



# Truro Select Board

Tuesday, July 14, 2020

Remote Meeting-5:00pm

## AMENDED

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1 866 899 4679 and enter the following access code when prompted: 913-534-669.** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively. Citizens may also provide public comment for this meeting by emailing the Town Manager at [rpalmer@truro-ma.gov](mailto:rpalmer@truro-ma.gov) with your comments.

### 1. PUBLIC COMMENT

### 2. PUBLIC HEARINGS NONE

### 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

### 4. TABLED ITEMS NONE

### 5. SELECT BOARD ACTION

- A. Election of Select Board Officers (Chairs, Vice-Chair, and Clerk)  
Presenter: Select Board Members
- B. Review and Approve Select Board Liaison List  
Presenter: Select Board Members
- C. Update on FY20 Goals and Objectives  
Presenter: Rae Ann Palmer, Town Manager
- D. Discussion on Truro Policing  
Presenter: Chief of Police Jamie Calise

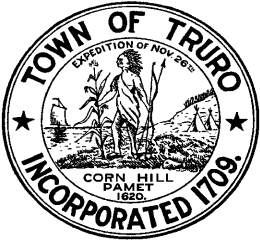
### 6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - 1. *Reappointment of Tracey Rose to the Board of Health*
  - 2. *Reappointment of Meredith Goff to the Board of Health*
  - 3. *Reappointment of Heidi Townsend to the Zoning Board of Appeals*
  - 4. *Reappointment of Jason Silva to the Board of Health*
- B. Review and Approve 2020 Seasonal Licenses: None
- C. Review and Approve Select Board Minutes: June 9, 2020 and June 16, 2020

### 7. SELECT BOARD REPORTS/COMMENTS

### 8. TOWN MANAGER REPORT

### 9. NEXT MEETING AGENDA: July 28<sup>th</sup>



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** July 14, 2020

**ITEM:** Election of Select Board Officers

**EXPLANATION:** Annual election of the Chair, Vice Chair and Clerk of the Board.

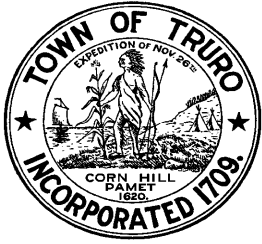
**SUGGESTED ACTION:**

*Motion to approve \_\_\_\_\_ as Chair of the Select Board.*

*Motion to approve \_\_\_\_\_ as Vice-Chair of the Select Board.*

*Motion to approve \_\_\_\_\_ as Clerk of the Select Board.*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** July 14, 2020

**ITEM:** Approval of Select Board Liaisons

**EXPLANATION:** Review and approve Select Board liaisons to other appointed and elected committees.

**SUGGESTED ACTION:** *Motion to approve the revised list of liaison assignments.*

**ATTACHMENTS:**

1. Current (FY20) Liaison assignments
2. #34 Select Board Liaison Policy

## BOARDS AND COMMITTEES LIAISON LIST FY2020

Board/Committee/Commission	Select Board Liaison
Agricultural Commission	
Appeals, Zoning Board of	Susan Areson
Assessors, Board of	
Beach Commission	Jan Worthington
Bike and Walkways Committee	Bob Weinstein
Cable and Internet Advisory Committee	Kristen Reed
Cemetery Commission	Jan Worthington
Charter Review Committee	Kristen Reed
Climate Action Committee	Stephanie Rein
Commission on Disabilities	Stephanie Rein
Community Preservation Committee	Bob Weinstein
Conservation Commission	Stephanie Rein
Council on Aging Board	Jan Worthington
Cultural Council	Kristen Reed
Energy Committee	Bob Weinstein
Finance Committee	Susan Areson
Fire & Rescue Department	Jan Worthington
Health, Board of	Susan Areson
Historical Commission	Susan Areson
Housing Authority	Kristen Reed
Human Services Committee	Kristen Reed
Library Trustees	Bob Weinstein
Local Comprehensive Planning Committee	Susan Areson
Open Space Committee	Susan Areson
Pamet Harbor Commission	Jan Worthington
Planning Board	Jan Worthington
Recreation Commission	
Recycling Committee	Kristen Reed
School Committee	Bob Weinstein
Shellfish Advisory Committee	Bob Weinstein
Taxation Aid Committee	Jan Worthington
Truro Concert Committee	Jan Worthington
Water Resources Oversight Committee	Stephanie Rein

# TOWN OF TRURO

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

## Policy Memorandum #34

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

**Subject:** Selectmen Liaison Policy

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


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

### **Liaison Responsibilities:**

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

**Multi-Member Boards, Committees and Commissions Responsibilities:**

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

  
\_\_\_\_\_  
Paul Wisotzky, Chairman

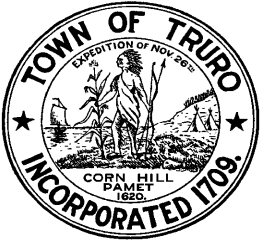
  
\_\_\_\_\_  
Maureen Burgess, Vice-Chairman

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

  
\_\_\_\_\_  
Janet Worthington

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

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** July 14, 2020

**ITEM:** Update on FY2020 Goals and Objectives

**EXPLANATION:** At the July 9, 2019 Select Board meeting, the FY2020 Goals and Objectives were adopted. Attached is the final progress update for FY 2020 for review and discussion. Due to the unexpected events during the year and the Covid 19 public health emergency, the Select Board and staff attention had to be focused on more critical issues and as a result, many of the goals remain unfinished. Additionally, with the moratorium on public gathering and the postponement of Town Meeting, the Goals and Objectives for FY 2021 are not prepared. I recommend that you review the existing goals and objectives to determine which ones you wish to pursue along with any additional goals for FY2021, and at the next meeting discuss a set of draft goals for FY 2021. A virtual public hearing can then be scheduled.

**SUGGESTED ACTION:** Discussion only

**ATTACHMENTS:**

1. FY2020 Goals and Objectives



# TOWN OF TRURO

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

## Values and Fiscal Year 2020 Goals and Objectives

### **VALUES:**

The Town of Truro holds the following values that inform our approach to governance and municipal services. They are the guiding principles that drive all of the activities undertaken by any staff, volunteer, elected or appointed official in the Town of Truro. They embody our beliefs and our highest aspirations.

#### **Excellence:**

We strive to provide the highest quality services that are responsive to the needs of our residents and visitors. We engage in continuous learning, draw from past experience and strive to get it right the first time.

#### **Integrity:**

We hold ourselves to high ethical standards and commit to behave lawfully, respectfully, honestly and fairly.

#### **Openness and Transparency:**

We commit to sharing information, working inclusively and to hold ourselves accountable.

#### **Historic and Environmental Protection:**

We work diligently to maintain the historic rural and coastal character and culture of Truro and to be strong stewards of our fragile environment.

#### **Fiscal Integrity:**

We believe in sound fiscal policy and practice.

#### **Diversity:**

We strive to create a community that values diversity and is available, accessible and open to all.

#### **Collaboration:**

We believe in working with others to solve problems and address community need both local and regionally.

### **GOALS AND OBJECTIVES:**

Each year, as a way of articulating policy and priorities, the Truro Select Board develops goals and objectives. These are intended to provide guidance and direction to the Town Manager and her appointees, the Police and Fire Chiefs, and all of the Town's multi-member bodies.



The goals and objectives are divided into five broad categories:

- TOWN SERVICES
- FISCAL MANAGEMENT
- PUBLIC SAFETY
- COMMUNITY SUSTAINABILITY
- COMMUNITY ENGAGEMENT & GOVERNANCE

Some of the objectives and activities are ongoing or continuing from FY2015 or earlier.

The Truro Select Board has agreed to pursue the following goals and objectives for Fiscal Year 2020: July 1, 2019 through June 30, 2020.

### **TOWN SERVICES**

**THE TOWN OF TRURO WILL PROVIDE EFFICIENT AND EFFECTIVE MUNICIPAL SERVICES THAT MEET THE NEEDS OF YEAR-ROUND RESIDENTS, PART-TIME RESIDENTS AND VISITORS.**

TS1. The Select Board will develop a policy that addresses uses and modifications to Town-owned property.

### **FISCAL MANAGEMENT**

**THE TOWN OF TRURO WILL DEVELOP SHORT AND LONG-TERM TERM FISCAL POLICIES THAT INCREASE REVENUE FROM SOURCES OTHER THAN PROPERTY TAXES AND MINIMIZE ANNUAL BUDGET GROWTH.**

FM1. The Town Manager will work with the Finance Committee and Select Board to initiate a review in October of all services as part of the budget development analysis. The Town Manager will begin the FY 2021 Budget with staff in September.

### **PUBLIC SAFETY**

**THE TOWN OF TRURO WILL PROVIDE HIGH QUALITY AND COST EFFECTIVE POLICE, FIRE AND EMERGENCY SERVICES TO RESIDENTS AND VISITORS IN COORDINATION AND COLLABORATION WITH NEIGHBORING TOWNS.**

PS1. The Select Board and Town Manager will review and revise the existing General Noise Bylaw.

PS2. The Select Board, working with the Town Manager and Emergency Management Director, will develop an initiative for neighborhood storm teams for natural disasters.

## COMMUNITY SUSTAINABILITY

### THE TOWN OF TRURO WILL SUPPORT POLICIES AND PROGRAMS THAT:

- **FOSTER SUSTAINABLE AND APPROPRIATE ECONOMIC DEVELOPMENT**
- **CREATE MORE AFFORDABLE, YEAR –ROUND PLACES FOR PEOPLE TO LIVE**
- **PROTECT AND RESTORE OUR FRAGILE ENVIRONMENT**

- CS1. (ENVIRONMENTAL) The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:
- a. *Pamet River Tidal Flow Restoration & Watershed Study*: Review Army Corps culvert replacement recommendations; determine best course of action; initiate engineering and cost estimating; prepare appropriate article for the 2020 Annual Town Meeting.
  - b. *East Harbor Culvert Replacement*: Complete second phase of culvert replacement between Shore Road and Route 6 in fall/winter of 2019.
  - c. *Mill Pond and Eagle Creek Repairs & Improvement* The final design for necessary repairs/replacement completed by the end of July 2019; construction scheduled for fall/winter 2019.
  - d. *Little Pamet Watershed Study & Culvert Repair*: Culvert replacement recommendations and construction estimate completed in the first quarter; funding source to be identified and if required, article prepared for 2020 Annual Town Meeting.
  - e. *Coastal Management*: Pending grant approval from the Office of Coastal Zone Management, in partnership with the Center for Coastal Studies and the Towns of Provincetown, Wellfleet and Eastham, work will begin on developing a comprehensive intermunicipal shorefront management plan to improve coastal resiliency for the bay shoreline.
- CS2. (ENVIRONMENTAL) The Select Board will develop a charge and appoint a Climate Action Committee as requested by Article 17 at the 2019 Annual Town Meeting.
- CS3. (HOUSING) The Select Board will hold a joint work session meeting with the Truro Housing Authority to develop ideas for affordable home ownership initiatives that would diversify the range of housing stock for people of varying AMI levels and to proactively initiate efforts to address the growing housing affordability gap.
- CS4. (HOUSING) The Select Board working with the Planning Board and the Zoning Board of Appeals will explore ways to increase use of the ADU bylaw.
- CS5. (ECONOMIC DEVELOPMENT) The Select Board will engage with the Truro business community and explore the process of establishing a designated cultural district.
- CS6. (HOUSING) The Select Board will explore the creation of a Municipal Affordable Housing Trust under MGL c.44 s.55C and if agreed, prepare an article for approval at Town Meeting.

CS7. (ENVIRONMENTAL) The Select Board will prepare a bylaw for the 2020 Annual Town Meeting prohibiting the sale and use of balloons.

**COMMUNITY ENGAGEMENT & GOVERNANCE**

**THE TOWN OF TRURO WILL HAVE AN OPEN AND TRANSPARENT GOVERNMENT THAT PROACTIVELY ENGAGES AND INVOLVES THE TOWN'S RESIDENTS.**


CEG1. In an effort to better communicate with and gather information from citizens and visitors of Truro, the Town Manager:  
a. Review and modify the Town website so that information and documents are organized more clearly.

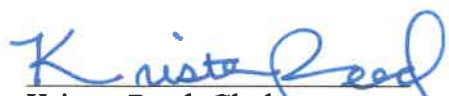
CEG2. The Select Board will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by \_\_\_\_\_. This will include:  
a. An assessment of relevance to the current and future work of the Town of Truro.  
b. Revisions to charges to ensure clarity of purpose, role and authority.  
c. Consolidation if possible and appropriate.  
d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.

CEG3. As part of the Local Comprehensive Planning process, the Select Board, Town Manager and Local Comprehensive Plan Committee will conduct an outreach, organizing and information gathering process that will engage citizens in the planning process and include the development of community-wide vision, mission and goals for the Town of Truro.

CEG4. The Select Board will create an informational manual for Town boards/committees/commissions in order to help them be more effective in their role as well as to comply with and learn about pertinent local, state and federal regulations.

  
Jan Worthington, Chair

  
Maureen Burgess, Vice-Chair

  
Kristen Reed, Clerk

  
Robert Weinstein

  
Susan Areson  
Truro Select Board

## Fiscal Year 2020 Goals and Objectives

### TOWN SERVICES

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

TS1	The Select Board will develop a policy that addresses uses and modifications to Town-owned property.
Not completed.	

## FISCAL MANAGEMENT

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

<b>FM1</b>	<b>The Town Manager will work with the Finance Committee and Select Board to initiate a review in October of all services as part of the budget development analysis. The Town Manager will begin the FY 2021 Budget with staff in September.</b>
Completed. The October 8 <sup>th</sup> Work Session of the Board was devoted to a budget development discussion. Department heads completed their services analyses for discussion at the November 12 <sup>th</sup> Work Session.	

**PUBLIC SAFETY**

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

<b>PS1</b>	<b>The Select Board and Town Manager will review and revise the existing General Noise Bylaw.</b>
Not completed.	

<b>PS2</b>	<b>The Select Board, working with the Town Manager and Emergency Management Director, will develop an initiative for neighborhood storm teams for natural disasters.</b>
A Community Conversation about Storm Preparedness on September 10 <sup>th</sup> provided an opportunity to talk about storm events with community members and to recruit neighborhood captains. Participants received information about how to prepare for storms and were asked to sign up to be Neighborhood Captains. There are currently 5 individuals registered. The Pandemic highlighted the effectiveness of grassroots community efforts by the Truro Community Kitchen and Good Neighbor   Truro.	

## COMMUNITY SUSTAINABILITY

The Town of Truro will support policies and programs that:

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

CS1	<p>(Environmental) The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <p>a. <i>Pamet River Tidal Flow Restoration &amp; Watershed Study</i>: Review Army Corps culvert replacement recommendations; determine best course of action; initiate engineering and cost estimating; prepare appropriate article for the 2020 Annual Town Meeting.</p> <p>b. <i>East Harbor Culvert Replacement</i>: Complete second phase of culvert replacement between Shore Road and Route 6 in fall/winter of 2019.</p> <p>c. <i>Mill Pond and Eagle Creek Repairs &amp; Improvement</i>: The final design for necessary repairs/replacement completed by the end of July 2019; construction scheduled for fall/winter 2019.</p> <p>d. <i>Little Pamet Watershed Study &amp; Culvert Repair</i>: Culvert replacement recommendations and construction estimate completed in the first quarter, funding source to be identified and if required, article prepared for 2020 Annual Town Meeting.</p> <p>e. <i>Coastal Management</i>: Pending grant approval from the Office of Coastal Zone Management, in partnership with the Center for Coastal Studies and the Towns of Provincetown, Wellfleet and Eastham, work will begin on developing a comprehensive intermunicipal shorefront management plan to improve coastal resiliency for the bay shoreline.</p>
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Q4:

a) **Pamet River Tidal Flow Restoration and Watershed Study:** All historic data including the current Army Corps study are under review with the Woods Hole Group and the Cape Cod Conservation District. Field investigation analysis, preliminary design alternatives and overall cost estimates to be completed by mid-August 2020.

b) **East Harbor Culvert Replacement:** The final permitting phase is underway with the Army Corps. We expect a bid announcement in late July early August 2020 for fall or winter construction timeframe.

c) **Mill Pond:** Mill Pond is a priority project with the Division of Ecological Restoration. Grant funding to begin the analysis and existing data review is currently under review with DER.

c) **Eagle Neck Creek:** Eagle Neck Creek final design and analysis has been completed. All permits have been submitted. Chapter 91 permit review can take up to 270 days for final approval. Chapter 91 regulates activities on both coastal and inland water ways, including construction, dredging, and certain rivers and streams. The bid phase is scheduled to begin March of 2021 with construction to begin in September 2021.

d) **Little Pamet Watershed Study & Culvert Repair:** All historic data is currently under review with the Woods Hole Group including culvert replacement and tide control alternatives. Field survey investigations, wetland delineation, and sub surface investigations including channel boring are underway. We expect this phase of analysis to be completed late August early September 2020.

e) **Coastal Management:** The Outer Cape Shore Front Management planning process is now well underway, as “phase 1” is complete. The ground level of this process was made possible by the teaming with the Center for Coastal Studies under a Coastal Resiliency grant awarded by the Massachusetts office of Coastal Zone Management (CZM). The Select Board adopted the Outer Cape Memorandum of Agreement for Shoreline Management at their June 23, 2020 meeting to allow for the creation and implementation of uniform shoreline management policies and regulations. The Outer Cape team has applied for a second round of project funding from CZM – “phase 2”. The proposed second phase will:

- further develop and refine the shoreline geo-database that was built in phase 1;
- develop and implement the management framework;
- develop a regional sand-banking system for Town implementation;
- identify and assess parcels for potential Salt Marsh migration;
- create an inventory of low-lying roads and related infrastructure, and
- develop an education and outreach program to advance the goals of regional science-based shoreline management.



<b>CS2</b>	<b>(Environmental) The Select Board will develop a charge and appoint a Climate Action Committee as requested by Article 17 at the 2019 Annual Town Meeting.</b>
Completed. The Climate Action Committee charge was adopted at the July 23 <sup>rd</sup> meeting of the Board. Five full members and one alternate were appointed.	

<b>CS3</b>	<b>(Housing) The Select Board will hold a joint work session meeting with the Truro Housing Authority to develop ideas for affordable home ownership initiatives that would diversify the range of housing stock for people of varying AMI levels and to proactively initiate efforts to address the growing housing affordability gap.</b>
Not completed. No joint work session was held.	

<b>CS4</b>	<b>(Housing) The Select Board working with the Planning Board and the Zoning Board of Appeals will explore ways to increase use of the ADU bylaw.</b>
An Accessory Dwelling Unit Subcommittee presented a summary of their work at the January 28, 2020 Select Board Meeting. Articles amending the Zoning Bylaws related to ADUs were developed by the Planning Board for inclusion in the 2020 Annual Town Meeting Warrant.	

<b>CS5</b>	<b>(Economic Development) The Select Board will engage with the Truro business community and explore the process of establishing a designated cultural district.</b>
Not completed.	

<b>CS6</b>	<b>(Housing) The Select Board will explore the creation of a Municipal Affordable Housing Trust under MGL c44 s.55C and if agreed, prepare an article for approval at Town Meeting.</b>
Not completed.	

<b>C7</b>	<b>(Environmental) The Select Board will prepare a bylaw for the 2020 Annual Town Meeting prohibiting the sale and use of balloons.</b>
Included on the 2020 ATM Warrant, meeting postponed until September 15, 2020.	

## COMMUNITY ENGAGEMENT & GOVERNANCE

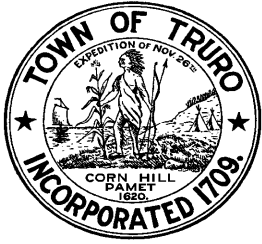
**The Town of Truro will have an open and transparent government that proactively engages and involves the town's residents.**

<b>CEG1</b>	<p style="text-align: center;"><b>In an effort to better communicate with and gather information from citizens and visitors of Truro, the Town Manager:</b></p> <p style="text-align: center;"><b>a. Review and modify the Town website so that information and documents are organized more clearly.</b></p>
<p>Completed. Phase two of the website update is complete and created uniformity across the main pages of all departments and boards/committees to make the website easier to use. User feedback, content addition and department subpage updates will continue. Two new buttons were added to the homepage for regular updates on COVID-19 and Reopening.</p>	

<b>CEG2</b>	<p style="text-align: center;"><b>The Select Board will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by _____. This will include:</b></p> <p style="text-align: center;"><b>a. An assessment of relevance to the current and future work of the Town of Truro.</b></p> <p style="text-align: center;"><b>b. Revisions to charges to ensure clarity of purpose, role and authority.</b></p> <p style="text-align: center;"><b>c. Consolidation if possible and appropriate.</b></p> <p style="text-align: center;"><b>d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.</b></p>
<p>Not completed.</p>	

<b>CEG3</b>	<p style="text-align: center;"><b>As part of the Local Comprehensive Planning process, the Select Board, Town Manager and Local Comprehensive Plan Committee will conduct an outreach, organizing and information gathering process that will engage citizens in the planning process and include the development of community-wide vision, mission and goals for the Town of Truro.</b></p>
<p>Prior to the state of emergency, the Committee began compiling the goals and activities of all town boards, committees, and organizations to identify areas of community interest and develop a plan for public engagement. This work has been on hold due to the pandemic and outreach strategies will need to be reconsidered in light of the state of emergency.</p>	

<b>CEG4</b>	<b>The Select Board will create an informational manual for Town boards/committees/commissions in order to help them be more effective in their role as well as to comply with and learn about pertinent local, state and federal regulations.</b>
Not completed. A draft manual has not been reviewed by the Select Board.	



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Police

**REQUESTOR:** Jamie M. Calise, Chief of Police

**REQUESTED MEETING DATE:** July 14, 2020

**ITEM:** Discussion of Police Department Operations

**EXPLANATION:** At the request of the Truro Select Board, the Police Chief will discuss operational aspects of the Truro Police Department with respect to agency policy and officer training.

**FINANCIAL SOURCE (IF APPLICABLE):** Not applicable.

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

**SUGGESTED ACTION:** None

**ATTACHMENTS:** None



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 6. **CONSENT AGENDA**

### A. Review/Approve and Authorize Signature:

1. *Reappointment of Tracey Rose to the Board of Health*
2. *Reappointment of Meredith Goff to the Board of Health*
3. *Reappointment of Heidi Townsend to the Zoning Board of Appeals*
4. *Reappointment of Jason Silva to the Board of Health*

### B. Review and Approve 2020 Seasonal Licenses: None

Review and Approve Select Board Minutes: None



# 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

Tracey Rose  
**NAME:** \_\_\_\_\_ **HOME TELEPHONE:** [REDACTED]  
 \_\_\_\_\_ **ADDRESS:** 1 Town Hall Rd **WORK PHONE :** same  
 \_\_\_\_\_ **MAILING ADDRESS:** P. O. Box 663 **E-MAIL:** [REDACTED]  
 NA  
**FAX:** \_\_\_\_\_ **MULTI-MEMBER BODY ON WHICH I WISH TO SERVE:** \_\_\_\_\_  
 Board of Health

I am passionate about preserving Cape Cod and protecting our natural resource. I have served on the Truro Board of Health for approx 10 years and find the issues that come before the Board quite interesting. I believe it is important to have a decent relationship with the Truro citizens/applicants that come before the Board for assistance with their properties or businesses. I also believe it is our duty and responsibility to protect Regulations that continue to protect our only source of potable water.

**SPECIAL QUALIFICATIONS OR INTEREST:** \_\_\_\_\_

I am passionate about preserving Cape Cod and protecting our natural resources. I have served on the Truro Board of Health for approx 10 years and find the issues that come before the Board quite interesting. I believe it is important to have a decent relationship with the Truro citizens. Applicants that come before the Board for assistance with their properties or businesses. I also believe it is our duty and responsibility to protect Regulations that continue to protect our only source of potable water

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

RCVD 2020 JUL 2 PM 2:37

ADMINISTRATIVE OFFICE

TOWN OF TRURO

**SIGNATURE:** Tracey Rose **DATE:** 07-01-2020

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

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

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



# 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: Meredith Goff HOME TELEPHONE: [REDACTED]  
 ADDRESS: 2 Turning Rd. WORK PHONE : \_\_\_\_\_  
 MAILING ADDRESS: PO Box 1223 E-MAIL: [REDACTED]  
 FAX: \_\_\_\_\_ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: \_\_\_\_\_

Board of Health

SPECIAL QUALIFICATIONS OR INTEREST: \_\_\_\_\_  
current member  
RN; nurse midwife

RCVD 2020JUL 2 09:24:48  
ADMINISTRATIVE OFFICE

TOWN OF TRURO

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

SIGNATURE: Meredith Goff DATE: 7/2/20  
 \*\*\*\*\*

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

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

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



## Noelle Scoullar

---

**From:** Tracey Rose <[REDACTED]>  
**Sent:** Tuesday, July 7, 2020 11:38 AM  
**To:** Noelle Scoullar  
**Subject:** Meredith Goff App. to Serve-Chair comments

Good morning, Noelle,  
Dear BOS,

I am a strong supporter of Meredith Goff as the BOH member/alternate. Due to her choice of career (Nurse Practitioner, MidWife, etc.), Meredith brings solid and accurate information to our meetings that is invaluable. Along with her input, Meredith is professional as well as compassionate and understanding.

I hope you agree that she is a 'Keeper'.  
Much obliged,  
Tracey Rose

*Tracey A. Rose, Sales Associate*

Coldwell Banker Pat Shultz  
406 Commercial St  
Provincetown MA 02657  
508-487-9550 o.  
508-487-6472 f.  
508-246-0750 c.

[www.patshultz.com](http://www.patshultz.com)

On 07/06/2020 9:14 AM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Tracey,

I hope you had a nice 4<sup>th</sup>. Meredith has submitted all her paperwork, so we are ready to move forward with this appointment. Please send your approval/comments and we shall place this on the next available Select Board agenda.

Thanks!

Noelle

**From:** Noelle Scoullar  
**Sent:** Thursday, July 2, 2020 2:51 PM  
**To:** Tracey Rose <[REDACTED]>



# 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: HEIDI TOWNSEND <sup>CELL</sup> ~~HOME~~ TELEPHONE: [REDACTED]

ADDRESS: 41 HIGHLAND RD., N. TRURO WORK PHONE: [REDACTED]

MAILING ADDRESS: PO BOX 645, N. TRURO E-MAIL: [REDACTED]

FAX: N/A MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: ZBA

SPECIAL QUALIFICATIONS OR INTEREST: SERVED 1 YEAR ON ZBA & PARTICIPATED IN A NUMBER OF MEETINGS RE: ZONING ISSUES IN TRURO, INCLUDING THE ONGOING CLOVERLEAF PROJECT. I BELIEVE I HAVE A LEVEL-HEAD AN UNBIAS OUTLOOK THAT CAN BE A BENEFIT TO THE ZBA.

COMMENTS: I HAVE ENJOYED MY TIME ON THE BOARDS THIS PAST YEAR & HAVE LEARNED A GREAT DEAL. TRURO HAS A NUMBER OF PROJECTS COMING UP THAT WILL AFFECT A LOT OF PEOPLE FOR YEARS TO COME & IT WOULD BE A PRIVILEGE TO BE INVOLVED.

SIGNATURE: Heidi M. Townsend DATE: 7/8/2020

\*\*\*\*\*

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

\_\_\_\_\_

\_\_\_\_\_

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

INTERVIEW DATE: \_\_\_\_\_

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

## Elizabeth Sturdy

---

**From:** Art Hultin [REDACTED]  
**Sent:** Wednesday, July 8, 2020 3:59 PM  
**To:** Elizabeth Sturdy  
**Subject:** RE: Alternate Appointments to the ZBA

Hello Elizabeth,

For the Select board:

Dear Select Board Members,

Heidi (Merlini) Townsend has been an excellent addition to the ZBA and has a growing understanding of workings of zoning law. I personally hope she continues to be on the Board for a long as she is willing to serve. Her attendance has been exemplar. Please complete her appointment.

Sincerely,

Art Hultin  
ZBA Chairman

---

**From:** Elizabeth Sturdy <ESturdy@truro-ma.gov>  
**Sent:** Wednesday, July 08, 2020 3:26 PM  
**To:** Arthur Hultin <AHultin@truro-ma.gov>  
**Subject:** FW: Alternate Appointments to the ZBA

Art,

As Chair, would you please comment/recommend Heidi for this Alternate position on the ZBA. Thank you,

Liz

---

**From:** Heidi Merlini <hmerlini@truro-ma.gov>  
**Sent:** Wednesday, July 8, 2020 3:10 PM  
**To:** Elizabeth Sturdy <ESturdy@truro-ma.gov>  
**Subject:** Re: Alternate Appointments to the ZBA

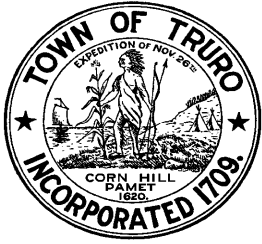
Hi Liz,

Please see attached. If you need anything further, please let me know.

Heidi

---

**From:** Elizabeth Sturdy <ESturdy@truro-ma.gov>  
**Sent:** Tuesday, July 7, 2020 11:24 AM  
**To:** Heidi Merlini <hmerlini@truro-ma.gov>; Darrell Shedd [REDACTED]  
**Cc:** Arthur Hultin <AHultin@truro-ma.gov>; Town Planner <planner1@truro-ma.gov>; Noelle Scoullar <nscoullar@truro-



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 14, 2020

**ITEM:** Reappointment of Jason Silva to the Board of Health

**EXPLANATION:** Jason Silva has submitted his application to serve to be reappointed on the Board of Health.

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

**IMPACT IF NOT APPROVED:** Applicant would be unable to join the Board of Health.

**SUGGESTED ACTION:** *Motion to reappoint Jason Silva to the Board of Health for a three-year term, expiring on June 30, 2023.*

**ATTACHMENTS:**

1. Application to Serve
2. Chair Comments



# 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

RCVD 2020JUL9 am1110  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

NAME: Jason Silva HOME TELEPHONE: [REDACTED]  
ADDRESS: 209 Shore Rd WORK PHONE: [REDACTED]  
MAILING ADDRESS: P.O. Box 84 E-MAIL: [REDACTED]  
FAX: 508-487-6863 MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Board of Health

SPECIAL QUALIFICATIONS OR INTEREST: I am a business owner, licensed builder, licensed refuse hauler, and licensed septic system installer in the Town of Truro, and feel this gives me a good perspective to offer my views through the Board of Health.

COMMENTS: After serving several terms on the Board of Health, I again wish to have my application considered to continue to serve on the B.O.H.  
Thank you.

SIGNATURE: *Jason Silva* DATE: 7/2/20  
\*\*\*\*\*

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

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

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

**Noelle Scoullar**

---

**From:** Tracey A. Rose <[REDACTED]>  
**Sent:** Thursday, July 9, 2020 2:51 PM  
**To:** Noelle Scoullar; Tracey Rose; Tracey Rose  
**Cc:** Nicole Tudor  
**Subject:** RE: Jason Silva-Application to Serve

Good afternoon,

I cannot stress enough the exceptional business sense Mr Jason Silva brings to the BOH with our variety of issues that their way to us.

On top of that Jason is dependable, always prepared for our meetings and always composed and solid.

His contributions are significant and I am overjoyed that he is willing to serve again especially with a business to run and a very busy and active family life!

Thank you,

Tracey Rose



Tracey A Rose, Accounting  
Benson Young & Downs Insurance Agency, Inc.  
56 Howland St.  
P. O. Box 559  
Provincetown, MA 02657  
508-487-0500 o.  
508-246-0750 c.

[www.BYandD.com](http://www.BYandD.com)

**From:** Noelle Scoullar <nscoullar@truro-ma.gov>  
**Sent:** Thursday, July 9, 2020 1:24 PM  
**To:** Tracey Rose <[REDACTED]>  
<[REDACTED]>  
**Cc:** Nicole Tudor <ntudor@truro-ma.gov>  
**Subject:** Jason Silva-Application to Serve

**CAUTION:** This email originated from outside of your organization. Do not click on links or open attachments unless you recognize the sender's address and trust the content to be safe.

Hi Tracey!

We've received Jason's application to serve. We'd love to place this on the upcoming agenda for a quick turnaround. Can you respond to this email with your approval asap? (preferably today if possible).

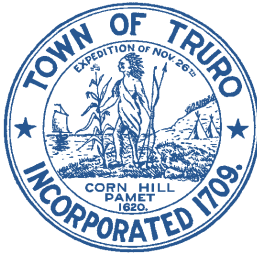
Thank you!

# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Office of the Select Board**

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



## Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: Board of Health

Committee/Commission/Board Member Name: Tracey Rose

Length of term: **3 Year Term**

Chair's endorsement of reappointment  n/a

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: Board of Health

Committee/Commission/Board Member Name: Meredith Goff

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

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: Zoning Board of Appeals

Committee/Commission/Board Member Name: Heidi Townsend

Length of term: **1 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

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: Board of Health

Committee/Commission/Board Member Name: Jason Silva

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

Sexual Harassment Board of Selectmen Policy #19



# DRAFT

**Truro Select Board Meeting  
Tuesday, June 9, 2020  
Remote Meeting**

**Select Board Members Attending:** Janet Worthington, Chair; Susan Areson, Kristen Reed, Stephanie Rein, Robert Weinstein

**Attending:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Health Agent Emily Beebe; Police Chief Jamie Calise; Fire Chief Timothy Collins; DPW Director Jarrod Cabral; Town Moderator Monica Kraft; Screening Committee Chair Paul Wisotzky; Paradigm Associates Consultant Bernard Lynch; Associate Sharon Flaherty

Chair Janet Worthington called the remote meeting to order at 5:00 p.m. and explained how citizens could participate in the meeting by phone or e-mail.

## **PUBLIC COMMENT**

There were no callers from the public.

### ***Covid-19 Update***

Town Manager Rae Ann Palmer said that Phase 2 reopening had started today. Lodging and short-term rentals are now open with the recommendation for 24 hours between guests, she said. There will be postings on the Town website about Truro Beach and Transfer Station permits. The Beach Office will be set up with limited staff to accommodate pick-up of beach stickers. Pick-up could possibly be done at the Community Center, she said. Provisions for beach openings on June 20th are in place. Ms. Palmer said mask signs and beach signs are up. Pamet Harbor provisions have not changed.

Health Agent Emily Beebe said there have been many questions about Town restrictions on short-term rentals, but Truro will be following the governor's guidance. Short-term rentals have opened with adherence to the governor's plan. Enforcement will be based upon complaints. Any business needs to operate with a Covid-19 plan. Employees, neighbors or customers could complain if precautions are not being taken. The advisory message to visitors stays the same: self-quarantine for 14 days. The one-day interval between rentals to allow cleaning to be most effective is also an advisory, according to the Health Agent. There is no enforcement around it, Ms. Beebe said. Masking in public places is a requirement that remains the same. The Health Department is still working on the ORV program, but Fisher Beach is closed for shore birds and high tides. There are postings, an entrance barrier and fencing for ORV lanes. Ms. Beebe said the recommendation is to keep Fisher Beach closed. The north side should not be opened, and the south side is not good for ORV access either. In case of emergency access, DPW Director Jarrod Cabral said the entrance pole and stakes delineating the path can be easily pulled out.

Stephanie Rein asked about complaint procedures for non-compliance in short-term rentals or other businesses. Health Agent Beebe said to call or send an e-mail, and she will investigate. Documentation with photos and other information would be useful. Complaints can also be made to the Department of Public Health (DPH) or the Department of Labor Standards offices.

Ms. Beebe invited Select Board members and the public to join the Coffee with Health Agents Q & A session with the Wellfleet Health Agent and her on June 10th.

Kristen Reed asked the Health Agent to give a recap of reopening guidelines for retail and other businesses. Ms. Beebe said each business must complete a Covid plan, following guidance for their sector. Restaurants can now be open with outdoor seating. Agent Beebe has been working on recommendations for restaurants, following DPH advice. The six-foot separation doesn't work for some local configurations, so she has been looking for more guidance from DPH. Outdoor areas are not allowed enclosure of any kind, including screening. Take-out guidelines can be used if outdoor dining does not work at a restaurant. There are many different guidelines for retail businesses, depending upon their sector. Ms. Beebe is sending advice to the campgrounds. Any business or individual can e-mail questions to the Board of Health or call in to ask during the Coffee with Health Agents hour.

Susan Areson asked about beach/transfer stickers and wearing masks for swimming. There are no 2-week period stickers. Week or month permits for the Transfer Station and Beach for non-residents remain the same. Emily Beebe said that masks are not required for swimming, but social distancing should be observed whether swimming at a pond, beach or pool. She said that the loading rate at beaches and pools will be the way to reduce the number of people.

## **SELECT BOARD ACTION**

### ***Finance Committee Membership***

*Robert Weinstein recused himself from the discussion.*

Chair Janet Worthington, at the request made by Joan Holt during Public Comment at the Select Board meeting of May 28, 2020, read the Petitioned Charter Amendment (Section 2-2-4) Article from the draft Annual Town Meeting Warrant:

“The Moderator shall conduct an open search, selection and appointment process for candidates for new, renewing, and/or vacant seats for the Finance Committee. The Moderator will adhere to the procedures and practices used by the Select Board for appointed, members to Town committees and pursuant to General Law and to Chapter 6 of the Town Charter, as established and amended by Town Vote.”

Due to the postponement of Town Meeting, Ms. Holt asked for a discussion of the manner in which appointments to the Finance Committee are made. She called for any appointments to be limited to six months and be reconsidered after Annual Town Meeting is held.

Town Manager Rae Ann Palmer said that a Charter amendment does not take place immediately after Annual Town Meeting. It first goes to the Attorney General for review before being placed on a ballot a year later. According to the Charter, boards and committee appointments are for 3-year terms. She does not believe Ms. Holt's request can be honored. Town Moderator Monica Kraft said that was correct. There is nothing in Charter for an appointment less than 3 years. She said the Petitioned Article suggests that something sneaky is going on. People file applications in a public process, and she appoints them.

Susan Areson asked about the interview process. Ms. Kraft said the interviews are conducted at Town Hall, but she does not function like a board. Since she is just one person, there is no

meeting posted. The Town Moderator also interviews and appoints the Cape Cod Technical High School representative, Ms. Kraft said.

Select Board will notify Joan Holt, Janet Worthington said. Ms. Palmer agreed and said the interviews could be posted on the Town website's calendar.

*Monica Kraft left the meeting, and Robert Weinstein returned to the meeting.*

### ***Town Manager Screening Process***

Paul Wisotzky, Chair of the Town Manager Screening Committee, thanked Consultant Bernie Lynch and the other members of the committee: Jim Summers, Kirsten Roberts, Jamie Calise, Janet Worthington and Robert Weinstein. He reviewed the process of narrowing down six semifinalists from 28 resumes and interviewing the six on topics from Mr. Lynch and questions from committee members. At the end of the process, the Screening Committee was unable to present three to five finalists to the Select Board. The Select Board needed to decide what to do next, he said. The Screening Committee members are all willing to continue in the search.

Consultant Bernie Lynch said that the committee had worked hard, asked tough questions and discussed the candidates thoroughly. Some candidates had dropped out because of the pandemic, so that had an impact on the search. He agreed it was tough to come up with three to five finalists. He said that it made sense to go back out and see who they can find now with a possible change in the salary. At the end of the fiscal year, some town managers are ready to make career changes, according to Mr. Lynch.

Janet Worthington asked about advertising in the Boston *Globe* since the position had been advertised the first time solely in professional journals and publications with postings at some graduate schools with alumni job boards also. Mr. Lynch said he generally does not use newspapers because they are expensive and don't reach the targeted audience; however, he is willing to try it. Chair Worthington said there could be professionals now interested in leaving the cities because of Covid.

Stephanie Rein agreed with an effort to broaden the reach and advertise in the *Globe* and even the New York *Times* to attract someone who knows Truro. Susan Areson said the advertisement should be placed in newspapers and re-advertised in the professional publications.

Mr. Lynch sent a comparison of Town Manager/Administer salaries for Outer and Lower Cape towns to be displayed on the screen. The figures, based on Fiscal Year 2019, showed higher salaries in all the towns except Eastham. Mr. Lynch said the market has changed. To be more competitive, Truro could go to \$160,000 or \$165,000.

Susan Areson said she does not think that more money is the answer. Truro is very different from the other towns. It is unfortunate to have had the pause, but boosting the salary is not necessarily the answer, according to Ms. Areson. There are people who are eager to come to Outer Cape, maybe someone who wants to return here, she said. If there is someone that the Select Board really likes, she would be willing to go up to \$160,000.

Janet Worthington said that she is inclined to raise the salary. People compare salaries, and if Truro's is lower, it could be a detriment. She said she was comfortable with an offer of \$160,000. Mr. Lynch said a negotiable \$160,000, plus or minus, could work. The Town could start someone with growth potential on the minus end. Someone with experience could start higher.

Robert Weinstein said he agrees more with Susan Areson because he is not convinced that more money produces better candidates. He liked the plus or minus idea, however, since what the Town will be facing economically is unknown. He did not want other department heads to think their salaries should be higher if the Town Manager's financial package was raised, he said. He stated that the salary was something to be negotiated.

Kristen Reed observed that we don't know why there weren't suitable candidates, but we need a Town Manager to overlap with Rae Ann Palmer. We can't assume that she will continue to stay on, Ms. Reed said. We have to move on finding a replacement for the Town Manager since we have a deadline. Salary is a certainty, she said, but it can give. Kristen Reed said she agrees with Chair Worthington that time is of the essence since Truro has big list of projects underway.

Stephanie Rein thanked the Screening Committee for their work. She agreed with Janet Worthington to increase salary with the plus or minus for negotiating. Susan Areson said the increase would be okay as long as it is made clear that the salary is negotiable. Janet Worthington said the goal was to attract an experienced person.

Robert Weinstein moved to broaden the Town Manager search and to increase the salary to \$160,000, plus or minus. Stephanie Rein seconded, and the motion carried 5-0.

Mr. Lynch said the advertisement can be placed right away in the professional journals but asked about placement in the *Globe* or *Times*. The professional publications generally run it for four weeks. He said the *Globe* costs about \$1,000 for a weekend placement. The *Times* could be as much as \$2,000. Susan Areson suggested using online ads. Mr. Lynch said that could be cheaper and practical because this is where people look for job opportunities. His associate Sharon Flaherty said online advertising might not be substantially less costly and suggested two weekends instead of four weekends in the newspapers. She promised to get back to the Board and Town Manager with the prices.

Rae Ann Palmer said she has not budgeted for the new round of advertising and suggested using the professional journals and the *Globe* since the New York *Times* would be very expensive. Susan Areson suggested going ahead with advertising in the professional journals but holding a vote on the newspapers until the costs are known. Kelly Clark said that she believed the Boston *Herald* charged around \$675, but the *Globe* is closer to \$1,000. Ms. Palmer and Chair Worthington said that the *Globe* ad could run, but the Select Board could decide about the *Times* next week.

Paul Wisotzky thanked everyone and stated that the Screening Committee is eager to continue the Town Manager search and will get back to work when they have a pool of candidates to

review. They will plan on the July 6th deadline for receiving applications. Mr. Lynch promised to keep moving forward since time is of the essence.

***Use of Electronic Signatures by Council/ Board/Commission Members***

Assistant Town Manger Kelly Clark explained the possibility of adopting Mass General Law c.110G, which permits the use of electronic signatures by council, board or commission members. The Annual Town Election will take place on June 30, 2020. Town Counsel has advised that electronic signatures could be used. Signatures are dropped digitally into documents once they are approved by the Select Board. The Assistant Town Clerk would prepare the certificate of the vote if a document needs to be recorded.

Robert Weinstein moved that the Truro Select Board hereby recognizes and accepts the provisions of M.G.L. c.110G regarding electronic signatures and that its members will henceforth execute documents either with electronic signatures or with wet ink signatures and that both will carry the same legal weight and effect. Susan Areson seconded. Kristen Reed, Susan Areson, Robert Weinstein, Stephanie Rein and Janet Worthington each said “Aye,” and the motion carried unanimously.

Kelly Clark noted that the Annual Town Election will be held on June 30, 2020, before the Annual Town Meeting. The constable will post Election Warrant in the usual locations.

Susan Areson moved to electronically sign and post the Annual Town Election Warrant for the June 30, 2020 Annual Town Election. Kristen Reed seconded, and the motion carried 5-0.

***Annual Town Election Ballot Questions Review***

Rae Ann Palmer discussed the overrides and debt exclusion questions. Town Counsel had suggested holding a separate meeting for the three ballot questions or adding the discussion to a Select Board meeting. Ms. Palmer said the three ballot questions need to be approved now and again at Annual Town Meeting. They will be placed as an agenda item for the next meeting.

The first ballot question is a Capital exclusion request for a heavy-duty, tractor trailer truck for \$170,000. As a debt exclusion, it would have a one-year impact. DPW Director Jarrod Cabral explained the use of the truck for solid waste and recyclables. Operations at the Transfer Station would be more efficient with the one new vehicle replacing the three old trucks now in use.

Susan Areson asked how voters would learn about the three ballot questions since there will not be a Pre-Town Meeting at which they could be explained and discussed. Because they are ballot questions, this cannot be done through the mail, Ms. Palmer said, but local newspaper coverage would be helpful. Assistant Town Manager Kelly Clark cautioned that this would have to be done carefully. Susan Areson said that she was not thinking about advertising; she was just wondering about ways to let people know about the three questions. Janet Worthington suggested bringing up the ballot questions at every Select Board meeting until the Town Elections.

Stephanie Rein asked Jarrod Cabral what would happen if the truck purchase was postponed for a year. She wanted to know if the current three vehicles could last or if the maintenance costs

would be too great. Mr. Cabral said two of the vehicles aren't even registered and can only be used in the Transfer Station. Needed maintenance on the roll-off truck limits its use. Rae Ann Palmer said if the truck broke down on a trip to SEMASS, the DPW would have to seek help from another town. Jarrod Cabral said that relying on the one road-worthy truck makes him nervous since it is a 2006 model.

The second ballot question is for a Proposition 2 ½ exemption for a new Fire Department ambulance costing \$350,000. Fire Chief Timothy Collins discussed the need for a replacement of the 2001 ambulance because of the lack of available parts for it and the increasing need for maintenance. It's an age issue, not a mileage issue, he said. Finding parts and fuel efficiency are problems. The ambulance has served the Town well, but in the event of a catastrophic failure, the Town might not be able to find replacement parts. In response to a question from Chair Worthington, Chief Collins explained the wear and tear on the ambulance as a result of many transports to the hospital when Lower Cape is busy. When Robert Weinstein asked about 4-wheel drive in the new ambulance, Chief Collins said that is a must. It is necessary for getting over substandard roads and especially good in winter. A new ambulance will provide enhanced safety features, have current parts available and can be maintained without difficulty.

Rae Ann Palmer said the third ballot question is an assessment of \$351,904 to add four full-time firefighter/paramedics to the Fire/Rescue Department staff if there is a change in rescue services for Truro. This is a request for an override with a permanent effect on the tax rate. Janet Worthington noted that it was a lot of money, but it is like an insurance policy if Lower Cape stops providing its services. The Town has been working out plans with Lower Cape and knows that Truro will be on its own at some time in the future. Ms. Palmer said that one thing the Covid pandemic has taught us is to ensure the safety of the community. This will be an investment to allow the Town to provide rescue services to its citizens.

Rae Ann Palmer said that she, the Select Board, Fire Chief and DPW Director will continue the conversation at future meetings in the hope that citizens will approve the three ballot questions. She invited people to call or send e-mails to her with their thoughts and questions.

### ***Non-Regulatory Boards/Committees Meetings***

Rae Ann Palmer said there have been requests to let non-regulatory boards meet. She said GoTo Meeting could be used by the other boards. Otherwise, boards would have to post an audio recording and verbatim minutes. Only one meeting at a time can be live streamed, however. There is not staff available to do all the meetings. Nicole Tudor and Noelle Scoullar will help schedule, hold, record and post the meetings on the Town website.

Janet Worthington suggested that information about the additional meetings be included on the Town website to let everyone know and to make it clear how to attend the virtual meetings. Ms. Palmer said that the meeting recordings would be both audio and visual.

Caller Bob Higgins-Steele asked why Zoom Meeting would not be used. The boards will need to use GoTo Meeting technology, which Truro has purchased, Ms. Palmer said. It works like Zoom and is not a problem to run.

Stephanie Rein thanked Assistant Town Manager Kelly Clark and IT Director David Wennerberg for setting up the process for holding virtual meetings.

Susan Areson moved to allow non-regulatory and non-adjudicatory Town boards and committees to hold virtual meetings using the GoToMeeting platform and procedures outlined by the Town Manager. Stephanie Rein seconded, and the motion carried 5-0.

### **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature: *M.A. Frazier Inc. Agreement*
- B. Review and Approve 2020 Seasonal Licenses: Lewis Brothers Ice Cream (Hawker Peddler)
- C. Vote to Authorize Town Manager to Sign Cemetery Certificate
- D. Review and Approve Select Board Minutes: May 12, 2020 Regular and Work Session, May 19, 2020 Regular Session

Susan Areson made corrections in the minutes, dates and a public records item for the May 12, 2020 meeting. Kristen Reed made amendments which she will forward to staff to correct in the minutes of May 12, 2020. Stephanie Rein made a correction in the May 12th minutes.

Robert Weinstein had questions about the large increases in the Frazier contract for porta-potties, the language about emergency pumping rates and the dates of service. DPW Director Jarrod Cabral said the contract started in April, but the contract covers the whole year. Rae Ann Palmer said costs went up with the requirement for daily cleaning and the addition of hand washing stations. Susan Areson asked about providing trash bins for disposal of paper towels from the hand washing stations. These will be placed at the stations.

Susan Areson moved to approve the contract with M.A, Frazier. Ms. Palmer said the motion should be for the entire Consent Agenda.

Susan Areson moved to approve the Consent Agenda with the amendments discussed. Stephanie Rein seconded, and the motion carried 5-0.

Susan Areson withdrew the motion to approve the M.A. Frazier contract. Stephanie Rein seconded, and the motion carried 5-0.

### **SELECT BOARD REPORTS/COMMENTS**

Select Board members discussed several different topics. Stephanie Rein asked about conducting exercise classes outside at the Community Center. Kelly Clark said Phase 2 allows outside gatherings in groups of ten. She will check on bringing exercise classes outdoors at the Community Center. Rae Ann Palmer said she will be conferring with the COA Director, and they will discuss it. Kristen Reed said the maximum allowed number for outdoor exercise is 10, including the instructor. Janet Worthington asked if there was a place available for an outdoor pickleball court, noting an unofficial one that had been chalked onto the Corn Hill Beach parking lot. Ms. Palmer said that it could not remain there. Robert Weinstein asked about a meeting with the National Seashore Superintendent sometime soon. Ms. Palmer said she could invite Superintendent Carlstrom to a regular meeting of the Select Board. Mr. Weinstein also asked about accommodations for out-of-state property owners with moorings at Pamet Harbor. Ms.

Palmer said they will be issued parking permits, but launches by people with out-of-state registered vehicles are not allowed. Stephanie Rein asked if the Seashore Superintendent could be invited to a Task Force meeting if he can come. Ms. Palmer said she will invite him. Kristen Reed thanked her colleagues and the Town staff for their hard work as the reopening phases continue.

### **TOWN MANAGER'S REPORT**

Rae Ann Palmer commented on the long four months since the Covid crisis began and noted that new information on reopening now comes every day. She said that staff have health concerns for themselves and their families. The horrific murders of George Floyd in Minneapolis and Breonna Taylor in Louisville do not represent the perspective of the Truro Police Department, she said. Chief Calise has instituted policies and training for staff to appropriately handle situations. The Truro Police Department has good people who are working hard and do not reflect what happened in Minneapolis or Louisville, she concluded.

### **NEXT MEETING AGENDA**

The Reopening Task Force will meet on Tuesday, June 16, 2020. There is also a need for an Executive Session, but Ms. Palmer needs to confirm the time with several attorneys. The meeting schedule was set for:

June 16, 11:00 a.m. - Executive Session: Truro Motor Inn litigation and union negotiations.

June 16, noon - Standard Agenda for the Reopening Task Force.

### **ADJOURNMENT**

Kristen Reed moved to adjourn. Susan Areson seconded, and the motion carried 5-0.

The meeting was adjourned at 7:08 p.m.

Respectfully submitted,

Mary Rogers,  
Secretary

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Town Manager Rae Ann Palmer  
Under the Authority of the Truro Select Board



**Public Records Material of 6/9/2020**

1. Truro Charter Section 2-2-4
2. May 28, 2020 e-mail from Joan Holt
3. Draft Annual Town Meeting Warrant Article #41
4. MGL 110G
5. Massachusetts Deed Indexing Standards 2018- April 2020 Amendment
6. Annual Town Election Warrant
7. Select Board Policy 63 – Select Board Powers of Appointment
8. Agreement with *M.A. Frazier Inc.*
9. Lewis Brothers Ice Cream (Hawker Peddler) seasonal license application
10. Cemetery Certificate

# DRAFT

**Truro Select Board / Reopening Task Force**  
**Tuesday, June 16, 2020**  
**Remote Meeting**

**Select Board Members Attending:** Janet Worthington, Chair; Susan Areson, Kristen Reed, Stephanie Rein, Robert Weinstein

**Attending:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Health Agent Emily Beebe; Police Chief Jamie Calise; Fire Chief Timothy Collins; Recreation/Beach Director Damion Clements; Town Planner Jeffrey Ribeiro; Cape Cod National Seashore Superintendent Brian Carlstrom; Chief Ranger Leslie Reynolds; Bob Montano; Steve Roderick; Jason Silva

Janet Worthington opened the work session at 12:04 p.m.

## **PUBLIC COMMENT**

No one called in during the Public Comment period of the meeting.

## **DISCUSSIONS**

### **Beaches and Ponds**

Cape Cod National Seashore Superintendent Brian Carlstrom and Chief Ranger Leslie Reynolds were attending the virtual meeting to discuss the Park's phased reopening plans. Superintendent Carlstrom said that plans are underway for a summer which will be different, "a summer like no other." They are working moment by moment with thought for Truro and the other towns. Their priorities are preventing the spread of Covid-19 and keeping visitors and employees safe, he said. So far, no Seashore employee has had the virus. The visitors' centers remain closed, and the headquarters are operating with 25% occupancy. The Seashore has been following Governor Baker's guidance. The superintendent discussed their problems maintaining porta-potties. Beaches have remained open but without lifeguards. They are aiming to have lifeguard training completed and have them on beaches by July, but there are not going to be guards for all six National Seashore beaches this year. Fee collection at their beaches has been suspended until June 19<sup>th</sup> at the earliest, he said. That will have an impact on how many seasonal employees they will have. The maintenance workers, rangers and officers will have priority for housing. Their programs and tram operations to Coast Guard Beach, Eastham will be limited this year.

Robert Weinstein expressed his concern about the absence of signs at trailheads and ponds within the Seashore. Superintendent Carlstrom said the signs will soon be installed with the same messaging for Barnstable County towns. He mentioned the circumstances of limited staff and the many access points to the ponds.

### **Seasonal Rentals**

Town Manager Rae Ann Palmer said that Phase 2 reopening had authorized seasonal rentals with no restrictions but with a recommendation for a 24-hour interval between renters. The 14-day quarantine is "inform" but not enforce. She said that the health agent is getting calls about people not wearing masks.

Health Agent Emily Beebe recommended patience with people trying to differentiate between, guidance, advisories, mandates and personal responsibilities. She welcomes calls from businesses or individuals about protection, and she expects more questions as the reopening happens. She asked that people complete self-certifications and do the right thing.

Kristen Reed recommended posting protocols on the Town website. Ms. Palmer and Emily Beebe said they are on the website already. Information has also been sent out with Board of Health permits and to those on the rental registration list. Health Agent Beebe said she is open to more ideas to inform all parties. Home operations need to follow reopening guidelines the same as larger businesses. Susan Areson said that the Truro Part-time Resident Taxpayers Association is good about sharing information. Kristen Reed commented on how useful AlerTruro had been in giving directives today on allowing 24-hour intervals between renters and would be another good means of keeping people informed. Ms. Palmer said both suggestions were good ones. Susan Areson said she was concerned about people who take it upon themselves to be enforcers, and Chair Worthington agreed that doesn't always work.

### **Business Reopenings**

Rae Ann Palmer said she and Town Planner Jeffrey Ribeiro have been developing plans for expanding outdoor seating for restaurants. At least one Truro restaurant has asked to expand. The Town Planner explained that Truro's plan would follow the Phase 2 policy that other Cape towns are using. This is a series of policies for Barnstable County including health codes, fire codes, and zoning approvals that could be eased on a case by case basis. Fire Chief Collins and Health Agent Beebe have concerns about the strength of barriers separating vehicles from the outdoor seating areas. Restaurants need to provide perimeter plans that indicate parking area, vehicular movements and seating arrangements. The layout of tables and chairs should show backs of chairs with 6-foot separations and a pathway to move through the dining area with sufficient distancing. Mr. Ribeiro said Provincetown has worked out plans with input from their building and health agents, and restaurants have managed to expand their outdoor dining areas.

Robert Weinstein asked about zoning issues being held in abeyance until November as a part of the phased reopening plan. He wanted to know if the Planning Board and Zoning Board of Appeals had been informed about the flexibility on zoning approvals and special permits. Planner Jeffrey Ribeiro said Planning Board waived site plan review for the wine bar at the Jams plaza with the condition that use of the deck was not allowed. Susan Areson asked about abutter notifications, and Mr. Ribeiro said that notices and public hearings are suspended because that could prolong the process. He recommended that people watch Select Board meetings to know what is allowed. The intent is to get businesses open so they don't miss the short season.

Ms. Areson asked to hear from the business owners about limited business so far this year. Bob Montano said he was now in the fourth month of take-out meals. Steve Roderick has not heard of many restauranteurs who want to do outside seating. He asked about entertainment licenses. Ms. Palmer said that she has already received a request for an outdoor concert at Payomet, but allowances will be according to the governor's phases. Jeffrey Ribeiro said outdoor entertainment has not yet been included in the governor's policies. Health Agent Emily Beebe said entertainment will be included in Phase 3. Ms. Palmer said separate entertainment licenses go through the Select Board. Jeffrey Ribeiro explained that older, approved outdoor dining with live or recorded entertainment will be allowed to continue.

Town Planner Jeffrey Ribeiro said he sought direction from the Select Board on how to allow business owners to proceed with their reopening plans. Janet Worthington said that she wants to do whatever is

needed to salvage part of the season. Susan Areson said businesses could tell their abutters about their plans but still cut through red tape. Kristen Reed agreed that businesses should try to get the most out of the season as possible, but issues need to be decided on a case by case basis. Stephanie Rein said she supports helping the business owners. Notifying abutters would slow the process. Robert Weinstein said he agrees with the rest of the Select Board and asked about discussing, and maybe voting on, an expedited process at the next regular meeting. Ms. Palmer said it was already on the agenda for next week's meeting.

Jason Silva said that he was puzzled on how to put together a plan for the Topmast Motel. They are working on it as their guests start to arrive. People already know about masks and social distancing and are taking on the personal responsibility, he said. Other business owners want to open up as soon as possible. It's good not to hamstring them anymore, Mr. Silva stated. Health Agent Beebe said that Jason Silva and the Topmast are planning for the long haul. Mr. Silva already plans to open his next season with many of this year's precautions in place. This is not just a stop gap. Covid is not going to disappear in the next 11 to 12 months. She expects it to be a subdued summer, but people come to Truro for the experience of isolating. We are all waiting for development of a vaccine, she said.

Bob Montano asked if there were any plans to provide more outdoor tables in public areas for people to enjoy. Janet Worthington said there was potential for this at the Veterans' Park, where the Farmers' Market has been held in the past. Ms. Palmer asked people to e-mail her quickly with suggestions. She will look at the park as a site for tables and porta-potties. Mr. Montano said that picnic tables on his parking lot would not work. A parking lot awning with flaps is not allowed. Jeffrey Ribeiro confirmed that a tent with flaps down is considered indoor seating. Ms. Beebe agreed that parking lot seating would not work at Montano's Restaurant. Mr. Montano does not own the grass strip out front. He said he was not going to try to create a back deck area because that had been turned down when he tried to get a Special Permit for one several years ago. Mr. Montano said he is operating at a loss as he begins the fourth month without indoor dining. Chair Worthington expressed the hope that the governor would reopen indoor dining soon. Kristen Reed spoke in support of more picnic benches but recognized the need for accompanying porta-potties, trash barrels and trash disposal. Those costs add up, she said, so the Town should think about proceeding in a prudent way.

### **Town Events**

Rae Ann Palmer said all Town events have been cancelled, but Steve Roderick had previously discussed ideas for Truro Treasures. Steve Roderick said that Truro Treasures is planning a Zoom event on Friday, holding an online auction with regular artists and creating an online dog show. For this year's popular dog show, people will be invited to post pictures and videos of dogs in their favorite places in Truro. The organizers are also considering a community event to celebrate business when it is safe to do so, he said.

### **Harbor Operations**

Rae Ann Palmer said that the restriction on out-of-state vehicles at Pamet Harbor has been lifted. The mask requirement is something that needs to be reinforced at the harbor, she said.

### **Beach Preparations**

The Beach Office is set to open. Beach Director Damion Clements explained that outside transactions will be allowed at that location, but people are encouraged to obtain their permits online. Curbside pick-up at the Community Center will also be provided. There will be no daily passes or cash exchanges at the beaches. Pathways to the beaches are all one-way. There are signs posted for social distancing and all

beach regulations. There will be the same number of lifeguards as last year, but they will be spaced further apart. Responding to a question from Susan Areson, Mr. Clements said there will be no increase in staffing. The assistant director and one clerk will be inside the beach office, and one staff member will be stationed outside. In response to Kristen Reed's question about beach parking, Damion Clements said that the Town Manager and DPW Director were working out ways to gauge when a beach was at capacity. He will give an update at another meeting.

### **Town Buildings**

Town Manager Rae Ann Palmer reported that she and Assistant Town Manager Kelly Clark had met with Council on Aging Director Mary Elizabeth Briscoe to discuss reopening the COA. The building will not be opening, but they will try to restart essential transportation for medical appointments. The Library, like the other Cape towns, is providing a pick-up service. Some towns are planning to reopen Town Hall on a limited basis, starting in July. Brewster's plan to open on Tuesday and Thursday might work for Truro, Ms. Palmer said. The ducts in all Town buildings have been cleaned, and the Town Hall dehumidification system has been replaced; however, Ms. Palmer does not anticipate full use of Town Hall until a vaccine for Covid-19 becomes available. Ms. Palmer said she would discuss appointment systems with other town managers and administrators at their next meeting. Truro is already doing some Town Hall business by appointment.

### **Playgrounds**

Recreation/Beach Director Damion Clements and Health Agent Emily Beebe have been examining playground cleaning procedures and costs. Cleaning would have to be contracted, but they have not figured out a plan of frequency that will work for the Town. That is holding up reopening, but they are getting closer. They are planning a swing-set arrangement that will allow better social distancing.

### **Next Steps**

Select Board Chair Janet Worthington commented on progress over the weeks since the pandemic changed everything and thanked the Town staff for their continued support. She noted that we are not as fearful now as we were several months ago. She asked Police Chief Jamie Calise to give a report on last week's demonstration. Chief Calise discussed the peaceful protest that had taken place in Truro last Friday. He had received help from other agencies because of his safety concerns about traffic on Rte. 6. Police calls were diverted to Wellfleet, but there were no incidents or issues. He thanked everyone for keeping things safe.

### **Next Reopening Meeting Agenda**

The next Reopening Task Force meeting will be held July 7, 2020 at 9 a.m. The scheduled meeting for June 30 is not suitable because it is the date for Town Elections. The governor will have announced plans for Phase 3 reopening on June 29th. Steve Roderick suggested adding a discussion of food pantries and financial hardship to the agenda. The regular Select Board meetings will be held June 23 and July 14, 2020. Expedited permitting for businesses like the wine bar will be an agenda item for the June 23rd.

### **Other Discussion and Announcements**

Ms. Palmer announced that the Transfer Station would be open seven days a week beginning in July since the cleaning schedule at the Public Safety Facility is now set. Select Board members, the Health Agent and Fire Chief Collins discussed ways of making more masks available to the public. Chief Collins said that MEMA and FEMA will only supply masks for emergency personnel, not to the general public. Chair Worthington noted that most restaurants and retail stores have masks available to their clients. The

Health Agent and Select Board members Areson and Reed discussed a community drive for donations of home-made masks. Ms. Palmer said she believes the Town can get some plain cloth masks, and she asked Kelly Clark to check on available sources. Stephanie Rein suggested including information on the highway signboards notifying the public to wear masks to the Town Elections on June 30th. Rae Ann Palmer said the messages will be put on the signboards next week.

**Adjournment**

Susan Areson moved to adjourn. Stephanie Rein seconded, and the motion carried 5-0. The meeting was adjourned at 1:37 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Town Manager Rae Ann Palmer  
Under the Authority of the Truro Select Board