



Truro Select Board

Tuesday, December 15, 2020

Regular Meeting-5:00pm

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 1-877-309-2073 and enter the following access code when prompted: 994-668-901 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser:**

<https://global.gotomeeting.com/join/994668901>. 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 Interim Town Manager at jcalise@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. Discussion of Engineering Survey of Pond Village in North Truro for Town Water
Presenter: Robert Weinstein, Chair

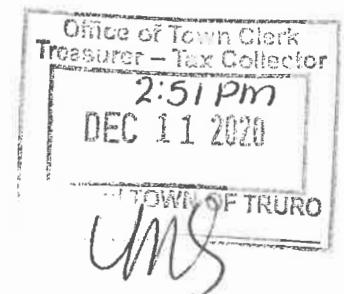
6. CONSENT AGENDA

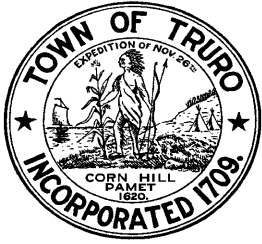
- A. Review/Approve and Authorize Signature:
 - 1. *Truro Water Service Application for Sea Song Condominium Conversion (525 Shore Road)*
- B. Review and Approve 2021 Annual Business Licenses: Truro Vineyards of Cape Cod (Lodging) and Chequessett Chocolate (Common Victualer)
- C. Review and Appoint Kelly Clark to serve on the Barnstable County Dredge Advisory Subcommittee
- D. Review and Approve Select Board Minutes: August 11, 2020, September 3, 2020, September 21, 2020, October 13, 2020, October 27, 2020, and November 17, 2020.

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: January 12





TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Robert Weinstein, Chair

REQUESTED MEETING DATE: December 15, 2020

ITEM: Discussion of Engineering Survey of Pond Village in North Truro for Town Water

EXPLANATION: In light of recent discussions regarding water quality in the Pond Village area and the funding secured by the Commonwealth to extend the municipal waterline to the Pond Village area, the Select Board will discuss options for continuing to extend the water main to other locations in the Pond Village (Pond Road) area. Public Works Director Cabral and Health/Conservation Agent Beebe will be available for the discussion. The Board will consider engaging the services of an engineer to conduct a survey to study the Pond Road area and vicinity for the possibility of extending the municipal water line.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be a determination of the ability to run Town Water through this portion of North Truro.

SUGGESTED ACTION: *Motion to authorize the Acting Town Manager to acquire the services of an Engineer firm for a study of the Pond Road area and vicinity for the possibility of Town Water service.*

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. *Truro Water Service Application for Sea Song Condominium Conversion (525 Shore Road)*

B. Review and Approve 2021 Annual Business Licenses: Truro Vineyards of Cape Cod (Lodging) and Chequessett Chocolate (Common Victualer)

C. Review and Appoint Kelly Clark to serve on the Barnstable County Dredge Advisory Subcommittee

D. Review and Approve Select Board Minutes: August 11, 2020, September 3, 2020, September 21, 2020, October 13, 2020, October 27, 2020, and November 17, 2020.



HEALTH DEPARTMENT
TOWN OF TRURO

NOV 23 2020

RECEIVED BY:

TOWN OF TRURO BOARD OF HEALTH

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

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

APPLICANT INFORMATION

Date: 11/20/2020 Name: James J Roderick Inc
Water Service Address: 525 Shore Road Map/Parcel/Lot 6 - 5 - (1-8)
Mailing Address: PO box 637 City/State/Zipcode Provincetown MA 02657
Phone Number: [REDACTED] Email Address: [REDACTED]

EMERGENCY TELEPHONE NUMBERS

Plumber Name: Barry Dependable Plumbing Phone Number: [REDACTED]
Property Manager: JL property Phone Number: [REDACTED]
Other Name & Phone Number: _____

TYPE OF SERVICE REQUESTED:

- New Water Service: Proposed Title 5 Design Flow: _____
- Expansion of Water Service:
Existing Title 5 Design Flow: _____ Proposed Title 5 Design Flow: _____
- Water Service for Condominium Conversion (separate meters, tap etc.) # of Units 5 UNITS - 2 METERS

Type of Facility:

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

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

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

Applicant Signature: [Handwritten Signature]

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

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

Tracy Rose

TRURO BOARD OF HEALTH

12.01.2020

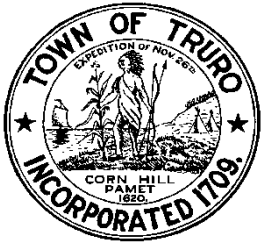
DATE OF APPROVAL

TRURO BOARD OF SELECTMEN

DATE OF APPROVAL

PROVINCETOWN WATER &
SEWER BOARD

DATE OF APPROVAL



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: December 15, 2020

ITEM: Approval of Renewal of 2021 Business Licenses:
Lodging House License-Truro Vineyards of Cape Cod
Common Victualer-Chequessett Chocolate

EXPLANATION: The Common Victualler License and Lodging License are under the authority of the Select Board 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 current fiscal year and prior approval of the Food Service Licenses by the Health Agent or Board of Health. There were no reported issues with these establishments in 2020.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 23	Lodging House License	Truro Vineyards of Cape Cod
Chapter 140 § 2	Common Victualer-Cook, Prepare & Serve Food	Farmmaid Foods Inc dba Chequessett Chocolate

IMPACT IF NOT APPROVED: The applicants will not be issued their Licenses to operate.

SUGGESTED ACTION: *MOTION TO approve the 2021 annual Lodging License for Truro Vineyards of Cape Cod and the Common Victualer for Chequessett Chocolate upon compliance with all regulations and receipt of the necessary fees and issuance of the Health Department licenses.*

ATTACHMENTS:

1. Renewal Application for 2021: Truro Vineyards of Cape Cod
2. Renewal Application for 2021: Chequessett Chocolate

RCVD 2020AUG10 PM11:4
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

Motel _____

Cottage Colony _____

Condominium _____

Campground _____

Lodging 2

Transient Vendor

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

HOURS OF OPERATION:

Annual Seasonal

Opening Date: April 1

Closing Date: Dec. 29

Days of the Week Open: Thur-SUN Apr. NOV Dec
7 days may oct

Section 2 – Business Information

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

Kristen Roberts Truro vineyards of cape cod
Print Name of Applicant Business Name

Kristen Roberts
Owner Name

11 Shore Rd North Truro, MA 02652 PO BOX 834 NORTH TRURO, MA 02652
Street Address of Business Mailing Address of Business

508-487-6200 [REDACTED]
Business Phone Number 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: Kristen Roberts Unit Number: _____

Mailing Address: _____

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

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

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

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.


Signature of Applicant

Kristen Roberts
Print Name

10/28/2020
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

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)



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: Truro vineyards of cape cod

Address: 11 shore Rd

City/State/Zip: North Truro, MA 02652 Phone #: 508-487-6200

Are you an employer? Check the appropriate box:

- 1. I am a employer with 30 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: mark sylvia Insurance Agency

Insurer's Address: 404 main st.

City/State/Zip: Centerville, MA 02632

Policy # or Self-ins. Lic. # [redacted] Expiration Date: 6/5/2021

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: [Signature] Date: 10/28/2020

Phone #: 508-487-6200

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 #: _____

TRURO FIRE DEPARTMENT

344 ROUTE 6
POST OFFICE BOX 2013
TRURO, MASSACHUSETTS 02666

TIMOTHY COLLINS
CHIEF

PHONE: (508) 487-7548
FAX (508) 487-6808

November 2, 2020

FIRE ALARM TEST REPORT

OCCUPANCY: TRURO VINEYARDS
OWNER/MANAGER: DAVE ROBERTS
ADDRESS: 11 SHORE ROAD
PHONE #: 508-487-6200
NUMBER OF UNITS: GIFT SHOP - BARN- BARREL ROOM-DISTILLERY
CONTACT PERSON: AMY ROBERTS
ADDRESS: SAME
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC.
TESTING ELECTRICIAN/TECHNICIAN: Michael Wisniewski
LICENSE #: 17239A
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

COMMENTS: _____

DATE OF TEST: 11/2/20 BY: Michael Wisniewski

THIS REPORT MUST BE FILLED OUT PRIOR TO THE ISSUANCE OF, OR RENEWAL OF, A LICENSE TO OPERATE WITHIN THE 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

TAX STATUS REQUEST FOR LICENSING

Date 11/19/2020

Request is coming from the Select Board's Office

Owner's Name Keisten Roberto

Business Name Truro Vineyards of Cape Cod

Business Address 11 Stone Rd.

Map and Parcel 39-137

Please verify whether the Real Estate and Personal Property taxes to this property are up to date for the current fiscal year.

OK ✓

Molly Stevens
Tax Collector's Signature

11/20/2020
Date

Number: 2021-22

Fee \$15.00

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

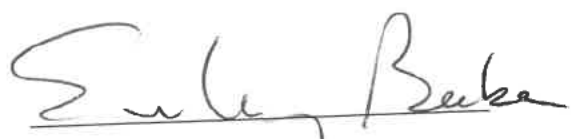
In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

Kristen Roberts, mgr., d/b/a Truro Vineyards of Cape Cod

Whose place of business is **11 Shore Rd**
Type of business and any restrictions **Prepackaged Commercial Goods**
To operate a food establishment in **Truro, MA**

Permit Expires: **December 31, 2021**

Date Issued:
12/7/2020


Emily Beebe, RS
Truro Board of Health Agent

NOV 19 2020

FS 2021-22
RECEIVED BY:



**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 Renewal

Section 1 – License Type

Type of License: Food Service Common Victualer

Type of Food Service Establishment:

- 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) 20-8197091

Business Name: Truro Vineyards of Cape Cod

Owner Name: Kristen Roberts Email Address: [REDACTED]

Mailing Address: P.O. Box 834 North Truro, MA 02652

Phone No: 508-487-6200

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

Name: Kristen Roberts Email Address: [REDACTED]

Mailing Address: P.O. Box 834 North Truro, MA 02652

Phone No: 508-487-6200 24 Hour Emergency: [REDACTED]

Section 3 – Business Operation Details

Number of Seats: Inside: _____ Outside: _____ Number of Employees: _____

Length of Permit: Annual Seasonal Operation

Hours of Operation: 11 To 5

Days Closed Excluding Holidays: _____

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: 11/17/2020

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)
- 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 _____



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 Renewal

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Type of Food Service Establishment:

- 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: Farm Maid Foods dba Chequersett Chocolate

Owner Name: Katherine Reed Email Address: _____

Mailing Address: P.O. Box 250, North Truro, MA 02652

Phone No: [REDACTED]

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

Name: Katherine Reed Email Address: [REDACTED]

Mailing Address: P.O. Box 250, North Truro, MA 02652

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

Section 3 – Business Operation Details

Number of Seats: Inside: 12 Outside: _____ Number of Employees: 6

Length of Permit: Annual Seasonal Operation

Hours of Operation: 8:00 To 6:00

Days Closed Excluding Holidays: Open 7 days a week

If Seasonal: Approximate Dates of Operation: ____ / ____ / ____ To ____ / ____ / ____

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

Katherine Reed

Allergen Awareness Certification (attach copy):

Katherine Reed

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: Katherine Reed Date: 12/7/20

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)
- 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 _____

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

KATHERINE REED

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

13475116

CERTIFICATE NUMBER

5128

EXAM FORM NUMBER

4/6/2016

DATE OF EXAMINATION

4/6/2021

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Sherman Brown
SVP, National Restaurant Association Solutions



In accordance with Maritime Labour Convention 2006, Resolution ADM N 068-2013 (Regulation 3.2, Standard A3.2).
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14102901

v. 1401

Contact us with questions at 175 W Jackson Blvd. Ste 1500, Chicago, IL 60604 or ServSafe@restaurant.org.

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: KATHERINE REED

Certificate Number: 2616524

Date of Completion: 10/12/2016

Date of Expiration: 10/12/2021



*The above-named person is hereby issued this certificate
for completing an allergen awareness training program
recognized by the Massachusetts Department of Public Health
in accordance with 105 CMR 590.009(G)(3)(a).*

This certificate will be valid for five (5) years from date of completion.

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org

NATIONAL
RESTAURANT
ASSOCIATION®
800.765.2122
www.restaurant.org



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: FarmMaid Foods
 Address: 0 Highland Road
 City/State/Zip: North Truro, MA 02652 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

- 1. I am an employer with 6 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: Hartford Fire Insurance Company
 Insurer's Address: One Park Place, 300 South State St, 7th Floor
 City/State/Zip: Syracuse, NY 13202

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 6/14/21

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: Kathrine Reed Date: 12/7/20
 Phone #: [REDACTED]

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 #: _____

**NOTICE
TO
EMPLOYEES**

**NOTICE
TO
EMPLOYEES**

**The Commonwealth of Massachusetts
DEPARTMENT OF INDUSTRIAL ACCIDENTS**

LAFAYETTE CITY CENTER, 2 AVENUE DE LAFAYETTE, BOSTON, MA 02111

(617) 727-4900 – <http://www.ma.gov/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22, & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above mentioned chapter by insuring with:

Hartford Fire Insurance Company

NAME OF INSURANCE COMPANY

One Park Place, 300 South State St, 7th Floor Syracuse NY 13202

ADDRESS OF INSURANCE COMPANY

[REDACTED]

POLICY NUMBER

06/04/20 - 06/04/21

EFFECTIVE DATES

BENSON YOUNG & DOWNS INS AGCY INC

PO BOX 559
PROVINCETOWN MA 02657

(508)-487-0500

NAME OF INSURANCE AGENT

ADDRESS

PHONE

CHEQUESSETT CHOCOLATE

PO BOX 250 NORTH TRURO MA 02652

EMPLOYER

ADDRESS

EMPLOYER'S WORKERS COMPENSATION OFFICER (IF ANY)

DATE

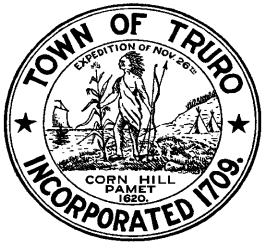
MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Workers Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: December 15, 2020

ITEM: Review and Appointment of Assistant Town Manager, Kelly Clark, to the Barnstable County Dredge Advisory Subcommittee

EXPLANATION: Members of the Barnstable County Coastal Resources Subcommittee (BCCRS) voted unanimously at their recent meeting to recommend that the Barnstable County Coastal Management Committee support creation of a Dredge Subcommittee as authorized by Barnstable County Ordinance 18-10. The Town of Truro will need to appoint a representative to serve on this Subcommittee. Assistant Town Manager Clark has served as the contact point for the County Dredge, State agencies, and consultants for dredging matters since 2018.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town will not have a representative on the Barnstable County Dredge Subcommittee.

SUGGESTED ACTION: *Motion to appoint Assistant Town Manager Kelly Clark as Truro's Representative to the Barnstable County Dredge Advisory Subcommittee.*

ATTACHMENTS:

1. Draft Minutes July 15, 2020 BCCRS
2. BCCRS Letter Regarding Dredging Subcommittee



*Barnstable County
Coastal Resources Subcommittee*

Robert Duncanson, Ph.D., Co-Chair
Stephen P. McKenna, Co-Chair

July 20, 2020

Chris Miller, Chair
Barnstable County Coastal Management Committee

Dear Chairman Miller and Members of the Barnstable County Coastal Management Committee,

Members of the Barnstable County Coastal Resources Subcommittee (BCCRS) voted unanimously at their recent meeting to recommend that the Barnstable County Coastal Management Committee support creation of a Dredge Subcommittee as authorized by Barnstable County Ordinance 18-10.

BCCRS members feel that a Dredge Subcommittee will assist with keeping all towns informed about re-constitution of the dredge program, activities and location(s) of the various dredges, need for dredging, need for updated equipment, scheduling, and changes to program fees, etc. The BCCRS noted that not all towns have equal dredging needs and, therefore, recommended that membership on a Dredge Subcommittee be open to all Cape Towns on a voluntary basis as well as additional parties put forth in Barnstable County Ordinance 18-10.

Respectfully,

A handwritten signature in blue ink, which appears to read "Robert A. Duncanson". The signature is written in a cursive style.

Robert A. Duncanson, PhD
Co-Chair, Barnstable County Coastal Resources Subcommittee

TOWN OF TRURO
SELECT BOARD WORK SESSION AND REGULAR MEETING MINUTES
August 11, 2020 at 5:00pm
Remote Meeting Via GoToMeeting

Consent Agenda Item: 6Da

Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Janet Worthington, Member-Stephanie Rein

Members Absent: None

Others Present: Town Manager-Rae Ann Palmer, Assistant Town Manager-Kelly Clark, Paul Wisotzky, Bernie Lynch, Sharon Flaherty, Paul Featherston, Sean O'Brien, Robert Wood

Chair Weinstein called the meeting to order at 5:00pm. He stated the purpose of the work session was to prepare questions for the Town Manager candidates. Search Consultant Bernie Lynch of Community Paradigm Associates also provided the Board with questions specific to each of the three candidates. Chair Weinstein asked each Select Board member to think about which questions they would most like to ask. He also would like to discuss the possibility of holding public comment at the end of the interviews as he thinks it would be disruptive to conduct public commentary during the interviews.

The Board Members each volunteered to ask specific questions. They also determined that they would ask the questions specific to each of the candidates as follow ups to the relevant assigned questions.

Mr. Lynch suggested saving public comment for the end. Member Areson agreed that having public comment at the end was best.

Town Manager Candidate Interviews

Chair Weinstein called the remote meeting of the Select Board to order at 5:30pm. He stated the meeting was being held remotely and gave instructions to view the meeting or send comment during the meeting via email. He informed the public that there would be a designated time at the end of the meeting where he would provide the call-in information for the public comment period.

Chair Weinstein welcomed the first candidate, Mr. Paul Featherston, to the meeting and asked him to introduce himself.

Mr. Featherston stated he has been in the local government sector for twenty-seven years. He's worked in Connecticut and grew up in New England, except for the last twelve years. He has been an Assistant and a Deputy City Manager for communities of about 100,000 over the last couple of years and has served as an Assistant County Administrator for a community over 700,000 outside of Chicago. He stated that the position of Town Manager is a great opportunity for him to return to New England, where his family and friends. It would be a great opportunity to continue the work of Town Manager Palmer.

Chair Weinstein explained that the Board had ten questions. Each of the Board members chose a couple questions to ask, and they would do so in numerical order.

Member Worthington asked question one, which was “Based on your research about Truro, what would you define as the top three issues facing the town right now?”

Mr. Featherston stated that one of the top issues is Covid. It is challenging every community across the country. He spoke of the impacts of Covid on a summer destination community like Truro and on balancing safety with the economic impacts. Another issue Truro is facing is housing. Housing prices create a dichotomy of the people that can afford to live here part-time, but also the ones that want to live here full-time. The third issue Mr. Featherstone believes is related to the second issue is; what does the Town want to be twenty years from now and how do you get there?

Member Areson asked for Mr. Featherston to elaborate on how he would go about approaching these three issues. He responded that the Town should focus on visioning and aligning projects with the plans for the community. He noted that he would like to pursue combining resources and create incentives for people to provide the housing the Town is looking for. To approach Covid, Mr. Featherston would like to sit down and really understand how it’s impacted Truro. He’d have conversations with emergency management and try to connect with other communities to maximize resources.

Member Worthington asked, in trying to do a twenty-year plan for the community, how would Mr. Featherston go about getting input and who would he get input from? Mr. Featherston stated that it would be a twenty-year vision that the Select Board has, and that would be part of a retreat process. The Select Board would bring its feedback from the community. They would use any resources out there, including the comprehensive plan. They would then have a facilitated conversation about what they, as a Board, have for that vision. The Board would identify their priorities over the next three to five years, and then staff would work to develop action plans for that, with specific timelines. It is built upon what the Select Board brings to the table based on conversations with constituents.

Member Rein asked question 2, “In your first thirty days on the job, how will you prioritize and allocate your time?” Mr. Featherston would prioritize working on the transition with Town Manager Palmer and connect with Assistant Town Manager Clark and the rest of the Department Heads to learn what they are working on. He’d like to meet one-on-one with the Select Board in order to start building relationships. He would like to do the same with Department Heads. Mr. Featherston wants to minimize, as much as possible, some of the things that can fall through the cracks and make sure he establishes communication lines. He would like to start planning an assimilation process where there’s good conversation between departments and himself about expectations, needs, desires, worries, fears, etc. The same process would go for the Select Board and the community.

Member Rein continued by asking; “Besides the Town staff and the Select Board, who else would you be reaching out to as a way of learning about our community?” Mr. Featherston stated that in every community there are formal and informal key figures. He’d work with some of the Boards, Commissions, and Department Heads to identify the formal key figures early on. Then he’d try to get to know some of the informal key figures, because some of the informal influencers are just as important, if not more important, to start building relationships and lines of communication. He would ask Boards and Committees, the Select Board and Staff, to identify who the stakeholders are.

Member Reed asked the third question, “What do you see as the most pressing issues related to the environment, as well as climate change, facing the Town of Truro and the Outer Cape?”

From a climate environment perspective, Mr. Featherston thinks erosion, water quality, and water treatment are very important, especially because most citizens are on wells. He noted a resiliency study completed by the City of Cambridge to look more than twenty years forward about the issues they are

facing and what the climate's going to do. He thinks Truro would be one of the communities most impacted by the environment because of our close relationship and partnership with it.

Member Reed followed up with, "What experience will you bring, and what will you need to learn about, related to climate change?" Mr. Featherston responded that each community has different values and different impacts when it comes to environmental and climate issues. He said he would try to learn the specifics, and the data supporting it.

Chair Weinstein asked the fourth question, "In June 20, 2021 all three collective bargaining agreements will expire. How will you approach the contract renewal process?" Mr. Featherston articulated that he would start building some relationships with the unions within the first thirty days of his starting his position. He would read over the contracts and make sure he understood any of the issues. He'd assess what type of opportunities there are for the Town, and he'd watch the economy for what the Town can afford and what is a fair wage for the Town employees. He would like to see if there were any opportunities to do intraspace, where you focus on the interests. If you have common interests, then you can focus on different options to address those issues. He's not a huge fan of extensions, but depending on the economy, and the issues, there may be some type of discussion to be had about whether this is a year to not change much and extend the contract or otherwise. Mr. Featherston would also try to see if there's a way to stagger the expiration terms of those contracts so that all three don't come up at once.

Chair Weinstein asked the second portion of the question. "what experience do you have working with labor unions?" Mr. Featherston replied that in Connecticut, he served as the Director of Human Resources where he was responsible for the negotiation of the contracts. In another community he served as the Personnel Director where he had to process all grievances and most of the disciplinary actions (including, in one community, the Board of Education, non-certified teachers). In his twelve years as a Deputy he has always supported human resources, so he's either been the chief negotiating representative for a community, or he's served on a team.

Member Worthington asked the fifth question: "The ongoing Covid-19 pandemic has profoundly affected the way municipal government functions. How will you manage Truro's ongoing response, including the implications it has related to municipal services, revenue, tourism, and public health."

Mr. Featherston replied that he would work to identify the data to see how operations are running. How much of the operations are remote, and how much are in person? He would look at the access points to the public to make sure they are safe as possible for the public and employees. He feels it would be important to create a plan. He would also like to look at service levels and make sure we're capable of providing them. There is no reason a community should continue to pay for services we aren't able to provide. He'd work closely with emergency management and neighboring communities to identify what is the best plan to keep the Cape viable as a destination, but safe for residents and visitors.

Member Areson asked, "Can you talk to us about your management and communication skills, and what your approach is in working with direct reports balancing the need to train, develop, and support, while at the same time, setting performance standards and requiring accountability?"

Mr. Featherston stated that the most important asset the Town has is its employees, because they are the ones that produce and provide the outcomes and the services in programs. He thinks it's important to invest time and effort into making sure the organization is an employer of choice. Not necessarily the top payer, but the best environment for people to work. He is a big planner; he likes to be clear about

plans. He is a believer in the visioning process. As a manager, he thinks training, development, and support of direct reports is critical.

Member Reed asked the seventh question: "As you know, Truro has an affordable and attainable housing crisis. What is your experience with addressing a housing crisis and working to develop community consensus around projects and solutions?"

Mr. Featherston replied that he has worked in several communities that have a similar crisis. In Boulder, part of his suite of services was a Housing and Human Services Department. One of the things he dealt with, both on the planning and housing side, was the affordability. He's also worked in communities where they look at ADU's. He stated that ADU's are not the only solution. There is no one way to fix affordable housing. You need a toolbox of multiple resources. Another approach he was involved in was looking at, and acquiring, property. A town he worked with did an analysis of occupied/unoccupied vacant land to see if they re-used it, or combined their services, would that create some viable workforce housing. As for community engagement, Mr. Featherston believes that having a planning process, as opposed to specific projects, gets people more engaged in the concept and the value. He thinks it's important for staff to create an engagement and communication process that maximizes people's information and their ability to provide input, so they feel as though they are being heard.

Chair Weinstein followed with, "What will your approach be to working with the Select Board? In your experience, what are some best practices you have related to supporting and working with the appointing and policy setting body?"

Mr. Featherston's approach would be first, to build a relationship individually and collectively as a group. He is a big believer in retreats. He feels that a significant retreat of elected officials, every two years, and then a check in the interim years, is important. It produces great relationship building, and some great planning visioning and goals. From a communication perspective, he believes it's important to make sure the board (as a whole) receives the same information. Town Manager reports are important. He also thinks it's important to create a work plan for the Board to help them understand when priorities and goals are coming before them, and to modify and change when necessary.

Member Areson had a follow up question. "This is somewhat related to the Select Board. While answering these questions, you've talked a lot about planning, envisioning, and three years out and a twenty-year plan, etc. You have had some jobs where you've stayed for a shorter, or longer, period. Do you have a sense of how, specifically, how long you might remain in place in Truro to follow through with this planning and visioning you've been talking about?"

Mr. Featherston replied that it's hard for anybody to say. His plan is always to go someplace and stay as long as he can. He thinks that's one of the most challenging things about being a manager. You just never know when the rug is going to be pulled out from under you. It's always his intention to stay as long as he can.

Member Areson then requested, "Tell us about your financial management skills and what your experience is creating budgets for municipalities with an eye toward meeting service needs, while, at the same time, managing tax burden and budget growth."

Mr. Featherston explained that except for two or three years, finances have been in his suite of services. As a manager, you're responsible for the bottom line and making recommended budgets and overseeing the implementation of that budget. His financial management skills are focused data and driven by the

data. He's worked hard to develop data trends, both in the revenue and expenditure side. He also likes to watch the monthly budget reports and have conversations with the finance staff and report back to the Select Board on a regular basis. From a budget making perspective, Mr. Featherston stated he's been involved in the budget making process (either as a manager or deputy assistant) his entire career. He continued by saying that performance measurement in government is incredibly hard. It's doable, but it takes a lot of time, effort and dedication. There are so many other things that departments, directors and staff need to do during the day that it just makes it harder.

Chair Weinstein wanted to drill down a bit on a question related to collective bargaining. "Thinking about Truro specifically, how would you determine our revenue estimates, for instance, or look to controlling fixed costs, and consequently a way that you would approach allocating resources for future expenditures, while at the same time, complying with the financial policies set forth in the goals and objectives of the Select Board?" Mr. Featherston stated that it's important to look at trends in Truro and across the Cape. As for allocation, he feels it's important to identify what the fixed costs are. He suggests identifying the items the Town has to purchase and then making sure the Town takes advantage of every type of purchasing option.

Member Rein posed the question, "Municipal Government provides services. What is your approach to customer service?"

Mr. Featherston's approach to customer service is to continually look at and evaluate and provide feedback loops. Customer service is not just externally facing, it's internally facing as well. He feels that training is important. We get so accustomed to the way we provide the service that we don't look at ways to enhance or change it. A lot of customer service has to do with information. People just want information. How do you make sure your website maximizes the access to the information that they want? He added that it's important to allow people to engage in conversations about how they experience the customer service, in ways that it either met or exceeded, or didn't meet their expectations. Mr. Featherston thinks community surveys (every three years) allow you to get a statistically valid insight into how the community's receiving your service.

Member Rein stated that Mr. Featherston pretty much answered the second portion of the question, which is; "What are some best practices that you have, that you will bring to Truro?" Mr. Featherston responded, stating that one of the most successful things he's seen customer service wise, is doing peer training on a regular basis. He's put together customer service teams where there have been secret shoppers where they would provide feedback in a constructive way.

The next applicant was Mr. Sean O'Brien. Chair Weinstein welcomed him to the meeting. He asked Mr. O'Brien to introduce himself.

Mr. O'Brien stated that he currently serves as the Director of the Barnstable County Department of Health and Environment. He has been with Barnstable County for thirty-three years. He lives on Cape Cod. He stated that this position would be a next step for himself and his growth as a manager. For the last three years he has been running a rather large department, and over the last six months has been managing a response to a public health outbreak. He feels his experiences, whether they be environmental, management, or budget, would all benefit and help the Town of Truro.

Member Worthington asked: "Based on your research about Truro, what would you define as the top three issues facing the town right now?" She also asked for Mr. O'Brien to elaborate on how he would approach each of the issues.

In his research of the Town, Mr. O'Brien believes the number one issue is affordable housing. Truro has a very low percentage, around two percent, of affordable housing within the community and he knows the State level is around ten percent. He thinks the Town has done a great job with the Cloverleaf development and looking at the Walsh property as well. He would also look into ways of trying to develop specific housing for first responders, etc. He had begun working with the folks over at the Housing Assistance Program to find ways to expand housing availability to professional people who work within his communities. The next thing he would look at would be economic development, expanding town centers, expanding areas that may be able to host business. When looking at economic development, you must consider working from home (especially with Covid). When looking at expanding those areas you have to look at broadband initiatives. Thirdly, he believes there are some issues with EMS right now and concerns as to whether the Town may have an ambulance service or not. Mr. O'Brien's experience would be to bring people to the table to discuss what may work and what may not, for example a private public partnership or expansion of EMS.

Member Reed had a follow up question. "The second part of the question has to do with elaborating on your approach. You gave some examples: first responder housing, broadband, regionalization. Did you want to build upon any of those?" Mr. O'Brien finds that one area he has a lot of expertise in is collaboration and getting people together at the table and discussing what the necessities are, whether it be building a project or a program. With housing, he'd try to bring people together including organizations that already exist, such as the Housing Authority and Habitat for Humanity. He suggested perhaps getting assistance from the Cape Cod Commission, or the Housing Assistance Corporation to try to find grants.

Member Rein asked, "In your first thirty days on the job, how will you prioritize and allocate your time?" The second portion of the question is; "Besides Town Staff and Select Board, who will you be reaching out to as a way of learning about our community?"

Within those thirty days, Mr. O'Brien would like to sit down with the Board and develop a plan, and also see what the Board feels are priorities. He would also like to meet with the staff and the people already working in Town. In addition to meeting with the Select Board, he would like to meet with other Boards in the community so that people know who he is. Those first thirty days he would also want to meet the citizen organizations. He really would like to meet the Climate Action Committee, because if there's one thing that links all the Towns and Barnstable County, it's environmental issues, groundwater preservation issues, as well as wastewater issues. Another group he'd want to meet immediately would be the Walsh Property Committee because that's going to be an important part of Truro's future.

Member Areson wanted to know how he would accomplish meeting with a lot of people during Covid. Mr. O'Brien stated it would be a lot of wearing masks and electronic meetings. He also had an idea of holding a Friday morning, standing electronic meeting, where citizens could come in and ask the Town Manager questions.

Member Reed asked, "What do you see as the most pressing issues related to the environment, as well as climate change, facing the Town of Truro and the Outer Cape?"

Mr. O'Brien stated that the lack of a public water source, or limited access to a public water supply would definitely be an issue. We can get drinking water from other areas, but we have to preserve the resource that we have. In order to do that, we need to look at wastewater. He added that looking at non salt use on the roads because that has the potential to increase sodium levels. That has to be weighed

with public safety as well. Mr. O'Brien continued, stating that for the emergency management and climate change end of things, a lot has to do with culverts and the changes we're seeing in stormwater. Member Reed asked the second portion of her question. "What will you need to learn more about?" Mr. O'Brien stated he'd need to learn more about pre-disaster mitigation requirements, and the grants that go along with it, the certification, etc.

Chair Weinstein asked, "In June 20, 2021 all three collective bargaining agreements will expire. How will you approach the contract renewal process and what experience do you have working with labor unions?"

Mr. O'Brien stated that in Barnstable County they only have two labor unions, so his experience with them is pretty much nil. It is not something he's had to deal with in his career as his department is a non-union shop. He would look at it as a challenge. He has started reading over the Green Book, which is a document developed regarding collective bargaining. He added that he does work with a lot of fire chiefs and police chiefs and they have offered some assistance when it comes to collective bargaining. He's willing to take any courses that may be involved, and also willing to sit down with Labor Counsel as well.

Member Worthington posed, "The ongoing Covid-19 pandemic has profoundly affected the way municipal government functions. How will you manage Truro's ongoing response, including the implications it has related to municipal services, revenue, tourism, and public health."

Right off the bat, Mr. O'Brien would review policies and procedures that are already established. He would look at people working from home and see how to maintain services. He'd want to make sure the Town has the right personal protective equipment for when staff is in. Another section to look at is EMS and making sure we have the supplies that we need for EMS to be able to respond to emergencies. Another important thing to look at would be to evaluate the fees coming into the Town and then discussing whether certain areas need to be cut back. Mr. O'Brien feels that until a vaccine is produced, social distancing and staggering of work shifts must be continued.

Member Areson. "Can you talk to us about your management and communication skills?"

Mr. O'Brien sees himself as an innovator. He tries to look at different ways of doing things that may be more efficient. He is a strategic planner he always looks ahead. He stated he is very much a team manager. Any successes he's had with Barnstable County have always been with a team. He states it's very important to him to make sure that there is a team atmosphere when it comes to Department Heads and the employees in Town. He added that the citizens are part of the team as well.

Member Areson asked the second portion of her question. "What is your approach to working with direct reports, balancing the need to train, develop, and support them while at the same time setting performance standards and requiring accountability?" Mr. O'Brien stated that he does that at his department. He does annual evaluations on sixty percent of his staff. He has a very good working relationship with his division heads, primarily because they are treated as a team. Mr. O'Brien uses evaluations as a coaching opportunity as well so they can succeed in their positions. He has hired and fired employees. He would hold staff meetings within departments, but also staff meetings with Department Heads. He likes to visit different departments and buildings to check in and see how everyone is doing.

Member Reed posed, “As you know, Truro has an affordable and attainable housing crisis. What is your experience with addressing a housing crisis and working to develop community consensus around projects and solutions?”

Mr. O’Brien admits he has not had much direct experience in dealing with a housing crisis, except for his years working in Provincetown. In that position, he worked with developers for affordable housing. What he does have is experience dealing with agencies like the Housing Assistance Corporation. He has the ability to bring collaboration to groups and bring people together to discuss different projects and priorities. He acknowledged there would be a learning curve when it comes to developing housing programs but feels he could adjust. Mr. O’Brien added that there is much that deals with collaboration and he wouldn’t shy away from things he doesn’t have much experience with.

Chair Weinstein asked, “What will your approach be to working with the Select Board? In your experience, what are some best practices you have related to supporting and working with the appointing and policy setting body?”

Mr. O’Brien has a lot of experience working with different Boards of County Commissioners, Boards of Health, and also with the Committee he runs; the Regional Emergency Planning Committee. He stated the first thing he’d like to do is sit down and outline expectations that the Select Board would have of him in regard to communication. He wants to be sure he’s communicating the way they need him to. He feels that keeping the Select Board in the loop with issues going on within the town via email is very important. There may be times where a phone call is necessary.

Member Reed asked a follow-up question. “The Truro Town Charter envisions a separation between policymaking and management which is the basic tenet of public administration. How will you act to ensure that these lines are maintained?” Mr. O’Brien stated that if there is something that the Board has asked him to do, and he cannot do it (in the Charge as Town Manager) then he would respectfully say he cannot do it. He feels it’s one of those situations where it’s important to make sure that those divisions are happening between administrative and executive.

Member Areson followed with, “Tell us about your financial management skills and what your experience is creating budgets for municipalities with an eye toward meeting service needs, while, at the same time, managing tax burden and budget growth.”

Mr. O’Brien states he’s had a lot of experience in budgets. He’s worked on a division budget for over ten years and has worked on a department budget for approximately five years. The budget at the County, for the Health Department, is about four million dollars. He constantly goes through an evaluation process. They start in October, where he’ll meet with the staff to determine needs for the annual operating budget. He will also look to see what is needed in terms of capital. Mr. O’Brien added that he has experience looking at, and developing, salaries. In addition, he has oversight over a forty-five-million-dollar septic loan program. A part of that fund offsets a portion of the county budget because they use the administration fees to manage the staffing that goes along with it. He’s also had experience in managing a twenty-five-million-dollar grant.

Member Areson followed up on her question by asking; “How would you approach getting to know the ins and the outs of municipal budgeting?” Mr. O’Brien stated he’d need to learn about taxes and tax ceilings. He knows the Town uses MUNIS and he’s familiar with it, but he would have a slight learning curve, and is willing to learn.

Member Reed wished to do a follow up question as well. "Can you speak on the subject of municipal budgets, determining revenue estimates, allocating resources for expenditures and complying with financial policies?". Mr. O'Brien stated he was very familiar with financial policies. He could sit down and review the policies that the town and the state have. As for revenue estimates, he thinks a lot of that would be reviewing what was had over the years past and also taking into consideration issues like Covid. When it comes to allocating resources, he would review previous budgets and previous allocations in harmony with the employees working in town that have gone through it.

Member Rein inquired, "Municipal Government provides services. What is your approach to customer service? What are some best practices that you have that you will bring to Truro?"

Mr. O'Brien stated that as much as he can during Covid, he'd like to keep an open-door policy, especially with the citizens here in Barnstable County. He is always returning phone calls. He would want to make sure that there are ways for people to be able to reach out and speak to him as a Town Manager. He'd like to establish office hours, but also hold seminars, or opportunities, where people can sit down and talk about issues in town. He also mentioned that he wants to make the taxpayer happy, as they are who pay his salary. Mr. O'Brien stated that customer service at the county is different than the town, but the area where he saw the most customer service was in the laboratory. The desk staff at the front of the laboratory occasionally deal with irate customers. He is a firm believer of de-escalation training.

The next applicant was Robert Wood. Chair Weinstein welcomed him to the meeting and asked him to introduce himself. Mr. Wood stated he's been in local government in Texas for just over twenty-one years. At this point in his life, he is an empty nester, so he has some flexibility in where he works. He wants to stay in local government management. The East Coast was a general area he wanted to look at. He finds Truro interesting because there are a lot of big issues and projects happening. He thinks it would be an exciting time to be in Truro and be a part of identifying what Truro's vision is, whether that's in areas of affordable housing, what type of businesses will be in Truro, or how to protect the environment.

Member Worthington began, "Based on your research about Truro, what would you define as the top three issues facing the town right now?" She also asked for Mr. Wood to elaborate on how he would approach each of the issues.

Mr. Wood stated that housing seems to be a huge issue in Truro. When you have a situation where the average or the median income in the area is fifteen percent lower than the statewide average, but housing costs are thirty percent over the statewide average, that causes a problem. He asked the question, "What do you do about housing without negatively impacting the environment and the beauty of the area?" He thinks the way to address it is to try to balance two issues, the environmental issue and the housing issue. Clearly, you will have an impact on the environment when you build anything. You need to weigh the pros and cons and try to find a mix that people can live with. He feels that the environment and the housing are two of the top issues which seem to be competing in some ways. Another one of the issues Mr. Wood keeps running across is how to balance the needs of the permanent residents vs those who live here part time. He recalls hearing that there was an organization that had been formed, perhaps informally, to try to have those two groups start talking to one another, rather than shouting. Mr. Wood feels there are a lot of ways that the Town can help that discussion take place.

Member Rein inquired, "In your first thirty days on the job, how will you prioritize and allocate your time?"

Mr. Wood believes there are a couple of categories in which things need to be done. He'd want to get to know the Department Heads very quickly. His plan would be to have someone who's at Town Hall set up something so he could meet them on the first day. Department Heads can get him up to speed on issues that are going on in town and especially any urgent matters that need attention quickly. Meeting with Town Manager Palmer would be a high priority item. He would also want to get to know each of the Select Board members to understand their priorities and important issues. Mr. Wood would meet in a formal setting with the Select Board to talk about priorities and projects, to learn what projects the Board wants him, as a Town Manager, to prioritize and what are issues and roadblocks for certain projects. As a second phase, he'd want to meet community leaders and members of the public, whether that's at the county level, in other towns, or members of the public.

Member Rein stated that he touched upon the second portion of her question, but she'd ask it in case he wished to elaborate. "Besides the Town staff and the Select Board, who will you be reaching out to as a way of learning about our community?". Mr. Wood stated that the common theme in all the groups he mentioned wanting to meet is that there is a lot to learn. He would do a lot of listening and a little bit of talking, mainly to ask questions to learn more about the community issues and proprieties.

Member Reed then asked, "What do you see as the most pressing issues related to the environment, as well as climate change, facing the town of Truro and the Outer Cape?"

Mr. Wood stated that being in Central Texas, he doesn't have a lot of experience with the coast, because there is no coast in the Central Texas area. Based on what he's read, restoring some of the saltwater marshlands is a high priority. He added that there is also the erosion of the shoreline, which looks like it's being addressed in a number of ways. Mr. Wood continued, stating that glacial melting is causing the sea levels to rise, and in a town like Truro which has seashore on both sides, that will be a big impact. He added that sea level rise will impact things like the river restoration project. If we open areas that are currently dammed or affected by a dike, what does that do to the floodplain? What does that do to those living along those areas? He mentioned other environmental issues he'd discussed with Department Heads was about having to improve many of the culverts that were installed years ago without true engineering studies. Even if they were done with engineering studies, conditions have changed. Climate change, different weather patterns, and sea levels will impact that.

Chair Weinstein questioned, "In June 20, 2021 all three collective bargaining agreements will expire. How will you approach the contract renewal process and what experience do you have working with labor unions?"

Mr. Wood said that Texas is not known for being a union state. Unions are not as prevalent as they are in other parts of the country. He does have a lot of experience in negotiating contracts, but not specifically labor contracts. In his last city, they did an informal bargaining, or informal discussions with the police officers as a group, but it was not something which was mandated. He stated he would rely on Town staff that have done that sort of work in the past. He would also work with the town's attorney that works on labor type issues and contract issues. Mr. Wood added that he's really good about talking to other Town Managers from other communities to get their advice and learn from their experience.

Chair Weinstein asked if he could elaborate on some specific experiences that would enable or help him going forward to the collective bargaining agreements for Truro. Mr. Wood stated that one specific issue he worked on was the city's retirement plan. The city was part of the Texas Municipal Retirement System and employees wanted to improve or increase the city's contribution to the system. He carried that message to the City Council for discussion. The Council was happy to increase the city's contribution but did not feel that all the responsibility should be on the city. They suggested that part of the increase come from the employees. Mr. Wood brought that suggestion back to the employees. Some employees liked the idea and other employees did not. They went back and forth and got the issue worked out.

Member Worthington asked, "The ongoing Covid-19 pandemic has profoundly affected the way municipal government functions. How will you manage Truro's ongoing response, including the implications it has related to municipal services, revenue, tourism, and public health?"

Mr. Wood thinks Truro and other municipalities are very lucky to be in Massachusetts and not Texas, where they have had a terrible response at the State level. He continued, saying that not only has the State government not done things well, they actually took away a lot of authority that cities and counties had to regulate and deal with the virus situation. The State took away the ability for cities and counties to require masks and to do stay at home orders and other emergency orders. He feels that in Massachusetts, the State government has been more vigilant and thoughtful about their approach. Mr. Wood asked the question, "How do you keep the town staff healthy?" There are essential services provided by the Town that no one else can provide. They need to be kept healthy and steps need to be taken to protect them both on the job, and also encourage them to do things when they're not at work. Encouraging employees not to do things that would put them at greater risk because you can easily have a situation where a lot of the town staff could get sick and it would be difficult to provide important services to the community. Looking out for the health of staff and the community is huge. He touched upon air filtration systems in community buildings, installing equipment and using technology. People working from home was another item Mr. Wood discussed. He said that people have figured out a way. They don't necessarily need to live in New York or a huge urban area to work. They can live by the beach and work from home. That could have a huge impact on towns.

Member Areson asked a follow up question. "You touched upon Municipal Services and Public Health on Covid, but I'm curious about how you might approach evaluating the effect that Covid has had on our Town's revenue and the tourism industry and business industry in Truro." Mr. Wood has looked at different towns and it looks like there have been vastly different experiences with revenue all over the country. He stated he's more familiar with towns in Texas, but some have seen very significant drop offs and reductions in revenue and are in bad financial situations, whereas others had their sales tax go up significantly. One of the first things he would do would be to sit down with Town Manager Palmer, and anyone on staff that's involved with finances to look at the different revenue streams and try to see how they're being impacted and how they've been impacted already. He suggests using that information to come up with some ideas and projections for how they might be impacted in the future. All those different revenue streams are important, whether it's property tax or other taxes and fees assessed by the Town.

Member Areson continued, "Can you talk to us about your management and communication skills?"

Mr. Wood stated that he likes to communicate with people, it's one of what he thinks are the two most important parts of being a local government manager. He's not easily excitable. Remaining calm is a

very important part of communication. He added that everyone is learning lessons from Covid-19 that will help in communicating with people, whether that be through social media, email, etc.

Communication between departments is also important, because the goal is to make the community a good place to live. People need to remember that even though they might work as a police officer, or in the DPW, they might do things that are not in their regular job duties just to help make things work. The only way Mr. Wood feels that can happen is if you have Department Heads talking to each other, and working together, asking each other for help.

Member Areson asked the second portion of the question. "What is your approach to working with direct reports, balancing the need to train, develop, and support them while at the same time setting performance standards and requiring accountability?" Mr. Wood stated that it's a delicate balance, because both things are important. People should have the opportunity to learn new things and try new parts of the job they may not have done before. He feels it's important to let people grow so they can step into leadership positions as positions ahead of them are vacated. He likes to talk to direct reports about what they are trying to accomplish and what are the parameters they have to work within. Within those boundaries people can be creative and come up with solutions. At the same time, he stated there has to be accountability. Parameters can be set, and he will check in with them periodically, and he expects the direct report to check in with him any time they need to. He likes to help the person work through the issue rather than giving them an answer or telling them what to do, because the don't learn anything that way. Mr. Wood sees his job as being a support person, for all of those people, to make sure that their jobs are getting done.

Member Reed asked, "As you know, Truro has an affordable and attainable housing crisis. What is your experience with addressing a housing crisis and working to develop community consensus around projects and solutions?"

Mr. Wood stated that back in the city he worked for, there was a housing shortage. They did a number of things to try to address this. They worked with property owners that had dilapidated structures on their properties, which was also a code enforcement and a neighborhood beautification effort. They worked with code enforcement to get those structures torn down which then freed up lots where housing could be built. They also looked for individuals and non-profit groups to let them know that the lots were available. They obtained home grant money that allowed the city to build ten or twelve homes that replaced the same number of dilapidated and sub-standard structures. Mr. Wood mentioned that they worked with some non-profits who experimented with different types of housing which were a bit less expensive to construct. He does not think there's a silver bullet for housing issues, but more of a combination of programs. You need to find a solution without having too much of an impact on the environmental side, because you will lose support from the community.

Chair Weinstein followed with, "What will your approach be to working with the Select Board? In your experience, what are some best practices you have related to supporting and working with the appointing and policy setting body?"

Mr. Wood thinks there are certain things that make sense in most towns and cities, and those are some of the standard things such as the Town Manager's report that goes to the Select Board and is also made available to the public. Depending on the needs of the community and the communication styles of the Select Board perhaps periodic emails can go out. He tries to communicate, using the methods and means that make the most sense.

Member Areson asked a follow up question. “You’ve worked in Texas, and if you were to move to Truro it would be a form of government that’s very different. How would you go about learning the role of the Select Board as an executive board and town meeting as the legislative body?” Mr. Wood agreed that it was different. Town Meeting is not even a form of government that exists in Texas. He stated he would take advantage of Town Manager Palmer to learn the specifics about Truro and how things work there, the history, and lessons learned that she’s already been through. He loves to read and would find things that talk about the form of government and read minutes from past town meetings to see how those function. He stated that he’s very good about taking advantage of networking opportunities.

Chair Weinstein asked, “Our Town Charter envisions a separation between policy making and management. It’s a basic tenet of our public administration. How would you act to ensure that these lines are maintained?” Mr. Wood stated that they probably knew that that’s also a basic tenet of professional management so that there’s definite agreement and overlap between the code of ethics that he has to follow and what the Town Charter specifies. He continued, saying that there’s the policy side and then there the management or taking the policy and enacting that. There is an administrative and a policy side. Clearly, the Board is in charge of the policy part, although there is a hitch in that. Typically, the Town Manager would be expected to help with the policy side, as far as providing and discussing options, and the pros and cons of different approaches. However, the decision is made by the Board. Once the Board makes that decision, his job as the Town Manager would be to go back with the staff and work to implement that policy. He thinks there is a pretty clear line, but that sometimes there are some areas that overlap. He feels the best way to deal with that is to talk about it. One thing he’s seen in some cities and towns is they will have a workshop or work session where the Town Manager and the Board have this exact discussion to come up with an agreement.

Member Areson asked, “Talk to us about your financial management skills, and what is your experience creating budgets for a municipality with an eye toward meeting service needs, while at the same time managing tax burden and budget growth?”

Mr. Wood stated that he did not go into city management or local government to be a finance officer or budget officer but that’s what he ended up doing. In his first two positions he did not have a finance officer or budget officer. He created spreadsheets and tracked all the spending and revenues and did projections. He added that he’s comfortable in a role where he’s not the one running the spreadsheet but involved in making sure that the Board’s priorities and desires are reflected in the budget. Mr. Wood then laid out how he likes to start the process with the Board.

Member Rein inquired, “Municipal Government provides services. What is your approach to customer service? What are some best practices that you have that you will bring to Truro?”

Mr. Wood stated that the last job he had, in Westlake Hills, he got because they had a customer service problem. People were not being treated well when they went to City Hall. They weren’t bad people working there, they were good people who had been told to do the wrong thing. Once it was explained to them what they should be doing, they didn’t have any problem providing good customer service. He stated that anyone going to any town hall should expect that they are going to be treated professionally, with compassion, and with respect. That doesn’t mean they will get everything that they want, but they will be treated properly. Mr. Wood thinks that providing services is what the whole point of the town organization is. If you’re going to provide those services, they should be provided at a very high level.

At this point, Chair Weinstein opened up the public comment period.

Member Areson asked Town Manager Palmer if she had received any emailed questions. Town Manager Palmer stated she had not. Chair Weinstein asked Assistant Town Manager Clark if there were any call-in questions. Assistant Town Manager Clark stated that she did not have any outside callers.

Member Areson made a motion to adjourn the meeting at 8:54pm.

Member Reed seconded.

So voted; 5-0-0, motion carries.

Respectfully Submitted,

Noelle L. Scoullar

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

DRAFT

**TOWN OF TRURO
SELECT BOARD and FINANCE COMMITTEE BUDGET HEARING
September 3, 2020 at 4:00pm
Remote Meeting Via GoToMeeting**

Select Board Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Stephanie Rein, Member-Jan Worthington

Select Board Members Absent: None

Finance Committee Members Present: Chair-Robert Panessiti, Lori Meads, Raphael Richter, Richard Wood

Finance Committee Members Absent: Jay Coburn

Others Present: Town Manager-Rae Ann Palmer, Assistant Town Manager-Kelly Sullivan Clark, Town Accountant-Trudi Brazil, Police Chief-Jamie Calise, Health/Conservation Agent-Emily Beebe, Town Moderator-Monica Kraft, Fire Chief-Tim Collins, Library Director-Tricia Ford, DPW Director Jarrod Cabral, Kevin Rice, Anne Greenbaum, Eric Parker, Deborah Best Parker

Chair Weinstein and Chair Panessiti both called the meeting to order for the Select Board and the Finance Committee at 4:00pm.

Chair Panessiti explained that because of Covid, the Finance Committee has not been able to meet to review some of the articles that are going to be voted at Town Meeting. There have been some changes to the budget. After the Select Board discusses the Warrant articles, with discussion at the end of the meeting, they will close the public hearing and then the Finance Committee will stay to vote the financial articles, of which there are four.

Town Manager Palmer read the instructions on how people can access the meeting to listen, participate, or provide comment.

Chair Panessiti briefly reviewed roles and responsibilities of the Finance Committee. He then turned the presentation of the budget over to Town Manager Palmer.

Public Hearing on the FY2021 Budget

Town Manager Palmer went over the Draft Proposed Covid Budget FY 2021. She stated that in March, a proposed budget was compiled after Budget Task Force review. Because Town Meeting was not held in April, the budget was not approved. The Town has been running, so far, with a 1/12th budget approved by the Select Board and the Department of Revenue. Town Manager Palmer then highlighted the areas on the Draft Proposed Covid Budget FY2021 where most of the reductions occurred.

Finance Committee Member Richter asked if someone could state the amount of the school budget reduction and the reason for that reduction. Town Accountant Brazil stated she would locate the email which listed the approved reductions from the School Committee.

Chair Weinstein asked Town Manager Palmer to go through the \$879,760 in cuts. Before she started, she asked Town Accountant Brazil if she'd found the education information. Town Accountant Brazil stated that the school is taking \$200,000 from other funding sources, meaning that although it appears to be a reduction in the budget, they are just coming up with an alternate funding source (circuit breaker funds, as well as school choice funds). Below is a list of reductions;

- Reduced \$20,000 from CIP. The School's capital figure is not included in the School's budget figures and is instead in the Town's Capital Improvement Program.

- Field trips reduced \$13,000 from \$15,000 to \$2,000.
- \$8,000 reduction from professional development conferences.
- \$3,000 from library books.
- \$3,500 from gym floor refinishing.
- \$1,000 from Principal's professional development.
- \$10,000 from custodial services.

The School's budget request is down from a request of just shy of \$6 million to \$5,820,974.

Town Manager Palmer began going through the cuts to the remainder of the budget;

- \$8,000 in the Select Board budget was a reduction in grant reimbursements and a line item used for professional services for if the Town needs to hire a consultant.
- The Finance Committee cut their budget from \$1,000 to \$500.
- The increase in the Town Manager's budget reflects the plans for negotiations for a new Town Manager.
- Accounting has a reduction in educational travel. Both the Town Accountant and Assistant Accountant usually go for their recertification which they will not be doing this year. Town Accountant Brazil added that there is also a reduction in the request for auditing services which is \$2,500 of that savings.
- Assessing has a reduction of \$4,023, which includes travel and overtime.
- Legal counsel was increased by \$10,000 instead of reducing it, because it was felt the bills are trending in that direction.
- Salary/Wage Adjustments/Buyouts/Vacation/Sick Leave is just a year over year reduction in adjustments to salaries.
- IT is reduced. IT Capital Expenditures were moved to the Capital Budget.
- Some of the savings in the Planning Department Salary line will offset some of the legal costs incurred by the Town using a KP Law attorney who is a certified planner to do planning work in the absence of a Town Planner.

Chief Calise then discussed the Police Budget cuts;

- The largest cut was one of the vehicles that they were anticipating.
- Reduction of \$33,00 from Field Training pay.
- Removed some holiday pay to reflect more real numbers based on what employees have been taking, at their option.
- Approximately \$3,000 removed from vehicle repairs which reflects the vehicle purchase made last year, plus a replacement from a motor vehicle accident during the previous year.
- Travel for the Training Budget was decreased due to Covid restrictions, and the fuel bill was reduced as well.
- \$4,800 was reduced from the Uniform and Equipment Allowances.

Town Manager Palmer added that the vehicle mentioned was cut from the Capital Budget, and then she continued going through the reductions.

- Parking Magistrate was reduced by \$200 which was a database that we now get for free.
- The reduction in Fire/Rescue/EMS was partly taken from training, stand-by pay was removed, along with any other travel in the budget.
- The Beach EMT program was reduced.

DPW Director Cabral stated that the fuel budget was reduced in the Transfer Station, along with supplies.

Town Manager Palmer continued;

- The COA/Community and Senior Services reductions are directly related to programming. They had put money in the budget for the Tuesday meals, which are not being provided so that was eliminated.

- There was some capital money in the Library budget, which was taken out, as well as reducing training. Library Director Ford confirmed that they removed the summer clerk from the budget, the vacation buyback, and some professional development and travel.
- Combined Beach/Recreation Program reduction was largely the summer rec program
- Town Accountant Brazil stated reductions for Pamet Harbor were for supplies, fuel, and maintenance supplies.

Discussion of Town Meeting Warrant Articles

Chair Weinstein stated that the Select Board has gone through the warrant articles carefully, and in an attempt to shorten Annual Town Meeting they have removed certain articles that in the past have not been a subject of debate.

Town Manager Palmer began by explaining the consent agenda. She stated that there are several articles that are customary articles that the Select Board voted to include on a consent agenda. The process for the consent agenda is that it will be moved as a whole and voted on as a whole. If someone wishes to discuss a specific article, they may ask that it be removed from consent for discussion. Articles on the consent agenda are as follows:

- Authorization to Set the Salary of the Select Board
- Authorization to Set the Salary of the Moderator
- Council on Aging Revolving Fund
- Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid
- Authorization to Lease Land for Cellular Tower
- Accept M.G.L. c. 142, §12 Plumbing and Gas Fitting Inspectors
- Accept M.G.L. c. 143, §3Z Part-Time Building Inspectors
- Accept M.G.L. c. 166, §32A Wiring Inspectors

Town Manager Palmer moved along, then discussing financial articles:

- FY2021 Omnibus Budget Appropriation
- General Override
- Transfer of Funds from Free Cash
 - Section 1-To Reduce or Stabilize the FY 2021 Tax Rate
 - Section 2-To the OPEB Trust Fund
 - Section 3-To the Capital Stabilization Fund
 - Section 4-To the Stabilization Fund
 - Section 5-To the Affordable Housing Trust
 - Section 6-To Employee Benefit Buy-Out Account
 - Section 7-To the Affordable Housing Trust

Town Manager Palmer stated that those were the financial articles, and the one listed next was an article believed to be important to the operation of town business:

- Amend Personnel Bylaw, Article VIII, Section 8.1

Next were Capital Improvement articles:

- Capital Exclusion Request for Heavy Duty Tractor Truck Replacement

Chair Weinstein asked DPW Director Cabral to explain why it would make sense to replace this particular vehicle at this point. DPW Cabral proceeded to explain the reason.

- Borrowing Authorization for Ambulance

Town Manager Palmer explained the request for acquiring a Fire Department Ambulance.

- Community Preservation Act
 - Section 1-Administrative Support
 - Section 2-Contribution to the Affordable Housing Trust Fund
 - Section 3-Lower Cape Housing Institute
 - Section 4-Restoration of Highland House Museum Phase 5
 - Section 5-Historic Properties Inventory
 - Section 6-Preservation and Restoration of Building T-5
 - Section 7-Acquisition of 42 Corn Hill Road

- Section 8-Additional Funding for Puma Park Enhancement
- Amend General Bylaws Chapter 2, Section 2-1-1, Renting or Leasing Buildings
- Reduction of Truro's Net Greenhouse Gas Emissions to Zero by 2050

Town Manager Palmer continued, stating that there were several petitioned articles which the Select Board will vote that they be included on the next regular or special town meeting, whichever comes first.

Caller Anne Greenbaum asked if the vote on town meeting floor to postpone petitioned articles would be done individually, or simply as a group? Town Moderator Kraft could not answer the question at this time. She needs to talk to Town Counsel to see if it can be done as a group, or each one has to be done separately.

Select Board Member Jan Worthington joined the meeting at 5:12pm.

Chair Panessiti stated the Budget Hearing was closed and the Finance Committee needed to vote on four financial articles that were not present when they voted in March.

Member Meads moved to recommend Article 9: FY2021 Omnibus Budget Appropriation as presented in the warrant. Member Wood seconded.

**Chair Panessiti-Aye
Member Meads-Aye
Member Richter-Aye
Member Wood-Aye
So voted; 4-0-0, motion carries.**

Member Richter moved to recommend Article 11: Transfer of Funds from Free Cash-Section 5: To the Affordable Housing Trust as presented in the warrant.

**Member Meads seconded.
Chair Panessiti-Aye
Member Meads-Aye
Member Richter-Aye
Member Wood-Aye
So voted; 4-0-0, motion carries.**

Member Meads moved to recommend Article 11: Transfer of Funds from Free Cash-Section 6: To Employee Benefit Buy-Out Account as presented in the warrant.

**Member Richter seconded.
Chair Panessiti-Aye
Member Reads-Aye
Member Richter-Aye
Member Wood-Aye
So voted; 4-0-0, motion carries.**

Member Meads moved to recommend Article 11: Transfer of Funds from Free Cash-Section 7: To the Affordable Housing Trust as presented in the warrant.

**Member Wood seconded.
Chair Panessiti-Aye
Member Reads-Aye
Member Richter-Aye
Member Wood-Aye
So voted; 4-0-0, motion carries.**

Caller Eric Parker stated he appreciated all the work being done by the Finance Committee and the Select Board. His concern is that there are a lot of things being asked for and he's curious how much of an impact will it be to the tax burden if everything is approved. He also asked why the ballot was being revisited if it was voted on in June. In addition, he's concerned about discussing some contentious items at Town Meeting. We're trying to cut the meeting short due to Covid but discussing these items will cause the meeting to go longer. He's also worried about the smaller quorum at Town Meeting and the possibility of something getting voted through without all the citizens that would like to participate.

Chair Weinstein thought he'd start with the re-appearance of a couple of items that failed the last time. People have the full information regarding the request for adding four paramedics and the DPW requesting the new vehicle. The fact that they re-appeared gives people the opportunity at the Town Meeting to decide whether or not they go forward to re-appear on a ballot. As for the quorum and the contentiousness, Chair Weinstein stated that they have no way of anticipating what people may find worthy of debate. He also reminded the caller that the Select Board has not yet voted to set the quorum. Their next meeting, September eighth, is when they will discuss what that number will be. He also added that the Commonwealth of Massachusetts, through the Governor's Office, has allowed all communities that operate (as Truro does) what's called an Open Town Meeting to reduce the quorum and, that there is no avenue for remote participation.

Member Reed stated that two people on this meeting had made good points that were brought up at their last discussion. Town Accountant Brazil had said that no matter what number the quorum is set at, the meeting will not start until every member of the town is seated and present. There is an arrival time of 11:00am and a meeting start time of noon. She continued, saying that Chair Panessiti had made the point that if we do not meet the set quorum and Town Meeting has to be rescheduled, we'd be heading into colder weather that would cause the meeting to be held inside, which could potentially be more hazardous during the Covid-19 pandemic.

Town Manager Palmer noted that the Select Board cannot take petitioned articles off of the warrant. If they were to ask the petitioners to take the articles off, they would have to get the signature of every person that signed it, to approve taking them off.

Caller Deborah Best Parker mentioned that the Planning Board articles were removed to decrease time, and she wondered if they could also take Article 15, with 8 sections, and postpone that to another meeting. She believes that removing that article will help in reducing the time spent in a crowd at Town Meeting. Town Manager Palmer stated that those articles were brought forth by a committee, so that committee (the Community Preservation Committee) would have to vote to holding them. She believes the Select Board could talk to the CPC and ask them if they would do that on the Town Meeting floor, but since they're closing the warrant on Tuesday, she doesn't believe there's time for CPC to have a meeting and vote. She added that she certainly thinks that it could be considered on Town Meeting floor.

Member Meads made a motion to adjourn the Finance Committee meeting at 5:35pm.

Member Richter seconded.

So voted; 4-0-0, motion carries.

Member Reed made a motion to adjourn the Select Board meeting at 5:35pm

Member Areson seconded.

So voted; 5-0-0, motion carries.

Respectfully Submitted,

Noelle L. Scoullar

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

TOWN OF TRURO

SELECT BOARD MEETING MINUTES

September 21, 2020 at 7:00pm

Remote Meeting Via GoToMeeting

Select Board Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Stephanie Rein, Member-Jan Worthington

Select Board Members Absent: None

Others Present: Town Manager-Rae Ann Palmer, Assistant Town Manager-Kelly Sullivan Clark, Bernie Lynch, Darrin Tangeman, Paul Wisotzky

Chair Weinstein called the meeting to order at 7:00pm and read off the 800 number and access code for citizens to join the meeting. He stated that the Board would be asking a series of 10 questions and then asked Mr. Tangeman to introduce himself.

Mr. Tangeman was born and raised in Kansas. He has two children. He received his undergrad in Psychology at the University of Kansas and then entered the military as a commissioned officer. He spent twenty-one years in the military. Half of his career in the military was in Medical Service where he served in Emergency Medical Services Information/Technology roles, and in command roles where he deployed to Afghanistan and Bosnia-Herzegovina during 9/11. While in Afghanistan he decided he wanted to become a Special Forces Officer. He spent twelve years in Europe, Africa, and Middle East on different missions. Mr. Tangeman sought a master's degree in Public Administration, a Master of Science in Public Policy and Security Policy at the Naval Postgraduate School. At that point he transitioned out and retired from the military and became a local government manager.

Town Manager Candidate Interview

Question 1-Member Worthington- "Based on your research about Truro, what would you define as the top three issues facing the town right now?"

Response from Mr. Tangeman:

- Covid-19
- Housing Issues with 73% of the community being second homes for people, affordability of our housing, and how to meet the 10% requirement for Truro.
- Environmental issues with climate change and erosion, also issues with water quality.
- Engagement issues between elements of the community/first and second homeowners/part-timers and full-time residents.

Question 2-Member Rein- "In your first 30 days on the job, how will you prioritize and allocate your time? Besides Town staff and the Select Board, who will you be reaching out to as a way of learning about our community?"

Response from Mr. Tangeman:

- A thirty-day plan for any Manager is to come in and build relationships, listen, and observe.
- Hear from the Select Board and employees to understand what their challenges and opportunities are, and what can be done to address their issues.
- Listen to Select Board and find out what their priorities are, and the consensus around those issues.
- Establish his leadership philosophy and expectations of staff so they understand where he stands as a leader and what he expects of them as staff.
- Engage other Boards, Committees, and Commissions.

- Talk to businesses and find out how they are being impacted.
- Reach out to part-time residents.
- Talk with adjacent Town Managers and find out how to collaborate on issues and improve relationships.

Question 3-Member Reed- “What do you see as the most pressing issues related to the environment, as well as climate change, facing the town of Truro and the outer Cape?”

Response from Mr. Tangeman:

- Erosion
- Water quality
- Denitrification of water sources because of the septic along the Cape.

Part 2 of the question; “What experience will you bring and what will you need to learn about?”

Response from Mr. Tangeman:

- He has experience working with water quality and stormwater management. Experience he’s gained from Colorado is directly relevant to the water quality and stormwater and erosion issues faced in Truro.
- Beach erosion and the shark population are things he’ll have to do some research on, but he’s very analytic and data driven.

Question 4-Chair Weinstein- “In June 2021, all three collective bargaining agreements will expire. How will you approach the contract renewal process? What experience do you have working with labor unions?”

Response from Mr. Tangeman:

- In terms of how to approach this, he feels you have to establish negotiation teams and find the right people on your staff that can assist in the process. He knows Truro has a great employment attorney.
- Mr. Tangeman has had the opportunity to negotiate quite a few contracts in his time as a Town and City Manager. He’s not concerned about negotiating contracts and collective bargaining agreements.
- He has worked with the local fire department in Colorado to meet requirements and needs and was involved in budgeting and contracts. That experience plays a role in future negotiations for the collective bargaining agreements.
- It’s been said that there is concern about all three expiring in the same year and he’s suggested potentially looking at staggering those over a few years so there is more time to have in-depth discussions with partners in the process.

Question 5-Member Worthington- “The ongoing Covid-19 pandemic had profoundly affected the way municipal government functions. How will you manage Truro’s ongoing response, including how it relates to the municipal services, revenue, tourism, and public health?”

Response from Mr. Tangeman:

- The real focus is being flexible.
- Planning ahead is key. Where he works now, they’ve established a phased plan to address the changes in policies as they start to return to businesses in a way that’s safe for both businesses, community, and employees.
- Having a plan in place with specific triggers will allow us to react quickly, rather than reactively.
- You must be flexible in term of employment law, and how you address your employees. Management has been very flexible in allowing employees to work from home and provide resources they need. They’ve received enough Coronavirus Relief Funds to put them towards remote work.
- They’ve been very conscious in terms of elections and billing and being able to put mechanisms/technology in place that allows residents to be able to pay their bills or get a permit, from a technological perspective.
- Communication is key. Being able to communicate to the community about changing policies, where they can get information from different departments, how can they pay their bills and how they can engage with the Select Board and staff.
- Prioritize resources. They’ve had to cut back on recreation programs and furlough 44 employees.

Member Areson asked what the community has done in terms of getting people back to work in town buildings and if they were still having people work from home?

Response from Mr. Tangeman:

- Up until about 45 days ago, their facility was still closed to the public. During that time, they had 50% occupation of the building. They held lots of Zoom meetings.
- He worked with the local Chamber of Commerce, in terms of getting businesses back open.
- They took a survey to see how the community felt about safety. His community is split between both being safe and returning back to normal. He wanted to make sure they had the right understanding of where the community felt they should be going, and safety was one of the dominant themes.
- They worked with the Small Business Development Center and the Chamber of Commerce to promote a re-opening.

Question 6-Member Areson- “Can you tell us about your management and communication skills and talk about your approach to working with direct reports, balancing the need to train, develop and support while at the same time setting performance standards and requiring accountability?”

Response from Mr. Tangeman:

- He has an established leadership philosophy and expectations document for himself. It helps drive his focus as a leader for the first 30 to 90 days.
- Mentorship, and being a servant leader, is something incredibly important to him. We can't grow as professionals, grow as an organization and have a good organizational culture unless that's present.
- In terms of setting expectations, he looks at succession planning. You look at your staff and you try to find out what is their why? Talking to your staff about where they see themselves in the next five years. You ask what is fulfilling to them and you work from there.
- He would start creating a succession plan for the staff. Through that planning you try to establish a work plan for each of the direct reports. The plan identifies the strengths and weaknesses of each person and helps with finding resources they need to address those weaknesses.
- You want to work off the talents of your staff because they can make the organization better.
- As a leader, Mr. Tangeman wants to have clear communication. He has an open-door policy which gives all staff the opportunity to come in and talk to him about their concerns and their recommendations in a non-attribution environment so that they can communicate to him about things that are concerning to them.
- He has something he brings from the military which is called a Town Manager Critical Information Requirements document which outlines critical triggers. When staff communicates on critical issues, like a hurricane or other emergency events, you have to have things in place for staff to understand the expectations for those communications.
- You need to recognize achievement. When you see your staff do great things for your community you have to recognize those achievements publicly and internally within your organization.

Question 7-Member Reed- “As you know, Truro has an affordable and attainable housing crisis. What is your experience with addressing a housing crisis and working to develop community consensus around projects and solutions?”

Response from Mr. Tangeman:

- He's had experience in both in two different locations. In Pueblo West they had an affordable housing issue, but it was addressed through a distinctly different program. He worked with affordable housing developers and their tax credit program in the State of Colorado to help fund a Veteran-specific housing program.
- In Woodland Park they've had a little more difficulty in that they have a very similar issue in terms of affordable housing for their workforce.
- Innovative and creative ways of providing affordable and attainable housing can often be a sticking point with the community. If you don't accompany those actions with engagement of the community it can be painful.
- Zoning is an important aspect of allowing for those types of housing opportunities. Mr. Tangeman knows Truro is dealing with ADUs and with some of the obstacles of ADUs.

Question 8-Chair Weinstein- “What will your approach be to working with the Select Board? In your experience, what are some best practices you have, related to supporting and working with the appointing and policy setting body?”

Response from Mr. Tangeman:

- He often leans on his colleagues in the International City County Management Association for these best practices. One of the things he brings is that Town Manager Critical Information Requirements document. A good Town Manager over-communicates.
- You have to establish clear communication guidelines with expectations for both the Select Board and your staff.
- Who, what, when, where, and why? Get that information to the Board in a timely manner.
- He would do the same with staff, because staff is often the resource to communicate to the Select Board. Staff needs to know what the expectations are and how quickly they need to communicate those issues.
- When you establish clear expectations, a misunderstanding won't come into the fold and that's how Mr. Tangeman personally feels you can mitigate conflict between management, staff, and Select Board.
- He added that he would want to find out what the Select Board communication preferences are.
- It comes down to getting to know each Select Person, their priorities and communication preferences, to mitigate future conflict.

Member Areson had a follow-up question. She noted that Mr. Tangeman has never worked with a Select Board but has worked with councils and mayors. He's expressed interest in the historical form of government. She asked him to speak a bit more about how he's going to learn Town Meeting as the legislative body. How will he familiarize himself with Truro's form of government, which is different from what he's been working in?

Response from Mr. Tangeman:

- Mr. Tangeman thinks the history is fascinating, and the form of town meeting government is a great way to have incredible engagement with the community.
- He's reached out to several colleagues who are in similar situations and has talked to them about their experiences. One of the things they've expressed to him is that it's a very deliberate process which you have all year and that he will need to ensure engagement of the community to be ready for that meeting.
- He will lean on staff and the Select Board as they have been through this before.

Question 9-Member Areson- “Can you tell us about your financial management skills? What are your experiences in creating budgets for municipalities with an eye toward meeting services, and at the same time, managing the tax burden and the budget growth?”

Response from Mr. Tangeman:

- One of the best practices he uses is a focus on priority-based budgeting. It is now a national trend in terms of how local governments approach budgeting and the most efficient way to do it. The process is about establishing goals and objectives upfront, going through as an organization in establishing your programs and services. Mr. Tangeman proceeded to explain the process.
- Priority based budgeting starts with the Select Board and the community establishing goals and priorities for the future.
- Often, in this process, he'll do an annual or biannual survey that gives feedback on where services are, in terms of the level of services the Town is providing, and where a community might want improvements or increases in those services.

Question 10-Member Rein- “Municipal government provides services. What is your approach to customer service?”

Response from Mr. Tangeman:

- We provide services to our community, so our customers are our community. You have to have an organization that is customer centric. You have to have goals and vision, and a strategic perspective that really drives the organization.
- Mr. Tangeman states you have to have a culture of customer service and the right values.

- You don't want to put a lot of obstacles in the way, because if you put obstacles in the way of your staff you make it more difficult for them to address issues for their customers.
- You put in general guidelines and values so they can make informed decisions and feel comfortable providing customer service to the community.
- Another piece is providing a feedback loop to the community on how the Town is doing. You can use surveys, social media, and other feedback mechanisms to get immediate feedback on issues within the community.
- He recognizes that Truro has a large tourism population and stated that they need to be a part of that as well.

Member Rein asked the second portion of the question. "What are some best practices that you have that you'll bring to Truro?". She feels he answered part of that but asked if he'd like to expand.

Response from Mr. Tangeman:

- He feels the survey process is extremely important. He's done two surveys in the past.
- One is an external survey. It's a resident or community satisfaction survey.
- The other is an internal survey for employees to find out ways that we can improve or do better as an organization.

Member Reed is of the belief that in order for government to work, people have to trust their government. One way to build trust is to have transparency. She has had community members and staff members ask what the Main Street situation was. She gave Mr. Tangeman an opportunity to explain what happened from his perspective.

Response from Mr. Tangeman:

- There are two different newspapers in his community and the one which people probably saw had a more salacious headline.
- He serves as a staff liaison to their Main Street. He was in a meeting prior to the meeting that was brought up where they were discussing some issues with some revenue streams the City has for businesses. He had explained that the reduction in that revenue could have an impact on their ability to provide service to the community and he'd be concerned if they couldn't come to some kind of compromise in the future.
- In that meeting the majority of the Board expressed concern over the issue.
- The next meeting was going to be a week later. This meeting was to be a work session to provide information to the community about their non-profit coalition in Woodland Park.
- A non-agenda item was placed on the agenda that was supposed to establish a policy position for the board.
- As any city manager, he's responsible for implementing the rules and regulations of the city. They have their own bylaws and the bylaws strictly prohibited the placement of this non-agenda item for a policy position to be on it.
- Mr. Tangeman raised the issue to them, and they continued to move forward with the item. This was a virtual meeting and they lost one of the individuals that was a part of this decision and they didn't have a quorum, but still tried to force a vote on the issue.
- Mr. Tangeman raised the concern again, adding that they did not have a quorum and it would be an ineffective vote.
- Another concern of his was that two of the members who were in opposition to the issue were not there at the meeting and had told the group they would not be attending.
- He consulted his attorney to ask what should be done. His attorney recommended that Mr. Tangeman bring forth a formal ethics complaint. It wasn't an easy decision.
- He's not a person who is a stickler about rules, but when in light of being told that something is wrong and people are still doing it in public, you have to do something about it. You have to take a stand.

Member Areson asked what Mr. Tangeman would be thinking about if he were hired in terms of his tenure in Truro.

Response from Mr. Tangeman:

- He thinks most people would say it's about the fit between the Town Manager and the Select Board and how long they can work together.

- He would never go into a community wanting to do a short tenure. He has two children and he'd like to see them in the community as long as possible. He's already retired once, and he doesn't need to retire any time in the near future. He'd like to stay as long as he can.

Member Areson brought up a paper Mr. Tangeman wrote about cognitive diversity in local government. She asked him to explain what that is.

Response from Mr. Tangeman:

- Cognitive diversity focuses on recruiting and retaining a team that provides different perspectives on problem solving in your organization. Not necessarily bringing in the same people to your organization.
- It's different than demographic diversity. They complement each other, but they're definitely different.
- You have to focus on both and that's something he writes about quite a bit.
- Cognitive diversity contributes to the innovation and creativity of your organization, because your employees bring a different perspective to that problem solving.
- He thinks it's incredibly important that you're open-minded to both private sector employees and the military when recruiting for your organization. He loves to see people who have a business background or a military background, or someone who worked for a private consulting firm. Bringing those people in provides a completely different perspective to your organization.

Chair Weinstein asked Mr. Tangeman to explain the term *Performance Budgeting*.

Response from Mr. Tangeman:

- Mr. Tangeman stated it's called two different things; Priority Based Budgeting or Performance Based Budgeting. It focuses on establishing your priorities as an organization and setting criteria for the success of your services and programs, and allocating resources based on those priorities.
- It's kind of a budget process, but it's done in a more deliberate process and considers more than just opinion. It considers rules, regulations, laws, and mandates. As part of that decision-making process it takes into effect the strategic perspective and vision of the Select Board. It also takes into effect even how much of the community you serve under those services.
- He added that the more communities that add priority-based budgeting, the more collaborative opportunities you find in your adjacent communities.

Member Areson made a motion to adjourn at 8:13pm.

Member Worthington seconded.

So voted; 5-0-0, motion carries.

Respectfully Submitted,

Noelle L. Scoullar

Town Manager Rae Ann Palmer

DRAFT

TOWN OF TRURO
SELECT BOARD MEETING MINUTES
October 13, 2020 at 5:00pm
Remote Meeting Via GoToMeeting

Consent Agenda Item: 6Dd

Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Janet Worthington, Member-Stephanie Rein

Others Present: Interim Town Manager-Jamie Calise, Assistant Town Manager-Kelly Clark, Town Accountant-Trudi Brazil, Fred Gaechter, Morgan Clark, Conservation Agent-Emily Beebe, Clinton Kershaw, Stacie Smith, K.C. Meyers

Chair Weinstein called the meeting to order at 5:00pm.

Public Comment

Chair Weinstein stated he'd received a letter from Mr. Forgione which was requested to be read aloud for public comment. Chair Weinstein said that he was not going to read the letter for the record because it's in the form of a formal complaint that has been sent to the Attorney General's Office. It would be inappropriate to read the complaint since it has not been acted on.

Town Accountant Brazil wished to introduce Mary McIsaac, Town's Acting Treasurer, to the Board. Ms. McIsaac has provided a lot of help to the Accounting Department and the Assessing Office.

Chair Weinstein announced that Stacie Smith, the presenter for the tabled item *Discussion of Walsh Property Community Planning Committee Applicants and Possible Vote* was delayed and he would like to place that item later in the agenda. He moved forward onto the Select Board Action portion of the agenda.

Select Board Action

Discussion and Vote of Select Board Meeting Schedule for 2021

Member Areson made a motion to approve the Select Board meeting dates for the calendar year 2021.

Member Rein seconded.

So voted; 5-0-0, motion carries.

FY2021 Cost of Living Adjustment for Non-Union Employees

Interim Town Manager Calise explained the proposed cost of living adjustment for the Fiscal Year 2021. The compensation scale incorporates a 2% cost of living adjustment which was included in the Fiscal Year 2021 budget, as approved at Town Meeting. This is equivalent to the cost of living adjustment granted to union employees. It will be retroactive to July 1, 2020, and does not include seasonal employees, since they have separated from the Town. Additionally, the Classification and Compensation Scale includes the Fire Lieutenant pay which was budgeted in both the Fiscal Year 2020 and 2021 budgets. It also includes a change to the Harbor Master pay to move from hourly to salary. There are now separate lines for Clerk and Treasurer/Collector positions.

Member Reed made a motion to approve the 2% cost of living adjustment for non-union employees, including non-school employees with individual employment contracts, and for said adjustment to be applied retroactively for permanent employees to the beginning of the Fiscal Year, July 2020, and to approve the associated changes to the FY21 Classification and Compensation Scale.

Member Areson seconded.

So voted; 5-0-0, motion carries.

Tabled Items

Discussion of Walsh Property Community Planning Committee Applicants and Possible Vote

Stacie Smith from the Consensus Building Institute stated that she was at the meeting to answer any questions the Board may have. Chair Weinstein stated that there were 16 individuals recommended for appointment.

Member Rein feels the Board has received a diverse pool of applicants and she supports approving them for the Walsh Property Committee. Member Reed echoes Member Rein's sentiments, and thanked Ms. Smith for making the applications available. She supports the candidates' appointments. Member Areson concurs with Members Rein and Reed and thought it might be helpful to remind people that this is the beginning of the process for the Committee that will help come up with ideas to present to the community as a whole, and a plan will be voted on at Town Meeting.

Member Areson made a motion to appoint the 16 individuals (listed below) to the Walsh Property Community Planning Committee.

Christine Markowski, Hannah King, Eileen Breslin, Ryan Schmidt, Craig Milan, Susan Howe, Paul Wisotzky, Morgan Clark, Steve Wynne, Fred Gaechter, Janice Parky, Russell Braun, R. Todd Schwebel, Kenneth Oxtoby, Kevin Grunwald, Jane Lea

Member Worthington seconded.

Member Reed asked for clarity about the procedure if these people have never served on a committee before, and what they need to do regarding training for online ethics and how to shepherd them into this role. Chair Weinstein stated they would be instructed on what they need to do, and they would need to be sworn in.

So voted; 5-0-0, motion carries.

Conservation Restriction-9 Castle Terrace

Conservation Agent Beebe explained that the Conservation Commission voted to accept the Conservation Restriction as described in the document the Select Board is reviewing. This is a beautiful acquisition for the Trust, and she encourages the Board to support it.

Mr. Gaechter explained the tax credit sought by the property donors and the steps and transfers required.

Member Worthington made a motion to approve the Conservation Restriction for 9 Castle Terrace.

Member Areson seconded.

So voted; 5-0-0, motion carries.

Consent Agenda

Chair Weinstein stated he had a problem with all of the curb cut applications. He mentioned a prior curb cut which had been brought before the Select Board. Construction on that property had already been underway. He feels it's inappropriate for a property owner to come before the Board and ask for a

review and permission of a curb cut after the construction has taken place. Chair Weinstein said that as a result of that past curb cut, a policy was put in place to ensure a curb cut application was submitted before any construction takes place. He began discussing the first application for 9 Mill Pond Road. Construction has been completed by the Ambrose Corporation and now they are asking for a curb cut, which should have been asked for prior to the commencement of any construction. Chair Weinstein discussed this with the Building Inspector and it was acknowledged that there was a procedure in place to do this prior to construction. He will not approve the curb cut. He would like to have the owners come to a future meeting to explain why the curb cut application was not completed prior to the construction. He continued, stating that all the above comments also applied to the second (and third) curb cut applications for 402 and 408 Shore Road. Chair Weinstein noted that for the remaining curb cut application, construction had not commenced on this property, but in reviewing the documents there are two addresses listed, 120 and 126 Old County Road and he'd like it clarified as to which property is formally requesting the curb cut. He continued, stating that the Board was given a site plan where it shows the curb cut and driveway located on very steep terrain. He is unaware if this has been reviewed by an engineer. He would like an assurance that this adequately meets the grade requirements. Chair Weinstein objects to approving the four curb cuts until they hear back from the owners of the properties as to why the policy wasn't adhered to. Member Areson was not sure the curb cuts on Shore Road were actually completed. She remembers the two houses on Shore Road coming before the ZBA for review. When she went by that location, it looks like a construction site; not a finished curb cut. She has asked that the Building Inspector or the DPW Director clarify. Chair Weinstein agreed, and requested that either the owners or the Building Inspector come before the Board at a future meeting.

Members Reed and Areson both had minor corrections to the minutes which they would send via email to the Executive Assistants, Noelle Scoullar and Nicole Tudor.

Member Areson made a motion to approve items A5 through A9, and Items B and C on the Consent Agenda with minor corrections in the minutes submitted by Board members.

Member Rein seconded.

So voted; 5-0-0 motion carries.

Select Board Reports/Comments

With elections only days away, Member Reed would like to let the public know about early voting available to registered Truro voters between October 17th through October 30th. Truro's homepage has a notification regarding dates and times that Truro Town Hall will be available for people to vote.

Member Rein was reading through the Weekly Report and saw that the DPW was removing the recycling and garbage cans from the beaches and leaving the dog waste containers up at Cold Storage, Corn Hill, and Great Hollow beaches. She stated that Ballston Beach is a large dog walking location and she asked if there could potentially be a dog waste container set up there as well. Assistant Town Manager Clark said that they could talk to DPW Director Cabral. She does recall that the dog waste containers take a beating on the oceanside beaches, but she will ask the DPW Director if there is a way to protect those containers a bit better.

Chair Weinstein stated that he has served as Region D's Representative to the Metropolitan Planning Organization where he represents Eastham to Provincetown. His tenure on the MPO will be up shortly and he'd like to know if the Board members would support him because the Cape Cod Commission needs notification certain of his intent to be re-nominated. If there is anyone on the Board who would like to take over this responsibility, he would welcome it. If the Board's desire is that he continue, he would do so.

Town Manager Report

Interim Town Manager Calise spent the past week meeting with Department Heads and other Town Staff to get up to speed on different priorities and projects. He also attended a Town Manager's meeting with Assistant Town Manager Clark.

Member Reed asked if there was any discussion regarding the budget process with staff. Interim Town Manager Calise stated that they are looking to begin meeting with Department Heads later this month and early November. Member Areson is concerned about budgeting and asked that the issue be placed on a future agenda to give them an update and perhaps talk about scheduling hearings. Assistant Town Manager Clark told the Board that typically a budget message is crafted by the Select Board, the department heads develop budgets that are compiled by the (Interim) Town Manager.

Next Meeting Agenda: October 27th

Interim Town Manager Calise gave a summary of the items on the upcoming agenda. Chair Weinstein stated that it appeared there was space on the agenda to place a discussion of the budget process. Interim Town Manager Calise said he'd place that on the agenda for the 27th.

Caller-K.C. Meyers

Ms. Meyers asked if there had been any action on the two Executive Session items which had been held earlier. Chair Weinstein stated that they cannot comment on Executive Sessions, but the Executive Session regarding the Town Manager contract reached a successful conclusion. The contract has not been formally signed to date.

Member Reed made a motion to adjourn at 5:51pm.

Member Areson seconded.

So voted; 5-0-0, motion carries.

Respectfully Submitted,

Noelle L. Scoullar

Interim Town Manager Jamie Calise
Under the Authority of the Truro Select Board

**Truro Select Board
Tuesday, October 27, 2020
Remote Meeting**

Select Board Members Attending: Robert Weinstein, Chair; Kristen Reed, Vice-Chair; Susan Areson, Clerk; Jan Worthington; and Stephanie Rein

Attending: Acting Town Manager Jamie Calise; Assistant Town Manager Kelly Clark; Town Accountant Trudi Brazil; DPW Director Jarrod Cabral; Health/ Conservation Agent Emily Beebe; Housing Authority Chair Kevin Grunwald; Climate Action Committee Chair Carol Harris; Climate Action Committee Member Bob Higgins-Steele; Provincetown Water Superintendent Cody Salisbury; Director of Public Works Richard Waldo; and Provincetown Select Board: Dave Abramson, Chair; John Golden, Vice-Chair; Robert Anthony; Lise King; and Louise Venden.

TRURO SELECT BOARD

Select Board Chair Robert Weinstein opened the Select Board Meeting at 5:00PM. He introduced the Board and guests to the meeting.

Public Comment

There was no Public Comment.

Select Board Action Items

Intermunicipal Water Meeting Discussion with Provincetown Select Board

Cody Salisbury, Provincetown Water Superintendent started his presentation on the Provincetown Water Department. He gave a quick glance of the Water Department stating there are three wellfields, two treatment facilities, a membrane facility, and a corrosion control facility with a total of 3, 974 service accountants. He explained operations during the Covid-19 Pandemic. Provincetown modified “peak-season” sampling sites in order to eliminate staff from entering buildings.

He stated that a Level II Drought was declared August 13th and Provincetown through the summer had water use restrictions for outdoor watering. He discussed Project Highlights for 2020. Superintendent Salisbury mentioned that the Knowles Crossing Distribution Garage design phase has been completed, and the project is out to bid. He explained that the building is tired and in need of many repairs. He explained the timeline of the project and displayed a rendering of what the garage would look like. The third item on the project list was the completion of the EPAs Unregulated Contaminant Monitoring Rule #4 with no more than 30 unregulated contaminants to be monitored. He explained the second round of the testing results showing a discrepancy in Manganese.

He noted that there was also a voluntary PFAS (Per-and Polyflouroalkyl) substances sampling of the water. He added that they knew that regulations were coming and that they conducted the sampling at the entry points, and fortunately they did not find anything. He noted the locations in Massachusetts where there have been detections of the PFAS. The regulation has now passed and will be in the drinking water regulations with a revised plan for next year for either quarterly

or annual sampling. Next, Superintendent Salisbury explained the groundwater sampling and the collected data from Monitor wells 9D and 11D. He explained the water withdrawal and production. In 2020 pumping levels remain down due to Covid-19 with overall metered “billable” volumes are down 11 million gallons since April. It is anticipated that there will be lower revenue due to Covid-19 with overall metered volume down approximately 11 MG. He explained the water user rates to both Boards as well as upcoming projects.

Select Board Chair Weinstein asked if the fee income has been compared to the cost of running the system. Salisbury said that they have looked at their fixed operating costs where they adjusted their basic service fee after 10 years. Select Board Chair Weinstein suggested increasing the user fee. He added that they will research what their revenue loss is for 2020. Select Board Chair Weinstein asked that this information be shared as the North Union Field area is adjacent to the Walsh Property. Select Board Chair Weinstein spoke of the \$1.3 Million grant to run a water line through the Cloverleaf property in Truro. He asked if in the future a public water supply could be located on Pond Village Road and if the current system could handle that expansion. Superintendent Salisbury said that they had looked at a model in conjunction with a recent distribution system model on the Cloverleaf. He added that fire flows are not the greatest at certain areas of that portion of that system in Truro and added that there is a need for a storage facility in Truro. That is the only permanent solution to rectify fire flows in that portion of the system he commented, adding there needs to be a serious look at a storage facility in order to look at serving more properties.

Select Board Vice-Chair Reed stated that there is great concern from individuals living along Pond Road about the recent testing of Nitrates in their water and well systems. Select Board Clerk Areson, thanked Superintendent Salisbury on the presentation and encouraged people to read the documentation further. Select Board Chair thanked Superintendent Salisbury for the report and the constant monitoring of the system.

Provincetown Select Board Member Louise Venden stated that there needs to be concern about the reserves the Water Department has, funding that’s available and the water quality issues that were raised and asked if the report can be made available in hard copy.

Truro Housing Authority Authorization to Submit a Funding Application to the CPC on behalf of the Affordable Housing Trust

Kevin Grunwald, Chair of the Housing Authority stated that he was before the Select Board on a Funding Application on behalf of the Affordable Housing Trust. Chair Grunwald explained the history of the Affordable Housing Trust. He added that the funds are used to support affordable housing purchases. The current request is for \$50K to continue to fund this Trust with no specific project or need that has been identified. The Chair felt that it is important to provide an ongoing funding stream to this Trust. He explained that many Municipalities are following suit with funding a revenue stream such as Orleans. He spoke of the financial implications of the Coronavirus on renters. The Housing Authority has looked at an emergency rental assistance program. He added that the proposal submitted by the Community Housing Resources two years ago identified that they were anticipating receiving \$480K from the Affordable Housing Trust. The request from the developer will probably increase. The Community Preservation

Committee (CPC) Applications are due the beginning of November, with the Board's support for authorization to submit to the Community Preservation Committee.

Select Board Vice-Chair Reed asked that Chair Grunwald speak to funds that are used for education and advocacy, using a Consultant to assist with that process, and the Area Medium Income percentages that helps with housing needs. Chair Grunwald stated that there is currently a State-run program for rental assistance for people between 50-80% Area Mean Income. He also spoke of the Emergency Rental Assistance Program. He felt that it is important to start to do more community education.

Select Board Member Worthington asked about the Trust's balance and what that entails. Chair Grunwald responded that the balance includes Free Cash that was allocated and the \$150K that was the Community Preservation Committee Application from last year. Select Board Member Worthington asked for a balance sheet for 2018 and 2019. Trudi Brazil, the Town Accountant responded that she would show them an activity report.

Select Board Clerk Areson clarified what Community Preservation Committee funds are to be allocated towards. Chair Grunwald stated that 29% of the CPC funds have gone to Community Housing activities. The Select Board Chair stated that the Board as the Trustees' has the discretion to use the funds however the Board sees fit. Chair Grunwald concurred with Chair Weinstein that the Trust was established for access to funds without the wait for Annual Town Meeting authority.

Select Board Clerk Areson moved to authorize the Truro Housing Authority Chair to submit an application for funding to the Community Preservation Committee on behalf of the Truro Affordable Housing Trust. Select Board Member Rein seconded the Motion. Motion passes, 5-0-0.

Climate Action Committee Presentation

Carol Harris, Chair Climate Action Committee reminded the public that there are still three vacancies on the Committee. She spoke of all that are affected by Climate Change. The Climate Action Committee is looking for the assistance of other Committees. The Committee has brainstormed the effect of Climate Change on the community of Truro. They received the Board's support for House Action (H2810) which passed. They prepared a Warrant Article which passed at Annual Town Meeting. She spoke of the Committees areas of interest, of Air and Water quality. She added that they are focused on Ecosystems which require greater research. The Chair also noted that the planting of some trees can absorb greenhouse gases. They are currently researching which plants would be the most effective in the area.

She felt that it is critical to educate and outreach to the community. The Building Stretch Code is being amended and should be out in January. She also spoke of researching ways not to eliminate all vegetation from a new construction site and or placing plantings that are environmentally friendly. Chair Harris spoke of the next steps of the Committee and stated that they need additional members. She added that they may need funding for consultants.

Select Board Vice-Chair Reed added that it would be helpful to see what other Climate Action Committees across the Commonwealth have for policies. Chair Harris noted that the City of Newton has done some interesting projects. Select Board Member Rein thanked the Climate Action Committee for their presentation and work they have accomplished. Chair Weinstein noted that Wellfleet has done similar vegetative research that would provide useful information for the Truro Climate Action Committee. Select Board Clerk Areson thanked the Chair and members of the Climate Action Committee. Chair Weinstein thanked Chair Harris and Climate Action Committee Member Bob Higgins-Steele for their presentation.

Discussion of Town Hall Bells

Jarrold Cabral, Department Public Works Director, reported to the Board that the bells had recently been refreshed and were tested weekly. The bell ring follows DEP Regulatory guidelines. The DEP encouraged the Town to reach out to abutters to review possible operation of the bells use. He reported to the Board that there is a hornet infestation that he has scheduled removal of in order to remove the louvres for additional bell testing. Director Cabral reported to the Chair that the DEP decibel level is 10 decibels above ambient which the Town is currently in compliance. Chair Weinstein updated the Board that the abutters are happy with the current operation of the bells and had no issue with the slight exceeding of the 50-decibel level and the bell ringing on the hour. Select Board Member Worthington commented that the abutters were happy with a decibel level that cannot be heard through Town. Select Board Vice-Chair Reed inquired if there has been any communication with Town Hall in favor or opposition to the current sound of the bells. Assistant Town Manager Clark mentioned only one comment in favor. Select Board Clerk Areson thanked Director Cabral for their work and for sharing the photos of the bells.

Discussion of FY2022 Budget

Acting Town Manager Jamie Calise stated that there is a Municipal Calendar for Fiscal Budget FY22 before the Board for review and approval. He added that there are key budget process dates on the list. He commented on the current fiscal picture for FY 2021. Capital and Supply purchases had to be delayed due to the Pandemic, as well as delivery of goods were delayed. He added that budgeting will be challenging due to the unexpected, relative to Covid-19. For Fiscal FY22 there will be new items requested in the budget relative to Covid-19. Balancing Service needs and Service expectations is a balance. Select Board Clerk Areson raised concern on the timeframe of the list of dates in particular the commencement of the Budget Task Force Meetings in December. Acting Town Manager Calise felt that the dates were realistic as Department Heads will have a return date certain for their budgets of two weeks.

Select Board Vice-Chair Reed asked for confirmation if the calendar had been vetted for school holidays and religious holidays. Assistant Town Manager Clark affirmed that the significant dates on the list are set by Town Charter from year to year. She noted if either the Town Meeting or the Town Election dates need to be amended consideration for school holidays and Religious holidays will be taken into account.

Select Board Clerk Areson moved to approve the annual Municipal Calendar for 2021 Annual Town Meeting and Fiscal Year 2022 Budget preparations. Select Board Vice-Chair Reed Seconded the Motion. Motion Passes, 5-0-0.

Select Board Chair Weinstein stated that Covid-19 will impact various aspects of income to the Town. He further commented that there needs to be careful examination of how the Town provides services from the various departments and Town Hall operations. Acting Town Manager Calise agreed that there have been many changes due to Covid. The departments are still getting their tasks done and, in some areas, there has been an increase in services such as requests for Public Records as well as a modification to staffing hours.

Discussion on Open Positions on Town Boards, Committees and Commissions

Select Board Chair Weinstein wished to have this discussion to shed light on current vacancies. He spoke of the Recreation Commission's many openings. He mentioned that the Recreation Commission is no longer functioning, which has an impact on the Community Preservation Committee. He asked the Board for assistance to remedy the vacancies. He spoke of the public going through the vacancy list to see if there is an appointment that may interest them. Select Board Member Rein asked if a flyer could be sent to parents, new residents, or younger residents through the school. Select Board Vice-Chair Reed asked if the vacancy list would be made available on the Home Page of the Town website. Select Board Clerk Areson contributed that with businesses open, perhaps flyers at those locations could help with outreach. She added that perhaps the chairs could make themselves available to answer questions regarding joining the committees. Select Board Clerk Areson noted some corrections and asked for a full and accurate list of Select Board-only appointments.

Select Board Chair Weinstein asked that the list include the frequency that these committees meet. Select Board Member Rein reiterated that these committees are meeting virtually and hopefully that helps fill vacancies. Select Board Vice-Chair Reed noted that the Climate Action Committee has an additional full member vacancy. Select Board Chair Weinstein said he would work with staff to make the vacancy list as accurate as possible. Select Board Clerk Areson said she would be happy to gather the charges for the committees that have vacancies. Select Board Chair Weinstein stated that he would look at the Charter to see what the Board's obligations are for appointments. Select Board Clerk Areson said a synopsis of a charge would be best as many are quite long, along with contact information of the chair. Select Board Vice-Chair Reed said that she was working on an informational manual and possibly she and Clerk Areson could work in collaboration to finalize the committee information packet she worked on with former Select Board Member Maureen Burgess. Select Board Chair Weinstein suggested that they could come back with an accurate list at the next meeting. Select Board Clerk Areson stated that they could look at a draft flyer for that meeting.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - I. Appointment of Peter Graham to the Commission on Disabilities;
Appointment of Maureen Cronin to the Community Preservation Committee
- B. Review and Approve the 2021 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
- C. Review and Approve the Alcohol Beverages Control Commission 2021 Renewal

Certification

- D. Review and Approve Curb Cut Application for 402 and 408 Shore Road
- E. Authorization for Acting Town Manager to sign on to the Cape Light Compact Request for Proposals for Municipal Power Supply on behalf of Truro
- F. Review and Approve Select Board Minutes: September 15, 2020

Select Board Vice-Chair Reed recused herself from the Annual Liquor License discussion within the Consent Agenda with respect to Chequessett Chocolate having a liquor license.

Select Board Clerk Areson moved the Consent Agenda as printed on the October 27, 2020 Agenda and noted that Select Board Vice-Chair Reed has recused herself from the Chequessett Chocolate Item. Select Board Member Worthington seconded the Motion. Motion Passes. 5-0-0.

Select Board Reports or Comments

Select Board Member Worthington asked for an update from the Health Agent regarding Covid-19 for the winter months including encouraging people to go to businesses that are open.

Select Board Vice-Chair Reed attended the Charter Review Committee on October 14th. Select Board Vice-Chair Reed read from the Open Meeting Law section regarding Minutes and commented on the recent Open Meeting Law complaint. She added that the Committee is also discussing Elected versus Appointed Boards and what is best for Truro, as well as Committee Goals.

She also reported that the Charter Review Committee asked the Board if there is anything that the Board wishes to be reviewed of the Charter. Select Board Vice-Chair Reed attended the Housing Authority Meeting and reported on their Agenda topics. Early voting is still available until October 30th at Town Hall she reported.

Select Board Clerk Areson stated that there are continuance hearings on Cloverleaf and reported on the status of that project.

Select Board Chair Weinstein reported that he attended the Metropolitan Planning Organization Meeting and his name was put forward as a Sub-Regional Representative for Eastham, Wellfleet, Truro and Provincetown. He reported on the improvements made to Route 6 and the current status on the bike trail. There is still availability for bike racks. Select Board Clerk Areson reported that the Bike and Walkways Committee were working on the bike racks. Select Board Chair Weinstein also reported that members of the public should take advantage of their ability to vote and thanked the Clerk's office for all their hard work.

Town Manager Report

Acting Town Manger Calise reported that there are 2,031 registered voters in Truro and 971 voters have already voted. He also warned of unemployment fraud complaints. The Oyster Shellfish Beds are closed until further notice.

Next Meeting Agenda

The Chair requested an Executive Session for one item regarding Policy #54, and Town Counsel has requested an Executive Session to address ongoing litigation that the Town is engaged in. A Work Session with the Finance Committee was also requested. The Acting Town Manager reported on the items for the next Agenda. There was a brief discussion on availability for November 10th.

Adjournment

Select Board Chair Weinstein asked for a Motion to Adjourn. Select Board Clerk Areson so moved. Select Board Vice-Chair Reed Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.

The meeting was adjourned at 7:39pm.

Respectfully submitted,

Nicole Tudor, Executive Assistant

Acting Town Manager, Jamie Calise
Under the Authority of the Truro Select Board

Public Records material of 10/27/2020

1. Water Agreement PowerPoint Presentation
2. Truro Housing Authority CPC Application
3. Climate Action Committee PowerPoint
4. Bells Cleanup Photos (DPW)
5. Municipal Calendar for ATM 2021 and FY22 Budget
6. Boards and Committee List
7. Application to Serve Peter Graham, and Maureen Cronin
8. Annual ABCC Applications for Alcohol Licensees
9. ABCC Renewal Certificate
10. Curb Cut Application (402 and 408) Shore Rd
11. Cape Light Compact Letter
12. Select Board Minutes September 15, 2020

**Truro Select Board
Tuesday, November 17, 2020
Remote Meeting**

Select Board Members Attending: Robert Weinstein, Chair; Kristen Reed Vice-Chair, Susan Areson Clerk, Jan Worthington, and Stephanie Rein

Attending: Acting Town Manager Jamie Calise; Assistant Town Manager Kelly Clark; Truro Central School Superintendent Mike Gradone, DPW Director Jarrod Cabral

TRURO SELECT BOARD

Select Board Chair Robert Weinstein opened the Select Board Meeting at 5:34M. He introduced the Board and guests to the meeting.

Public Comment

There was no Public Comment.

Select Board Action Items

Discussion on Consolidating School Maintenance Services Between the Department of Public Works and Truro Central School

DPW Director Jarrod Cabral, spoke of projects that the Truro DPW has accomplished in the past at Truro Central School. Director Cabral spoke of how closely his department has worked in tandem with the School prior to their reopening due to Covid-19. He and Superintendent Gradone spoke of the DPW taking on some of the School facility management. Superintendent Gradone and Director Cabral worked on a proposal that is before the Select Board. Director Cabral explained how tasks will be managed between the two school custodians and his department supporting the school on weekends. Director Cabral explained his staffing schedule for the Town Buildings in order to accommodate assisting the school. He went over his scheduling for the summer months and noted that there is not a deficiency with respect to staffing. Superintendent Gradone said he was pleased by the conversations with Director Cabral thus far. He spoke of 90% of the students having returned to school. Superintendent Gradone praised Director Cabral and Health Agent Emily Beebe on their efforts to get the school ready for opening.

Superintendent Gradone felt that the collaboration was very helpful, and he would be discussing this with the School Committee on Thursday. Select Board Chair Weinstein asked if this collaboration has a shelf life after Covid guidelines or is it more permanent. Director Cabral responded that they felt that the collaboration would be strong long term. Superintendent Gradone felt that there would be savings to the Town as they would eliminate that portion of maintenance from their budget.

Select Board Member Rein thanked the Superintendent and Director Cabral for their efforts. She felt that the collaboration was a great idea. She asked how this would affect the budgets of both departments and if the final proposal would come back to the Board. Director Cabral felt that most items such as supplies could be absorbed into the existing budget. He felt that staff could

do walkthroughs of the school three days a week. He proposed that he and the Superintendent could return to the Board with an update.

Superintendent Gradone felt there could be some small staffing reductions and would speak to the School Committee to see what next steps would be requested. Select Board Member Worthington thanked both for taking the initiative with this joint endeavor. Select Board Member Areson added that she was comfortable with it moving forward but noted staffing due to it being Union-related wasn't under the purview of the Select Board.

Select Board Vice-Chair Reed asked how staff would be able to give feedback on their new tasks. He spoke of the Truro DPW being the first DPW to support a school district, possibly on the Cape. Superintendent Gradone added that it is a very thorough initiative and felt that communication was essential. He added that the Principal is in charge of the day to day operations at the school and informed the Board that the Principal would be in communication with both the Business Administrator as well as the Head Custodian of the School.

Select Board Chair Weinstein felt that this was a great way of operating more efficiently and he was impressed by the cooperation and communication.

Select Board Chair Weinstein asked for a Motion. Select Board Member Areson Moved to approve the Acting Town Manager and the Assistant Town Manager to engage the School Committee in the discussion of the Public Works Department Management of the Truro Central School facilities and if required to update job descriptions and enter into negotiations with AFSCME and Non-Union personal related to this matter. Select Board Member Rein Seconded the Motion. Motion Passes, 5-0-0.

Continued Discussion on Vacancy List for Boards Committees/Commissions

Select Board Chair Weinstein thanked Select Members Reed and Areson on their hard work on this discussion item. Select Board Clerk Areson described the draft Committee packet that she and Select Board Vice-Chair Reed have been working on. She added that there is a note that will be emailed to the Chairs of Boards and Committees regarding their Committee makeup and Charge. Select Board Clerk Areson added that Carol Harris has volunteered to assist with compiling information from the email distribution. She explained that they are looking for a concise definition on Committee Charges. She spoke of the Commission and Board appointments made last week and that a list of vacancies will also be a part of the intro flyer to be sent out to the community. Carol Harris, Anne Greenbaum, and Susan Howe will be assisting with this project.

Select Board Vice-Chair Reed added that the group will be meeting in December to make comments on the handbook. The document was shared with the Acting Town Manager and with Staff for their input. Staff did have general ideas which Select Board Reed read to the Board. Select Board Chair Weinstein looked at the Town Charter and noted that there are deletions about Boards and Committees and suggested that section of the Charter should be amended at an upcoming Town Meeting.

Select Board Clerk Areson moved that the document in the November 17, 2020 Meeting packet be emailed to the Boards and Committee Chairpeople asking for information for the Board to use in recruiting new members. Select Board Member Rein Seconded the Motion.

Select Board Clerk Areson stated that she would like it added where the responses should be directed. Select Board Vice-Chair Reed noted that the email is to help the vacancy chart be as accurate as possible. Select Board Member Rein thanked Select Board Members Reed and Areson and their committee on the importance of their work. Select Board Member Rein commented that she would like to be the liaison to assist with resurrecting the Agricultural Commission.

Motion Passes, 5-0-0.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. *None*
- B. Review and Appoint Michael Kaelberer to the Truro Board of Registrars
- C. Review and Approve 2021 Annual Business Licenses: Montano's Restaurant (Common Victualer)
- D. Review and Appoint Mary-Elizabeth Briscoe (COA Director) as Alternate to the Cape Cod Regional Transit Authority

Select Board Member Rein noted on the September 22nd Minutes, Page 7 should state "funds" not "fines" and on the September 22 Minutes page 2 should state, "a builder of bridges".

Select Board Clerk Areson so Moved the Consent Agenda. Select Board Member Worthington Seconded the motion. Motion Passes, 5-0-0.

Select Board Reports or Comments

Select Board Member Rein asked how frequently the Covid numbers are updated on the Town website. Assistant Town Manager Clark explained changes were made when there were updates to case numbers, as received by the Health Agent from the Maven System (Maven Disease Surveillance and Outbreak Management System).

Select Board Vice-Chair Reed asked about Office Hours. Select Board Areson agreed on the importance of Office hours with staff's assistance in setting up GoTo Meetings.

Select Board Clerk Areson stated that the Bike and Walkways Committee is submitting a grant for a bike rack and repair system and are looking at locations. The Committee will be discussing where it will be located.

Select Board Chair Weinstein stated that he attended the MPO meeting and thanked his colleagues for voting for him to in order to remain in that role. He reported that the Cape Cod Commission has extended the deadlines for the grant applications for funding the bike racks.

The County has 10 million dollars available for Safe Streets Initiatives. He asked that the Acting Town Manager and DPW Director Cabral be in touch with the Cape Cod Commission and the MPO to find out what funds cover and begin the application process. He felt that particular attention be given to Truro and North Truro Centers.

Select Board Clerk Areson stated that the Bike and Walkways Committee was interested in shelter covers at bus stop locations in Truro. Select Board Vice-Chair Reed asked about the grant process and who completes the grant package if it is on behalf of the Town. Select Board Chair Weinstein responded that Steve Tupper of the Cape Cod Commission could respond to this question.

Assistant Town Manager Clark reported that if the grant is up to \$100K, it can be authorized by the Town Manager; over \$100K it would come to the Board.

Select Board Chair Weinstein stated that he went with the DPW Director to see the garages that were in bad shape as to whether the structures should be taken down. He added that he would encourage the Walsh Property Committee to meet. Select Board Member Worthington felt that anything related to the property should not be taken out of the Walsh Property Planning Committee's hands in anyway. Select Board Member Weinstein felt that a professional assessment must be compiled of the property and then the Committee can gather information regarding the property. Select Board Member Weinstein spoke of the test wells on the property and other factors. Select Board Chair Weinstein spoke to the conditions of the buildings. Select Board Member Worthington added that the property condition and process is up to the Committee. Select Board Clerk Areson asked if there was already an engineer report on the property.

Select Board Chair Weinstein responded that the property had been surveyed. There was a brief discussion on whether there was an assessment on the Walsh property buildings. Select Board Vice-Chair Reed suggested that this discussion be a future Agenda item as it was appearing to be a deliberation on the matter. Select Board Chair Weinstein felt that it would be useful as an Agenda item. Select Board Member Worthington reiterated that the Committee needs to be a part of this conversation. Select Board Chair Weinstein cautioned that the buildings on the property need attention. Acting Town Manager Calise reported that due to the swearing in requirement and Covid-19 guidelines some members from out of State have not yet been sworn in on the Committee, hence the Committee has not met to date.

Select Board Vice-Chair Reed felt that as long as there is no motion made and it is purely an information gathering discussion, she too supported making the Walsh Property a discussion item. Select Board Chair Weinstein noted that he brought up the discussion to bring attention to the current condition of the property and felt that any discussion would be helpful to the Committee. Select Board Vice-Chair Reed reiterated that the conversation should continue as a future Agenda item and not be discussed under the Select Board Comments.

Select Board Clerk Areson asked that the Acting Town Manager Calise give a report on the current status of any surveys or reports. Acting Town Manager Calise said he would follow up with Jarrod on the status of the Committee.

Town Manager Report

Acting Town Manager Calise stated that Budget Packets are due back on November 20th from Department Heads. There will be a discussion on the Budget Task Force dates at the next meeting as well as meetings with Department Heads on their budgets prior to the Budget Task Force Meetings commencing. He and Assistant Town Manager Clark attended a virtual meeting of the Cape Managers where it was requested that there be an increase in funding for Covid-19 Testing.

Next Meeting Agenda

Acting Town Manager Calise reported that Kevin Grunwald from the Housing Authority will be presenting on the Homeless Prevention Council and read a few items from the Consent Agenda for the 8th.

Adjournment

Select Board Chair Weinstein asked for a Motion to Adjourn. Select Board Vice-Chair Reed so moved. Select Board Clerk Areson Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.

The meeting was adjourned at 6:11pm.

Respectfully submitted,

Nicole Tudor, Executive Assistant

Acting Town Manager, Jamie Calise
Under the Authority of the Truro Select Board

Public Records material of 11/17/2020

1. School Proposal October 29, 2020
2. List of Open Vacancies on Boards and Committees
3. Recruitment Note
4. Application to Serve Michael Kaelberer
5. Reappointment Checklist
6. Montano's Business Application
7. Draft September 8, 202 Select Board Minutes
8. Draft September 22, 2020 Select Board Minutes
9. Draft September 22, 2020 Select Board Minutes Deliberation
10. Covid-19 Information Page Updated November 23, 2020