



# Truro Select Board

Tuesday, January 14, 2020

Regular Meeting-5:00pm

Truro Town Hall - 24 Town Hall Road

## AMENDED

### 1. PUBLIC COMMENT

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

### 2. PUBLIC HEARINGS

- A. Public Hearing on the FY20 Truro Regional CDBG application including Provincetown, Truro, Eastham and Harwich  
Presenter: Alice Boyd, Bailey Boyd Associates

### 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Appoint to the Charter Review Committee: Cheryl Best, William Golden, and Christopher Lucy

### 4. TABLED ITEMS

- B. Application for a Curb Cut Permit-Tobia-65 Depot Road-Move for Action

### 5. SELECT BOARD ACTION

- A. Review and Approve Policy #63 Select Board's Powers of Appointment  
Presenter: Rae Ann Palmer, Town Manager
- B. Review and Discussion of the Charge for the Charter Review Committee  
Presenter: Jan Worthington, Chair
- C. Continued Discussion and Possible Approval of Revised Walsh Property Committee and Process  
Presenter: Rae Ann Palmer, Town Manager
- D. Discussion Regarding Annual Town Report Dedication and Cover for 2019  
Presenter: Rae Ann Palmer, Town Manager

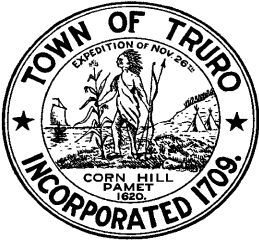
### 6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - I. *None*
- B. Review and Approve 2020 Annual Business Licenses: *None*
- C. Review and Approve Alcoholic Beverages Control Commission 2019 Annual Report
- D. Review and Approve Select Board Minutes-December 10, 2019, December 12, 2019 and December 17, 2019
- E. Review and Approve and Hold Select Board Executive Session Minutes: February 25, 2019 Executive Session; March 4, 2019 Executive Session; March 19, 2019 Executive Session; April 9, 2019 Executive Session; April 23, 2019 Executive Session; May 28, 2019 Executive Session; August 27, 2019 Executive Session; September 24, 2019 Executive Session
- F. Review and Approve and Release Select Board Executive Session Minutes: January 22, 2019 Executive Session

### 7. SELECT BOARD REPORTS/COMMENTS

### 8. TOWN MANAGER REPORT

### 9. NEXT MEETING AGENDA: January 28 and February 11



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

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

**ITEM:** Public Hearing regarding the submission of an FY20 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 FY20 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 22 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 \$6,000 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.

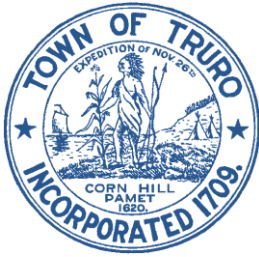
**IMPACT IF NOT APPROVED:** The grant will not be submitted.

**SUGGESTED ACTION:** *MOTION TO authorize the submission of a Fiscal Year 2020 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 \$40,000 of CDBG Miscellaneous Income as a contingency fund.*

**ATTACHMENTS:**

1. Legal Notice, published in the Banner
2. Alice Boyd of Bailey Boyd Associates Memo December 27, 2019



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## LEGAL NOTICE PUBLIC HEARING

The Town of Truro Select Board will hold a Public Hearing on Tuesday January 14, 2020 at 5:00pm at Truro Town Hall to discuss the FY20 Truro Regional CDBG Grant including housing rehabilitation and childcare subsidies along with any other proposed activities for the towns of Truro, Provincetown, and Eastham. All residents of the three towns are invited and will be heard. For additional information please contact Alice Boyd, Grant Administrator at 508-430-4499.

**LEGAL NOTICE  
PUBLIC HEARING**


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Provincetown Banner  
12/26/2019 & 1/2/2020  
CN13858630





## MEMORANDUM

**To:** Truro Select Board  
**From:** Alice Boyd, Bailey Boyd Associates, Inc.   
 Cassie Boyd Marsh, Bailey Boyd Associates, Inc.  
**Subject:** FY20 Truro Regional CDBG Grant Application  
**Date:** December 27, 2019

The Massachusetts Department of Housing & Community Development has recently announced their CDBG grant round and application deadline. The town of Truro has an opportunity to apply for up to \$1,300,000 again this year as the lead community for a regional grant. This year we are proposing to submit the grant for three towns (Truro, Provincetown & Eastham) to continue the popular housing rehabilitation and childcare subsidy programs.

The Housing Rehab Program would fund 22 households with a 0% interest deferred-payment 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.

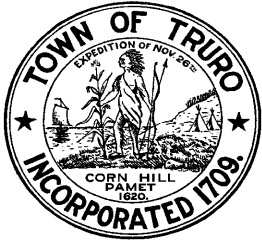
The Childcare Subsidy Program would provide up to \$6,000 per eligible child to subsidize care while parents work, go to school or seek employment. The funds go directly to the participating certified childcare provider based upon the child's attendance. These funds subsidize the parent's payments on 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 FY20 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 \$40,000 of CDBG Miscellaneous Income as a contingency fund.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

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

**ITEM:** Applications to Serve-Charter Review Committee

**EXPLANATION:** Three people submitted their application to serve on the Charter Review Committee. Due to a recent resignation, there are now three vacancies. Chair, Robert Panessiti, has commented on all three applicants. Applicants are: Cheryl Best, William Golden, and Christopher Lucy.

All three applicants were interviewed on December 17, 2019.

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

**SUGGESTED ACTION:** *Motion to appoint {Cheryl Best, William Golden, Christopher Lucy} to the Charter Review Committee for a full three-year term, expiring June 30, 2022.*

**ATTACHMENTS:**

1. Application to Serve-Cheryl Best
2. Application to Serve-William Golden
3. Chair Comments
4. Application to Serve-Chris Lucy and Chair comments



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

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

NAME: Cheryl Best HOME TELEPHONE: [REDACTED]  
 ADDRESS: 13 Tryworks Road WORK PHONE: NA  
 MAILING ADDRESS: PO Box 105 E-MAIL: [REDACTED]  
 FAX: NA MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Charter Review

SPECIAL QUALIFICATIONS OR INTEREST: My career afforded me three decades of experience in the  
administration of educational organizations and public/private partnerships, which included budgeting,  
strategic planning, goal setting and management for the public good. I am interested in organizational missions  
and community participation in the development and maintenance of guiding principals to support such missions.

COMMENTS: I have been coming to Truro for over 30 years and have owned a home here for over 10. Having recently  
moved here full time, I would like to participate in the community in a way that will best utilize my skills  
to support the town, which I have love for so long. I believe that the charter review committee has an essentially important  
charge and that my years of experience with goal setting and strategic planning can be an asset to its ongoing operations.

SIGNATURE: Cheryl Best Digitally signed by Cheryl Best  
 Date: 2019.09.14 09:13:35 -04'00' DATE: 09/14/2019

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

RCVD 2019OCT24 pm12:55

ADMINISTRATIVE OFFICE

TOWN OF TRURO

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

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



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

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

NAME: WILLIAM F. GOLDEN HOME TELEPHONE: [REDACTED]

ADDRESS: 3 BLUEBERRY LANE WORK PHONE: \_\_\_\_\_

MAILING ADDRESS: Box 683 E-MAIL: [REDACTED]

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

Charter Review Committee

SPECIAL QUALIFICATIONS OR INTEREST: FORMER SELECT MAN, MEMBER PLANNING BOARD, MEMBER CPC.

COMMENTS: I WISH TO BE PART OF THE COMMITTEE WHICH REVIEWS AND SUGGESTS CHANGES TO THE CHARTER. I BELIEVE THE CHARTER IS A FUNDAMENTAL DOCUMENT FOR THE GOVERNANCE OF THE TOWN.

SIGNATURE: [Signature] DATE: 10/23/19  
\*\*\*\*\*

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

RCVD 2019OCT24 AM 12:55

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

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

Noelle Scoullar

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**From:** [REDACTED]  
**Sent:** Thursday, November 07, 2019 1:06 PM  
**To:** Noelle Scoullar  
**Cc:** Nicole Tudor; [REDACTED]  
**Subject:** RE: 2 Applicants for Charter Review Committee

Noelle,

I spoke with both Cheryl and Bill and have no reason to object to their appointments to the Charter Review Committee. They each bring a diverse background I expect will contribute to our discussions going forward.

Bob

Robert M Panessiti, ChFC  
NMLS 1215604  
Senior Vice President-Wealth Management  
Senior Portfolio Manager  
UBS Financial Services  
One Post Office Square 34th FL  
Boston MA 02109  
617-439-8151 Direct  
800-225-2385 ext. 8151 Toll Free  
617-388-9451 Cell/TEXT  
Tammi Halley  
617-439-8580

From: Noelle Scoullar <nscoullar@truro-ma.gov<mailto:nscoullar@truro-ma.gov>>  
Date: Thursday, Oct 24, 2019, 10:06 AM  
To: [REDACTED]  
Cc: Nicole Tudor <ntudor@truro-ma.gov<mailto:ntudor@truro-ma.gov>>, Jan Worthington  
[REDACTED]  
Subject: [External] 2 Applicants for Charter Review Committee

Good Afternoon Bob!

We have received two applicants to serve on the Charter Review Committee. I have attached both applications. If you would please comment to both of them, we will place them on the next available Select Board agenda for interviews/appointments.

(Jan, I included you since you were inquiring about these the other day!)

Thank you!



# TOWN OF TRURO

CU 2019 NOV 08 PM 3:03  
ADMINISTRATIVE OFFICE

P.O. Box 2030, Truro MA 02666

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

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

NAME: CHRIS LUCY HOME TELEPHONE: [REDACTED]

ADDRESS: 16 GLACIER DRIVE WORK PHONE: [REDACTED]

MAILING ADDRESS: P.O. Box 944, Truro E-MAIL: [REDACTED]

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

CHARTER REVIEW COMMITTEE

SPECIAL QUALIFICATIONS OR INTEREST: 20 YEARS INVOLVEMENT IN TRURO TOWN POLITICS, PLANNING BOARD, SELECTMAN, CURRENTLY ZBA. BEEN THROUGH NUMEROUS CHARTER RELATED ISSUES.

COMMENTS: LOOKING TO BE PART OF THE DISCUSSION TO MAKE TRURO A MORE EFFICIENT TOWN WITH CLEAR POLICIES AND GUIDANCE FOR THE ENTIRE COMMUNITY.

SIGNATURE: [Signature] DATE: 11/8/19  
\*\*\*\*\*

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

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

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

**Noelle Scoullar**

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**From:** [REDACTED]  
**Sent:** Tuesday, November 12, 2019 9:32 AM  
**To:** Elizabeth Sturdy; [REDACTED]  
**Cc:** Nicole Tudor; Noelle Scoullar; Rae Ann Palmer  
**Subject:** Re: Application to Serve - Charter Review Committee

Hi Elizabeth,

I would strongly support Chris Lucy's application for appointment to the Charter Review Committee. I believe his experience as a former Select Board Member and working knowledge of town government makes him an ideal candidate and would provide an invaluable perspective. Given that there are currently three applications for two open seats, I believe Chris' application to serve is the strongest and would best compliment the committee at this time.

Bob

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

**From:** Elizabeth Sturdy <ESturdy@truro-ma.gov>  
**To:** [REDACTED]  
**Cc:** Nicole Tudor <ntudor@truro-ma.gov>; Noelle Scoullar <nscoullar@truro-ma.gov>  
**Sent:** Fri, Nov 8, 2019 3:17 pm  
**Subject:** Application to Serve - Charter Review Committee

Bob,

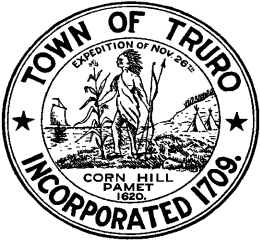
Attached please find an Application to Serve - Charter Review Committee from Chris Lucy. As Chair, would you comment/recommend Chris and forward your reply to me at your earliest convenience? Thank you,

Liz

**Elizabeth Sturdy**

Elizabeth Sturdy, Office Assistant  
Truro Town Hall  
Tel: (508) 214-0935  
Fax: (508) 349-5505  
Email: [esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov)





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

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

**TABLED ITEM:** Curb Cut Application – 65 Depot Road

**EXPLANATION:** This item was tabled at the November 19<sup>th</sup> and the December 17<sup>th</sup> meeting because Board members requested additional information regarding the easement with the neighbor's driveway and the original curb cut for the property. DPW Director Cabral requested the information from the applicant and the correspondence with Ms. Tobia is attached along with a site plan showing the original curb cut. At the December 17<sup>th</sup> meeting Board members requested input from the neighbor who granted an easement to 65 Depot Road. An email from the neighbor's representative is attached. The neighbor has expressed concerns about the new location of the curb cut.

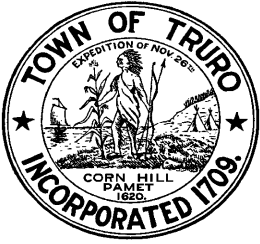
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**SUGGESTED ACTION:** *Motion to **approve/not approve** the curb cut to 65 Depot Road and authorize the Chair to sign.*

**ATTACHMENTS:**

1. December 17, 2019 Agenda Item Materials
2. Correspondence from January 6, 2020 from the neighbor and Maria Tobia





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** December 17, 2019

**TABLED ITEM:** Curb Cut Application – 65 Depot Road

**EXPLANATION:** This item was tabled at the November 19<sup>th</sup> meeting because Board members requested additional information regarding the easement with the neighbor's driveway and the original curb cut for the property. DPW Director Cabral requested the information from the applicant and the correspondence with Ms. Tobia is attached along with a site plan showing the original curb cut. Ms. Tobia informed Mr. Cabral that the original curb cut has poor site lines and is dangerous and she requests that the application for the new curb cut be approved.

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

**IMPACT IF NOT APPROVED:** Applicant will not be permitted to create new curb cut.

**SUGGESTED ACTION:** *Motion to approve the curb cut to 65 Depot Road and authorize the Chair to sign.*

**ATTACHMENTS:**

1. Correspondence with Applicant
2. Original Site Plan
3. November 19, 2019 Agenda Item Materials

**Jarrood Cabral**

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**From:** Maria Tobia <[REDACTED]>  
**Sent:** Wednesday, December 11, 2019 2:10 PM  
**To:** Jarrod Cabral  
**Cc:** Nicole Tudor; Noelle Scoullar  
**Subject:** RE: Estimate 3865 from

Thank you. Very much appreciate this.

Respectfully,

Maria Tobia  
[REDACTED]

**From:** Jarrod Cabral <jcabral@truro-ma.gov>  
**Sent:** Wednesday, December 11, 2019 2:09 PM  
**To:** Maria Tobia <[REDACTED]>  
**Cc:** Nicole Tudor <ntudor@truro-ma.gov>; Noelle Scoullar <nscoullar@truro-ma.gov>  
**Subject:** RE: Estimate 3865 from

Good afternoon, Your curb cut application will along with your safety concerns will go back on the next agenda.

Thanks - Jarrod

**From:** Maria Tobia <[REDACTED]>  
**Sent:** Wednesday, December 11, 2019 10:05 AM  
**To:** Jarrod Cabral <jcabral@truro-ma.gov>  
**Subject:** RE: Estimate 3865 from


Jarrood,


Correct, we WILL abandon the other curb cut(s) to be able to put the applied for curb cut. Our application for the new curb cut is specifically for safety line of sight reasons. The original curb cut is dangerous given you can only see the car when it is coming upon you. And in season with the boater's speeding mightily toward the loading ramp, it exponentially increases the danger.

Thank you for your help in getting not only our family but our elderly guests and families with children a safer access/egress onto Depot Road.

Respectfully,


Maria Tobia  
Innovations





**From:** Jarrod Cabral <[jcabral@truro-ma.gov](mailto:jcabral@truro-ma.gov)>  
**Sent:** Wednesday, December 11, 2019 9:03 AM  
**To:** Maria Tobia <>  
**Subject:** FW: Estimate 3865 from

Hello, Based on our conversation this morning you would like to abandon both your original curb cut located farther down Depot Rd. and your neighbors curb cut. You expressed visibility concerns regarding sight distance conditions from your original curb cut to the top of the hill that approaches your original curb cut. Is this correct.

Thanks - Jarrod

**From:** Jarrod Cabral  
**Sent:** Wednesday, December 11, 2019 6:52 AM  
**To:** Maria Tobia <>  
**Subject:** RE: Estimate 3865 from

Good morning, I have an update for you regarding your curb cut, give me a call when you can, Thanks - Jarrod (508) 214-0400

**From:** Maria Tobia <>  
**Sent:** Thursday, December 5, 2019 12:35 PM  
**To:** Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>; Jarrod Cabral <[jcabral@truro-ma.gov](mailto:jcabral@truro-ma.gov)>; Todd Prada <[todd@gfmexcavating.com](mailto:todd@gfmexcavating.com)>  
**Cc:** Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>; [howassociates@aol.com](mailto:howassociates@aol.com); lisamariatobia <>  
**Subject:** RE: Estimate 3865 from

Hi Nic,

I have been buried with work, so apologies as I had wanted to put a more comprehensive response. But below, is the request by our neighbor at 63 Depot to no longer have anyone other than me and my immediate family use/access of her private driveway. Our neighbor has been very gracious in allowing this use of her private drive. But she is elderly and requires medical care and asked to ensure her private drive is kept free and clear should emergency vehicles etc. are not blocking access to her. As you know, we rent out our property seasonally and have guests, landscapers, etc. that utilize the premises which we properly register our property with the town.

Given our great appreciation and respect for our neighbor having allowed us use of her drive for these years, when we received this ask from her Trustee, we wanted to remedy this immediately. Thus, seeking the approval of the Selectman.

I hope the attached will suffice as we are simply requesting safe access/egress from our home at 65 Depot onto Depot road.

Can you get us back on the agenda?

## Jarrood Cabral

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**From:** Jarrod Cabral  
**Sent:** Wednesday, November 20, 2019 2:02 PM  
**To:** Maria Tobia  
**Subject:** RE: 65 Depot Drive Drawing to Scale

Hello, (508) 214 0400 – Thanks - Jarrod

**From:** Maria Tobia [REDACTED]  
**Sent:** Wednesday, November 20, 2019 1:41 PM  
**To:** Jarrod Cabral <jcabral@truro-ma.gov>  
**Cc:** Todd Prada <todd@gfmexcavating.com>  
**Subject:** RE: 65 Depot Drive Drawing to Scale

Jarrood,

Do you have a minute to talk? Can you resend your number to me?

Maria Tobia  
[REDACTED]

**From:** Jarrod Cabral <jcabral@truro-ma.gov>  
**Sent:** Wednesday, November 20, 2019 1:21 PM  
**To:** Maria Tobia <[REDACTED]>  
**Cc:** Todd Prada <todd@gfmexcavating.com>  
**Subject:** RE: 65 Depot Drive Drawing to Scale

Hello,

Your Curb Cut application has been reviewed by the Select Board, and additional information is required.

Please submit a written narrative demonstrating an individual need for an additional curb cut.

Please also submit a survey depicting the topography of the following.

1. Entrance/exit to and from Depot Rd from both the requested curb cut, and the exiting curb cut.
2. The topography of both 65 Depot Rd. and 63 Depot Rd.

Please review the attached highlighted area on the last page.

Thanks - Jarrod

**From:** Maria Tobia [REDACTED]  
**Sent:** Thursday, November 7, 2019 12:15 PM

**To:** Jarrod Cabral <[jcabral@truro-ma.gov](mailto:jcabral@truro-ma.gov)>  
**Cc:** Todd Prada <[todd@gfmexcavating.com](mailto:todd@gfmexcavating.com)>  
**Subject:** FW: 65 Depot Drive Drawing to Scale

Hi Jarrod,

Just wanted to check in to see if you had any questions after you visited the property/driveway on 65 Depot and if there was any expected timing of routing and completion?

Maria

**From:** Todd Prada <[todd@gfmexcavating.com](mailto:todd@gfmexcavating.com)>  
**Sent:** Thursday, November 7, 2019 11:55 AM  
**To:** Maria Tobia <[REDACTED]>  
**Subject:** Re: 65 Depot Drive Drawing to Scale

Maria-

Good morning. Just wanted to check to see if you have heard anything from the town as of yet. I'm sure it will take time over there. Let me know.

Thanks,

# Todd Prada

**Senior Project Manager**

GFM Enterprises Inc

PO Box 1439

South Dennis, MA 02660

Certified Woman Owned

DBE Certified

O: 774-207-0313 C: 617-605-0361 F: 774-316-4198

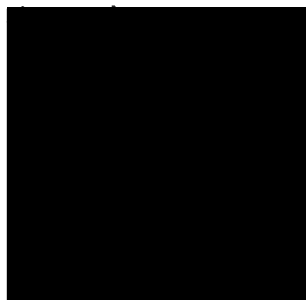
[WWW.GFMEXCAVATING.COM](http://WWW.GFMEXCAVATING.COM)

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On Nov 1, 2019, at 1:10 PM, Maria Tobia <[REDACTED]> wrote:

Will do. Thank you for helping to move this along.

Maria Tobia



Thank you and most appreciative of the emails and support from everyone on this string. I have also copied in my neighbor's Trustee at 63 Depot should you need any additional comment or affirmation from our neighbor as well.

Respectfully,

The Tobia Family

\*\*\*\*\*63 Depot Owner Request Regarding Private  
\*\*\*\*\*

From: [howassociates@aol.com](mailto:howassociates@aol.com)  
Date: August 23, 2019 at 4:24:33 PM EDT  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: R Simon 63 Depot Driveway  
August 23, 2019

Lisa Maria Tobia  
Boca Raton, FL  
[REDACTED]

Dear Ms. Tobia:

I am writing at the request of your Truro neighbor and my Co-Trustee, Renee Simon, regarding your use of her driveway at her home at 63 Depot Road for access to your rental property at 65 Depot Road.


As you know, Mrs. Simon's limited easement was personal to you and your immediate family for access to and from a then existing secondary parking area on the side of your home only. Her permission was not granted to your guests, tenants or business invitees who were supposed to continue to gain access from your primary driveway directly on Depot Road. Mrs. Simon understood that she gave a limited personal easement which would not extend beyond your ownership.

Contrary to this limited permission, you have removed and fenced off your driveway on Depot Road and landscaped your front yard without a driveway, suggesting to all users of your property that the only access is across Mrs. Simon's driveway which is not permitted.

As you know from Mrs. Simon's email to you of July 31, 2019, trucks have blocked her driveway and she has had a few close calls with your tenants, who often park 4 vehicles. Especially at her age she remains dependent on emergency vehicles and remains very concerned that any obstruction of her driveway could be life threatening.

It is unclear from your email response to Mrs. Simon of August 16, 2019 whether you appreciate the scope of this problem. Your removal of a split rail or rope previously blocking access to your property directly from Depot Road does not alone constitute adequate notice, directive or sign to others, including guests, tenants or business invitees, that their only entrance to your property is directly from Depot Road. You also made no mention or commitment to restoring a proper visible driveway from Depot Road at that location and/or elsewhere directly on Depot Road to your house.

[REDACTED]



As requested by Mrs. Simon, as soon as possible no later than the end of September, please block by rope, chain or fence the secondary access off her driveway when you are not in residence and make it clear that the only access to your property for any guests, tenants or business invitees (not just your gardener) is via a clearly delineated driveway off Depot Road. Please advise of your schedule to do this.

Mrs. Simon prefers that you direct further communications on this matter to me. I look forward to hearing that this has been resolved and appropriate neighborly boundaries restored.

Your cooperation is appreciated.

Enc. 3 pics (65 Depot Front/Side, 65 parking area, 63 Light)

cc: Renee A. Simon

Yours very truly,

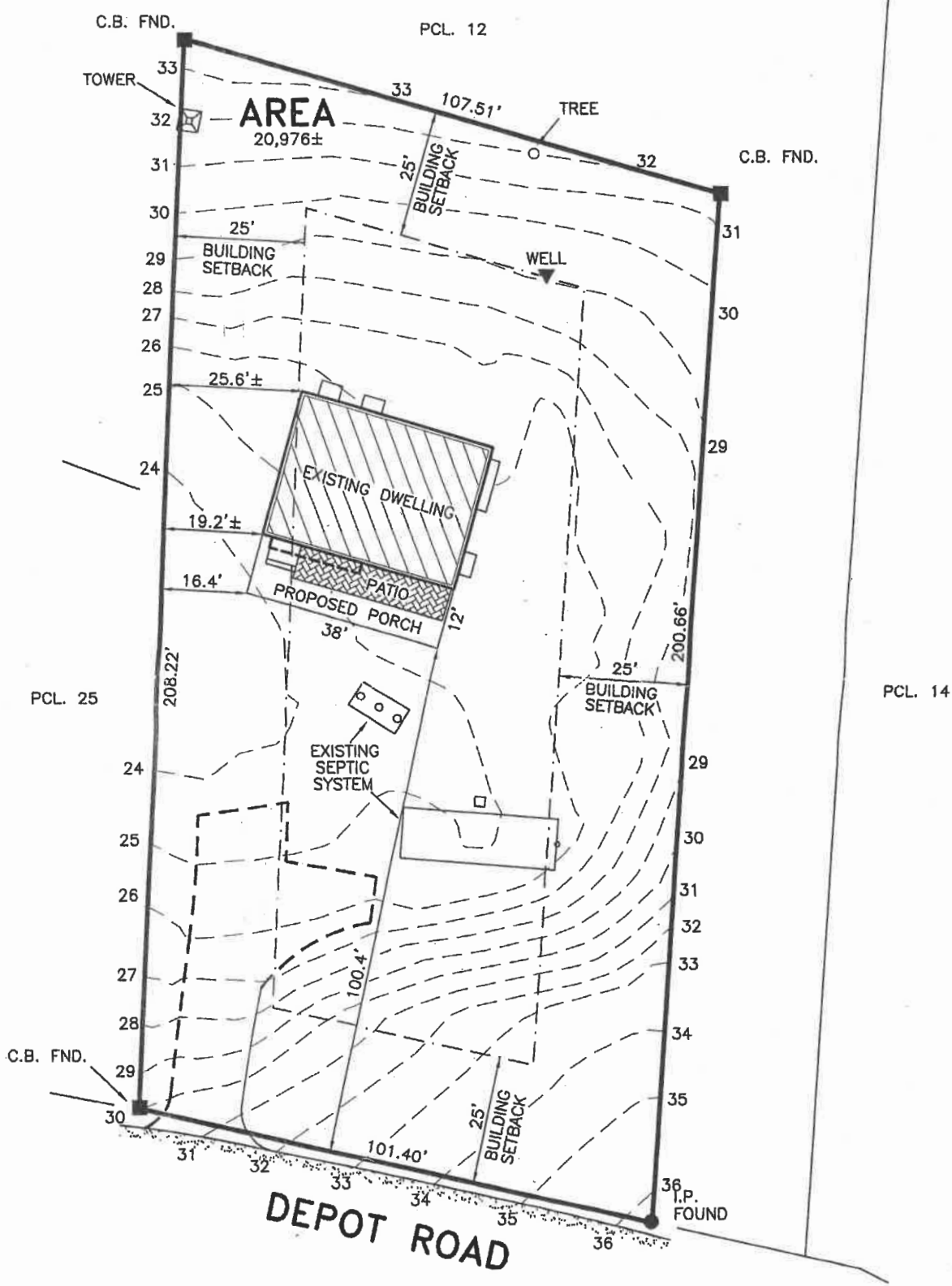
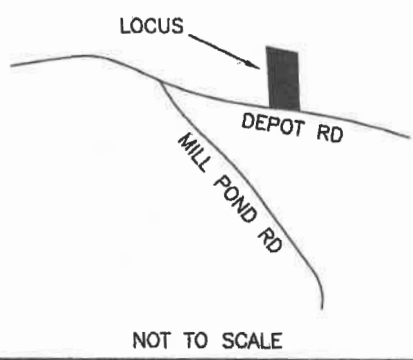
s/

Susanne C. Howard, Esq.

Trustee, Renee A. Simon Revocable Trust

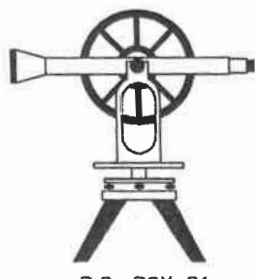
(SK) noted in hand 9/23/13

LOCUS MAP



CERTIFIED PLOT PLAN

J.C. ELLIS DESIGN



P.O. BOX 81  
NORTH EASTHAM, MA 02651  
(508)240-2220  
Email: jcellisdesign@verizon.net

SUBJECT: <b>65 DEPOT ROAD TRURO, MA</b>	
PREPARED FOR: <b>LISA TOBIA</b>	
ASSESSOR'S MAP 50 PARCEL 26	SCALE: 1"= 30'
DATE: SEPTEMBER 10, 2013 REVISED:	SHEET 1 OF 1



MICHAEL LADUE, P.L.S.



EX HBIT 1

TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT

Note: This permit application must be accompanied by a plan. If this permit is being applied for by someone other than the Owner of the property, the owner's signature must appear at the bottom of the application.

Date: 10.23.19

To the Board of Selectmen  
24 Town Hall Road  
P. O. Box 2030  
Truro, MA 02666

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

The applicant(s) hereby make application for a curb cut as follows:

Name(s): LISA MARIA TOBIA

Address: 65 DEPOT RD

Curb Cut Street Location: 65 DEPOT RD

Affected Town or State road: Truro Depot Rd

Truro Assessor's Map Number: 50 Parcel Number: 26 (see Assessor Attach)

Name of contractor: GFM

Reason/explanation: Current location of drive/curb cut downhill with limited visibility, dangerous. New curb cut higher on hill for visibility & safety.

I/we hereby agree to the terms and conditions as outlined in this policy and attached exhibits:

Applicant's Signature: Lisa Maria Tobia

Owner's Signature (if different): \_\_\_\_\_ Date: 10.23.19

Owner's Address (if different): 1199 SW 4th Ave, BOCA RATON, FL 33432  
(primary)

Application for a Curb Cut Permit

Page 2

**Director, Department of Public Works Preliminary Approval:**

Approved  Disapproved  Not Applicable

*[Signature]* *with comments*  
\_\_\_\_\_  
Director, Department of Public Works

*10/4, 2019*  
\_\_\_\_\_  
Date

**Chief of Police Approval:**

Approved  Disapproved  Not applicable

*[Signature]*  
\_\_\_\_\_  
Chief of Police

*November 16, 2019*  
\_\_\_\_\_  
Date

**Board of Selectmen Approval:**

Approved  Disapproved

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Date

**Planning Board Approval (if required):**

Approved  Disapproved  Not Applicable

\_\_\_\_\_  
Chairman, Planning Board

\_\_\_\_\_  
Date

**Building Commissioner Approval:**

Approved  Disapproved Building Permit Number \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

**Mass Highway Referral (if required):**

Date Forwarded \_\_\_\_\_  
Signature \_\_\_\_\_

**Director, Department of Public Works Declaration of Compliance:**

I have inspected the property located at \_\_\_\_\_ and found the work requested on the Application for a Curb Cut dated \_\_\_\_\_ to be in compliance with the Board of Selectmen Policy #28 - Curb Cut Policy.

\_\_\_\_\_  
Director, Department of Public Works

\_\_\_\_\_  
Date

**Building Commissioner Final Approval:**

Approved  Disapproved Certificate of Occupancy \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date



P.O. BOX 1439  
 SOUTH DENNIS, MA 02660  
 Office: 508-694-5600  
 www.gfmexcavating.com

**NOTES:**  
 SITE AND SEWAGE DISPOSAL SYSTEM PLAN  
 DATED 4-9-2012 REVISED 5-2-2012 BY FELCO,  
 INC. USED AS A BASE PLAN FOR THIS DRAWING

**SITE:**  
 65 DEPOT ROAD, TRURO MA

MARIA & LISA  
 TOBIA  
**CLIENT NAME**

10/30/2019  
**DATE**

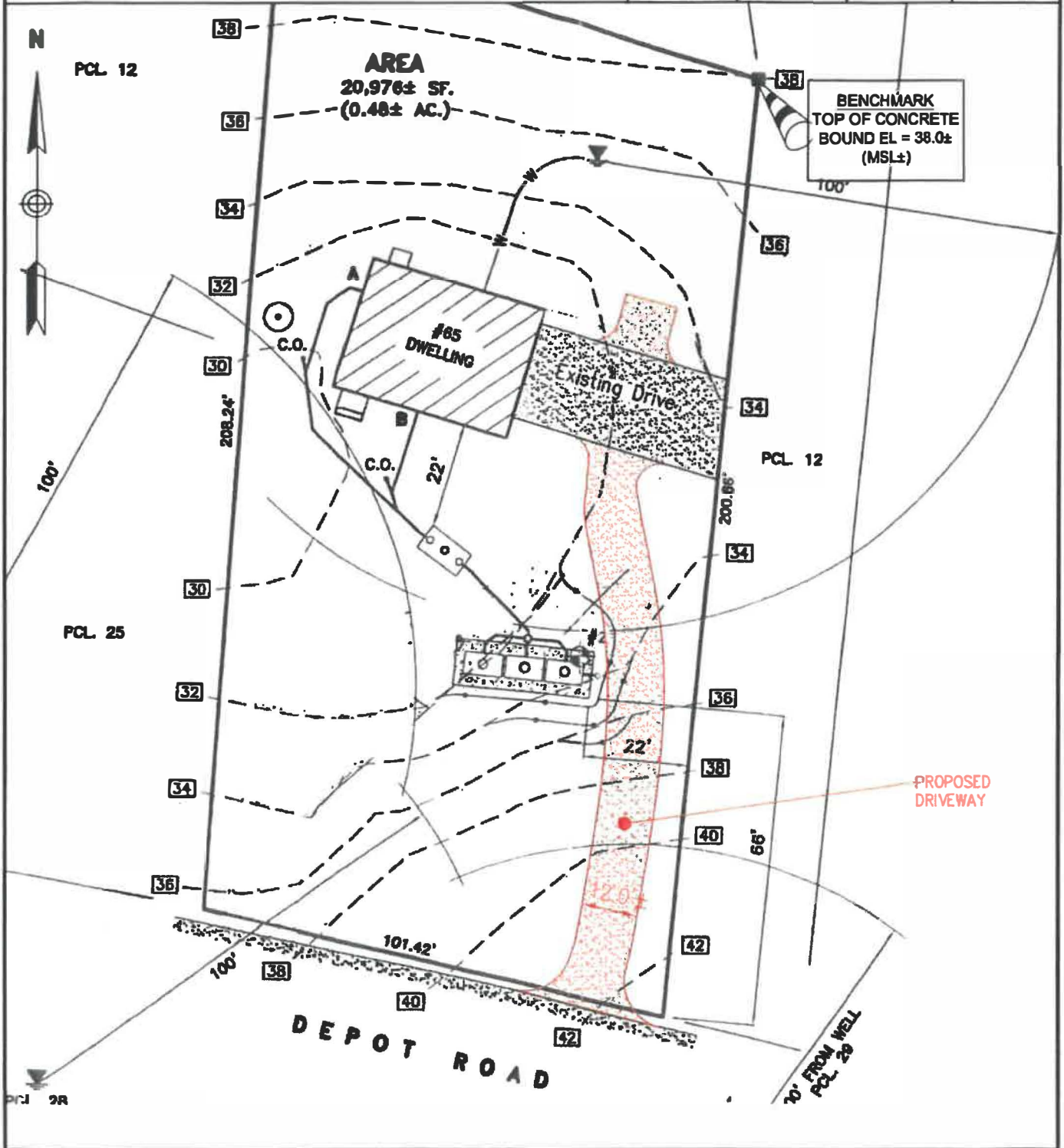
**TITLE:**  
 DRIVEWAY SKETCH PLAN

1"=30'  
**SCALE**

KEF  
**DRAWN.**

KEF  
**CHECKED.**

**REVISION.**



Key: 2813

Town of TRURO - Fiscal Year 2019

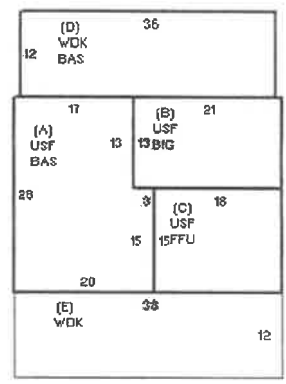
10/14/2018 11:14 pm SEQ #: 2.861

CURRENT OWNER		PARCEL ID	LOCATION		CLASS	CLASS%	DESCRIPTION	BN ID	BN	CARD										
TOBIA LISA M 1199 SW 4TH AVE BOCA RATON, FL 33432		50-26-0	65 DEPOT RD		1010	100	SINGLE FAMILY		1	1 of 1										
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)	PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%						
TOBIA LISA M		04/04/2013	O	450,000	27264-255	14-184	09/02/2014	2	ADDITION	10,000	12/02/2014	FC	100	100						
ALLEN LESLIE P		10/26/2011	99	25787-25		14-071	05/01/2014	6	SHED	3,275	12/02/2014	FC	100	100						
ALLEN ELIZABETH J		04/03/1964	99	1244-138		14-070	04/30/2014	9	DECK	7,000	12/02/2014	FC	100	100						
CD	T	AC/SF/UN	Nbhd	Inf#1	Inf#2	ADJ BASE	SAF	Inf#3	Lot	VC	CREDIT AMT	ADJ VALUE								
100	A	0.480/15		1.00/1	1.00/1	427,520	1.39/1	1.00/R08	1.80			285,920	13-097	04/25/2013	3 REPAIR/REMOD	65,000	10/31/2013	FC	100	100

<b>TOTAL</b>	20,909 SF	<b>ZONING</b>	<b>FRNT</b> 0
Nbhd	SOUTH TRURO	N	INCL 30FT ROW PER DEED BK1244 PG 138
Inf#1	NO ADJ	O	(PANHANDLE=P/O 50-12) NOT TO SURVIVE
Inf#2	NO ADJ	T	IMMEDIATE HEIRS OF GRANTEE.
		E	

ASSESSED	CURRENT	PREVIOUS
LAND	285,900	285,900
BUILDING	314,300	288,600
DETACHED	2,400	2,300
OTHER	0	0
<b>TOTAL</b>	<b>602,600</b>	<b>576,800</b>

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD
SHF	A	1.00-G	0.90:8*12	2014	96	14.48	1,300
SHF	A	1.00-A	0.75:10*10		100	14.48	1,100



BUILDING	CD	ADJ	DESC	MEASURE	DATE	LG
MODEL	1		RESIDENTIAL	LIST	6/12/2017	LG
STYLE	7	1.20	OLD STYLE (100%)	REVIEW	12/16/2010	MR
QUALITY	A	1.00	AVERAGE (100%)			
FRAME	1	1.00	WOOD FRAME (100%)			

BLDG COMMENTS

BUILDING	CD	ADJ	DESC	MEASURE	DATE	LG	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	424,794
YEAR BLT	1899	SIZE ADJ	1.000				FOUNDATION	5	OTHER	1.00	A	BAS	L	BAS AREA	521	1899	197.48	102,885	CONDITION ELEM	CD
NET AREA	2,287	DETAIL ADJ	1.000				EXT. COVER	1	WOOD SHINGLES	1.00	+	USF	L	UP-STRY FIN	1,064	1899	150.55	160,188		
SNLA(RCN)	\$186	OVERALL	1.230				ROOF SHAPE	1	GABLE	1.00	B	BIG	N	BUILT-IN GARAGE	273		54.81	14,909		
CAPACITY		UNITS	ADJ				ROOF COVER	1	ASPHALT SHINGLE	1.00	C	FFU	L	BAS AREA UNFIN	270	1899	79.54	21,476		
STORIES(FAR)	2		1.00				FLOOR COVER	1	HARDWOOD	1.00	D	BAS	L	BAS AREA	432	2014	197.47	85,309		
ROOMS	6		1.00				INT. FINISH	3	WOOD PANEL	1.00	+	WDK	N	ATT WOOD DECK	888		29.34	28,050		
BEDROOMS	3		1.00				HEATING/COOLING	9	WARM/COOL AIR	1.03	F21	O	FPL 2S 10P	1		9,777.30	9,777			
BATHROOMS	2		1.00				FUEL SOURCE	1	OIL	1.00	ODS	O	OUT DOOR SHOWER			0.00				
FIXTURES	6		\$4,200																	
UNITS	1		1.00																	

EFF. YR/AGE	1991 / 26
COND	26 26 %
FUNC	0
ECON	0
DEPR	26 % GD 74
RCNLD	\$314,300



TRURO

Parcel #: 050-024-000



Documents & Links Assessment File/Detail Building

Zoom to





# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

---

**To:** Lisa Maria Tobia  
Todd Prada, GFM Enterprises  
**From:** Jarrod J Cabral, Director Department of Public Works  
**Date:** November 4, 2019  
**Subject:** Curb Cut, 65 Depot

---

Your curb cut application is suitable to move forward for approval. Please note, the Town will not be responsible for washouts onto your property that are created by your new curb cut as Depot Rd predates the new curb cut. I recommend installing a feature on your driveway to mitigate any water runoff from Depot Rd. You could also address any water run-off from Depot Rd later, but any alteration to your curb cut would require another application. It is important to note that any mitigation can not result in water runoff onto Depot Rd.

Thanks – Jarrod

Jarrod J. Cabral  
Director  
Department of Public Works  
Truro MA 02666  
508 214 0400



GFM Enterprises, Inc.  
 PO Box 1439  
 South Dennis, MA 02660  
 508-694-5600  
 www.gfmexcavating.com

# Estimate

Date 10/18/2019  
 Estimate No. 3865

Name/Address
Maria Tobia 65 Depot Road Truro MA, 02666

Item	Description	Qty	Rate	Total
	The following estimate is for work to be completed at 65 Depot Road, Truro MA.			
Task 200 Services Services	<b>SITE CLEARING, GRUBBING &amp; TREE REMOVAL</b> Trim, remove & dispose of limbs from pine trees as required. Remove and transplant ten existing planting as required for new proposed driveway.			
Services	Scrape out, remove & dispose of grass & organic material from proposed driveway area.			
Services	Remove two sections of existing split rail fence as require for new entrance. Set pieces aside for owner.			
Task 400 Services	<b>EXCAVATION</b> Provide & install approximately 30 cubic yards of clean fill at hill as required for new proposed driveway. Compact in lifts with vibratory roller.			
Task 1000 Services	<b>DRIVEWAY &amp; PARKING</b> Provide & install approximately 20 cubic yards of dense grade base material for approximately 138 linear feet of new proposed driveway. Compact with vibratory roller upon completion.			
Services	Provide & install approximately 20 cubic yards of crushed shell for approximately 138 linear feet of new proposed driveway. Compact with vibratory roller upon completion.			
Task 1200 Services	<b>FINISH GRADE &amp; LOAM</b> Provide & install screened loam of disturbed yard areas.			
Estimate...	This estimate is valid for 90 days. A signed copy of this estimate, along with a deposit, must be received by GFM Enterprises, Inc. prior to the start of work.			
Proposal	Thank you for the opportunity to submit this proposal for the completion of the job described above. Any price increases or additional labor and materials that may be required due to unforeseen circumstances are not included. Homeowners are responsible for all engineering fees. GFM Enterprises, Inc. is not responsible for any damage to existing irrigation lines.			

This estimate is valid for ninety (90) days. Any price increases or additional labor and materials fees that may be required due to unforeseen circumstances are NOT included. Homeowners are responsible for all engineering fees. GFM Enterprises, Inc. is NOT responsible for any damage to existing irrigation lines.

**Total** [REDACTED]

**From:** [REDACTED]  
**To:** [REDACTED] [Jarrod Cabral](#); [Nicole Tudor](#)  
**Cc:**  
**Subject:** RE: 65 Depot Road - Curb Cut Jan.14  
**Date:** Monday, January 6, 2020 3:21:10 PM  
**Attachments:** [image001.png](#)

---

Please note, this is not an additional curb cut but replacing the original curb cut which is unsafe. This would not involve taking down any of our trees.

Please see drawing.

Respectfully,

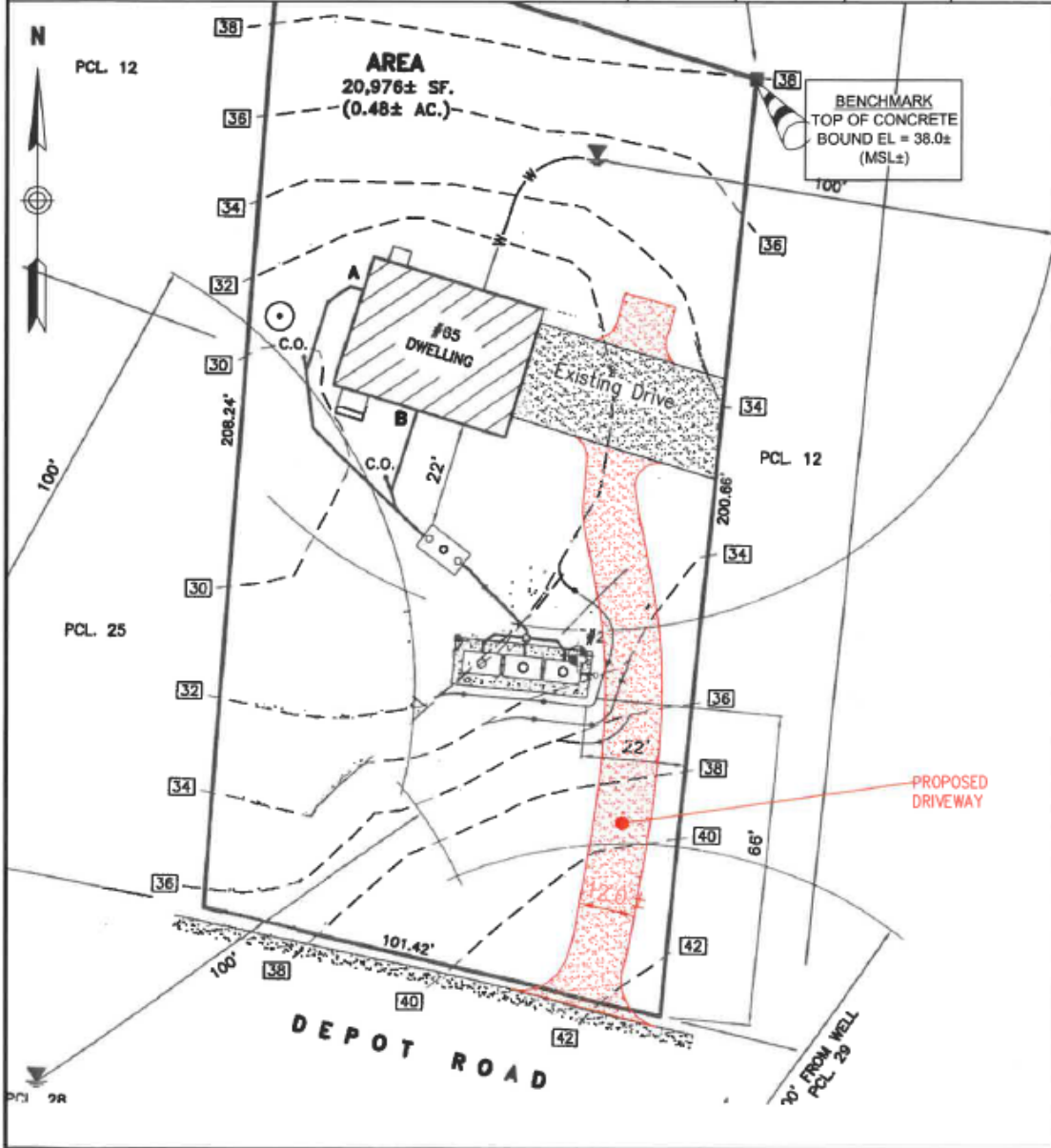




P.O. BOX 1439  
 SOUTH DENNIS, MA 02660  
 Office: 508-694-5600  
 www.gfmexcavating.com

**NOTES:**  
 SITE AND SEWAGE DISPOSAL SYSTEM PLAN  
 DATED 4-9-2012 REVISED 5-2-2012 BY FELCO,  
 INC. USED AS A BASE PLAN FOR THIS DRAWING

SITE: 65 DEPOT ROAD, TRURO MA		CLIENT NAME MARIA & LISA TOBIA		DATE 10/30/2019	
TITLE: DRIVEWAY SKETCH PLAN		SCALE 1"=30'	DRAWN. KEF	CHECKED. KEF	REVISION.



Maria Tobia  
 Innovations



[REDACTED]

**From:** [REDACTED]

**Sent:** Monday, January 6, 2020 3:17 PM

**To:** jcabral@truro-ma.gov; ntudor@truro-ma.gov

**Cc:** [REDACTED]

**Subject:** 65 Depot Road - Curb Cut Jan.14

January 6, 2020

Select Board of the Town of Truro  
c/o Jarrod J. Cabral, Director of the Department of Public Works

RE: 65 Depot Road –Curb Cut

Dear Members of the Select Board of the Town of Truro:

I am writing on behalf of Renee Simon and myself as Trustees of the Renee A. Simon Revocable Trust, owner of 63 Depot Road to oppose the request of our direct neighbor Maria Tobia for an additional curb cut to make a new driveway at 65 Depot Road, parallel and very close to Ms. Simon's driveway. Our request to Ms. Tobia was that she use her existing curb cut further up Depot Road to ease congestion on Ms. Simon's driveway. This proposal defeats the purpose of easing congestion and rather increases it.

We urge the Board to deny this request and note that use of the existing curb cut on Depot Road requires significantly less tree cutting, removal and replacement and less filling of existing natural drainage areas. A simple drive with shells as described to us by Ms. Tobia, from the existing curb cut in and across providing front door access, and connecting to the back garage will provide ample front and back door access and parking for tenant vehicles and vendors away from Ms. Simon's 63 Depot Road driveway.

Pictures of the front of 65 Depot Road looking toward the existing curb cut at 65 Depot Road are attached.

Your consideration is very much appreciated.

Yours very truly

s/  
Susanne C. Howard, Esq.  
Trustee Renee A. Simon Revocable Trust  
31 St. James Avenue, Suite 760  
Boston, MA 02116

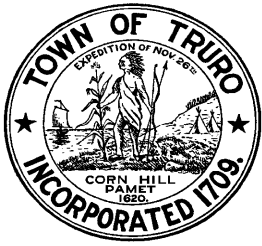
[REDACTED]











# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

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

**ITEM:** Review and Vote of Select Board Policy #63 (Powers of Appointment)

**EXPLANATION:** At the work-session held on December 12, 2019, the policy outlining the process for hiring Select Board appointees was discussed and finalized. It is attached for the Board's approval.

**SUGGESTED ACTION:** *MOTION TO approve Select Board Policy #63 Powers of Appointment as attached.*

**ATTACHMENTS:**

1. Select Board Policy #63 Powers of Appointment



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #63

Date: January 14, 2020  
Subject: **POLICY ON SELECT BOARD'S POWERS OF APPOINTMENT**

### **I.** **Introduction**

This policy is created by the Select Board in accordance with Chapter 4, Section 2 of the Truro Charter and establishes the process by which the Select Board may exercise their powers of appointment in accordance with Chapter 4, Section 4-3-1 of the Truro Charter, the General Laws of Massachusetts, and the Truro Personnel Bylaws,

### **II.** **Procedures**

Effective as of the date this Policy is adopted by the Truro Select Board, the Board shall adhere to the following procedures when appointing the Town Manager, Police Chief or Fire Chief for permanent positions within the Town of Truro:

#### **A. Recruitment of Candidates**

1. When a position becomes vacant or will be vacant shortly, or a new position is created, the Select Board shall review the existing job description for the position, with input from the Town Manager, and determine whether it needs to be modified or updated.
2. The Town Manager shall solicit the services of a search consultant on behalf of the Select Board in accordance with MGL c 30B procurement requirements. The Select Board shall interview and select the firm in accordance with MGL c 30B procurement requirements.
3. Working with the selected firm, the Select Board, with staff assistance from the Town Manager, shall prepare a position profile.
4. The Search Consultant shall advertise in appropriate professional publications and newspapers and conduct the recruitment.
5. The Search Consultant shall review all application materials submitted in response to the Position Profile and shall determine the candidates who qualify for further consideration based on merit and fitness.

**B. Appointment of Employees**

1. The Select Board will appoint a Search Committee comprised of seven to nine individuals including two members of the Select Board, the Town Manager and/or a Town employee, and 4-6 community members.
2. Working with the Search Consultant, the Search Committee shall review the qualified applicants and determine how many applicants to interview. The Search Committee shall interview the selected candidates and provide the Select Board with a short list of three to five candidates for their consideration.
3. The Select Board shall receive all recruitment materials and search committee comments on the selected candidates.
4. Each Select Board member shall interview each candidate individually while escorting the candidate to Town Buildings, beaches or points of interest.
5. After completion of the individual interviews, or prior to the interviews, the Select Board shall hold a public reception for the candidates to meet Town staff and community members.
6. The Select Board may elect to host a community meet and greet for the candidates on the evening prior to the Select Board interview to allow community members an opportunity to ask questions to and learn about the candidates.
7. Each candidate will then be interviewed separately at a duly posted and recorded meeting of the Select Board. Each candidate will be asked the same initial questions. To ensure that no advantage is provided to any candidate, the candidates will only be present in the meeting room for their individual interview.
8. The Select Board will reconvene the next day to deliberate on which candidate will be selected. The Board may meet in Executive Session to determine the terms of an initial offer in preparation for contract negotiations.
9. Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks and reference verification.
10. The Town Manager will prepare an offer letter on behalf of the Select Board and work with the Select Board and Town Counsel to prepare a contract of employment.

---

Janet Worthington, Chair

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Robert Weinstein, Vice-Chair

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Kristen Reed, Clerk

---

Susan Areson, Member





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Jan Worthington, Chair

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

**ITEM:** Discussion of the Charter Review Committee Charge

**EXPLANATION:** At your December 17, 2019 meeting, the Board discussed the need to review the charge for the Charter Review Committee and to clarify the process for the Charter Review Committee to present Charter changes to Town Meeting. This review may help inform the selection of applicants to serve on the Charter Review Committee and may help to better inform the public about the Charter Review Committee's role and process. The current charge, adopted May 26, 2015, is included.

**SUGGESTED ACTION:** *For discussion and action that may result from the discussion.*

**ATTACHMENTS:**

1. Current Charge of the Charter Review Committee

# TOWN OF TRURO

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

Date: May 26, 2015

From: Board of Selectmen

To: Charter Review Committee

---

The Truro Town Voters at Annual Town Meeting 2014 and at the Election of May 2015 voted to establish a Charter Review Committee in accordance with the Truro Town Charter, Section 6-4-2 with the following Charge:

## CHARTER REVIEW COMMITTEE

The Charter Review Committee is hereby established to make recommendations for the revision or amendment of the Truro Charter, such revisions or amendments to be made in accordance with Massachusetts General Laws and the Truro Charter and Bylaws.

The purpose of the Charter Review Committee is to make recommendations for the revision or amendment of this Charter at Annual Town Meeting.

**Committee Organization:** The Committee shall be comprised of seven (7) members appointed by the Board of Selectmen in accordance with the Truro Town Charter Chapter 9-9-3.

Jay Coburn

Paul Wisotzky, Chairman

Jan Worthington, Vice-Chairman

Robert Weinstein

Maureen Burgess  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

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

**ITEM:** Discussion and possible approval of Revised Walsh Property Committee and Process

**EXPLANATION:** At the Board's December 17, 2019 meeting, a revised draft of the Walsh Property Process Design Plan was presented and included changes made by Stacie Smith of the Consensus Building Institute based on the Board's November 19<sup>th</sup> meeting discussion. Based on your feedback from the December 17<sup>th</sup> meeting, the Process Design Plan and the application to serve were further refined and are attached for your review.

**SUGGESTED ACTION:** *MOTION TO adopt the plan for the Walsh Property Community Process and to approve the application to serve on the Walsh Property Plan Committee.*

**ATTACHMENTS:**

1. CBI Revised Design Process
2. Draft Application to Serve

## Community Process for the Walsh Property Plan Final Draft Process Design

### **Overview**

At its Annual Town Meeting in April 2019, and ratified by ballot in May 2019, the people of Truro authorized the purchase of the Walsh property for the Town of Truro, to be used for general municipal purposes. The article further authorized and directed the Board of Selectmen to create a committee, to include citizen representatives from diverse sectors of the community, to lead a community wide process, beginning in June 2019, to engage a wide range of Truro residents in developing plans for the use of the property to be presented at a future town meeting for approval.

On June 27, 2019, the Town hosted a public forum to kick-off this community process. The Consensus Building Institute (CBI) was asked to help design, facilitate, and document the forum. The forum was designed to elicit initial public interests and concerns about the use of the Walsh property, and begin to explore process needs, opportunities, and suggestions to guide the creation of a committee to engage the community in developing a master plan for the future use of the property. At the suggestion of forum participants, the planning team created a survey to solicit input on those questions from additional community members to the questions posed to participants at the forum. The Town Manager publicized the survey and made it available online and in hard copy to the public between July 12 and August 15, and the responses from the forum and the survey were synthesized into a summary that was then released to the public.

As a next step, CBI was asked to build on that community input to recommend an approach for the committee and community wide process. The following is a draft of a recommended approach, to be refined based on further input from the community and the Board of Selectmen.

### **Walsh Property Community Planning Committee (WCPC) Purpose and Task**

The purpose of the Walsh Property Community Planning Committee (WCPC) is to guide the development of plans for the use of the Walsh property. The WCPC's mandate is:

- a) to embody, engage and include the full range of perspectives (interests and concerns, as well as geographic and demographic groups) of the town of Truro.
- b) to undertake, analyze and synthesize public input and widespread outreach to maximize involvement, understanding and support for the resulting plan and its implementation.
- c) drawing on active public input and engagement, to develop broad criteria for success, develop and evaluate a range of options and approaches, and ultimately seek consensus for plans based on these criteria for the use of the property to be presented to town meeting.

**Community Members and Alternates:**

- a) The role of Community Members is to actively participate in all discussions and deliberations on all topics, and to participate in making consensus recommendations to go to Town Meeting, the Select Board, and other decision-making entities. Meetings will be structured to provide first priority for community member input in discussions.
  
- b) Members will include ***8-12 representatives, plus alternates, of community constituencies from the town of Truro***, who collectively represent the balanced and broad range of perspectives, preferences and demographics of Truro. These will include the following categories and demographics:
  - part-time (6 months or more)
  - seasonal residents
  - year-round residents
  - tradespeople
  - youth / students
  - young families
  - senior residents
  - local business owners
  - cultural and arts institutions
  - abutters (including the school)
  - people concerned about housing/affordable housing opportunities
  - people concerned about conservation and open space needs
  - people concerned about the environment, habitat, and ecosystems
  - people concerned about recreation opportunities
  - people concerned about other development needs
  
- c) Members may be from existing Truro Boards and Committees, as long as those boards and committees do not have official authority over components of the plan. Examples are:
  - Open Space Committee
  - Council on Aging
  - Recreation Commission
  - Climate Action Committee
  - Bike and Walkways Committee
  - Local Comprehensive Plan Committee
  - Truro School Committee
  - Water Resources Oversight Committee
  
- d) Although they are selected to help represent a set of perspectives and demographics, members will serve as individuals, rather than as official liaisons to any particular group. One individual might represent multiple categories. Collectively, they should also represent

a mix of experience, substantive knowledge, areas of expertise, and geographic and demographic diversity within the town.

- e) All members will be expected to possess interest in the topics under consideration, as well as to demonstrate commitment to working collaboratively and productively on behalf of the WCPC's objectives. All individuals interested in serving on the WCPC should demonstrate how they meet the following criteria:
- Credibility and capacity to represent the demographics and/or articulate the perspectives they seek to represent
  - Willingness and capacity to engage in respectful and constructive dialogue with other participants, maintain an open mind, and seek creative options that respond to the interests of other participants as well as their own interests
  - Contribution to the diversity of experience, knowledge, expertise, geography, and demographics
  - Willingness and interest in attending all meetings, thoughtfully listening to public and constituent perspectives, and participating actively in discussions.
- f) Interested individuals will be asked to apply to participate in the WCPC, and to specify which (one or more) of the above categories they can help to represent, using an adapted version of the town's standard Application to Serve form. This may include sharing their current wishes and vision for the site, in order to ensure that the range of perspectives is included. Applicants will be screened by CBI, serving as the neutral facilitation team, based on the criteria above. Interviews may be requested. CBI will offer recommendations to the Select Board, who will then appoint members.
- g) Additional members within each of these categories may be appointed as alternates in the same way. In the absence of a primary member, an alternate who shares similar attributes or perspectives may serve as a stand-in for that member and assume all the rights and responsibilities of the absent member. Alternates will be expected to keep up to date on all deliberations and fill in without disruption.
- h) The WCPC will be an official Town body, and all members will be subject to state and town regulations governing such town bodies, including freedom from conflicts of interest and adherence to open meeting law.

**Liaisons:**

- a) A second category of participants in the WCPC are ***liaisons*** from chartered town commissions and boards with official regulatory or decision-making roles. The role of liaisons is to actively participate in discussions and deliberations on topics that are relevant to their expertise, interests, and responsibilities. Liaisons are also charged with bringing ideas and concerns of their committee or board to WCPC discussions and inform their fellow committee/board members about WCPC deliberations. However, participation of liaisons should not undermine their ability to perform their regulatory responsibilities, and

should not outweigh deliberation among members. Further, liaisons will not be asked to weigh in on agreement-seeking consensus recommendations.

- b) The following entities may be invited to appoint a liaison.
- Select Board
  - Historical Commission
  - Planning Board
  - Conservation Commission
  - Board of Health
  - Zoning Board of Appeals
  - Finance Committee
- c) Additional entities may be invited to share their perspectives or knowledge, either at meetings or through engagement between meetings, at the determination of the WCPC. For example, since the Walsh property is adjacent to the school, the WCPC should ensure that input & feedback from teachers, administrators & students be sought out throughout the process.

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- a) Town of Truro staff and departments will serve as technical advisors to the WCPC, as needed and requested by the participants. These may include the Town Manager’s office, Planning, Public Works, Health, Conservation, Public Safety, and others. Technical advisors will help members and the public understand 1) the existing site conditions, including topography, environmental conditions, zoning, and structural engineering 2) the planning, legal, regulatory, financial, economic, and natural resource implications of options being explored for use of the property, and 3) any other information needs requested by the WCPC within the expertise of town staff.
- b) To the extent the WCPC determines a need for information outside of the available or acceptable expertise of town staff, they can request it. If funding for such advice is needed, the WCPC can request support from the Select Board to enlist additional expertise.

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- a) The WCPC, to the extent possible, will ***operate by consensus***, which is defined as unanimous concurrence of the primary members, or in the absence of a primary, his or her alternate. Members may also “abstain,” or stand aside. Abstaining means not offering consent or endorsement, but also not blocking an agreement. Abstaining members will not be counted in determining if consensus has been reached.

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- c) Materials relevant to the meeting agenda will be provided in compliance with Open Meeting Law, which requires notice of meetings at least 48 hours in advance, containing the date, time, and location of the meeting and listing all topics that the chair reasonably anticipates will be discussed. Meeting minutes of WCPC meetings will be prepared by the facilitators in compliance with Open Meeting Law and Public Records Law requirements, including:
  - the date, time and place of the meeting;
  - the members present or absent;
  - the decisions made and actions taken, including a record of all votes;
  - a summary of the discussions on each subject;
  - a list of all documents and exhibits used at the meeting; and



After review and approval by the members, meeting minutes will be corrected and made available to the public. The minutes will identify key points of discussion, action items, points of tentative agreement and next steps, and will generally be written without attribution.

- d) In order to develop shared understanding and experience of the Walsh property, members will participate in tours and field trips to all parts of the site, as needed, throughout the process.

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are provided sufficient time and focus for progress. The facilitator should be responsible for implementing the agenda and keeping participants on track.

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**Initial Draft Workplan:**

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- Identify initial outcome goals and success criteria
- Identify additional information data needs

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- Group tour to view and understand Walsh property

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- Prepare agenda and methodology for a Public Visioning workshop
- Review additional data collected, discuss impacts

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- Present existing site information
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- Refine the set of success criteria for evaluating options and alternatives for planning for the site

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- Review/synthesize information gathered from visioning session
- Review additional data collected, discuss impacts
- Brainstorm, Explore, and Evaluate range of options for site plan
- Develop a set of option packages for the site

**Public Evaluation Workshop**

- WCPC/Public tour(s) of site pre-meeting
- Present additional data
- Public evaluation and refining of options packages

**WCPC meeting Seven (more as needed)**

- Refine outcomes from Public Evaluation
- Identify and refine top package(s)

Refine as needed

**Community Process for the Walsh Property Plan**  
**~~Revised~~Final Draft Process Design**  
**~~For Review and Discussion by the Select Board~~**

**Overview**

At its Annual Town Meeting in April 2019, and ratified by ballot in May 2019, the people of Truro authorized the purchase of the Walsh property for the Town of Truro, to be used for general municipal purposes. The article further authorized and directed the Board of Selectmen to create a committee, to include citizen representatives from diverse sectors of the community, to lead a community wide process, beginning in June 2019, to engage a wide range of Truro residents in developing plans for the use of the property to be presented at a future town meeting for approval.

On June 27, 2019, the Town hosted a public forum to kick-off this community process. The Consensus Building Institute (CBI) was asked to help design, facilitate, and document the forum. The forum was designed to elicit initial public interests and concerns about the use of the Walsh property, and begin to explore process needs, opportunities, and suggestions to guide the creation of a committee to engage the community in developing a master plan for the future use of the property. At the suggestion of forum participants, the planning team created a survey to solicit input on those questions from additional community members to the questions posed to participants at the forum. The Town Manager publicized the survey and made it available online and in hard copy to the public between July 12 and August 15, and the responses from the forum and the survey were synthesized into a summary that was then released to the public.

As a next step, CBI was asked to build on that community input to recommend an approach for the committee and community wide process. The following is a draft of a recommended approach, to be refined based on further input from the community and the Board of Selectmen.

**Walsh Property Community Planning Committee (WCPC) Purpose and Task**

The purpose of the Walsh Property Community Planning Committee (WCPC) is to guide the development of ~~a plan~~plans for the use of the Walsh property. The WCPC's mandate is:

- a) to embody, engage and include the full range of perspectives (interests and concerns, as well as geographic and demographic groups) of the town of Truro.
- b) to undertake, analyze and synthesize public input and widespread outreach to maximize involvement, understanding and support for the resulting plan and its implementation.
- c) drawing on active public input and engagement, to develop broad criteria for success, develop and evaluate a range of options and approaches, and ultimately seek consensus

for ~~a plan~~plans based on these criteria for the use of the property to be presented to town meeting.

**Community Members and Alternates:**

a) The role of Community Members is to actively participate in all discussions and deliberations on all topics, and to participate in making consensus recommendations to go to Town Meeting, the Select Board, and other decision-making entities. Meetings will be structured to provide first priority for community member input in discussions.

b) Members will include **8-12 representatives, plus alternates, of community constituencies from the town of Truro**, who collectively represent the balanced and broad range of perspectives, preferences and demographics of Truro. These will include the following categories and demographics:

- part-time (6 months or more)
- ~~/summer/~~seasonal residents
- year-round residents
- tradespeople
- youth / students
- young families
- senior residents
- local business owners
- cultural and arts institutions
- abutters (including the school)
- people concerned about housing/affordable housing ~~advocates~~opportunities
- ~~land~~people concerned about conservation and open space ~~advocates~~needs
- people concerned about the environment/habitat ~~advocates,~~ and ecosystems
- people concerned about recreation ~~advocates~~opportunities
- people concerned about other development needs

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c) Members may be from existing Truro Boards and Committees, as long as those boards and committees do not have official authority over components of the plan. ~~Potential Board and Commissions~~Examples of local committees that might be relevant include are:

- Open Space Committee
- Council on Aging
- Recreation Commission
- ~~Part time Resident Advisory Committee~~
- ~~Finance Committee~~
- Climate Action Committee
- Bike and Walkways Committee
- Local Comprehensive Plan Committee

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## Agenda Item: 5C1

- Truro School Committee
- Water Resources Oversight Committee

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- d) Although they are selected to help represent a set of perspectives and demographics, members will serve as individuals, rather than as official liaisons to any particular group. One individual might represent multiple categories. Collectively, they should also represent a mix of experience, substantive knowledge, areas of expertise, and geographic and demographic diversity within the town.
- e) All members will be expected to possess interest in the topics under consideration, as well as to demonstrate commitment to working collaboratively and productively on behalf of the Committee's WCPC's objectives. All individuals interested in serving on the WCPC should demonstrate how they meet the following criteria:
- Credibility and capacity to represent the demographics and/or articulate the perspectives they seek to represent
  - Willingness and capacity to engage in respectful and constructive dialogue with other participants, maintain an open mind, and seek creative options that respond to the interests of other participants as well as their own interests
  - Contribution to the diversity of experience, knowledge, expertise, geography, and demographics
  - Willingness and interest in attending all meetings, thoughtfully listening to public and constituent perspectives, and participating actively in discussions.
- f) Interested individuals will be asked to apply to participate in the WCPC, and to specify which (one or more) of the above categories they can help to represent, using an adapted version of the town's standard ~~application process~~ Application to Serve form. This may include sharing their current wishes and vision for the site, in order to ensure that the range of perspectives is included. Applicants will be screened by CBI, serving as the neutral facilitation team, based on the criteria above. Interviews may be requested. ~~Facilitators~~ CBI will offer recommendations to the Select Board, who will then appoint members.
- g) Additional members within each of these categories may be appointed as alternates in the same way. In the absence of a primary member, an alternate who shares similar attributes or perspectives may serve as a stand-in for that member, and assume all the rights and responsibilities of the absent member. Alternates will be expected to keep up to date on all deliberations and fill in without disruption.
- h) The WCPC will be an official Town body, and all members will be subject to state and town regulations governing such town bodies, including freedom from conflicts of interest and adherence to open meeting law.

### Liaisons:

## Agenda Item: 5C1

- a) A second category of participants in the WCPC are *liaisons* from chartered town commissions and boards with official regulatory or decision-making roles. The role of liaisons is to actively participate in discussions and deliberations on topics that are relevant to their expertise, interests, and responsibilities. Liaisons are also charged with bringing ideas and concerns of their committee or board to WCPC discussions and information their fellow committee/board members about WCPC deliberations. However, participation of liaisons should not undermine their ability to perform their regulatory responsibilities, and should not outweigh deliberation among members, ~~and~~. Further, liaisons will not be asked to weigh in on agreement-seeking consensus recommendations.
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- Select Board
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  - ~~Finance Committee~~
  - ~~Water Resources Oversight Committee~~
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### Decision Making

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- c) Materials relevant to the meeting agenda will be provided several days before in compliance with Open Meeting Law, which requires notice of meetings at least 48 hours in

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~~advance, containing the meeting to ensure effectiveness date, time, and location of the meeting. Meeting summaries and listing all topics that the chair reasonably anticipates will be discussed. Meeting minutes of WCPC meetings will be prepared by the facilitators and, after in compliance with Open Meeting Law and Public Records Law requirements, including:~~

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**WCPC meeting Seven (more as needed)**

- Refine outcomes from Public Evaluation
- Identify and refine top package(s)
- Refine as needed



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## APPLICATION TO SERVE ON THE WALSH PROPERTY COMMUNITY PLANNING COMMITTEE (WCPC)

NAME: \_\_\_\_\_ HOME TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

FAX: \_\_\_\_\_

Which of the following demographics and perspective categories do you fit (can select one or more demographic characteristics, but no more than one primary interest/perspective):

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- seasonal/summer/seasonal resident
- year-round resident
- tradesperson
- youth
- ~~+~~student
- young family
- senior resident
- local business owner
- cultural or arts institution
- abutter
- Please rank in order of importance to you (1=most concerned about; 5=least concerned about)
  - primarily concerned about housing/affordable housing opportunities
  - primarily concerned about conservation and open space needs
  - primarily concerned about the environment, habitat, and ecosystems
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  - primarily concerned about other development needs

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Please describe how you meet the following criteria. You may complete your responses on additional sheets as necessary:

Credibility and capacity Please explain your ability to help represent the demographics and/or articulate the

perspectives you selected above:

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**Willingness and capacity** Please explain your ability to engage in respectful and constructive dialogue with other participants, maintain an open mind, and seek creative options that respond to the interests of other participants as well as your own:

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**Please explain your c**Contribution to the diversity of experience, knowledge, expertise, geography, and demographics:

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**Willingness and interest in attending** Please explain your ability to attend all meetings, thoughtfully listen to public and constituent perspectives, and participate actively in discussions:

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**Any Other Special Qualifications or Interests:**

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

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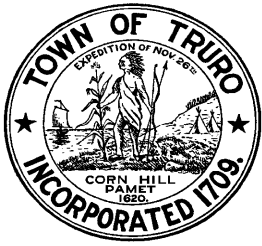
~~COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL)~~ \_\_\_\_\_

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

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

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

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

**ITEM:** Discussion of Board suggestions for the 2019 Annual Town Report cover and dedication page.

**EXPLANATION:** Each year staff requests suggestions from the Board on a cover for the Annual Town Report and for the report dedication.

If the cover is not decided upon at this meeting it can be determined at a later meeting. The Annual Town Report must be ready two weeks prior to Annual Town Meeting.

**SUGGESTED ACTION:** *MOTION TO approve \_\_\_\_\_ as the cover and theme for the 2019 annual report and to dedicate the report to \_\_\_\_\_.*

*Or*

*No action until a later meeting at which further information is presented.*

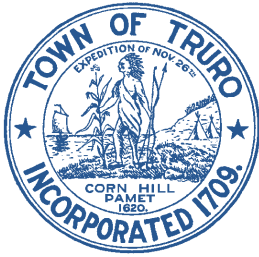
**ATTACHMENTS:**

1. Clerk's Office List

**DEATHS RECORDED IN THE TOWN OF TRURO - 2019**

<b>Date</b>	<b>Name</b>	<b>Date of Birth</b>	<b>Cause of Death</b>
January 11	Donna Marie Prada	05/17/1947	Metastatic Colon Cancer
January 20	Joan McDonald Miller	07/24/1929	Pneumonia
January 23	Howard Samuel Irwin	03/28/1928	Acute Congestive Heart
February 04	Kent William Dzivasen	11/08/1945	Respiratory Failure
February 17	David Daniel Martin	05/08/1960	Cardiac Arrest
March 02	Richard J Turner	10/04/1942	Mesenteric Ischemia
March 08	Anthony W Prokop	04/05/1953	Metastatic Lung Cancer
March 14	Irene L Silva	03/30/1938	Failure to Thrive
March 22	Margaret Melanson	09/09/1927	Alzheimer's Disease
March 23	Priscilla Pazolt	11/13/1924	Failure to Thrive
April 13	Jacqueline Cordero Hasday	11/21/1952	Cholangiocarcinoma
April 19	Jennifer B Clark	03/02/1942	Hypertensive and Cardiovascular Disease with Congestive Heart Failure
April 21	Mary Lou Santos	08/15/1928	Respiratory Failure
April 26	Barbara Ann Scherer	06/08/1941	Cerebral Hemorrhage
May 20	Veronica M Farrell	12/06/1946	Cardiac Arrest
June 18	Maryellen Driscoll	07/15/1949	Glioblastoma
June 27	Donald Arthur Perry	03/15/1929	Respiratory Failure
June 27	Ann D Swanson	10/12/1946	Respiratory Failure
July 01	Steven C Hirschboeck	06/04/1951	Pending
July 21	John E Goff	07/02/1948	Pending

August 03	Rafael H Marin	09/17/1933	Blunt Force Injury of Head
August 18	Eileen M Thomas	07/27/1952	Cardiopulmonary Arrest
September 30	Patricia Blank Costa	05/24/1943	Asystole
October 09	Willie Fenichel	06/26/1972	Multi-system Organ Failure
November 01	William C Worthington	09/22/1935	Coronary Artery Disease
November 12	Maureen Keenan Burgess	02/10/1947	Cerebral Edema
November 18	Jameson Clifford McLaughlin	10/20/2018	Pending
November 20	Phyllis Poulos	11/17/1933	Adult Failure to Thrive
December 07	Robert J Bednarek	11/24/1928	Respiratory and Cardiac Failure



# 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 2020 Annual Business Licenses:

C. Review and Approve Alcoholic Beverages Control Commission 2019 Annual Report

D. Review and Approve Select Board Minutes-December 10, 2019, December 12, 2019 and December 17, 2019



Consent Agenda Item: 6C

# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration/Licensing

**REQUESTOR:** Nicole Tudor, Executive Assistant

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

**ITEM:** Review and Approval of the 2019 ABCC (Alcoholic Beverages Control Commission) Annual Report

**EXPLANATION:** In accordance with Chapter 138 § 10A of the Massachusetts General Laws, every city and town in the Commonwealth that issues retail alcohol licenses must submit an Annual Report for Alcoholic Beverage Licenses issued from their respective towns including the total numbers of licenses, fees, revenue generated and notice of any violations. A licensee (Days Market) has been added from the previous December 17, 2019 report.

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

**IMPACT IF NOT APPROVED:** There will be no report submitted from Truro. In accordance with MGL, the report must be submitted to the State prior to the February 15, 2020.

**SUGGESTED ACTION:** *MOTION TO approve the 2019 Annual Alcoholic Beverages Control Commission report for submission to the State.*

**ATTACHMENTS:**

1. 2020 Annual ABCC Report from Truro



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

## Licensing Department

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

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

December 17, 2019

The Alcoholic Beverage Control Commission  
ATT: Ryan Melville  
Licensing Supervisor  
239 Causeway Street, 1st Floor  
Boston, MA 02114

In accordance with Chapter 138 § 10A of the Massachusetts General Laws, we submit our 2019 Annual Report for Alcoholic Beverage Licenses issued in the Town of Truro:

### Annual Report for 2019

<u>Class of Licenses</u>	<u>Number Issued</u>	<u>Fee set</u>	<u>Revenue Collected</u>
<b>All Alcoholic Beverages - Restaurants</b>			
Annual - <i>Montano's Restaurant</i>	1	\$1,650.00	<b>\$1,650.00</b>
Seasonal - <i>Blackfish, Highland Light Café, Terra Luna, Top Mast Café, Whitman House, Captain's Choice</i>	6	\$1,650.00	<b>\$9,900.00</b>
			<b>\$11,550.00</b>
<b>All Alcoholic Beverages - Package Stores</b>			
Annual - <i>Pamet Valley</i>	1	\$1,650.00	<b>\$1,650.00</b>
Seasonal - <i>Salty Market, Fullers'</i>	2	\$1,650.00	<b>\$3,300.00</b>
			<b>\$4,950.00</b>
<b>All Alcoholic Beverages – General on Premises</b>			
Annual	0	\$1,650.00	\$0.00
Seasonal - <i>Beach Point Health and Swim Club</i>	1	\$1,650.00	<b>\$1650.00</b>
			<b>\$1650.00</b>
<b>Wine &amp; Malt – General on Premises</b>			
Annual	0	\$1,350.00	\$0.00
Seasonal - <i>Payomet</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$1,350.00</b>
<b>Wine &amp; Malt - Restaurants</b>			
Annual - <i>Chequessett Chocolate</i>	1	\$1,350.00	<b>\$1,350.00</b>
Seasonal - <i>Avenue D</i>	1	\$1,350.00	<b>\$1,350.00</b>
			<b>\$2,700.00</b>
<b>Wine &amp; Malt - Package Stores</b>			
Annual	0	\$1,350.00	\$0.00
Seasonal - <i>Jams, Days Market</i>	2	\$1,350.00	<b>\$2,700.00</b>
			<b>\$2,700.00</b>

<b>Class of Licenses</b>	<b>Number Issued</b>	<b>Fee set</b>	<b>Revenue Collected</b>
<b>Club</b>	0	\$200.00	\$0.00
<b>Farm Winery Pouring License</b>	1	\$200.00	<b>\$200.00</b>
<b>Farm Distillery Pouring License</b> <i>(Truro Vineyards of Cape Cod)</i>	1	\$400.00	<b>\$400.00</b>
			<b>\$600.00</b>
<b>Special (One Day) All Alcoholic Beverages:</b>	4	\$75.00	<b>\$300.00*</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Special (One Day) Wine and Malt:</b>	3	\$50.00	<b>\$150.00*</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Special (One Day) Wine Only:</b>	1	\$50.00	<b>\$50.00*</b>
*The Local Authorities waive a portion of the fee for non-profit organizations that benefit its citizens, either educationally or culturally.			
<b>Farmers' Market License</b>	0	\$25.00	<b>\$0.00</b>
			<b>\$500.00</b>
<b>Total Revenue</b>			<b><u>\$26,000.00</u></b>

There were no violations in 2019.

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Jan Worthington, Chair

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Robert Weinstein

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Kristen Reed, Clerk

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Susan Areson

Select Board/Local Licensing Authorities  
Town of Truro

# DRAFT

**Truro Select Board Meeting  
Tuesday, December 10, 2019  
Truro Town Hall Select Board Chambers**

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

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

## **COMMITTEE APPOINTMENT**

Mara Glatzel said she is interested in joining the Local Comprehensive Plan Committee as a parent, a business owner, and a participant in forming the Wellfleet Local Comprehensive Plan.

Robert Weinstein moved to approve the appointment of Mara Glatzel to the Local Comprehensive Plan Committee as a full member until such time as the Local Comprehensive Plan is completed. Kristen Reed seconded, and the motion carried 4-0.

## **TABLED ITEM: CURB CUT FOR 65 DEPOT ROAD**

The application for a curb cut permit for Lisa Maria Tobia for 65 Depot Rd. remains tabled until the Town receives further information. Robert Weinstein asked that a delineation of the easement that exists be included in the plan.

## **SELECT BOARD ACTION**

### ***DPW Needs Assessment***

Department of Public Works Director Jarrod Cabral said that Weston & Sampson had completed the feasibility study for a new DPW facility. He explained the process of interviewing staff, assessing of conditions, inventorying all equipment, and he introduced Weston & Sampson president Jeff Alberti, who provided an overview of the feasibility study through a PowerPoint presentation. Mr. Alberti outlined the key topics of Public Works responsibilities, the need for a new facility, proposals, the costs, and benefits. Photos demonstrated the inadequacies and code issues at the current facilities. The space needs assessment was tightened up after interviewing staff and consolidating uses, Mr. Alberti said. The report stressed the importance of indoor storage of equipment. Four possible sites had been identified for the facility, but only 340/344 Route 6, adjacent to the Public Safety Facility, passed criteria for size and environmental considerations. Mr. Alberti showed building elevations and massing in a conceptual rendering of the proposed facility at that site. The anticipated costs were listed with a total cost of \$20,666,000, calculated at the conceptual level. The funding schedule was broken into two phases: design and bidding to be presented as a debt exclusion override at Town Meeting 2020 and construction, based on actual low bid, to be presented as a debt exclusion override at Town Meeting 2021.

Mr. Alberti summed up the benefits of moving forward with a new facility and took questions from the Select Board and audience members. He addressed the biggest concern of cost with assurances that Weston and Sampson would be able to consolidate space, fine tune the design,



offer an option of outdoor canopies to protect some of the equipment, and look at the soft costs. However, he said that the longer you wait, prices escalate. He explained the 4% location factor which was higher because of Truro's location and the 10% market adjustment, which represents a spike based on current market conditions with uncertainty of steel prices and talk of tariffs. On the other hand, a slowdown in current area construction projects could benefit the project. He noted how Orleans had been able to get a similar project done for a very good price. Mr. Avanti said his staff and an independent estimator can work on reducing costs without compromising safety considerations. There is wiggle room in some areas.

Jarrold Cabral discussed how DPW workers have to juggle equipment, spending a lot of personnel hours doing so. He said everything garaged in one location would be much better for their operations and maintenance. Town Manager Rae Ann Palmer called attention to the DPW's need for water. She said that the debt exclusion plan would be studied as the Town gets into the Fiscal Year 21 Budget process.

Mr. Avanti discussed environmental accommodations that had been planned and the potential for solar panels on the roof in response to questions from Kristen Reed and audience members Bob Higgins-Steele and Joan Holt. Mr. Avanti said the life span of the building is fifty plus years, but it should last longer than that. Mr. Higgins-Steele advocated for use of solar energy for a net-0 or as close to net-zero building as possible.

### ***Select Board Vacancy***

Chair Janet Worthington said that the Board needed to decide what to do about the vacancy left by the sad and untimely passing of Vice-chair Maureen Burgess. Ms. Worthington said there could be a Special Election, or the Board could wait until the elections in May 12, 2020 to establish the five-member Select Board. Town Counsel advised that the Board could operate with four members until May if that was their preference.

Select Board members discussed their preferences keeping in mind the important upcoming decisions the Board needs to make, the possibility of split votes of 2-2, the short term afforded by a Special Election, and cost of a Special Election. Ms. Palmer said cost of a Special Election would be between \$1,200 to \$1,800, and the Budget could absorb the cost. The earliest date for a Special Election is February 18, 2020. The person elected would be seated about for about 72 days, but it would give a good introduction if she/he ran for the position in the May election.

Audience members Chris Clark, Joan Holt, Josiah Mayo and Chris Lucy weighed in with more concerns about notifying voters who are out of town about a Special Election, examples from other towns, the time element, having a prolonged stalemate 2-2 vote, the value of having a fifth member on the Select Board, and giving the voters a chance to be involved in the process.

After listening to all the viewpoints, the Select Board shifted from a split decision to a consensus in favor of holding a Special Election.

Robert Weinstein moved to hold a Special Election on February 18, 2020 to fill the vacancy on the Select Board. Janet Worthington seconded, and the motion carried 4-0.

A member was needed as Vice-chair of the Select Board.

Kristen Reed nominated Robert Weinstein as Vice-chair. Susan Areson seconded, and the motion carried 4-0.

Maureen Burgess's liaison and representative assignments will reassess after the May election, but some of her important ones for the National Seashore Advisory Commission, the Ad Hoc ADU Committee, Planning Board, Board of Health, Conservation Commission, and Charter Review need to be filled now. Select Board members volunteered for the positions they were able and interested in serving.

Janet Worthington moved to appoint Janet Worthington as representative to National Seashore Advisory Commission and Susan Areson as alternate. Kristen Reed seconded, and the motion carried 4-0.

Robert Weinstein moved to reassign the liaison as discussed at the meeting: Robert Weinstein – Ad Hoc ADU Committee; Susan Areson – Board of Health; Janet Worthington – Planning Board; Robert Weinstein – Conservation Commission; and Kristen Reed – Charter Review. Susan Areson seconded, and the motion carried 4-0.

### ***FY21 Budget Task Force Schedule***

Town Manager Rae Ann Palmer presented a schedule for the Fiscal Year 2021 Budget Task Force meetings. The first meeting will be to discuss the overall budget. The next meeting will be for the Capital Improvement Plan, and there will be three department head meetings. The Budget will be presented at a Select Board meeting in February 2020.

Susan Areson moved to approve the schedule for the Fiscal Year 2021 Budget Task Force meetings. Robert Weinstein seconded, and the motion carried 4-0.

### **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  1. Application for a Curb Cut Permit – McArdle – 15 North Pamet Road
- B. Review and Approve 2020 Annual Business Licenses: Montano's Restaurant, Truro Vineyards of Cape Cod, and Chequessett Chocolate
- C. Review and Approve the Appointment of Jeffrey Ribeiro to Barnstable HOME Consortium and as Truro's Regulatory Liaison to the Cape Cod Commission
- D. Review and Approve Selectboard Minutes – November 12, 2019, November 19, 2019, and November 21, 2019

Kristen Reed recused herself from Item B associated with the Chequessett Chocolate business license. Robert Weinstein had a question about the plan for the curb cut at 15 North Pamet Rd.

and asked for the contractor to give an explanation at a Select Board meeting, but he is willing to approve the item. Ms. Palmer said she would have Jarrod Cabral be sure Mr. Weinstein had assurances that there were adequate sight lines for the proposal. Item A-1 was removed from the Consent Agenda.

Susan Areson moved to approve the Consent Agenda with Item A-1 removed.

Kristen Reed seconded, and the motion carried 4-0 with Kristen Reed abstaining from Item B

### ***Amendment to Minutes***

Susan Areson made amendments to the minutes of the meetings of November 19 and November 21, 2019.

Kristen Reed moved to approve the minutes of November 19, 2019 and November 21, 2019 as amended. Robert Weinstein seconded, and the motion carried 4-0.

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

Robert Weinstein reported on his office hours. He spoke with someone alarmed over misinformation about Cloverleaf Property. He wanted to ensure that the public keep up to date with accurate information. He encouraged people to attend the ZBA hearings, which are open meetings, or examine the Cloverleaf plans at the Building Department. All Cloverleaf plans and reports are on the ZBA page on the Town website, Ms. Palmer said.

Susan Areson said that she and Janet Worthington went to the Sierra Club's Climate Change presentation at Cape Cod Community College, focusing on solar and wind power. During her office hours, she had received questions on the Cloverleaf property regarding peer review, water and septic issues. She had heard other comments suggesting use of social media to promote office hours. She had attended the Recycling Committee meeting to discuss water filling stations with them.

Kristen Reed complimented the presentation by department heads at a beneficial work session on budgeting; she recommended that people attend the Zoning Board of Appeals hearings on the Cloverleaf project; and she encouraged applications to Energy Committee, who are looking for new members.

Janet Worthington mentioned the Sierra Club presentation on Climate Change. She asked to put office hours on website calendar. In response to Chair Worthington's question about dredging, Ms. Palmer explained the delay because of weather. The crews are elsewhere but the equipment is here. Ms. Worthington praised Christy Avellar and Diane Brigham Costa of Savory for their Homeless for the Holidays effort's amazing donations of food, toys, gift cards and cash.

Because he hadn't been present at the beginning of the meeting, Chris Clark added his endorsement of Mara Glatzel for appointment to the Local Comprehensive Plan Committee (LCPC), and he discussed LCPC progress.

**TOWN MANAGER REPORT**

Rae Ann Palmer reported that search process for Town Manager was underway with the Request for Quotes (RFQ) sent with closing date of December 20, 2019. She said the Town would be going to court the next day in the Truro Motor Inn case.

**NEXT MEETINGS**

Agenda items for the December 17, 2019 meeting include: a public hearing on the cable TV license, a Charter Review Committee appointment, CDP strategic plan, a presentation on the Coastal Resiliency grant, two condo use approvals, the CBG grant, SEMASS's contract, licenses, aquaculture development license renewals, and an updated Walsh Property community process plan.

There will be a work session on Thursday, Dec. 12<sup>th</sup> for discussion of the Town Manager search process and the Fire Department/Ambulance Association.

**Adjournment**

Robert Weinstein moved to adjourn. Kristen Reed seconded, and the motion carried 4-0.

The meeting was adjourned at 7:25 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Janet Worthington, Chair

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Susan Areson

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Kristen Reed, Clerk

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Robert Weinstein

**Public Records material of 12/10/19**

1. Appointment papers for Mara Glatzel

2. Curb cut material for 65 Depot Rd.
3. Weston & Sampson report on proposed DPW facility
4. Select Board liaison list
5. Proposed Budget Task Force schedule
6. Application for a Curb Cut Permit –15 North Pamet Road
7. Applications for 2020 Annual Business Licenses: Montano's Restaurant, Truro Vineyards of Cape Cod, and Chequessett Chocolate
8. Support materials for Jeffrey Ribeiro for Barnstable HOME Consortium and Truro's Regulatory Liaison to the Cape Cod Commission

Janet Worthington said she believed the Board could continue with four members. Robert Weinstein said he would prefer to hold the Special Election because any tie vote of 2-2 would fail, and there are several important decisions the Select Board needs to make. A person who joined the Board before May would have a good introduction if he or she chooses to run again in the regular election. Susan Areson said she has been asking in the community. The response has been why put someone in for such a short time. Based on that she is not inclined to do a SE. Kristen Reed has heard from both viewpoints have SE, don't have. She informed her decision based on Maureen Burgess's contribution. The Board hasn't heard reports on the other boards and outside activities Maureen was liaison. Seashore Planning (108 min left) Board Kristen asked how long a person elected in a SE would serve. Also what does a SE cost. February 18, 2020 is first possible date for a Special Election. Cost of SE would be between \$1,200 to \$1,800

# DRAFT

**Truro Select Board Meeting  
Tuesday, December 12, 2019  
Truro Town Hall**

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

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

Chair Janet Worthington called the meeting to order at 2:35 p.m.

## **Town Manager Search Process**

Town Manager Rae Ann Palmer discussed a change in wording for the composition of the search committee as presented in part B-1 of the *Policy Memorandum #63 Select Board's Powers of Appointment*. The Select Board needs to determine what salary to offer for the Town Manager position, Ms. Palmer said. Susan Areson considered offering salary and benefits but eliminating the housing allowance. Ms. Palmer said a comparison of salaries and benefits for all Cape and Islands Town Managers is available to the Board.

Ms. Palmer had compiled a list of Town priorities to help acquaint the candidates for the Town Manager position with issues facing the Town. The priorities were divided into sections on infrastructure projects, housing and sustainability, planning, public safety and operations.

### ***Infrastructure***

Select Board members and Ms. Palmer discussed costs and priority of the infrastructure projects underway and considered cost estimates for the Mill Pond Rd. culvert, Little Pamet and the Pamet River culverts. The Town is actively looking for funding for most of the projects. The Board discussed the proposed DPW facility and ways to reduce its cost.

### ***Housing and Sustainability***

Ms. Palmer discussed other possible sources of funding for the Cloverleaf Property infrastructure and the possibility of an innovative septic system. Ms. Palmer said CPC money could be used for bonding for the Cloverleaf Property. Janet Worthington discussed up-Cape towns that have taken over motels to help create affordable housing.

### ***Planning***

A key component to housing is planning and the alignment between zoning bylaws and housing needs. A cooperative effort between the Planning Board and the Select Board is needed to prepare zoning bylaws that are housing friendly. The Local Comprehensive Plan and zoning bylaws need to correlate in support of housing. Rae Ann Palmer said that the Local Comprehensive Plan Committee is important for gathering community input on housing. Other

directions to explore include: learning more about forming a Municipal Affordable Housing Trust from a state representative; exploring lease arrangements within the National Seashore District; and getting guidance from the Town Planner. Rae Ann Palmer said experts can be brought in to speak, but people need to be receptive. There are many possibilities for housing, and they will be explored through the Local Comprehensive Planning process.

### ***Public Safety***

The Town Manager has had discussions with the insurer about liability for shark preventative measures. The Town will continue to take precautions with better communications, but there is no way to ensure safety with sharks. Ms. Palmer said the Coastal Management Plan for the bay side is made possible through a multi-town grant. There will be a presentation on coastal resiliency at the next regular meeting.

### ***Operations***

The Board discussed staff retention, particularly in the Police Department. Ms. Palmer discussed staffing options upon retirements that are anticipated. Susan Areson asked about regionalization ideas. Ms. Palmer said one HR person for several towns would be create a savings. At some point the Fire Department will need to be regionalized, Ms. Palmer said. Kristen Reed spoke about getting everyone in Truro on cable or establishing a tech center for those still without Internet service. The state helped western Mass put in fiber optics, Ms. Palmer said.

Janet Worthington said she would like to add community spirit to Truro's core values.

### **Fire Department/Ambulance Association**

Fire Chief Collins had prepared cost-analysis information which Ms. Palmer presented on paramedics, annual expenses for staff, pension, paid time off, physicals, testing, Fire Academy tuition, ambulance services, ambulance vehicles, and mutual aid. The Board discussed future hiring of paramedics. Ms. Palmer did not believe that it would be possible to have eight paramedics in place by July 1, 2020. However, she said that she has one strong candidate she hopes to hire. She anticipates a having a transition year with Lower Cape Ambulance. If the Town budgets to hire one or two paramedics right away while still using Lower Cape Ambulance, more paramedics can be added after the Lower Cape contract is up at the end of June 2020. She said she is hopeful that revenue will allow this. Robert Weinstein said that considering the aging population, the hires should be an easy sell at Town Meeting, and their services will protect younger residents as well.

### ***Closing Thoughts***

Short term rental revenue should be considered for environmental projects, Rae Ann Palmer said. Kristen Reed said, "We need a PR person for all the projects." The Board will need to find ways to minimize sticker shock at Town Meeting by well-planned presentations. Ms. Palmer encouraged the Select Board to impart what is important to the Town Manager candidates and think up ways to engage more people in the many future projects and those already underway.

**Next meeting**

Rae Ann Palmer gave agenda items for the December 17, 2019 meeting: the CDP strategic plan, the coastal management plan, condo use conversion, the Walsh property, Climate Action Committee

**Adjournment**

Susan Areson moved to adjourn. Kristen Reed seconded, and the motion carried 4-0. The meeting was adjourned at 4:13 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Janet Worthington, Chair

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Susan Areson

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Kristen Reed, Clerk

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Robert Weinstein

**Public Records Material of 12/12/19**

1. *Policy Memorandum #63 Select Board's Powers of Appointment*
2. Town Priorities List prepared by Rae Ann Palmer
3. Fire Department/Ambulance Association memo from Fire Chief Timothy Collins



**DRAFT**

**Truro Select Board Meeting  
Tuesday, December 17, 2019  
Truro Town Hall**

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

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

Chair Janet Worthington called the meeting to order at 5:00 p.m.

**PUBLIC COMMENTS**

Janet Worthington read a letter of sympathy from Julian Cyr, stating that the Massachusetts State Senate adjourned in memory of Maureen Burgess on Thursday, December 3, 2019.

Audience member Jay Coburn took issue with information presented in a flyer from Concerned Citizens of Truro regarding a waiver for the septic requirements at the Cloverleaf Property.

**PUBLIC HEARINGS**

No one from Comcast was present for the hearing for a Cable Television License for Comcast Communications Management, LLC, but Town Manager Rae Ann Palmer recommended that the hearing proceed as scheduled. Assistant Town Manager Kelly Clark had information from the survey, and citizens could comment on the licensing request. Ms. Palmer further recommended that the Select Board not vote tonight since Truro is still in negotiations with Comcast Cable Communications.

*Ms. Worthington opened the public hearing at 5:10 p.m.*

Kelly Clark presented the findings from the survey on Comcast television service. There were 103 responses, she said. Some of the biggest issues identified were channel packages, poor quality, speed and the lack of availability. The number of families not served is still being calculated by the Cable Advisory Board. Ms. Palmer said coverage is based on the number of subscribers and density requirements, which Truro does not meet. She welcomed Select Board comments that she could bring to negotiations.

Jay Coburn urged the Town to make expanding service a priority in the negotiations. Lacking Internet coverage is a deterrent for business owners who work at home from moving to Truro, he said. A second concern, he stressed, was public safety. Robert Weinstein discussed the struggle to bring service to properties within the National Seashore. He said that Internet servers are considered an entertainment business instead of a utility. He mentioned that the draft contract, which he considered instructive, is available at Town Hall. He said Truro should insist that the economic model be Comcast's responsibility because, at present, the onus is put upon the Town. Mr. Weinstein said landline phones should be addressed in the contract since Comcast has not been maintaining landline service. Truro is considered a rural community because it does not

meet a density of 25 homes per linear mile. Mr. Weinstein expressed the hope that joint effort with the towns of Brewster, Orleans, Eastham and Wellfleet will keep Comcast negotiations tough. There are regulations that control what can and cannot be done, Ms. Palmer said. There is unanimity about more coverage and better costs, but the towns have not yet brought everything before Comcast. Mr. Weinstein noted that negotiations are made more difficult since Comcast is not considered a utility. He said that ability to work from home is important to community sustainability, one of the Select Board's goals.

*Chair Worthington closed the public hearing at 5:43p.m.*

## **COMMITTEE APPOINTMENTS**

There were three applicants for the two vacancies on the Charter Review Committee.

Cheryl Best read a statement on her background and interest in becoming a member of the committee. Responding to Select Board questions, she addressed the role of the Charter Review Committee; the number of changes in the Charter; her priorities for the Town and Charter; her concern for the environment; strategies for compromise; structure for committees as specified in the Charter; and dealing with housing issues in Truro holistically.

William Golden presented his interest in the Charter Review Committee. He considers the Charter as "the bible of Truro." He responded to the same questions from the Board. He supports the rural nature of Truro and being a part of that discussion through the Charter. He discussed community housing for Affordable and workforce needs.

Christopher Lucy said he had been asked to join the Committee a year ago. He is interested in Charter details for Town elections and Special Elections. He answered the questions from the Board with an interest in making changes in the Charter; overlapping committee terms; the Town Manager position; appointed vs. elected boards; his experience on Town boards, including Select Board, Planning Board and Zoning Board of Appeals; his familiarity with the Charter; and his thoughts on affordable and market rate housing.

Robert Weinstein said he would like more time to make his decision since all three were strong candidates for the Charter Review Committee. The other members of the Select Board were willing to defer the vote for another meeting. Susan Areson discussed the importance of the Charter and its charge, and she suggested having a future agenda item to discuss process for Charter changes.

Robert Weinstein moved to defer a decision on the three candidates until the January 14, 2020 meeting. Susan Areson seconded, and the motion carried 4-0.

## **TABLED ITEMS**

### ***Curb Cut for 65 Depot Rd.***

DPW Director Jarrod Cabral came forward for a review of the site plan for 65 Depot Rd. Ms. Palmer explained the original curb cut and the new driveway request. Jarrod Cabral gave the

safety and visibility concerns about the existing curb cut and the driveway easement from the neighbor. The new configuration will create two side by side driveways. The new curb cut could cause driveway run-off onto Depot Rd. Ms. Worthington wanted to ensure that the neighbor was informed about the new proposal. Mr. Weinstein said he believes that Truro Road Regulations prohibit side by side driveways. He noted the elevations of the existing driveway and discussed the provisions of the easement. The owner had not provided the requested map, displaying both the existing and proposed curb cuts.

Susan Areson moved to continue tabling the Curb Cut for 65 Depot Rd. Janet Worthington seconded, and the motion carried 4-0.

***Curb Cut for 15 North Pamet Rd.***

Jarrold Cabral said Cape Associates had indicated the material to be used, containment of storm water, and clear sight lines for a proposed curb cut at 15 North Pamet Road. Robert Weinstein said that Cape Associates' grading would be satisfactory and that removal of a tree at the entrance would create better sight lines.

Kristen Reed moved to approve the curb cut for 15 North Pamet Road and authorize the Chair to sign. Susan Areson seconded, and the motion carried 4-0.

**SELECT BOARD ACTION**

***Community Development Partnership Strategic Plan***

Community Development Partnership (CDP) Chief Executive Officer Jay Coburn gave a PowerPoint presentation, outlining CDP's Strategic Plan. He said he was seeking further input from Truro's Select Board. He gave information on how CDP serves small businesses, helps scallop and shellfishermen, provides housing rental units, manages affordable housing, runs the rehabilitation loan program for homeowners, offers the Housing Institute, and started a public media campaign on housing. Mr. Coburn indicated the successful results of CDP's efforts. Included were first time home buyers' education and the Canal House. A pie chart illustrated the sources of CDP's funding. Mr. Coburn shared new strategies that CDP plans to implement. One was creating a sub-regional economic development plan with the Lower Cape towns. CDP seeks ways for the towns to remove barriers for new businesses and ways to offer incentives to bring people to the area. He said every Lower Cape town now has a property for affordable housing development. CDP is interested in helping create more auxiliary dwelling units (ADU's).

Kristen Reed complimented the use of local examples in the CDP packet that Mr. Coburn had distributed to the Select Board. She asked Mr. Coburn to explain the state 10% goal for Affordable Housing and asked about establishing a Municipal Affordable Housing Trust. He said that Truro is limited in the size of a 40B development for state-recognized Affordable housing. Mr. Coburn said that Community Preservation funds and a Municipal Housing Trust are sources of funding. A trust offers more flexibility without waiting for a Town Meeting vote for the use of Community Preservation funding. Because of this, a trust can provide immediate money towards a project. Mr. Coburn discussed ways to create housing for those above 80% of

median income. Towns need to use their own resources such as the short-term rental tax and the marijuana tax to subsidize housing. He suggested raising Truro's short-term rental tax since the state allows more.

Robert Weinstein recommended that CDP offer programs for business owners similar to the Housing Institute sessions. Mr. Weinstein said he had spoken at the Community Preservation Committee meeting in favor of a large contribution to the Truro Housing Authority's Trust Fund. Mr. Coburn mentioned another program offered by towns to help first time owners with buy-downs. He also said CDP is interested in a program to help those over the 80% median income with rehabilitation projects. Kristen Reed shared her observations as a participant in a *Provincetown Independent* panel discussion. Jay Coburn discussed energy alternatives and upgrades, which CDP had initiated. From the audience, Fred Gaechter asked about CDP's collaboration with other agencies. Mr. Coburn cited their efforts to work with the Homeless Prevention Council, Cape Cod Children's Place, fuel assistance and mental health services.

### ***Coastal Resiliency Grant***

Truro Health and Conservation Agent Emily Beebe, Eastham Conservation Agent Shana Brogan, and Center for Coastal Studies Adjunct Scientist Steve Mague presented the four-town proposal for a regional coastal resiliency initiative that resulted in a \$115,000 grant from the Massachusetts Office of Coastal Zone Management's (CZM) Coastal Resilience grant program. The goal of the project is to develop a comprehensive plan for managing approximately 35 miles of bayside shoreline in a cost-effective, mutually beneficial manner. Eastham, Wellfleet, Truro and Provincetown are working together with the Center for Coastal Studies on the management plan in multiple phases. Mr. Mague explained the expected Memorandum of Agreement and the benefits to the towns. He displayed the timeline projections and invited questions or comments.

Select Board members commented favorably on the endeavor. Robert Weinstein asked if the study would utilize information from the Department of Interior and Cape Cod National Seashore. Mr. Mague said some of the Coastal Studies work on sediment transport had been done for the Cape Cod National Seashore.

### ***Seasong Condominium's Unit 6 Conversion of Use***

Health and Conservation Agent Emily Beebe presented the request for conversion from seasonal to year-round use of Unit 6 of Seasong Condominium, located at 525 Shore Rd. This is in accordance with Section 40.3 of the Truro Zoning bylaws. The process requires Select Board approval to allow for removal of the seasonal covenant to allow year-round use of Unit 6. The other units will remain seasonal for now. Agent Beebe said all the paperwork for the conversion was in order.

Susan Areson moved to approve the year-round use and the removal of the seasonal covenant for Unit 6 of the Seasong Condominium, located at 525 Shore Road. Kristen Reed seconded.

Ms. Palmer called for an amendment to the motion. The covenant is to be released for all the units, but only Unit 6 is becoming year-round at this time.

Robert Weinstein moved to amend the motion as the release of the seasonal covenant for Seasoning Condominium, located at 525 Shore Rd. Kristen Reed seconded, and the motion carried 4-0.

The amended motion to release the seasonal covenant for Seasoning Condominium, located at 525 Shore Rd and approve the year-round use of Unit 6 carried 4-0.

### ***Big Fisherman Condominium Year-round Conversion***

Agent Emily Beebe explained the request for conversion from seasonal to year-round use for Big Fisherman Condominium, located at 148 Shore Rd. The Big Fisherman Condominium Association had provided all the necessary documentation for the conversion.

Robert Weinstein moved to approve the year-round use and the removal of the seasonal covenant for Big Fisherman Condominium, located at 148 Shore Road. Kristen Reed seconded, and the motion carried 4-0.

### ***Letter in Support of Massachusetts Carbon Pricing Legislation***

Bob Higgins-Steele, Vice-chair of Climate Action Committee, explained the Massachusetts legislation on carbon pricing and the Climate Action Committee's request for a letter supporting the legislation. Massachusetts House Bill 2810 is being introduced to reduce carbon emissions. Tony Rogers of Pelham, Mass. had initiated the letter, disseminated by the Climate Action Network, Mr. Higgins-Steele said. Susan Areson asked that Truro's version of the letter be edited and volunteered to do so before Select Board members sign it.

Kristen Reed moved to sign the letter of support for the Massachusetts Carbon Pricing legislation H.2810 as edited by Susan Areson. Robert Weinstein seconded, and the motion carried 4-0.

### ***Revised Walsh Property Committee and Process***

Town Manager Rae Ann Palmer said that the revised draft proposal for the community process and committee formation for the Walsh Property plan was based on discussion at the September 10, 2019 Select Board work session and feedback from a public survey. A draft application form for people interested in serving on the planning committee was included for the Select Board's review and approval.

The Board examined the draft application form first. Ms. Palmer said it reflected the input from the public. It includes the applicants' interests, representative demographic, willingness to listen, ability to attend meetings, and special qualifications. Janet Worthington suggested separating full-time, seasonal and part-time notations. Select Board members discussed changing language in some instances and including a means to attach additional information.

Chris Lucy came forward to question the use of a facilitator and note the limitations of the listed categories. Janet Worthington explained that use of a facilitator was an effort to take an unbiased approach in the selection of candidates. Ms. Palmer said that the Select Board will have the final say in appointments to the committee. Audience member John Slater expressed his concern about the elimination of candidates in the initial selection process.

Susan Areson suggested ranking priorities in order of importance instead of selection of one priority only. Ms. Palmer will share the suggestions with CBI's Stacie Smith, who will revise the application form.

The Board reviewed the latest draft proposal for community process, revised by Stacie Smith. As recommended, the committee name was changed throughout the document. Small changes in language were noted. Select Board members, Chris Lucy and John Slater discussed allowable committee participation, liaison roles, and alternates. Other considerations were costs for videotaping, providing e-mail accounts, and continuing with a facilitator after the committee is formed. There is money available for videotaping, but email accounts for all boards are too costly. A decision about a facilitator does not have to be made yet.

Rae Ann Palmer said she will have Stacie Smith edit the draft proposal for presentation at the next Select Board meeting.

### **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. FY19 CDBG Housing Rehab Sub-Grant Contract
  - 2. Covanta SEMASS contract agreement
- B. Review and Approve 2020 Annual Business Licenses: Box Lunch, Savory and the Sweet Escape, and Salty Market
- C. Review and Approve Alcoholic Beverages Control Commission 2019 Annual Report
- D. Review and Approve Renewal of Aquaculture Development Area Licenses – Stephen Roderick
- E. Review and Approve Select Board Minutes – December 5, 2019

Item C was removed from the Consent Agenda for correction.

Susan Areson moved to approve the Consent Agenda with the exception of Item C. Robert Weinstein seconded, and the motion carried 4-0.

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

Robert Weinstein reported on attending the December 13<sup>th</sup> Community Preservation Committee meeting along with the Truro Housing Authority Chair Kevin Grunwald to request a \$150,000 contribution to the Housing Authority Trust Fund from CPA funds. He said he had attended the last ZBA hearing for the Cloverleaf Property and discussed misinformation being spread about the project. He asked people to go to the source and view the actual plan.

Susan Areson, liaison to the Zoning Board of Appeals, commended ZBA for their work on the Cloverleaf Property.

Kristen Reed reported on her office hours. She heard concerns over Cloverleaf information, updates about One Truro on the Town website, providing more information on the Walsh Property, listing delinquent taxes, presenting a micro apartment plan shown to the Provincetown Select Board, and locating the new DPW facility location. She had attended December 12th Housing Authority meeting, which included a discussion of creating a Truro Municipal Housing Trust. She recommended having the municipal housing trust presentation at a future Select Board meeting.

Janet Worthington said that she had attended the Housing Authority meeting, the last ZBA hearing, and the Board of Health meetings.

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

Town Manager Rae Ann Palmer reported that Mary-Elizabeth Briscoe will begin as Council on Aging Director on Monday, December 23, 2019. The annual staff holiday party will be held Friday at 1 p.m. The Select Board is invited to attend. Finally, Ms. Palmer reported progress on a friendly taking of part of the Walsh Property, with the encouragement of family members, in order to clear title of one of the owners.

### **NEXT MEETING**

Ms. Palmer reviewed agenda items for the January 14, 2020: a public hearing for the CDBG grant, Policy #63, Charter Review appointments, Depot Rd. curb cut, Walsh process, and the Charter Review charge.

### **ADJOURNMENT**

Kristen Reed moved to adjourn. Susan Areson seconded, and the motion carried 4-0. The meeting was adjourned at 9:03 p.m. amid hearty wishes for a Happy Holiday.

Respectfully submitted,

Mary Rogers, Secretary

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Janet Worthington, Chair

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Susan Areson

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Kristen Reed, Clerk

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Robert Weinstein, Vice-chair

**Public Records Material of 12/17/19**

1. Comcast Cable Television License application
2. Application papers of Cheryl Best, William Golden and Christopher Lucy for Charter Review Committee
3. Curb Cut application for 65 Depot Rd.
4. Curb Cut application for 15 North Pamet Rd.
5. CDP's PowerPoint Strategic Plan presentation
6. Coastal Resiliency program for bayside of four Lower Cape towns
7. Letter of Support for House Bill 8210
8. Draft Walsh Property process plan and draft application form
9. FY19 CDBG Housing Rehab Sub-Grant Contract
10. Covanta SEMASS contract agreement
11. Applications for 2020 Annual Business Licenses: Box Lunch, Savory and the Sweet Escape, and Salty Market
12. Alcoholic Beverages Control Commission 2019 Annual Report
13. Application for Aquaculture Development Area Licenses for Stephen Roderick