



**Truro Board of Selectmen Meeting**  
**Tuesday, November 14, 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**

- A. Review and Approve the Appointment of Representative and Alternate Representative to the Cape Cod National Seashore Advisory Committee

**4. TABLED ITEMS NONE**

**5. BOARD OF SELECTMEN ACTION**

- A. Review Policies Revised by Town Counsel  
Presenter: Kelly Sullivan Clark, Assistant Town Manager
- B. Review Board of Selectmen Policies  
Presenter: Kelly Sullivan Clark, Assistant Town Manager
- C. Discussion of Board of Selectmen Support for Use of CPA Funds  
Presenter: Jay Coburn, Selectmen
- D. Proposal of Policy Memorandum #61-Non Resident Town of Truro Employees Program Participation  
Presenter: Rae Ann Palmer, Town Manager

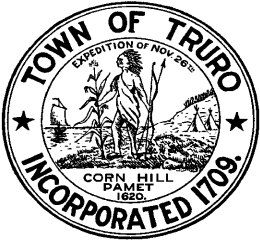
**6. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. *None*
- B. Review and Approve Reappointment of Ann Courtney-Truro Concert Committee
- C. Renewal of Annual Licenses-Gingerbread House Lodging License, Montano's Restaurant Common Victualer License
- D. Review and Approve the 2018 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Salty Market, and Pamet Valley Package
- E. Review and Hold Executive Session Minutes
- F. Review and Approve Board of Selectmen Minutes: October 17, 2017 and October 24, 2017

**7. SELECTMEN REPORTS AND TOWN MANAGER REPORT**

**8. SELECTMEN COMMENTS**

**9. NEXT MEETING AGENDA: Tuesday, November 21 and November 28**



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Appointment of Truro's Representative to the National Seashore Advisory Commission

**EXPLANATION:** The appointments of Truro's representative and alternate to the National Seashore Advisory Committee have expired. Both Selectmen Burgess and Selectmen Weinstein have submitted their applications to serve as the Town's representative to the National Seashore Advisory Commission. The Board of Selectmen needs to appoint one applicant and one alternate. Selectmen Coburn has served as the Alternate Representative.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Truro will not have representation at the Cape Cod National Seashore Advisory Commission meetings.

**SUGGESTED ACTION:** *MOTION TO appoint \_\_\_\_\_ as the representative and \_\_\_\_\_ as the Alternate Representative to the Cape Cod National Seashore Advisory Commission.*

**ATTACHMENTS:**

1. Applications to serve from Selectmen Burgess and Selectmen Weinstein



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Maureen Clara Burgess HOME TELEPHONE: [REDACTED]

ADDRESS: 2 Friendship Way WORK PHONE: N/A

MAILING ADDRESS: P.O. Box 212, 02652 E-MAIL: [REDACTED]

FAX: \_\_\_\_\_ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: The

Cape Cod National Seashore Advisory Commission

SPECIAL QUALIFICATIONS OR INTEREST: I have previously served as alternate representative from Truro from 2010 → 2011; I have served as permanent representative since 2011 → present. I have missed only 1 meeting due to

COMMENTS: Spouse's surgical date. I am a very active participant, which can be confirmed by the minutes of the commission. I chair two subcommittees of the Commission: 1) Pilgrim Nuclear Power Station Emergency Planning, 2) Hickerson Conservation Fellowship Com.

SIGNATURE: Maureen A. Burgess DATE: 7/25/17

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF APPLICABLE): \_\_\_\_\_

RCVD 2017 JUL 26 AM 10:34  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

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ADMINISTRATIVE OFFICE  
TOWN OF TRURO



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: ROBERT WEINSTEIN HOME TELEPHONE: [REDACTED]

ADDRESS: 7 DYERS HOLLOW RD TRURO WORK PHONE: SAME

MAILING ADDRESS: BOX 479 TRURO E-MAIL: [REDACTED]

FAX: [REDACTED] MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: \_\_\_\_\_

NATIONAL SEASHORE ADVISORY COMMISSION

SPECIAL QUALIFICATIONS OR INTEREST: RESIDENT 6 YEAR ROUND COMMUNITY INVOLVED INDIVIDUAL WHO HAS OWNED PROPERTY IN THE NATIONAL SEASHORE FOR DECADES, FAMILIAR WITH ISSUES FACING THE TOWN OF TRURO AND THE CCNS. ENGAGED IN TRURO TOWN

COMMENTS: AFFAIRS FOR MORE THAN 40 YRS. (CURRENT MEMBER OF THE BOARD OF SELECTMEN.) HAVE BACKGROUND KNOWLEDGE OF THE SEASHORE ENABLING LEGISLATION. FIRST PRIORITY IS TO REPRESENT THE INTEREST OF TRURO AND POSITIVELY AN ONGOING WORKING RELATIONSHIP BETWEEN THE TOWN & THE CCNS.

SIGNATURE: [Signature] DATE: \_\_\_\_\_  
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COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF APPLICABLE): \_\_\_\_\_





# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Kelly Sullivan Clark, Assistant Town Manager

**REQUESTED MEETING DATE:** November 14, 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 policies have been reviewed by Town Counsel and are now ready for your review:

1. Policy #32 Gift Acceptance Policy
2. Policy #41 Special Needs/Recreation Department Procedure
3. Policy #49 Pre-Employment Physical Examination Policy
4. Policy #51 Security Cameras Policy

Town Counsel and Town staff recommend the following changes:

Policy #32—Town staff modified the policy to reflect where earned interest should be directed, a new process for how gifts-in-kind are accepted, and how the worth of items will be evaluated. Town Counsel approved these changes and added grant acceptance to the overall policy. Town Counsel also included reference to relevant Massachusetts General Law.

Policy #41—References to Town Administrator were updated to Town Manager and policy was modified so that appeals will go to the Town Manager.

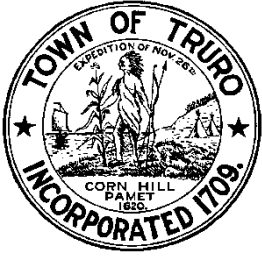
Policy #49—The policy was made more general to include pre-employment physical examination requirements for all prospective employees upon conditional employment offers. A line regarding appropriate storage of medical files was added as well.

Policy #51—"Cameras shall only be installed in areas as authorized by law" was added.

**SUGGESTED ACTION:** *MOTION TO accept proposed revisions for Policies 32, 41, 49, and 51.*

**ATTACHMENTS:**

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



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #32

Date: April 7, 2004

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

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

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

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

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

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

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

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

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

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

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Sally Sears-Mack, Chair

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Christopher R. Lucy, Vice-Chairman

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Lloyd F. Rose, Clerk

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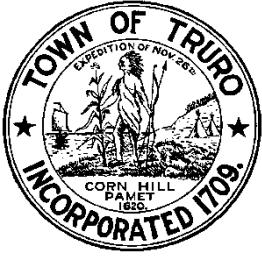
Harold A. Eastman

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Paul J. Asher

Board of Selectmen  
Town of Truro

SSM/jld



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #32

Date: April 7, 2004; Revised November 14, 2017

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

This policy applies to grants and gifts given to the Town of Truro, and not to any individual employee or group of employees of the Town.

In accordance with G.L. c. 44 §53A, any amounts received as a grant or gift to the Town of Truro may be expended for the purposes of such grant or gift with approval by the Board of Selectmen.

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

*"No goods or services have been rendered in consideration of this gift."*

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

Restricted grants or gifts of cash shall be acknowledged as above. It is important that the restriction be noted in writing, as well as the donor's wish to have any interest generated by the gift used for the restricted purpose. It is important that fund raisers ask donors to assign, in writing, interest earned by their grants or gifts to be used as they wish, i.e., toward the same restricted purpose as the grant or gift itself; otherwise, interest will be added to the General Fund. If the express written terms of the gift or grant stipulate that interest earned by their grants or gifts are to be used for the same restricted purpose as the gift itself, interest on the grant or gift funds shall remain with and become a part of the grant or gift without further appropriation.

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

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

Gifts-in-kind are any non-monetary donations which includes articles, art, furniture, etc., deemed by donors to have a use or a future use to the recipient. Proposed gifts-in-kind must be considered by the Town Manager for items with a current perceived value of \$25,000.00 or less or by the Board of Selectmen for items with a current perceived value of \$25,000.01 or more on a case-by-case basis to determine whether the gift will be accepted or respectfully declined. The potential donor should submit a detailed description of the item(s) and the proposed date of the gift. The Town of Truro has no obligation to accept any/all gifts offered. When considering the acceptance of the gift, the Town will consider the value offered by the gift, the maintenance and short- and long-term associated costs, and the storage/ placement of the gift.

No monetary value will be attributed to gifts-in-kind. The Town of Truro cannot assign a value and the donor will be responsible for the payment for any independent appraisal(s) of the worth of the article(s) that the donor wishes to secure.

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Paul Wisotzky, Chair

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Maureen Burgess, Vice-Chair

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Robert Weinstein, Clerk

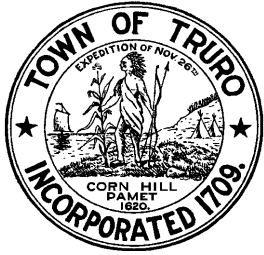
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Janet Worthington

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Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #41

Date: Adopted May 26, 2009

Subject: **SPECIAL NEEDS/RECREATION DEPARTMENT PROCEDURE**

The Town is committed to providing all reasonable accommodations to Truro children with special needs to allow them to participate in the Town's recreation programs.

To apply, a parent or guardian should complete the following steps:

1. Complete the recreation department program application indicating your child's needs. Once this application has been received, the Recreation Director will coordinate evaluation with the parent or guardian and the Truro Central School Special Education Director. Formal releases must be obtained before any discussion begins.
2. The Recreation Director will determine what reasonable accommodation can be made in conjunction with the Town's Americans with Disabilities Act (ADA) Coordinator or the Town Administrator.
3. If no reasonable accommodation can be agreed upon, the Recreation Director will send a formal rejection letter explaining the reasons.
4. A parent or guardian dissatisfied with the Recreation Director's decision may appeal those decisions to the Board of Selectmen.

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Gary Palmer, Chairman

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Janet W. Worthington, Vice-Chairman

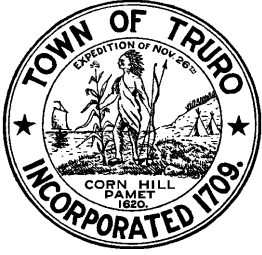
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Christopher R. Lucy, Clerk

\_\_\_\_\_  
Alfred Gaechter

\_\_\_\_\_  
Curtis Hartman

Board of Selectmen  
Town of Truro





# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

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\_\_\_\_\_  
Paul C. Wisotzky, Chair

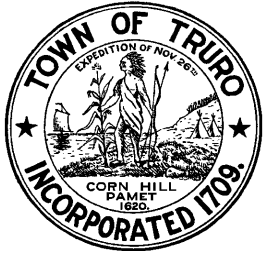
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Maureen Burgess, Vice-Chair

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Robert Weinstein, Clerk

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Janet W. Worthington

\_\_\_\_\_  
Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #49

Date: October 24, 2012

Subject: **PRE-EMPLOYMENT PHYSICAL EXAMINATION POLICY**

The Truro Board of Selectmen hereby adopts the following policy in order to ensure that any person employed by the Town of Truro is physically able to perform the duties required of them:

The Town of Truro may require a job-related medical examination after an offer of employment has been made to a job applicant and prior to the commencement of employment for certain job categories.

Those job categories include all public safety positions except part-time telecommunicators or dispatchers. Other positions in which the job description requires the employee to perform functions requiring physical exertion and/or ability will also be subject to this policy.

Active employment will not commence until such time as the Town Administrator has been advised that the applicant has successfully passed a doctor's physical examination at a facility approved by the Town of Truro.

The Town of Truro also reserves the right to require medical examinations (fitness for duty exams) when there is a need to determine whether an employee is still able to perform the essential functions of his or her job.

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Breon N. Dunigan, Chairman

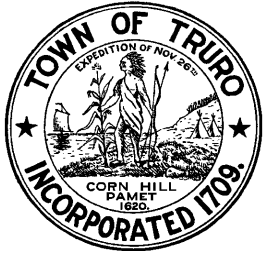
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Gary Palmer, Vice-Chairman

\_\_\_\_\_  
Janet W. Worthington, Clerk

\_\_\_\_\_  
William F. Golden

\_\_\_\_\_  
Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #49

Date: October 24, 2012, Revised November 14, 2017

Subject: **PRE-EMPLOYMENT PHYSICAL EXAMINATION POLICY**

The Truro Board of Selectmen hereby adopts the following policy in order to ensure that any person employed by the Town of Truro is physically able to perform the duties required of them:

All prospective employees, after having been conditionally offered employment, shall undergo a pre-employment physical examination by a physician approved by the Town. The examination shall be paid for by the Town. The purpose of this examination is to receive an opinion from a qualified physician that the prospective employee has no limitations, medical or otherwise, that would prevent them from performing the essential duties of their position.

Active employment will not commence until such time as the Town Manager has been advised that the applicant has successfully passed a doctor's physical examination at a facility approved by the Town of Truro.

The Town of Truro also reserves the right to require medical examinations (fitness for duty exams) when there is a need to determine whether an employee is still able to perform the essential functions of his or her job.

All medical files are maintained separately from an employee's personnel file and are strictly confidential.

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Paul C. Wisotzky, Chair

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Maureen Burgess, Vice-Chair

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Robert Weinstein, Clerk

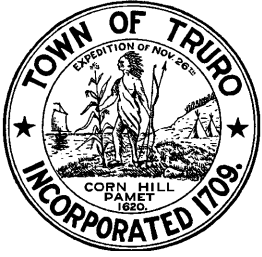
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Janet W. Worthington

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Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #51

Date: June 19, 2012; revised October 29, 2013

Subject: **SECURITY CAMERAS POLICY**

To ensure the safety of its employees and to protect its property, the Town of Truro will install security cameras at various Town facilities in compliance with the following:

The Board of Selectmen shall approve in advance of any cameras being installed.

Signage shall be installed notifying the public that security cameras are in use.

Except as may otherwise be provided by law, recordings made shall be considered public documents, and may be viewed by the public upon request

Recordings that are part of any criminal investigation shall not be considered public documents, and shall not be available to the public for viewing or recording.

\_\_\_\_\_  
Jay Coburn, Chairman

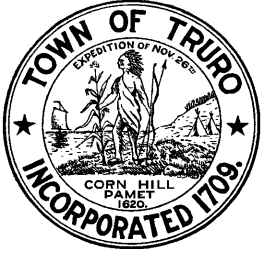
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Breon N. Dunigan, Vice-Chairman

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Janet W. Worthington, Clerk

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Robert Weinstein

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Paul Wisotzky

Board of Selectmen  
Town of Truro



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Signage shall be installed notifying the public that security cameras are in use.

Except as may otherwise be provided by law, recordings made shall be considered public documents, and may be viewed by the public upon request

Recordings that are part of any criminal investigation shall not be considered public documents, and shall not be available to the public for viewing or recording.

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Paul C. Wisotzky, Chair

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Maureen Burgess, Vice-Chair

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Robert Weinstein, Clerk

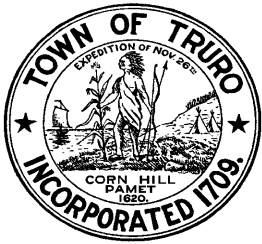
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Janet W. Worthington

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Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Kelly Sullivan Clark, Assistant Town Manager

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Review of Board of Selectmen Policies

**EXPLANATION:** In accordance with the 2018 Goals and Objectives, the Board of Selectmen will review all Selectman's policies for updating, rescinding or affirming. The following policies are proposed for your review:

1. Policy # 31 *Written Complaints and Communications*
2. Policy # 43 *Vehicle Maintenance and Replacement*
3. Policy # 45 *Information Technology Resources Acceptable Use Policy*
4. Policy # 46 *Fuel-Efficient Vehicle Policy*
5. Policy # 47 *Truro Government Access Cable Television Use Policy*
6. Policy # 48 *Construction/Staging Permit for Use of Town-owned Property and/or Beach Access*

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

Policy #31 – As requested at the October 17, 2017 meeting of the Board of Selectmen, this policy was updated reflect that the Board will not customarily respond to anonymous complains and provides an avenue for the Board or Town Manager to withhold complainant's name from the public record in specific instances. An error in lettering was also corrected.

Policy # 43 – The mechanic's reporting options were updated to provide further recommendations regarding whether or not a vehicle is safe to use while waiting for replacement and added a line requiring the vehicle replacement schedule be included in the Capital Improvement Plan as is already in practice.

Policy # 45 – References to "Town Administrator" were changed to "Town Manager," "Information Systems" references were changed to "Information Technologies" and the cell phone reimbursement rate was generalized. "To access or post to any personal social media accounts" was added to the list of Prohibited Conduct.

Policy # 46 – No changes to content recommended by DPW Director Cabral. Small typos were edited.

Policy # 47 – References to "Town Administrator" were changed to "Town Manager."

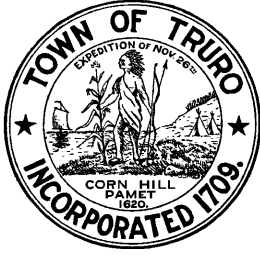
Policy # 48 – References to "Beach Supervisor" were changed to "Recreation/ Beach Director" and references to "Conservation Agent" were changed to "Health/Conservation Agent." Item #10 was added, item #11 was modified to include when the application fee is due and to generalize the fee amount and items #13 and #17 were modified to meet current practice.



**SUGGESTED ACTION:** *MOTION TO accept proposed revisions for policies 31, 43, 45, 46, 47, and 48.*

**ATTACHMENTS:**

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



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #31 - REVISED

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

Subject: **WRITTEN COMPLAINTS AND COMMUNICATIONS**

### 1. Introduction

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

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

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

### 2. Policy

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

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

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

The Town Administrator will, without delay, bring matters not appropriately handled at staff level to the Selectmen's Policy #31, revised

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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Gary Palmer, Chairman

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Janet W. Worthington, Vice-Chairman

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Christopher R. Lucy, Clerk

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Alfred Gaechter

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Curtis Hartman  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #31 - REVISED

Date: Adopted March 3, 2004, revised 9/29/2004, revised 6/9/09, revised 11/14/2017

Subject: **WRITTEN COMPLAINTS AND COMMUNICATIONS**

### 1. Introduction

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

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

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

### 2. Policy

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

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

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

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

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

It shall be the customary policy of the Board of Selectmen to not respond to anonymous complaints or communications. The Board or the Town Manager may use discretion in choosing to withhold the complainant's name from public record, such as in matters of public safety, public health, or any other matter of overriding public concern.

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

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

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

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

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

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

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

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

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

In all instances, if a complaint is filed about any members of any Board/Committee/Commission, that



person will be afforded an opportunity to address the Board of Selectmen regarding the complaint in a public or executive session, as preferred by that individual.

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

**E. Complaints/Communications Concerning a Town Employee:**

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

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

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

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

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

Board of Selectmen:

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Paul Wisotzky, Chairman

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Maureen Burgess, Vice-Chairman

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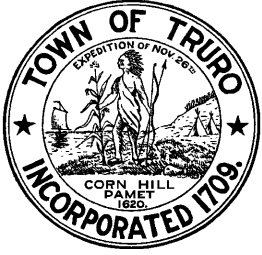
Robert Weinstein, Clerk

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Jay Coburn

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Janet W. Worthington



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #43

Date: Adopted January 19, 2010

Subject: **VEHICLE MAINTENANCE AND REPLACEMENT**

Vehicles of the Town of Truro shall be maintained at a safe operating level to ensure the overall efficiency of the department and the safety of the employees who operate them. As such, vehicles will be recommended to be replaced as warranted.

When a Department Head deems that a vehicle should be replaced, the following steps shall be followed:

- a. The Department Head or his designee shall request that the mechanic assigned to the DPW examine the vehicle and complete the Vehicle Inspection for Replacement Form. The mechanic may report the following:
  1. The vehicle is safe to continue in service.
  2. The vehicle should be removed from service until repaired.
  3. The vehicle should be replaced.
- b. The Department Head shall then review and sign the inspection form.
- c. The form will then be available for review upon the Department Head's request for additional funding for repairs or for a replacement vehicle.

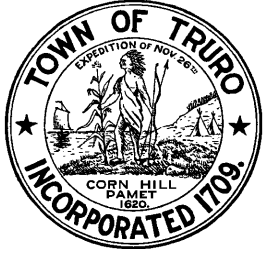
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Gary Palmer, Chairman

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Janet W. Worthington, Vice-Chairman

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Christopher R. Lucy, Clerk

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Alfred Gaechter

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Curtis Hartman  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #43

Date: Adopted January 19, 2010; Revised November 14, 2017

Subject: **VEHICLE MAINTENANCE AND REPLACEMENT**

Vehicles of the Town of Truro shall be maintained at a safe operating level to ensure the overall efficiency of the department and the safety of the employees who operate them. As such, vehicles will be recommended to be replaced as warranted. In an effort to prepare financially for foreseeable replacements, department heads, in coordination with the Town Manager, should propose an estimated replacement schedule for vehicles needing replacement in the five subsequent years in the Capital Improvement Plan each year.

When a Department Head deems that a vehicle should be replaced, the following steps shall be followed:

- a. The Department Head or his designee shall request that the mechanic assigned to the DPW examine the vehicle and complete the Vehicle Service Check Form. The mechanic should consider the safety of the vehicle, as well as whether repairs to the vehicle would be economical, in conference with the Director of Public Works. The mechanic may report the following:
  1. The vehicle is safe to continue in service.
  2. The vehicle should be removed from service until repaired.
  3. The vehicle should be replaced but may continue in service.
  4. The vehicle should be replaced and should be removed from service.
- b. The Department Head shall then review and sign the inspection form.
- c. The form will then be available for review upon the Department Head's request for additional funding for repairs or for a replacement vehicle.

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Paul Wisotzky, Chair

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Maureen Burgess, Vice-Chair

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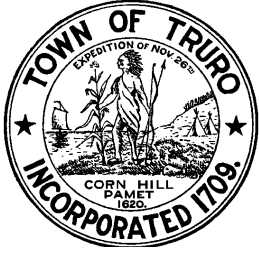
Robert Weinstein, Clerk

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Janet W. Worthington

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Jay Coburn  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666  
Tel: (508) 349-7004 Fax: (508) 349-5505

## Vehicle Service Check

Vehicle/Cruiser # \_\_\_\_\_ Date \_\_\_\_\_

Mileage \_\_\_\_\_ Model/Year \_\_\_\_\_  Marked  Unmarked  
( if applicable)

<b>Interior Condition</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Exterior Condition</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Engine and Transmission</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Body Condition/Rust</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Drive Train</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Brake System</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Steering System</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Electrical System</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Suspension</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Emergency Warning Equipment</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Tires</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
<b>Other (specify below)</b>	<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

\_\_\_\_\_  
Print Name Signature Date

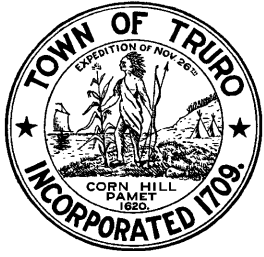
Remove from service until repaired due to: \_\_\_\_\_

\_\_\_\_\_  
Print Name Signature Date

Vehicle should be replaced, cost of maintenance/repair exceeds value of vehicle.

\_\_\_\_\_  
Print Name Signature Date

<input type="checkbox"/> Reviewed		
	Department Head	Date



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #45, REVISED

Date: Adopted November 2, 2010, revised 11/29/11

Subject: **INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY**

### **I. Introduction**

The Town is pleased to provide information technology resources (“ITR”) including, but not limited to computers, laptops, printers and other peripherals, programs, data, fax machines, local and wide area networks, email, the internet, and mobile phones, to employees and other authorized users working in the Town (herein collectively referred to as “employees”) to more efficiently provide Town services. All employees using the Town’s ITR have an obligation to use the Town’s ITR in a responsible manner, conforming to network etiquette, customs, and courtesies and in compliance with this policy. The Town determines which, if any, ITR are appropriate for each position and provides ITR to employees where appropriate at the Town’s discretion. Use of the Town’s ITR is a privilege which may be revoked at any time for conduct which violates this policy.

### **II. Compliance with Policy.**

**A. Employee Responsibilities.** Every employee who is authorized to use Town ITR will be provided with a copy of this policy. It is the responsibility of an employee using the Town’s ITR to read, understand, and adhere to this policy. Any employee with questions regarding the application or meaning of this policy should seek clarification from his/her supervisor or from the Town’s Technology Department at 508-349-7004 ext 12. Failure to comply with this policy may result in suspension or termination of the employee’s ITR privileges and/or disciplinary action up to and including termination of employment.

**B. Prohibited Conduct.** The use of the Town’s ITR for inappropriate or prohibited conduct may result in disciplinary action up to and including termination from employment. Employees using Town of Truro accounts are acting as representatives of the Town. As such, employees should act accordingly so as not to damage the reputation of the Town. It is not possible to list all of the circumstances which may constitute inappropriate use of the Town’s ITR; however, employees are prohibited from using the Town’s ITR:

- (1) In furtherance of any illegal act, including violations of any state or federal criminal or civil laws or regulations;
- (2) To access, display, or share sexually explicit, obscene, or otherwise inappropriate

## **ITR Acceptable Use Policy, revised**

### **Page 2**

- materials, messages, or images;
- (3) To send or display threatening or harassing messages, materials, or images, including, but not limited to, messages, materials or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone's age, sex, sexual orientation, religion, race, ethnicity, national origin, disability or political beliefs.
  - (4) To access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);
  - (5) For any commercial purpose, including, but not limited to, the offering, providing, leasing, or purchasing of products or services;
  - (6) To gain, or attempt to gain, unauthorized access to any computer or network;
  - (7) To intercept or attempt to intercept communications intended for other persons;
  - (8) To misrepresent either the Town or the employee's role at the Town;
  - (9) For any political purpose (subject to the exceptions set forth in Section VII below) or to make solicitations in violation of Massachusetts General Laws, chapter 55;
  - (10) To promote religious beliefs;
  - (11) To libel or otherwise defame any person;
  - (12) To download and/or install non-Town supported and licensed software applications or programs;
  - (13) To violate any copyright laws or to infringe on any intellectual property rights;
  - (14) To distribute chain letters;
  - (15) To access online gambling sites;
  - (16) To connect unauthorized or unapproved computers, printers or peripherals to the Town's network;
  - (17) To utilize alternate Internet Service Provider connections and email accounts from the Town of Truro internal network unless expressly authorized by the Town's Technology Department and properly protected by an appropriate security device;
  - (18) To use computers or the internet for games of any type, browser based web reimbursements, or to seek employment opportunities;
  - (19) To develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network;
  - (20) To establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the Town's network;
  - (21) For any use that causes interference with or disruption of the Town's ITR;
  - (22) For any use that causes interference with or disruption of the Town's network users or resources;
  - (23) For any use which violates other Town policies, including, but not limited to, the Town's policy against sexual harassment.

The above list of prohibited conduct is not all inclusive; employees who are uncertain as to the appropriateness of any action or conduct being contemplated should consult their supervisors or the Town's Technology Department for guidance.

**C. Town Business Use.** The Town's ITR, including, but not limited to, the Town's Email and other online services, are the property of the Town of Truro, and should be used

### **Policy Memorandum #45**

## **ITR Acceptable Use Policy, revised**



only for business purposes associated with the Town. Personal use of any of the ITR or misuse of ITR may result in serious disciplinary action up to and including termination from employment. Use of the Town's ITR is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

**D. Personal Cell Phones.** An employee who is not assigned a Town cell phone may be designated by the Town Administrator to use a personal cell phone for Town business calls and receive reimbursement via the Town's reimbursement procedures. A designated employee will receive reimbursement of \$25.00 per month. To receive reimbursement, an employee must adhere to the following reimbursement procedures. An employee:

- (1) Must be designated by the Town Administrator;
- (2) Agree that all other cell phone costs are the employee's responsibilities;
- (3) Agree to provide the number to the Town Administrator's office for distribution to selected Town Personnel;
- (4) Agree to monitor the cell phone while off work and be reasonably reachable via the cell phone for official Town business calls;
- (5) File the appropriate reimbursement paperwork with the Department Head after the month has concluded.

### **III. Public Records.**

Email messages are considered public records, are subject to disclosure and record retention requirements of law, and are discoverable. Employees should not expect that email messages (even those marked "personal" and/or "confidential") are private or confidential. Employees shall not read email received by another employee when there is no business purpose for doing so. Employees shall not send email or access the Internet under another employee's name without authorization. No employee shall change any portion of a previously sent email message without authorization. Employees shall not place Town records or material, including but not limited to copyrighted software and internal communications, on any publicly accessible computer or website without prior express authorization of the employee's Department Head.

### **IV. Monitoring and No Expectation of Privacy.**

#### **Employees should have no expectation of privacy in any use of the Town's Information Technology Resources (ITR).**

The Town's computer system automatically stores and/or records information transmitted on the system including password-protected materials, data, information, email communications and web sites viewed. The Town may monitor employee use of ITR, including, but not limited to, computer equipment, email, the internet, web sites visited, and files downloaded by the employee. **Therefore, employees should not consider ITR and any communications, transmissions, web sites viewed, and email sent or received, to be private or confidential. The mere deletion of messages, data, or files may not eliminate them from the system.** All use of the Town's ITR is subject to

**Policy Memorandum #45**

**ITR Acceptable Use Policy, revised**

monitoring by the Town, at anytime without notice and notwithstanding any password(s), including, but not limited to data, incoming and outgoing email communications and attachments, web sites visited or viewed and files downloaded.

Use of the Town's ITR system constitutes consent to monitoring and is conditioned upon strict adherence to this policy.

#### **V. Precautions Against Computer Viruses.**

All software downloads must be approved by the Information Systems Director before installation. All users are expected to undertake precautions to prevent infection of Town computers by computer viruses. In particular, executable programs imported from other sites to Town computers, alternate internet service provider connections, and email accounts from the Town's internal network must not be used unless the Information Systems Director has authorized them and they have been subjected to virus detection procedures approved by the Information Systems Director.

The Information Systems Director may, from time to time, impose additional restrictions or regulations on the importing of remote files, and such restrictions or regulations shall be considered part of this policy.

#### **VI. Political Activities and Conflicts of Interest.**

An employee's use of the Town's ITR must not conflict with the State's Conflict of Interest Laws (M.G.L. c. 268A) or Campaign Finance Laws (M.G.L. c. 55). Notwithstanding the provisions of Section III. B. (9) above, political activities may be permitted to the extent that such activities are a part of the official responsibilities of an employee, provided that such activities relate to political issues rather than specific political candidates or parties and provided further that such conduct does not violate any applicable laws.

For further clarification please see *Campaign Finance Guide*, revised in January, 2003 and issued by the Office of Campaign and Political Finance, and related publications, available on-line at [www.mass.gov/ocpf](http://www.mass.gov/ocpf).

#### **VII. Additional Responsibilities of Department Heads, Managers, and Supervisors.**

Managers and supervisors are responsible for ensuring that all employees under their supervision using any of the Town's ITR have read this Policy and understand its applicability to their activities.

The Department Head is responsible for insuring that any employee who will be given any access to the Town's ITR has read and signed a copy of this policy. The Town's Technology Department will not give access to an employee unless it receives a copy of this policy signed by the employee and the Department Head. A signed copy will be placed in the employee's personnel file.

The Town's ITR are work tools. The appointing authority and/or Department Head shall deem who appropriately can utilize such tools to better perform their job duties.

\_\_\_\_\_  
Curtis Hartman, Chairman

\_\_\_\_\_  
Gary Palmer, Vice-Chairman

\_\_\_\_\_  
Janet W. Worthington, Clerk

\_\_\_\_\_  
William F. Golden

\_\_\_\_\_  
Breon N. Dunigan

Board of Selectmen  
Town of Truro

\_\_\_\_\_  
I have read and understand the above Information Technology Resources Acceptable Use Policy and consent to the monitoring described above.

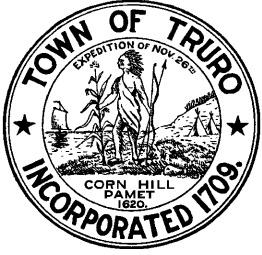
Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Last Revised: 11/29/11



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #45, REVISED

Date: Adopted November 2, 2010; Revised November 29, 2011, November 14, 2017

Subject: **INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY**

### **I. Introduction**

The Town is pleased to provide information technology resources (“ITR”) including, but not limited to computers, laptops, printers and other peripherals, programs, data, fax machines, local and wide area networks, email, the internet, and mobile phones, to employees and other authorized users working in the Town (herein collectively referred to as “employees”) to more efficiently provide Town services. All employees using the Town’s ITR have an obligation to use the Town’s ITR in a responsible manner, conforming to network etiquette, customs, and courtesies and in compliance with this policy. The Town determines which, if any, ITR are appropriate for each position and provides ITR to employees where appropriate at the Town’s discretion. Use of the Town’s ITR is a privilege which may be revoked at any time for conduct which violates this policy.

### **II. Compliance with Policy.**

**A. Employee Responsibilities.** Every employee who is authorized to use Town ITR will be provided with a copy of this policy. It is the responsibility of an employee using the Town’s ITR to read, understand, and adhere to this policy. Any employee with questions regarding the application or meaning of this policy should seek clarification from his/her supervisor or from the Town’s Technology Department at 508-349-7004 ext 112. Failure to comply with this policy may result in suspension or termination of the employee’s ITR privileges and/or disciplinary action up to and including termination of employment.

**B. Prohibited Conduct.** The use of the Town’s ITR for inappropriate or prohibited conduct may result in disciplinary action up to and including termination from employment. Employees using Town of Truro accounts are acting as representatives of the Town. As such, employees should act accordingly so as not to damage the reputation of the Town. It is not possible to list all of the circumstances which may constitute inappropriate use of the Town’s ITR; however, employees are prohibited from using the Town’s ITR:

- (1) In furtherance of any illegal act, including violations of any state or federal criminal or civil laws or regulations;
- (2) To access, display, or share sexually explicit, obscene, or otherwise inappropriate materials, messages, or images;
- (3) To send or display threatening or harassing messages, materials, or images, including, but not limited to, messages, materials or images of a sexual nature, racial, ethnic, sexual, religious, or gender-based slurs, or messages or images that offensively address someone’s age, sex, sexual orientation, religion, race, ethnicity, national

**Policy Memorandum #45**  
**ITR Acceptable Use Policy, revised**  
**Page 2**

- origin, disability or political beliefs.
- (4) To access, display, or disseminate material that advocates violence or discrimination towards other people (hate literature);
  - (5) For any commercial purpose, including, but not limited to, the offering, providing, leasing, or purchasing of products or services;
  - (6) To gain, or attempt to gain, unauthorized access to any computer or network;
  - (7) To intercept or attempt to intercept communications intended for other persons;
  - (8) To misrepresent either the Town or the employee's role at the Town;
  - (9) For any political purpose (subject to the exceptions set forth in Section VII below) or to make solicitations in violation of Massachusetts General Laws, chapter 55;
  - (10) To promote religious beliefs;
  - (11) To libel or otherwise defame any person;
  - (12) To download and/or install non-Town supported and licensed software applications or programs;
  - (13) To violate any copyright laws or to infringe on any intellectual property rights;
  - (14) To distribute chain letters;
  - (15) To access or post to any personal social media accounts.
  - (16) To access online gambling sites;
  - (17) To connect unauthorized or unapproved computers, printers or peripherals to the Town's network;
  - (18) To utilize alternate Internet Service Provider connections and email accounts from the Town of Truro internal network unless expressly authorized by the Town's Technology Department and properly protected by an appropriate security device;
  - (19) To use computers or the internet for games of any type, browser based web reimbursements, or to seek employment opportunities;
  - (20) To develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network;
  - (21) To establish unauthorized connections which create routing patterns that are inconsistent with the effective and shared use of the Town's network;
  - (22) For any use that causes interference with or disruption of the Town's ITR;
  - (23) For any use that causes interference with or disruption of the Town's network users or resources;
  - (24) For any use which violates other Town policies, including, but not limited to, the Town's policy against sexual harassment.

The above list of prohibited conduct is not all inclusive; employees who are uncertain as to the appropriateness of any action or conduct being contemplated should consult their supervisors or the Town's Technology Department for guidance.

**C. Town Business Use.** The Town's ITR, including, but not limited to, the Town's Email and other online services, are the property of the Town of Truro, and should be used only for business purposes associated with the Town. Personal use of any of the ITR or misuse of ITR may result in serious disciplinary action up to and including termination from employment. Use of the Town's ITR is a privilege, not a right, and may be revoked at any time for inappropriate conduct.

**D. Personal Cell Phones.** An employee who is not assigned a Town cell phone may be designated by the Town Manager to use a personal cell phone for Town business calls and receive reimbursement via the Town's reimbursement procedures. A designated employee will receive a monthly reimbursement as determined by the Town Manager and approved by the Board of Selectmen. To receive reimbursement, an employee must adhere to the following reimbursement procedures. An employee:

- (1) Must be designated by the Town Manager;
- (2) Agree that all other cell phone costs are the employee's responsibilities;
- (3) Agree to provide the number to the Town Manager's office for distribution to selected Town Personnel;
- (4) Agree to monitor the cell phone while off work and be reasonably reachable via the cell phone for official Town business calls;
- (5) File the appropriate reimbursement paperwork with the Department Head after the month has concluded.

### **III. Public Records.**

Email messages are considered public records, are subject to disclosure and record retention requirements of law, and are discoverable. Employees should not expect that email messages (even those marked "personal" and/or "confidential") are private or confidential. Employees shall not read email received by another employee when there is no business purpose for doing so. Employees shall not send email or access the Internet under another employee's name without authorization. No employee shall change any portion of a previously sent email message without authorization. Employees shall not place Town records or material, including but not limited to copyrighted software and internal communications, on any publicly accessible computer or website without prior express authorization of the employee's Department Head.

### **IV. Monitoring and No Expectation of Privacy.**

#### **Employees should have no expectation of privacy in any use of the Town's Information Technology Resources (ITR).**

The Town's computer system automatically stores and/or records information transmitted on the system including password-protected materials, data, information, email communications and web sites viewed. The Town may monitor employee use of ITR, including, but not limited to, computer equipment, email, the internet, web sites visited, and files downloaded by the employee. **Therefore, employees should not consider ITR and any communications, transmissions, web sites viewed, and email sent or received, to be private or confidential. The mere deletion of messages, data, or files may not eliminate them from the system.** All use of the Town's ITR is subject to monitoring by the Town, at any time without notice and notwithstanding any password(s), including, but not limited to data, incoming and outgoing email communications and attachments, web sites visited or viewed and files downloaded.

Use of the Town's ITR system constitutes consent to monitoring and is conditioned upon strict adherence to this policy.

**V. Precautions Against Computer Viruses.**

All software downloads must be approved by the Information Technologies Director before installation. All users are expected to undertake precautions to prevent infection of Town computers by computer viruses. In particular, executable programs imported from other sites to Town computers, alternate internet service provider connections, and email accounts from the Town's internal network must not be used unless the Information Technologies Director has authorized them and they have been subjected to virus detection procedures approved by the Information Technologies Director.

The Information Technologies Director may, from time to time, impose additional restrictions or regulations on the importing of remote files, and such restrictions or regulations shall be considered part of this policy.

**VI. Political Activities and Conflicts of Interest.**

An employee's use of the Town's ITR must not conflict with the State's Conflict of Interest Laws (M.G.L. c. 268A) or Campaign Finance Laws (M.G.L. c. 55). Notwithstanding the provisions of Section III. B. (9) above, political activities may be permitted to the extent that such activities are a part of the official responsibilities of an employee, provided that such activities relate to political issues rather than specific political candidates or parties and provided further that such conduct does not violate any applicable laws.

For further clarification refer to *Campaign Finance Guide*, revised in January, 2003 and issued by the Office of Campaign and Political Finance, and related publications, available on-line at [www.mass.gov/ocpf](http://www.mass.gov/ocpf).

**VII. Additional Responsibilities of Department Heads, Managers, and Supervisors.**

Managers and supervisors are responsible for ensuring that all employees under their supervision using any of the Town's ITR have read this Policy and understand its applicability to their activities.

The Department Head is responsible for insuring that any employee who will be given any access to the Town's ITR has read and signed a copy of this policy. The Town's Technology Department will not give access to an employee unless it receives a copy of this policy signed by the employee and the Department Head. A signed copy will be placed in the employee's personnel file.

The Town's ITR are work tools. The appointing authority and/or Department Head shall deem who appropriately can utilize such tools to better perform their job duties.

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Paul Wisotzky, Chair

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Maureen Burgess, Vice-Chair

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Robert Weinstein, Clerk

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Janet W. Worthington

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Jay Coburn

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Board of Selectmen  
Town of Truro

**POLICY ACKNOWLEDGEMENT**

I have read and understand the above Information Technology Resources Acceptable Use Policy and consent to the monitoring described above.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

Last Revised: 11/14/17





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## POLICY MEMORANDUM #46

Date: Adopted March 8, 2011

Subject: **FUEL-EFFICIENT VEHICLE POLICY**

In an effort to reduce the Town of Truro's fuel consumption and energy costs, the Board of Selectmen hereby adopts a policy to purchase only fuel-efficient vehicles. The purpose of this policy is to establish a requirement that the Town purchase only fuel efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. This policy applies to all division and departments of the Town.

### DEFINITIONS

Combined city and highway MPG (EPA Combined fuel economy): Combined Fuel Economy means the fuel economy from driving a combination of 43% city and 57% highway miles and is calculated as follows:

$=1/((0.43/city\ MPG)+(0.57/highway\ MPG))$

Drive system: The manner in which mechanical power is directly transmitted from the drive shaft to the wheels.

The following codes are used in the drive field:

AWD = All Wheel Drive: four-wheel drive automatically controlled by the vehicle power train system

4WD= 4-Wheel Drive: driver selectable four-wheel drive with 2-wheel drive option

2WD= 2-Wheel Drive

Heavy-duty vehicle: A vehicle with manufacturers' gross vehicle weight rating (GVWR) of more than 8,500 pounds

Fuel efficient: As defined below in "Guidelines."

### GUIDELINES

All departments or divisions shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town will maintain an annual vehicle inventory for non-exempt vehicles and a plan for replacing these vehicles with vehicles that meet, at a minimum, the fuel-efficiency ratings contained in the most recent guidance for Criterion 4 published by the MA Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained are based on the most recently published US Environmental Protection Agency combined city and highway MPG ratings for vehicles.

This Green Communities' Guidance for Criterion 4 must be checked for updates prior to ordering new vehicles.

### Exemptions

- Heavy-duty vehicles. Examples include fire-trucks, ambulances, and some public works that meet the definition of Heavy Duty-vehicle.
- Police cruisers, passenger vans, and cargo vans are exempt from this criterion, as fuel-efficient models are not currently available. However, Truro is committed to purchasing fuel-efficient police cruisers, passenger vans, and cargo vans when they become commercially available. Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.

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Curtis Harman, Chairman

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Gary Palmer, Vice-Chairman

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Janet W. Worthington, Clerk

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William F. Golden

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Breon N. Dunigan  
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 #46

Date: Adopted March 8, 2011; Revised November 14, 2017

Subject: **FUEL-EFFICIENT VEHICLE POLICY**

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Paul Wisotzky, Chair

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Maureen Burgess, Vice-Chair

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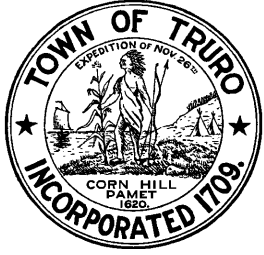
Robert Weinstein, Clerk

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Janet W. Worthington

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Jay Coburn  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #47

Date: Adopted August 30, 2011

Subject: **TRURO GOVERNMENT ACCESS CABLE TELEVISION  
USE POLICY**

### **I. Introduction**

Truro Government Access Cable Television (TruroTV) is intended solely to provide information to Truro citizens about issues, services, programs, activities, and events involving or affecting government and the community.

### **II. Regulations**

- ⤴ All public meetings of Town policy-making and regulatory Boards, Committees, and Commissions including Town Meeting, are authorized for cablecast and webcast. Public meetings of other Town Committees and Commissions may be cablecast and/or webcast if time and resources permit. All public meetings of Town Boards, Committees, and Commissions shall be cablecast and/or webcast in their entirety, without editing and without commentary.
- ⤴ Bulletin Board items may be submitted by any Truro government Board, Committee, Commission, or Department or Truro-connected public service organization. Items must be consistent with the intentions of this policy and shall be put on the bulletin board at the discretion of the Town Administrator or her/his designee.
- ⤴ Programming produced by TruroTV or other entities related to government facilities, services, and/or operations, or to issues and events in the public interest may be cablecast and/or webcast as deemed appropriate by the Town Administrator or her/his designee. Written permission for the use of copyrighted materials must be received in advance. Programming may be modified or edited as deemed appropriate by the Town Administrator or her/his designee.

### **III. Prohibited Use**

The Truro Government Access Channel shall not be used to promote a candidate for elective

office or to advocate any position of a political or social nature; however, programming in the format of a debate or forum shall be presented subject to the provisions of this policy.

\_\_\_\_\_  
Curtis Hartman, Chairman

\_\_\_\_\_  
Gary Palmer, Vice-Chairman

\_\_\_\_\_  
Janet W. Worthington, Clerk

\_\_\_\_\_  
William F. Golden

\_\_\_\_\_  
Breon N. Dunigan

Board of Selectmen  
Town of Truro

I have read and understand the above Truro Government Access Cable Television Use Policy.

Chairman: \_\_\_\_\_

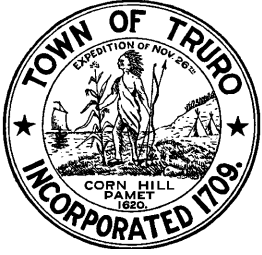
Date: \_\_\_\_\_

\_\_\_\_\_  
Board/Committee/Commission

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Department



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #47

Date: Adopted August 30, 2011; Revised November 14, 2017

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**III. Prohibited Use**

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\_\_\_\_\_  
Paul Wisotzky, Chair

\_\_\_\_\_  
Maureen Burgess, Vice-Chair

\_\_\_\_\_  
Robert Weinstein, Clerk

\_\_\_\_\_  
Janet W. Worthington

\_\_\_\_\_  
Jay Coburn

Board of Selectmen  
Town of Truro

I have read and understand the above Truro Government Access Cable Television Use Policy.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Board/Committee/Commission

Department Head: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Department



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666  
Tel: (508) 349-7004 Fax: (508) 349-5505

## POLICY MEMORANDUM #48

**Date:** Adopted September 6, 2011, Revised January 26, 2016

**Subject:** CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

1. Said permit shall be issued by the Town Manager.
2. Said permit issued by the Town Manager on behalf of the Board of Selectmen must be current and valid.
3. The Town Manager shall forward the application to the Director of the Department of Public Works, the Beach Supervisor and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Town Manager upon approval of application and the release of permit. The Workers' Compensation Insurance Affidavit must be completed with a copy of the Workers' Compensation Insurance policy showing policy number and expiration date.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Beach Supervisor prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Beach Supervisor. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Beach Supervisor, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
7. The entrance of the beach parking and beach area, if applicable, shall be maintained daily.
8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.

9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.
10. The contractor shall be required to pay to the Town of Truro an application fee in the amount of \$25.00.
11. A project using the town facility may be conducted during the period of October 15<sup>th</sup> through April 15<sup>th</sup> (the “season”.) The permit is good for the time specified on the application.
12. The Board of Selectmen shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
13. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page.
14. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
15. In all cases, the Board of Selectmen may waive any of these provisions.
16. Emergency permission to use Town property may be approved by the Director of the Department of Public Works , Beach Supervisor, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Board of Selectmen.
17. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.

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Paul Wisotzky , Chairman

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Jan Worthington, Vice-Chairman

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Jay Coburn, Clerk

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Maureen Burgess

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Robert Weinstein  
Board of Selectmen  
Town of Truro

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666  
Tel: (508) 349-7004 Fax: (508) 349-5505

## APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: \_\_\_\_\_

Location of Staging Area/Access: \_\_\_\_\_

Contractor: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Working for: \_\_\_\_\_ DEP # \_\_\_\_\_

Work Location: \_\_\_\_\_

Property Owners Legal Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Equipment and Materials to be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Work Start & Finish Dates: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Date Certification of Liability Insurance and/or Security Received: \_\_\_\_\_

DPW Director Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Beach Supervisor Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conservation Agent Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Town Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Restrictions/Conditions:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Completion Sign-Off**

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

**DPW Director Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Beach Supervisor Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Beach Access, Conservation Agent Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Town Manager Approval of Release of Certification of Liability Insurance and/or Security:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666  
Tel: (508) 349-7004 Fax: (508) 349-5505

## POLICY MEMORANDUM #48

**Date:** Adopted September 6, 2011; Revised January 26, 2016, November 14, 2017

**Subject:** CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

1. Said permit shall be issued by the Town Manager.
2. Said permit issued by the Town Manager on behalf of the Board of Selectmen must be current and valid.
3. The Town Manager shall forward the application to the Director of the Department of Public Works, the Recreation/Beach Director and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Town Manager upon approval of application and the release of permit. The Workers' Compensation Insurance Affidavit must be completed with a copy of the Workers' Compensation Insurance policy showing policy number and expiration date.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Recreation/Beach Director prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Recreation/Beach Director. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Recreation/Beach Director, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
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8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.

9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.
10. Conditions may be included in approval of the application and should be adhered to. In certain cases, coordination with the Health/Conservation Agent or his/her designee may be required prior to or during access/ staging/ construction. Failure to abide by conditions may result in revocation of permit.
11. The contractor shall be required to pay to the Town of Truro an application fee at the time the application is submitted.
12. A project using the town facility may be conducted during the period of October 15<sup>th</sup> through April 15<sup>th</sup> (the “season”). The permit is good for the time specified on the application.
13. The Town Manager shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
14. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page. A copy of these regulations shall be available on the job site at all times.
15. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
16. In all cases, the Board of Selectmen may waive any of these provisions.
17. Emergency permission to use Town property may be approved by the Director of the Department of Public Works, Recreation/Beach Director, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Town Manager.
18. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.

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Paul Wisotzky, Chair

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Maureen Burgess, Vice-Chair

---

Robert Weinstein, Clerk

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Janet W. Worthington

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Jay Coburn  
Board of Selectmen  
Town of Truro

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666  
Tel: (508) 349-7004 Fax: (508) 349-5505

## APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: \_\_\_\_\_

Location of Staging Area/Access: \_\_\_\_\_

Contractor: \_\_\_\_\_

Legal Mailing Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Working for: \_\_\_\_\_ DEP # \_\_\_\_\_

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Property Owners Legal Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Equipment and Materials to be Used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



Estimated Work Start & Finish Dates: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Date Certification of Liability Insurance and/or Security Received: \_\_\_\_\_

DPW Director Comments: \_\_\_\_\_

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Beach Supervisor Comments: \_\_\_\_\_

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Conservation Agent Comments: \_\_\_\_\_

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**Town Manager Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Restrictions/Conditions:** \_\_\_\_\_

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**Project Completion Sign-Off**

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

**DPW Director Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Beach Supervisor Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**For Beach Access, Conservation Agent Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Town Manager Approval of Release of Certification of Liability Insurance and/or Security:**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Discuss Use of Community Preservation Committee Funds for Affordable Housing

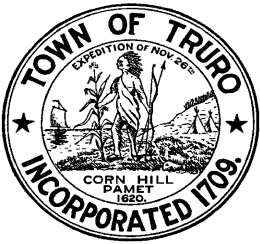
**EXPLANATION:** Selectperson Coburn requested that this item be placed on the agenda for discussion regarding the relationship between the Board of Selectmen's 2018 Goals and Objectives and the proposed use of Community Preservation Funds.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** *Motion to*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** November 14, 2017

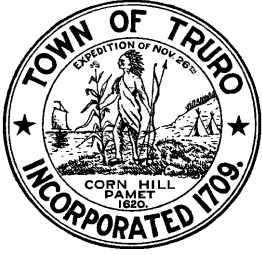
**ITEM:** Proposed Policy on Non-Resident Employee Access to Town Programs

**EXPLANATION:** In an effort to support a stable workforce and encourage employee participation in the community, staff has prepared a draft policy authorizing non-resident Town employee access to certain programs and activities. Currently each Town employee may purchase a resident beach sticker, an ORV sticker and they may enroll their children in the summer recreation programs. I am proposing that each non-resident Town employee be also allowed to send their children to the after school program and to purchase one resident shellfish license.

**SUGGESTED ACTION:** *MOTION TO*

**ATTACHMENTS:**

1. Draft Board of Selectmen Policy on Non-Resident Town of Truro Employees Program Participation



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #61

Date: Adopted November 14, 2017  
Subject: **NON-RESIDENT TOWN EMPLOYEE PARTICIPATION IN SELECT PROGRAMS**

The Town of Truro recognizes the importance of maintaining a vibrant workforce, the positive impacts of Town employees participating in local community activities, and the challenges faced by Town employees in housing, child care and cost of living in our local community. It is with the hope of encouraging a sustainable community that the Board of Selectmen include non-resident Town of Truro employees as “residents” in resident eligibility requirements for select programs and services. This allows non-resident Town employees the opportunity to participate in select resident-only Town of Truro programs and to participate in select Town of Truro programs at the resident rate.

All Recreation Department programs will allow non-resident Town employees to qualify as “residents” for the purposes of registration and participation. In the case of the Summer Youth Program, non-resident Town employees will qualify for the Outer Cape Resident- Tier 2 pricing. For all other Recreation Department programs, non-resident Town employees will qualify for resident registration, participation and pricing.

The Beach Department will issue (1) resident beach sticker and (1) resident ORV sticker each season to each non-resident Town employee at the respective resident rate for each.

The Shellfish Department will issue (1) resident annual shellfish license each year to each non-resident Town employee at the resident rate.

Non-resident Town employees will not be eligible for resident rates, resident registration or resident participation in any other programs/ services of the Town of Truro without express written permission from the Board of Selectmen.

Upon separation from the Town of Truro, non-resident Town employees will no longer be eligible for resident registration, resident participation or resident registration in Town of Truro programs and services.

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Paul Wisotzky, Chair

---

Maureen Burgess, Vice-Chair

---

Robert Weinstein, Clerk

---

Janet W. Worthington

---

Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

*I. None*

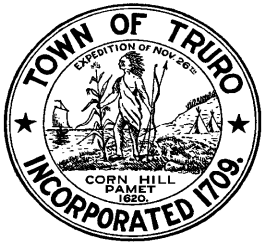
B. Review and Approve Reappointment of Ann Courtney-Truro Concert Committee

C. Renewal of Annual Licenses-Gingerbread House Lodging License, Montano's Restaurant Common Victualer License

D. Review and Approve the 2018 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Salty Market, and Pamet Valley Package

E. Review and Hold Executive Session Minutes

F. Review and Approve Board of Selectmen Minutes: October 17, 2017 and October 24, 2017



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Reappointment of Board/Committee/Commission Member

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

- *Ann Courtney-Truro Concert Committee-for a three year term expiring June 30, 2020.*

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

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

**SUGGESTED ACTION:** *MOTION TO appoint Ann Courtney to serve on the Truro Concert Committee for a three year term ending June 30, 2020.*

### ATTACHMENTS

1. Application to Serve
2. Reappointment checklist

RCVD 2017 JUL 12 AM 11:29  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666  
Tel: (508) 349-7004 Fax: (508) 349-5505

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Ann Courtney HOME TELEPHONE: [REDACTED]

ADDRESS: 7 High Ridge Rd WORK PHONE: [REDACTED]

MAILING ADDRESS: PO Box 29 E-MAIL: [REDACTED]

FAX: \_\_\_\_\_ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE:  
Truro Concert Committee

SPECIAL QUALIFICATIONS OR INTEREST: \_\_\_\_\_  
Have served for the past 4 years  
3 years as Secretary

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: Ann Courtney DATE: 7-7-2017

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

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF  
APPLICABLE): \_\_\_\_\_



**Noelle Scoullar**

---

**From:** [REDACTED]  
**Sent:** Wednesday, November 01, 2017 11:34 AM  
**To:** Noelle Scoullar  
**Subject:** Re: Application to Serve-Ann Courtney

I am so pleased to have Ann officially counted on our Concert Committee. We are lucky to have her continued services and loyalty.

Sent from XFINITY Connect Mobile App

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

**From:** Noelle Scoullar  
**To:** PATRICIA  
**Cc:** Nicole Tudor  
**Sent:** November 1, 2017 at 8:58 AM  
**Subject:** Application to Serve-Ann Courtney

Good Morning Pat!

Ann Courtney has completed her outstanding online ethics training and we are good to go with having her re-appointed. May I ask that you reply to this email your comments which I can include in the packet for the BoS?

Thank you!  
Noelle

**From:** [scans@smtp.truro-ma.gov](mailto:scans@smtp.truro-ma.gov) [<mailto:scans@smtp.truro-ma.gov>]  
**Sent:** Wednesday, November 01, 2017 7:58 AM  
**To:** Noelle Scoullar  
**Subject:** Message from Mail Room KM\_C458



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Office of the Board of Selectmen**

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

## Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: **Truro Concert Committee**

Committee/Commission/Board Member Name: **Ann Courtney**

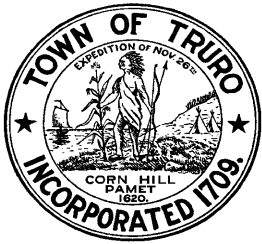
Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant on behalf of Montano’s Restaurant, and Gingerbread House business owners

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Approval of renewal of annual licenses for 2018:  
Common Victualler License-Montano’s Restaurant-481 Route 6  
Lodging License-Gingerbread House-42 Depot Road

**EXPLANATION:** The Gingerbread House Lodging House License and Montano’s Restaurant Common Victualler Licenses are under the authority of the Board of Selectmen as Local Licensing Authorities.

If you approve these licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the fiscal year and prior approval of the Food Service License by the Health Agent. The Food Service License for Montano’s Restaurant was issued 10/31/2017 by the Health Agent. There were no reported issues with these establishments in 2017.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 140 § 23	<b>Lodging House License</b>	<b>Gingerbread House</b>
Chapter 140 § 2	<b>Common Victualler</b> (Cooking, Preparing and Serving food)	<b>Montano’s Restaurant</b>

**IMPACT IF NOT APPROVED:** The applicants will not be issued their Licenses to operate the Gingerbread House located at 42 Depot Road and Montano’s Restaurant at 481 Route 6.

**SUGGESTED ACTION:** *MOTION TO approve the 2018 annual Lodging House License for the Gingerbread House and the annual Common Victualler License for Montano’s Restaurant upon compliance with all regulations and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Renewal Application for 2018: Gingerbread House
2. Renewal Application for 2018: Montano’s Restaurant

**\$ PAID**  
\$56.00 #2208

RCVD 2017OCT19 AM9:32  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO



# TOWN OF TRURO

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

## LICENSE APPLICATION: Condominiums, Cottage Colonies, Motels, Campgrounds, Lodging, Gas Station/Retail Service, Transient Vendor

### Section 1 – License Type & Hours of Operation

Please check the appropriate box the best describes the license type(s).

New       Renewal

FACILITY:                      # UNITS

HOURS OF OPERATION:

Motel                              \_\_\_\_\_

Annual                               Seasonal

Cottage Colony                      \_\_\_\_\_

Opening Date: \_\_\_\_\_

Condominium                      \_\_\_\_\_

Closing Date: \_\_\_\_\_

Campground                      \_\_\_\_\_

Days of the Week Open: 7 days.

Lodging                              4

Transient Vendor

Gas Station (*Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289)*)

### Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) \_\_\_\_\_

Jane T. Ray  
Print Name of Applicant

The Gingerbread House  
Business Name

Jane T. Ray  
Owner Name

42 Depot Road Truro MA  
Street Address of Business

PO Box 2030 Truro, MA  
Mailing Address of Business

508 349 5596  
Business Phone Number

info@gingerbreadhousetruro.com  
Business E-Mail Address

**Section 3 –MANAGER INFORMATION**

Check if New Manager (if checked, MUST submit Application to Name a Manager)

**Name of Onsite Manager:**

Name: Jane Ray Unit Number: \_\_\_\_\_

Mailing Address: same

Phone: (24 Hour Contact): same Email Address: same

Jane Ray

**Manager's Signature (REQUIRED)**

**Name of Offsite Manager:**

Name: Jane Ray Business Name: The Gingerbread House

Business Address: 42 Depot Rd

Phone: (24 Hour Contact): same Email Address: same

Jane Ray

**Manager's Signature (REQUIRED)**

**Name of Co- Manager:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone: (24 Hour Contact): \_\_\_\_\_ Email Address: \_\_\_\_\_

**Co-Manager's Signature (REQUIRED)**

**Section 4 – ATTESTATION**

Pursuant to M.G. L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all local state taxes required under law and the information I have provided is true and accurate. Any misstatement in this application, or violation of state or applicable town bylaws or regulations, shall be considered sufficient cause for refusal, suspension or revocation of the license.

Jane Ray  
Signature of Applicant

Jane T. Ray  
Print Name

10/17/17  
Date

**Additional Applications & Documentation**

**REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS**

- Smoke detector/fire protection certification
- IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance
- IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit
- Business certificate with the clerk's office on file at town hall.

**ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION**

- Application for Pool or Hot Tub Permit
  - Application to Name a Manager
  - Entertainment License
  - Application to sell Tobacco
  - Application for Food Service Permit
- (rev 9/2017)



BUILDING DEPARTMENT  
TOWN OF TRURO  
MAY 15 2017  
RECEIVED BY:

**TRURO FIRE RESCUE**  
Truro Public Safety Facility  
344 Route 6 Truro, MA 02666

**FIRE PROTECTION SYSTEMS  
ANNUAL TEST REPORT**

BUSINESS NAME: The Gingerbread House  
OWNER/MANAGER: Jane T. Roy  
ADDRESS: 42 Depot Rd Truro MA 02666  
PHONE #: Landline 508-249-2096 NUMBER OF UNITS: 4  
cell [REDACTED]  
CONTACT PERSON: same as above  
ADDRESS: ''

TESTING COMPANY: Carter Kane Electrician  
TESTING ELECTRICIAN/TECHNICIAN: Carter Kane  
COMPANY PHONE #: 349-6283 HOME PHONE #: 508-349-0451  
LICENSE #: 36076E

The fire protection system (s) including, but not limited to, (Sprinkler Systems) (Range Hood Systems) (Fire Extinguishers) (Type I II III Fire Alarm Systems) (C.O. Detectors) at the above mentioned business address, were tested, (CERTIFIED) the add parts of the systems, were found to be, or corrected to be, fully operational.

COMMENTS: Tested all smoke + Co detectors in all 3 bldgs.  
All tested O.K.

DATE OF CERTIFICATION: 5/4/17 BY: Carter T. Kane  
Signature of Licensed Electrician

**THIS REPORT MUST BE FILLED OUT AND SUBMITTED, PRIOR TO THE ISSUANCE OF, OR RENEWAL OF A LICENSE TO OPERATE WITHIN THE TOWN OF TRURO.**



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.  
 TO BE FILED WITH THE PERMITTING AUTHORITY.

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Jane Ray aka The Gingerbread House

Address: 42 Depot Rd P.O. Box 266

City/State/Zip: Truro, MA 02666 Phone #: 508 349 2596

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with \_\_\_\_\_ employees (full and/ or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other Lodging

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: Liberty Mutual

Insurer's Address: Box 8090

City/State/Zip: Wausau WI 54402-8090

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 12/19/17

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: Jane Ray Date: 10/18/17

Phone #: 508 349 2596

**Official use only. Do not write in this area, to be completed by city or town official.**

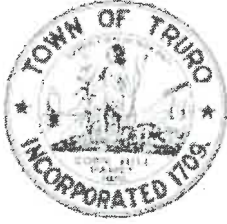
City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other \_\_\_\_\_

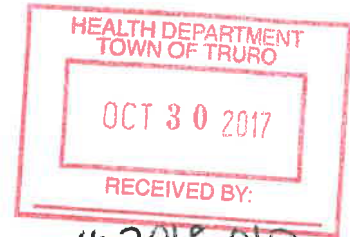
Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_





Town of Truro Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508
Email: ebeebe@truro-ma.gov or adavis@truro-ma.gov



APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

[ ] New [X] Renewal

Section 1 - License Type

Type of License: [X] Food Service [X] Common Victualer

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ADMINISTRATIVE OFFICE
TOWN OF TRURO

Type of Food Service Establishment:

- [X] Food Service (restaurant or take out)
[ ] Retail Food (commercially prepared foods)
[ ] Residential Kitchen
[ ] Bed & Breakfast w/Continental Breakfast
[ ] Catering
[ ] Manufacturer of Ice Cream/Frozen Dessert
[ ] Bakery

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) [REDACTED]

Business Name: MONTANO'S RESTAURANT

Owner Name: BOB MONTANO Email Address: [REDACTED]

Mailing Address: P.O. Box 718 NO. TRURO, MA. 02652

Phone No: 508-487-2026

Person Directly Responsible for Daily Operations: (Owner) Person In Charge, Supervisor, Manager)

Name: BOB MONTANO Email Address: [REDACTED]

Mailing Address: P.O. Box 718 NO. TRURO, MA 02652

Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

Section 3 - Business Operation Details

Number of Seats: Inside: 188 Outside: \_\_\_\_\_ Number of Employees: \_\_\_\_\_

Length of Permit: [X] Annual [ ] Seasonal Operation

Hours of Operation: 4:30 To 10:00

Days Closed Excluding Holidays: NO

If Seasonal: Approximate Dates of Operation: \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_



**Certified Food Manager(s) (attach copy):** (at least 1 full-time equivalent PER SHIFT required)

**Allergen Awareness Certification (attach copy):**

**Has your menu changed from last year?**  Yes  No

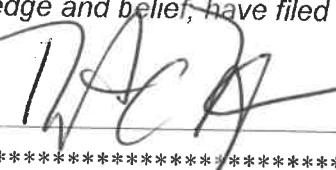
*If yes please attach copy of menu or provide description of food to be prepared and sold:*

**Section 4 - Attestation**

**Attestation**

*I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.*

**Signature of Applicant:**



**Date:**

10/27/17

\*\*\*\*\*

**Application Checklist:**

**Food Service Permit Application**

**Smoke Detector/Fire Protection Certification**

**Workers Compensation Affidavit/Certificate of Insurance**

**Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report**

**Copy of Service report of mechanical washing equipment (Dishwasher) - 70**

**Copy of ServSafe Certification and Allergy Awareness**

**Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)**

**FOR HEALTH DEPARTMENT USE ONLY**

Comments: \_\_\_\_\_

Review by \_\_\_\_\_

Date \_\_\_\_\_

**Number: 2018-010**

**Fee \$75.00**

**Town of Truro Board of Health**  
**24 Town Hall Road, Truro, MA 02666**  
**Permit To Operate A Food Establishment**

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

**Robert Montano, mgr., d/b/a Montano's Restaurant**

Whose place of business is **481 Route 6**

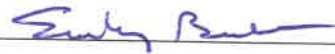
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**  
(City or Town)

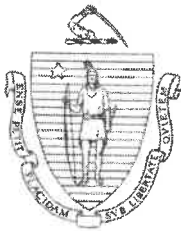
Permit Expires: **December 31, 2018**

Date Issued: *October 31, 2017*

**Seating: 188**



**Truro Board of Health Agent**



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.  
 TO BE FILED WITH THE PERMITTING AUTHORITY.

**Applicant Information**

Please Print Legibly

Business/Organization Name: Montano's Restaurant

Address: PO Box 718

City/State/Zip: N. Truro, MA 02652

Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

- 1.  I am an employer with 12 employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: Oceanpoint Insurance Agency

Insurer's Address: 500 West Main Rd.

City/State/Zip: Middletown, RI 02852

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 5/22/2018

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: [Handwritten Signature]

Date: 10/27/17

Phone #: 508 88 487 2026

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Magic Wand Services**

**(508)759-8328**

**C of C # HC000072 Expires: 7/17/18**

**COMMERCIAL COOKING EQUIPMENT  
"INSPECTION/CLEANING REPORT"**

**Date:** 6/10/17

**Business:** Montano's

**Address:** RT 6 Truro

**Phone/Contact:** Bob

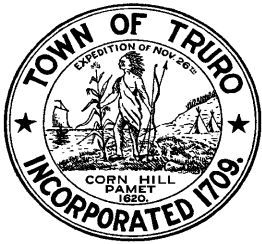
**Services Conducted: Clean and/or inspect cooking hood,  
vent fan and filters**

**{ } Check if notice of Non-Compliance was issued.**

**Date sent to Fire Dept.**                     N/A  
**Date sent to cooking establishment**                     

**Note: A copy of this report and any attachments shall be kept by both the service company and the customer for a period of three years. Such records shall be open for inspection by the Local Fire Department during regular business hours.**

**Inspected by:** 



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Approval of the 2018 Annual Alcohol Licenses

**EXPLANATION:** The 2018 annual alcoholic beverage license approval is before you as the Local Licensing Authority per Mass General Law (MGL 138 § 12 and 15), Truro has five (5) such licenses:

1. Pamet Valley Package-off premise, all alcohol; ABCC #00009-PK-1292
2. Montano's Restaurant-on premise, all alcohol; ABCC #00019-RS-1292
3. Truro Vineyards of Cape Cod Farmer Winery; ABCC #00035-PP-1292
4. Salty Market-off premise, all alcohol; ABCC #00036-PK-1292
5. Truro Vineyards of Cape Cod Farmer Distillery; ABCC # 00037-PP-1292

All Liquor Liability copies of Certificate of Insurance and Certificates of Inspection as required by the Alcoholic Beverages Control Commission will be in compliance with the Town (pouring license only requirement) before issuance of 2018 annual licenses as of December 31st.

**IMPACT IF NOT APPROVED:** The Annual Alcohol License holders will not be issued an alcohol license for 2018.

**SUGGESTED ACTION:** *MOTION TO approve the 2018 annual alcohol licenses for Truro Vineyards of Cape Cod, Montano's Restaurant, Salty Market, Pamet Valley Package and the ABCC applications and upon completion of all required documents submitted to the Town.*

**ATTACHMENTS:**

1. 2018 Annual Alcohol ABCC Applications-signed by business owners
2. Chief of Police Approval Memo
3. 2017 Current Licenses



Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, Massachusetts 02114**

**2018  
Retail License Renewal**

License Number: 00009-PK-1292

Municipality: TRURO

License Name : Pamet Valley Package Inc

License Class: Annual

DBA : Pamet Valley Package Inc

License Type: Package Store

Premises Address: 172 Route 6 Truro, MA 02666

License Category: All Alcoholic Beverages

Manager: John Gainey

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, Massachusetts 02114**

**2018  
Retail License Renewal**

License Number: 00019-RS-1292

Municipality: TRURO

License Name : Baddocs Inc

License Class: Annual

DBA : Montanos Restaurant

License Type: Restaurant

Premises Address: 481 Rte 6 Truro, MA 02657

License Category: All Alcoholic Beverages

Manager: Robert C Montano

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
\_\_\_\_\_  
Signature

10/30/17  
Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, Massachusetts 02114**

**2018  
Retail License Renewal**

License Number: 00035-PP-1292

Municipality: TRURO

License Name : Truro Vineyards Of Cape Cod LLC

License Class: Annual

DBA : Truro Vineyards Of Cape Cod

License Type: Farmer Winery Pouring Permit

Premises Address: 11 Shore Road Truro, MA 02652

License Category: Wines Only

Manager: David J Roberts

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:







Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, Massachusetts 02114**

**2018  
Retail License Renewal**

License Number: 00036-PK-1292      Municipality: TRURO  
License Name : Salty Market LLC      License Class: Annual  
DBA : Salty Market      License Type: Package Store  
Premises Address: 2 Highland Rd Truro, MA 02652      License Category: All Alcoholic Beverages  
Manager: Ellery Paul Althaus

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

  
Signature

  
Date

Additional Information:





Jean M. Lorizio, Esq.  
Commission Chairman

**Commonwealth Of Massachusetts  
Department Of The State Treasurer  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, Massachusetts 02114**

**2018  
Retail License Renewal**

License Number: 00037-PP-1292

Municipality: TRURO

License Name : Truro Vineyards Of Cape Cod LLC

License Class: Annual

DBA : Truro Vineyards

License Type: Farmer ~~Winery~~ <sup>Distillery</sup> Pouring Permit

Premises Address: 11 Shore Rd Truro, MA 02666

License Category: ~~Wines Only~~ <sup>Farmer Distillers</sup>

Manager: David Roberts

---

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

Date

Additional Information:





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) & [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

### MEMO

**To:** Chief Craig Danziger, Truro Police Department  
**From:** Nicole Tudor, Executive Assistant  
**Date:** October 24, 2017  
**Re:** 2018 Annual Liquor License Renewals for Review

Below please find 5 annual Truro alcohol licenses seeking renewal for their 2018 alcohol licenses. Please advise with any concerns or comments on these renewals for Board of Selectmen approval to be held at a future meeting. Thank you.

**2018 Annual Renewal applicants:**

- 1. Baddocs, Inc., dba **Montano's Restaurant**, 481 Route Six, Robert C. Montano, Manager  
 License #00019-RS-1292 (ABCC) Class: Annual Type of License: Restaurant  
 Category: All Alcohol

Approved/No Issues or Violations  Reason for Denial   
 Comments: \_\_\_\_\_

- 2. **Pamet Valley Package, Inc.**, 172 Route Six, John Gainey, Manager  
 License #00009-PK-1292 (ABCC) Class: Annual Type of License: Package Store  
 Category: All Alcohol

Approved/No Issues or Violations  Reason for Denial   
 Comments: \_\_\_\_\_

- 3. Salty Market, LLC., dba **Salty Market**, 2 Highland Rd, Ellery Paul Althaus, Manager  
 License #00036-PK-1292 (ABCC) Class: Annual Type of License: Package Store  
 Category: All Alcohol

Approved/No Issues or Violations  Reasons for Denial   
 Comments: \_\_\_\_\_

4. **Truro Vineyards of Cape Cod, LLC**, dba Truro Vineyards, 11 Shore Rd, David J. Roberts, Manager  
License #00035-PP-1292 (ABCC) Class: Annual Type of License: Pouring Permit  
Category: Wine Only

Approved/No Issues or Violations

Reasons for Denial

Comments: \_\_\_\_\_

5. **Truro Vineyards of Cape Cod, LLC**, dba Truro Vineyards, 11 Shore Rd, David Roberts, Manager  
License #00037-PP-1292 (ABCC) Class: Annual Type of License: Pouring Permit  
Category: Farmer Distillers


Approved/No Issues or Violations

Reasons for Denial

Comments: \_\_\_\_\_

POLICE DEPARTMENT APPROVAL

Date: 10/24/17

Signature:   
Chief of Police

01988 G01ES 435S  
All rights reserved

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The Town of Truro

MASSACHUSETTS

HEREBY GRANTS A

## RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

Not To Be Drunk On the Premises

To Pamet Valley Package Store, Inc.

John Gainey, Manager

on the following described premises

1 1/2 story building with basement, 1st floor has four rooms, 2nd floor

has 1 room. Basement has 4 rooms for storage. Located at 172 Route 6

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2017 unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 15th day of November 2016

The Hours during which Alcoholic Beverages may be sold are

From

Monday-Saturday:

8:00AM-11:00PM

Sundays: 10:00AM-11:00PM

ABCC License # 00009-PK-1292

LICENSING BOARD

01 998 00ES 4333  
All Rights Reserved

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The...Town.....of.....Truro.....

MASSACHUSETTS

HEREBY GRANTS A

## COMMON VICTUALER

License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages

To Be Drunk On the Premises

To Baddocs, Inc., Robert C. Montano, Manager.....

.....d/b/a Montano's Restaurant.....

on the following described premises

... Located at 481 Route Six, Truro, MA.....

... 1.1/2 story building with two cellars... 1st floor has three rooms.....

... restaurant and lounge... Cellars are for storage.....

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2017., unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 15th..... day of November..... 2016..

The Hours during which Alcoholic Beverages may be sold are

From.....

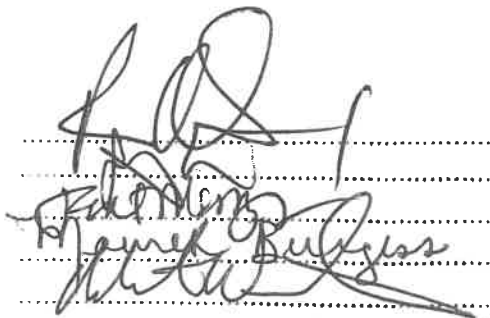
Monday-Saturday:.....

8:00AM-1:00AM.....

Sundays:12:00 Noon-1:00AM.....

.....

.....



LICENSING BOARD

ABCC # 00019-RS-1292

THIS LICENSE SHALL BE DISPLAYED ON THE PREMISES IN A CONSPICUOUS POSITION WHERE IT CAN EASILY BE READ



**2017 LICENSE  
ALCOHOLIC BEVERAGES**

**THE LICENSING BOARD OF  
THE TOWN OF TRURO  
MASSACHUSETTS  
HEREBY GRANTS A**

**LIQUOR LICENSE**  
of the following description:

**FARMER-WINERY POURING PERMIT**

---

**To Be Consumed on the Premises**

---

To Truro Vineyards of Cape Cod LLC, David J. Roberts, Manager

On the following described premises

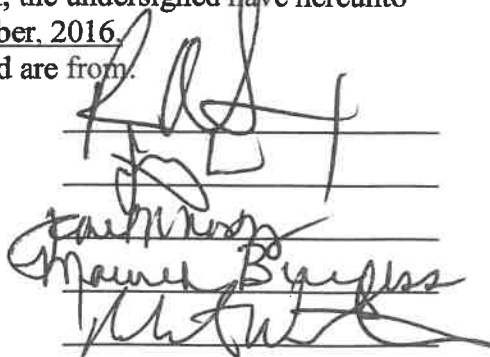
A farm winery located at 11 Shore Road with both an indoor and outdoor tasting area (weather dependent), located within an 1858 sq. ft. retail area, a 450 sq. ft. outdoor patio and a 3200 sq. ft. Tasting Pavilion area. Indoor tasting room has four entrances and exits.

These areas, approximately 5500 sq. ft, which can only be used for the sale and pouring of wine produced by the farmer winery, or produced for the farmer winery, and sold under the farmer winery brand name. This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31, 2017, unless earlier suspended, cancelled, or revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 15th day of November, 2016.  
The hours during which alcoholic beverages may be sold are from:

Monday-Saturday:

11 am – 8 pm

Sunday: 12 pm – 8 pm

  
\_\_\_\_\_  
\_\_\_\_\_  
Marnie Burgess  
\_\_\_\_\_  
\_\_\_\_\_

ABCC # 00035-PP-1292

Licensing Board, Town of Truro

# LICENSE ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF

The TOWN of TRURO

MASSACHUSETTS

HEREBY GRANTS A

## RETAIL PACKAGE GOODS STORE

License to Expose, Keep for Sale, and to Sell

**All Kinds of Alcoholic Beverages**

**Not To Be Drunk On the Premises**

To SALTY MARKET, LLC  
ELLERY PAUL ALTHAUS, MANAGER

on the following described premises

Located at 2 Highland Rd. 2 1/2 story building with 1 salesroom for groceries, 1 small  
open room for liquor and back room for prep area for deli. 1 entrance and exit in front of  
building and 2 doors in rear for receiving. Basement for storage, 1/3 size of store.

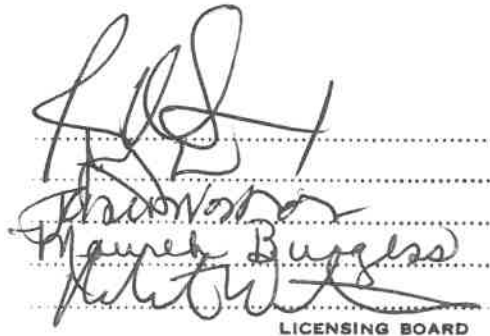
This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31st, 2017, unless earlier suspended, cancelled or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 15th day of November, 2016.

The Hours during which Alcoholic Beverages may be sold are

From .....  
Monday thru Saturday 8:00am- 11:00pm  
Sunday sales from 10:00am until 11:00pm

ABCC LICENSE # 00036-PK-1292

  
Maurice Burgess  
LICENSING BOARD



2017 LICENSE  
ALCOHOLIC BEVERAGES

THE LICENSING BOARD OF  
THE TOWN OF TRURO  
MASSACHUSETTS  
HEREBY GRANTS A

**LIQUOR LICENSE**  
of the following description:

**FARMER-DISTILLERY POURING PERMIT**

---

**To Be Consumed on the Premises**

---

To Truro Vineyards of Cape Cod LLC, dba South Hollow Spirits, David J. Roberts, Manager

On the following described premises

Two story wood building, four entrances and exits, total square feet 1963, located at 11 Shore Road, Truro.

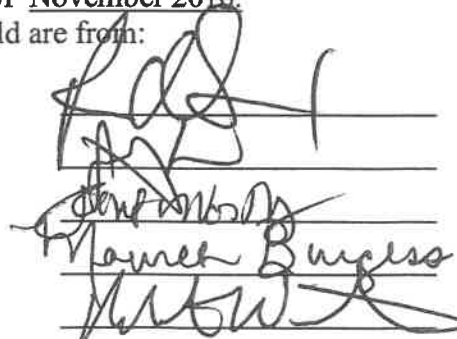
These areas, approximately 1963 sq. ft, which can only be used for the sale and pouring of rum produced by the farmer distillery, or produced for the farmer distillery, and sold under the farmer distillery brand name. This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. This license expires December 31, 2017, unless earlier suspended, cancelled, or revoked. In testimony whereof, the undersigned have hereunto affixed their official signatures this 15th day of November 2016.

The hours during which alcoholic beverages may be sold are from:

Monday-Saturday:

11 am - 8 pm

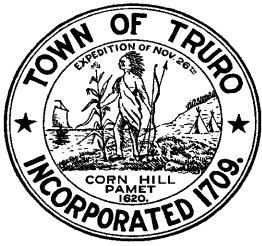
Sunday: 12pm - 8pm



Three handwritten signatures are present, each written over a horizontal line. The signatures are in cursive and appear to be those of the undersigned mentioned in the text above.

Licensing Board, Town of Truro

ABCC # 00037-PP-1292



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** November 14, 2017

**ITEM:** Review and Hold or Release Executive Session Minutes

**EXPLANATION:** There is a drop box folder labeled Executive Session Minutes with the meeting minutes for your review, approval and determination to release or hold. The July 25<sup>th</sup>, 2017 minutes meet the Public Records Law criteria and would be in the Town's best interest to hold.

**IMPACT IF NOT APPROVED:** The Public Records Law will not be followed.

**SUGGESTED ACTION:** *Motion to approve and hold the Executive Session Minutes.*

**ATTACHMENTS:**

1. Executive Session Minutes in Dropbox

# DRAFT

**Truro Board of Selectmen Meeting  
Truro Public Safety Facility  
Tuesday, October 17, 2017**

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

**Regrets:** Jay Coburn

**Present:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

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

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

The Board considered the appointment of Stephanie Rein to the Cable and Internet Advisory Committee. Ms. Rein explained her interest in joining the Committee.

Maureen Burgess moved to approve the appointment of Stephanie Rein to the Cable and Internet Advisory Committee. Robert Weinstein seconded, and the motion carried 4-0.

## **BOARD OF SELECTMEN ACTION**

### ***Funds from the Affordable Housing Trust***

Housing Authority Chair Carl Brotman said that the Housing Authority would like to buy down the price of 10 Firehouse Rd., a deed restricted Affordable home that is being resold. If the Housing Authority is unable to assist a potential buyer with a buy-down, the loss of a deed restricted home from the Truro Subsidized Housing inventory will result.

Robert Weinstein moved to authorize the use of up to \$40,000 from the Affordable Housing Trust for the sale and repurchase of a deed restricted home at 10 Firehouse Road. Janet Worthington seconded, and the motion carried 4-0.

Carl Brotman also discussed other expenditures and asked if the Selectmen thought the Housing Authority could apply to the Community Preservation Committee for a replenishment of the Housing Trust Fund. Town Manager Rae Ann Palmer said this is done in many towns.

### ***Discussion of FY2019 Budget with Finance Committee***

Finance Committee members, Lori Meads, Robert Panessiti, Richard Wood, Roberta Lema, and Dennis Clark, joined the Selectmen to discuss the Fiscal Year 2019 Budget and brought their meeting to order. Chair Paul Wisotzky said the Board of Selectmen would be drafting their Budget Message after this meeting. Finance Committee Chair Robert Panessiti discussed concepts for services and their costs. He said they considered the demographics of the town for determining importance of services. The Budget Task Force will look at staff salaries, he said. He discussed housing concerns and policies for people who work in Truro. He said the Boards need to be open to change and look at services that need improvement. He said they cannot predict level funding for Fiscal Year 2019, although that is desirable. He reviewed how municipal finance works by appropriation and planning in advance.

Paul Wisotzky added that the Capital Budget needs to be realistic as well. Robert Weinstein urged people to attend Budget Task Force meetings, which are open to all. He mentioned the interest in taping those meetings for Local TV and the Town Website. Members of both boards and the Town Manager exchanged possibilities for taping meetings or key meetings without inhibiting the flow of the valuable input from department heads. Rae Ann Palmer said some compromise could be reached on what Budget Task Force meetings might be taped. She will work out costs for videotaping some or all the meetings.

Richard Wood moved to adjourn the Finance Committee meeting. Lori Meads seconded, and the motion carried by consensus. The Finance Committee adjourned their meeting at 5:53 p.m.

### ***Discussion of Open Meeting Law Complaint***

Town Manager Rae Ann Palmer said that an Open Meeting Law complaint was filed on September 20, 2017 from the Part-time Resident Taxpayers' Association. Town Counsel has prepared a response. Paul Wisotzky said that Town Counsel was confident that there was no violation of Open Meeting Law, and he agrees. Ms. Palmer explained the process of review by the Attorney General.

Maureen Burgess moved to authorize the Town Counsel to send a response to the Attorney General for the Part-time Residents Open Meeting Law complaint. Janet Worthington seconded, and the motion carried 4-0.

### ***Review Board of Selectmen Policies***

Town Manager Rae Ann Palmer presented the next ten Board of Selectmen Policies that were being reviewed:

1. Policy #28 – *Curb Cut Policy*  
Town Counsel is reviewing changes staff has prepared for Policy #28.
2. Policy #29 – *Travel Reimbursement Policy*  
This policy now clarifies how, when and by whom town business travel is approved and reimbursements are granted.
3. Policy #30 – *Senior Municipal Service Program*  
This policy was updated to include more general wage information, the participants' receipt of credit, and how the hours of service fluctuate.
4. Policy #31 - *Written Complaints and Communications*  
The policy now reflects the change in title to Town Manager and clarifies how complaints about Town employees are handled.
5. Policy #32 – *Gift Acceptance Policy*  
A revision has been submitted to Town Counsel for review.

(Policy #33 was rescinded on April 22, 2015)

6. Policy #34 – *Liaison Policy*  
The only change to the policy was to reflect the title of Town Manager.
7. Policy #35 – *Policy of Town Administrator's Powers of Appointment*  
The policy is in the process of being updated and will be sent to Town Counsel for review. Changes are being made to match the Town Charter and current hiring practices, especially for Department Heads.
8. #36 – *Truro Fire Rescue GO#115: Enrollment in Town Insurance Plans*  
No changes were recommended for this policy.
9. Policy #37 – *Procedural Relationships of Town Government Entities*  
Changes in this policy reflect the Town Charter changes, including the appointing authority and supervision.

10. Policy #38 – *Facilities Naming Policy*

Naming of trails and conservation areas are included in the policy. Establishment of dedication or memorial sites on Town property will require Board of Selectmen approval.

Temporary memorials are subject to review by the Town Manager and Police Chief.

Robert Weinstein commented on Policy #31. He asked for Town Counsel's attention to anonymous complaints on safety issues. He also pointed out a needed language change to Town "Manager."

Maureen Burgess moved to accept Policy #'s 29, 30, 34, 36, 37 and 38. Janet Worthington seconded, and the motion carried 4-0.

**CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. Water Service Application for 276 Shore Rd-Days Cottages Units 1-23

2. FY17 CDBG Grant Administrator Contract with Bailey Boyd Associates

B. Review and Approve Reappointment of Amy Rogers, Commission on Disabilities

C. Review and Approve Board of Selectmen Minutes: September 19, 2017 Regular, September 19, 2017 Work Session, and September 26, 2017

Robert Weinstein moved to approve the consent agenda. Maureen Burgess seconded, and the motion carried 4-0.

**SELECTMEN REPORTS AND TOWN MANAGER REPORT**

Robert Weinstein reported on the last Municipal Planning Organization's meeting. Phase II for the bike route is expected to go forward, he said. He also mentioned proposed changes on Route 6 in Wellfleet that could affect travel to Truro. Town Manager Rae Ann Palmer announced the Deed Signing for the Cloverleaf property. This will be held on October 20, 2017 at Truro Town Hall. She said the survey on house size in the Residential District of Truro is on the Town Website.

**SELECTMEN COMMENTS**

Maureen Burgess said Truro had been well represented at the first session of the Housing Institute, which is being offered at Preservation Hall in Wellfleet.

Paul Wisotzky reminded everyone to vote on October 24, 2017 on the Cape Tech project.

**NEXT MEETING AGENDA**

Rae Ann Palmer reviewed agenda items for the next meeting Tuesday, October 24, 2017. The anticipated agenda includes: discussion of joint filing with the Truro Conservation Trust for a CPA grant; formation of the Budget Message; and discussion of taping Budget Task Force meetings.

**ADJOURNMENT**

Maureen Burgess moved to adjourn. Janet Worthington seconded, and the motion carried 4-0. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Mary Rogers, Secretary

---

Paul Wisotzky, Chair

---

Maureen Burgess Vice-chair

---

Jay Coburn

---

Janet Worthington,

---

Robert Weinstein, Clerk

**Public Records Material of 10/17/17**

1. Appointment papers for Stephanie Rein
2. Open Meeting Law complaint materials
3. Selectmen's Policies #'s 28-32 and #'s 34-38
4. Water Service Application for 276 Shore Rd-Days Cottages Units 1-23
5. FY17 CDBG Grant Administrator Contract with Bailey Boyd Associates
6. Reappointment papers of Amy Rogers, Commission on Disabilities

# DRAFT

**Truro Board of Selectmen Meeting  
Truro Public Safety Facility  
Tuesday, October 24, 2017**

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

**Present:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

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

## **PUBLIC COMMENT**

Gregg Russo expressed his desire to see more lights in Truro Center during the holiday season.

## **BOARD OF SELECTMEN ACTION**

### ***Housing Production Plan***

Housing Authority Chair Carl Brotman, Vice-chair Kevin Grunwald, Highland Affordable Housing representative Adrian Cyr and Housing Specialist Leedara Zola presented the Housing Production Plan, the blueprint for action to meet Affordable Housing needs. There will be a follow-up meeting for the public at the end of November, Mr. Brotman said. Leedara Zola showed PowerPoint slides to explain the plan and the process of getting it approved. Slides featured statistics on the aging population, seasonal and year-round home construction, projected trends, definition of *Affordable*, Truro's goals, the current inventory, and action items for production. The Housing group answered questions from the Selectmen which included: finding available land, data on year-round housing, working with the Planning Board, incentives for developers to create Affordable units, and distinguishing between rental and ownership opportunities. Jay Coburn offered insights into Affordable housing available in Eastham. Carl Brotman said that the Housing Authority is interested in Town Hall Hill as a potential site for Affordable structures. The Selectmen decided that they were ready to endorse the plan.

Jay Coburn moved to adopt the Truro Housing Production Plan. Janet Worthington seconded, and the motion carried 5-0.

### ***Joint Filing with Truro Conservation Trust for CPC Grant***

Truro Conservation Trust President Fred Gaechter asked that the Town apply jointly with the Trust for a Community Preservation grant for \$250,000 for the purchase of 2 Kill Devil Rd. (Map 42, Parcel 303). The purchase would enable the extension of Great Hollow Beach by 267 feet. Mr. Gaechter said the Town would own the property, and the Trust would hold the conservation restriction. He spoke on the importance of collaborative efforts among Town boards. Paul Wisotzky asked about last year's matching grant for the same property and about future maintenance of the lot. Mr. Gaechter said the Trust would maintain any benches or picnic tables that would be placed there. He also said the parking lot has the capacity to meet an expansion. Jay Coburn expressed reservations about using money that could be spent on Affordable Housing. Mr. Gaechter said the Conservation Trust has a policy of not competing with viable Community Housing applications that are before the CPC. He said the Trust considered the recreation component for the beach worth the effort. Maureen Burgess and Jan Worthington expressed support for the Conservation Trust's application. Fred Gaechter said there is also a state grant available for conservation land.

Maureen Burgess moved to authorize a joint filing of a Community Preservation grant application by the Town and the Truro Conservation Trust for the purchase of 2 Kill Devil Rd. to extend the Town beach at Great Hollow. Janet Worthington seconded, and the motion carried 4-1.

***Board of Selectmen Budget Message***

Chair Paul Wisotzky and the Board reviewed the Budget Message.

Robert Weinstein moved to approve the Budget Message for Fiscal Year 2019. Janet Worthington seconded, and the motion carried 5-0.

***Policies Revised by Town Counsel***

Town Manager Rae Ann Palmer reported on Town Counsel's review of three Selectmen's Policies.

***Policy #19 — Sexual Harassment Policy***

Town Administrator references were replaced with Town Manager and all contact information was updated for filing complaints.

***Policy #25 — Drug Free Workplace Policy***

Compliance information regarding Federal requirements was added. Irrespective of Massachusetts legislation, marijuana is still classified as a controlled substance.

***Policy #26 — Equal Opportunity Policy Statement***

Added to the list of statuses protected by the policy were: pregnancy, gender identity, parental status, family medical history or genetic information, political affiliation and military service.

Robert Weinstein moved to accept the proposed revisions for Policies #19, #25 and #26. Maureen Burgess seconded, and the motion carried 5-0.

***Discussion of Process to Appoint Part Time Resident Advisory Committee Applicants***

Paul Wisotzky said one of the applicants couldn't be here for an interview with the Selectmen. This made him question the timing of the interviews. He said he will send the applicants the meeting schedule and let them decide when to come for the interview.

***Budget Task Force Procedure and Schedule***

Rae Ann Palmer had researched costs for videotaping Budget Task Force meetings. She was also working on the planned schedule for the meetings. Selectmen discussed what meetings should be videotaped. There was a variety of opinion, but Janet Worthington advocated for all meetings being taped for transparency and better public awareness.

Janet Worthington moved to videotape the Budget Task Force meetings for FY19. Maureen Burgess seconded, and the motion carried 3-2.

Maureen Burgess moved to approve the schedule for the Budget Task Force meetings. Janet Worthington seconded, and the motion carried 5-0.

**CONSENT AGENDA**

- A. Review/Approve and Authorize Signature: 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 27<sup>th</sup>, and Approval of ABCC Charity Wine License Application
- C. Renewal of Temporary Borrowing Note for Jetty Repairs, Landfill Capping, and Fire Engine



Jay Coburn moved to approve the Consent Agenda as presented. Robert Weinstein seconded, and the motion carried 5-0.

**SELECTMEN REPORTS AND TOWN MANAGER REPORT**

Robert Weinstein, Paul Wisotzky and Maureen Burgess praised the Housing Institute, which they have been attending at Wellfleet’s Preservation Hall. Paul Wisotzky acknowledged the ceremonial signing of the Cloverleaf Property deed, held last week. He also announced the Highland Affordable Housing’s special recognition for Carl Brotman, which will be held Friday, October 27, 2017 at the Community Center. Janet Worthington expressed interest in holding collaborative workshops with other boards. Rae Ann Palmer reviewed ideas for a joint meeting with the Provincetown Board of Selectmen, a work session to be held on November 21, 2017 at 6 p.m.

**NEXT MEETING AGENDA**

Rae Ann Palmer reviewed agenda items for the Tuesday, November 14, 2017 meeting: an appointment of a representative to the Cape Cod Seashore Advisory Board, policies reviewed by Town Counsel, the remaining list of Selectmen’s Policies to be reviewed, and licenses.

**ADJOURNMENT**

Jay Coburn moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0. The meeting was adjourned at 6:25 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Paul Wisotzky, Chair

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Maureen Burgess Vice-chair

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Jay Coburn

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Janet Worthington

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Robert Weinstein, Clerk

**Public Records Material of 10/24/17**

1. Housing Production Plan
2. Application for CPA funds for Great Hollow Beach lot
3. Draft Budget Message
4. Policies reviewed by Town Counsel
5. Budget Task Force Schedule
6. Joint application with the Truro Housing Authority for funds for the Affordable Housing Trust.
7. Application for One Day Alcohol License for Highland Affordable Housing, October 27<sup>th</sup>, and Approval of ABCC Charity Wine License Application
8. Renewal of Temporary Borrowing Note for Jetty Repairs, Landfill Capping, and Fire Engine