



Truro Board of Selectmen Meeting
Tuesday, July 25, 2017
Executive Session Meeting – 5:00pm
Regular Board of Selectmen Meeting - 5:45pm
Truro Town Hall, 24 Town Hall Road

AMENDED

Executive Session: *Exemption 3 – to discuss strategy with respect to threatened litigation – potential approval by the Board of Selectmen of the tax exemption for residential real property pursuant to General Laws Chapter 59, Section 5C. The Chair has determined that an open meeting may have a detrimental effect on the litigation position of the Town.*

1. PUBLIC COMMENT

- A. Open the Regular Meeting
- B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

4. TABLED ITEMS

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

5. BOARD OF SELECTMEN ACTION

- A. Review Board of Selectmen Policies
Presenter: Paul Wisotzky, Chairman
- B. Discussion and Approval of 2017 Solarize Massachusetts Support Letter
Presenter: Mark Farber, Energy Committee Chair

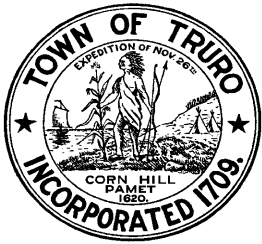
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Event Notification Form for American Lung Association Annual Autumn Escape Bicycle Trek – 9/24
- B. Review and Approve Reappointments of Noelle Scoullar (Registrar of Voters)
- C. Renewal of Temporary Borrowing Note for Landfill Capping
- D. Review and Approve One Day Alcohol and Entertainment License for September 9, 2017 at Castle Hill at Edgewood Farm
- E. Review and Approve Memorandum of Agreement By and Between the Town of Truro and the Truro Public Employee Committee
- F. Review and Approve Board of Selectmen Minutes: July 11, 2017

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: Tuesday, August 8



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: July 25, 2017

ITEM: Review of Board of Selectmen Policies

EXPLANATION: In accordance with the 2018 Goals and Objectives, the Board of Selectmen will review all Selectman's policies for updating, rescinding or affirming. Vice Chair Maureen Burgess recommended that the process begin with a review of the following ten (10) Policies:

1. Policy #4 *Safety Precautions at Highway Dept. and Golf Course*
2. Policy #5 *Town Administrator – Performance Evaluation*
3. Policy #6 *Conservation Restrictions*
4. Policy #7 *Fiscal Policy on Money Collection*
5. Policy #10 *Access to Town Counsel*
6. Policy # 11 *Authorization of the Town Administrator to approve Payroll and Bills Payable Warrants re: Truro Charter*
7. Policy #12 *Road Naming Policy*
8. Policy #13 *Appointment Policy*
9. Policy #14 *License Approval and Renewal Procedures*
10. Policy #15 *Police Department Step Increases*

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

Policy #4 – Recommended revisions for current practices attached.

Policy #5 – Rescind, the Town Charter now includes a provision for a performance evaluation of the Town Manager.

Policy #6 – I have forwarded this policy to Town Counsel for review of compliance with Massachusetts General Law and updating as applicable.

Policy #7 – Recommend no changes at this time, when the fiscal procedures manual is complete, appropriate changes will be brought forward.

Policy #10 – Revised in 2015, no changes necessary.

Policy #11 – Recommended revisions for current practices attached.

Policy #12 – For discussion by Board.

Policy #13 – For discussion by Board.

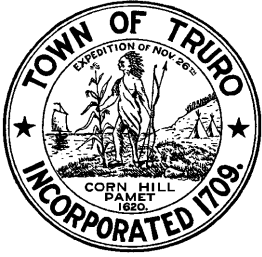
Policy #14 – Hold for revisions. Staff is currently working on licensing policy and procedures. Objective TS#4 of the 2018 Board of Selectmen Goals and Objectives addresses this policy with a completion date of 10/31.

Policy #15 – Rescind, step increments are covered in the union contract pay plan and are only available to members on their anniversary date.

SUGGESTED ACTION: *MOTION TO*

ATTACHMENTS:

1. Board of Selectmen Policies



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #4

Date: December 15, 1992

Subject: **SAFETY PRECAUTIONS AT HIGHWAY DEPARTMENT AND GOLF COURSE**

HIGHWAY DEPARTMENT

There shall be eye protective glasses, noise reducing ear device, and other protective clothing shall be worn as appropriate. It shall be supplied by the Department upon request by an employee and/or shall be worn by the employee when directed to by the Superintendent or Foreman, when the deem it appropriate.

GOLF COURSE

The same protective measures as above when directed to by the Greens Superintendent of Golf Manager, with the exception that hard hats shall be work while working on the Golf Course during hours of play.

Signed by:

John H. Snow, Chairman, Bruce T. Tarvers, Robert J. Martin, Ruth Jacobs and Lloyd F. Rose
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

POLICY MEMORANDUM #4

Date: July 25, 2017

Subject: Department of Public Works Occupational Health and Safety Department
of Public Works

Personal protective equipment shall be issued by the Department of Public Works Director upon assignment to the Department. All equipment issued will be signed for by employee and include, but not be limited to, helmet, ear defenders, safety glasses, gloves, and reflective vest. All tee shirts and jackets will comply with the American National Standard Institute safety color rating. All replacement safety equipment will be issued only as a one for one exchange, and signed for by employee. There are no alterations or modifications permitted to any equipment issued. It is mandatory that personal protective equipment be worn by staff when directed by the Department of Public Works Director or their designee.

Paul Wisotzky, Chair

Maureen Burgess, Vice Chairman

Robert Weinstein, Clerk

Jay Coburn

Jan Worthington
Board of Selectmen
Town of Truro



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POLICY MEMORANDUM #5

Date: February 9, 1993 (evaluation form was revised 12/20/05), revised 6-4-2013

Subject: **TOWN ADMINISTRATOR – PERFORMANCE EVALUATION**

As a matter of policy, the Board intends to review the performance of the Town Administrator on an annual basis. The evaluation will take place during the month of March and must be completed and shared with the Administrator no later than April first.

The attached list of standards are to be used as the annual evaluation checklist. A total average score from all categories of under two points will be considered unacceptable.

The checklist may, from time to time, be augmented by a second list of specific, written objectives assigned for the current fiscal year. If such a list of objectives has been assigned, then the accomplishment (or lack thereof) of those objectives may also be considered as a part of the evaluation process.

Jay Coburn, Chairman

Breon Dunigan, Vice-Chairman

Jan Worthington, Clerk

Robert Weinstein

Paul Wisotzky
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

REVISED - POLICY MEMORANDUM #6

Date: December 21, 1999

Subject: **CONSERVATION RESTRICTIONS**

WHEREAS, the protection of the environment, including clean air, pure ground water, marine waters, ponds and other water resources, scenic areas, open space, natural habitat of fish, shellfish, wildlife and plants, is a primary concern of the Town of Truro; and

WHEREAS, the Town has prepared a Local Comprehensive Plan (1994); Harbor Management Plan (1994); Open Space Plan (1984, amended 1990) and a Water Resources Protection Plan (1985); and Truro Conservation Trust has prepared a Pamet River Greenway Management Plan (1987); and the Army Corps of Engineers has prepared the Pamet River Investigation by the Army Corps of Engineers (1998); all of which identified strategies to protect the conservation values cited above; and

WHEREAS, conservation restrictions pursuant to M.G.L. Chapter 184, Sections 31-33 are a proper means to implement appropriate objectives of the protection plans cited above; and

WHEREAS, the Board of Selectmen and the Conservation Commission must evaluate the extent to which a conservation restriction proposed for a particular property will yield significant public benefits by protecting the conservation values cited above and/or providing scenic enjoyment, outdoor recreation and education of the public;

NOW, THEREFORE, the Board of Selectmen declare the following policies to guide the use of conservation restrictions in the Town:

1. The Town of Truro should accept and/or approve proposed conservation restrictions that provide significant public benefit as enumerated above; approval of all conservation restrictions by the Board of Selectmen is and shall be conclusive confirmation that the same yields significant public benefits envisioned by Section 170(h) of the Internal Revenue Code; approval of each proposed restriction is discretionary by the Board on a case by case basis, after evaluating the benefits to the community of each proposal.

2. Pursuant to the provisions of General Laws, Chapter 184, Section 32, Conservation Restrictions may be held by the Town of Truro and administered by the Truro Conservation Commission upon approval by the Board of Selectmen in accordance with the provisions of this Policy. If the Town is purchasing the conservation restriction from a landowner, then a vote of Town Meeting is also required (a majority vote is required if funding is already appropriated; a two-thirds majority vote is required if funding must be raised and appropriated by loan or otherwise). Conservation Restrictions may also be held by state and federal environmental agencies, including the U. S. Department of the Interior for lands within the Cape Cod National Seashore. Town approval of conservation restrictions held by these state and/or federal agencies is not statutorily required, however, the Board of Selectmen requests the courtesy of reviewing proposed restrictions to determine consistency with town interests and goals.
3. Conservation restrictions may also be held by the Truro Conservation Trust, Massachusetts Audubon Society, or other qualified conservation organizations within the meaning of Section 170 of the Internal Revenue Code; while the Town is not responsible for enforcing conservation restrictions held by a charitable organization or trust, pursuant to General Laws, Chapter 184, Section 32, the restriction must be approved by the Selectmen or Town Meeting of the Town.
4. The Truro Board of Assessors must be furnished with a full copy of the approved and recorded restriction along with a registered survey depicting the metes and bounds of the parcel or portion of a parcel that will be held in a conservation restriction. This survey will be recorded with the restriction.

Guidelines for the Approval of Conservation Restrictions in the Town of Truro are attached hereto, incorporated herein, and labeled Exhibit A. These Guidelines and the policies set forth above are intended to remain in effect until modified by a majority vote of a quorum of the Board of Selectmen after a duly noticed public hearing. Future modifications of same will not affect any conservation restrictions already approved under the policies in effect at the time.

Robert J. Martin, Chairman

Lloyd F. Rose, Vice-Chairman

Sally Sears-Mack, Clerk

Harold A. Eastman

Suzanne Grout Thomas

Board of Selectmen
Town of Truro

Date of signing: _____

EXHIBIT A
GUIDELINES FOR APPROVAL OF CONSERVATION RESTRICTIONS
FOR THE TOWN OF TRURO

A. GENERAL INFORMATION

The following Guidelines shall be used by the Truro Board of Selectmen when considering whether or not to approve conservation restrictions on land in the Town of Truro in accordance with the Massachusetts Conservation Restrictions Act, General Laws, Chapter 184, Sections 31-33.

1. A conservation restriction is a property interest which limits the future use of the land in order to retain it in its natural, scenic or open condition, or in agricultural or forest use. The landowner relinquishes certain development rights in exchange for tax advantages. A conservation restriction is the same as a conservation easement, as it is sometimes called.
2. There is no standard form for a conservation restriction. Please consult The Massachusetts Conservation Restriction Handbook, published by the state Division of Conservation Services (tel. 617-727-9800 x 290).
3. A conservation restriction is a voluntary, yet legally binding agreement between a landowner and the designated holder of the restriction as selected by the landowner. In Truro, the holder can be the Town, the Truro Conservation Trust, the Commonwealth of Massachusetts, the United States Department of the Interior, or other qualified conservation organizations. The holder is responsible to ensure that the landowner keeps the promise not to develop the property. Penalties for violating the agreement can include injunctions and/or money damages.
4. The owner continues to hold title to the property and has the right to use the restricted land in ways that are not detrimental to the conservation values of the parcel.

B. LAND PROTECTION CRITERIA

Pursuant to the provisions of General Laws, Chapter 184, Section 32, when considering whether to approve a conservation restriction on land, the Board of Selectmen shall determine whether the restriction is in the public interest. In determining whether a

interest in such conservation restriction and any national, state, regional and local program in furtherance thereof, any public state, regional or local comprehensive land use or development plan affecting the land, and any known proposal by a governmental body for the use of the land. MGL c. 184, s. 32. Lands proposed for restriction may be presumed to be in the public interest if those lands will contribute to the protection of the community's natural resources as identified in the following list:

1. **1984 Truro Open Space Plan**

a. **Unique Features**

- (1) Pamet River
- (2) Beach Point
- (3) High Head (Pilgrim Heights)
- (4) Pilgrim Lake

b. **Natural Resources**

- (1) Agriculture
- (2) Forests and Woodlands
- (3) Ponds
- (4) Beaches, Barrier Beaches, Dunes and Coastal Areas
- (5) Rare Species, Shellfish and other Wildlife
- (6) Water Resources: ground water and surface water
- (7) Historical Sites, esp. S. Truro Meetinghouse area
- (8) Scenic Roads, Public Views and Rural Character
- (9) Water Supply Areas
- (10) Flood plains
- (11) Wetlands
- (12) Greenbelts, particularly along Route #6

2. **1985 Water Resources Protection Plan for the Town of Truro**

- a. Water Supply Protection Districts, N. Truro (fig. 5)
- b. Pamet River recharge area (fig. 5)

3. **1987 Pamet River Greenway Management Plan**

- a. Pamet River recharge area (fig. 12)

4. **1989 Truro/Provincetown Aquifer Assessment and Groundwater Protection Plan**

5. **1994 Local Comprehensive Plan**

- a. To maintain land use patterns currently in use and encourage healthy villages.
- b. To preserve and enhance agricultural areas.
- c. To enhance the Capewide open space/greenbelt network.
- d. To maintain or decrease building density on Beach Point.
- e. To protect current and future water supplies.
- f. To protect marine recharge areas and shellfish areas.
- g. To protect wetlands, including vernal pools.
- h. To maintain scenic views, including high points, roadways and others that are unique to Truro.
- I. To facilitate bikeway paths.
- j. To facilitate recreation, both active and passive.
- k. To protect wildlife and habitat for both flora and fauna.
- l. To limit development in high hazard areas subject to wind and wave erosion.
- m. To provide access by handicapped and disabled to community facilities.
- n. To preserve historic and/or archeologically significant sites.
- o. Key open areas and hilltops (LU-38)
- p. Land in or near the Capewide open space/greenbelt network identified in the Regional Policy Plan (OR-1).
- q. Parcels south of Fisher Beach and north of the Hopper Studio (OR-9, HP-9).
- r. Views to the shore from surrounding areas (HP-3).

6. **Pamet River Investigation by the Army Corps of Engineers.**

- a. Pamet River recharge area (Appendix B).
- b. Pamet River ecosystem (Appendix B).

Lands proposed for restriction may also be presumed to be in the public interest if those lands will contribute to the protection of the following natural resource areas:

1. Significant geological areas: hollows, kettle holes, marine scarps, hilltops, steep slopes.
2. Rare Biological habitats: heathlands, sand plain grasslands.
3. Public recreation areas.
4. Lands in or abutting the Cape Cod National Seashore.

The Board of Selectmen may seek the recommendation of the Truro Conservation

Commission when determining the conservation value of land proposed for the restriction. In determining whether the restriction is in the public interest, the Conservation Commission and the Board of Selectmen should consider the location and size of the restricted area (to determine whether its location and size will serve to contribute to the protection of the resources identified) and the terms of the restriction (to determine whether the language sufficiently acts to protect the resources identified).

C. **BENEFITS OF CONSERVATION RESTRICTIONS**

1. **BENEFITS TO THE TOWN**

- a. Restrictions can help the Town to achieve its land protection objectives without having to buy expensive properties.
- b. The land remains privately held, stays on the tax rolls (at a reduced rate) and is maintained by the landowner, saving the town costs and liability associated with municipal land ownership.
- c. Many fiscal impact analyses have shown that land left undeveloped, in effect, subsidizes the local tax rate because land not built on does not require the costly municipal services, such as schools, landfill, fire and police, that developed residential land needs.
- d. Protected open space enhances real estate market values of nearby properties in a town.

2. **BENEFITS TO THE LANDOWNER**

- a. The landowner is compensated for the decrease in value of the land placed under a conservation restriction through tax relief. The primary tax advantages are as follows:
 - (1) *Property Tax Policy* - The Truro Board of Assessors will separately assess as a separate parcel real estate permanently restricted under a Conservation Restriction and adjust the real estate tax by a certain percentage of the assessed value, which percentage shall be determined in accordance with the ATown of Truro Board of Assessors Property Tax Policy,@ a copy of which is attached hereto, incorporated herein, and labeled Exhibit B. These adjustments are for any parcel or portion thereof that has been submitted and approved by the Truro Board of Selectmen.
 - (2) *Income Tax Deduction* - Perpetual conservation restrictions are eligible as charitable deductions for federal income tax purposes. A

qualified appraisal must support the lost value claimed as a donation. Many other states also allow a state income tax deduction for conservation restrictions; Massachusetts does not.

(3) *Estate Tax Reduction* - Conservation restrictions may also help to reduce the value of a family estate in determining state and federal inheritance taxes. Large estates can pay as much as 60 per cent in inheritance taxes and conservation restrictions can reduce that burden.

- b. The landowner keeps title to the land, can continue to enjoy and maintain the land, can retain privacy rights, and can sell or give the property to family or others. The restriction runs with the land and any new owners must abide by its terms.
- c. A conservation restriction can work to reassure the landowner that the property will remain intact and in its natural state long after the landowner has passed on.

D. **SIZE REQUIREMENTS**

A conservation restriction may be proposed for lots of any size. It may include the entire lot or a portion of the lot. It can include lots already partially developed, such as the back land to a house and yard. The Board of Selectmen, in consultation with the Conservation Commission, shall determine whether the proposed size of the restricted area is sufficient to protect the identified resources in the area.

E. **ACCESS**

Public access is not required for approval of conservation restrictions. The Town recognizes that most landowners will not wish to allow public access as part of the conservation restriction. Landowners who do allow public access for passive or active recreation on their lands, however, will meet the significant public benefit test for conservation restriction approval.

All restricted properties must allow on-foot access to officials of the holder of the restriction in order to monitor compliance with the terms of the restriction. In the case of the Town as the holder of the restriction, the Conservation Commission will be the monitoring agency. The Town will not be responsible for monitoring the restrictions held by other groups, such as the Truro Conservation Trust, but, on a case by case basis, may negotiate as part of the restriction, authorization for municipal agencies or officials to

F. **RELEASE OF CONSERVATION RESTRICTIONS**

In order for the community to make proper and accurate land use decisions for the future, it must be able to ensure that protected open space remains protected. For that reason, conservation restrictions are intended to be in effect in perpetuity. Only in cases of demonstrated extreme hardship, and after a public hearing, will the town consider releasing any restriction. The town will follow established procedures including:

1. If the conservation restriction is held by the Town, a two-thirds majority vote of Town Meeting is required; and
2. If the conservation restriction is held by the Town, a duly noticed public hearing of the Truro Conservation Commission and the approval of that Commission as evidenced by a majority vote is required; and
3. If the conservation restriction is held by the Town, a two-thirds roll-call vote of each branch of the Massachusetts General Court is required; and
4. If the conservation restriction is held by a charitable organization or trust, the approval of the Truro Board of Selectmen as evidenced by a majority vote is required; and
5. Conservation restrictions held by either the Town or by a charitable organization or trust may not be released until such time as the Secretary of Environmental Affairs, after review under the Massachusetts Environmental Policy Act, has issued its approval.

In considering release, the Town may require the payment of certain consideration, including repayment of saved property taxes plus ten percent interest, or require other forms of compensation, such as the landowner=s protection of an equivalent parcel of open space.

References:

Town of Truro, MA, Conservation Commission, Open Space Plan, May 1984, 61 pp.

IEP, Inc., (Barnstable, MA) Water Resources Protection Plan for the Town of Truro, Massachusetts, December 1985, 80 pp.

Revised - Policy Memorandum #6

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Truro Conservation Trust, (North Truro, MA), Pamet River Greenway Management Plan, March 1987, 150 pp.

Cape Cod Planning and Economic Development Commission (Barnstable, MA)
Truro/Provincetown Aquifer Assessment and Groundwater Protection Plan, October 1989, 85 pp.

Truro Conservation Trust, A Pamet River Viewshed Analysis October 1990 (draft), 8 pp.

The Truro Comprehensive Plan, 1994

The Massachusetts Conservation Restriction Handbook, 1992. Division of Conservation Services, Boston, MA.

U. S. Army Corps of Engineers, A The Pamet River Investigation A April 1998.

EXHIBIT B
TOWN OF TRURO
BOARD OF ASSESSORS
PROPERTY TAX POLICY
FOR CONSERVATION RESTRICTIONS

In 1999, the Truro Board of Selectmen, with the support of the Conservation Commission, issued a policy to encourage property owners to consider the use of conservation restrictions as a means to preserve critical open spaces in Truro. The Board of Assessors supports this policy and recognizes that legally-approved conservation restrictions may reduce the economic value of the restricted land.

Therefore, the Assessors will adjust the real property tax on restricted properties to reflect the economic value when the following guidelines are met:

1. **Authority.** Only conservation restrictions approved under M.G.L. c. 184, Section 32 are eligible for tax adjustment under this policy.
2. **Significance.** The Assessors defer to the Board of Selectmen to determine the significant public benefit provided by its approval of a conservation restriction. Approval by the Selectmen shall constitute conclusive evidence of the significance of the restricted parcel, but by itself does not assure property tax adjustment unless the Assessors= guidelines presented herein are also met.
3. **Size.**
 - a. Vacant parcels, or parcels with no permanent structures can be of any size to be eligible for property tax adjustment if a conservation restriction is approved for the parcel.
 - b. Improved properties, or properties containing permanent structures, are eligible for property tax adjustment on that portion of the property exclusive of the improved portion of the lot or exclusive of the minimum square footage for a building lot (currently, 34,325 square feet), whichever is larger.
4. **Description.** The Board of Assessors must be furnished with a full copy of the approved and recorded restriction along with a registered survey depicting the metes and bounds of the parcel or portion of a parcel that will be held in a conservation restriction. This survey will be recorded with the restriction.

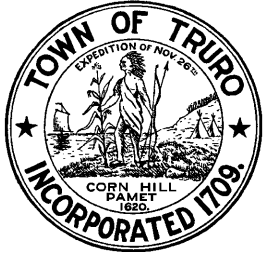
5. **Assessment Period.** The conservation restriction must be recorded at the Barnstable Registry of Deeds prior to January 1 preceding the following fiscal year (July 1 - June 30). Example: conservation restrictions recorded prior to January 1, 1999 will receive a tax bill reflecting the restriction starting in the Fall of 1999. After the restriction is on file with the Assessors, the property tax will be adjusted for each year the restriction remains in effect. There is no need for the landowner to request an adjustment each year. The Assessors must be notified of any recorded modification or release of the restriction.

6. **Tax Policy.** The value of real estate subject to a Conservation Restriction in perpetuity under General Laws, Chapter 184, Section 31 shall be assessed based upon the guidelines established under the provisions of General Laws, Chapter 58, but in no event shall such valuation exceed twenty-five percent of its fair cash value as determined pursuant to Chapter 59 if said restriction does not permit public access or ten percent of its fair cash value as determined pursuant to Chapter 59 if said restriction does permit public access.

7. **Policy Modifications.** This policy and guidelines may be modified by a future Board of Assessors following a publicly-advertised meeting. Modification to this policy and guidelines, however, are not intended to apply to pre-existing approved conservation restrictions.

Date of Signing: _____

Board of Assessors
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #7

Date: February 23, 1993

Subject: **FISCAL POLICY ON MONEY COLLECTION**

That all monies collected and not turned into the Treasurer daily shall be turned in weekly, and at any time when cash on hand reaches \$100.00, shall be turned in that day.

All monies turned in shall be accompanied by a schedule of collections showing date collected and for what purpose.

Signed by:

Bruce T. Tarvers, Robert J. Martin, Ruth Jacobs, Lloyd F. Rose
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #10

Date: May 5, 1993, Revised: March 18, 1996, December 2, 2008, July 14, 2015, and December 1, 2015

Subject: **ACCESS TO TOWN COUNSEL**

In an effort to control the Town’s legal counsel costs and avoid making duplicate requests for legal services, the Board of Selectmen has established this policy.

Requests for the services of Town Counsel by all town officials, department heads, committees, boards, commissions must be made in writing and submitted to the Town Administrator for approval and submission to Town’s Legal Counsel. Requests made by individual members of committees, boards and commissions must be made through the Chair of the requesting body in a motion approved by a majority of the membership of the committee, board or commission. Existing opinions from Town Counsel relevant to the request may be on file, and should be reviewed before requesting access. All inquiries must pertain to municipal issues currently before the town.

Denial of a request for the services of Town Counsel by Town committee, board or an elected or appointed official by the Town Administrator may be appealed to the Board of Selectmen and overturned by a majority vote of the Select Board.

A request for the services of Town Counsel on an issue that involves the Town Administrator should be submitted to the Chair of the Board of Selectmen for approval and referral. Denial of said request may be appealed to the Board of Selectmen and overturned by a majority vote of the Select Board.

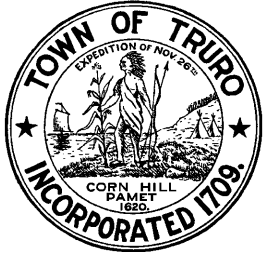
Paul Wisotzky, Chairman,

Janet W. Worthington, Vice-Chairman

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Board of Selectmen
Town of Truro



TOWN OF TRURO

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POLICY MEMORANDUM #11

Date: July 20, 1993

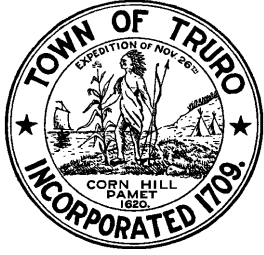
Subject: **AUTHORIZATION OF THE TOWN ADMINISTRATOR TO APPROVE PAYROLL AND BILLS PAYABLE WARRANTS AS ALLOWED UNDER THE PROVISIONS OF THE TRURO CHARTER CHAPTER 7, SECTION 3, PARAGRAPH 2**

At the duly held Board of Selectmen's meeting of July 2, 1993, the Board voted unanimously to authorize the Town Administrator to sign all bills and payroll warrants in conformity with the provisions of Chapter 7, Section 3, Paragraph 2 of the Truro Charter, and further that the Town Administrator shall: (1) provide expenditure updates and reports to the Selectmen to keep them informed of appropriation balances and expenditure levels; (2) provide the Selectmen with copies of all payroll and bill vouchers, including invoices of back-up information to the Board, particularly for Police Department expenditures; (3) make signed copies of the warrants available to the Board for review.

The Town Administrator shall require that the Town Accountant assist with the preparation of reports or copies of Police Department expenditures for the Selectmen.

Singed by:

John H. Snow, Chairman, Robert J. Martin, Ruth Jacobs, Lloyd F. Rose
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #11

Date: Revised July 25, 2017

Subject: **AUTHORIZATION OF THE TOWN MANAGER TO APPROVE PAYROLL AND BILLS PAYABLE WARRANTS AS ALLOWED UNDER THE PROVISIONS OF THE TRURO CHARTER CHAPTER 7, SECTION 3, PARAGRAPH 2**

The Town Manager is authorized to sign all bills and payroll warrants in conformity with the provisions of Chapter 7, Section 3, Paragraph 2 of the Truro Charter, and the Town Manager, with the assistance of the Town Accountant, shall provide quarterly expenditure and revenue reports to the Selectmen and provide any other financial information as requested by the Board of Selectmen.

Paul Wisotzky, Chair

Maureen Burgess, Vice Chairman

Robert Weinstein, Clerk

Jay Coburn

Jan Worthington
Board of Selectmen
Town of Truro



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REVISED POLICY MEMORANDUM #12

Date: November 15, 1994

Subject: **ROAD NAMING POLICY**

Effective on the above date, the Town of Truro Board of Selectmen hereby adopts the following policy and procedure for designation of official names for roads and ways within the Town of Truro under the jurisdiction of the municipality:

1. Requests or petitions must be endorsed by the majority of property owners on the road, street or way in question. Petitioners shall secure a certified list of property owners with frontage on the road, street or way in question, and submit said certified list of property owners with evidence of endorsement and approval of the proposed name to the Board of Selectmen with any petition for a change of road, street or way name.
2. Petitioners shall submit a petition on an approved form to the Board of Selectmen with the following supporting documents:
 - a. certified list of road, street or way property owners;
 - b. evidence of support and endorsement of the proposed new name by a majority of property owners on said certified list of property owners;
 - c. a letter of support from the Truro Chief of Police; and
 - d. a letter of support from the Board of Assessors, specifically stating that the proposed name is not already in use.
3. Upon receipt of a completed petition with all supporting documentation of compliance with the requirements of this policy, and prior to Town Meeting action on the petition to change the road name, the Office of the Town Administrator shall notify all property owners on the road or way subject to the proposed name change that the matter will be considered at a specific Town Meeting, after which the Warrant with time and place, has been approved by the Board of Selectmen.
4. Upon Town Meeting approval of the new road, street or way name, the Office of the Town Administrator will as soon as possible notify all property owners and residents on the road or way, the Truro Department of Public Works, the Truro Police Department, and the New England Telephone company for the E-911 system, as well as any public or private entity that requires accurate street listings for public safety purposes.
5. The petitioner(s) of the Road Name Petition shall pay a non-refundable fee of \$75.00 to the Town of Truro with the completed petition and supporting documentation prior to the Town of Truro approving the petition for processing to finance the administrative costs of the Town

of Truro incurred in the Town Meeting and property owner notification processes.

John Snow, Chairman

Robert J. Martin, Vice-Chairman

Lloyd F. Rose, Clerk

Ruth Jacobs

James T. Downey
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #13

Date: Adopted March 3, 2004

Subject: **APPOINTMENT POLICY**

The Truro Board of Selectmen hereby adopts the following policy for appointments to the Town's multi-member Boards, Committees, and Commissions:

1. When a vacancy occurs on an appointed multi-member board, committee or commission, either because a member has resigned before the end of her/his term, or because a member's term is expiring, the Selectmen shall advertise the position as consistent with its advertising policy, stating
 - a. the board, committee, or commission on which the vacancy exists,
 - b. the usual meeting schedule thereof,
 - c. the term length of the vacancy,
 - d. the name of the Chairperson of the board, committee, or commission,
 - e. the availability of application forms,
 - f. the length of time during which applications will be accepted, and
 - g. the fact that the Selectmen will consider only written applications.
2. The Selectmen shall accept applications for vacancies for at least two weeks after the public notice is posted. A copy of an application from that may be used is attached hereto. The Selectmen will also consider a letter, describing qualifications and interest in serving, written by anyone who wishes to use that alternative method of applying. No verbal applications will be considered.
3. The Selectmen shall follow the same procedure in every case, except that, in the case of a member whose term is expiring, The Selectmen shall ascertain, as a matter of courtesy, whether or not said member would like to continue. If the member does wish to continue to serve, she/he must apply for consideration in the usual manner. The Selectmen will not automatically reappoint a current member, but, in order to ensure healthy turnover on multi-member boards and to give more citizens the privilege of service, the Board of Selectmen will give equal weight to all applications, including those of current members who wish to continue.
4. The Selectmen shall attempt to interview all applicants before making new appointments. In some circumstances, if an applicant is well known to the Board and cannot attend the meeting at which interviews are held, the Selectmen may waive a personal interview.

5. The Board will make no appointments immediately, but, rather, will usually wait until their next meeting, unless there is a perceived emergency, i.e. The inability to vote on a n issue because of the lack of a quorum. The Selectmen shall determine whether or not a given situation is an emergency.
6. Only full-time Truro residents/voters may be considered for appointment to regulatory boards, committees, and commissions. In the case of non-regulatory boards, committees, and commissions, however, the Selectmen will consider for appointment full-time residents and non-resident taxpayers, giving preference to registered voters, all other things being equal.
7. The Board of Selectmen will write letters of thanks to all members of multi-member boards, committees, and commissions who elect to serve no longer-at end of term, for personal reasons, or illness, or any other reason.

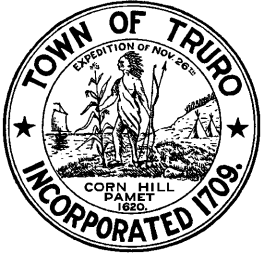
Sally Sears-Mack, Chairwoman

Christopher R. Lucy, Vice-Chairman

Lloyd F. Rose, Clerk

Harold A. Eastman

Paul J. Asher
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #14

Date: Adopted August 30, 1994

Subject: **LICENSE APPROVAL AND RENEWAL PROCEDURES**

LICENSE APPROVAL PROCEDURES

Effective on the above date, the Town of Truro Board of Selectmen hereby adopts the following policy and procedures for issuance of licenses by the Board of Selectmen, acting as the Licensing Authority for the Town of Truro under the provisions of Chapter 4, Section 2 paragraph 9 of the Truro Town Charter.

1. Effective the above date, the Town of Truro Board of Selectmen authorizes the Town of Truro Board of Health to act as the sole licensing authority on the Town of Truro for public health licenses in conformity with the provisions of Massachusetts General Laws, including, but not limited to, Chapter 111, and Chapter 140. The Board of Health shall issue licenses as authorized by and in conformity with the provisions of Massachusetts General Laws, maintain adequate and complete records on all licensing matters, and may promulgate rules and regulations relating to the issuance and validity of all such licenses, including, but not limited to recreational camps, overnight camps or cabins, motels or mobile home parks, and inns. The Board of Health shall within sixty (60) days from the above date provide the Selectmen with a list of licenses with relevant reference to the appropriate citation under Massachusetts General Laws which authorizes the Board of Health to act as the licensing authority.
2. The applicant shall complete and submit all Town of Truro licensing application forms, including all documentation, signed by an authorized representative of the applicant.
3. The Selectmen shall require a so-called team inspection of the premise to be licensed. Said inspection shall include inspections and reports, as appropriate and applicable, from the Building Commissioner/Health Agent, the Wiring Inspector, the Plumbing and Gas Inspector, the Fire Chief, and the Barnstable County Health Department sanitarian. Said team inspection shall be performed at least one week prior to official review and action by the licensing authority and shall be scheduled and coordinated with the inspectors and the applicant by the Licensing Agent. The Selectmen shall not act upon a request for a license, until all other related applicable permits and licenses required by law, but not issued by the Board of Selectmen, are approved and secured by the applicant.
4. The Licensing Agent shall provide staff and technical assistance in matters relative to the issuance of licenses from municipal licensing authorities, including the Board of Selectmen

and the Board of Health, upon the supervision of the Town Administrator, and in conjunction with the Board of Health, the Building Commissioner/Health Agent, the Wiring Inspector, the Plumbing and Gas Inspector, the Fire Chief, and other municipal, state, and county officials. The Licensing Agent shall be responsible for posting and publishing all public notices and for all notification mailings to abutters as required by law or regulations, for collecting all fees, including application fees, for assembling all pertinent application and supporting documents required by law, for maintaining all records and files on the application, and subsequent license, if granted, for providing technical assistance to the applicant, for scheduling public hearing and meetings with the licensing authority, as required pursuant to the application of the license, and for all other duties and responsibilities assigned by the Town Administrator and delineated in the Administrative Secretary/Licensing Agent job description.

5. The applicant shall be required to provide documentation that the applicant is current with all property taxes owned to the Town of Truro for all properties owned in whole or part by the applicant, and for all sales and excise taxes owned to the Commonwealth of Massachusetts for all businesses owned by the applicant.
6. The licensing authority will ask the Chief of Police for a recommendation on the license being sought by the particular applicant and premise in question so as to ensure that the safety and well being of the public will be protected, said report shall be submitted, at least one week prior to official review and action by the licensing authority.
7. The licensing authority will ask the Building Commissioner for a report on compliance with the zoning bylaw for the use and premise for which the license is being sought. Said report shall be submitted at least one week prior to official review and action by the licensing authority.
8. The licensing authority shall require documentation of the issuance of a certificate of inspection by the Building Commissioner as required under the provisions of 780 CMR 108.5.1.

LICENSING RENEWAL PROCEDURES – EFFECTIVE OCTOBER 1, 1994

1. The Licensing Agent shall mail to all annual license holders applications for renewal by or before October 1st for all annual licenses that expire on December 31st, or at least ninety (90) calendar days prior to the expiration date of any license that does not expire with the end of the calendar year. The Licensing Agent shall enforce this procedure for all licenses issued by the Board of Selectmen and by the Board of Health.
2. The applicant shall complete and submit all Town of Truro license renewal application forms, including all required documentation, signed by an authorized representative of the applicant.
3. The applicant shall be required to provide documentation that the applicant is current with all property taxes owned to the Town of Truro for all properties owned in whole or part by the

applicant, and for all sales and excise taxes owed to the Commonwealth of Massachusetts for all businesses owned by the applicant. The applicant for renewal of a hotel or motel license shall present the licensing authority with documentation that the applicant has paid the state hotel and motel Room Occupancy Tax for the preceding calendar year, and is current with payments to the Commonwealth of Massachusetts.

4. The licensing authority will ask the Chief of Police for a recommendation on the license renewal being sought by the particular applicant and premise in question so as to ensure that the safety and well being of the public will be protected, said report shall be submitted at least one week prior to official review and action by the licensing authority.
5. The Licensing Agent shall be responsible for coordinating all activities required for the renewal of licenses issued by the Board of Selectmen and the Board of Health in conformity with the provisions of the Administrative Secretary/Licensing Agent job description, this policy, laws, rules and regulations currently in place and as amended and changed from time to time.
6. The licensing authority shall require documentation of the issuance of a certificate of inspection by the Building Commissioner as required under the provisions of 78k0 CMR 108.5.1, and documentation that all fire suppression systems, including but not limited to, sprinkler systems, ansil systems (grease fire suppression system), and fire extinguishers have been filled, charged, certified for use and are in good working order. The Fire Chief shall assist the Building Commissioner with this documentation as necessary and upon request from the Licensing Agent and the Building Commissioner.

John H. Snow, Chairman

Robert J. Martin, Vice-Chairman

Lloyd F. Rose, Clerk

Ruth Jacobs

James T. Downey
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #15

Date: Adopted July 26, 1994

Subject: Police Department Step Increases

STEP INCREASE POLICY

At a meeting of the Board of Selectmen on July 19, 1994, the Board voted unanimously to approve this policy.

1. Step increases are granted at the discretion of the Chief of Police, but no more frequently than one per fiscal year (July 1 through June 30).
2. Additional step increases (more than one per individual, per fiscal year) may be recommended by the Chief, but will not be implemented until approved by vote of the Board of Selectmen.

John H. Snow, Chairman

Robert J. Martin, Vice-Chairman

Lloyd F. Rose, Clerk

Ruth Jacobs

James T. Downey
Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Department of Public Works & Energy Committee

REQUESTOR: Jarrod J. Cabral, DPW Director and Mark Farber, Energy Committee

REQUESTED MEETING DATE: July, 25 2017

ITEM: 2017 Solarize Massachusetts Program Support Letter

EXPLANATION: Now in its seventh year, Solarize Mass is a partnership between MassCEC (*Mass Clean Energy Center*) and the Green Communities Division of the Massachusetts Department of Energy Resources. The Solarize Mass program looks to increase the adoption of small-scale solar electricity systems through a grassroots educational campaign, driven mainly by local volunteers. The incentive is that the more systems that are installed, the more savings that are realized. To that end, this will be a collaborative program with the neighboring Towns to potentially increase the number of systems and therefore decrease the cost to the homeowner. Each participating community selects a designated solar installation company. Homeowners and business owners who want to participate can either purchase the solar electricity system directly or enter into a lease or power purchase agreement with the installer if offered. Under a lease, the installer will own, operate, and maintain the system, which the home or business owner agrees to purchase the power generated by the system at a specific rate.

By approving to be a participant in the 2017 Solarize Mass program, the Selectmen will give an opportunity to all businesses and homeowners in Truro to buy or lease solar systems at a reduced rate.

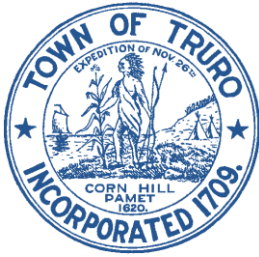
FINANCIAL IMPACT (IF APPLICABLE): None to the Town.

IMPACT IF NOT APPROVED: Truro will not participate in the program.

SUGGESTED ACTION: *Motion to approve the 2017 Solarize Massachusetts program and to sign the letter of support.*

ATTACHMENTS:

1. Board of Selectmen Letter of Support



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

The Truro Board of Selectmen is pleased to submit this letter in support of Truro's application to be a participant in the 2017 Solarize Massachusetts program.

Statement of Commitment

As approved at its meeting on July 25, 2017, the Truro Board of Selectmen is fully committed to Truro's participation in the 2017 Solarize Massachusetts program.

Municipal Representative

Jarrold Cabral, Director of the Truro Department of Public Works, will be Truro's municipal representative for the 2017 Solarize Massachusetts program and will help to facilitate the program within the Town.

Community Solar Coach

Truro will have three solar coaches, all three members of the Town's Energy Committee:

- Brian Boyle, Chair of the Energy Committee, will be the primary liaison with the Town's administration.
- Mark Farber will be the primary liaison with the MassCEC and the Solarize steering committee.
- Bob Higgins-Steele will participate in MassCEC's training program and be the primary contact for organizing events and outreach efforts and facilitating customer interest around the program.

Truro Energy Committee Background

Truro's Energy Committee was formed in 2004 to investigate and study methods for conserving the use of all energy sources at Town-owned facilities and the potential for using renewable sources of energy on Town-owned property. The first series of comprehensive energy audits of Town buildings was conducted in 2009-2010.

As a result of the Committee's application, the Town was accepted into the state's Green Communities Program in 2011 and successfully planned and implemented an energy efficiency program across the Town's five primary buildings and miscellaneous other uses, including vehicles.

Solar Experience

Truro has had implemented the following efforts to develop solar energy for the Town's accounts:

- A small 2kW system was installed on the Truro Central School in 2006.
- In 2009, a larger 25kW system was added to the Truro Central School.

- As part of the Green Community Program, the Town began work to site and construct a solar system of approximately 1.1MW on the Town's retired landfill. Substantial work was completed, including an executed Power Purchase Agreement with SunEdison and approval by Special Town Meeting on November 5, 2015. However, the project was indefinitely postponed due to non-solar considerations at the site that have delayed the Town's successful closure of the facility.
- Subsequent to the delay of the landfill project, the Town entered into a Net Metering Purchase Agreement to procure all of the output of a new 552kW-dc system in Canton, Massachusetts. The system was completed in December 2016 but not formally interconnected until June 2017. This system is expected to provide 100% of the electricity needs of the Town's facilities (in fact, slightly more).

The Town wishes to participate in the Solarize Plus program to extend this solar work to the residents, organizations, and businesses in Truro. While there have been a number of residential and commercial privately developed systems, this will be the first engagement by the Town to promote solar for non-Town facilities.

Paul Wisotzky, Chairman

Maureen Burgess, Vice-Chair

Robert Weinstein, Clerk

Jay Coburn

Jan Worthington

Board of Selectmen



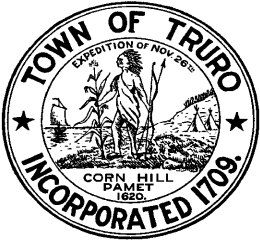
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. Event Notification Form for American Lung Association Annual Autumn Escape Bicycle Trek – 9/24
- B. Review and Approve Reappointments of Noelle Scoullar (Registrar of Voters)
- C. Renewal of Temporary Borrowing Note for Landfill Capping
- D. Review and Approve One Day Alcohol and Entertainment License for September 9, 2017 at Castle Hill at Edgewood Farm
- E. Review and Approve Memorandum of Agreement By and Between the Town of Truro and the Truro Public Employee Committee
- F. Review and Approve Board of Selectmen Minutes: July 11, 2017



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant, on Behalf of Paul Curley, Sporting Event Manager-American Lung Association of the Northeast

REQUESTED MEETING DATE: July 25, 2017

ITEM: Event Notification Form

EXPLANATION: The American Lung Association of the Northeast is holding their 2017 Autumn Escape Bike Trek which will be coming through Truro on September 24th, 2017 from 9:00-10:30am. Both Chief Danziger and Chief Collins have signed their approval. Chief Danziger has also spoken with the Sporting Event Manager and has determined that there will be no need for a detail officer. An Event Notification Form has been submitted which will then be sent to MassDOT.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The American Lung Association of the Northeast will not have permission to ride through Truro.

SUGGESTED ACTION: *MOTION TO approve the American Lung Association's 2017 Autumn Escape Bike Trek and authorize the Chair to sign.*

ATTACHMENTS:

1. Event Notification form, application for organized road race, and route.

EVENT NOTIFICATION FORM

Date: July 25, 2017

Ms. Mary-Joe Perry
District Highway Director, District Five
MassDOT, Highway Division
1000 County Street
Taunton, MA 02780

Dear Sir:

Please be advised that the City/Town of Truro has notified the Board of Selectmen/City Council, Local Police Department, Local Fire Department and if applicable the State Police of its intention to conduct **road work/parade/race**/or other events impacting State Highways on Route(s) _____
(route notes _____ in or through the City/Town(s) of Truro on September 24, 2017- 9am to 10:30am
included)
_____ benefiting American Lung Association of the Northeast

The Board of Selectmen/City Council understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed work or event.

The Grantee must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit. All officials listed below shall assume all responsibility and liability for all activity associated under their jurisdiction.

LOCAL POLICE DEPARTMENT

Signed: Craig Danziger
Title: Police Chief
City/Town: Truro

FIRE DEPARTMENT

Signed: [Signature]
Title: Fire Chief
City/Town: Truro

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____
Title: Chair-Board of Selectmen
City/Town: Truro

STATE POLICE DEPARTMENT

Signed: _____
Title: _____
City/Town: _____



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: Paul Curley Email: biketrek@lungne.org

Group Affiliation (If Any): American Lung Association

Mailing Address: 260 W. Exchange St. Ste 102B City: Providence State: RI Zip: 02903

Phone: [REDACTED] Cell Phone: [REDACTED]

Type of Event (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):

33rd Annual Autumn Escape Bicycle Trk, 350 riders, no food served and no parking needed.

this is a tour and riders will follow all rules of the road

Streets &/or Roads to be Used:

route name included

Date(s) and Hours Race/Event:

Sunday, Sept. 24, 2017, 9 am to 10:30

Day: Sunday

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)

If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application.

I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

[Signature]
Signature of Applicant

6/27/2017

Date

Action by the Town Manager :

Date: _____

____ Approved as submitted

____ Approved with the following condition(s): _____

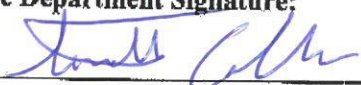

____ Disapproved with the following reason(s): _____

Signature of the Town Manager : _____

RCUD 2017JUN27 AM9:57
ADMINISTRATIVE OFFICE

TOWN OF TRURO

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

| | |
|---|--|
| Health/Conservation Agent Signature: <hr/> Comments/Conditions: <hr/> Permits/Inspections needed: <hr/> | Building Commissioner Signature: <hr/> Comments/Conditions: <hr/> Permits/Inspections needed: <hr/> |
| Police Department Signature: <i>Chief Crand</i> <hr/> Comments/Conditions: <hr/> <i>Please Contact TPD for detail officer (5)</i> | Fire Department Signature:  <hr/> Comments/Conditions: <hr/> |
| DPW Signature:  <hr/> Comments/Conditions: <hr/> | Harbormaster Signature: <hr/> Comments/Conditions: <hr/> |
| Recreation and Beach Director: <hr/> Comments/Conditions: <hr/> | Other: <hr/> Comments/Conditions: <hr/> |

Noelle Scoullar

From: danziger@truropolice.org
Sent: Tuesday, July 11, 2017 2:05 PM
To: Noelle Scoullar
Subject: Re: Rest Stop Head of the Meadow
Attachments: 20170711140237812.pdf

Hi Noelle,

I spoke with Paul Curley today regarding the American Lung Association Autumn Escape Bike Trek, being held on Sunday, September 24, 2017. Based on our conversation, I do not think a detail officer is necessary. The application is ready for final approval.

Thanks,

Craig

Craig Danziger
Chief of Police
Truro Police Department
344 Route 6 PO Box 995
Truro, MA 02666

508-487-8730
508-487-8736 (fax)

From: [Noelle Scoullar](#)
Sent: Monday, July 10, 2017 11:19 AM
To: [Paul Curley](#)
Cc: [Nicole Tudor](#) ; danziger@truropolice.org
Subject: RE: Rest Stop Head of the Meadow

Paul,

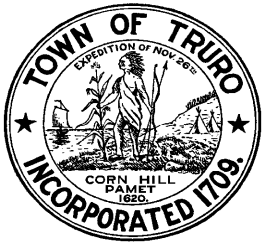
We have an interim Police Chief who would like to discuss the route and determine whether a detail officer will be necessary. Until we hear that you have spoken to Chief Danziger, we will be unable to move forward with your application for final approval.

Please contact Chief Danziger at 508/487-8730.

Thank you,
Noelle

From: Paul Curley [<mailto:Paul.Curley@lung.org>]
Sent: Monday, July 10, 2017 10:35 AM
To: Noelle Scoullar
Subject: Re: Rest Stop Head of the Meadow

| Go | To | | | | | | |
|---------------|---------------|--------------|------------------|---|-------------------------------|----------------|----------------|
| (Mile) | (Mile) | Signs | Direction | Location (roads of travel in Bold) | Landmarks | Fastest | Slowest |
| Truro | | | | | | | |
| 1 | 24.8 | | straight | on Old County Road | Prince Valley Rd on right | 9:12 | 10:24 |
| 1.8 | 26.6 | | bear right | onto Depot Road | | | |
| 0.5 | 27.1 | | straight | onto Pamet Road | slight jog, under Rt 6 | | |
| 0.1 | 27.2 | | left | onto N. Pamet Road | | | |
| 0.1 | 27.3 | sign | left | onto Ramp to Rt 6 East | dirt road group goes straight | | |
| 0.1 | 27.4 | ss | bear right | onto Rt 6 East | Caution heavy traffic | | |
| 2.5 | 29.9 | | right | onto South Highland Rd | sign for camping | | |
| 1 | 30.9 | | straight | on South Highland Rd | Horton's Campground on right | | |
| 0.2 | 31.1 | | straight | on South Highland Fd | entrance to museum on right | | |
| 0.1 | 31.2 | sign | left | onto Highland Rd | | | |
| 0.8 | 32 | sign | left | onto Ramp to Rt 6 East | | | |
| 0.1 | 32.1 | | bear right | onto Rt 6 East | Caution heavy traffic | | |
| 0.4 | 32.5 | sign | right | onto Head of Meadow Road | | | |
| 0.9 | 33.4 | | straight | into Rest Stop #3, Beach Parking Lot 100 Head of the Meadow Rd., Truro, MA 02657 | | 9:33 | 11:18 |
| 0 | 33.4 | | exit | onto Head of the Meadow Bike Trail | narrow and bumpy in places | | |
| 1.9 | 35.3 | | left | onto High Head Road | dirt road | | |
| 0.3 | 35.6 | | bear right | on High Head Road | becomes paved | | |
| 0.3 | 35.9 | ss | right | onto Rt 6 East | Caution heavy traffic | | |
| 1.7 | 37.6 | | straight | on Rt 6 East | town line | 9:48 | 11:42 |
| P-town | | | | | | | |
| 2 | 39.6 | lights | straight | on Rt 6 East | at Conwell/Race Point Road | 9:54 | 11:54 |
| 0.5 | 40.1 | BL - S | left | onto Shank Painter Rd | | | |
| 0.1 | 40.2 | | left | onto Jerome Smith Rd | cemetery on left | | |
| 0.1 | 40.3 | | right | onto Winslow St | cemetery on left | | |
| 0.3 | 40.6 | | right | into Community Center 8 Winslow St., Provincetown, MA 02657 | Finish Day 3 | 10:00 | 12:00 |



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: July 25, 2017

ITEM: Reappointment of Board/Committee/Commission Member

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

- *Noelle Scoullar to the Truro Registrar of Voters for the term of 7/25/2017-3/31/2020 (per MGL 51 §15).*

The attached check list provides information regarding each individual's compliance with appointment requirements.

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

SUGGESTED ACTION: *MOTION TO appoint Noelle Scoullar to the Truro Registrar of Voters for a three year term ending March 31, 2020.*

ATTACHMENTS

1. Reappointment checklist



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Board of Selectmen

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

Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: **Registrar of Voters**

Committee/Commission/Board Member Name: **Noelle Scoullar**

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Treasurer's Office

REQUESTOR: Cynthia Slade, Treasurer

REQUESTED MEETING DATE: July 25, 2017

ITEM: Renewal of Temporary Borrowing Note for Landfill Capping-(BAN 290 \$300,000 due 8/1/2017 with a pay-down of \$60,000 on 8/1/2017.

EXPLANATION: BAN 293 - \$240,000 will be issued 8/1/2017 and will be due 11/3/2017. Bids are due on 7/18/2017.

This borrowing is for the final work at the Transfer Station. Staff recommends utilizing short term notes for borrowing of small amounts which are paid through funds approved at Annual Town Meeting each year until the notes are retired. The term of this note is set up to come due at the same time as two other short term notes so that all three may be combined into one municipal purpose note. The other two notes are due in November 2017.

FINANCIAL SOURCE (IF APPLICABLE): \$60,000 pay-down will be from funds appropriated at the 2017 Annual Town Meeting

IMPACT IF NOT APPROVED: Bond rating will suffer and may even go away/state pays the note.

SUGGESTED ACTION: *Motion to approve BAN 293 for \$240,000 for the period of August 1, 2017 through November 3, 2017.*

ATTACHMENTS:

1. Town Treasurer's Memo to Board of Selectmen, BAN Note 293 with Cape Cod Five Cent Savings Bank, Certificate of Town Clerk for Note 293

OFFICE OF
TOWN CLERK
TREASURER-COLLECTOR OF TAXES
TOWN OF TRURO, MA 02666-2012

TO: Board of Selectmen
FROM: Cynthia A. Slade, Treasurer
DATE: July 18, 2017
RE: VOTE ON TEMPORARY DEBT ISSUE d. November 3, 2017

| ISSUE | BIDDERS | % | INTEREST COST |
|---|---------------------|------|---------------|
| 293 BAN – Landfill Capping (renewal partial) \$240,000.00 - 92 days 08/01/2016 – 11/03//2017 | | | |
| | Cape Cod Five Cents | 1.25 | \$766.67 ** |
| | Unibank | 1.35 | \$816.96 |
| | Eastern Bank | 1.50 | \$907.12 |

NOTE: \$60,000.00 is being paid against the principal

**** I respectfully request your approval for sale of note 293 to Cape Cod Five Cents Savings being the lowest interest rate as well as the lowest interest cost**

debttemp.doc(cas) pg 163

RCVD 2017 JUL 18 PM 3:07
ADMINISTRATIVE OFFICE
TOWN OF TRURO

No. 293

\$ 240,000.00

The Commonwealth of Massachusetts
Town of Truro

This Note is exempt from Taxation in Massachusetts

Date of Issue August 1, 2017

For Value Received, the inhabitants of the Town of Truro

by their Treasurer, hereto duly authorized by vote of said Town passed on _____

April 24, 2012

or by Massachusetts General Laws Chapter 44, Section 8 (24), or both,

promise to pay to Cape Cod Five Cents Savings or order

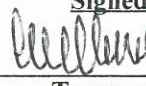
at Cape Cod Five Cents Savings

the sum of ----Two Hundred Forty Thousand Even----- Dollars

on November 3, 2017 with interest at an annual rate of 1.25 % payable at maturity.

Countersigned and Approved

Signed



Majority of _____

Treasurer

the Board of _____

Town of Truro

Selectmen _____

Town Seal

To be affixed here

I certify that this note was countersigned and approved by the Selectmen in my presence.

Town Clerk

Date

The Commonwealth of Massachusetts
Department of Revenue, Boston

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws and that there is on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of this issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Board of Selectmen.

Director of Accounts


Date

The Commonwealth of Massachusetts Certificate of Town Clerk

Note Number(s): 293

Town Treasurer's Record


Town of Truro

1. Date of Town Meeting Authorizing Loan April 24, 2012
2. Purpose of Loan Landfill Capping
Note: Attach a Municipal Purpose Loan Form for lines 1 to 7 for all multiple purpose loans.
3. Total Amount of Loan Authorized \$ 300,000.00
4. Amount of Previous New Issues of this Loan \$ 300,000.00
5. Paydowns on this Issue (if required) \$ 60,000.00
6. Amount of this Issue \$ 240,000.00
7. Balance of this Loan Unissued \$.00
Note: Amount Authorized minus Previous New Issues minus This Issue (New Money) equals Unissued Balance.
8. Issue Date August 1, 2017 Date Due November 3, 2017
9. Payable to Cape Cod Five Cents Savings
10. Payable at Cape Cod Five Cents Savings
11. Rate of Interest 1.25 %. Payable at maturity
(Annually, semi-annually or at maturity)
12. Signed by , Town Treasurer

TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S), WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.

COUNTERSIGNED AND APPROVED BY:

Selectmen
and a
majority
thereof

In the presence of: _____, Town Clerk  (complete right side)

The Commonwealth of Massachusetts

Certificate of Town Clerk

Only one Certificate is needed to cover all notes issued on the same date for the same purpose. The Town Clerk will furnish below an exact copy of the vote authorizing the loan, as appearing in the Clerk's records, showing how the vote was passed including a copy of the article in the warrant upon which the vote was based. The completed certificate is to be signed by the Clerk and given to the Treasurer, who must transmit the same, with the note or notes, to the Director of Accounts, Department of Revenue, Boston. General Laws Chapter 44, Sections 23-27.

Copy of Vote Authorizing Loan

(Attach a certified copy of the vote and warrant article for each authorization included in this borrowing.)

previously supplied....

Annual Town Meeting, April 24, 2012, Article 9



Seal

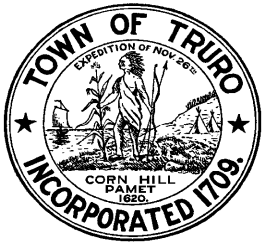
I CERTIFY that this is a true copy of the Town Treasurer's Record of the issue of notes and a true copy of the vote passed at a meeting of the voters of the Town of Truro, duly warned as required by law, which authorized borrowing as stated, as appears on the records of the town; that said vote is in full force and effect and has not been repealed or modified in any way by subsequent vote of the town. I FURTHER CERTIFY that the person whose signature appears on the note as treasurer of the Town of Truro was the duly authorized treasurer on the date when said signature was made; and that the persons whose signatures appear upon the note as those of a majority of the selectmen were duly qualified selectmen on the date when such signatures were made. I ALSO CERTIFY that the copy of the warrant article is a true copy of the same; that it was duly served and certified by the constable as required by the General Laws and by-laws or vote of the town or both.

Date _____

[Handwritten Signature]

_____, Town Clerk

(Revised: December 2003)



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Cherie Mittenthal, Executive Director of Truro Center for the Arts at Castle Hill

REQUESTED MEETING DATE: July 25, 2017

ITEM: Approval of a One Day Entertainment License and One Day Alcohol License for September 9, 2017

EXPLANATION: MGL Chapter 140 § 181 provides local authority to license performance events and MGL 138 § 14 provides local authority to license Special One Day alcohol licenses. The One Day Entertainment and Alcohol Application for review and approval are for a Saturday, September 9, 2017 event at the Castle Hill location at 3 Edgewood Way from 4:00pm-10:00pm with live amplified music.

The Entertainment Application and One Day All Alcohol Application have been reviewed by the Chief of Police. Certificate of Inspection, Certificate of Insurance for Liquor Liability have been provided along with Tips Certification from the Catering Company Michael Aprea Catering.

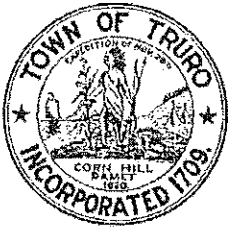
FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *MOTION TO approve One Day Entertainment and One Day All Alcohol License for September 9, 2017 from 4:00pm-10:00pm at Castle Hill at 3 Edgewood Way and to authorize the Chair to sign the applications.*

ATTACHMENTS:

1. One Day Entertainment Application and One Day Alcohol Application approved by Chief of Police



TOWN OF TRURO
P.O. Box 2030, Truro, MA 02666
Licensing Department
PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

RCUD 2017 JUN 28 AM 10:27
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for a One Day Pouring License
MGL Chapter 138, Section 14 Special Licenses

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

BUSINESS/ORGANIZATION INFORMATION

Cherie Mittenenthal Truro Center for The Arts at Castle Hill
Name of Applicant Business/Organization Name

P.O. Box 756, Truro, MA 02666
Mailing Address of Business/Organization

Non-profit or For-profit Entity Yes No
If yes, proof of Non-Profit Status must accompany this application

Cherie Mittenenthal 508.349.7511 cherie@castlehill.org
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

September 9, 2017 Celebration of Love
Date(s) of Event for License to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 4 - 10 pm

Edgewood Farm, 3 Edgewood Way
Event Location (Must provide facility name, if any, street number and name)

Castle Hill 508.349.7511
Property Owner Name and Address Phone number

Michael Aprea 150
Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes No

Will there be Entertainment Yes No If Yes, Type of Entertainment Band
Will there be Police Detail Yes No

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$50.00) Wines & Malt beverages Only (\$25.00)
 Wines Only (\$25.00) Malt Beverages Only (\$25.00)

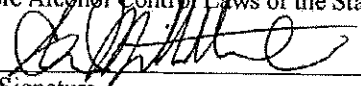
What is the source of the alcohol for the event (where is it being purchased*?) Burke Distributing
*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Michael Aprea
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

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

Applicant's Signature

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

 6/26/17
Signature Date

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

Office Use Only

APPROVAL

Board of Selectmen _____ Meeting Date _____

Police Department  Date 7/11/17

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

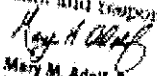
Date 10/31/2005

No. 4615295

ID Number 1206837

MARGARET MCLEAN

As a Bar Code* professional, I am trained in safe and responsible beverage alcohol service.



Mary M. Adell, President and Chief Operating Officer
National Restaurant Association Educational Foundation

RCVD 2017 JUL 5 pm 4:13

ADMINISTRATIVE OFFICE
TOWN OF TRURO

PFS
Issued: 7/13/2015
ID#: 4033528

On Premium
Expires: 5/25/2018
D.O.B.: XXXXXXXX

SSN: XXX-XX-XXXX

MARGARET MCLEAN
25 Allied Dr
Dedham, MA 02026-6192

For service visit us online at www.petpfs.com
Martin Canavan, 45879

RCUD 2017JUL5 04:13
ADMINISTRATIVE OFFICE

TOWN OF TRURO



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/27/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | |
|--|---|
| PRODUCER HART INSURANCE AGENCY, INC. 243 MAIN STREET PO BOX 700 BUZZARDS BAY, MA 025320700 | CONTACT NAME: Laura J. Murphy |
| | PHONE (A/C, No, Ext): 508-759-7326 X207 FAX (A/C, No): 508-759-7366 |
| | E-MAIL ADDRESS: lmurphy@hartinsuranceagency.com |
| INSURER(S) AFFORDING COVERAGE | |
| | INSURER A: Hudson Specialty Insurance NAIC # |
| | INSURER B: ACA Assurance |
| | INSURER C: |
| | INSURER D: |
| | INSURER E: |
| | INSURER F: |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSP LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | HBD100175841 | 05/16/2017 | 05/16/2018 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ 0 | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| A | Liquor Liability | | | 00075760LL | 12/13/2016 | 12/13/2017 | \$250,000 Occurrence/\$500,000 Aggregate |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event Date: September 9, 2017 4:00pm - 10:00pm

Location: 3 Edgewood Way, Truro, Ma

RCVD 2017 JUN 29 AM 10:28

ADMINISTRATIVE OFFICE
TOWN OF TRURO

CERTIFICATE HOLDER

Town of Truro
PO Box 2030
Truro, Ma. 02666

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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TOWN OF TRURO
Licensing Department
PO Box 2030, Truro, MA 02666
 PH: 508-349-7004, Ext. 10 or 24 Fax: 508-349-5505
 Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

RCVD 2017 JUN 28 AM 10:27
 ADMINISTRATIVE OFFICE
 TOWN OF TRURO

Application for an Entertainment License

Weekday Saturday Sunday *Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

BUSINESS/ORGANIZATION INFORMATION

Cherie Mitterthal Truro Center for The Arts @ Castle Hill
 Name of Applicant Business/Organization Name

P.O. Box 756, Truro, MA 02666
 Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
 If yes, proof of Non-profit status must accompany this application

Cherie Mitterthal 508.349.7511 cherie@castlehill.org
 Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

[Signature] P.O. Box 756, Truro
 Individual's Name Mailing Address

508.349.7511 cherie@castlehill.org
 Phone Number Email Address

EVENT INFORMATION

September 9, 2017 Celebration of Love / Wedding
 Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 4-10

Edgewood Farm Event is: Indoor Outdoor Event
 Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Truro Center for The Arts 508.349.7511
 Property Owner Name and Address Phone number

Seating Capacity: 150 Occupancy Number: 150

Michael Aprea Approximate number of people attending 150
 Name of Caterer (if applicable)

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No **If yes; you must also apply for a One Day Alcohol License**

Will there be Police Traffic Control? Yes No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) 5

Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

Other: Video Games Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

[Handwritten Signature]

6/22/17
Date

Signature

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

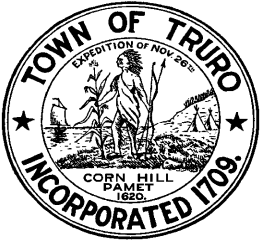
APPROVAL

License No. _____

Board of Selectmen _____ Meeting Date _____

Police Department Craig D Date 7/11/17

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



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: July 25, 2017

ITEM: Memorandum of Agreement By and Between the Town of Truro and the Truro Public Employee Committee

EXPLANATION: The Public Employee Committee has signed the Memorandum of Agreement Pursuant to 801 CMR 52.04(4), which requires the Town to engage in a defined process related to changes in health care benefits. By signing the Memorandum of Agreement, the Town and the Public Employee Committee agree to the Changes to the Town's Group Health Insurance Plan as adopted by the Cape Cod Municipal Health Group and previously provided to the Board of Selectmen.

FINANCIAL IMPACT (IF APPLICABLE): This agreement provides for the sharing of cost savings related to implementing the changes in the health plan as required by Massachusetts General Law. The changes increase costs to the employees and the Town, however, the increases would have been larger if the changes were not implemented. The amount to be shared by employees was included in the budget approved at the 2017 Annual Town Meeting and will result in an employee cost share credit in the month of December.

IMPACT IF NOT APPROVED: The Town is required to implement this agreement under Massachusetts General Law.

SUGGESTED ACTION: *MOTION TO approve the Memorandum of Agreement Pursuant to 801 CMR 52.04(4) by and between the Town of Truro and the Truro Public Employee Committee.*

ATTACHMENTS:

1. Memorandum of Agreement

MEMORANDUM OF AGREEMENT PURSUANT TO 801 CMR 52.04(4)

BY AND BETWEEN

THE TOWN OF TRURO

AND

THE TRURO PUBLIC EMPLOYEE COMMITTEE

WHEREAS, the Board of Selectmen (“Board”) of the Town of Truro (“Town”) voted on February 28, 2017, to change group health insurance under the process authorized by G.L. c. 32B, §§ 21-23; and

WHEREAS, on March 2, 2017, the Town provided its Insurance Advisory Committee with notice of its intention to change group health insurance under the process authorized by G.L. c. 32B, §§ 21-23; and

WHEREAS, the Town thereafter requested the formation of a Public Employee Committee (“PEC”) pursuant to 801 CMR 52.02; and

WHEREAS, a PEC was formed and the Town, on March 24, 2017, delivered its 801 CMR 52.03 notice to the PEC representatives; and

WHEREAS, the negotiations period with the PEC commenced on March 30, 2017, and is set to expire on April 29, 2017; and

WHEREAS, both the Town and the Union have engaged in negotiations in good faith and desire to enter into a mutually acceptable agreement relative to this subject matter;

NOW THEREFORE, pursuant to 801 CMR 52.04(4), the Town and the PEC agree as follows with respect to changes to the Town’s group health insurance plan.

1. Implementation. The Town shall implement changes to its health insurance plan design, effective July 1, 2017.
2. Plan Design. The Plan Design of the Blue Care Elect Preferred (PPO), Network Blue (HMO), Master Health Plus Indemnity Plan, Harvard Pilgrim Health Care (PPO), and Harvard Pilgrim Health Care (HMO) are as set forth in the Summary of Proposed Plan Design Changes attached hereto as Exhibit 1 and incorporated herein by reference.
3. Mitigation. The parties agree that Twenty-five percent (25%) of the first year savings generated by changes to the group health insurance benefits shall be used to offer an insurance premium “holiday” credit in the month of December 2017 for the employee’s portion of health care premiums. For that month, the Town will provide a credit to be put toward the employee’s share of the employee’s health insurance premium. The amount of the credit will depend on the 25% of the total savings and will be divided up among the subscribers.
4. Notification. Subscribers shall be notified of the implementation of the new plan pursuant to 801 CMR 52.04(5), or on or before May 26, 2017. The open enrollment period for the new plans shall be from the date of May 3, 2017 through and including Friday May 26, 2017.
5. Binding Effect. Pursuant to 801 CMR 52.04(6), this Agreement is binding on all subscribers and their representatives.
6. Entire Agreement. This Agreement constitutes the entire agreement reached by the Parties pertaining to this matter. No other agreement, oral or otherwise, will be considered to exist or to bind any of the Parties. No representative of any Party to this Agreement had, or has, any authority to make any representation or promise not

contained in this Agreement, and each of the Parties to this Agreement acknowledges that such Party has not executed this Agreement in reliance upon any such representation or promise. This Agreement cannot be modified, except by a written instrument signed by all Parties. The parties acknowledge that they have thoroughly read this Agreement, that they understand it, and that they are entering into it of their own free will.

FOR THE TOWN:

Paul C. Wisotzky Date

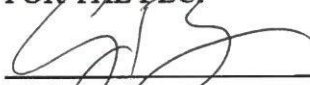
Janet W. Worthington Date

Jay Coburn Date


Maureen Burgess Date

Robert Weinstein Date


FOR THE PEG:

 7/13/17

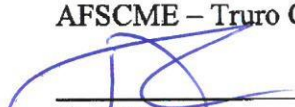
Craig Bayer Date
Police Employees' Federation

 6/28/17

Ryan Schmidt Date
AFSCME



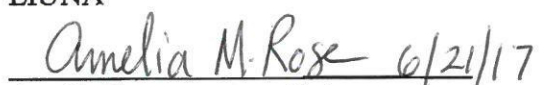
Fernando Hernandez Date
AFSCME - Truro Central School

 6/27/2017

Kyle Halverson Date
AFSCME - DPW

 6/26/17

Michael Kaelberer Date
LIUNA

 6/21/17

Amelia Rose Date
Truro Education Association



Frank Valeri Date
RSCME

DRAFT

**Truro Board of Selectmen Meeting
Selectmen's Chambers, Town Hall
Tuesday, July 11, 2017**

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

Present: Town Manager Rae Ann Palmer

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

BOARD OF SELECTMEN ACTION

Fiscal 2018 Board of Selectmen's Goals and Objectives

Chair Paul Wisotzky said that no changes had been made since the hearing for the Selectmen's *Goals & Objectives* for Fiscal Year 2018 had been held. He thanked everyone for their efforts in preparing them.

Robert Weinstein moved to approve the Fiscal Year 2018 *Goals & Objectives*. Maureen Burgess seconded, and the motion carried 5-0.

Discussion of Part-Time Resident Summer Meeting Agenda

Paul Wisotzky said that the meeting with Part-Time Residents is scheduled for August 9, 2017. He said the tax exemption would be a big topic. Town Manager Rae Ann Palmer offered to prepare an informational presentation on how the tax exemption will work. Other suggested topics include: an update on the Pamet River and other environmental projects; bike lanes and public safety; the Metropolitan Planning Organization's (MPOs) discussions on a rail extension; introductions to the interim Police Chief, the new DPW Director and Assistant Town Manager; and changes in permitting.

Beach Commission Discussion on Resident Only Beach

Eliza Harned, Chair of the Beach Commission, and the other Beach Commissioners joined the meeting to discuss a proposal to make Coast Guard Beach a Resident Only Beach for parking. It would be for the benefit is for residents and tax payers. Rae Ann Palmer said it would not be something that could be implemented this year because beach stickers are already being sold. Board members asked about use of the beach, access by bike and walkers, restricted parking only some of the time, and designation as Residents Only "Parking," rather than "Beach." The Board said they would need to think further about the proposal.

Regan McCarthy, President of Part Time Taxpayers, came forward to ask if the Beach Commission had thought about impact at other beaches. The Beach Commissioners did not think that use of the small lot would affect the other beaches. Jay Coburn suggested considering a compromise use of 70% of the lot for residents and tax payers.

Jay Coburn moved to table the issue until the September 26, 2017 meeting of the Board of Selectmen. Maureen Burgess seconded, and the motion carried 5-0.

Eliza Harned stated that at present the Beach Commission is not in favor of running a shuttle to the beaches which do not have turn-around space and are rarely filled to capacity.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: *None*;
- B. Review and Approve Reappointments of Rebecca Bruyn (Truro Cultural Council); Jackson Dutra (Recreation Commission); John Goff and Tim Silva (Pamet Harbor Commission); David Perry and Richard Larkin (Historical Commission);
- C. Review and Approve Bob Higgins-Steele to Full Membership on Energy Committee;
- D. Review and Approve Chris Lucy for Appointment on Local Comprehensive Plan Committee
- E. Review and Approve One Day Entertainment License for Protect Our Cape Cod Aquifer (POCCA) July 13th from 6pm-10pm at 11 Shore Rd, Truro Vineyards;
- F. Review and Approve One Day Entertainment Licenses (3) and One Day Pouring Licenses (3) for Truro Center for the Arts at Castle Hill on July 15th, July 28th, and August 12th; and
- G. Review and Approve Board of Selectmen Minutes: June 20, 2017, and June 27, 2017.

Maureen Burgess corrected an error in the minutes of June 27, 2017.

Jay Coburn moved to approve the Consent Agenda as printed with the amended minutes of June 27, 2017. Robert Weinstein seconded, and the motion carried 5-0.

SELECTMEN REPORTS AND TOWN MANAGER REPORT

The Chair and the Town Manager made reports. Paul Wisotzky thanked the staff for the retirement party for Police Chief Kyle Takakjian. He said the Celebration for the Restoration of the Truro Meetinghouse had been a success. He reported on the most recent Farmer's Market on Monday. He recommended the upcoming Open House at Edgewood Farms. Town Manager Rae Ann Palmer announced the retirement of Health and Conservation Agent Patricia Pajaron. The Town Planner interviews will be scheduled soon, she said. KP Law will be working on the cable contract with her. The home rule petition on resident tax is pending at the State House, she said.

As Marjorie Childs and her husband came forward, Paul Wisotzky also noted her recent retirement from the Council on Aging and thanked her for her service.

PESTICIDE USE ON PRIVATE PROPERTIES

Leo "Skip" Childs and Marjorie Childs explained a situation of consequence to their beekeeping when an abutter hired a mosquito control company to make an application of pesticide. The contractor initially said he would be using organic oils only, but returned and sprayed the neighbor's yard with a chemical treatment. The Childs were informed that the applications would be repeated every two weeks. The Childs moved their beehives to other property. The Health Agent told the Childs that Truro does not have regulations about the impact of spraying pesticides on neighboring property. There is no requirement at the state level to notify abutters of when the product will be applied. Mr. Childs said they had several hundred dead bees and a sick cat after the application of the pesticide. He questioned if the contractor was certified for applying chemicals. He considers the enterprise insensitive to the environmental issues involved.

Rae Ann Palmer said the Pesticide Control Board at the state level is the only regulatory board that serves as her source of information. She said she will find out what they suggest as a way of documenting the situation. Board members and the Town Manager discussed: writing to the Pesticide Control Board regarding “chemical trespass”; investigating the power of the Town to regulate spraying; getting information from Protect Our Cape Cod Aquifer (POCCA); health issues at the storage facilities of the pesticides at the business in Wellfleet; distinguishing between *pyrethrin* and *pyrethrum*; blending chemicals and oils; attitudes of the Childs’ neighbors and possible regulations against aerosol applications of the pesticide.

NEXT MEETING AGENDA

Rae Ann Palmer gave agenda items so far for the meeting on Tuesday, July 25, 2017: review of Selectmen’s Policies, the Part-time Residents meeting, pesticides, licenses, and appointments.

ADJOURNMENT

Jay Coburn moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0. The meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Paul Wisotzky, Chair

Maureen Burgess Vice-chair

Jay Coburn

Janet Worthington,

Robert Weinstein, Clerk

Public Records Material of 7/11/17

1. FY18 Selectmen's *Goals & Objectives*
2. Reappointment papers of Rebecca Bruyn (Truro Cultural Council); Jackson Dutra (Recreation Commission); John Goff and Tim Silva (Pamet Harbor Commission); David Perry and Richard Larkin (Historical Commission)
3. Appointment papers for Bob Higgins-Steele to Full Membership on Energy Committee
4. Papers for Chris Lucy for Appointment on Local Comprehensive Plan Committee
5. Application for One Day Entertainment License for Protect Our Cape Cod Aquifer (POCCA) July 13th from 6pm-10pm at 11 Shore Rd, Truro Vineyards
6. Application for One Day Entertainment Licenses (3) and One Day Pouring Licenses (3) for Truro Center for the Arts at Castle Hill on July 15th, July 28th, and August 12th