected to sexual harassment should report the alleged incident immediately in accordance with the procedures outlined in the Attachment to this Policy Memorandum. All information disclosed in the procedure will be held in strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

8. State and Federal Remedies:

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has the following time period for filing a claim (EEOC -- 300 days; MCAD – 300 days).

- a. The U. S. Equal Employment Opportunity Commission (EEOC)
JFK Federal Building, Room 475
Government Center
Boston, MA 02203
617-565-3200
- b. The Massachusetts Commission Against Discrimination (MCAD)
(Boston Office)
One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
617-994-6000

Attachments

Alfred Gaechter, Chairman

Christopher R. Lucy, Vice-Chairman

Gary Palmer, Clerk

Lloyd F. Rose

Paul J. Asher-Best

Board of Selectmen
Town of Truro

RWB/rwb
sk rev. 5/05

SEXUAL HARASSMENT AND ANY OTHER FORM OF DISCRIMINATORY HARASSMENT COMPLAINT PROCEDURE GUIDELINES

Any employee who believes they may have been subjected to sexual harassment or any other form of discriminatory harassment should report the alleged incident immediately in accordance with these procedures. All information disclosed in the procedure will be held in strictest confidence and will only be disclosed on a need-to-know basis in order to investigate and resolve the matter.

STEP 1

The individual alleging sexual harassment or any other form of discriminatory harassment should report the incident immediately to their Department Head or Supervisor, or to the Town Administrator, or use the Private Counseling Option noted in the Policy Statement.

Any individual made aware of such accusations must immediately direct the matter to the Town Administrator who will notify the Board of Selectmen of the allegations as necessary. A confidential investigation will be undertaken immediately under the direction of the Town Administrator.

The matter will be discussed separately with the accuser and the alleged offender, informally, in an attempt to mediate and/or resolve the matter. If warranted, immediate action will be taken to separate the affected individuals from further contact in the working environment to the extent possible.

STEP 2

If the matter cannot be resolved informally, the individual alleging sexual harassment or any other form of discriminatory harassment will be informed that in order to pursue the complaint further, they should complete the attached complaint form specifically outlining the nature of the complaint or request verbally that the complaint be further pursued. The completion of a written complaint form is preferred but is strictly optional.

If the matter must be pursued further, Town Counsel will be notified.

STEP 3

Within 48 hours after receiving the request to further investigate the complaint, the alleged offender will meet with the Town Administrator, or designee and be informed of:

- a. The charge being made,
- b. Town policy regarding sexual harassment, and
- c. The seriousness of the charge.

The respondent will be provided with a copy of the complaint, if submitted, and given the opportunity to address the allegation by responding in writing on the complaint form or verbally, whichever is desired.

Sexual Harassment Complaint

Procedure Guidelines

Page 2

STEP 4

The Town Administrator, or designee, shall investigate the allegations. This investigation may include, but is not limited to:

- a. Interviews with respondent/complainant,
- b. Interviews with supervisor,
- c. Interviews with witnesses, and
- d. Review of any documentation on file.

Within two (2) weeks of the receipt of a complaint, or as soon as reasonably possible, the investigator, if applicable, will report the findings and recommendations to the Town Administrator, who, in turn, will inform the Board of Selectmen. The Town Administrator will determine the action to be taken based upon the facts on a case-by-case basis with whatever consultation may be required. If after appropriate investigation, the allegations are shown to be false, the Town Administrator will determine what, if any, action will be taken with either party. If warranted, the Town Administrator will determine the action and whether or not disciplinary action will be taken against the individual who alleged the false complaint.

Appeal of any disciplinary action taken by the Town Administrator will follow the procedures outlined in Article XVI of the Town of Truro's Personnel Bylaw.

Any retaliatory action by an employee against any other employee as a result of an individual's seeking redress under this procedure is prohibited and shall be regarded as a separate and distinct cause for complaint under this procedure, and as a basis for disciplinary action against the offending employee.

THIS IS A GUIDELINE FOR INVESTIGATING AND ADDRESSING SEXUAL HARASSMENT COMPLAINTS AND ANY OTHER FORM OF DISCRIMINATORY HARASSMENT; THEY NEED NOT FOLLOW THE STEPS OUTLINED, AND DEVIATIONS ARE ALLOWED TO FIT THE INDIVIDUAL FACTS OF EACH CASE.

**SEXUAL HARASSMENT AND ANY OTHER FORM OF
DISCRIMINATORY HARRASSMENT COMPLAINT FORM
COMPLAINANT'S REPORT (OPTIONAL)**

Complainant's Name: _____

Complainant's Position/Department: _____

Alleged Offender's Name: _____

Alleged Offender's Position/Department: _____

Date and Time of Alleged Incident: _____

Nature of Alleged Incident: (Include a description of what happened, any relevant details to the incident, etc.)

Name and Position of Any Witnesses to the Alleged Incident:

Is this the first time the alleged incident has been reported? (Circle one) Yes No

If not, when and to whom was the incident first reported?

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Received By/Position: _____ Date: _____

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DISCRIMINATORY HARRASSMENT COMPLAINT FORM
ALLEGED OFFENDER'S RESPONSE (OPTIONAL)**

Alleged Offender's Name: _____

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Date and Time of Alleged Incident: _____

Response to Complainant's Allegation: (Include a description of what happened, any relevant details to the incident, etc.)

Name and Position of Any Witnesses to the Alleged Incident:

Signature: _____ Date: _____

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TOWN OF TRURO

P.O. Box 2030
Truro MA 02666-2030

Tel: 508-349-7004

Fax: 508-349-5505

POLICY MEMORANDUM #19 (amended)

Date: November 5, 1996 (Amended: October 24, 2017)

Subject: **SEXUAL HARASSMENT POLICY**

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Sexual Harassment Policy

November 5, 1996 (amended October 24, 2017)

Page 2

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- b. Such advances, requests or conduct have the purpose or affect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

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Sexual Harassment Policy

November 5, 1996 (amended October 24, 2017)

Page 3

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Sexual Harassment Policy

November 5, 1996 (amended October 24, 2017)

Page 4

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JFK Federal Building, Room 475
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1-800-669-4000
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(Boston Office)
One Ashburton Place, Sixth Floor, Room 601
Boston, MA 02108
617-994-6000

Attachments:

- Sexual Harassment and Any Other Form of Discriminatory Harassment Complaint
Procedure Guidelines
- Sexual Harassment and Any Other Form of Discriminatory Harassment Complaint Form:
Complainant's Report (Optional)
- Sexual Harassment and Any Other Form of Discriminatory Harassment Complaint Form:
Alleged Offender's Response (Optional)

Paul C. Wisotzky, Chair

Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Jay Coburn

Janet W. Worthington

Board of Selectmen
Town of Truro

RWB/rwb
sk rev. 9/17

SEXUAL HARASSMENT AND ANY OTHER FORM OF DISCRIMINATORY HARASSMENT COMPLAINT PROCEDURE GUIDELINES

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- a. The charge being made,
- b. Town policy regarding sexual harassment, and
- c. The seriousness of the charge.

The respondent will be provided with a copy of the complaint, if submitted, and given the opportunity to address the allegation by responding in writing on the complaint form or verbally, whichever is desired.

STEP 4

The Town Manager, or designee, shall investigate the allegations. This investigation may include, but is not limited to:

- a. Interviews with respondent/complainant,
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Within two (2) weeks of the receipt of a complaint, or as soon as reasonably possible, the investigator, if applicable, will report the findings and recommendations to the Town Manager, who, in turn, will inform the Board of Selectmen. The Town Manager will determine the action to be taken based upon the facts on a case-by-case basis with whatever consultation may be required. If after appropriate investigation, the allegations are shown to be false, the Town Manager will determine what, if any, action will be taken with either party. If warranted, the Town Manager will determine the action and whether or not disciplinary action will be taken against the individual who alleged the false complaint.

Appeal of any disciplinary action taken by the Town Manager will follow the procedures outlined in [Article XVI of the Town of Truro's Personnel Bylaw](#).

Comment [A1]: This should be updated if the personnel bylaw has been amended or rescinded. There is no personnel bylaw on the website or referenced in the general bylaws.

Any retaliatory action by an employee against any other employee as a result of an individual's seeking redress under this procedure is prohibited and shall be regarded as a separate and distinct cause for complaint under this procedure, and as a basis for disciplinary action against the offending employee.

THIS IS A GUIDELINE FOR INVESTIGATING AND ADDRESSING SEXUAL HARASSMENT COMPLAINTS AND ANY OTHER FORM OF DISCRIMINATORY HARASSMENT; THEY NEED NOT FOLLOW THE STEPS OUTLINED, AND DEVIATIONS ARE ALLOWED TO FIT THE INDIVIDUAL FACTS OF EACH CASE.

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DISCRIMINATORY HARRASSMENT COMPLAINT FORM
COMPLAINANT'S REPORT (OPTIONAL)**

Complainant's Name: _____

Complainant's Position/Department: _____

Alleged Offender's Name: _____

Alleged Offender's Position/Department: _____

Date and Time of Alleged Incident: _____

Nature of Alleged Incident: (Include a description of what happened, any relevant details to the incident, etc.)

Name and Position of Any Witnesses to the Alleged Incident:

Is this the first time the alleged incident has been reported? (Circle one) Yes No

If not, when and to whom was the incident first reported?

Signature: _____ Date: _____

Received By/Position: _____ Date: _____

**SEXUAL HARASSMENT AND ANY OTHER FORM OF
DISCRIMINATORY HARRASSMENT COMPLAINT FORM
ALLEGED OFFENDER'S RESPONSE (OPTIONAL)**

Alleged Offender's Name: _____

Alleged Offender's Position/Department: _____

Date and Time of Alleged Incident: _____

Response to Complainant's Allegation: (Include a description of what happened, any relevant details to the incident, etc.)

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Signature: _____ Date: _____

Received By/Position: _____ Date: _____

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Policy Memorandum #25

Date: November 3, 1998

Subject: **DRUG FREE WORKPLACE POLICY**

1. The Town of Truro is committed to providing a safe and productive working environment and to fostering the well-being and health of its employees. That commitment is jeopardized when any employee abuses the use of drugs, controlled substances and other mind-altering substances (hereinafter referred to separately and jointly as controlled substances) or alcohol (alcohol) on the job, comes to work under their influence, or possesses, distributes or sells controlled substances or alcohol in the workplace. Therefore, the Town of Truro has established the following policy to help attain our goal of establishing and maintaining an alcohol and drug-free work environment.

- a. Alcohol Use: This means any beverage, mixture or any preparation, including any medication, containing alcohol.
- b. Controlled substances: In this policy, the terms drugs and controlled substances are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to:

- * Marijuana
- * Cocaine
- * Opiates
- * Phencyclidine (PCP)
- * Amphetamines, including methamphetamines
- * Hallucinogens
- * Narcotics
- * Cannabinoid
- * Any substance for which a prescription is required which has not been obtained or followed.
- * Any substance the use of which impairs the individuals' ability to safely perform the essential functions of their job.
- * Derivation or combination of any of the substances contained in this list.

2. Employees of the Town of Truro are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent

it in a responsible and creditable fashion. The vast majority of employees reflect credit upon themselves and the Town of Truro which they represent. While the Town has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in condition to perform their duties. The Town recognizes that employee off-the-job as well as on-the-job involvement with controlled substances and alcohol can have an impact on the work place and on our ability to accomplish our goal of an alcohol and drug-free environment.

3. The Town of Truro attempts to prevent those involved with controlled substances and the abuse of alcohol from becoming employees of the Town, and strongly encourages the voluntary rehabilitation of such persons already in the employ of the Town. As a condition of employment:

- a. Employees must abide by this policy, and must notify the Town in writing of any conviction of a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- b. The Town has an obligation to notify the appropriate Federal agencies within ten (10) days after receiving such notice from an employee or otherwise receiving actual notice of such conviction.
- c. The Town also has an obligation to take appropriate personnel action within thirty (30) days after receiving such notice against such employee up to and including immediate suspension and termination; or the Town may require such employee to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by the Town's Employee Assistance Program (EAP) Substance Abuse Professional (S.A.P.); and the Town will allow the employee to use accrued vacation, sick leave, or an unpaid leave of absence pending successful completion of the above approved assistance or rehabilitation program.

4. The Town of Truro, as a recipient of Federal funds and as a Federal contractor, is required to comply with the Drug-Free Workplace Act of 1988. In accordance with that Act, the illegal use, distribution, sale, or possession of controlled substances while on the job or on Town property is an offense warranting disciplinary action up to and including immediate suspension and termination, except as provided by paragraph 9 of this policy.

5. In addition, employees who are under the influence of controlled substances and/or alcohol, either on the job or when reporting for work, or who possess or consume controlled substances not prescribed by their health care provider and/or alcohol during work hours, have the potential for interfering with their own as well as their co-workers safe and efficient job performance. Such conduct will be just cause for disciplinary action, up to and including immediate suspension and termination, consistent with any just cause provisions of any collective bargaining agreement that pertains to the employee.

6. Employees are expected to follow any directions of their health care provider concerning prescription medications, and must immediately notify their supervisor of any prescription medication which is likely to have an effect on job performance. In addition, notification must be given at the time of any testing or screening as to any medication being taken. However, nothing in this policy precludes the appropriate use of legally prescribed medications.

7. Any employee, during the employee's work shift, including without limitation all breaks and meal periods, who manufactures, distributes, sells, uses, possesses or is found to have in the employee's locker or desk or other such repository, alcohol or controlled substances, which are not medically prescribed, will be suspended immediately pending further investigation, except as provided by paragraph 9 of this policy. If use or possession is substantiated, disciplinary action, up to and including termination, will be imposed. In deciding what action to take, the Town will take into consideration the nature of the charges, the employee's present job assignment, the employee's record with the Town, and other factors relative to the impact of the employee's use or possession.

8. The Town of Truro is committed to the treatment and rehabilitation of employees with alcohol and controlled substance problems and encourages employees to come forward voluntarily and seek assistance for those problems before they impair performance and/or jeopardize the employee's continued employment.

a. It is the responsibility of the Town's Department Heads and supervisors to counsel employees whenever they see changes in performance or behavior that suggest an employee may have an alcohol or drug problem. Although it is not the Department Head or supervisor's job to diagnose personal problems, they should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe working environment and co-workers should encourage anyone who may have a drug or alcohol problem to seek help.

b. If at any time an employee volunteers to enter an alcohol or drug treatment or rehabilitation program, they will enter without fear of disciplinary action being taken against the employee as a result of seeking treatment, provided the employee stops any and all involvement with the substance being abused, and maintains adequate job performance. Such a program is designed to provide care and treatment to employees who are in need of rehabilitation.

c. The Town of Truro has established an Employee Assistance Program (EAP). This program is an evaluation and referral service which assists employees in obtaining treatment for a wide range of problems. There is no cost for this service to employees and all services provided are kept confidential between the EAP provider and the employee. All employees may request assistance in dealing with alcohol or controlled

Policy Memorandum #25
Drug Free Workplace Policy
November 3, 1998

substance problems from the EAP provider. While the EAP is a valuable resource in dealing with personal problems, participation in the program will not prevent disciplinary action for a violation of this policy.

9. The prohibitions against possession of alcohol or controlled substances shall not apply to employees required to possess alcohol or controlled substances as part of their work duties.

10. The goal of this policy is to balance our respect for individuals with the need to maintain a safe, productive, alcohol and drug-free environment. The intent of this policy is to offer a helping hand to those who need it, while sending a clear message that the use of alcohol and the illegal use of controlled substances is incompatible with employment in the Town of Truro.

Robert J. Martin, Chairman

Lloyd F. Rose, Vice Chairman

Harold A. Eastman, Clerk

Suzanne Grout Thomas

Sally Sears-Mack

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 #25

Date: November 3, 1998; Revised October 24, 2017

Subject: **DRUG FREE WORKPLACE POLICY**

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2. As a recipient of Federal funds and as a Federal contractor, the Town of Truro is required to comply with the Drug-Free Workplace Act of 1988. In accordance with that Act, the illegal use, distribution, sale, or possession of controlled substances, as defined under the Federal Controlled Substances Act, while on the job or on Town property is an offense warranting disciplinary action up to and including immediate suspension and termination, except as provided by paragraph 9 of this policy.
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Policy Memorandum #25
Drug Free Workplace Policy
November 3, 1998; Revised October 24, 2017

Paul C. Wisotzky, Chair

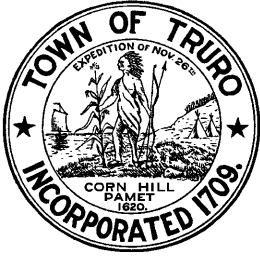
Maureen Burgess, Vice Chair

Robert Weinstein, Clerk

Jay Coburn

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 #26

Date: Adopted April 20, 1999, revised March 18, 2008

Subject: **EQUAL OPPORTUNITY POLICY STATEMENT**

The Town of Truro, recognizing the right of an individual to work and to advance on the basis of merit, ability and potential without regard to age, sex, race, color, disability, religious creed, sexual orientation, ancestral origin or national origin, resolves to take necessary measures to ensure equal opportunity in the areas of hiring, promotion, demotion or transfer, recruitment, layoff or termination, rate of compensation, in-service or apprenticeship training programs, programs and services, and all terms and conditions of employment.

Non-discrimination and equal opportunity is the policy of the Town of Truro in all of its programs and activities. Therefore, all Town employees shall rigorously take affirmative action steps to ensure equal opportunity in the internal affairs of all departments, as well as in their relations with the public, including those persons and organizations doing business with any Town agency. Each department, in discharging its statutory responsibilities, shall consider the likely effects which its decisions, programs and activities shall have in meeting the goal of equality of opportunity. The Town will undertake every possible effort to effectuate the requirements of the Americans with Disabilities Act of 1990, that provide a comprehensive national mandate for the elimination of discrimination against individuals with disabilities in employment and municipal government activities.

Affirmative action must entail positive and aggressive measures to ensure equal opportunity in internal personnel practices and in those programs which can affect persons outside of Town government. This affirmative action shall include efforts necessary to remedy the effects of present and past discriminatory patterns and any action necessary to guarantee equal opportunity for all people.

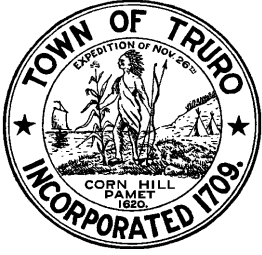
Alfred Gaechter, Chairman

Gary Palmer, Vice-Chairman

Christopher R. Lucy, Clerk

Curtis Hartman

Janet W. Worthington
Board of Selectmen
Town of Truro



TOWN OF TRURO

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Subject: **EQUAL OPPORTUNITY POLICY STATEMENT**

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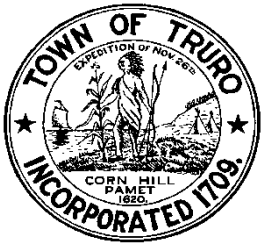
Paul C. Wisotzky, Chair

Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Jay Coburn

Janet W. Worthington
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 24, 2017

ITEM: Discussion of Process to Appoint Part Time Resident Advisory Committee Applicants

EXPLANATION: On September 26, 2017 the Board of Selectmen voted to appoint a Part Time Resident Advisory Committee. Chairman Wisotzky requested that this item be placed on the Agenda so that the Board may decide how to appoint the members who have applied to be on the committee but may not be in Truro at this time.

SUGGESTED ACTION: *For Discussion only, or*

*Motion to establish a process to Appoint Part Time Resident Advisory Committee Applicants as follows:
(fill in the process).*

ATTACHMENTS:

1 Part Time Resident Advisory Committee Charge



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: September 26, 2017

From: Board of Selectmen

To: Part Time Resident Advisory Committee

In an effort to provide a public forum for part time residents and property owners to make recommendations to the Board of Selectmen and other elected and appointed bodies, the Truro Board of Selectmen hereby establishes a Part Time Resident Advisory Committee in accordance with the Truro Town Charter, Chapter 6-4-4, with the following Charge:

PART TIME RESIDENT ADVISORY COMMITTEE

The Committee shall:

- give part time residents a voice
- provide Selectmen and other elected and appointed bodies with the benefit of information and views
- review policy proposals, make recommendations and share their perspective on matters of importance to the Town
- work with Board of Selectmen to hold an Annual Part-Time Residents Summer Meeting.

Committee Organization: The Committee shall be comprised of seven (7) regular members to be made up of part time property owners of the Town of Truro; all members will be appointed by the Board of Selectmen. This standing committee will adhere to all procedures as prescribed for a standing committee in the Town Charter and Bylaws and shall be subject to the Commonwealth's Open Meeting Law, Ethics Law and Public Records Law.

There shall be a Selectmen liaison to the Committee and the Town Manager or his/her designee shall serve as staff liaison.

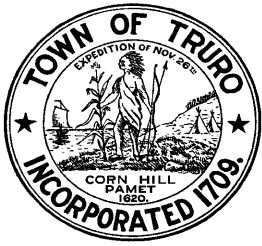
Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Jay Coburn

Jan Worthington
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: October 24, 2017

ITEM: Budget Task Force Procedure and Schedule

EXPLANATION: At the October 17, 2017 meeting, the Board discussed whether or not to film some or all of the Budget Task Force Meetings. I agreed to find out the cost for filming and report back to the Board with the information and a draft schedule. The Finance Committee Chair has indicated that it will be difficult for him to make Tuesday meetings.

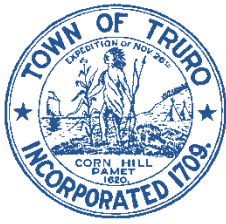
Staff has identified that it will cost approximately \$48.00 per hour to video record the approximately two hour meetings, plus travel and set up time.

FINANCIAL SOURCE (IF APPLICABLE): Unknown at this time.

SUGGESTED ACTION: *Motion to approve the schedule for the Fiscal Year 2019 Budget Task Force meetings.*

ATTACHMENTS:

1. Proposed Fiscal Year 2019 Budget Task Force Meeting Schedule



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

Budget Task Force –Preliminary Meeting Schedule – FY2019 Budget

All meetings on the following dates are to commence at 8:00AM in the Selectmen's Meeting Room

Monday, December 18

CIP

Police

Emergency Management

Animal Control

Monday, January 8

Recreation & Beach

Council on Aging

Building/Inspections

Health/Conservation

Tuesday, January 16

Harbor/Shellfish

Fire & Rescue

Monday, January 22

School

Library

Monday, January 29

DPW

Finance

Admin

Information Technology

Monday, February 5

Overall Budget

Outstanding and unresolved items

Tuesday, February 13

Budget Submitted to Selectmen



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. Joint application with the Truro Housing Authority for funds for the Affordable Housing Trust.

B. Review and Approve the One Day Alcohol License for Highland Affordable Housing October 27th and Approval of ABCC Charity Wine License Application

C. Renewal of Temporary Borrowing Note for Jetty Repairs, Landfill Capping, and Fire Engine*

*Treasurer is waiting for documents from the Financial Advisor and the documents will be provided to the Board prior to or at the Meeting.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 24, 2017

ITEM: Authorization for the Chair to sign a joint application with the Truro Housing Authority for funds for the Affordable Housing Trust.

EXPLANATION: As discussed at the October 17, 2017 meeting, the Truro Housing Authority will prepare an application to the Community Preservation Committee for funds to replenish the Affordable Housing Trust. After discussing it further, since the Board of Selectmen are the trustees, it should be a joint application.

SUGGESTED ACTION: *MOTION TO authorize a joint application to CPC for funds for the Affordable Housing Trust.*

ATTACHMENTS:



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Kathleen Henry of Highland Affordable Housing

REQUESTED MEETING DATE: October 24, 2017

ITEM: Approval of a One-Day Alcohol License for October 27th, 2017

EXPLANATION: MGL Chapter 138 § 14 provides local authority to license Special One-Day alcohol licenses. The One-Day Alcohol Application for review and approval is for Friday, October 27, 2017 held by Highland Affordable Housing in honor of Carl Brotman, Chair of the Truro Housing Authority. The event will be held at the Council on Aging at the Truro Community Center at 7 Standish Way from 4:00pm-5:30pm. Wine is being donated by Truro Vineyards of Cape Cod, Highland Affordable has completed an ABCC Charity Wine License Application.

This request was received at the last minute to accommodate Highland Affordable Housing, therefore the item is on the agenda prior to completing all the necessary paperwork. Staff will provide you with information at your meeting that indicates that the One-Day Wine Only Application has been reviewed and approved by the Chief of Police and that the Town has received the Certificate of Inspection, and that the Certificate of Insurance for Liquor Liability has been provided along with Tips Certification.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The event will not have alcohol.

SUGGESTED ACTION: *MOTION TO approve the One-Day Wine Only License and Charity Wine License Application for October 27th, 2017 from 4:00pm-5:30pm at Truro Council on Aging at 7 Standish Way and to authorize the Chair to sign the application.*

ATTACHMENTS:

1. One Day Alcohol Application
2. ABCC Charity Wine Application
3. Local Licensing Authority Review Record

**TOWN OF TRURO**

P.O. Box 2030, Truro, MA 02666

Licensing Department

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov**Application for a One Day Pouring License**

MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

BUSINESS/ORGANIZATION INFORMATION

Kathleen Henry

Highland Affordable Housing

Name of Applicant

Business/Organization Name

PO Box 362 Truro MA 02666

Mailing Address of Business/Organization

Non-profit or For-profit Entity

X

Yes

No

FED. I.D. # 043288635
If yes, proof of Non-Profit Status must accompany this application

Kathleen Henry

857 544 2937

khenry15@comcast.net

Contact Person

Phone Number

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

October 27, 2017

Honoring Carl Brotman

Date(s) of Event for License to be issued

Purpose of Event (example: fundraiser, etc.)

4 pm to 5:30 pm

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to)

Council on Aging, 7 Standish Way, Truro MA 02666

Event Location (Must provide facility name, if any, street number and name)

Town of Truro

Property Owner Name and Address

Phone number

50

Name of Caterer (if applicable)

Approximate number of people attending

Is the event open to the general public?

Yes

X

No

Will there be Police Detail

Yes

X

No

Purchase & Service

license is for the CONSUMPTION ONLY Sale of:

☐ All Alcohol Beverages (\$50.00)

☒ Wines & Malt beverages Only (\$25.00)

☐ Wines Only (\$25.00)

☐ Malt Beverages Only (\$25.00)

Donated by Truro Vineyards

What is the source of the alcohol for the event (where is it being purchased*?)

*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

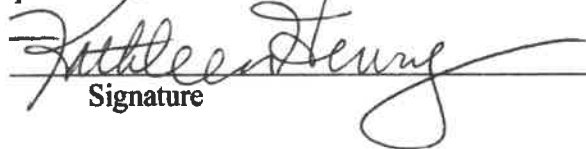
Who will be serving the Alcohol?

TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.


Signature

10/20/17
Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the Town to the ABCC in Boston.
- Liquor Liability Insurance Certificate may be required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

Board of Selectmen _____ Meeting Date _____

Police Department _____ Date _____

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

VENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

USED EPAY, CONFIRMATION NUMBER:

B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

CARITY NAME:

HIGHLAND AFFORDABLE HOUSING

DRESS:

PO BOX 362

CITY/TOWN:

TRURO

STATE

MA

ZIP CODE

02666

TRANSACTION TYPE (Please check all relevant transactions):

Change of Hours

Change of DBA

Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396**

Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Charity Wine License Application

I. Qualified Charity Applicant Information:

Name of Applicant: HIGHLAND AFFORDABLE HOUSING
Contact Person: KATHLEEN HENRY
Address of Applicant: PO BOX 362 City/Town: TRURO State: MA Zip Code: 02661
Phone Number: 857-544-2937 Fax Number:

- NOTE: 1. Attach Certificate of Good Standing from the Secretary of the Commonwealth
2. Attach a copy of the Certificate of Solicitation from the Public Charities Division of the MA Attorney General's Office (Certificate must be current to the date of the event)

II. Type of License Requested:

☒ Charity Wine Pouring License ☐ Charity Wine Auction License ☐ Charity Wine Partnership License
Donated Wine Only

III. Event Information:

Date(s) of Event: OCT. 27, 2017

These events are only permitted at one of the locations specified below. Please check the one that applies.

- ☐ Address of Applicant's Corporate Headquarters:

☐ Address of Applicant's Usual Place of Business:

☒ Address of Licensee:
7 STANDISH WAY TRURO MA 02661

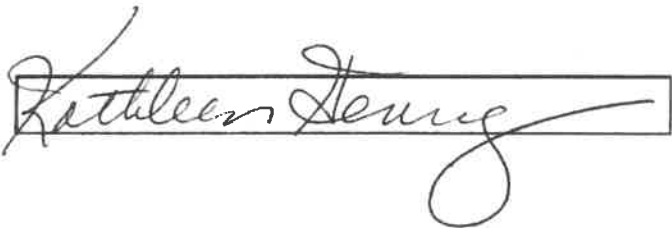
Name of Licensee: HIGHLAND AFFORDABLE ABCC License #
*Attach letter of consent from Licensee

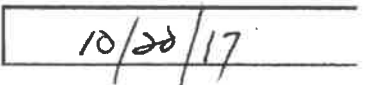
Describe Area to be Licensed:
COUNCIL ON AGING, TRURO MA 7 STANDISH WAY

Who Donated Wine:

Name	Donated
TRURO VINEYARDS	1 CASE (RED & WHITE)

I do hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate; I hereby acknowledge I have read and understand the attached conditions.

Signature: 

Date: 



MAURA HEALEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

HIGHLAND AFFORDABLE HOUSING, INC.
P.O. Box 362
Truro, MA 02666

Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: HIGHLAND AFFORDABLE HOUSING, INC.
Certificate End Date: 11/15/2017
Attorney General's Account Number: 035775

Issued By
The Division of Non-Profit Organizations/Public Charities



The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission

Consent Agenda Item: 6B3

☐ For Reconsideration

LOCAL LICENSING AUTHORITY REVIEW RECORD

ABCC License Number

Truro

City/Town

10/20/2017

Date Filed with LLA

TRANSACTION TYPE (Please check all relevant transactions):

- | | | | |
|--------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <input type="checkbox"/> New License | <input type="checkbox"/> Change Corporate Name | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock) | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License | <input type="checkbox"/> Change of DBA | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal) | <input type="checkbox"/> Change of Hours |
| <input type="checkbox"/> Change of Manager | <input type="checkbox"/> Alteration of Licensed Premises | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder |
| <input type="checkbox"/> Change of Beneficial Interest | <input type="checkbox"/> Change of Location | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement |

X Charity Wine License Application

APPLICANT INFORMATION

Name of Licensee Highland Affordable Housing D/B/A

ADDRESS: PO Box 365 CITY/TOWN: Truro STATE MA ZIP CODE 02666

Manager N/A

Granted under Special Legislation? Yes ☐ No ☐

Charity Wine License

Type
(i.e. restaurant, package store)

Class
(Annual or Seasonal)

Category
(i.e. Wines and Malts / All Alcohol)

If Yes, Chapter
of the Acts of (year)

LOCAL LICENSING AUTHORITY DECISION

Please indicate the decision of the Local Licensing Authority: Approves this Application

Please indicate what days and hours the licensee will sell alcohol: October 27th, 2017 4:00-5:30pm

If Approving With Modifications, please indicate below what changes the LLA is making:

Please indicate if the LLA is downgrading the License Category (approving only Wines and Malts if applicant applied for All Alcohol):

Changes to the Premises Description

Patio/Deck/Outdoor Area
Total Square Footage

Seating Capacity

Indoor Area

Total Square Footage

Number of Entrances

Number of Exits

Floor Number	Square Footage	Number of Rooms

Abutters Notified: Yes ☐ No ☒

Date of Abutter Notification N/A

Date of Advertisement N/A

Please add any additional remarks or conditions here:

The Truro Board of Selectmen approved the One Day Pouring License for Wine at the Oct. 24, 2017 Board of Selectmen Meeting.

☒ Check here if you are attaching additional documentation

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director

10/24/2017

Date APPROVED by LLA