



Truro Board of Selectmen Meeting

Tuesday, January 22, 2019

Executive Session-4:00pm

Regular Meeting-5:00pm

Truro Town Hall - 24 Town Hall Road

EXECUTIVE SESSION: *Move that the Board of Selectmen enter into Executive Session under MGL Chapter 30 Section 21 Paragraph 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the Chair so declares, Truro Police Employee's Federation.*

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

- A. Public Hearing on the FY19 Truro Regional CDBG application including Provincetown, Truro, Eastham and Harwich
Presenter: Cassie Boyd, Bailey Boyd Associates

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Cloverleaf Proposal Award and Presentation
Presenters: Paul Wisotzky, Selectman, Member Selection Committee
- B. Host Community Agreement Authorization to Negotiate
Presenter: Rae Ann Palmer, Town Manager
- C. Stones Throw Condominium Year-Round Conversion
Presenter: Emily Beebe, Health and Conservation Agent
- D. Board of Selectmen Vote to Open the Warrant for the 2019 Annual Town Meeting
Presenter: Rae Ann Palmer, Town Manager
- E. Discussion of Functioning of Board and Committee/Commission
Presenter: Maureen Burgess, Vice-Chair

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. *None*
- B. Review and Approve Truro's Regulatory Liaison to the Cape Cod Commission
- C. Review and Approve Board of Selectmen Minutes: January 7, 2019 Budget Task Force, and January 8, 2019

7. SELECTMEN REPORTS AND TOWN MANAGER REPORT

8. SELECTMEN COMMENTS

9. NEXT MEETING AGENDA: February 12, and February 19



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of Alice and Cassie Boyd, Bailey Boyd Associates

REQUESTED MEETING DATE: January 22, 2019

ITEM: Public Hearing regarding the submission of an FY19 Regional CDBG grant.

EXPLANATION: This public hearing is required under the Community Development Block Grant program prior to grant submission. It is proposed that the FY19 application will continue the successful Housing Rehabilitation and Childcare Subsidy programs with Truro continuing as the lead community. This would be a regional grant for upwards of \$1,300,000. The Housing Rehab Program would fund 21 households with a 0% interest deferred forgivable loan, making repairs of up to \$40,000 to keep low and moderate-income residents in their homes. The Childcare Subsidy Program would provide up to \$5,000 per eligible child to subsidize care while parents work, go to school or seek employment.

FINANCIAL SOURCE (IF APPLICABLE): The grant and the administration of the grant would cover all expenses. The Truro Accounting Office will continue to provide their services for bill paying, etc.

IMPACT IF NOT APPROVED: The grant will not be submitted.

SUGGESTED ACTION: *MOTION TO submit an FY19 CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.*

MOTION TO allocate \$25,000 of CDBG Miscellaneous Income as a contingency fund.

ATTACHMENTS:

1. Legal Notice, published in the Banner and Cape Codder
2. Alice Boyd of Bailey Boyd Associates Memo January 11, 2019



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Town of Truro Public Hearing Notice

The Town of Truro Board of Selectmen will hold a Public Hearing on Tuesday January 22nd at 5:00 P.M. at Truro Town Hall to discuss the FY19 Truro regional CDBG grant including housing rehabilitation and childcare subsidies along with any other proposed activities for the towns of Truro, Provincetown, Eastham and Harwich. All residents of the four towns are invited and will be heard. For additional information please contact Alice Boyd, Grant Administrator at 508-430-4499.

Robert Weinstein
Chair Board of Selectmen



M e m o r a n d u m

To: Truro Board of Selectmen
From: Alice Boyd, Bailey Boyd Associates, Inc. *AB*
Subject: Cassie Boyd Marsh, Bailey Boyd Associates, Inc.
Date: FY19 Truro Regional CDBG Grant
January 11, 2019

The town of Truro has an opportunity to apply for CDBG funding once again. Due to the popularity of the existing programs we recommended that the town apply for housing rehabilitation and childcare subsidies. We can apply for up to \$1,300,000 for a regional grant (Truro, Provincetown, Eastham & Harwich).

The Housing Rehab Program would fund 21 households with a 0% interest deferred forgivable loan, making repairs of up to \$40,000 to keep low and moderate-income residents in their homes. Code repairs, weatherization and health and safety violations will be the priority. All applicants are accepted on a first come/first served basis.

The Childcare Subsidy Program would provide up to \$5,000 per eligible child to subsidize care while parents work, go to school or seek employment. The funds go directly to the participating certified childcare provider based upon the child's attendance. These funds subsidize the parent's payments on a sliding scale basis.

These two programs are an important economic catalyst as the majority of contractors and childcare providers are local. As always there is no cost to the town and an enormous benefit to local residents.

The following motions may be useful as you consider this vote:

Proposed Motion: Move to submit an FY19 CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.

Proposed Motion: Move to allocate \$25,000 of CDBG Miscellaneous Income as a contingency fund.

Many thanks.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager,

REQUESTED MEETING DATE: January 22, 2019

ITEM: Cloverleaf Proposal Award and Presentation

EXPLANATION: In August of 2018, the Town issued a request for proposals (RFP) for a developer for the Cloverleaf Community Housing project. Two proposals were submitted and in accordance with the Commonwealth's Purchasing regulations, a selection committee was convened to review the proposals in accordance with the selection criteria in the RFP to make a recommendation to the Board of Selectmen. Housing Consultant Leedara Zola prepared a summary analysis of the two proposals for use by the selection committee which is incorporated in the attached memorandum. After a review of the written materials and presentations by the two respondents, the selection panel unanimously recommends that the Town commence negotiations with Community Housing Resource, Inc(CHR) to develop community housing at the Cloverleaf parcel.

Ted Malone of CHR will be at the meeting to discuss their proposal and to answer questions that you may have. It is important to note that the proposal is the first step in the process and is the developer's initial assessment of what will fit on the site and meet the needs of the community. The final details, including design, will be dependent upon engineering of the site and negotiations with the Town. The final contract will be executed by the Board of Selectmen.

FINANCIAL SOURCE (IF APPLICABLE): TBD

SUGGESTED ACTION: *Motion to award development of the Cloverleaf Community Housing Project to Community Housing Resources, Inc.*

ATTACHMENTS:

1. Memorandum from the Cloverleaf Selection Panel
2. CHR Inc Proposal Narrative and Preliminary Design

M E M O R A N D U M

To: Truro Board of Selectmen
Fr: Cloverleaf RFP Selection Committee
Re: Cloverleaf RFP Responses
Dt: January 22, 2019

Background:

The Town, working with the Massachusetts Department of Housing and Economic Development, the Department of Transportation, and the Town's Legislative delegation, was deeded a 3.91 acre parcel of land in the fall of 2017. This land, located off Highland Road at the intersection of Highland Road and State Highway 6, was formerly part of the State Highway road-layout, and was owned by the Massachusetts Department of Transportation. The Massachusetts Department of Transportation conveyed the land to the Town of Truro for affordable housing purposes.

The deed from the Department of Transportation requires that at least 25% of the units constructed on the property be deed restricted affordable to households earning at or below 80% of Area Median Income, and requires the housing developer have secured a building permit within seven years from the date of the deed.

Truro Town Meeting voters authorized both the acquisition and the disposition of this property for affordable housing purposes in the spring of 2016.

Over the course of approximately six months the Truro Housing Authority worked with its consultant, hosted community meetings, sought input from various stakeholders, and created a "Housing Program" which included recommendations for the site in terms of housing type, unit numbers, unit sizes, and affordability.

The Truro Select Board approved this Housing Program on May 22, 2018.

Recommended Housing Program:

Housing Type and Unit Number: 30-40 Rental Units

Unit Sizes:

- 50% 1bedroom
- 40-45% 2bedroom
- 5-10% 3bedroom

Affordability:

- 50% of units affordable to households earning at/below 80% Area Median Income
- 30% of units affordable to households earning at/below 120% Area Median Income
- 20% of units rented at market rates

Local Preference to the maximum extent allowable by law.

The Truro Housing Authority then worked with Town Administration to develop a Request for Proposals (RFP) seeking a qualified and experienced developer for the Cloverleaf Community Housing Project. This RFP was issued on August 15, 2018. A Bidder's Conference and Site Tour was held on September 13, and RFP responses were due on October 23, 2018.

Responses were received from Community Housing Resource, Inc. (CHR) and Women's Institute for Housing and Economic Development (WIHED).

A Selection Committee was convened, which included Carl Brotmam (Truro Housing Authority), Adrian Cyr (Highland Affordable Housing), Kevin Grunwald (Truro Housing Authority), Robert Weinstein (Truro Select Board) and Paul Wisotzky (Truro Select Board), and was staffed by Town Manager Rae Ann Palmer and Consultant to the Truro Housing Authority Leedara Zola. The Selection Committee was charged with reviewing the proposals and interviewing the responders. Review occurred over the fall, the interviews were held on December 17, 2018, and the Town Manager completed reference checks in January. The following recommendation is a result of this work; the Select Board is to make the final selection and award.

SUMMARY COMPARISON – Community Housing Resource, Inc. (CHR) and Women’s Institute for Housing and Economic Development (WIHED):

	CHR	WIHED
# 1 bdrm	22	20
# 2 bdrm	15	16
# 3 bdrm	4	4
Total # Units	41	40
units at 30% AMI	4	7
units at 60% AMI		18
units at 60%-80% AMI	17	
units at 80% AMI		6
units at 100% AMI	12	
Market Rate units	8	9
USES:		
Hard Costs	\$9,099,615	\$12,180,000
Soft Costs	\$1,700,975	\$1,905,895
Reserves/OH/Syndication/Dev Fee	\$1,315,368	\$1,914,105
Total Development Costs (TDC)	\$12,115,958	\$16,000,000
TDC per Unit	\$295,511	\$400,000
SOURCES:		
Tax Credit Equity	\$3,212,679	\$5,817,202
Developer Equity/Deferred Developer Fee	\$95,368	\$295,709
CDBG Reserves	\$1,300,000	
FHLB		\$500,000
DHCD HOME	\$550,000	
DHCD HSF	\$500,000	
HOME/HIF/CBH		\$3,000,000
MassHousing AHTF	\$1,000,000	\$1,000,000
Local (Barnstable HOME, CPC and Truro AH Trust)	\$705,000	\$1,400,000
Permanent Mortgage	\$4,752,910	\$3,987,089
Total Sources:	\$12,115,957	\$16,000,000

See attached for submitted preliminary site plans/architecture. Full copies of submitted proposals are available upon request.

Responses; Submission Requirements and Minimum Threshold Criteria:

CHR	WIHED	Submission Requirements
✓	✓	1. Letter of Interest signed by all principals of the applicant organizations
✓	✓	2. Narrative description of the proposed development, including Plan for Project Design Phase and Projected Development Schedule
✓	✓	3. Preliminary/Illustrative Site Plan and Sample Architectural Plans
		4. Project Financial Information
✓	✓	a. Development Budget Sources and Uses
✓	✓	b. 20 –year Operating Pro Forma and Rent Schedule
✓	✓	c. Lending Letter of Interest
		5. Developer information:
✓	✓	a. Description of Development Team
✓	✓	b. Developer Financial Information
		6. Required Forms:
✓	✓	a. Certification of Tax Compliance
✓	✓	b. Certificate of Non-Collusion
✓	✓	c. Corporate Authority
✓	✓	d. Disclosure Statement
✓	✓	e. Description of Other Real Estate
✓	✓	f. Information Regarding any Legal or Administrative Actions

CHR	WIHED	Minimum Threshold Criteria
✓	✓	1. Is complete and conforms with all submission requirements
✓	✓	2. Includes a developer with a minimum of 5 years’ experience in the development of affordable housing
✓	✓	3. Includes a property manager with a minimum of 5 years’ experience in property management
✓	✓	4. Responder experience must include an affordable housing development of 12 or more units
✓	✓	5. Responder must certify compliance on all state and local taxes

Comparative Evaluation Criteria:

Projects meeting the minimum criteria will be judged on the following additional comparative evaluation criteria. The Town reserves the right to award the contract to the responsive and responsible proposal that best meets the Town’s needs, considering qualifications, submittal quality, and evaluation criteria. The Town’s decision or judgment on these matters shall be final; the Town will use the comparative criterion for each separate rating area, and based upon these criteria, will assign an overall rating to each proposal. Each of the criteria may contain ratings of: **Unacceptable; Not Advantageous; Advantageous; Highly Advantageous**. An “Unacceptable” rating in any one of the criteria will eliminate the proposal from further consideration:

CHR	WIHED	1. Construction Experience
		Applicants will be evaluated based on the extent of the Development Team’s construction experience with residential new construction of housing projects of 12 units or more.
		<ul style="list-style-type: none"> ▪ Unacceptable: Development Team has less than 3 years construction experience with residential new construction of housing projects of 12 units or more
		<ul style="list-style-type: none"> ▪ Advantageous: Development Team has 4 to 8 years construction experience with residential new construction of housing projects of 12 units or more
✓	✓	<ul style="list-style-type: none"> ▪ Highly Advantageous: Development Team has more than 8 years construction experience with residential new construction of housing projects of 12 units or more
CHR	WIHED	2. Strength of Development Team
		Applicants will be evaluated on the strength of the Development Team as evidenced by the experience with projects similar to the Cloverleaf Community Housing Project. Experience evaluated will be that of the organization’s principal (executive director, chief executive officer, or similar position) and the individual designated to lead the Cloverleaf Community Housing Project (project manager or other similar position).
		<ul style="list-style-type: none"> ▪ Unacceptable: Either the organization’s principal <u>or</u> the project manager has had no experience with similar projects within the last 7 years.
		<ul style="list-style-type: none"> ▪ Not Advantageous: Either the organization’s principal <u>or</u> the project manager have had experience with only 1 similar project within the last 7 years.
		<ul style="list-style-type: none"> ▪ Advantageous: Both the organization’s principal <u>and</u> the project manager have had experience with 2 or more similar projects within the last 7 years.
✓	✓	<ul style="list-style-type: none"> ▪ Highly Advantageous: Both the organization’s principal <u>and</u> the project manager have had experience with 3 or more similar projects within the last 7 years.

CHR	WIHED	3. Financial Experience and Capacity
		Applicants will be evaluated on the extent to which financial references verify financial capacity of applicant and the extent of their financial strength to support the most favorable terms from a construction lender.
		<ul style="list-style-type: none"> ▪ Unacceptable: Applicant has not demonstrated financial capacity by providing adequate documentation to allow reviewers to determine financial viability
		<ul style="list-style-type: none"> ▪ Not Advantageous: Applicant has provided basic documentation regarding financial capacity however it is not clear that applicant has the financing or cash flow to adequately complete the project
		<ul style="list-style-type: none"> ▪ Advantageous: Applicant has provided sufficient documentation to demonstrate financial viability and cash flow to complete the project
✓	✓	<ul style="list-style-type: none"> ▪ Highly Advantageous: Applicant has provided ample documentation to demonstrate financial viability and cash flow with a letter of credit naming this project and documenting availability of financing
CHR	WIHED	4. Project Discussion and Cost Projections
		Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality affordable housing that can be rented affordably to income qualified households and quality mixed income rental housing, as evidenced by Applicant’s Narrative Description of the Proposed Development and Development Budget.
		<ul style="list-style-type: none"> ▪ Unacceptable - Proposal did not adequately convey Applicant’s understanding of the project goals and approach to completing the project successfully.
		<ul style="list-style-type: none"> ▪ Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant’s approach does not instill confidence in a plan to complete the project in a well thought out manner.
	✓	<ul style="list-style-type: none"> ▪ Advantageous - The Narrative and Budget provided indicate Applicant will meet the project goals and show the Applicant’s demonstrated understanding of the project and approach to the work required.
✓		<ul style="list-style-type: none"> ▪ Highly Advantageous - The Narrative and Budget provided clearly indicate Applicant’s understanding of the project goals and ability to successfully meet these goals; shows the Applicant’s demonstrated understanding of the project; Applicant’s ability to bring leadership to the project and that their approach to the project demonstrates a creative and thorough process.

CHR	WIHED	5. Project Discussion and Design Proposals
		Applicants will be evaluated on the extent of their project understanding, especially pertaining to the goals of creating quality mixed income rental housing that is harmonious with the existing architecture of the neighborhood and the Town of Truro, and meets the Goals and Guidelines in the RFP, as evidenced by Applicant's Narrative Description of the Preliminary Site Plans.
		<ul style="list-style-type: none"> ▪ Unacceptable - Proposal did not adequately convey Applicant's understanding of the project goals, design phase, and approach to designing the project successfully.
		<ul style="list-style-type: none"> ▪ Not Advantageous - The response indicates Applicant may understand the project goals, but the materials provided are not clear enough to make a determination. Applicant's approach does not instill confidence in a plan to design the project in a well thought out manner.
	✓	<ul style="list-style-type: none"> ▪ Advantageous - The Narrative and Preliminary Site and Architectural Plans provided indicate Applicant will meet the project goals and show the Applicant's demonstrated understanding of the project and approach to the design.
✓		<ul style="list-style-type: none"> ▪ Highly Advantageous - The Narrative and Preliminary Site and Architectural Plans provided clearly indicate Applicant's understanding of the project goals and ability to successfully meet these goals; show the Applicant's demonstrated understanding of the project; Applicant's ability to bring leadership to the project and that their approach to the design demonstrates a creative and thorough process
CHR	WIHED	6. Ability to Work with Local Government and Funding Sources
		Applicants will be scored according to the extent of successful experience working with government-assisted housing programs and funding sources during the last five years.
		<ul style="list-style-type: none"> ▪ Unacceptable: Applicant with less than one year successful experience working with government assisted housing programs
		<ul style="list-style-type: none"> ▪ Advantageous: Applicant with one to four years successful experience working with government assisted housing programs
✓	✓	<ul style="list-style-type: none"> ▪ Highly Advantageous: Applicant with five years or more successful experience working with government assisted housing programs

Recommendation for Award:

The Selection Committee unanimously recommends the award of the Cloverleaf housing project be made to Community Housing Resource, Inc. (CHR). Community Housing Resource would then be the developer for the Cloverleaf Project. The terms of the development agreement will be negotiated using the Town's legal counsel and will include the terms of the land disposition. The agreement will also detail specific terms of the development and ongoing management of the property.

Both bidders, Community Housing Resource, Inc. and Women's Institute for Housing and Economic Development, showed a breadth and depth of experience and proven ability in developing and managing affordable housing, and both groups brought accomplished team members to the project.

While the Selection Committee was very impressed with the Women's Institute for Economic Development team's broader experience and proven ability to work with a variety of subsidy programs, The Community Housing Resource Inc. proposal showed experience with the local community and an understanding of the local community.

CHR's cost projections, which were supported by financials from the recently completed Stable Path project, were advantageous, and CHR's proposed approach to the Cloverleaf unit mix, site and design, including more mixed income and work force housing units, smaller and scattered structures, and disbursed parking, showed flexibility and aligned more closely with community and project goals.

Additionally, while not a scoring criterion, the Selection Committee noted CHR's project pipeline. The Cloverleaf project would be CHR's major development in the coming years. It was felt that a focus on this one project would be beneficial to Truro.

Cloverleaf Community Rental Housing RFP
Response by Community Housing Resource, Inc.
October 18, 2018

2. Narrative Description of Proposed Development

Development Concept

Community Housing Resource, Inc. has a development philosophy consistent with our company name - housing developed in the context of community. We believe that affordable housing developments should be of quality design that integrates well with the existing built environment that surrounds it and respects the natural landscape where it is located. We build with quality materials that are durable and harmonious with the architectural traditions of the area. We make extreme efforts to protect the natural vegetation and minimize removal of mature trees. With mature trees preserved close to the newly constructed homes, we are always pleased when the comment is made that our neighborhoods “look like they have always been there”. We believe that with appropriate site design of residential buildings, a balance of privacy and community interaction can be achieved, and a safe, stable neighborhood will evolve.

Site Design, Roadways and Septic

The Cloverleaf site at Highland Road is a moderately sloping terrain rising from a 26' elevation at Highland Road to a high point of 62' elevation approximately 300 feet back into the site. That change in elevation would require a 12% grade in a straight line. From the high point heading towards the rear of the site the slope again is in the 10% range. The slope of the site presents challenges from two perspectives, road design and septic design that we considered before we began to look at architectural design. In terms of road design, the objective was to achieve a maximum of 10% grade which according to MA DOT roadway guidance is appropriate for this kind of larger development. It is also a slope that is acceptable to guidance of fire officials. To achieve a 10% grade from the Highland Road frontage at 26' elevation the magic number would be 28' rise over 280 feet. This was achieved by entering from the west edge of the lot frontage (closest to RT 6) and traversing the slope with a soft 90 degree half-switchback reaching the 54' elevation in less than 280 linear feet.

In terms of septic design, with the guidance provided by the Town regarding the number of units and mix of unit sizes, at the high end, developing some 40 units including sixty-five (65) bedrooms would require a sizable Title 5 septic system. Since Title 5 leach fields have strict limits on depth of coverage, relatively flat terrain would be required. It became clear to us that siting a sizable leach field would require some adjustments to the topography. That evolved into reducing the high point of the site to create a plateau at 54' elevation, an adjustment that would respect the existing grades off-site on surrounding properties. Siting of the leach field on this plateau then began to inform roadway design, including adequate turning radii for fire equipment to maneuver on the site and to exit the site.

Rather than installing a large paved turning area of the cul-de-sac sort, instead we have designed a single direction oval roadway with the required turning radii creating a landscaped common within the oval roadway and above the leach field. Parking is accessed in small clusters or parallel parking along the oval roadway. Adequate visitor parking, 23 spaces, is provided

Architectural Design

Most of the housing proposed is sited at this 54' elevation plateau oval roadway and landscaped common. The housing types around the green are either two-unit townhouse structures each on two levels plus basements with laundry hook-ups, or they are in a ten-unit structure on three levels that is primarily single bedroom apartments. This apartment building also includes a community room and a common laundry. The inclusion of the apartment building responds

to the needs and desires expressed in the RFP for smaller units for seniors or those who desire single level living. Five units will also be fully ADA compliant.

The rest of the housing proposed is located either on the slopes coming into the site or at the rear of the site where the grade drops down. At these sloped portions of the site, the housing forms have varied to utilize the sloped terrain, some units have individual garages under the units and others have entrances at three different levels in a stacked three-family house.

The architectural style of the buildings is a variation on the cape cod vernacular with hip and gable and shed roof styles. The building will be sided with either cedar shingles or clapboard. The roof structures will allow for solar panels.

Landscape Design

A native landscape is fundamental to the design of all CHR developments. We have found the best method for achieving a native landscape is, prior to excavation, the ground cover plants and 1 foot of topsoil (the "duff layer") will be removed and stockpiled in an area of the site out of the way from potential damage. Following completion of road construction the side slopes will be covered with the duff layer material to allow native plant material to emerge in future seasons. Also the material will be spread throughout the oval green area. Likewise, following framing all structures the duff layer will be spread on all disturbed area to allow native plant material to emerge in future seasons.

Additional plantings throughout the site in disturbed areas, along the entrance roadway and in the oval common area green will utilize native plantings including oaks, shadbush/serviceberry, inkberry, clethra, highbush and lowbush blueberry, bearberry and native clump grasses including little bluestem and crinkle hair grass.

The site will also have an irrigation well for maintain the plantings so as not to utilize Public Water Supply for that purpose.

Energy Efficiency / Green Building

The specifications for the homes will meet the Stretch Code and will exceed Energy Star standards. CHR has had previous developments certified as Energy Star compliant and is committed to exceeding energy efficiency standards as an important component of affordability. The homes will be heated by high efficiency propane boilers for heat and hot water. LED lighting will be used in all wall and ceiling fixtures.

In the preliminary design work, CHR and Architect Jessica Snare have analyzed the potential for roof based solar panels on most buildings. The conceptual site plan has identified roof pitches with solar panel potential with white roof sections.

Mixed Income Affordability and Financial Feasibility

The Proposal includes a OneStop Development Budget Sources and Uses and Pro-Forma Operating Budget. The numbers are consistent with sound underwriting principles and have been supported by Letters of Interest from Construction and Permanent Rental Financing Lenders and Equity Investors.

The unit mix reflects the goals expressed by the Town of Truro: 50% one-bedroom units 40% two-bedroom units, and 10% three-bedroom units. CHR concurs with this mixed based on our familiarity with the market demand as well as Housing Needs Analysis. The unit mix also includes multiple income tiers 30% AMI to 60% AMI as well as 80% AMI, 100% AMI as well as 120% of AMI which is close to achievable market rents. The inclusion of some market rate units with market rents might raise some eyebrows but these rents are achievable in a market starved for rental housing at all income levels.

Key to the financial feasibility of this development is having half of the units affordable to households below 60% AMI so as to access the Low Income Housing Tax Credit Program as source of Equity Investment. By the time the Cloverleaf development gets funding commitments, it is hoped that the Commonwealth of MA will allow LIHTC "Income-Averaging" in new developments so that the LIHTC units could serve households up to 80% AMI. Other funding sources do allow us to serve households above 60% of median up to 80% AMI (Housing Stabilization Fund) and up to 110% AMI (MA Affordable Housing Trust Fund, but those are limited to \$1,000,000 per project. Because of those MA funding limitations, and the desire to serve households up to 120% AMI and market rate units, the financing scenario that CHR is proposing does include significant resources from the Truro Community Preservation Act and Truro Affordable Housing Trust Fund.

The unit mix includes 50% of the units below 60% AMI (potentially some up to 80%); 30% of units up to 120% AMI; and 20% of the units at market rates. A challenge to the market rate units is that there are no comparables since year-round rental housing opportunities don't exist at any income level. This is an issue in underwriting and also for appraisals

The financial feasibility is also based on a solid estimate of construction costs. Construction costs were based on recent local experience on comparable developments by skilled estimator from Williams Building Company.

Financial Capacity.

The financial capacity of Community Housing Resource, Inc. to carry out the proposed development is strengthened by the financial guarantee of its principal Edward "Ted" Malone during construction. CHR, Inc. financial statements (although not audited) are presented past three years and current year to date.

Project Development Schedule

If selected, within two months CHR will continue its work on Project Design in accordance with Plan for Project Design Phase outlined below. It is anticipated that this Project Design Phase could take three to four months before the development plans are in at the stage of development suitable for submission to submit to a Subsidizing Agency for a Project Eligibility Letter, the first step before the ZBA Comprehensive Permit can be submitted. Once the Comprehensive Permit application is submitted, the ZBA must open a public hearing within 30 days but that hearing would likely be extended for a few months before all input from other regulatory boards or Town departments has been taken into account. After regulatory approval

is in place, the logistics of the subsidy funding must be considered. Hopefully, local resources will be committed in advance contingent on Comprehensive Permit approval since having local resources approved is essential to the success of funding at the State DHCD. Since DHCD competitive funding rounds are requiring pre-applications in November and full applications in February, the Project Design and Financial Feasibility will need to be completed not later than October 2019. Generally, it is highly unlikely for a proposal to be funded for pre-application submission in the first-round submission, so realistically a funding award in July 2021 is a reasonable assumption, with a construction loan / subsidy funding and equity investment closings in December 2021. An 18 month construction schedule is anticipated. Marketing would begin 9 months after start of building construction and the resident selection process would proceed with final selection at least three months prior to occupancy. Occupancy will occur immediately upon completion of construction, so occupancy of the housing could potentially be June 2022. Potentially a start of site work construction could begin sooner if funding for the water main and other infrastructure improvements is obtained through CDBG Reserves or other sources that the Town of Truro is exploring for the Water Main extension.

Ability to Secure Financial Commitments.

CHR has an **18 year relationship** with various agencies administering affordable housing subsidy programs. A **Lender Letter of Interest** has been submitted from Massachusetts Housing Investment Corporation (MHIC), the construction lender that we have worked with on five projects to date as well as one from The Life Initiative that has provided construction loans for three CHR developments including Sally's Way. Subsidy funds will be sought from Barnstable County Home Consortium, DHCD Home, and the MA Affordable Housing Trust Fund. The Massachusetts Housing Partnership Fund which has permanent financing on each of CHR properties to date is providing a preliminary Letter of Interest for Permanent Rental Housing Financing. A Letter of Interest for Low Income Housing Tax Credit Equity Investment is also provided by MHIC. Truro CPA funds as well as Truro Affordable Housing Trust funds will also be sought in the significant amount because few subsidy sources are available to assist affordability levels above 60% and 100% of median income.

An additional funding source for financial is contemplated that was also utilized on the Sally's Way development is Community Development Block Grant Reserves that can be utilized for infrastructure improvements including the roadway, septic system, and underground utilities.

Feasibility of Proposed Construction / Construction Experience

Total construction costs are projected at \$272 per square foot including all site work. It is anticipated that this number can be brought down but at this stage there needs to be sufficient contingencies in the construction estimates. Based on recent experiences, this is a reasonable projection including assumptions of continued inflation in construction materials and labor costs. Williams Building Company (WBC) has confirmed that the preliminary construction budget is feasible based on recent construction. WBC has extensive experience in affordable housing development as well as other kinds of publicly funded development. The company has been in business for 17 years, since 2001. As CHR has been pleased to work with WBC, public funders have recognized their expertise as well. See the Mass Housing Blog article attached.

CHR has worked successfully on two larger rental housing developments with the Williams Building Company (WBC) so we have prepared this response to the Request for Proposals with WBC identified as the General Contractor. All sub contract trades will be bid out to insure best pricing and quality workmanship. WBC has extensive experience in affordable housing development as well as other kinds of publicly funded development.

Plan for Project Design Phase (ref Section IV D of RFP)

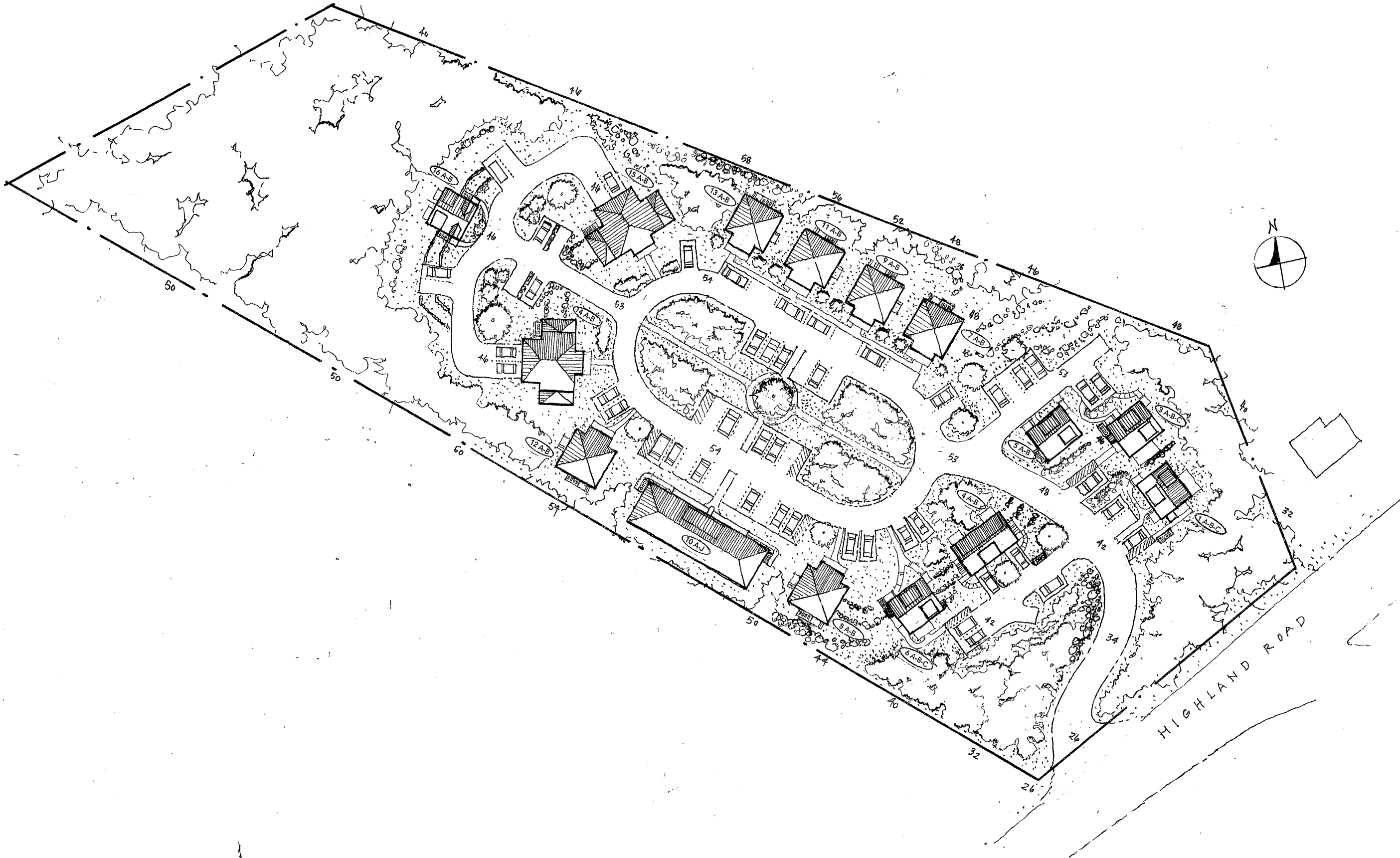
Although you will find that CHR's response to this RFP includes significant analysis and preliminary design work, it is understood that this process will include public input both the general public and the Truro Housing Authority and Truro Select Board. We are prepared to listen to reactions to the design direction of our initial proposal and we will be willing to discuss the alternatives. Since, the RFP did provide guidance for the number of units, the unit mix and affordability targets, as well as suggestions about building types and utilizing the grade for walk-out basements and under unit parking, we considered these to be "Goal Setting". Nonetheless, we would be willing to explore alternatives with Town of Truro to refine the Goals.

We are prepared to make an Initial Design Presentation that would consider two design alternatives (in addition to the one developed for this RFP response) that would be informed by the "Goal Setting" meeting with the Town of Truro. Depending upon the outcome of the Goal Setting, we might however be presenting alternatives that have significant tradeoffs including the number of units, the affordability mix, and the amount of local resources to be committed to the development. We would be prepared to further refine the selected design alternative.

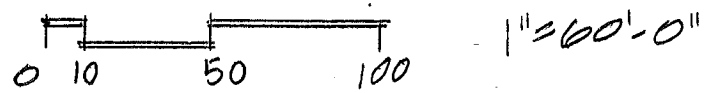
As this further refinement is made to the design, it is understood that there is the expectation that this "final design" will be presented to the Town.

The next stage of presentation of the design to the broader community to solicit community input could be an opportunity to gain support before the proposal is submitted to the ZBA as an application for a Chapter 40B Comprehensive Permit. This presentation to the broader community might also present challenges as regulatory boards have their own jurisdiction and process for consideration of Chapter 40B proposals. Perhaps the public presentation could be at a joint meeting of regulatory boards so that the public input is also informed by the consideration of the various boards.

The final stage of making refinements based on community input would result in a plan for presentation to the ZBA as a Chapter 40 B Comprehensive Permit application. It must be understood however that the Developer will need to have the ability to respond to the ZBA and the other regulatory boards who will provide their input to the ZBA.



CONCEPTUAL SITE PLAN



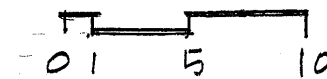
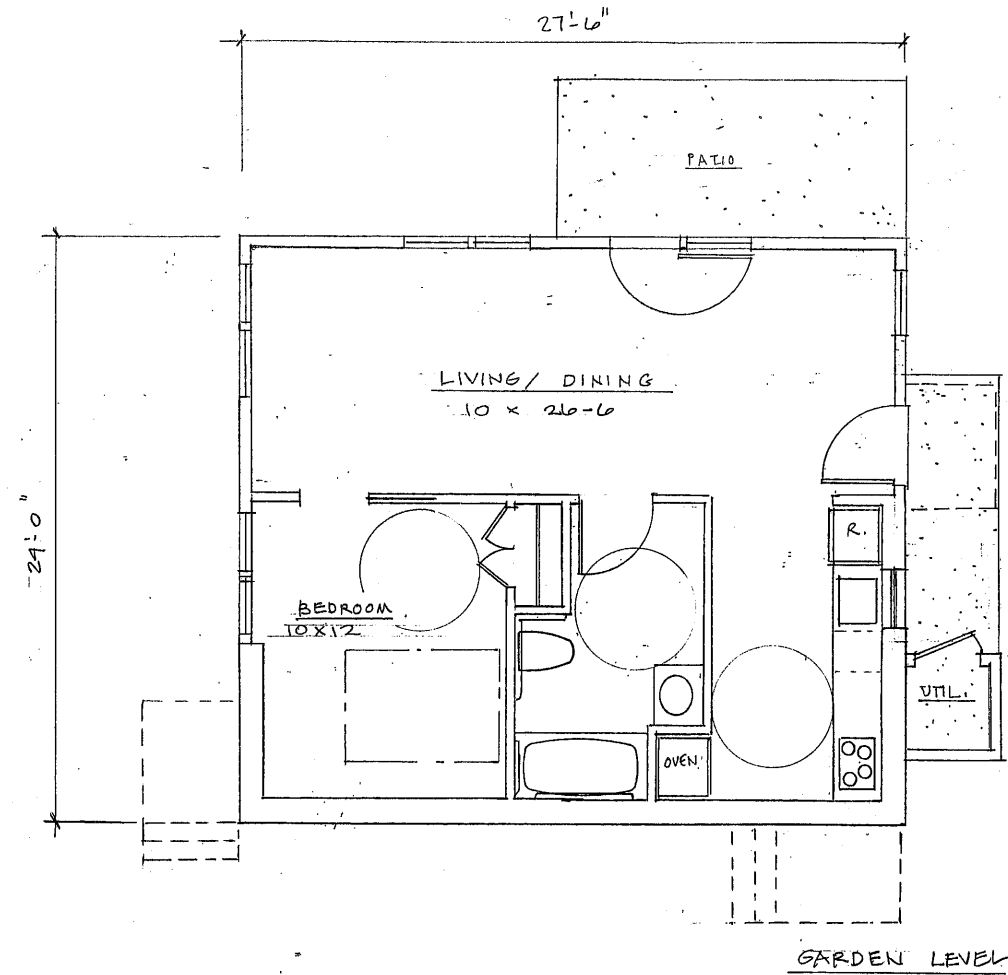
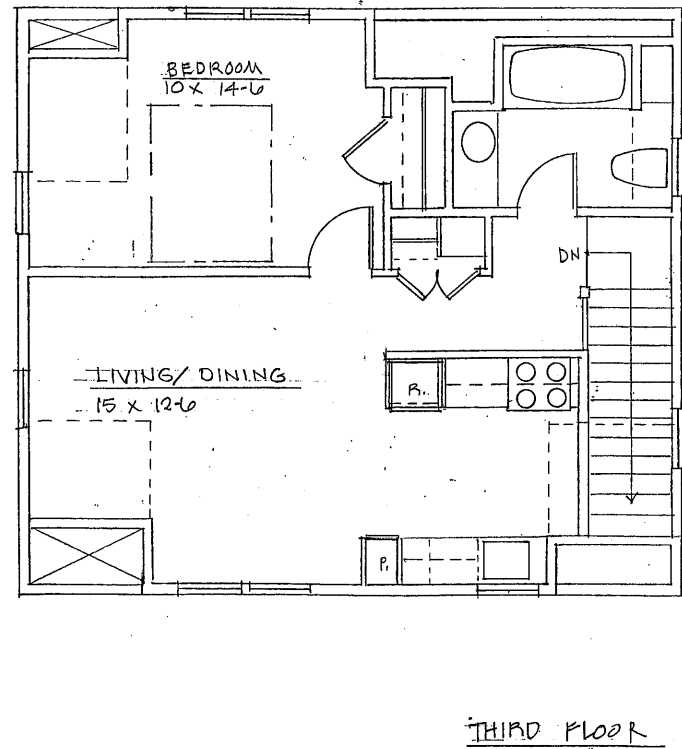
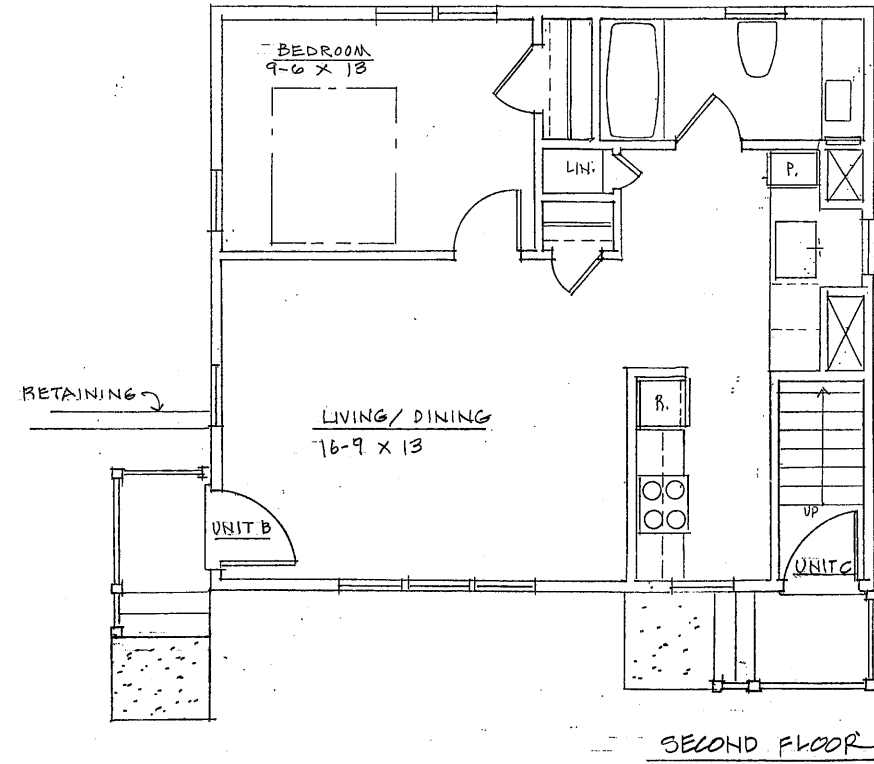
1"=60'

10-18-18

CONCEPTUAL SITE PLAN

CLOVERLEAF HIGHLAND ROAD
TRURO RENTAL HOUSING - RESPONSE BY COMMUNITY HOUSING RESOURCE

SPRING HILL DESIGN
21 DARTMOUTH STREET
SOMERVILLE MA 02145



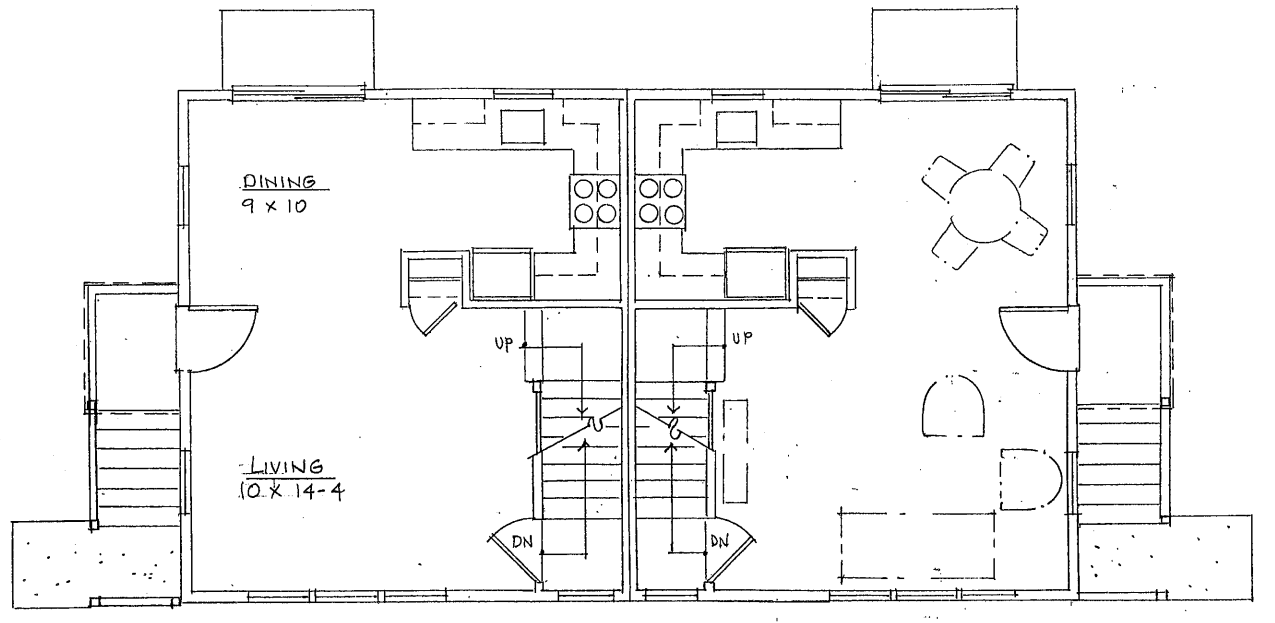
1 OF 1 10-18-18

BUILDINGS 1, 3, 5, 6
CLOVERLEAF HIGHLAND ROAD
TRURO RENTAL HOUSING-RFP RESPONSE BY COMMUNITY HOUSING RESOURCE

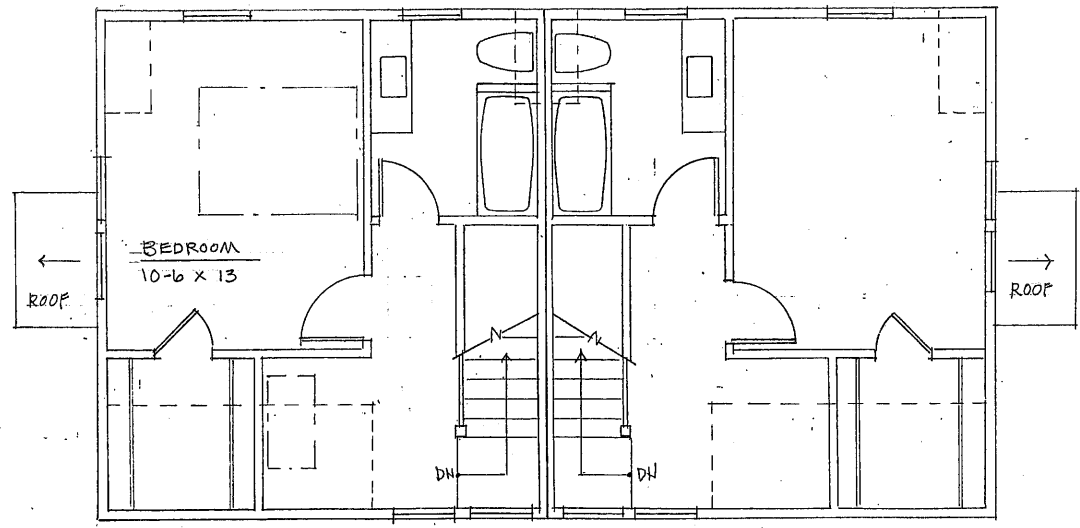
SPRING HILL DESIGN
21 DARTMOUTH STREET
SOMERVILLE MA 02145



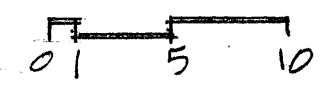
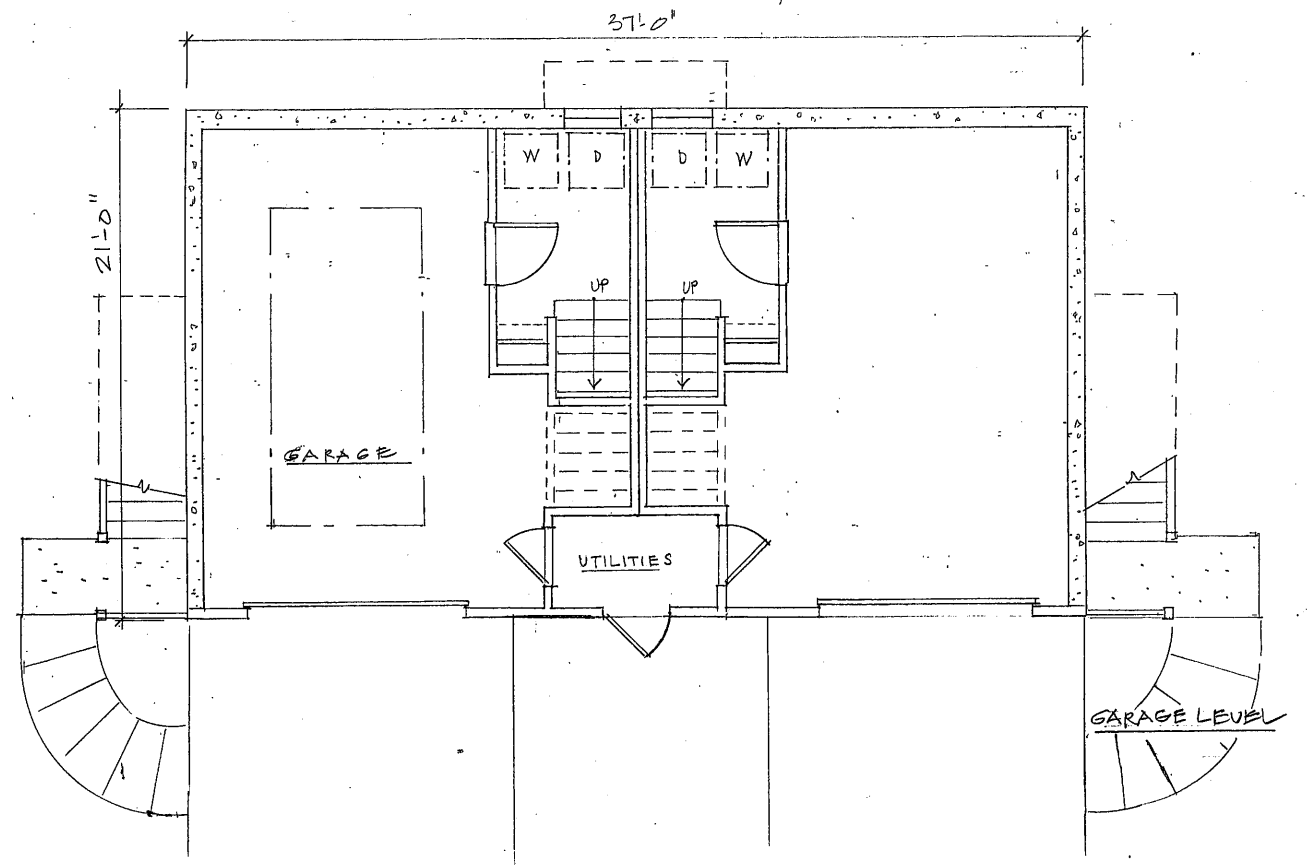
FRONT ELEVATION



FIRST FLOOR



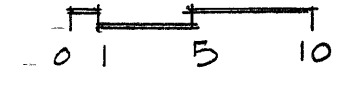
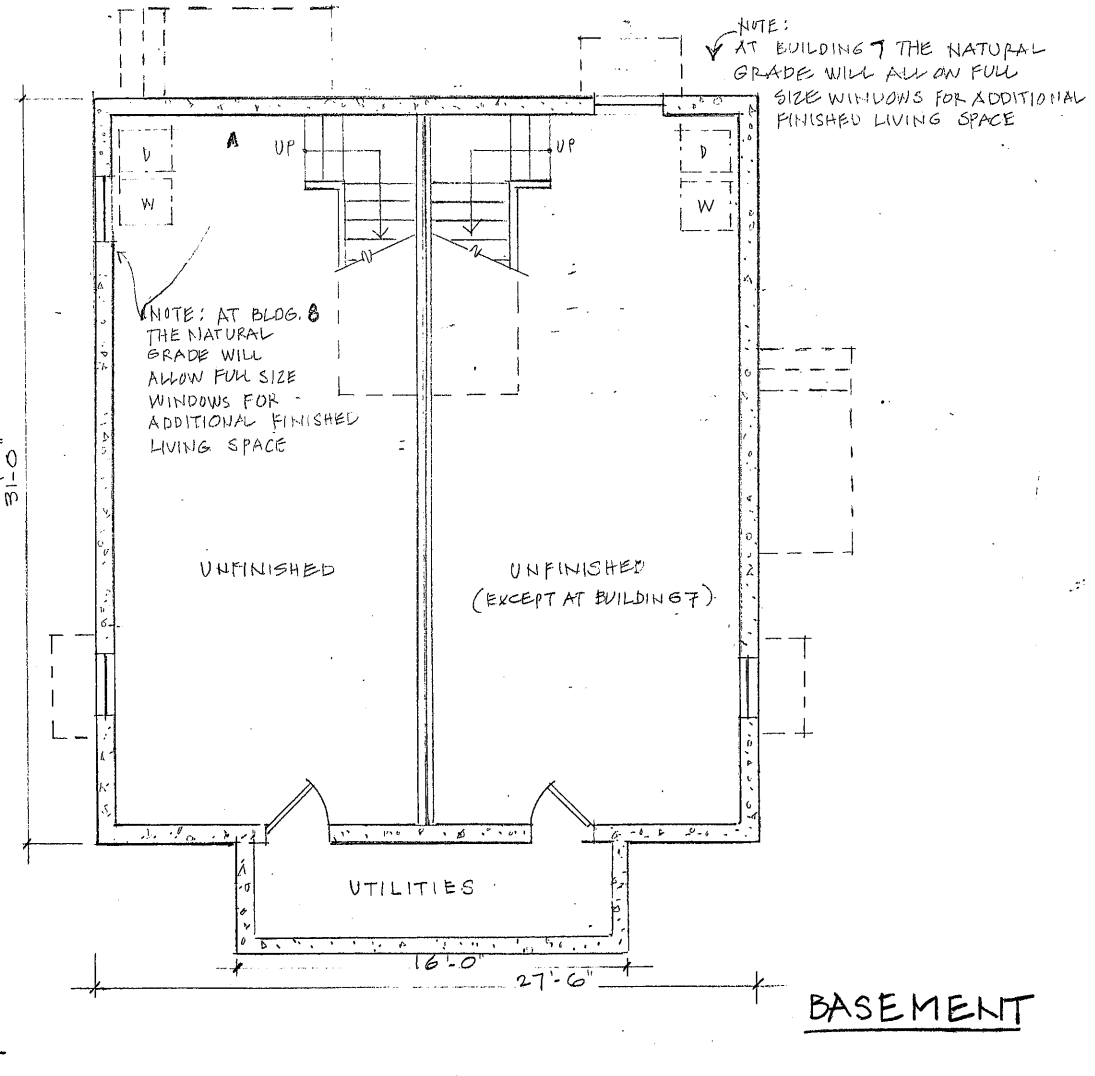
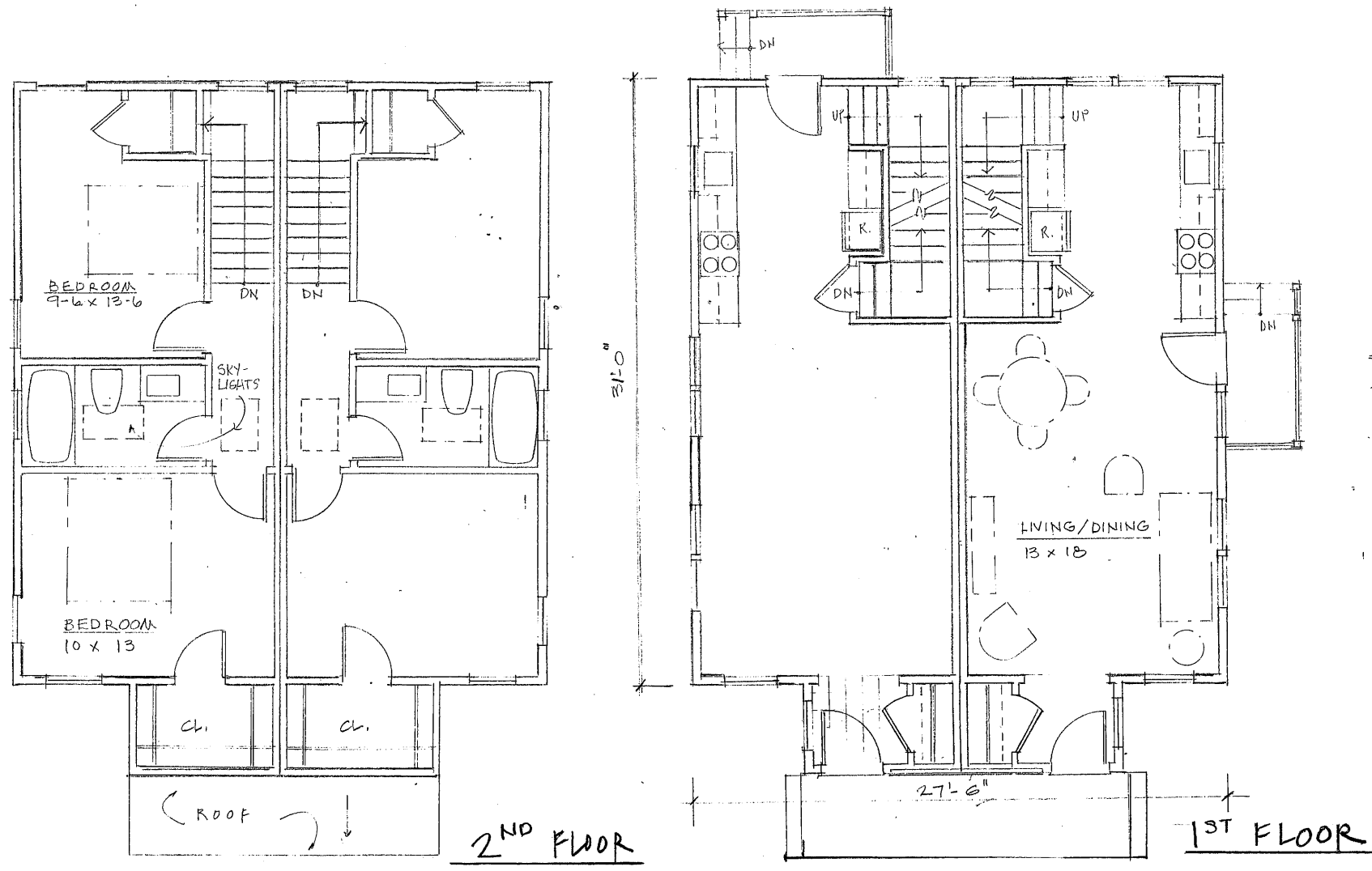
SECOND FLOOR



1 OF 1 10-18-18

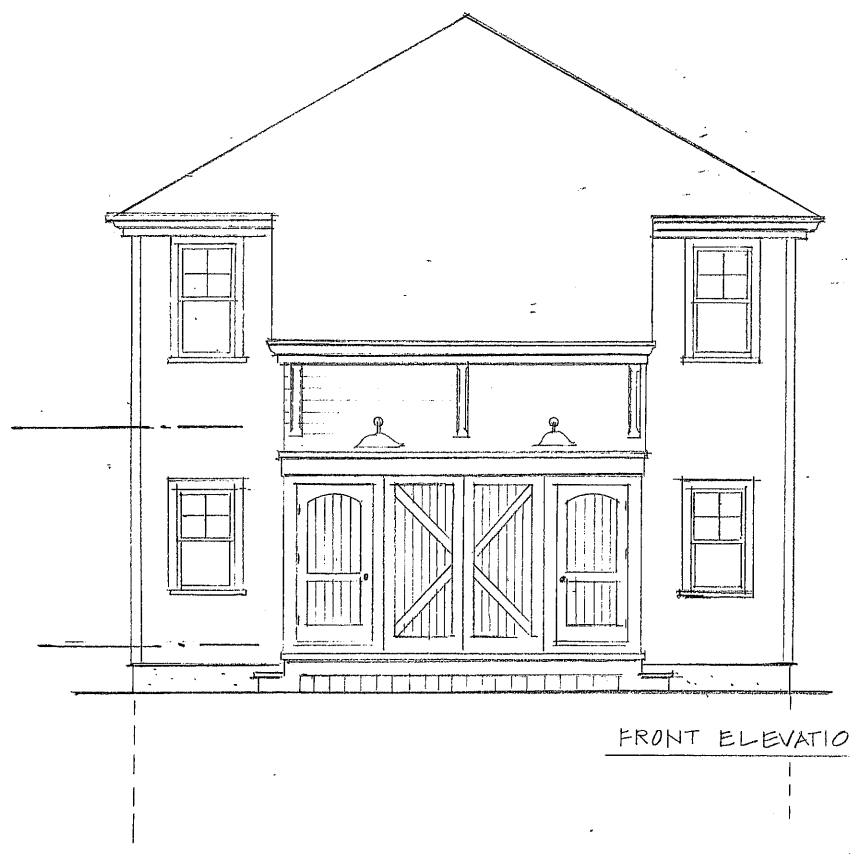
BUILDING 4
 CLOVERLEAF HIGHLAND ROAD
 TRURO RENTAL HOUSING - RFP RESPONSE BY COMMUNITY HOUSING RESOURCE

SPRING HILL DESIGN
 21 DARTMOUTH STREET
 SOMERVILLE MA 02145

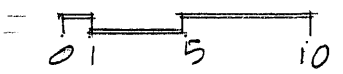




SIDE ELEVATION



FRONT ELEVATION



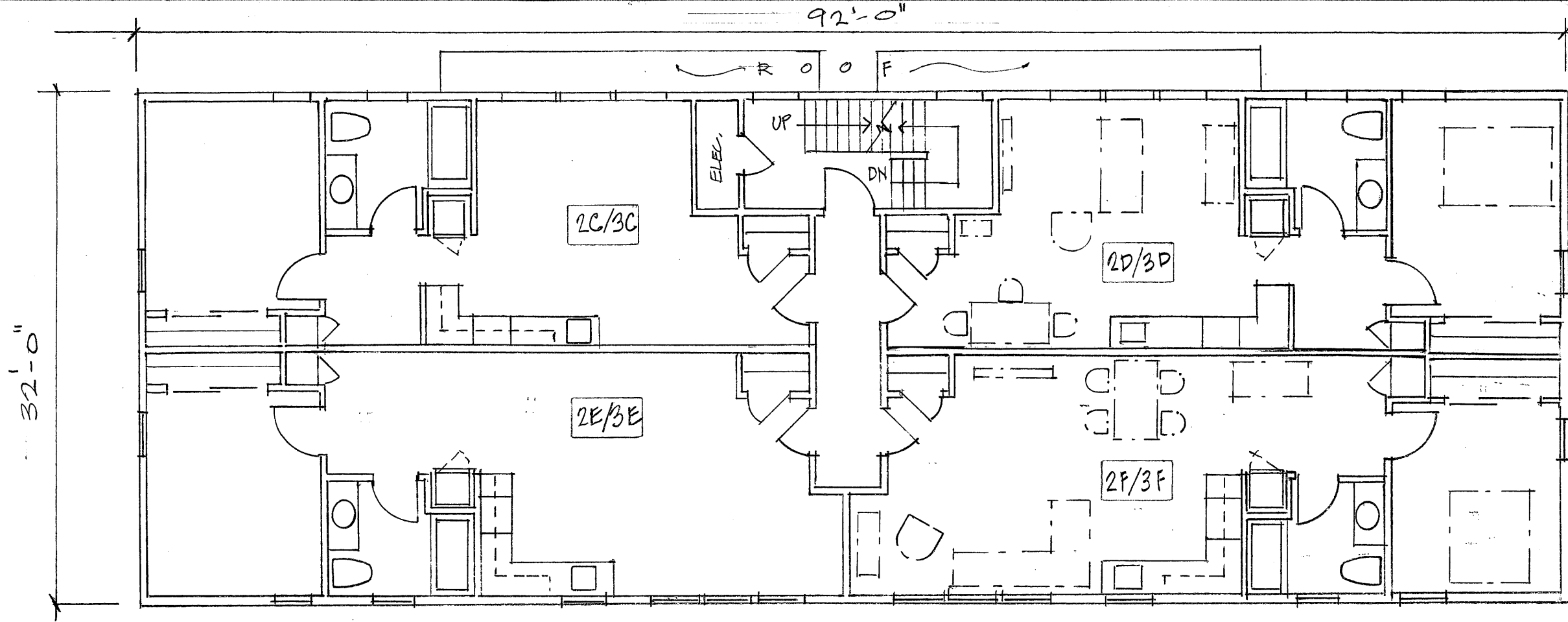
SPRING HILL DESIGN
21 DARTMOUTH STREET
SOMERVILLE MA 02145

ELEVATIONS - BUILDINGS 7,8,9,11,12,13
CLOVERLEAF HIGHLAND ROAD

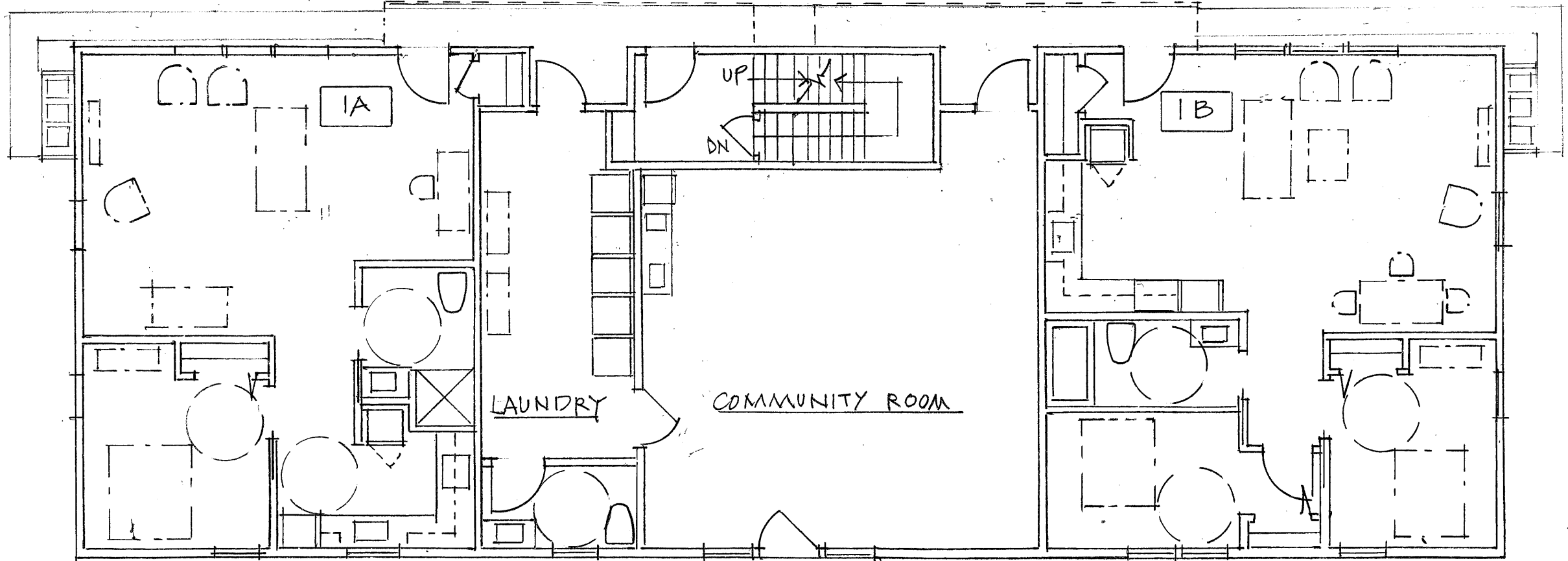
2 OF 2

10-18-18

TRURO RENTAL HOUSING - RFP RESPONSE BY COMMUNITY HOUSING RESOURCE



UPPER FLOORS
1/8" = 1'-0"



GROUND FLOOR



ENTRY ELEVATION

1/8" = 1'-0"

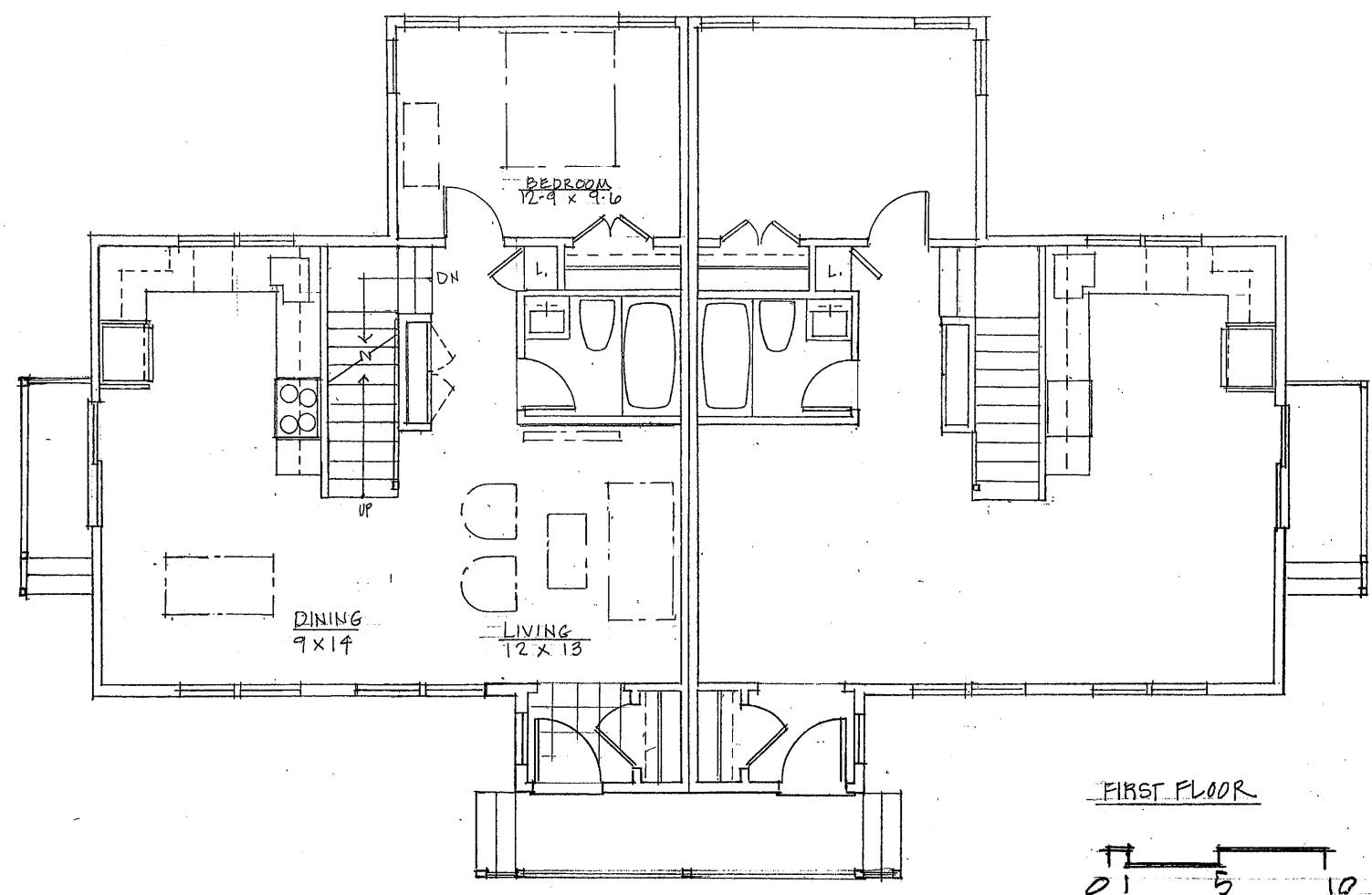
ELEVATION - BUILDING 10

CLOVERLEAF HIGHLAND ROAD

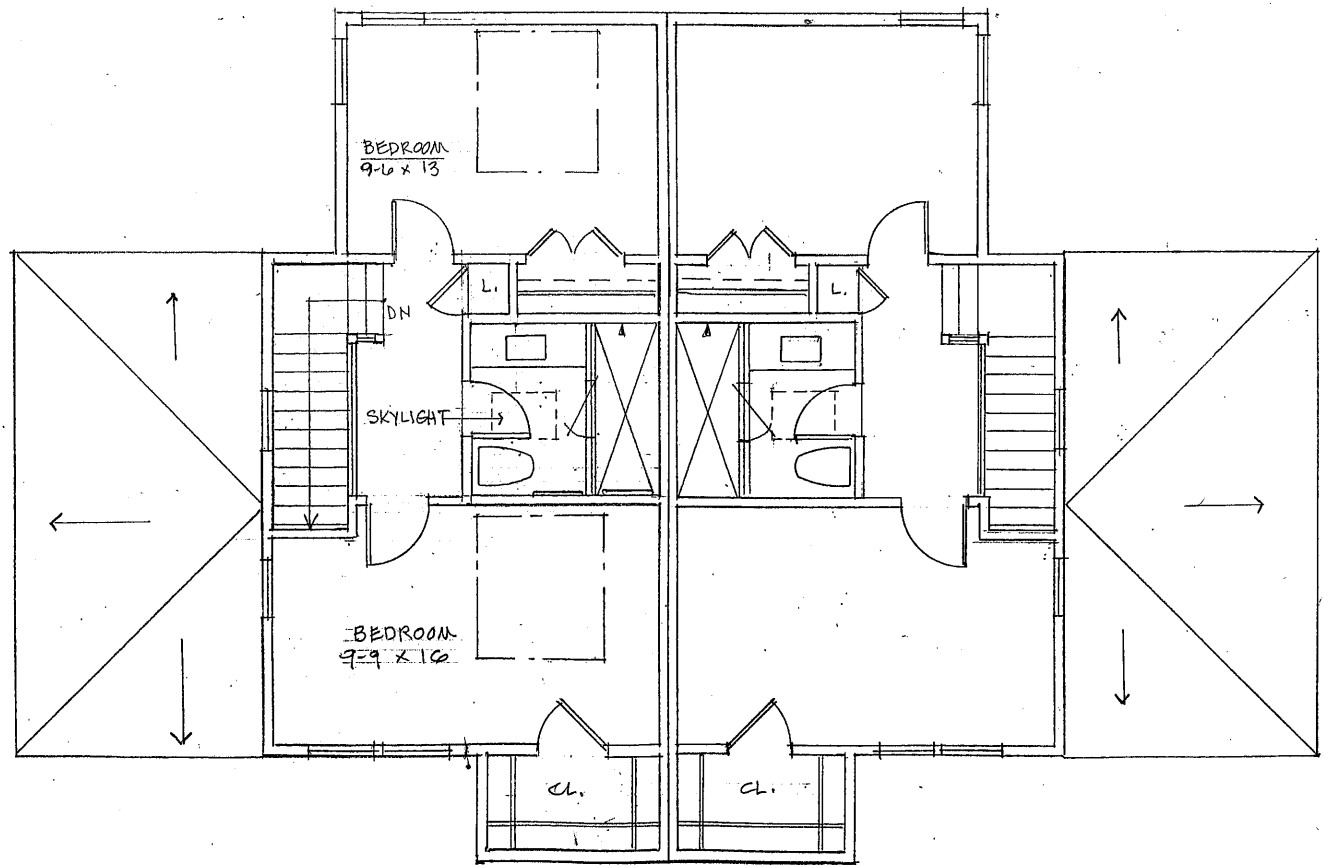
TRURO RENTAL HOUSING- RFP RESPONSE BY COMMUNITY HOUSING RESOURCE



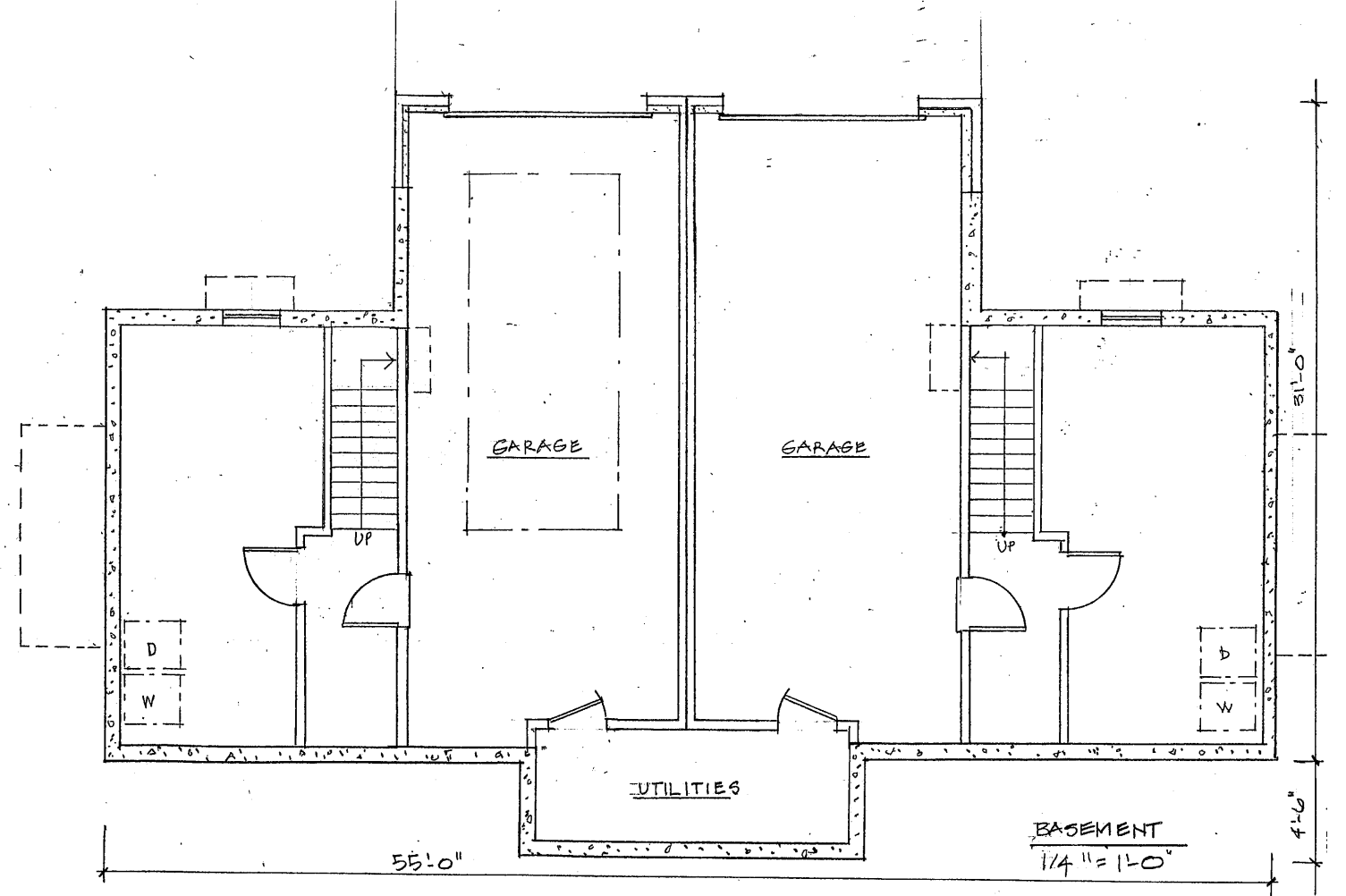
FRONT ELEVATION



FIRST FLOOR



SECOND FLOOR



BASEMENT
1/4" = 1'-0"

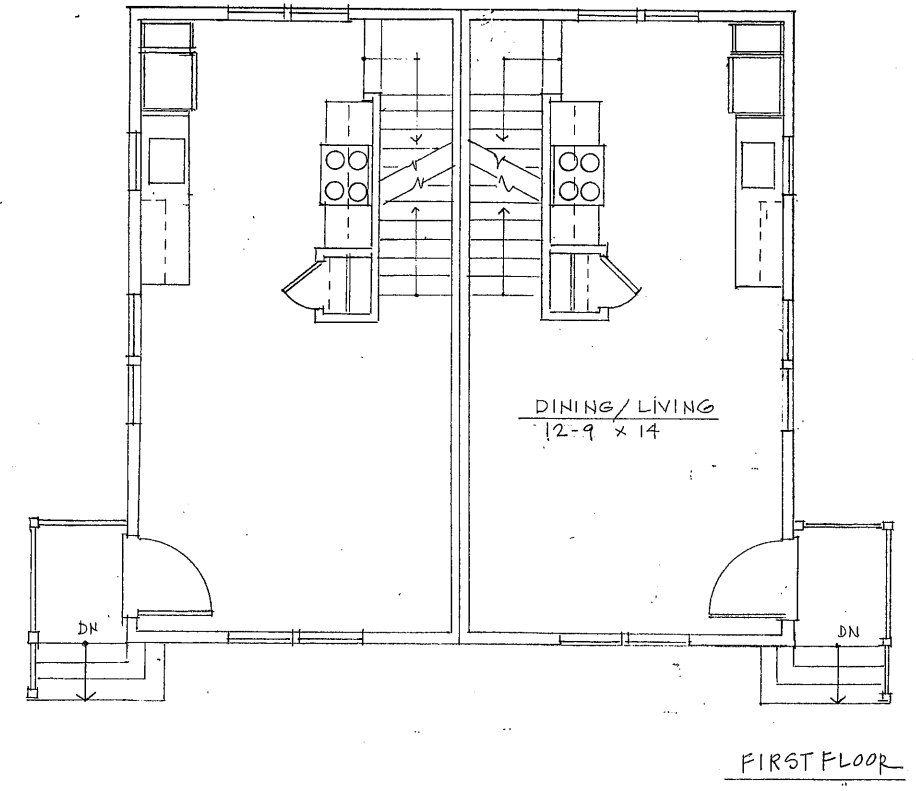
TOP 1
10-18-18

BUILDINGS 14, 15
CLOVERLEAF HIGHLAND ROAD
TRURO RENTAL HOUSING - RFP RESPONSE BY COMMUNITY HOUSING RESOURCE

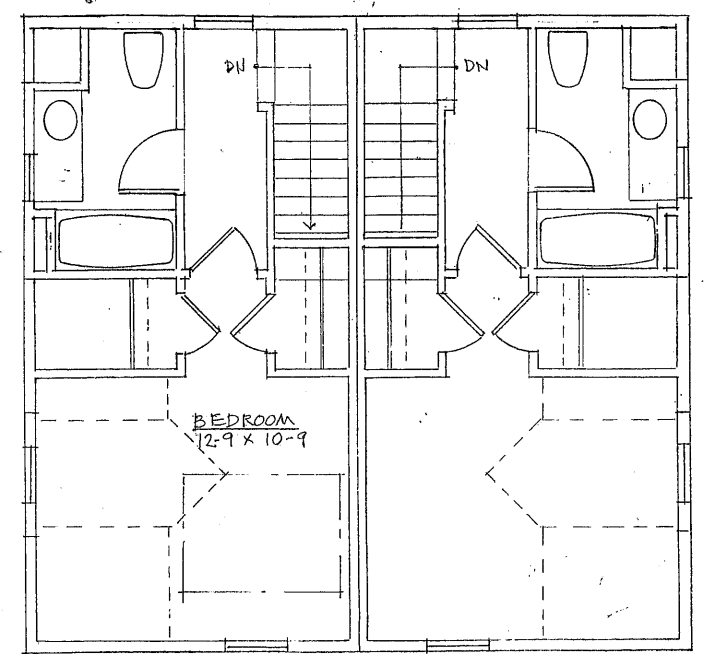
SPRING HILL DESIGN
21 DARTMOUTH STREET
SOMERVILLE MA 02145



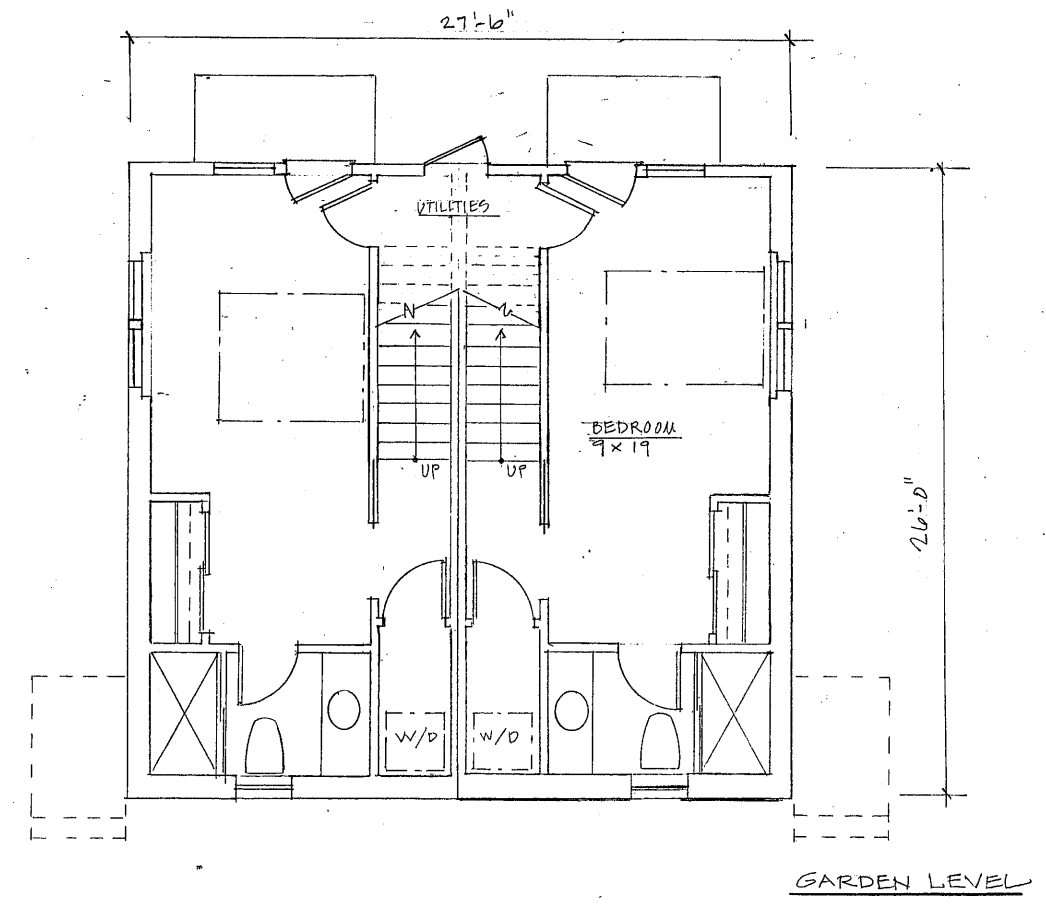
FRONT ELEVATION



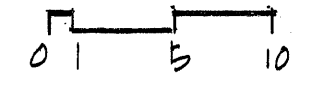
FIRST FLOOR



SECOND FLOOR



GARDEN LEVEL



10F1 10-18-18

BUILDING 16
 CLOVERLEAF HIGHLAND ROAD
 TRURO RENTAL HOUSING - RFP RESPONSE BY COMMUNITY HOUSING RESOURCE

SPRING HILL DESIGN
 21 DARTMOUTH STREET
 SOMERVILLE MA 02145



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: January 22, 2019

ITEM: Host Community Agreement – Authorization to Negotiate

EXPLANATION: The Attorney for the High Dune Craft Cooperative forwarded a request to negotiate the Host Community Agreement between the Cooperative and the Town. As the Board of Selectmen is responsible for authorizing contracts on behalf of the Town, Attorney Katie Laughman has recommended that the Board name a representative of the Select Board to negotiate the terms of the agreement along with Town Counsel and the Town Manager. The draft agreement will come back to the Board for final approval.

SUGGESTED ACTION: Motion to authorize Town Counsel, Selectperson _____ and the Town Manager to negotiate with the High Dune Craft Cooperative to develop a Host Community Agreement that will be approved by the Board of Selectmen.

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Health Department

REQUESTOR: Emily Beebe, Health and Conservation Agent

REQUESTED MEETING DATE: January 22, 2019

ITEM: Stones Throw Condominium Year-Round Conversion, step 1 (and possibly step 2)

EXPLANATION: Stones Throw Condominiums located at 6 Shore Road, with 28 units, is requesting conversion from Seasonal to Year-Round use, per [§ 40.3 Conversion of Cottage or Cabin Colony, Motor Court, Motel, or Hotel](#). This recently amended Zoning bylaw allows existing condominiums to convert to year-round use if the condominiums meet building, health and safety codes.

Stones Throw Condominium Association approved the conversion and amended their documents accordingly. The process then requires the vote of the Board of Selectmen to approve removing the seasonal covenant. The vote should be held prior to required code improvements and signed upon completion of the work.

FINANCIAL SOURCE (IF APPLICABLE):

IMPACT IF NOT APPROVED: Stones Throw Condominium Association will not have year-round use of their 28 condominium units.

SUGGESTED ACTION: MOTION TO *approve the year-round use and removal of the seasonal covenant for Stones Throw Condominiums located at 6 Shore Road.*

ATTACHMENTS:

1. Step 1 and 2 Year-Round Application
2. Master Deed
3. Condo Association Minutes

BUILDING DEPARTMENT
TOWN OF TRURO

PAID
1374

TOWN OF TRURO \$1,600



24 Town Hall Road
PO Box 2030
Truro, MA 02666
508-349-7004

Tel (508)-349-7004
Fax (508)-349-5508

Step 1- Pre Application

Condominium Conversion Application

OCT 11 2018

RECEIVED BY:

Date: 10/11/18
 Establishment Name: Stones Throw Condominiums
 Property Address: 6 Shore Road, North Truro 02652
 Mailing Address: Stones Throw Condominium Trust c/o Myhrum Property Mgmt. PO Box 1007, North Truro, MA 02652
 Designated representatives: James Landry, Lisa Baum
 Telephone: [REDACTED]
 Email: [REDACTED]

Property Compliance Checklist- preliminary file research

Health

- Current Title V inspection report
- 105 CMR 410 – Minimum Standards for Human Habitation – general compliance

Conservation

- If any required site work is in a resource area or buffer zone make proper filings with Truro Conservation Commission
- If any dwelling units are in a flood hazard zone provide elevation certificates

Site and Utilities

- Water - If on town water provide sign-off from Provincetown Water Department regarding suitability of on-site distribution system for year-round use.
- Gas – individually metered units if source is common tank
- Electric – units are individually metered

Building (based on 780 CMR – 9th edition)

- Egress, light and ventilation – compliant with R102.6.4
- Bedroom and basement emergency escape and rescue openings – compliant with R310
- Energy – compliant with Ch. 11 and 2015 IECC 505 w/ appendix AA (stretch code) N/A
- Fire protection – compliant with R313 and R314. For multifamily units (3 or more per building) compliance with 2015 IBC, Ch. 9, with MA amendments.

Notes

INSPECTION DUE BY 9/15/19

ON-SITE INSPECTION 11/27/18
E. Burke

NA

NA ; Property Served by PWS

BLDG 3 INDIV. METERS FOR 1-TANK. ALL OTHERS INDIV. TANKS

① Handrails on Exterior Stairways

② Repair Landscape Steps Throughout Complex

- Fire separation assemblies -- for single and two unit dwellings compliant with R302 and for multiunit buildings compliant with Ch. 7
- Laundry connection per 248 CMR 10.10(o), properly connected to septic system
- Install 1.6 gallons/flush toilets
- For all gas-fired appliances install code-compliant vents
- Upgrade wall and above-counter electric outlets
- For new circuits install arc-fault circuit breakers
- All kitchen appliances on individual circuits

Step 2 site visit notes:

SITE VISIT 11-27-18

RICH STEVENS	} TOWN TOUR	LISA BAUM	BASEMENT AREA
SCOTT VAN RYSWOOD		MIKE CORREIRA	FINISHED, UNITS
EMILY BEEBE		JIM LANDRY	8,9,

UNIT 28 - Pellet stove/gas fireplace permits? Unclear how old gas fireplace was disconnected?

UNITS 21, 22, 25, 28 - storm doors not tight fitting or absent.

Applicant acknowledges and understands content of checklist. The checklist hereby becomes part of the Conversion Application


Signature

James Landry
print name

12/12/18
date

\$ PAID
#1390


\$150.00

Step 2:

Condominium Conversion Application

Date: 11/13/18
 Establishment Name: Stones Throw Condominium Trust
 Property Address: 6 Shore Road
 Mailing Address: PO Box 1007, N. Truro, MA 02652
 Designated representatives: Jim Landry, Lisa Baum
 Telephone: [REDACTED]
 Email: [REDACTED]

TOWN OF TRURO



24 Town Hall Rd.
 PO Box 2030
 Truro, MA 02666
 Tel (508) 349-7004
 Fax (508) 349-5508

**HEALTH DEPARTMENT
TOWN OF TRURO**

NOV 13 2018

RECEIVED BY:

Please identify the type of conversion being sought:

- Existing Cottage Colony/Motel to seasonally restricted use (year-round manager's unit allowed)
- Existing Cottage Colony/Motel to year-round use (full property or individual units)
- Existing Condominium to year-round use (full property or individual units)

Current number of: 28 Units 33 Bedrooms (27 of the 28 ARE REQUESTING CONVERSION)
 Proposed number of: Units Bedrooms

Submit the following documents in support of this application:

Completed Declaration of Covenant (for newly created condominiums –seasonal or year-round use)

- Completed Modification/Removal of Covenant (existing condominiums)
- Parking plan (newly created condominiums)
EXISTING SUFFICIENT approved: [Signature] 12-6-18
Building Commissioner date
- Septic Plan (if required by Health Dept.)
EXISTING SYSTEM
1/A (FAST + PD) approved: [Signature] 11/27/18
Health Agent date
- Current Septic System Inspection Report
9/15/16 2003
date year of installation
- Property Compliance Checklist from Step 1 – Pre Application

Comments of the Health Agent

- PWS operator is up-to-date w/ analysis/reports
- Next SI due in 2019
- WW operator is current w/ Testing/reporting
- All units inspected + meet Health code requirements



Health Agent

12/3/18
date

Comments of the Building Commissioner

- ① Requested Handrails be installed on ALL Exterior STAIRWAYS - TO CODE
- ② Correct any deficient Exterior Landscape Steps
- ③ Install Vapor Barrier on Exterior wall in Basement areas with Fiberglass Batt Insulation.



Building Commissioner

12-11-18
date

The Town of Truro, as represented by its Select Board shall execute the attached Covenant subject to the successful completion of the required actions outline in the Condominium Conversion Process.

This application has been approved by the undersigned:

Select Board

date

**THIRD AMENDMENT
TO
MASTER DEED
OF
STONE'S THROW AT TRURO CONDOMINIUM**

We, the undersigned Trustees, with the consent of Unit Owners entitled to not less than fifty-one (51%) percent of the beneficial interest, and in accordance with the provisions of Section 10 of the Master Deed of Stone's Throw at Truro Condominium, as recorded in the Barnstable County Registry of Deeds in Book 20987, Page 160, hereby amend said Master Deed as follows:

Section 9 (h), as amended in the Second Amendment to Master Deed of Stone's Throw at Truro Condominium, shall be deleted in its entirety and replaced with the following language:

"All units may be occupied year-round."

In all other respects, the provisions of the Master Deed of Stone's Throw at Truro Condominium shall remain in full force and effect.


Executed as a sealed instrument this 10th day of November 2018.

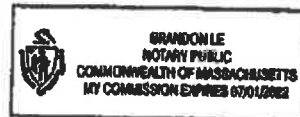

James E. Landry, as Trustee

COMMONWEALTH OF MASSACHUSETTS

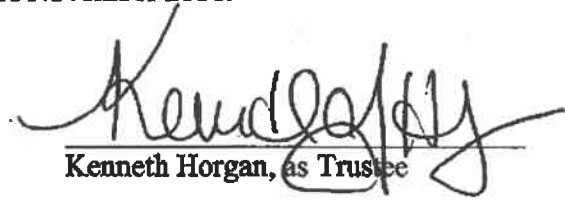
Barnstable, ss.

On this 10th day of November 2018, before me, the undersigned notary public, personally appeared James E. Landry, proved to me through satisfactory evidence of identification, being driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose.


Notary Public
Brandon Le
07-01-2022



Executed as a sealed instrument this 13 day of November 2018.



Kenneth Horgan, as Trustee

Barnstable, ss.

COMMONWEALTH OF MASSACHUSETTS

On this 13 day of November 2018, before me, the undersigned notary public, personally appeared Kenneth Horgan, proved to me through satisfactory evidence of identification, being driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose.


Notary Public

 TREVOR A. MCCARTHY
Notary Public
Commonwealth of Massachusetts
My Commission Expires September 18, 2020

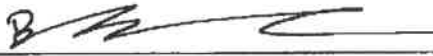
Executed as a sealed instrument this 10th day of November 2018.

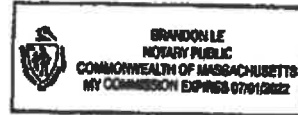

Michael A. Correa, as Trustee

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 10th day of November 2018, before me, the undersigned notary public, personally appeared Michael A. Correa, proved to me through satisfactory evidence of identification, being driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose.


Notary Public
Brandon Le
07-01-2022



Executed as a sealed instrument this 9 day of November 2018


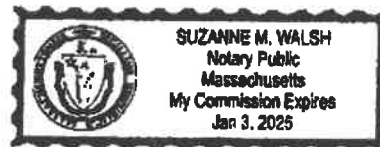


Clare W. O'Brien, as Trustee

COMMONWEALTH OF MASSACHUSETTS

_____, ss.

On this 9 day of November 2018, before me, the undersigned notary public, personally appeared Clare W. O'Brien, proved to me through satisfactory evidence of identification, being driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose.


Notary Public

Executed as a sealed instrument this 9th day of November 2018.



Lisa A. Baum, as Trustee

Barnstable ss.

COMMONWEALTH OF MASSACHUSETTS

On this 9th day of November 2018, before me, the undersigned notary public, personally appeared Lisa A. Baum, proved to me through satisfactory evidence of identification, being driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose.



STACEY A. WHITE
Notary Public
Commonwealth of Massachusetts
My Commission Expires March 4, 2022



Notary Public

STONE'S THROW AT TRURO CONDOMINIUMS

Trustees' meeting of October 1, 2018-Minutes

October 8, 2018

Attending: Mike Correa
 Ken Horgan
 Jim Landry
 Clare O'Brien

The Trustees met on October 1, 2018 via teleconference:

1. We regret to inform the ownership that Jim Sovik has resigned from the Board effective immediately. Jim's resignation was a result of a compilation of highly negative, and often highly uncivil email and verbal interactions with a range of owners over several years, including another recent heated interaction. The remaining Board members want to underscore the sheer volume of thankless and countless hours that Jim volunteered on behalf of Stone's Throw in the form of owner communications, organizing meetings, detailed research, budgeting, and interacting with our bookkeepers, insurer, attorney, and other service providers. As a Board colleague, and the Chairman, he will be sorely missed on many levels. We want to thank Jim for his incredible service from us, and are doing so in this public forum on behalf of the rest of the ownership.

As remaining Board members, we're taking this opportunity to again insist that personal, pointed and uncivil communications must cease to be a part of how any interactions are handled between fellow owners in this community. We are neighbors first, and for limited periods of time, owners volunteer their services to the Board for a community we all love. As remaining Trustees, we now individually have added work to do on top of time that our paid jobs demand, and our families require. We simply will not take time to respond to uncivil communications of any kind. There will be another Trustee election this spring due to expiring terms and Jim's resignation (exact number of slots to be announced). As more Board volunteers are needed soon, we're sure that a cordial and collegial environment amongst them, and the ownership at large is what is hoped for, and will be insisted upon as well.

2. Jim Landry presented a summary on behalf of the Year-Round subcommittee on the research they've performed, covering;
 - a. year round conversion process steps outlined in an information 'packet' made available following the Truro Town meeting with specifics on the steps/process for converting to year-round occupancy.
 - b. the potential service areas that will result in Stone's Throw fee increases (amounts unknown at this time)
 - c. Condo documents sections that will require legal updating

As a result of this discussion, a vote was taken on formally moving Stone's Throw Condominiums forward toward converting to Year Round occupancy. The vote was 4-0 in favor. So, the formal process now begins. We thank the committee for their past work, and know there is more to do.

3. The recent email from the Year-Round committee asking which units would like to be placed on the Truro inspection list (at a cost of \$50 per unit, which to confirm, is a cost to be invoiced by our Bookkeeping service to each individual owner), is part of the formal 'application' process. Owners who do not want to have an inspection done as part of this initial process are

not prevented from having an inspection at some time in the future, at their own expense, to certify their unit for year-round use. Also note;

- a. Stone's Throw is paying for the \$250 overall 'application fee'
- b. These individual unit inspections are just one of many initial requirements of the overall Truro 'process', and there are no guarantees that the entire process doesn't surface other requirements.

IMPORTANT NOTE: While it appears to the Trustees that there should not be any significant impediments to meeting the Truro criteria outlined in the information packet, nothing is known with certainty until we move the process forward. We realize many owners are anxious for the advancing of a quick process, but we do not know what timing will be required for Truro to complete their evaluation and the inspections, nor are we aware of the timing that will be required from our Attorney relative to updates needed to the Condo documents. While we hope for expediency, we also make no guarantees relative to the potential for occupancy this winter of 2018, as especially the Truro process and approvals are within their, not our, control. The Trustees and the Year-Round committee will certainly do what we all can in terms of paperwork and responsiveness, but much of the process will rely on others.

4. **REMINDER:** The Fall Owners Meeting will take place on Saturday, October 20th at the Truro Library beginning at 10:00AM. We will again offer a dial-in# for remote participants.
5. Jim Landry agreed to be the primary contact with our Attorney for engaging around Condo Document modifications for year round use, as well as contacting Myrhum bookkeeping relative to Jim's resignation.
6. Recent mandated state water quality testing required by our service provider WhiteWater was completed. Samples were purposefully taken from the connected buildings (#1 and #3) as well as units dispersed throughout the property, to ensure fair representative as a whole across locations. It was determined and certified that all water quality standards were met.
7. Property Manager-Mike reported that overall the complex is in good shape, and that excellent progress was/has been made throughout the season on the decks re-conditioning, and other unit and building exterior repairs. Mike also said that we will need to get a dry well located behind the pool (not near any pedestrian area) evaluated, and potentially filled-in per the Truro Health Inspector. Mike will not be at the meeting on October 20th, so the formal 'end of season' maintenance report will go out over email in the October/November time frame.
8. Pool-The pool has been emptied of water in preparation for the scheduled repairs and painting. The service provider is awaiting a run of dry weather for next steps. The re-fill of the pool (water) will likely require 'some' volume of trucked in water vs. well water resulting in budget impact. The Trustees will share any amount at the October meeting.
9. The Trustees have interest from a potential Year round renter for Unit #20. As a result, we will again evaluate the benefits of a year round vs. seasonal rental relative to potential for increased total revenue from that Unit.

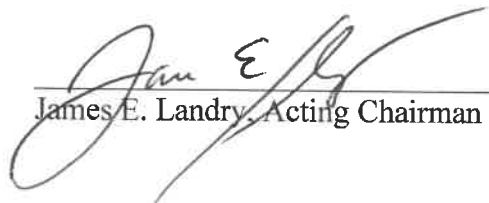
Thank you-

The Trustees

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

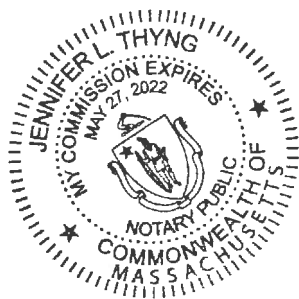
On this 10th day of December 2018, I attest that the preceding or attached document, containing two (2) pages, is a true, exact, complete, and unaltered copy made by me of the minutes of the meeting of October 1, 2018 of the Stone's Throw at Truro Condominium Trust, presented to me by the document's custodian, Clare W. O'Brien.



James E. Landry, Acting Chairman

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this 10th day of December 2018, before me, the undersigned notary public, personally appeared James E. Landry, as Acting Chairman of Stones Throw at Truro Condominium Trust, proved to me through satisfactory evidence of identification, being driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the person whose name is signed above, and acknowledged the foregoing to be signed by him/her voluntarily for its stated purpose.







TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: January 22, 2019

ITEM: Action to open the Warrant for the 2019 Annual Town Meeting and to set the Warrant closing date.

EXPLANATION: In accordance with the Truro Town Charter, Chapter 2, § 3, 2-3-4, the warrant for Town Meeting shall be opened for submission of articles 90 days before the date of the Town Meeting and shall remain open for 30 days. The deadline for money articles is February 8, 2019 and the warrant will close on March 1, 2019 at 4:00 PM. Please see the attached Municipal Calendar for more information.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Charter Requirements will not be met.

SUGGESTED ACTION: *Motion to open the warrant for the 2019 Annual Town Meeting on January 30, 2019 at 8:00 AM and to close the warrant on March 1, 2019.*

ATTACHMENTS:

1. Municipal Calendar



TOWN OF TRURO

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

September 25, 2018

To: Board of Selectmen
Department Heads
Chairs of Boards, Committees and Commissions
Town Moderator
Finance Committee

From: Rae Ann Palmer, Town Manager

Re: Annual Municipal Calendar for 2019 ATM and Fiscal Year 2020 Budget Preparation

The Board of Selectmen has consented to the following Municipal Calendar for the 2019 Annual Town Meeting and the Fiscal 2020 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2019 Annual Town Meeting will be held on Tuesday, April 23, 2019.

- Oct. 9, 2018** Board of Selectmen and Finance Committee preliminary discussion on FY2020 budget and fiscal planning parameters
- Oct.16, 2018** Finalize Board of Selectmen Budget Message
- Oct. 24, 2018** Department Heads meeting to discuss the FY2020 Operating Budget and Capital Improvement Plan. 10:00AM - **Truro Town Hall**
- Nov. 1, 2018** CPC deadline for application for possible funding at the 2019 ATM
- Nov. 16, 2018** **All budgets and CIP requests must be turned into the Town Manager and the Town Accountant by noon.**
- Dec. 17, 2018** Budget Task Force Meetings Begin
- Jan. 8, 2019** Board of Selectmen review of budget and CIP and submit to Finance Committee (*Per Truro Charter – on or before January 15*)
- Jan. 22, 2019** Board of Selectmen vote to open the Warrant for the 2019 Annual Town Meeting, effective January 22, 2019

Jan. 30, 2019 Annual Town Meeting Warrant Opens

Jan. 31, 2019 All Annual Town Reports must be submitted electronically to Noelle Scoullar (nscoullar@truro-ma.gov), Liz Sturdy (esturdy@truro-ma.gov) and/or Nicole Tudor (ntudor@truro-ma.gov)

Feb. 8, 2019 Deadline for Money Articles

Feb. 12, 2019 Draft FY2020 Town and School Budgets, CIP presented to the Board of Selectmen and Finance Committee

Mar. 1, 2019 Annual Town Meeting Warrant Closes/Last day for Petitioned Articles at 4:00pm

Mar. 12, 2019 FY2020 “final” Budget and CIP and draft Warrant presented to Board of Selectmen for review and approval

Mar.26, 2019 Last day to file nomination papers with the Registrar

Mar. 26, 2019 Last day for Finance Committee to submit letter to voters on FY2020 Budget/CIP for including in the Town Meeting Warrant

Mar. 26, 2019 Final Board of Selectmen review and approval of warrant and last day for Board of Selectmen letter to voters on FY2020 Budget/CIP, etc., for inclusion in the Town Meeting Warrant

Mar. 29, 2019 Warrant to the Printer

Apr. 11, 2019 Last day to object or withdraw nomination papers

Apr. 16, 2019 Post Warrant

Apr. 16, 2019 Budget Public Hearing, Pre-Town Meeting and Candidates Night

Apr. 30, 2019 Annual Town Meeting, 6:00 pm Truro Central School

May 14, 2019 Annual Town Election, 7:00 am – 8:00 pm Truro Community Center



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Maureen Burgess, Vice-Chair Board of Selectmen

REQUESTED MEETING DATE: January 22, 2019

ITEM: Discussion of Functioning of Town Boards/Committee/Commissions

EXPLANATION:

In an effort to review the functioning and charges of Town boards, commissions and committees, as prompted by the Board of Selectmen's 2019 Goals and Objectives, it appears that there are several instances of members of boards/ committees/ commissions missing meetings. The absences include instances of consecutive unexcused absences by individual members. These absences hinder the multi-member bodies, which must have quorums to take any action, and require that the member vacate the multi-member body if he/she is absent for four consecutive meetings of the multi-member body per Town Charter Section 6-4-7. Discussion and feedback on this issue from the Board of Selectmen is sought. For your review, a draft letter was prepared. The letter is addressed to the chairs of the multi-member bodies advising them of their responsibility to address the matter with their members, and to engage the assistance of their liaisons as necessary.

The review also identified that there are several Town boards/ committees/ commissions that have failed to submit minutes for posted meetings as required. Discussion is requested to identify ways to address this issue. One option may be for liaisons to review the posting of minutes, agendas, and frequency of meetings.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Town Boards/Committee/Commissions will continue to be impacted by unexcused absences of members and meeting minutes will remain outstanding.

SUGGESTED ACTION: Motion to finalize and distribute the draft letter to multi-member body chairs as discussed.

ATTACHMENTS:

1. Town Charter Section 6-4-7
2. Draft letter from Board

- 6-4-4 The Town Meeting or the Board of Selectmen may from time to time establish other multi-member bodies for particular purposes. The appointment of ad hoc committees by the Board of Selectmen shall be made only for specific and immediate purposes, and any such committee shall be appointed for a definite period of time, not to exceed two years. Should the particular purpose for which an ad hoc committee was created not be resolved at the expiration of the two-year appointment, such committee may be reappointed for an additional one-year period. *(119/2000)*
- 6-4-5 Any multi-member body created by Town Meeting shall continue to exist until dissolved by vote of the Town Meeting, unless the vote creating such body provides for a definite time of dissolution. *(119/2000)*
- 6-4-6 Any multi-member body created by the Board of Selectmen, except those ad hoc committees as may be appointed in accordance with section 6-4-4 of this Charter, shall continue to exist until dissolved by the Board of Selectmen, unless the vote creating such body provides for a definite time of dissolution. *(119/2000)*
- 6-4-7 The absence of a member or alternate member for four consecutive meetings of an appointed multi-member body shall serve to vacate the office, unless such absence is approved by a vote of the multi-member body. The Chairman of the body shall forthwith notify the appointing authority that such vacancy has occurred. The vacancy shall be filled in accordance with section 6-2-10 of this Charter and the appointee shall complete the vacant unexpired term. *(119/2000)*
- 6-4-8 A current listing of all appointed multi-member bodies shall be maintained on the Town's website. *(Q8/2018)*



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

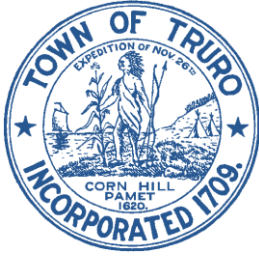
To: Chairpersons of Appointed Boards
From: Board of Selectmen
Date: January 22, 2019

It has come to our attention that there are unexcused absences from some of our appointed boards. We wish to remind Chairs that this is addressed in our Truro Town Charter. Specifically, section 6-4-7 states:

“The absence of a member or alternate member for four consecutive meetings of an appointed multi- member body shall serve to vacate the office, unless the absence is approved by a vote of the multi-member body. The Chairman of the body shall forthwith notify the appointing authority that such a vacancy has occurred. The vacancy shall be filled in accord with section 6-2-10 of this Charter and the appointee shall complete the vacant unexpired term.”

Please share this information with your committee or commission members. If members are not appearing for your scheduled meetings, please remind them of their obligation according to our Town Charter. They also should be offered the option to resign, if they find that they cannot meet their obligation. Should you have difficulty in arriving at a solution please contact your Selectperson liaison for assistance.

Thank you and please don't hesitate the Board of Selectmen if you have questions or concerns.



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. *None*

B. Review and Approve Truro's Regulatory Liaison to the Cape Cod Commission

C. Review and Approve Board of Selectmen Minutes: January 7, 2019 Budget Task Force, and January 8, 2019



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 22, 2019

ITEM: Confirmation of Truro's Regulatory Liaison to the Cape Cod Commission

EXPLANATION: The Cape Cod Commission is updating their contacts. They are asking for confirmation of Truro's regulatory liaison to the Cape Cod Commission. According to the Cape Cod Commission's May 15, 2018 letter, the regulatory liaison is typically the Town Planner and communicates with the Commission about DRIs or other regulatory matters in or affecting the town.

FINANCIAL SOURCE (IF APPLICABLE):

IMPACT IF NOT APPROVED: Truro will not have a regulatory liaison with the Cape Cod Commission.

SUGGESTED ACTION: *MOTION TO approve Stephen Parker, Town Planner, as Truro's Regulatory Liaison to the Cape Cod Commission.*

ATTACHMENTS:

1. Letter from Cape Cod Commission

3225 MAIN STREET • P.O. BOX 226
BARNSTABLE, MASSACHUSETTS 02630



CAPE COD
COMMISSION

(508) 362-3828 • Fax (508) 362-3136 • www.capecodcommission.org

May 15, 2018

Ms. Rae Ann Palmer
Town Administrator
Town of Truro
24 Town Hall Road
Truro, MA 02666

Re: Cape Cod Commission Regulatory Liaison

Dear Ms. Palmer,

The Cape Cod Commission is in the process of updating its contacts. Kindly respond and confirm your town's regulatory liaison to the Cape Cod Commission. The town's regulatory liaison is an important designation designed to facilitate the coordination of Commission Development of Regional Impact (DRI) and other regulatory reviews with town processes and objectives.

A regulatory liaison is typically (although not always) the town planner or planning director, and communicates with the Commission about DRIs or other regulatory matters in or affecting the town. The liaison receives Commission regulatory filings simultaneously with the Commission and relays the town's position on pending regulatory matters, including whether a project is consistent with the town's comprehensive planning and land use regulations. The regulatory liaison is a role separate and apart from the town's appointed representative to the Commission. You may direct your response to Gail Hanley, Commission Clerk.

Thank you for your time and consideration in this matter. Please feel free to contact me with any questions.

Sincerely,


Kristy Senatori
Acting Executive Director

RCVD 2018MAY21 09:11:05
ADMINISTRATIVE OFFICE
TOWN OF TRURO

cc: Kevin Grunwald, Cape Cod Commission Board



DRAFT

Truro Budget Task Force
Monday, January 7, 2019
Truro Town Hall Selectmen's Chambers

Finance Committee Members Present: Vice-chair Richard Wood, Susan Areson
Board of Selectmen Member Present: Chair Robert Weinstein, Maureen Burgess, Kristen Reed

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark; Town Accountant Trudi Brazil

Board of Selectmen Chair Robert Weinstein called to order the meeting at 8:00 a.m.

Fiscal Year 2020 Budget for Recreation and Beach Department

Recreation and Beach Director Damion Clements presented the Recreation Budget for FY 20 first. He said there was an increase in the assistant director's salary. The rest of the budget was very much the same in services, supplies, and the 5700 line. He answered questions on fees and participation and the After-School Program.

The Beach Budget for FY20 stayed about the same for staffing, services. There was an increase in supplies with more medical items included. There was little change in the 5700 line. Mr. Clements said. He explained use of the Beach ATV, which is shared with Recreation. Call boxes for the beaches are on the Capital Expense Budget, Rae Ann Palmer said. The Town will be working with the National Seashore on communication services at the beaches, but the National Park Service staff has been furloughed right now due to the government shut down. Ms. Palmer said the Town has calculated costs for hiring lifeguards at the ocean beaches, but finding them is uncertain. Damion Clements estimated that \$86,000 per beach would be needed for lifeguards. That figure does not include housing provisions. At this time, only Head of the Meadow Beach has had lifeguard protection. Ms. Palmer said Truro should consider covering more beaches, but it will be difficult to find lifeguards to staff even Head of the Meadow Beach till Labor Day.

Richard Wood suggested better shark communications between charter boats and beaches, but someone needs to be at the beach to receive the information. The Beach Department is working with the Fire Department to improve emergency responses at beaches, Ms. Palmer said.

The Beach Director reviewed certification requirements for lifeguards. Chair Weinstein asked about outreach to Outer Cape high school juniors and seniors. Mr. Clements said they participate in the school job fairs, but lifeguarding is down nationally.

Call boxes at the beaches are potentially around \$100,000, Ms. Palmer said. Storage sheds have not been calculated but need to be considered.

FY 2020 Budget for Building and Inspections

Part-time Building Commissioner Richard Stevens came forward, but Assistant Town Manager Kelly Clark presented the FY20 Budget for the Building Department since he had just accepted the position. Ms. Clark said there was a total increase of \$1,280 and explained changes in lines. Salary was level funded. Inspection lines had increased. Supplies and services had changes that seemed to indicate increases, but shifts in other categories offset this. Mr. Stevens said there had been three condominium conversion applications so far.

Health and Conservation FY20 Budget

Health and Conservation Agent Emily Beebe presented her Budget, which now combines the two areas of health and conservation. She explained items in the Budget for: regionalized consulting, “Wednesday programing,” water testing, ConsCom educational mailing, shore bird monitoring contract with Audubon, the hazardous waste collection contribution, County beach program, White Water’s contract for the water system, travel expenses, accreditation costs, and conferences. Ms. Beebe expanded on the shore bird monitoring program.

ADJOURNMENT

Maureen Burgess moved to adjourn. Kirsten Reed seconded, and the motion carried 3-0. Chair Weinstein adjourned the Budget Task Force meeting at 9:05 a.m.

Respectfully submitted,

Mary Rogers,
Secretary

Robert Weinstein, Chair

Maureen Burgess, Vice-chair

Kristen Reed

Paul Wisotzky

Janet Worthington, Clerk

Public Records Material of the 1/7/19 meeting
Draft FY 2020 Budget spreadsheet

DRAFT

**Truro Select Board Meeting
Tuesday, January 8, 2019
Truro Town Hall Selectmen's Chambers**

Select Board Members Present: Chair Robert Weinstein; Maureen Burgess, Kristen Reed, Janet Worthington

Regrets: Paul Wisotzky

Present: Assistant Town Manager Kelly Sullivan-Clark

Chair Robert Weinstein called meeting to order at 5:00 p.m.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

Denise Seager explained her background and interest in becoming a member of the Council on Aging Board. She offered a few ideas of programs she would like to see for the COA.

Maureen Burgess moved to appoint Denise Seager to the Council on Aging Board for a three-year term, expiring on June 30, 2021. Janet Worthington seconded, and the motion carried 4-0.

Amy Graves explained her interest in joining the Bike and Walkways Committee. As a year-round cyclist, she sees the importance of trail upkeep and awareness of bicyclists on the roads.

Janet Worthington moved to appoint Amy Graves to the Bike and Walkways Committee for a three-year term, expiring on June 30, 2021. Maureen Burgess seconded, and the motion carried 4-0.

Amy Graves had also submitted an application for the Agricultural Commission, but there are some issues regarding the Agricultural Commission that first need to be cleared.

Maureen Burgess moved to table the appointment at this time. Kristen Reed seconded, and the motion carried 4-0.

BOARD OF SELECTMEN ACTION

Seal Presentation

Lisa Sette of the Provincetown Center for Coastal Studies and Dr. Andrea Bogomolni of the Northwest Atlantic Seal Research Consortium presented a talk on gray seals and harbor seals in the North West Atlantic, from Labrador to Cape Hatteras. The presentation covered harbor seals: size, population, range, annual cycle, seasonal haul-out locations, and counts in South East Massachusetts. Gray seal information included: size and lifespan, estimated numbers, worldwide distribution, annual cycle, Massachusetts colonies and seasonal haul-out areas, counts in Southeastern Massachusetts, historic uses of seal, midden remains, bounty systems, protection efforts, immigrations, population genetics, and the Head of the Meadow haul-out. The second part of the presentation focused on what we know and covered what has been learned from studies and tagging. Information on seals' place in the ecosystem, their diet, movements, interactions, shark presence, toxin threats, mercury levels, persistent organic pollutants, beach pollution, phocine distemper virus, management were all included.

The scientists answered questions on: species of fish seals eat, seal smell, increasing education and outreach, Town involvement in policy, and working with the White Shark Conservancy. Chair Weinstein commented on having communities work with scientists to understand and deal with the seal population.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: *none*
- B. Review and Approve Business Licenses: Common Victualer – Truro Box Lunch
- C. Review and Approve Board of Selectmen Minutes: December 11, 2018, December 18, 2018 and Budget Task Force from December 17, 2018

Maureen Burgess moved to approve the Consent Agenda as printed. Kristen Reed seconded, and the motion carried 4-0.

SELECTMEN REPORTS

Three Selectmen gave reports. Janet Worthington indicated that several dissatisfied people had asked about the schedule at the Transfer Station. Maureen Burgess said the Historical Commission had been working with Castle Hill on window replacements for Edgewood Farm buildings. Kristen Reed commended the work of the Budget Task Force. She gave updates from the Recycling Committee on the Swap Shop, food waste collection and acceptance of mattresses at the Transfer Station.

SELECTMEN & ASSISTANT TOWN MANAGER'S COMMENTS

Kristen Reed wished everyone a Happy New Year. Robert Weinstein noted it was the first meeting of the new year. He reminded the public that Budget Task Force meetings may be viewed on TV or on the Town website. He thanked his colleagues and recollected some important achievements of past year. Kelly Clark reached out to members of the public for beach photos for the Annual Town Report.

NEXT MEETING AGENDA

Assistant Town Manager Kelly Clark reviewed agenda items for the next two meetings:
January 15, 2019 – Work Session: Committee charges, Goals & Objectives, host community agreements
January 22, 2019 – Regular Meeting: Public Hearing for CDBG, a condo conversion, the Cloverleaf property bid award, and opening the Warrant for 2019 Annual Town Meeting.

ADJOURNMENT

Maureen Burgess moved to adjourn. Kristen Reed seconded, and the motion carried 4-0. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Mary Rogers, Secretary

Robert Weinstein, Chair

Maureen Burgess, Vice-chair

Kristen Reed

Paul Wisotzky

Janet Worthington, Clerk

Public Records Material of 1/8/19

1. Application papers of Denise Seager and Amy Graves
2. Center for Coastal Studies report on Cape Cod Seals
3. Common Victualer license materials for Truro Box Lunch