

Truro Select Board

Tuesday, February 11, 2020

Regular Meeting-5:00pm
Truro Town Hall - 24 Town Hall Road

1. PUBLIC COMMENT

- A. Open the Regular Meeting
- B. Public Comment Period *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*
- 2. PUBLIC HEARINGS NONE
- 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE
- 4. TABLED ITEMS NONE

5. SELECT BOARD ACTION

A. Cape Cod Commission Update

Presenter: Kristy Senatori, Executive Director and Kevin Grunwald, Truro Representative

B. Discussion of DPW Facility

Presenter: Rae Ann Palmer, Town Manager

C. Discussion of Rental Registration Fee for 2020

Presenter: Rae Ann Palmer, Town Manager

D. Discussion of Town Manager Search Committee Members

Presenter: Jan Worthington, Chair

E. Application for a Curb Cut-587 Shore Road-Application #1 and #2

Presenter: Jarrod Cabral, DPW Director and Eric Newhouse, Property Manager

F. Approval of Warrant for Presidential Primary-March 3, 2020

Presenter: Rae Ann Palmer, Town Manager

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. 2019 MWIP Standard Contract for the Cloverleaf Public Water and Infrastructure Project
- B. Seasonal Population Estimate for Alcoholic Beverages Control Commission
- C. Appointment of Bob Higgins-Steele to be Truro's Alternate Representative to the Cape Light Compact
- D. Review and Approve Select Board Minutes-January 21, 2020, Budget Task Force Minutes-January 27, 2020, Select Board Minutes-January 28, 2020
- 7. SELECT BOARD REPORTS/COMMENTS
- 8. TOWN MANAGER REPORT
- 9. NEXT MEETING AGENDA: February 25 and March 10





TOWN OF TRUROSelect Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristy Senatori, Executive Director Cape Cod Commission

REQUESTED MEETING DATE: February 11, 2020

ITEM: Update on Cape Cod Commission

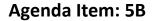
EXPLANATION: Kristi Senatori, Executive Director of the Cape Cod Commission will present an

Update on the Cape Cod Commission with Truro's Representative, Kevin Grunwald

SUGGESTED ACTION: None required; presentation only.

ATTACHMENTS:

None





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: February 11, 2020

ITEM: Discussion of Department of Public Works Facility

EXPLANATION: This is a continued discussion of the New Public Works Facility Feasibility Study completed by Weston & Sampson. Jeffrey J. Alberti, LEED AP, Vice President of Weston & Sampson will present revised size and cost estimates for the DPW facility in response to feedback from the Select Board in December. Attorney Jonathan Silverstein from KP Law will also attend to answer land use questions for the proposed site.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Discussion only

ATTACHMENTS:

1. New Public Works Facility Revised Preliminary Cost Estimate

Agenda Item: 5B1

Town of Truro New Public Works Facility Budget Total Project Cost

1/21/2020

New Construction		2019 Cost/SF		12/2/2019		1/21/2020
Area	Size (SF)	(w/ markups)		Cost		Updated Cost Estimate
Administration / Employee Facilities	3,461	\$ 356	\$	1,233,207	\$ Cost 1,068,946	Notes Reduced size to 3,000 SF
Shops	3,192			799,225	726,113	Reduced size to 2,900 SF
<u> </u>						·
Vehicle Maintenance (not including equipment)	5,532			1,385,123	1,352,072	Reduced size to 5,400 SF
Wash	1,350	\$ 473	\$	639,201	\$ 639,201	
Vehicle/Equipment Storage	18,953	197	\$	3,741,662	\$ 3,346,234	Reduced size to 16,958 SF
Added Cost for Specialty Foundations (based on 1st floor area)	32,488	18	\$	584,784	\$ 532,800	Adjusted based on revised SF
		Place a "x"				
	<u>-</u>	if applicable				
Increase for Specialty Finishes / Conventional Construction (25%):		x	\$	308,302	\$ 267,236	Adjusted based on revised SF
New Construction Subtotal:	32,488		\$	8,691,504	\$ 7,932,602	Reduced bldg size to 29,600 SF
Building Cost per SF:	\$268				\$265	
		Place a "x"				
		here if included				
Industrial Equipment						
- Wash Equipment - Wash Equipment - Undercarriage Wash	\$ 76,300 \$ 48,200	X X	\$	76,300 48,200	76,300 48,200	
- Heavy Duty Vehicle Lift (Portable)	\$ 46,200	X X	\$ \$	99,000	40,200	Defer equipment purchase
- Light Duty Vehicle Lift (16,000 lb capacity minimum)	\$ 36,400	x	\$	36,400	36,400	Delet equipment parenase
- Small Equipment Lift (16,000 lb capacity minimum)	\$ 26,000	X	\$	26,000	-	Defer equipment purchase
- Small Parts Paint Booth	\$ 15,000	X	\$	15,000	15,000	
- Bridge Crane	\$ 66,600	Х	\$	66,600	66,600	
- Overhead Lubrication System	\$ 90,000	X	\$	90,000	90,000	
- Miscellaneous Shop and Support Equipment	\$ 50,700	X	\$	50,700	38,025	Defer partial equipment purchase
- Storage Shelving / Benches / Racks	\$ 40,600	Х	\$	40,600	30,450	Defer partial equipment purchase
- Exhaust Removal System (2 units)	\$ 40,000	X	\$	40,000	\$ 40,000	
Industrial Equipment Subtotal:			\$	588,799	\$ 440,973	

Town of Truro New Public Works Facility Budget Total Project Cost

1/21/2020

New Construction Area	Size (SF)	2019 Cost/SF (w/ markups)		12/2/2019 Cost	Cost	1/21/2020 Updated Cost Estimate Notes
Fuel System - Relocate Existing Fuel System (allowance) - Bollards - Fire Suppression - Concrete Pad & Island - Startup & Closeout Fuel System Subtotal:	\$ 150,000 \$ 18,500 \$ 47,200 \$ 35,000 \$ 32,200	x x x x	\$ \$ \$ \$ \$ \$	150,000 18,500 47,200 35,000 32,200 282,900	\$ 18,500 \$ 47,200 \$ 35,000 \$ 32,200	
Building & Equipment Total:			\$	9,563,202	\$ 8,656,475	
Mezzanines	2,879	\$ 118	\$	339,649	\$ 294,945	Reduced size to 2,500 SF
Open Canopy Storage	5,700	\$ 91	\$	519,582	\$ 464,889	Reduced size to 5,100 SF
Site Development (acres) - assumes level site with no contamination, existing structures/utilities, etc.	3.0	\$ 446,800	\$	1,340,400	\$ 1,279,000	Modified per detailed estimate attached
Specialty Sitework (retaining walls & fill)	1	\$ 312,500	\$	312,500	\$ 690,250	Modified per detailed estimate attached
Salt/Sand Sheds	2,400	117	\$	280,476	\$ 280,476	
	Subtotal B	ldg, Equip, & Site:	\$	12,355,809	\$ 11,666,035	
	2019 Market	Adjustment (10%):	\$	1,235,581	\$ 816,622	Modified to 7%
	Design	Contingency (5%):	\$	679,570	\$ 499,306	Modified to 4%
	Escalation - 2020 (6% per year):		\$	856,258	\$ 649,098	Modified to 5%
	Escalation - 2021 (6% per year):		\$	907,633	\$ 545,242	Modified to 4%
	Loc	cation Factor (4%):	\$	641,394	\$ 567,052	Adjusted based on % of reductions
	Total Construction:		\$	16,676,244	\$ 14,743,357	
	Total Cons	truction Cost/SF:		513	492	

Town of Truro New Public Works Facility Budget Total Project Cost

1/21/2020

New Construction Area	Size (SF)	2019 Cost/SF (w/ markups)	12/2/2019 Cost	Cost	1/21/2020 Updated Cost Estimate Notes
Department of Public Works Budget Total Project Cost				300.	
Owner's Soft Costs					
A&E Fees (design, bid, const.)	\$ 1,667,624	(10% of Const. Value)		\$ 1,474,336	Adjusted based on % of reductions
A&E Special Services	\$ 333,525	(2% of Const. Value)		\$ 147,434	Reduced to 1%
Owner's Project Manager Fees	\$ 667,050	(4% of Const. Value)		\$ 442,301	Reduced to 3%
Furnishings (FFE)	\$ 80,000	allowance		\$ 80,000	
Communic. / Low Voltage System	\$ 120,000	allowance		\$ 100,000	Reduced
Commissioning	\$ 40,000	allowance		\$ 40,000	
Chapter 17 Test & Inspections	\$ 40,000	allowance		\$ 40,000	
Moving Costs	\$ 30,000	allowance		\$ 30,000	
Construction Contingency (6%)	\$ 1,000,575	allowance		\$ 884,601	Adjusted based on % of reductions
		Total Soft Costs:	\$ 3,978,774	\$3,238,671	
	тот	AL PROJECT COST	\$ 20,655,018	\$17,982,028	
		Ove	erall Reduction:	\$ (2,672,990)	





TOWN OF TRUROSelect Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 11, 2020

ITEM: Review of Rental Registration Fee-Determination of whether to keep the current fee at \$200.00.

EXPLANATION: Each year prior to the Summer Season, the Select Board reviews the Rental Registration program fee for property owners that are renting their homes for the summer season (Less than 120 Daysper the General Bylaw). Once a fee is decided on, the Administration Office can then move forward with notifying property owners for the 2020 Season. The Rental Registration fee for 2019 was \$200.00 per household with collections totaling \$70,000.00.

The following table provides information on the number of registrations for the last eleven years.

			# of
YEAR	COLLECTIONS	FEE	Houses
2006	\$66,820.00	\$ 165.00	405
2007	\$72,105.00	\$ 165.00	437
2008	\$77,715.00	\$ 165.00	471
2009	\$71,425.00	\$ 165.00	433
2010	\$89,740.00	\$ 190.00	473
2011	\$89,680.00	\$ 190.00	472
2012	\$79,770.00	\$ 150.00	531
2013	\$71,400.00	\$ 150.00	477
2014	\$63,600.00	\$ 150.00	424
2015	\$78,400.00	\$ 200.00	392
2016	\$85,000.00	\$ 200.00	425
2017	\$88,800.00	\$ 200.00	444
2018	\$78,400.00	\$ 200.00	392
2019	\$70,000.00	\$ 200.00	350

IMPACT IF NOT APPROVED: There will be a revenue loss.

SUGGESTED ACTION: MOTION TO approve, change, or eliminate the 2020 Rental Registration fee of \$200.00.

ATTACHMENTS:

1. Chapter II Licensing and Permits, Section 1-Renting or Leasing Buildings Truro General Bylaws

CHAPTER II LICENSING AND PERMITS

Section 1 RENTING OR LEASING BUILDINGS

- 2-1-1 Unless a building is otherwise licensed, it may not be leased or rented residentially for any period of one hundred twenty (120) or fewer days until the building or appropriate portion of it has been registered with the Licensing Agent. (Separate rental or lease periods totaling more than one hundred twenty (120) days in any calendar year will not excuse compliance with this Bylaw if any single rental or lease period is one hundred twenty or fewer days in length.) The rental or lease of summer homes is the principal, but not exclusive, subject of this Bylaw.
- 2-1-2 The Town's Licensing Agent shall determine the number of persons that the premises can legally accommodate and shall issue a certificate of registration of the premises. The Licensing Agent will follow the Board of Health regulations and the Board of Health's bedroom count in such determination. The certificate shall be posted conspicuously on the registered premises and reflect this number.
- 2-1-3 Every property owner who offers registered living accommodations for rent shall have available, when absent, an agent authorized to act in case of an emergency that endangers the property or the welfare of any person on the premises. Failure to provide the services of a competent person to act in an emergency shall be deemed sufficient cause, upon an Order of Violation from the Licensing Agent for a fine and/or for the revocation or suspension of the certificate of registration, as described in Appendix A of this document.
- 2-1-4 Any building or portion thereof which must be registered in accordance with this Bylaw must be so registered each year, and a fee may be charged for this registration. This fee shall be fixed annually by the Board of Selectmen, and the amount of this fee shall bear a reasonable relationship to both the cost of administering the rental registration program and the benefits conferred upon the property owners and the tenants.
- 2-1-5 The tenant occupying a portion or all of a building registered in accordance with the provisions of this Bylaw shall be eligible to park at all Town beach parking lots, including those available only to holders of a resident's beach sticker, and shall be eligible for a beach parking sticker at a non-resident's rate. Regardless of the length of their occupancy, such tenants shall become eligible for off-road vehicle (ORV) permits at non-resident rates, and they shall also become eligible for transfer-station stickers at non-resident rates.
- 2-1-6 The funds generated by the rental registration fees shall be available generally to defray the costs of registration record keeping, the administration of the beach program, the maintenance and improvement of Town beaches and parking lots, the installation of signs, the furnishing of sanitary facilities, the provision of facilities for the physically handicapped, and the supply and operation of associated amenities.
- 2-1-7 Failure to comply with any section of this Bylaw shall subject the owner to a fine for each offense as described in Appendix A and loss of rental certificate.

Agenda Item: 5D



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration		
REQUESTOR: Jan Worthington, Chair		
REQUESTED MEETING DATE: February 11, 2020		
ITEM: Appointment of Select Board and Staff members of Committee	[:] the Town Manager Scr	eening
EXPLANATION: To determine which two Select Board me Screening Committee for the Town Manager Search and to Committee.		
SUGGESTED ACTION: MOTION TO appoint the Screening Committee for the Town Manager Search ar the Screening Committee.		
ATTACHMENTS: None		



TOWN OF TRUROSelect Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 11, 2020

ITEM: Applications for Curb Cuts at 587 Shore Rd

EXPLANATION: A new curb cut and two existing curb cuts have been altered without prior approval of the Select Board through a Curb Cut Application. Attached are two memos from DPW Director Cabral with recommended action to bring both the existing and new curb cuts into compliance. The Select Board would need to approve a variance for the additional curb cut (curb cut already done without an application). DPW Director Cabral has included a memo with recommendations to rectify non-compliance.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Area where curb cut was done will need to be restored to original state prior to application and there will be a potential issue with sand, soil, or storm water runoff if curb cuts are not approved with condition recommended by DPW Director Cabral.

SUGGESTED ACTION: Motion to approve both curb cut applications and grant a variance for the addition of the third curb cut with the condition that asphalt berms as directed by the DPW Director be installed.

ATTACHMENTS:

- 1. Application for Curb Cut, memo by DPW Director Cabral, emails, photo and plot and site/sewage plans.
- 2. Curb Cut Application, DPW Director Memo, emails and site/sewage plan.

Agenda Item: 5E1

EXHIBIT 1

TOWN OF TRURO APPLICATION FOR A CURB CUT PERMIT

<u>Note:</u> 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: 12/31

To the Board of Selectmen 24 Town Hall Road RCUD 2020FEB4 nm8/25 P.O. Box 2030 Truro, MA 02666 APPLICATION FOR A CURB CUT Re: Dear Board Members: The applicant(s) hereby make application for a curb cut as follows: Curb Cut Street Location: Affected Town or State road: Truro Assessor's Map Number: 175 Parcel Number: 5-2-0 Interprises - Eric Pewhouse Property MANASET Reason/explanation: I/we hereby agree to the terms and conditions as outlined in this policy and attached Exhibits: Applicant's Signature: John Terachio Owner's Signature (if different): ______ Date:___ Owner's Address (if different):

Application for a Curb Cut Permit Page 2

Director, Department of Public Works Prelimin	
ApprovedDisapproved	Not Applicable
/ <i>[K</i>	Feb 3 200
Director, Department of Public Works	Date
•	
Chief of Police Approval:	
Chief of Police Approval: Approved Disapproved	Not applicable
Chief of Police	Date
Board of Selectmen Approval:	
Approved Disapproved	
Chairman, Board of Selectmen	Date
Planning Board Approval (if required):	N. A. 11. 11
ApprovedDisapproved	Not Applicable
Chairman, Planning Board	Date
Building Commissioner Approval:	
ApprovedDisapproved	Building Permit Number
Building Commissioner	Date
Mass Highway Referral (if required):	
Date Forwarded	Signature
	orginator o
Director, Department of Public Works Declarate	tion of Compliance:
	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
District, Department of Fuotie Works	ar order
Building Commissioner Final Approval:	
Approved Disapproved	Certificate of Occupancy
Building Commissioner	Date



TOWN OF TRURO

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

Memorandum

To: Rae Ann Palmer, Town Manager

From: Jarrod J. Cabral, Department of Public Works Director

Date: February 3, 2020

Subject: Additional Curb Cut – 587 Shore Rd.

The additional curb cut located at 587 Shore Rd. has already been installed. The standards call for not more than one curb cut for any one property. A variance may be granted by the Select Board, subject to an individual need.

The current conditions of the additional curb are not compliant with Curb Cut policy as to preclude the introduction of sand, soils, or storm water runoff on to the Town Rd. I recommend the installation of an asphalt berm to contain material that could be washed onto the Town road. The installation should be completed as soon as possible, weather permitting.

Sincerely,
Jarrod J. Cabral
Director
Department of Public Works
Truro MA 02666

Jarrod Cabral

From:

Todd Prada <

Sent:

Tuesday, January 21, 2020 3:55 PM

To:

Jarrod Cabral

Subject:

587 Shore Road Curb Cut

Jarrod-

Good afternoon. The home owner hired us to install the curb cut/driveway and parking area for the cottages as shown on the site/septic plan provide to us. We installed under the assumption that the owner had received all the required approvals from the town for their project. Curb cut applications are usually done by the homeowner.

We provided & install approximately 6" of dense grade base material over granular fill in area of the proposed driveway & parking areas for the cottages. We also provide approximately 3" of 3/4 crushed stone as an apron to keep from tracking dirt out on to Shore Road and stabilize water run off. All are pervious materials to allow for drainage through them. This construction is typical for this area. Majority of existing curb cuts that are not asphalt are build this way or using crushed shell. Majority of them also pitch towards shore road as well. Since installed, there has been no issues with water or tracking of dirt out into the road. See photo attached.

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

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John Perachio 587 Shore Rd. Truro, Ma.02666

Jan.15, 2020

RE: New driveway curb cut

The new driveway cut is to allow parking and access for new Cottages to be built at 587 Shore Rd. The parking area has been designed to park (4) vehicles for Cottages "A" and "B", allowing space enough to allow emergency vehicle access as well. Cottage "C" parking is for (2) vehicles and is in an existing parking area, that allows emergency vehicle access as well. See Exhibit 3, Plot Plan

The materials provided and installed are approximately 6" of dense grade base material over granular fill in area of the proposed driveway and parking areas of the cottages.

We also provided approximately 3" of ¾" crushed stone as an apron, to keep from tracking dirt from parking area on to Shore Rd. and to also stabilize water run off.

All materials used are materials previous to allow for drainage through them as well. A berm of a hardened material is to be installed as well, to further hold back and prevent any water,sand,dirt or other erroson from driveway to reach Shore Rd. See Exhibit 4/ Photo

All work that has been performed and to be performed, shall be done so as to be in the best interest, protecting the surrounding areas.

From: Todd Prada

Subject: Additional Curb Cut @ 587 Shore Road, Truro

Date: Jan 13, 2020 at 3:29:54 PM

To:

Eric-

We provided & install approximately 6" of dense grade base material over granular fill in area of the proposed driveway & parking areas for the cottages. We also provide approximately 3" of 3/4 crushed stone as an apron to keep from tracking dirt on to Shore Road and stabilize water run off. All are previous materials to allow for drainage through them. Since installed, there had been no issues with water or tracking of dirt out into the road. See photo attached.

Hope this helps!

Thanks,

Todd Prada

Senior Project Manager GFM Enterprises Inc PO Box 1439 South Dennis, MA 02660 Certified Woman Owned

DBE Certified

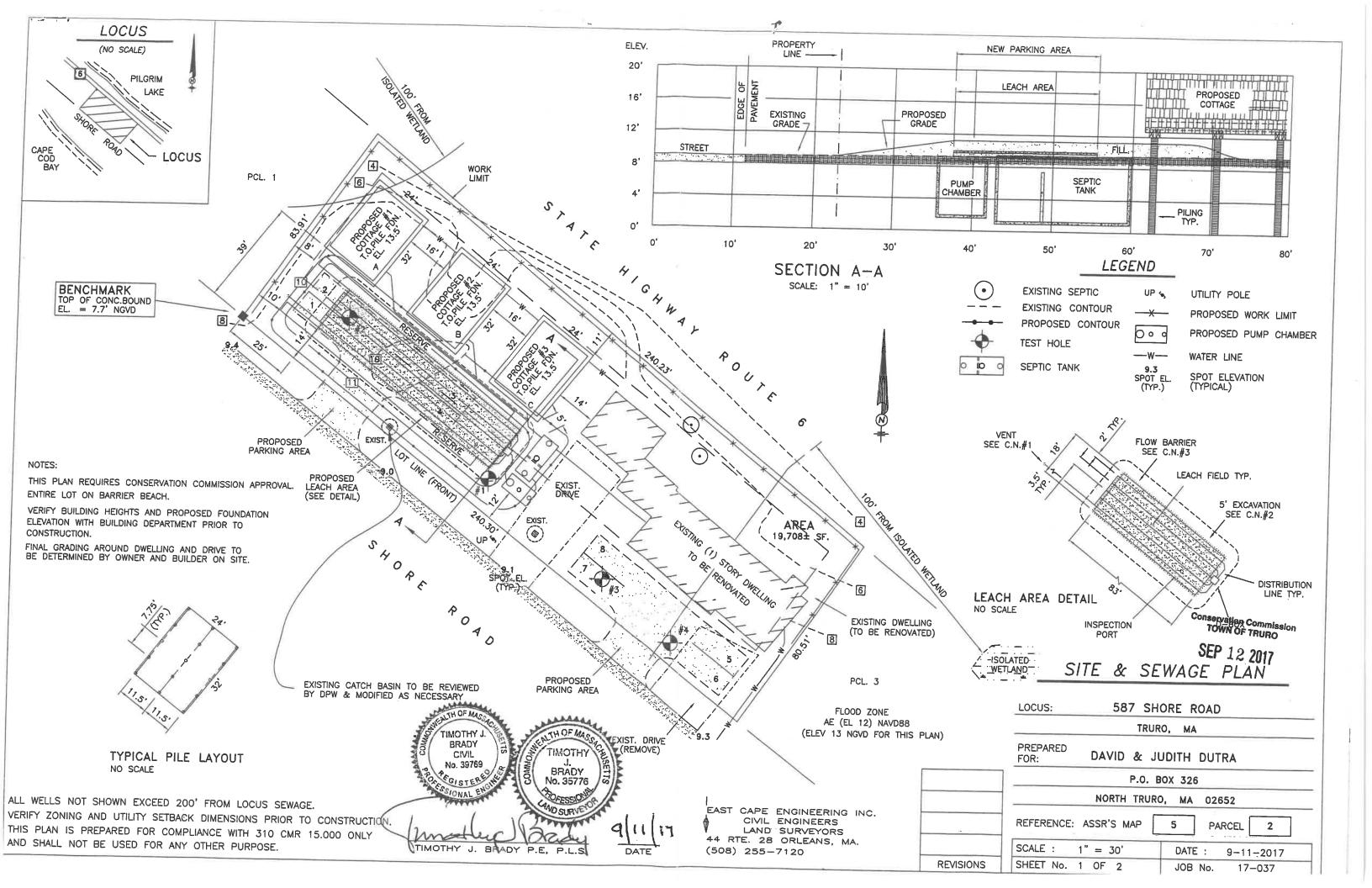
O: <u>774-207-0313</u> C: <u>617-605-0361</u> F: <u>774-316-4198</u>

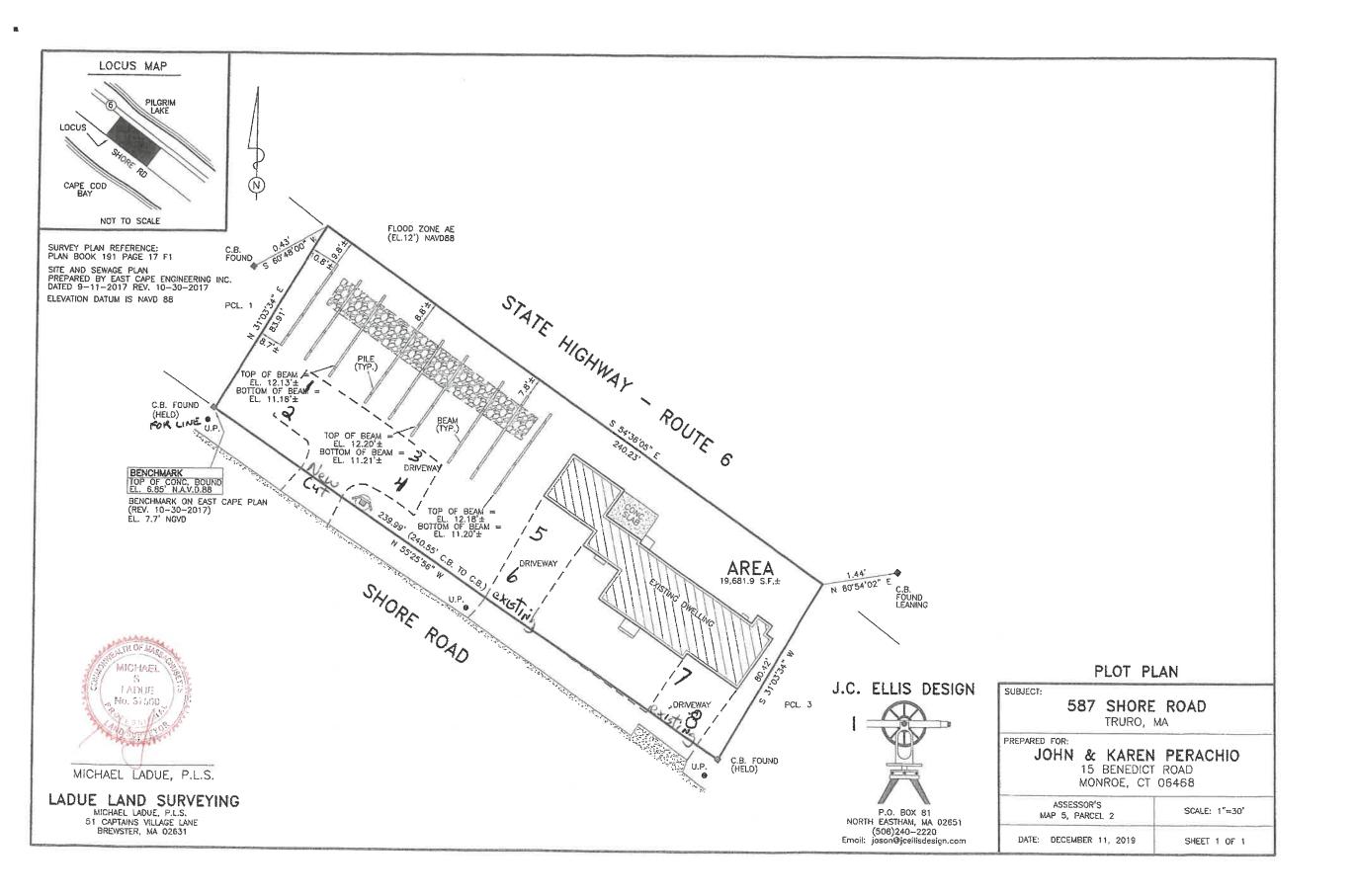
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Agenda Item: 5E2

EXHIBIT 1

TOWN OF TRURO APPLICATION FOR A CURB CUT PERMIT

<u>Note:</u> 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.

To the Board of Selectmen 24 Town Hall Road P. O. Box 2030 Truro, MA 02666	RCUD 2020FEB4 AMB41 ADMINISTRATIVE OFFICE TOWN OF TRURO
Re: APPLICATION FOR A CURB CUT	
Dear Board Members:	
The applicant(s) hereby make application for a curb cut as follows:	
Name(s): John Perachib	
Address: 587 Shore Rd.	
Curb Cut Street Location: 587 5 hore Rd.	
Affected Town or State road: 5hore Rd.	
Truro Assessor's Map Number: 175 Parcel Number: 5-2-6	
Name of contractor: GFM INTERPRISES INC./ Property ma	orager Eric Newhouse
Reason/explanation: Allow Parking access to cottages	and
maintain water run off.	
I/we hereby agree to the terms and conditions as outlined in this policy and attache	ed Exhibits:
Applicant's Signature: John Perachio 1/2	28/20
Owner's Signature (if different): Date:	
Owner's Address (if different):	

Application for a Curb Cut Permit Page 2

Approved Disapproved	
Director, Department of Public Works	Date Date
Chief of Police Approval:	
Chief of Police Approval: Approved Disapproved	Not applicable
Chief Police	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 Declarat	ion of Compliance:
	and found the work to be in compliance with the Board
requested on the Application for a Curb Cut dated of Selectmen Policy #28 - Curb Cut Policy.	to be in compliance with the Board
Director, Department of Public Works	Date
Building Commissioner Final Approval:	
ApprovedDisapproved	Certificate of Occupancy
Building Commissioner	Date
Dunging Commissioner	Date



TOWN OF TRURO

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

Memorandum

To: Rae Ann Palmer, Town Manager

From: Jarrod J. Cabral, Department of Public Works Director

Date: February 3, 2020

Subject: Existing Curb Cut – 587 Shore Rd.

The existing curb cuts located at 587 Shore Rd. have already been altered. The current conditions of the additional curb are not compliant with Curb Cut policy as to preclude the introduction of sand, soils, or storm water runoff on to the Town Rd. I recommend the installation of an asphalt berm to contain material that could be washed onto the Town road. The installation should be completed as soon as possible, weather permitting.

Sincerely,
Jarrod J. Cabral
Director
Department of Public Works
Truro MA 02666

John Perachio 587 Shore Rd. Truro, Ma.02666

Jan.15, 2020

RE: New driveway curb cut/Berm

The new driveway cut is to allow parking and access for new Cottages to be built at 587 Shore Rd. The parking area has been designed to park (4) vehicles for Cottages "A" and "B", allowing space enough to allow emergency vehicle access as well. Cottage "C" parking is for (2) vehicles and is in an existing parking area, that allows emergency vehicle access as well. See Exhibit 3, Plot Plan

The materials provided and installed are approximately 6" of dense grade base material over granular fill in area of the proposed driveway and parking areas of the cottages.

We also provided approximately 3" of 3/4" crushed stone as an apron, to keep from tracking dirt from parking area on to Shore Rd. and to also stabilize water run off. All materials used are materials previous to allow for drainage through them as well. A berm of a hardened material is to be installed as well, to further hold back and prevent any water, sand, dirt or other erroson from driveway to reach Shore Rd. See Exhibit 4/ Photo

The materials provided in front of existing dwelling at 587 Shore Rd. are 3/4" crushed stone for water run off and onto the property. As soon as weather conditions warrant, an asphalt berm will be installed on existing and new locations, to maintain more so run off. See Exhibit 5 A&B Plan

All work that has been performed and to be performed, shall be done so as to be in the best interest, protecting the surrounding areas.

From: Todd Prada

Subject: 587 Shore Road Curb Cut - Asphalt Berm

Date: Jan 27, 2020 at 2:19:33 PM

To: Jarrod Cabral jcabral@truro-ma.gov

Cc: Eric Newhouse Karen

Perachio

Jarrod-

Good afternoon. After speaking with you this morning I took another look at the proposed areas you are requesting berm. I measure out 110 linear feet of berm. I will provide quote for the owner for this work. Due to the season, winter asphalt mix in only available usually once a week. I will schedule as soon as possible.

Thanks,

Todd Prada

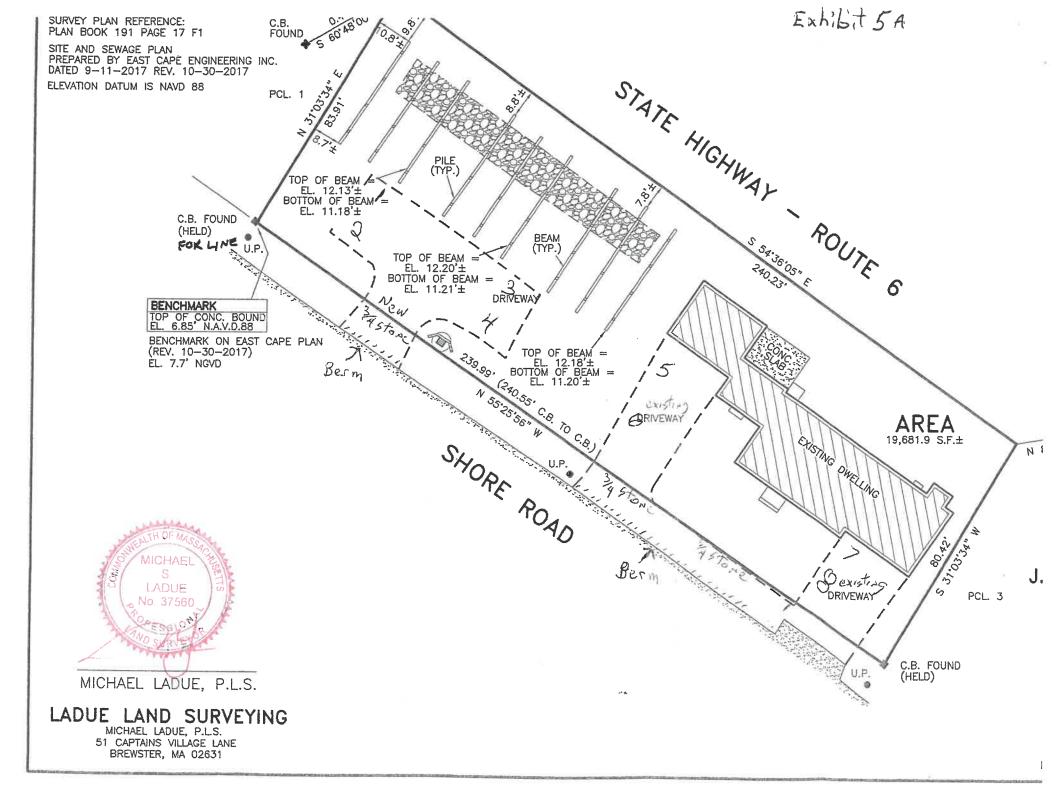
Senior Project Manager GFM Enterprises Inc PO Box 1439 South Dennis, MA 02660 Certified Woman Owned

DBE Certified

O: <u>774-207-0313</u> C: <u>617-605-0361</u> F: <u>774-316-4198</u>

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Agenda Item: 5F



TOWN OF TRUROSelect Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 11, 2020

ITEM: 2020 Presidential Primary Warrant

EXPLANATION: Temporary Assistant Town Clerk, Susan A. Joseph has submitted the 2020 Presidential Primary Warrant, which is the official notification to the inhabitants of the Town that the Presidential Primary shall be held at the Truro Community Center on Tuesday, the 3rd of March 2020 from 7:00 a.m. to 8:00 p.m. The Select Board must sign the warrant before it is posted.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: 2020 Presidential Primary Warrant will be improperly posted.

SUGGESTED ACTION: MOTION TO approve signing of the 2020 Presidential Primary Warrant.

ATTACHMENTS:

1. 2020 Presidential Primary Warrant

Agenda Item: 5F1

COMMONWEALTH OF MASSACHUSETTS WILLIAM FRANCIS GALVIN SECRETARY OF THE COMMONWEALTH

WARRANT FOR PRESIDENTIAL PRIMARIES

SS.

To either of the Constables of the Town of Truro

· ·	
To cast their votes in the Presidential Prin following offices:	naries for the candidates of political parties for the
PRESIDENTIAL PREFERENCE	CAPE & ISLANDS SENATORIAL DISTRICT CAPE & ISLANDS SENATORIAL DISTRICT
Hereof fail not and make return of this was of said voting.	arrant with your doings thereon at the time and place
Given under our hands this day of	, 2020.
Janet W. Worthington, Chair	Robert M. Weinstein, Vice Chair
Kristen M. Reed, Clerk	Susan H. Areson
Select Board Member	ers of the Town of Truro
A true copy, attest:	
Susan A. Joseph Temporary Assistant Town Clerk, Town of Truro	
Sirs: I have served this warrant by posting duly at Grozier's Garage, Water's Automotive, Savory & Office, North Truro Post Office, Truro Public Safe Station, Truro Central School, Truro Community	Sweet Escape, Pamet Valley Liquors, Truro Post ety Facility, Truro Public Library, Truro Transfer
Constable	
Constable	(month and day)

OFFICIAL BALLOT OF THE DEMOCRATIC PARTY

TO VOTE FOR A PERSON MARK A CROSS X IN THE SQUARE AT THE RIGHT OF THE NAME.

PRESIDENTIAL PREFERENCE	TOWN COMMITTEE Vote for not more than Thirty.
To express your preference for the person to be nominated as Democratic candidate for President,	To vote for individual candidates mark an X in the square at the right of the name
you may do one of the following: - Vote for one candidate for this office by marking	To vote for a whole group mark an X in the square after the word "Group." Do set yots for more than Tairty.
an X after the name or Vote for "No Preference" if you do not wish to	TOWN COMMITTEE TRURO SO +++
vote for a candidate or	Group
Write in a candidate of your choice if not already listed. Cartien: Do NOT vote for "No Preference" and write-in.	Mark on X in the against to vote for the whole group.
	TIMOTHY JAMES RUDD 7 Priest Rd
DEVAL PATRICK	JANE RUDD 7 Priest Rd
AMY KLOBUCHAR	RICHARD T. COURTNEY, III 7 High Ridge Rd
ELIZABETH WARREN	ANN M. COURTNEY 7 High Ridge Rd.
MICHAEL BENNET	RICHARD FISHMAN & Shore RA
MICHAEL R. BLOOMBERG	JOAN HOLT 3 Daisy Lat 3000000000000000000000000000000000000
TULSI GABBARD	ROBERT R. HOLE 1 Daty Ln.
CORY BOOKER	MICHAEL D. HOLT 3 Despite
JULIÁN CASTRO	
TOM STEYER	
BERNIE SANDERS	
JOSEPH R. BIDEN	
JOHN K. DELANEY	
ANDREW YANG	
PETE BUTTIGIEG	
MARIANNE WILLIAMSON	
NO PREFERENCE	
STATE COMMITTEE MAN APE & ISLANDS DISTRICT VOID FOR DINE MAN	
APE & ISLANDS DISTRICT OHN L. REED 95 Bathr Ave., Yarmouth +	
STATE COMMITTEE WOMAN :	
PARE CUMMIN I FEE WOMAN OF A ISLANDS DISTRICT Vote for ONE WOMAN	
OBIN LOUISE HUBBARD 41 Defiance Lt., Orleans ++++++++++++++++++++++++++++++++++++	
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OFFICIAL BALLOT OF THE GREEN-RAINBOW PARTY

TO VOTE FOR A PERSON MARK A CROSS X IN THE SQUARE AT THE RIGHT OF THE NAME.

PRESIDENTIAL PREFERENCE	TOWN COMMITTEE Vote for not more than Ten.
To express your preference for the person to be nominated as Green-Rainbow candidate for President,	To vote for individual candidates mark an X in the square at the right of the name
you may do one of the following: Vote for one candidate for this office by marking	or To vote for a whole group mark an X in the square after the word "Group."
an X after the name or	Do Bal vote for more than Ten.
 Vote for "No Preference" if you do not wish to vote for a candidate or 	★ TOWN COMMITTEE, TRUNG 10 + + +
Write in a candidate of your choice if not already listed. Caution: Do NOT vote for "No Preference" and write-in.	
COMMITTED NOT VOICE TOT NO PREFERENCE" and WITE-IN.	*
DARIO HUNTER • • • • • • • • • • • • • • • • • • •	1
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KENT MESPLAY	
HOWARD HAWKINS	
O PREFERENCE · · · · · · · · · · · · · · · · · · ·	
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APE & ISLANDS DISTRICT • • • Vote for ONE MAN	i
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OFFICIAL BALLOT OF THE LIBERTARIAN PARTY

TO VOTE FOR A PERSON MARK A CROSS X IN THE SQUARE AT THE RIGHT OF THE NAME.

PRESIDENTIAL PREFERENCE	TOWN COMMITTEE Vote for not more than Ten.
To express your preference for the person to be	* I UNIN CUMMIT I EE Vote for not more than Ten. * To vote for individual candidates mark an X in the square at the right of the name.
nominated as Libertarian candidate for President, you may do one of the following:	or To vote for a whole group mark an X in the square after the word "Group,"
 Vote for one candidate for this office by marking an X after the name or 	Do not vote for more than Yen.
Vote for "No Preference" if you do not wish to	TOWN COMMITTEE, TRURO 10 * * *
vote for a candidate er • Write in a candidate of your choice if not already listed. Caution: Do NOT vote for "No Preference" and write-in.	
Caution: Do NOT vote for "No Preference" and write-in.	*
ARVIN VOHRA * * * * * * * * * * * * * * * * * * *	*
VERMIN LOVE SUPREME ***********	
JACOB GEORGE HORNBERGER **********	
SAMUEL JOSEPH ROBB * * * * * * * * * * * * * * * * * *	
DAN TAXATION IS THEFT BEHRMAN ********	
KIMBERLY MARGARET RUFF **********	
KENNETH REED ARMSTRONG *********	
ADAN KOKESH ***************	
JO JORGENSEN *************	
MAX ABRAMSON ************	
NO PREFERENCE **************	
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STATE COMMITTEE MAN Vote for one man STATE COMMITTEE WO MAN CAPE & ISLANDS DISTRICT * * * Vote for ONE WOMAN	
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OFFICIAL BALLOT OF THE REPUBLICAN PARTY

TO VOTE FOR A PERSON MARK A CROSS X IN THE SQUARE AT THE RIGHT OF THE NAME.

	7.1
PRESIDENTIAL PREFERENCE	TOWN COMMITTEE vote for not more than Ten.
To express your preference for the person to be normated as Republican candidate for President,	 To vote for individual candidates mark an X in the square at the right of the name
VOU may do one of the following:	a ar
Vote for one candidate for this office by marking	To vote for a whole group mark an X in the square after the word "Group," Do test vote for more than Tan.
an X after the name or Vote for "No Preference" if you do not wish to	
vote for a candidate or	TOWN COMMITTEE, TRURO 10 ☆ ☆ ☆
 Write in a candidate of your choice if not already listed. Caution: Do NOT vote for "No Preference" and write-in. 	
Causing to any I vote for the Preference" and white-in.	*
WILLIAM F. WELD ****************	1
JOE WALSH a a a a a a a a a a a a a a a a a a a	
DONALD J. TRUMP	
ROQUE "ROCKY" DE LA FUENTE ********	
IO PREFERENCE	
STATE COMMITTEE MAN	
CAPE & ISLANDS DISTRICT Vote for ONE MAN	1
FRANCIS P. MANZELLI 36 Wildflower Ln., Yarmouth # # # # # # # # #	
andidate for Re-election	
ADAM LANGE 58 Cathedral Ad., Browster \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
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STATE COMMITTEE WOMAN	
APE A ISLANDS DISTRICT Vote for ONE WOMAN	- III
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NDREA V. ST. GERMAIN 124 Yearshard Ln. Yangolis & & & & &	
ennis-Yarmouth Regional School Durmittee Member	
	
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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. 2019 MWIP Standard Contract for the Cloverleaf Public Water and Infrastructure Project
- B. Seasonal Population Estimate for Alcoholic Beverages Control Commission
- C. Appointment of Bob Higgins-Steele to be Truro's Alternate Representative to the Cape Light Compact
- D. Review and Approve Select Board Minutes-January 21, 2020, Budget Task Force Minutes-January 27, 2020, Select Board Minutes-January 28, 2020





TOWN OF TRUROSelect Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: February 11, 2020

ITEM: 2019 MassWorks Infrastructure Program Standard Contract for the Cloverleaf Public

Water and Infrastructure Project

EXPLANATION: The Town of Truro was awarded \$1.2 million dollars from the Commonwealth of Massachusetts Executive Office of Housing and Economic Development through the MassWorks Infrastructure Program to expand the municipal waterline to and through the Cloverleaf site at 22 Highland Road. We have received the official grant contract which will need to be accepted by the Board and signed by the Chair.

FINANCIAL SOURCE (IF APPLICABLE): Commonwealth of Massachusetts Executive Office of Housing and Economic Development through the MassWorks Infrastructure Program

IMPACT IF NOT APPROVED: The grant funds will not be disbursed and alternative funding sources for the waterline expansion project would need to be identified, for the project to move forward.

SUGGESTED ACTION: MOTION TO accept the 2019 MassWorks Infrastructure Program Grant for the Cloverleaf Public Water and Infrastructure project at 22 Highland Road and to authorize the Chair to sign the Standard Contract.

ATTACHMENTS:

1. 2019 MassWorks Standard Contract

Consent Agenda Item: 6A1

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM



This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the <u>Standard Contract Form Instructions</u>, <u>Contractor Certifications</u> and <u>Commonwealth Terms and Conditions</u> which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macs.gov/lists/osd-forms. Forms are also posted at OSD Forms: https://www.macs.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: Town of Truro (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Executive Office of Housing and Economic Development		
and anda).		MMARS Department Code: EED		
Legal Address: (W-9, W-4): 24 Town Hall Road, Truro, MA 02666		Business Mailing Address: One Ashburton Place, Room 2101, Boston, MA 02108		
Contract Manager: Kelly Clark	Phone: 508.214.0929	Billing Address (if different):		
E-Mail: kclark@truro-ma.gov	Fax: 508.349.5505	Contract Manager: Jacqueline Furtado	Phone: 617.788.3649	
Contractor Vendor Code: VC6000192010		E-Mail: Jacqueline.Furtado@mass.gov	Fax: 617.788.3605	
Vendor Code Address ID (e.g. "AD001"): AD <u>01</u> .		MMARS Doc ID(s): 19MWIPTRUROCLOVERLEA		
(Note: The Address ID must be set up for EFT payments.)		RFR/Procurement or Other ID Number: MWIP19		
X NEW CONTRACT		CONTRACT AMENDMENT		
PROCUREMENT OR EXCEPTION TYPE: (Check one option only)		Enter Current Contract End Date <u>Prior</u> to Amendment:, 20		
Statewide Contract (OSD or an OSD-designated Department)		Enter Amendment Amount: \$ (or "no change")		
 Collective Purchase (Attach OSD approval, scope, budget) Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation 		AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)		
Notice or RFR, and Response or other procurement supporting documentation) Emergency Contract (Attach justification for emergency, scope, budget) Contract Employee (Attach Employment Status Form, scope, budget) Other Procurement Exception (Attach authorizing language, legislation with		Amendment to Date, Scope or Budget (Attach updated scope and budget)		
		Interim Contract (Attach justification for Interim Contract and updated scope/budget)Contract Employee (Attach any updates to scope or budget)		
		Other Procurement Exception (Attach authorizing language/justification and updated		
specific exemption or earmark, and exception justifi	cation, scope and budget)	scope and budget)	gaage/jastineation and apaated	
		ing Commonwealth Terms and Conditions document is in		
this Contract and are legally binding: (Check ONE of the Contract and	<u> </u>	-		
		horized performance accepted in accordance with the terms of ds, subject to intercept for Commonwealth owed debts under		
Rate Contract. (No Maximum Obligation) Attach d	letails of all rates, units, calculation	ns, conditions or terms and any changes if rates or terms are	being amended.)	
		f this contract (or <i>new</i> total if Contract is being amended). \$ _		
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify				
a PPD as follows: Payment issued within 10 days% PPD; Payment issued within 15 days % PPD; Payment issued within 20 days % PPD; Payment issued within 30 days				
% PPD. If PPD percentages are left blank, identify reason: _X_agree to standard 45 day cycle statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)				
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of				
performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Funding award through the MassWorks Infrastructure				
Program (pursuant to Plan Item D001 in the Mass. Capital Investment Plan 2019-2023) to support a public infrastructure project, as outlined in the attached RFR response, and in accordance with the scene and additional terms (capitalisms) to the second and additional terms (capitalisms).				
and in accordance with the scope and additional terms/conditions described in Attachment A. ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:				
X 1. may be incurred as of the Effective Date (latest signature date below) and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date.				
2. may be incurred as of, 20, a date LATER than the Effective Date below and <u>no</u> obligations have been incurred <u>prior</u> to the Effective Date.				
3. were incurred as of, 20, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are				
authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.				
·				
CONTRACT END DATE: Contract performance shall terminate as of <u>June 30</u> , <u>2022</u> , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any				
		ing, invoicing or final payments, or during any lapse between		
CERTIFICATIONS: Notwithstanding verbal or other r	epresentations by the parties, the	"Effective Date" of this Contract or Amendment shall be the	ne latest date that this Contract or	
Amendment has been executed by an authorized sign	natory of the Contractor, the Depa	artment, or a later Contract or Amendment Start Date specific	ed above, subject to any required	
approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation				
upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference				
herein according to the following hierarchy of document precedence, this Standard Contract Form, the Standard Contract Form Instructions, Contractor Certifications, the applicable				
Commonwealth Terms and Conditions, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein,				
provided that any amended RFR or Response terms re			r civil 21.07, incorporated herein,	
AUTHORIZING SIGNATURE FOR THE CONTRACTO	DR:	AUTHORIZING SIGNATURE FOR THE COMMONWEA	LTH:	
X: .	Date: .	X: Dat	e: .	
X: (Signature and Date Must Be Handwritten	At Time of Signature)	X: Dat (Signature and Date Must Be Handwritten A	at Time of Signature)	
Print Name:Janet Worthington	<u>.</u>	Print Name: Mike Kennealy	<u> </u>	
Print Title: Selecthoard Chair		Print Title: Secretary of the Executive Office of Housin	and Economic Development	

Issued May 2004

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME: Town of Truro CONTRACTOR VENDOR/CUSTOMER CODE: VC6000192010

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

TITLE
Chair, Select Board

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

______ Date: February 11, 2020

Signature Susan A. Joseph

Title: Temporary Assistant Town Telephone: 508-349-7004

Cierk

Fax: 508-349-5505 Email: sjoseph@truro-ma.gov

[Listing can not be accepted without all of this information completed.] A copy of this listing must be attached to the "record copy" of a contract filed with the department.

COMMONWEALTH OF MASSACHUSETTS CONTRACTOR AUTHORIZED SIGNATORY LISTING



CONTRACTOR LEGAL NAME : Town of Truro CONTRACTOR VENDOR/CUSTOMER CODE: VCX6000192010

PROOF OF AUTHENTICATION OF SIGNATURE

This page is optional and is available for a department to authenticate contract signatures. It is recommended that Departments obtain authentication of signature for the signatory who submits the Contractor Authorized Listing.

ington
plete only in presence of notary):
ERK (PICK ONLY ONE) AS FOLLOWS:
(NOTARY) as a notary public certify that I witnessed fied the individual's identity on this date:
AFFIX NOTARY SEAI
(CORPORATE CLERK) certify that I witnessed the the individual's identity and confirm the individual's late:
- i

AFFIX CORPORATE SEAL

EXECUTIVE OFFICE OF HOUSING AND ECONOMIC DEVELOPMENTMassWorks Infrastructure Program

ATTACHMENT A Additional Terms and Conditions

ARTICLE I – Grant Agreement

A Grant Agreement (Agreement) is made by and between the Commonwealth of Massachusetts, acting through the Executive Office of Housing and Economic Development (EOHED), and the **Town of Truro** (Public Entity), jointly referred to as "The Parties", based on the application submitted by Public Entity (incorporated herein as Attachment B). The following documents, collectively, are referred to as the "Contract":

- 1. Commonwealth of Mass. Standard Contract Form
- 2. Commonwealth of Mass. Contractor Authorized Signatory Forms
- 3. Attachment A, Additional Terms and Conditions (this document)
- 4. Attachment B, RFR Response / Grant Application

The purpose of the Contract is to identify the roles, responsibilities, and obligations of each party as they relate to the implementation of a Massworks Infrastructure Project, based on application **August 9**, **2019**. The entire Contract package sets forth the parties' mutual intentions and understandings. All Parties agree to devote the necessary resources and to work in good faith to achieve the objectives contemplated herein.

ARTICLE II – Definitions (*The following terms shall have the respective meanings ascribed to them.*)

"Contract" shall mean the documents described in Article I in their entirety, as they may be amended, supplemented, or restated from time to time.

"Director" shall mean the assigned manager/supervisor of the Massworks Infrastructure Program.

"Grant Application" shall mean the application submitted in response to the RFR by the Public Entity to the Massworks Infrastructure Program, including a Site Plan, and appended as Attachment B to the Contract

"Grant Funds" shall mean the funds disbursed by EOHED to the Public Entity pursuant to the Contract.

- "Massworks Infrastructure Program" shall mean the economic development grant program authorized by Section 63 of Chapter 23A of the Massachusetts General Laws, and further described in the Massworks Infrastructure Program Guidelines promulgated annually by the Secretary, as such Guidelines may be modified or updated from time to time.
- **"Monetary Penalties"** shall mean the full recoupment by EOHED of funds paid to Public Entity under the Contract and recovery of all Commonwealth administrative costs and legal fees related to the Contract, including enforcement thereof.

"Project" shall have the meaning set forth by all of the components outlined in Article III.

"Project Site", also referred to herein as the "Site", shall mean the land and appurtenant easements, if any, identified in Section III.A hereof, described in the Grant Application, and shown on the Site Plan.

"Scheduled Drawdown Dates" shall mean the quarterly milestone dates identified in Article III, Section E by which EOHED expects to disburse Grant Funds to reimburse the Public Entity for Project costs previously incurred.

"Secretary" shall mean the Massachusetts Secretariat of Housing and Economic Development.

"Maximum Obligation" shall mean the maximum amount of Grant Funds that the Public Entity is allowed to request/receive for performance under this contract.

ARTICLE III – Project Scope and Budget

Project Name: Cloverleaf Public Water & Infrastructure Project

Maximum Obligation of this Contract: \$1,200,000

A. Description of the Project Site

The property address is 22 Highland Road (Parcel ID 036-238-000), which is located directly north of Highland Road. The property is 3.9 acres and has variable topography, sloping up from an approximate elevation of 25 feet at Highland Road, and rolling gently toward Head of the Meadow Road. No wetland resources are present on the site.

The Project site is east of the North Truro Center and adjacent to a Cape Cod Regional Transportation Authority bus stop. The North Truro business center, consisting of the post office, a market and restaurants, is within a walkable distance.

B. Project Description

The Project includes the extension of municipal water service to and through the future site of a mixed-income and affordable rental housing development in North Truro that will address Truro's severe affordable housing crisis. It will include rough cutting of the roads through the site to properly install the water main infrastructure. The "Cloverleaf" site, deeded for affordable housing by MassDOT as part of Governor Baker's 2015 Open for Business Initiative, is a 3.9 acre parcel near North Truro's business district that is currently not on municipal water service, nor are there any water lines on the site.

Without water service, Title V regulations would limit the site to construction of 8 housing units, however, by extending the municipal water line to and through the site, 40 units of housing will be constructed.

C. <u>Project/Construction Timeline</u>

MILESTONE	MONTH/YEAR
Design, Survey, and Engineering Complete	September 2019

Bids Advertised	January 2020
Bids Opened	February 2020
Contract Awarded	February 2020
Construction Started	April 2020
Construction 25% Complete	April 2020
Construction 50% Complete	May 2020
Construction 75% Complete	August 2020
Construction 100% Complete	September 2020
Punch List	September 2020
Contract Expiry Date	June 30, 2021

D. Project Budget:

SPENDING CATEGORY	GRANT FUNDS ALLOCATION
Design (include surveying, engineering, permitting, bidding)	\$ -
Construction (incorporate any and all earthwork into corresponding subcategories)	
Land Takings	\$ -
Demolition/Remediation	\$ 300,000.00
Mobilization/Demobilization	\$ 180,000.00
Water/Sewer/Drainage (include pump stations)	\$ 520,000.00
Utility Relocation	\$ -
Roadways (include paving, markings, signage, etc.)	\$ 50,000.00
Sidewalks/Curbing/Streetscapes (guardrails, fencing, plantings, etc.)	\$ -
Electrical/Lighting (include street lights and traffic signals)	\$ -
Bridges/Culverts	\$ -
Security/Traffic Details	\$ -
Other:	\$ -
Construction Administration	\$ 150,000.00
Total (must not exceed grant award):	\$ 1,200,000.00

E. Funds Drawdown Schedule

Page **3** of **9** Revised: Dec. 2019

QUARTER/FISCAL YEAR	INVOICE AMOUNT
FY20	
Q1, QE 9/30/19	\$ -
Q2, QE 12/31/19	\$ -
Q3, QE 3/31/20	\$ -
Q4, QE 6/30/20	\$ 283,711.00
FY20 TOTAL	\$ 283,711.00
<u>FY21</u>	
Q1, QE 9/30/20	\$ 567,423.00
Q2, QE 12/31/20	\$ 348,866.00
Q3, QE 3/31/21	\$ -
Q4, QE 6/30/21	\$ -
FY21 TOTAL	\$ 916,289.00
GRANDTOTAL	\$ 1,200,000.00

ARTICLE IV – Grant Administration

A. Project Management.

The Director shall oversee the Massworks Program on behalf of the Secretary.

B. Use and Disbursement of Grant Funds.

EOHED shall disburse Grant Funds to the Public Entity solely to reimburse the Public Entity for reasonable expenses incurred in connection with the design or construction of the Project, in an aggregate amount not to exceed the Maximum Obligation. EOHED shall use best efforts to disburse Grant Funds within forty-five (45) days after receipt of a reimbursement request and invoices therefor from the Public Entity. All disbursements of Grant Funds shall be subject to the following terms and conditions:

- 1. Invoices for actual expenses should be submitted for reimbursement on a monthly basis as costs are incurred. Invoices should be submitted by the 15th of the following month. Reimbursement shall be only for work completed and/or items purchased. The Director may withhold approval of an invoice based on the insufficiency of the report or the need for further verification. The Director will promptly notify the Public Entity of any disapproved invoice and provide adequate time for correction. With prior authorization from the Director, the Public Entity may deviate from or suspend the Reimbursement Schedule.
- 2. EOHED shall retain discretion in unusual circumstances to disburse Grant Funds before the Public Entity incurs a Project expense. In instances where payment is requested prior to an expense being incurred by the Public Entity, documentation of payment by the Public Entity to its contractors must be submitted to EOHED within 60 days of receipt of the Grant Funds.

Appropriate forms of verification of payment are copies of issued checks, or ledger statements from the grantees accounting system demonstrating payment, including payment numbers, amounts, vendor, and date the check/EFT was processed.

- 3. To maintain the integrity of the Massworks Infrastructure Program's capital budget, Grant Funds scheduled to be disbursed within a particular fiscal year (ending on June 30) must be disbursed no later than August 1 following the end of that fiscal year. In no event will EOHED provide reimbursement for an expense unless the request for reimbursement is submitted by July 15th of the fiscal year in which the expenditure has been made with supporting invoices. **Late invoices from the Public Entity will not be accepted for payment by EOHED.**
- 4. EOHED will set aside 5% of the total grant award as retainage until the Project (or the portion of the Project completed with Grant Funds) is demonstrated to be complete, and by submitting a completed project closeout form pursuant to Article V, Section D. The 5% will be deducted from the final invoice and will be paid promptly upon demonstration that the Project has been completed.

C. General Conditions of Funding

- Verification of Representations. Funding is contingent upon satisfactory verification of all
 Project information and representations contained in the Grant Application. Determinations of
 such verification shall be made in the Secretary's sole discretion. The Public Entity is
 responsible for providing to the Secretary such information and documentation that the Secretary
 deems necessary for such determination.
- 2. <u>No Obligation to Increase Budget</u>. EOHED has no obligation to increase or reprogram the Grant Funds for any reason, including, but not limited to, a change in the Project's budget. It is the sole responsibility of the Public Entity to cover any and all cost overruns and secure any and all additional funding necessary for the Project.
- 3. <u>No Arbitrage</u>. For funds that are received on a cost reimbursement, for which the Public Entity invoices for the costs of performance when rendered, and for lump sum amounts, the funds received by the Public Entity must be held in a segregated non-interest bearing account and shall be expended by the Public Entity within 60 days to avoid arbitrage.
- 4. <u>Drawdown Deadlines</u>. The Project expenses shall be incurred, and reimbursements shall be requested, on a timeframe that permits Grant Funds to be disbursed in accordance with the Scheduled Drawdown Dates set forth in Article III. <u>Failure by the Public Entity to request reimbursement for the full amount of an expected Scheduled Drawdown Date that corresponds with the end of a fiscal year (June 30) may be deemed a material breach of this <u>Agreement authorizing EOHED to exercise rights and remedies set forth in Article VI, including without limitation the revocation of the Grant.</u></u>
- 5. <u>Additional Investment</u>. If additional funds are required to complete the Project, including, but not limited to, private investment, the Public Entity shall use diligent efforts to obtain the funds necessary to complete the Project as set forth in Article III. The Public Entity is responsible for requiring the Project to be designed to budget and ensuring the Project can be completed as necessary to achieve the economic development goals outlined in the Contract.
- 6. <u>Remaining Balance</u>. In no event shall EOHED be obligated to disburse Grant Funds in excess of the actual cost of constructing the Public Improvements. Excess Grant Funds remaining in the

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budget upon completion of the Project, if any, may not be claimed by the Public Entity.

ARTICLE V – Obligations of the Public Entity

A. Obligations of the Public Entity

This Agreement shall in no way relieve the Public Entity from the full force and application of any laws, rules, regulations and orders or requirements. In addition to any other requirements of the Contract, the Public Entity, by accepting any or all of such Grant Funds, shall:

- 1. Timely commence the Project, and diligently pursue the Project to completion, in accordance with the construction schedule set out in Article III.C.
- 2. Ensure compliance, including but not limited to any and all applicable local, state and federal rules, regulations and laws.
- 3. Submit regular and complete requests for reimbursement, on a form provided by EOHED that includes supporting invoices and documentation, pursuant to Article IV.B.
- 4. Submit timely and complete quarterly reports, on a form provided by EOHED that includes updates and/or changes to the Project.
- 5. Submit timely and complete reimbursement requests, with appropriate supporting documentation, in accordance with all Scheduled Drawdown Dates.
- 6. Cooperate fully and promptly with any other request for information that the Secretary or the Director may make.
- 7. Ensure that all representations made in the Contract by the Public Entity remain true and correct.
- 8. Ensure that construction begins on this Project in accordance with Article III.

B. Compliance with Laws Regarding Contractors and Procurement

Without limiting the generality of Section V.A.1 above, the Public Entity shall comply, and ensure that it its contractors comply, with the legal requirements set forth below.

- 1. The Public Entity shall comply with its procurement process and with Section 39M of Chapter 30 and Chapters 30B, 149 and 7 of the Massachusetts General Laws, to the extent applicable.
- 2. The Public Entity shall use diligent efforts to ensure that any contractors it employs or are employed on its behalf do not unlawfully misclassify workers as self-employed or as independent contractors, and will certify compliance with applicable state and federal employment laws and regulations, including but not limited to minimum wages, unemployment insurance, workers' compensation, child labor, and the Massachusetts Health Care Reform Law, Chapter 58 of the Acts of 2006, as amended.
- 3. The Public Entity shall use diligent efforts to ensure that within the past five years, no officers, directors, employees, agents, or subcontractors of which the contractor has knowledge, been the subject of (a) an indictment, judgment, conviction, or grant of immunity, including pending

actions, for any business- related conduct constituting a crime under state or federal law; or (b) a government suspension or debarment, rejection of any bid or disapproval of any proposed contract subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement; or any governmental determination of a violation of any public works law or regulation, or labor law or regulation or any OSHA violation deemed "serious or willful."

4. In accordance with Executive Order 481 and under the pains and penalties of perjury, the Public Entity shall ensure that its Contractors do not knowingly allow the use of undocumented workers in connection with the performance of the contract; that pursuant to federal requirements, the Contractor shall verify the immigration status of all workers assigned to the contract without engaging in unlawful discrimination; and that the it shall not knowingly or recklessly alter, falsify, or accept altered or falsified documents from any such worker(s).

The Public Entity understands and agrees that breach of any of these terms by its contractors during the contract period may be regarded as a material breach, subjecting the Public Entity to sanctions, including but not limited to Monetary Penalties, withholding of payments, contract suspension and termination of the Contract.

C. Signage

If signage is to be erected identifying the Project, such signage shall include an acknowledgement of the Grant. The Public Entity shall notify the Director of the desire to erect such signage and the Director shall approve the signage and grant acknowledgement.

D. Project Closeout

Upon completion of the Project, the Public Entity shall certify that there shall be no additional requests for payment. The Public Entity shall submit a completed closeout form, as provided by EOHED and include photographs of the work completed with the Grant Funds.

ARTICLE VI - Breach, Mitigation, and Remedies

A. Penalties for Breach of Contract

The Public Entity understands and agrees that in the event of a breach of any material term of the Contract during the contract period, the Secretary may, in his/her sole discretion:

- 1. Suspend, withhold or rescind the payment of Grant Funds;
- 2. Impose and collect Monetary Penalties;
- 3. Suspend, condition or terminate the Contract; and/or
- 4. Declare the Public Entity ineligible for participation in future programs administered by EOHED.

The Secretary's rights and remedies set forth herein are not exclusive and do not preclude other remedies available to the Secretary at law or in equity. Any failure of EOHED to enforce at any time any provision of the Contract shall in no way be construed to be a waiver of such provision or of any other provision hereof.

B. Failure to Timely Commence or Complete the Project

It shall be a material breach of this Agreement if the Public Entity does not commence construction of the Project by the commencement date set forth in the construction schedule set forth in Article III.C, or if the Public Entity does not diligently pursue the Project to completion in accordance with said construction schedule. If the Secretary determines, in his/her sole discretion, that there is a material failure by the Public Entity to commence or complete the Project in accordance with the terms of the Contract, the Secretary may suspend the Grant (including any payments pending) by sending written notice sent to the Public Entity. The Public Entity shall have an opportunity to cure and to provide clear and convincing evidence that the Project is in compliance with the terms of the Contract within 60 days of the date of the receipt of said notice. Failure to do so will terminate the Contract effective immediately.

C. Post-Completion Maintenance and Operation; No Transfer

Upon completion of the Project, the Public Entity shall maintain and operate the Project infrastructure, and for a period of thirty (30) years following the date of this Grant Agreement, the Public Entity shall not sell, convey, lease or otherwise transfer the ownership or control of the Project infrastructure except with the prior written approval of EOHED, which approval EOHED may grant, condition or deny in its sole discretion. The Secretary, in his/her sole discretion, may recoup previously paid Grant Funds to the Public Entity if the Public Entity sells or otherwise conveys ownership of the Project or any portion thereof in violation of this section VI.C. This section VI.C shall survive the expiration or earlier termination of this Grant Agreement.

D. Completion of the Project After Termination

In the event of any termination of the Contract by the Secretary pursuant to this Article VI, the Public Entity shall submit to EOHED any and all materials that Public Entity owns related to the Project, including but not limited to, documents, financial pro-formas and analysis, studies, drawings, plans, specifications and intellectual property associated with this project in any way. EOHED shall have access to such material consistent with the provisions of Paragraph 7 of the Commonwealth Terms and Conditions. The Public Entity shall further consult with the Director with respect to the means and strategy for pursuing reasonable and timely completion of the Project in accordance with the purpose and scope as defined in the Contract and the Massworks Infrastructure Program.

ARTICLE VII - Notice

Pursuant to Paragraph 5 of the Commonwealth Terms and Conditions, unless otherwise explicitly set forth in the Contract, all notices or other communications required or permitted to be given hereunder shall be in writing and delivered in person or when delivered by any other appropriate method evidencing actual receipt, addressed as follows (or to such other address and to such other person's attention as any party may from time to time specify by like notice to the other):

To EOHED:

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
Attn: Jacqueline Furtado, Senior Planning & Project Manager
One Ashburton Place, Suite 2101
Boston, MA 02108

Fax: (617) 788-3605

To Public Entity:

Town of Truro Attn: Kelly Clark, Assistant Town Manager 24 Town Hall Road PO Box 2030 Truro, MA 02666

ARTICLE VIII – Miscellaneous

A. Authority

Each party executing the Contract, in whole and in part, represents that such party has the full authority and legal power to do so and that such person, by signing and delivering the Contract, has created a legal, valid and binding and enforceable contract.

B. Amendment, Modification and Waiver

Any request to waive, modify, or discharge any terms of the Contract must be submitted in writing to the Director in the form provided by EOHED. Any amendment to the Contract shall be in writing, signed by all parties. Any oral waiver, change or discharge of any term or provision of the Authority shall be without authority and of no force or effect, whether or not notice has been given or received.

C. Other

- 1. <u>Severability</u>. Should a court of competent jurisdiction hold any of the provisions the Contract as unenforceable, any such decision shall not affect or impair any of the remaining provisions of those of the Contract.
- 2. <u>Word Meanings</u>. Words such as "herein," "hereinafter," "hereof," and "hereunder" refer to the Contract as a whole and not merely to a subdivision in which such words appear unless the context otherwise requires. The singular shall include the plural, and the masculine gender shall include the feminine and neuter, and vice versa, unless the context otherwise requires.
- 3. <u>Applicable Law</u>. The Contract shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts, including the Section 63 of Chapter 23A of the General Laws, and the courts of such Commonwealth shall be the sole forum with respect to any legal process arising hereunder.
- 4. <u>Counterparts</u>. The Contract may be executed in several counterparts, and, as so executed, shall constitute one agreement binding on all parties hereto, notwithstanding that all of the parties have not signed the same counterpart.
- 5. <u>Entire Agreement</u>. The Contract embodies the entire agreement and understanding between the parties hereto with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to such subject matter.

#

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Section I. Project Summary

1.1: Applicant Municipality or Public Entity: Town of Truro

1.2: Applicant CEO Name/Title: Rae Ann Palmer, Town Manager

1.3: Applicant Legal Address: 24 Town Hall Road

1.4: City: Truro 1.5: State: MA 1.6: Zip Code: 02666

1.9: Project Contact Name/Title (if different): Jarrod J. Cabral, DPW Director

1.10: Contact Tel.: (508) 214-0400 1.11: Contact Email: jcabral@truro-ma.gov

1.12: Select the <u>one</u> item below that best describes the type of development that is being supported by the public infrastructure project proposed in this application:

Mixed-use development (Residential with commercial, retail, and/or other development)

Housing development (Housing only)
 Economic Development with job creation and/or retention (No housing)
 Road improvements to enhance transportation safety in small towns with population of 7,000 or less. (STRAP grant)

1.13: Amount Requested: \$405,880.00 1.14: Total Budget: \$480,080.00

1.15: Name of Proposed Project: Cloverleaf Public Water & Infrastucture

1.16: Project Abstract: Please provide a brief description (No more than 150 words) of the proposed public infrastructure project and associated private development.

The proposed project is the extension of municipal water service to the future site of a mixed income and affordable rental housing development in North Truro that will address Truro's severe affordable housing crisis. The "Cloverleaf" site, deeded for affordable housing by MassDOT as part of Governor Baker's 2015 Open for Business Initiative, is a 3.9 acre parcel near North Truro's business district that is currently not on municipal water service. Without water service, Title V regulations would limit the site to construction of 8 housing units, however, by extending the municipal water line 1,500', the site will allow for 42 units of housing. The water main install is fully engineered and permitting is in process and, if funded by the MassWorks Infrastructure Grant program, construction can begin in late fall. The developer of the housing project was chosen by RFP and the architectural and engineering plans are completed.

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- 2.1: Project Address/Parcel ID: 22 Highland Road Truro MA Parcel ID 036-238-000
- 2.2: Description of project site/location:

The "Cloverleaf" site belonged to the Massachusetts DOT as a layout for a highway cloverleaf exit ramp. The property was deeded to the town in 2017 and is located directly north of Highland Road. The property is 3.9 acres and has variable topography, sloping up from an approximate elevation of 25 feet at Highland Road, and rolling gently toward Head of the Meadow Road. The highest elevation on the site is at approximately 62 feet; groundwater is approximately 19 feet below grade at the lowest part of the property. Vegetation is mixed pitch pine and scrub oak. No wetland resources are present on the site. The site is east of the North Truro Center and adjacent to a Cape Cod Regional Transportation Authority bus stop. the North Truro business center, consisting of the post office, a market and restaurants, can be easily reached on foot from the site.

2.3: Is the project site publicly owned?

✓ Yes No

2.4: If yes, describe the type of public ownership (select all that apply).

✓ Public land Leasehold Right of Way Easement

Other: Please explain:

2.6: What is the primary emphasis of the public infrastructure work?

Roadway / Streetscape Improvements Bridge / Culvert Repair or Replacement

 ✓ Water / Sewer Infrastructure

Other Utility Project (Gas, Electric, etc.)

Other: Please Explain:

2.7: Project Description – Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance. Include details about construction work, planned uses for the grant, etc. Include a brief description of how the infrastructure project will advance the host community's housing, economic development and/or community revitalization objectives, or if the request is for a STRAP grant, how the project will enhance transportation public safety.

This project extends municipal water to the 3.9 acre Town-owned Cloverleaf site (22 Highland Rd) designated for mixed income and affordable rental housing. This small and straightforward water extension project provides significant benefits and meets many of MA's Sustainable Development Principles and Truro's community housing and economic development goals. Truro requests \$405,880 in MassWorks Infrastructure Grant funding to pair with previously secured MassHousing's PHP technical assistance grant funding (total project cost:\$480,080) to complete Phase I construction of the water service expansion which will bring the water line to the site. Design and engineering work are complete. We have approval from the Provincetown Water Board and full cost estimates. Construction is nearly ready for bid. Phase II of the water project will

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occur during the site's housing construction and includes connecting the units to the newly expanded line.

Providing water service to the site includes:extending the line 1,500 ft from Shore Rd,through the N. Truro Business district, south to the site;and 800 ft from Firehouse Rd, under Route 6 to the north end of the site. All water lines will be within the existing layout of public roads. The work includes excavation, trenching, paving and installation of 12, 8 & 6- inch pipe, gate valves/boxes, and 4 hydrants.

Municipal water allows construction of 42 mixed income & affordable rental housing units. Without municipal water, Title V limits the site to 8 units. The addition of 42 units is pivotal in addressing our severe housing crisis. Truro is a rural, seasonal community (population: 2,003) with 3,077 Housing Units; 1,090 are yearround (2010 Census). 90% of Truro housing stock is single family. There are no options for seniors, very few rentals (even at market rate) and minimal deed restricted affordable housing. Yearround incomes are low-the majority of area jobs are in the tourist sector and are lower paying. Housing values are high; median listing price in Truro is over \$675,000. Affordable housing is scarce. Truro has 25 units on the DHCD Subsidized Housing Inventory (SHI). The 25 units represent 2.3% of the 10% SHI goal. Truro's Housing Production Plan identified the Cloverleaf project as a priority in meeting housing production goals.

The Cloverleaf (originally State-owned layout for a highway cloverleaf exit ramp) was deeded to Truro for affordable housing in 2017 by DOT in collaboration with EOHED as part of Gov. Baker's 2015 Open for Business Initiative.Our Housing Consultant (hired with CPA funds) received an MHP grant to explore feasibility.Engineering was funded by a MassHousing PHP grant.The Town issued an RFP and selected a developer who is currently submitting Project Eligibility (MGL C40B) to DHCD.

The project benefits regional economic development by providing Outer Cape workforce housing. The local housing crisis severely limits attracting/maintaining the workforce required to preserve and grow the regional economy (including Provincetown's \$200,000,000 tourist industry & bustling blue economy). Further, the N. Truro businesses will benefit from the influx of yearround residents within walking distance.

The project aligns with MA Sustainable Development Principles: "Concentrate Development and Mix Uses" (water enables construction of a compact residential development adjacent/walkable to commercial development); "Expand Housing Opportunities" (housing construction meeting varied income levels, ability levels, and household types near the business district & CCRTA bus stop that will help maintain the workforce required for the local economy); "Plan Regionally" (housing project with a regional benefit to the local economy and ultimately the State); and "Make Efficient Decisions" (expansion design/plans were coordinated with the existing road layout and are forward thinking as they may allow N. Truro businesses to connect to the water line at their expense, enhancing the business district & local economy).

- 2.8: What percentage of the project design is complete? (Ex: 0%, 25%) 100%
- 2.9: Attach a site plan, construction or conceptual plans, and photographs that clearly delineate the project site and the proposed public infrastructure work.

https://madhcd.intelligrants.com//_Upload/436298_546244-WaterMainPlans.pdf https://madhcd.intelligrants.com//_Upload/436298_546244_2-WaterStampedPlans.pdf

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https://madhcd.intelligrants.com//_Upload/436298_546244_3-CloverleafSitePlan.pdf

2.10: Provide the planned schedule/timeline for the public infrastructure project for which the community is seeking MassWorks funding.

Milestone	Start Date	End Date
Design/Engineering	8/7/2018	12/21/2018
Permitting	3/12/2019	9/30/2019
Bidding/Contracting	10/1/2019	10/25/2019
Construction Start	11/4/2019	
25% Construction		11/29/2019
50% Construction		12/16/2019
75% Construction		1/6/2020
Construction Complete		1/31/2020
Punch List	2/3/2020	2/28/2020

2.11: Has the public infrastructure project secured <u>all</u> required permits and approvals to commence in the upcoming construction season?

Yes ✓ No

2.12: Indicate which <u>state permits or licenses</u> are required for this project, whether these permits have been secured, and the actual or anticipated dates of filing and issuance.

	Filing Date	Issue/Decision Date
Required State	Secured? (Actual or	(Actual or
Permits/Licenses	Anticipated)	Anticipated)
Article 97 Land Disposition		
MEPA		
Chapter 91 License		
401 Water Quality Certification		
Superseding Order of Conditions		
Water Management Act Permit		
 MassDOT Access Permit 	8/5/2019	9/6/2019
Mass Historic Commission Review		
Other		

2.13: Indicate which <u>municipal or other permits and approvals</u> are required for this project, whether these permits have been secured, and the actual or anticipated dates of filing and issuance.

Required Municipal/Other	Secured?	Filing Date Is	sue / Decision
Permits and Approvals		(Actual or	Date
		Anticipated)	(Actual or

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				Anticipated)
Planning Boa Conservation Zoning Board Sewer Extens Utility Relocat Other	Commission sion Permit	•	3/12/2019	4/11/2019
2.14: Will the project Yes	require coordination with a util No	ity company?		
2.16: Will the project roadway? ✓ Yes	include work on a state roadwa	ay and/or at an int	ersection with a si	ate
2.17: If Yes, have you ✓ Yes	u reviewed this project with the No	appropriate Mass	DOT office?	
	he state roadways (s) that are MA is within the MA Route 6 r			
2.19: Has the municip ✓ Yes	pality previously received a Ma No	ssWorks grant?		
	the past or current MassWorks naged on time and on budget? No		n your municipality	/ been
• •	cated on a site that is part of a nal plan that identifies priority o ✓ No	•	_	•
be consistent with a r The project is consist	the proposed project site is in regional plan. tent with the Regional Policy P alighted project in the Town's re	lan to create Afford	dable and workfor	ce
2.25: Are any elemer Yes	nts of this project part of an app ✓ No	proved Complete S	Streets Prioritization	on Plan?

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Section III. Budget and Sources

3.1: Provide a breakdown of the project budget, by spending category, using the table below. This should include the amount requested from MassWorks for each category, the amount covered by matching funds, if any, and reflect the total budget for the entire project. Please be advised that no more than 10% of the MassWorks request may be allocated to pre-construction costs such as surveying, design/engineering, permitting, etc., except in the case of STRAP applications, which may request full funding for all pre-construction and construction costs.

Spending Category	MassWorks Funds Request	Match / Other Funds	Total Project Budget	Source of Match / Other Funds
Design / Engineering	\$0	\$26,900.00	\$26,900.00	MHFA Planning for Housing Production Grant
<u>Permitting</u>	\$0	\$4,800.00	\$4,800.00	MHFA Planning for Housing Production Grant
<u>Bidding</u>	\$0	\$4,100.00	\$4,100.00	MHFA Planning for Housing Production Grant
CONSTRUCTION	\$405,880.00		\$405,880.00	
Construction Admin.	\$0	\$38,400.00	\$38,400.00	MHFA Planning for Housing Production Grant
TOTALS	\$405,880.00	\$74,200.00	\$480,080.00	

3.2: Describe the source(s) of the Match / Other Funds (appropriation, loan authorization, donation, etc.), whether they are subject to a vote of approval by Town Meeting or Council, and by what date (actual or anticipated) the funds will be secured.

After designation as a Housing Choice Community, Truro was awarded a MHFA Planning for Housing Production Grant for Cloverleaf site planning and engineering in June 2018.

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Section IV. Preparing for Success

 4.1: Has the municipality implemented best practice(s) in housing and/or economic development as part of the Commonwealth's Community Compact Program? Yes ✓ No 	nent
4.2: Does the municipality have a current Master Plan and/or EconomicDevelopment Plan in Place?Yes ✓ No	
4.3: If No, what steps has the community taken to develop a plan and how does it currently evaluate, consider, and prioritize economic development opportunities to grow? Truro has established a Local Comprehensive Plan Committee that is in the process of developing an update to the 2005 Local Comprehensive Plan. The local plan update was on pending the completion of the Regional Policy Plan (RPP) from the Cape Cod Commission. RPP was approved and released in April of 2019 and guidance for Local Comprehensive Plan or master plans is expected in the near short term. Truro is largely a rural residential communication.	The ins nity.
4.4: Has the municipality adopted or is it considering the adoption of a moratorium on any ne housing and/or development in the community?Yes ✓ No	W
4.5: If No, is the municipality a designated Housing Choice Community?✓ Yes No	
4.6: If No, describe any challenges and/or efforts made to adopt Housing Choice or otherwise support the creation of new housing in the community.	е
4.7: Is the project located in a federally designated Opportunity Zone?Yes ✓ No	
4.8: If Yes, is this project meant to support a development that will benefit from an Opportunit Fund investment?	. y
Yes No	

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Section IV. Preparing for Success

Within

Within

4.9: Indicate which of the following strategies/planning tools your community has adopted to attract investment in the community as a whole and at the project site specifically.

Development Tool / Strategy

	Municipality	Project Site
Approved 40R District or Compact Neighborhood Designati Urban Center Housing Tax Increment Financing Approved Housing Development Incentive Program Zone Valid, unexpired, Housing Production Plan Approved Urban Renewal Plan Approved Tax Increment Financing District 43D Expedited Permitting District Approved Tax Increment Financing District Approved Tax Increment Financing District Multi-family zoning by-right Mixed-use / cluster zoning Commercial zoning by-right Business Improvement District, Main Street program, or sim Federal Choice Neighborhood Federal Opportunity Zone nominated census tract(s) Federal Economic Development District Other:	•	
1.10: Is the municipality a designated Green Community under the Communities Designation and Grant Program?✓ Yes No	Commonwealth	n's Green
4.11: Has the municipality completed, or received a grant to complete Preparedness (MVP) plan through the Commonwealth's MVP Prog ✓ Yes No	•	ity Vulnerability
1.12: Are there climate resiliency benefits with the project? Yes ✓ No		
4.13: If Yes, describe.		
4.14: Does the project support a transit-oriented development: a denalf mile of a transit station (defined as a subway or rail station, or a convergence of two or more fixed bus routes that serve commuters ✓ Yes No	a bus stop servi	
1.15: Does the project support the redevelopment of a previously d Yes ✓ No	eveloped site?	

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Section IV. Preparing for Success

4.16: Does the project suppor units/acre?	rt development of new h	nousing with a density of at least four
✓ Yes No		
4.17: Does the project supportuses, with a residential densitives ✓ No	· · · · · · · · · · · · · · · · · · ·	ining a mix of residential and commercial to the acre?
more adjacent municipalities? ✓ Yes No	? If yes, please attach a	or support economic development in one or letter of support from each community. 46833-MassWorksGrant2019PTownSupport
4.19: Is the project located in Yes ✓ No	a Gateway City?	
4.20: Select the regional plant this location:	nning agency for	Cape Cod Commission
4.21: Select the Mass. transposition for this location:	portation district	DOT Region 5

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Section V. Benefitted Private Development Projects

5.1: Does the public infrastructure project support new development in and around the project area?

If yes, continue to the next question. If No, skip to Section VI.

✓ Yes No.

- 5.2: Will the public infrastructure project...
 - (a) directly serve or connect to a private development project?

✓ Yes No

(b) be located on parcels of land that either are part of a private development project site, or adjacent to parcels of land that are part of a private development project site?

✓ Yes No.

(c) involve the construction of improvements that are required to be constructed as a condition in a permit or approval for a private development project?

✓ Yes No

- 5.3: If you answered Yes to any of the above, please continue to answer the remaining questions in this section regarding the private development project. If you answered No to all, skip to Section VI.
- 5.4: Please provide a detailed description of the private development project(s) that includes the full scope of the development, progress on permitting, expected public benefits, and project phasing, if any.

The water line expansion will serve the private development at 22 Highland Road. The private development will be new residential rental housing on Town-owned land. The development will create 42 rental homes: 22 Extremely Low/ Low/ Very Low income for households below 60% AMI; 6 moderate below 80% AMI; 6 median below 110% subject to an AHR; and, 8 unrestricted market rate rental homes. (State level of affordability: 30%, 50%, 60%, 80%, and 110%). One, two, and three bedroom homes will be included in a variety of housing styles along a new private road. Permitting for the development will be under a Comprehensive Permit under MGL Chapter 40B. The process for permitting begins with the issuance by MA Department of Housing and Community Development (DHCD) of a Site / Project Eligibility Letter (PEL). The site visit was conducted by DHCD on May 3, 2019 and the full PEL submission that demonstrates financial feasibility and includes architectural and engineering plans is being submitted concurrent with this application. Within 30 days the DHCD will issue the PEL which then allows the Chapter 40B Comprehensive Permit Process to begin with the submission to the ZBA and within another 30 days the public hearing will commence. It is hoped that the ZBA will make its decision to approve the Comprehensive Permit in November or December and that the Chapter 40B Comprehensive Permit will be issued by the end of 2019. Submission of a full application for funding to MA DHCD will be in February 2020, a competitive annual funding round, and funding awards are announced the following July. With a funding award in July, housing construction could begin in December

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Section V. Benefitted Private Development Projects

2020 as a single phase development. Phase II of the water line expansion will occur at that time to connect the newly expanded water line to the actual housing units. Potential funding sources for Phase II of the water line expansion may include a future Community Development Block Grant or even a MassWorks Grant. It is unknown at this time if the private developer, or any of its contractors or subcontractors, will construct any portion of the Phase II water line connection for the site. The work will be subject to bidding. The private housing development is a on land that will continue to be Town-owned and will be subject to permanent Affordable Housing Restrictions on 38 of 42 units. There is significant public benefit that will result; the need for affordable rental housing serving a range of incomes is essential for the economic stability and vitality of the Town of Truro.

5.5: Is this private development project allowed by-right, or by special permit, in the municipality's current zoning?

Yes ✓ No

5.6: If No, describe the current zoning and outline what steps the community plans to take to allow the project to succeed.

The private development project will be permitted under MGL Ch40B.

- 5.7: Is the private development project at least at 25% design?
 - ✓ Yes No.
- 5.8: Does the private development project have <u>all</u> required permits and approvals to commence construction?

Yes ✓ No

5.9: If No, identify what permits and/or approvals are outstanding and the anticipated timeframe within which they will be secured.

Site visit by MA DHCD was held May 3, 2019 and the full Project Eligibility Letter submission is in progress. Within 30 days of submission, the PEL will be issued and the Chapter 40B Comprehensive Permit Process will begin with the submission to the ZBA. Within another 30 days, the public hearing will commence. It is hoped that the ZBA will make its decision to approve the Comprehensive Permit in November/ December 2019 and that the Chapter 40B Comprehensive Permit will be issued by the end of 2019.

5.10: Please provide the anticipated schedule/timeline for the private infrastructure project.

<u>Milestone</u>	Start Date	End Date
Design / Engineering	9/1/2018	
Permitting	8/1/2019	12/31/2019
Construction Start	12/1/2020	
25% Construction		4/30/2021
50% Construction		9/30/2021
75% Construction		2/28/2022
Construction Complete		6/30/2022

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£44 400 000 00

Section V. Benefitted Private Development Projects

5.11: Is the private development project's funding fully secured?

Yes ✓ No

5.12: If no, please indicate funding sources being sought and a timeline for when the resources will be secured by the private developer.

Financing of the private residential development is contingent upon an award of resources through a competitive annual funding round through the MA Department of Housing and Community Development (DHCD). The next funding round starts with a Pre-Application in November 2019 followed by the full application submission in February 2020. Awards are generally announced the following July. Closing on funding awards generally would be in December 2020. Additional funding for on-site water service infrastructure will require a Community Development Block Grant application and/or a MassWorks grant application.

5.13: Indicate all of the applicable benefits of the private development project:

lotal private investment: (\$) projected:	\$14,120,000.00
Total lot area (acreage) of private development:	4
Total square footage of office, retail, and/or industrial space:	0
Total square footage of residential space:	43,761
Total number of NEW housing units to be created:	42
How many will be Rental units:	42
How many will be Homeownership units:	0
How many will be Affordable:	34
State level of affordability (% of Area Median Income, 30%, 80%,	30506080110%
etc.):	
Number of construction jobs that will be supported:	120
Number of NEW part time jobs to be created:	
Number of NEW full time jobs to be created:	
Number of full time jobs to be retained:	120

5.14: Will the private developer, or any of its contractors or subcontractors, construct any portion of the public infrastructure project?

Yes ✓ No

Total private investments (f) preincted.

5.15: Has the municipality provided the private development project with local benefits or incentives?

✓ Yes No

5.16: If yes, please explain the type of benefit or incentive:

The incentive for the private developer is that land for the project is provided through a long term lease at \$1.00 per year, thus reducing overall development costs. Additionally, the Town of Truro provided Community Preservation Act Funds, as well as a grant of \$81,673 to cover architectural, engineering, pre-development planning for the housing development and for pre-development of the property. It is also anticipated that Truro Community Preservation Act funds and Affordable Housing Trust funds will provide some development funding.

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Section V. Benefitted Private Development Projects

5.17: Provide the following information for the entity undertaking the private development project:

Proponent Entity/Company: Community Housing Resource, Inc

Contact Name/Title: Ted Malone, President

Phone: 508-487-2426

Email: tedmalone@chrgroup.net

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Section VI. Applicability of MEPA Review

If MassWorks funding will be the only form of state action implicated by this project, please refer to EOHED's guidelines for applicability of MEPA review.

6.1: Does the <u>public infrastructure</u> project meet or exceed any of the thresholds for MEPA review set forth in 301 CMR 11.03? If Yes, check all relevant thresholds and indicate if ENF and/or EIR are required.

Yes ✓ No

Threshold ENF Required EIR Required

Land Development

Rare, threatened, or endangered species

Wetlands, waterways, and tidelands

Water

Wastewater

Transportation

Energy

Air

Solid and hazardous waste

Historical and archeological resources

Areas of environmental concern

6.2: Does the <u>private development</u> project identified herein, meet or exceed the MEPA thresholds as set forth in 301 CMR 11.03? If Yes, check all relevant thresholds and indicate if ENF and/or EIR are required.

Yes ✓ No.

Threshold ENF Required EIR Required

Land Development

Rare, threatened, or endangered species

Wetlands, waterways, and tidelands

Water

Wastewater

Transportation

Energy

Air

Solid and hazardous waste

Historical and archeological resources

Areas of environmental concern

6.3: Can the private development proceed independently without the public infrastructure project? Attach letter(s) from the private development proponent confirming and explaining this answer.

Yes ✓ No

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Section VI. Applicability of MEPA Review

 $https://madhcd.intelligrants.com//_Upload/436302_546522-MassWorksLetterCloverleafDevlimits without waterline ext.pdf\\$

6.4: List any filings that have been made or will be made with the MEPA Office in connection with the public infrastructure project and/or the private development project described above, and whether the review is expected to be a full scope or a limited scope.

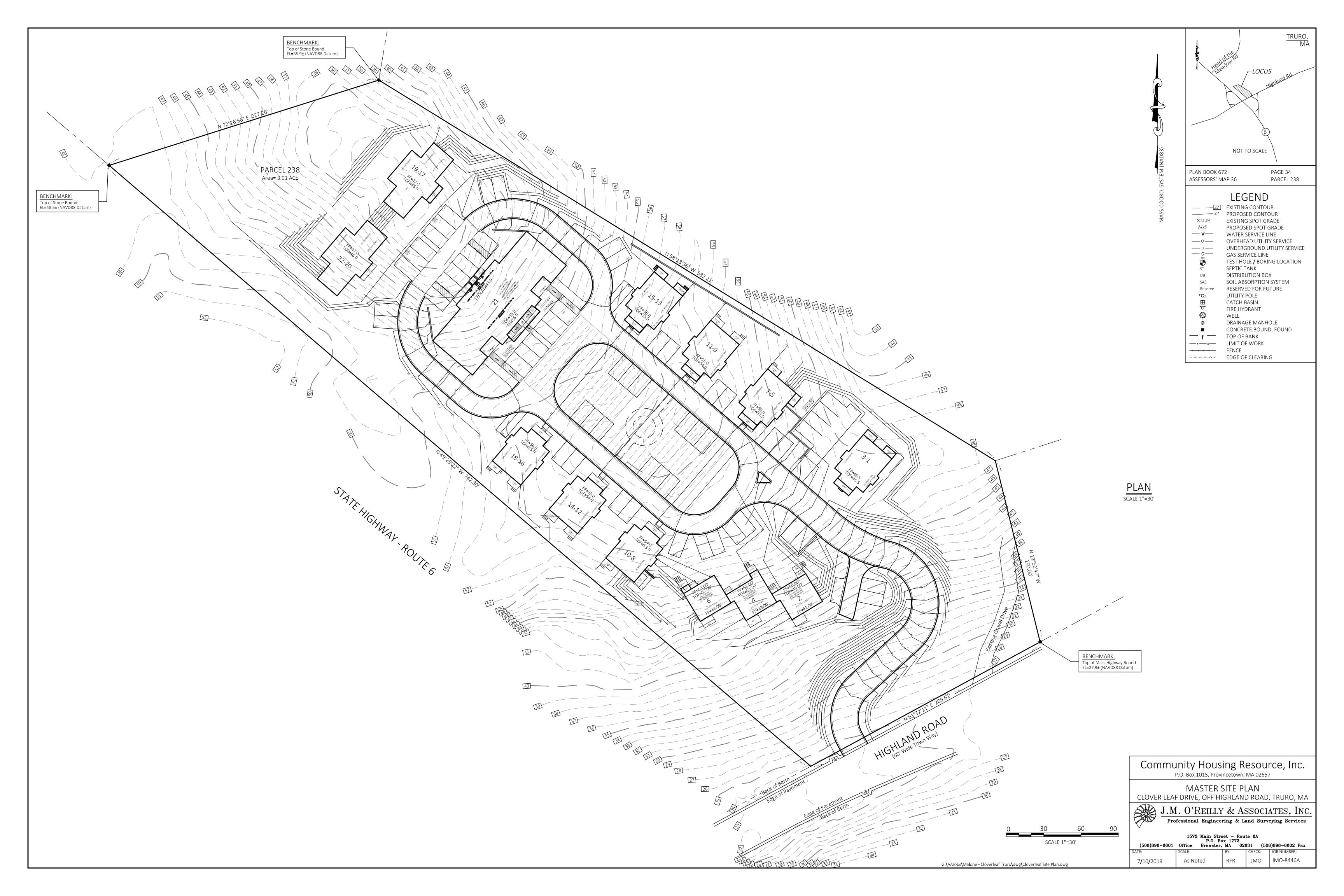
No filings are required for the public infrastructure project. The private development project is in the process of being submitted to NHESP and we anticipate designation of a conditional no-take.

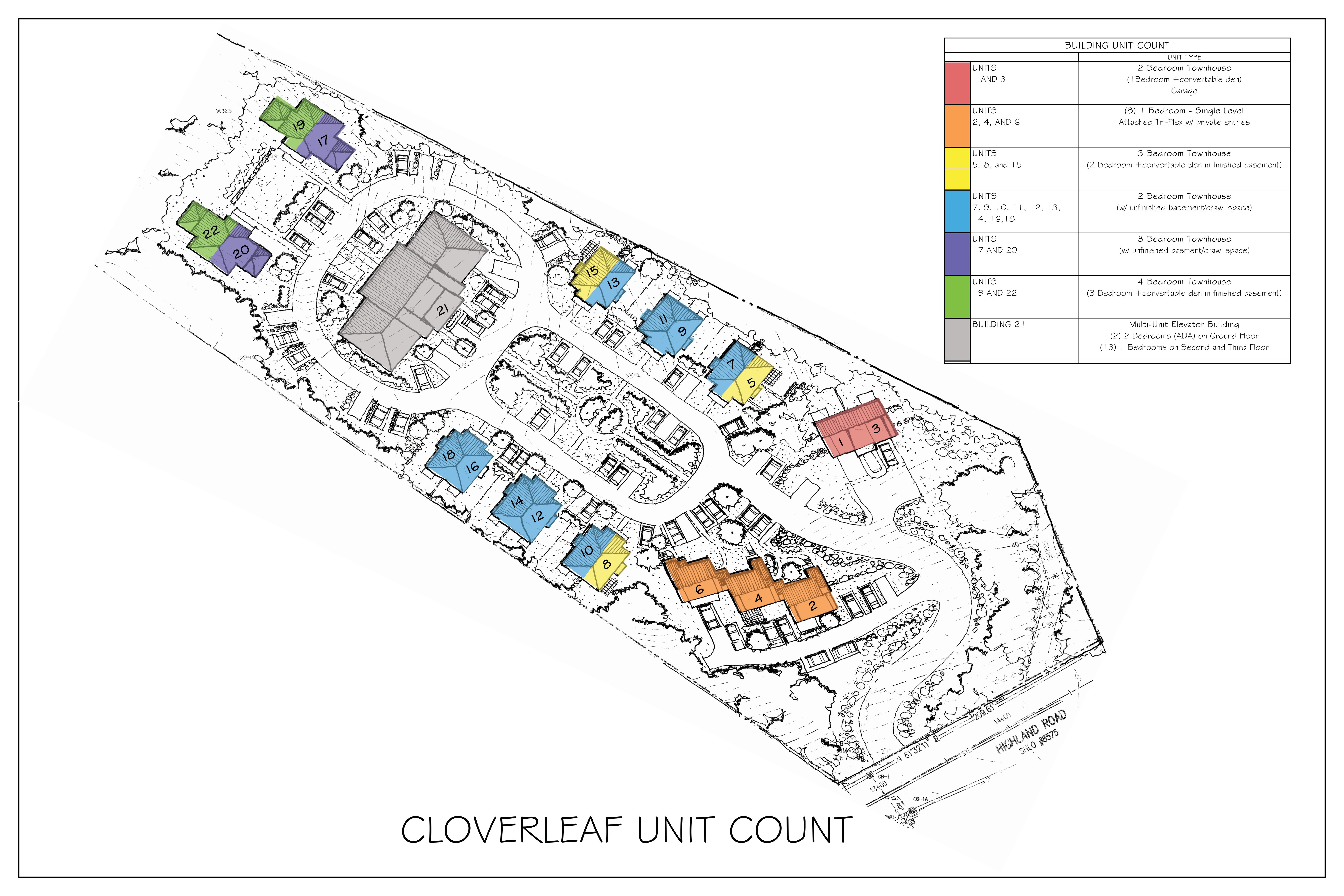
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Section VII. Certification of Public Entity Authorizartion

7.1: Does your city/town require a vote of the executive body to authorize the submission of this application?Yes ✓ No				
•		application on behalf of the applicant eas a designee of an executive officer		
I, Rae Ann Palmer, hereby certify that I am duly authorized to submit this application on behalf of (applicant) Truro and to agree that, if awarded, the applicant will implement the MassWorks Grant Program in accordance with all applicable laws and regulations. I understand that the information provided in this application will be relied upon by EOHED in deciding whether to award a grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.				
I hereby further certify, under the pains and penalties of perjury, that the responses to the questions provided in this application and the attached documentation are true, accurate and complete.				
Rae Ann Palmer		Town Manager	8/9/2019	
Name		Title	Date	

08/09/2019 Page 16 of 16









TOWN OF TRUROSelect Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: February 11, 2020

ITEM: Approval of Temporary Population Estimate for the Alcohol Beverages Control Commission (ABCC)

EXPLANATION: Each year, the ABCC requires (under M.G.L. Ch. 138 Section 17) Towns or Cities to provide an estimate of temporary increased resident population. This population estimate is used to establish a quota for seasonal package goods stores licensed under M.G.L. c. 138 Section 15. The seasonal population estimate is 16,506*.

*The 2020 estimate was reached using the current formula, which is as follows: 2019 estimate (16, 488) + (number of new single-family residences in 2019 (9) x 2 persons).

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The estimate can be tabled for further review but a figure must be submitted to the State by March 1st, 2020.

SUGGESTED ACTION: MOTION TO approve the 2020 Estimate for Temporary Increased Population Estimate to be 16,506 for the Town of Truro.

ATTACHMENTS:

- 1. Estimate of the Temporary Increase Population ABCC Form 2019
- 2. Estimate of the Temporary Increase Population ABCC Form 2020

Consent Agenda Item: 6B1

2019 Seasonal Population Increase Estimation Form

TRURO

City / Town:

		Date:	Feb 12, 2019		
c/o 239	oholic Beverages Control Co Licensing Department Causeway Street ton, MA 02114	ommission			
То	Whom It May Concern:				
Act	ing under authority contained	d in M.G.L. Ch.	138, s17, as amended	l, our Board at a meeting	g held on
Feb	12, 2019 Date of Meeting	, estimated that	the temporary increas	sed resident population	
of	TRURO	, as of J	fuly 10, 2019 will be	16, 488].
	City / Town Name			Estimated Population	
mer	s estimate was made and vot mbers of the time, place and s and after cooperative discu ef.	purpose of said	meeting, and after inv	estigation and ascertain	ment by us of all the
The	above statements are made	under the pains	and penalties of perju	ry.	
				ery truly yours, ocal Licensing Authorities	
			_		
			_		
			_		

Consent Agenda Item: 6B2



COMMONWEALTH OF MASSACHUSETTS ALCOHOLIC BEVERAGES CONTROL COMMISSION

95 Fourth Street, Suite 3, Chelsea, MA 02150

2020 Seasonal Population Increase Estimation Form

2020	seasonai roj	Julation increas	e Estillation	<u> </u>	
C	ity / Town: Trur	ro			
	Date:	Feb 11, 2020			
Alcoholic Beverages Control C c/o Licensing Department 95 Fourth Street, Suite 3 Chelsea, MA 02150	commission				
To Whom It May Concern:					
Acting under authority contained	ed in M.G.L. Ch	. 138, s17, as amend	ed, our Board at	a meeting held o	n
Feb 11, 2020 Date of Meeting	, estimated tha	t the temporary incre	eased resident po	pulation	
of Truro City / Town Name	, as of .	July 10, 2020 will be	16,506 Estimated Popu	llation	
This estimate was made and vo members of the time, place and facts and after cooperative disc belief.	purpose of said	meeting, and after i	nvestigation and	ascertainment by	y us of all the
The above statements are made	under the pains	and penalties of per	jury.		
			Very truly yours, Local Licensing Aut	:horities	

This certificate must be signed by a majority of the members of the local licensing authority.





TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Energy Committee

REQUESTOR: Brian Boyle, Energy Committee Chair

REQUESTED MEETING DATE: February 11, 2020

ITEM: Appointment of Truro's Alternate Representative to the Cape Light Compact

EXPLANATION: There is an Application to Serve from Bob Higgins-Steele for the Appointment of Truro's Alternate Representative to the Cape Light Compact. The Energy Committee Chair, Brian Boyle has endorsed the appointment of Bob Higgins-Steele, as a member of the Energy Committee to be a Representative on the Cape Light Compact. Mark Farber resigned from this appointment as the Alternate Representative. Jarrod Cabral, the Department of Public Works Director, is Truro's additional Representative.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have an Alternate Representative to the Cape Light Compact.

SUGGESTED ACTION: Motion to appoint Bob Higgins-Steele as Truro's Representative to the Cape Light Compact for a three-year term expiring June 30, 2023.

ATTACHMENTS:

1. Application to Serve; Chair endorsement; Mark Farber Resignation

Consent Agenda Item: 6C1

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 Robert Higgins-Ste	eele HOME TELEPHONE:
ADDRESS: 3 Whitmanvill	e Rd WORK PHONE :same
MAILING ADDRESS:_P	O Box 1039 Truro, MA 02666 E-MAIL
FAX:Compact	MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Alternate Cape Cod ligh
SPECIAL QUALIFICAT	IONS OR INTEREST: Member Energy Committee, Vice Chair Climate Acton Committee
COMMENTS: Now that Conditions to Hyannis	ape Cod Light Compact has a remote call in meeting attendence option I can participate without
SIGNATURE: 1/3/20	Ref4!

COMMENT/RECOMEN	DATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL)
SIGNATURE:	DATE:
INTERVIEW DATE:	APPOINTMENT DATE (IF

Nicole Tudor

To:Brian BoyleCc:Noelle ScoullarSubject:RE: Application

Thank you Brian!



Executive Assistant Select Board Office Truro Town Hall PO Box 2030 24 Town Hall Road Truro, MA 02666 Direct Line: (508) 214-0

Direct Line: (508) 214-0925 Extension: (508)349-7004 Ext 110

Fax: (508)349-5505

Email: ntudor@truro-ma.gov





From: Brian Boyle

Sent: Friday, January 3, 2020 1:25 PM
To: Nicole Tudor <ntudor@truro-ma.gov>
Cc: Noelle Scoullar <nscoullar@truro-ma.gov>

Subject: Re: Application

Hi Nicole,

The Energy Committee has discussed and is in support of Bob Higgins-Steele's application to serve.

Thanks, Brian

----Original Message----

From: Nicole Tudor ntudor@truro-ma.gov To: Brian Boyle

Cc: Noelle Scoullar <nscoullar@truro-ma.gov>

Sent: Fri, Jan 3, 2020 8:42 am Subject: FW: Application

Hi Brian,

When you have a moment, would you kindly respond either to this email directly or sign the attached Application to Serve for Bob Higgins-Steele's appointment?

Nicole Tudor

From:

Mark Farber

Sent:

Friday, January 3, 2020 9:42 AM

To:

Nicole Tudor

Cc:

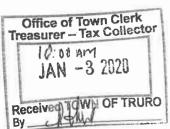
Bob Higgins-Steele; Brian Boyle; Noelle Scoullar; Jim Nash; Jarrod Cabral

Subject:

Cape Light Compact representation

Nicole: I hereby resign as Truro's Alternate Representative to Cape Light Compact. I recommend that Bob Higgins-Steele of the Energy Committee replace me in this role.

Mark Farber



Coistal Rama White was che

Consent Agenda Item: 6D1

DRAFT

Truro Select Board Work Session Tuesday, January 21, 2020 Public Safety Facility

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

Present: Town Manager Rae Ann Palmer; Consultant Bernard Lynch; Associate Sharon Flaherty

Chair Janet Worthington called the work session to order at 1:57 p.m.

Town Manager Rae Ann Palmer introduced the representatives from the search firm, Bernard Lynch, principal of Community Paradigm Associates, LLC, and his associate Sharon Flaherty.

Bernard Lynch gave a time frame of 16 to 18 weeks for the Town Manager selection process. Resumes should be in by February. The screening committee should start meeting in March, he said. The screening process is based on resumes, interviews and the choice of finalists. Resumes are ranked for candidates in the top third, middle choices and those that are not qualified for the position. By June the Town Manager should be selected and spend two weeks overlapping with Rae Ann Palmer. By mid-June, the new Town Manager will be in place.

Mr. Lynch discussed the role of the screening committee, noting they are not the "selection" committee. The screening committee looks at candidates' skills, style and alignment with Truro priorities for the best fit. The Select Board makes the decision. The Select Board had already prepared a draft job description which Paradigm will receive.

The Town profile, which Paradigm Associates is preparing, is a helpful tool for both candidates and the screening committee, Mr. Lynch said. His associate Sharon Doherty will prepare the position profile for Truro. She said she would be glad to incorporate suggestions from the Select Board into the profile.

Select Board members identified current topics of concerns that the next Town Manager will have to consider. Among these were: the large percentage of second homes and the small year-round population; the high value of homes; services needed in summer; resistance to regionalization; the importance of the Town Charter; the relationship to the Cape Cod National Seashore and the Department of the Interior; good relations with the Cape Cod Commission; environmental concerns and projects; businesses and employment opportunities in winter; citizens' engagement in Town government; use of the water system; the Cloverleaf Property; the Host Community Agreement for a marijuana growers cooperative; plans for a new DPW facility; and potential for the Walsh Property. The Town Manager confronts all these issues and more.

The Select Board added more concerns: encouraging Truro as a summer vacation destination without becoming a total resort community; maintaining all the big houses, built before the house size bylaws, but providing affordable alternatives; keeping teachers and police who can't afford to live in Truro; medical situations and the long ambulance trip to Hyannis; poor cell phone service; and areas with no Internet services.

Bernard Lynch collected the positive aspects Truro: its beauty and beaches; the vibrant community; the arts; famous residents; protection of land by the National Seashore; fishing and aquaculture; the farmers' market; year-round recreational activities such as pickleball; a well-trained Town staff; the full-time Fire/Rescue Department; science based decisions on environmental situations; a cooperative plan with other towns for management of the bayside coast; storm preparedness at the neighborhood level; and AlerTruro.

Ms. Palmer and the Select Board discussed desirable traits and skills for a Town Manager. Someone who is a unifier was a top qualification. A person with good financial skills should keep the Town budget in check while still providing desired services. The Town Manager should understand debt service and be able to work with the ClearGov financial system. The person should be tech savvy, but not necessarily with social media. The Town Manager will need grant skills, legal knowledge and experience in union negotiations. The Board agreed that the next Town Manager should be highly professional, keep the open-door policy that Ms. Palmer maintained, be able to engage people, and solve problems.

Mr. Lynch said Paradigm will work on the profile and attach the job description to it. He will have separate discussions with each Select Board member before it is completed. He will hold a group meeting with department heads. He asked that the finished profile and job description be posted on the Town website. Another suggestion for understanding Truro was to look at the past five years of Annual Town Reports.

The Select Board needs to decide on salary range for the Town Manager position. Mr. Lynch said he usually picks a number instead of offering a range. He suggested comparing salaries from area towns. A housing allowance is still an option to explore along with salary, but it could be discontinued. Mr. Lynch recommended offering a salary figure, plus or minus, based on qualifications.

Paradigm Associates handles background and CORI checks. They do not make the reference calls until the finalists are under consideration. Mr. Lynch said Paradigm forwards from two to four finalists. After hearing about a past experience in Truro where two of the three finalists dropped out, he recommended starting with a selection of four finalists. He noted that there are privacy issues until the finalists are chosen. What he presents to the Town is all public record. When she was one of the finalists for Town Manager, the one-on-one drive was the most useful interview process Rae Ann Palmer had ever experienced, she said. Mr. Lynch said is firm has used a similar method with a meet and greet.

The screening committee openings will be announced at the next Select Board meeting. There will be seven people on the committee: two Select Board members, the Police Chief, and four community members. Interviews for the community members will take place at the following

Select Board meeting. Once the Select Board has formed the selection committee, they will notify Mr. Lynch. He's very optimistic that Truro will have good candidates for the Town Manager position.

A	di	io	u	r	n	m	e	n	t
	٠.	, ~	-	-			_		•

Susan Areson moved to adjourn. Rober	rt Weinstein seconded, and the motion carried 4-0.
The meeting was adjourned at 4:11 p.m.	1.
Respectfully submitted,	
Mary Rogers, Secretary	
Janet Worthington, Chair	Susan Areson
Kristen Reed, Clerk	Robert Weinstein, Vice-chair

Public Records Material of 1/21/2020

Draft Town Manager job description

DRAFT

Consent Agenda Item: 6D2

Truro Budget Task Force Monday, January 27, 2020 Public Safety Facility

Finance Committee Members Present: Chair Robert Panessiti; Lori Meads, Raphael Richter Board of Selectmen Members Present: Chair Janet Worthington; Robert Weinstein, Susan Areson, Kristen Reed

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Town Accountant Trudi Brazil; Fire Chief Timothy Collins; Police Chief Jamie Calise; Lower Cape Ambulance Association Chief Operations Officer Steve Roderick

Select Board Chair Janet Worthington and Finance Committee Chair Robert Panessiti opened the meeting at 4:01 p.m.

Police Department Budget

Police Chief Jamie Calise distributed a summary of police activities for the past year. He included the 2017 and 2018 summaries for comparison. He noted the young department, which is reflected in many of the calls. The number of arrests has increased, but property crimes have been cut in half. He discussed calls for safety and for checking vacant properties. Chief Calise said contraband is often found in vehicle stops. He said there is still training needed for marijuana-related situations. His focus on the department is to apply best practices.

Chief Calise gave the overall budget increase, mainly for salaries. Training has not changed, but it is a very needed line. He said the budget is solid for services, equipment and training. The Chief addressed specific questions on the FY21 Budget: overtime; the court overtime line; retention of officers; numbers of male and female officers; calls where two officers are necessary; liability issues; the tuition line; and the training conference line. There is a total increase of 2.21%, Ms. Palmer said. Although communications and telephone services had been taken out of all department budgets, some handheld user equipment for beach safety appeared in the police budget. She discussed funding for the installation of the new communication system. Chief Calise discussed the decreased amount for bottled water. He promised to replace the batteries in the Public Safety Facility Conference Room clock, which has been stuck on the same time for months.

Fire Department Budget

Ms. Palmer distributed an updated Fire Department Budget. Fire Chief Timothy Collins said the budget was broken down differently this year. There are four additional staff members and new EMTs. He and the Town Manager explained the increases for salaries and the contract with Lower Cape Ambulance. Chief Collins gave the proposed summer schedule for staff and beach EMTs. There is a replacement ambulance request in the capital budget, Ms. Palmer said. Task Force members discussed the use of the Lower Cape Ambulance services. Lower Cape

Ambulance will continue to bill for their service, Ms. Palmer said. Ambulance services have been a topic of concern for at least the past five years. Ms. Palmer said the Town will try to hire paramedics, or current staff members might be interested in training to become paramedics. Revenue generated by cannabis sales in Provincetown would not be available for Truro. Town Counsel predicts that municipal controls of cannabis businesses will change, so towns should not count on that revenue.

Chief Collins said the Fire Department is stable at this time. The Fire Chief explained staffing practices during the summer season and the off season. Ms. Palmer discussed the importance of attracting new paramedics to Truro. Housing for staff is still an issue for the Fire Department, Chief Collins said. The Town Manager and the Task Force discussed incentives and other measures to help with workforce housing. Ms. Palmer said there is an advertisement ready to go for fire fighter paramedics after Town Meeting provided the budget is approved. She discussed budget increases that would occur over the next few years. Chief Collins said there are grants, but there is competition for them.

Chief Collins explained the lines for overtime, vacation, vacation buy backs, personal time, and sick time. He said that there is an increase in services for a leased copy machine, for devices for CPR machines, and for mandated testing of equipment. He said there is regional scheduling for certain tests. Ambulance cost proposals were displayed on the screen with various scenarios. Ms. Palmer said she would prepare a fact sheet to explain the options. Mr. Panessiti recalled previous studies on ambulance services used by the Lower Cape towns. He suggested presenting some historical perspective at Annual Town Meeting.

Chief Collins explained safety concerns behind the capital budget request for two sets of gear and shelf life of the gear. This information should be provided to the public in advance of Town Meeting.

Truro Emergency Management Agency (TEMA)

Tim Collins, as Emergency Management Director, explained the TEMA budget. He discussed the public safety phones and the satellite phone at Longnook which were initially bought with grant money. Truro partners with Provincetown for a shelter, which needs replacement supplies. Ms. Palmer said past cuts explain the big jump in percentage in this year's budget. Ms. Palmer said there is an ongoing discussion about being part of the regionalized shelter system.

The Fire Department has pursued Assistance to Firefighter grants without success for replacement fire tender but has received \$30,000 for thermal imaging equipment. Chief Collins said the next round of grants will be opening in a few weeks. He will work with the Town Manager on an application.

Lower Cape Ambulance Association

Steve Roderick, Chief Operation Officer (COO) of Lower Cape Ambulance Association, explained their budget's increase. It isn't as large as last year's, he said. There was a 10%

increase in transports last year. He broke down the personnel used for the transports. This is the basis of the billing, he said. He explained percentages covered by Medicare, Medicaid, private insurance, no insurance, Workers' Comp, and catastrophic insurance. Lower Cape Ambulance makes the bulk of their money on the private insurance, he said; however, they do offer a free care fund. Lower Cape tries to keep their rates in line with other Cape towns, but they are considering raising the base rates.

Mr. Roderick explained the terms Advanced Life Support (ALS) and Basic Life Support (BLS). He discussed the challenges of staffing and service, mileage allowances, wear and tear on the ambulance, the distance to Cape Cod Hospital, and retaining qualified staff. One EMT and one paramedic go on every call.

Lower Cape Ambulance started as transport service in 1937, but in their last contract they changed to include response to rescue calls. They are now the primary rescue service for Provincetown. The Truro contract has the provision that both Lower Cape and Truro respond to calls. Lower Cape Ambulance anticipates more income with their increased service. They are offering more incentives to keep personnel: matches for retirement, dental insurance, more paid holidays, and double time for holiday and Carnival coverage.

Truro needs to plan for Lower Cape Ambulance's changing model. Lower Cape is taking steps to stay viable. Their collection rate is better than municipalities because they do follow through and send to collection agencies. They have the ability to hire quality staff. There has been an increase of transports from nursing homes and the elderly. Because of an improved Emergency Room, people are more willing to go by ambulance to Cape Cod Hospital, Mr. Roderick said.

Mr. Roderick detailed Lower Cape's administrative costs, which go mostly to a billing company and consultancy bookkeeping. Scheduling is another significant component of administration, Mr. Roderick said.

Lower Cape Ambulance and the Town will need to sort out everything in the next year. Rae Ann Palmer has been a good ally, Mr. Roderick said. He would be happy to share any additional information upon request.

Next Meeting

The next Budget Task Force meeting on February 3, 2020 will cover budgets for Recreation & Beach, Health & Conservation and the Council on Aging.

Adjournment

Susan Areson moved to adjourn. Kristen Reed seconded, and the motion carried 4-0.

Finance Lori Meads moved to adjourn. Rafael Richter seconded, and the motion carried 3-0.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,	
Mary Rogers, Secretary	
Janet Worthington, Chair	Susan Areson
Kristen Reed, Clerk	Robert Weinstein, Vice-chair

4

Public Records Material of 1/27/2020

Minutes of the Budget Task Force meeting of 1/27/2020

FY21 Budget booklet

Consent Agenda Item: 6D3



Truro Select Board Meeting Tuesday, January 28, 2020 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 Clark

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

PUBLIC COMMENT

Stephanie Cox of Smarter Cape Partnership introduced herself as a housing advocate who wishes to discuss ADUs later in the meeting.

COMMITTEE APPOINTMENTS

Town Manager Screening Committee

Town Manager Rae Ann Palmer described plans for a search committee to find her replacement and announced that applications are now being accepted for the Town Manager Screening Committee. Citizen candidates for the committee may take out application papers at Town Hall or apply online.

SELECT BOARD ACTION

Town Meeting Warrant

Town Manager Rae Ann Palmer gave the dates for opening and closing the 2020 Town Meeting Warrant and the dates for money articles and petitioned articles.

Susan Areson moved to open the Warrant for the 2020 Annual Town Meeting on January 28, 2020 at 8:00 a.m. and to close the warrant for money articles on February 7, 2020 and for petitioned articles on February 28, 2020. Robert Weinstein seconded. The motion carried 4-0.

International Association of Fire Fighters

Rae Ann Palmer explained that the members of the Truro Fire Department have indicated that they wish to be recognized as the International Association of Fire Fighters (IAFF) and have IAFF recognized as their representative for a bargaining unit. The process starts with the Select Board's voluntary recognition of the IAFF. Their future contracts would run with the fiscal years. Fire Chief Timothy Collins came forward to explain the choice of the IAFF.

Robert Weinstein moved to accept the notice of voluntary recognition for the International Association of Fire Fighters bargaining unit. Janet Worthington seconded, and the motion carried 4-0.

Auto Tabulator for Voting

Assistant Town Manager Kelly Clark said that she had researched the purchase and use of an automatic tabulator machine, the ImageCast Precinct by LHS Associates. LHS Associates is widely used by Massachusetts communities, including Wellfleet and many Cape towns. It would replace the hand-crank ballot box. Prior to an election, the machine would be programmed by LHS Associates so that it can properly read Truro ballots. At the polls, voters place their ballots into the machine where it will count the results. It gives immediate notice of any errors. The machine separates ballots that contain write-ins and any ballots that cannot be read and need to be hand-counted. The machine holds 3,000 ballots, so it is suitable for Truro voters. It reduces the number of counters needed for an election. The machine has a power backup and does not get connected to the Internet, minimizing outage and hacking concerns. Ms. Clark has not heard of any security breaches for towns using the device. LHS Associates offer advance training, phone assistance and technicians on standby on election days. There is a maintenance service required for this. Auditors have found the machines to be 100% accurate in their tallies. The Finance Committee has approved a line item for the machine and programming for three elections. Ms. Clark had contacted the Falmouth and Eastham Town Clerks, who were both pleased with the system. Town Manager Rae Ann Palmer said that Truro's Town Clerk agrees with the transition to a scan tabulator.

Robert Weinstein moved to begin using the ImageCast Precinct Optical Scan Tabulator at the State Primary on September 1, 2020 and thereafter, at all primaries, preliminary elections and elections held in the Town of Truro, until otherwise ordered by vote of the Town of Truro Select Board, and to discontinue the use of the current hand crank ballot box voting system effective August 31, 2020. Kristen Reed seconded, and the motion carried 4-0.

COMMITTEE APPOINTMENT

Energy Committee

Todd Schwebel explained his interest in becoming a member of the Energy Committee. The solar panels at the Transfer Station and on his own house had captured his interest.

Susan Areson moved to appoint Todd Schwebel to the Energy Committee for a full membership three-year term, expiring June 30, 2022. Kristen Reed seconded, and the motion carried 4-0.

SELECT BOARD ACTION (Cont.)

Accessory Dwelling Units Subcommittee Report

Robert Weinstein recused himself from the Select Board table but reserved his right to address the meeting as a private citizen and member of the ADU Subcommittee.

Planning Board Chair Ann Greenbaum came forward to present the Accessory Dwelling Unit (ADU) Subcommittee's summary. She gave background on the formation of the subcommittee to study ways to improve the ADU bylaw and displayed the list of issues they had identified. These were divided into high, medium and low priorities. The Planning Board has already commented on the list. She sought the Select Board's reactions as well. The Select Board immediately recognized the procedure packet as an improvement. Ms. Greenbaum explained the

parking space allowances for ADUs. She discussed amnesty and design criteria for existing units for exterior and interior changes.

The bylaw vote requires a two-thirds majority at Annual Town Meeting. Ms. Greenbaum said that each section of the ADU bylaw could be presented as a separate Warrant Article to provide focus. Town Manager Rae Ann Palmer said she would check with Town Counsel about taking this approach.

Ms. Greenbaum explained the recommendations for the high priority items of ADUs in the National Seashore and those requiring approval by homeowners' associations. The National Seashore has indicated that they do not want ADUs in the Seashore District, but those are not Truro's zoning bylaws. Rae Ann Palmer said the land use attorney had given the Town specific language for property within the National Seashore.

Robert Weinstein, speaking only for himself, although he is now a member of the subcommittee, said he is a property owner within the National Seashore. He said he does not favor a bylaw prohibiting ADUs in the Seashore. It is not a prohibition by the Department of the Interior. He cited a decision handed down in Orleans Second District Court for the Merlini ADU case, stating that zoning is a local concern. He distributed copies of the court decision. He addressed the need for more diverse housing and recommended following the example of Chatham's ADU bylaws.

Ann Greenbaum said the subcommittee's effort is a work in progress. She foresees continued work after Town Meeting and welcomes suggestions to be addressed in the future. Susan Areson expressed her support for the subcommittee's efforts. The subcommittee has been standardizing application forms, adding a checklist, and making the process more user friendly.

Chris Lucy distributed last year's ADU Warrant Article that had been proposed but withdrawn. It provided for a by right process for ADUs. That meant Planning Board was not a part of the process. He advocated for more opportunities for the public to discuss ADU's and other topics well in advance of the required public hearings for bylaw proposals. He discussed the possible types of ADUs people might create. He said he supports a variety of options but stressed the importance of meetings where audience members participate in the exchange of ideas.

Ann Greenbaum said that the ADU subcommittee meetings would welcome public comment and discussion. The agenda is always posted, and the minutes are online. There are public hearing requirements for Town Meeting Articles that need to be met as soon as possible.

Stephanie Cox from Smarter Cape Partnership, an organization focused on creation of ADUs, discussed process and offered her recommendations: not to subtract from the pool of eligible people that could create one and to allow ADU's by right. Ann Greenbaum said she intends to have further conversations with Ms. Cox.

Robert Weinstein returned to the meeting table.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: Letter of Support for FY20 Community Development Block Grant Proposal
- B. Review and Approve Select Board minutes January 10 and 13, 2020 (Budget Task Force) and January 14, 2020 (Regular)

Susan Areson moved to approve the Consent Agenda as printed. Janet Worthington seconded, and the motion carried 4-0.

SELECT BOARD COMMENTS/REPORTS

Robert Weinstein reported on the last Budget Task Force meeting for the Police, Fire, and Lower Cape Ambulance budgets and a meeting with a USDA representative, the Harbor Master and Steve Wisbauer on grant opportunities for water resource protection and infrastructure. He thanked the School Committee for accommodating him by changing their meeting schedule so that he now can take part in their budget discussions.

Susan Areson said the Mass Municipal Association (MMA) conference afforded good networking opportunities as well as many workshops. She outlined the Truro Historical Society's summer programming plans. She had attended the last Board of Health meeting, and she described the process steps outlined at the Local Comprehensive Planning Committee's meeting.

Kristen Reed said she found the MMA conference's speeches and workshops energizing. She announced employment opportunities offered by Census 2020. Susan Connolly, Director of Community Assistance at Massachusetts Housing Partnership, has pledged \$10,000 for a Provincetown-Truro effort on Affordable Housing and is willing to send a speaker to explain municipal housing trusts, Ms. Reed said.

Janet Worthington discussed a workshop on regionalization, which she had attended at the MMA conference. She commented on the good Budget Task Force meeting on Police, Fire and Lower Cape Ambulance budgets, recommended lunches at the COA, announced Candidates' Night February 4, 2020 at 6 p.m. for the Select Board position, and reminded people to vote on February 18th. Absentee ballots are available for this.

TOWN MANAGER'S REPORT

Rae Ann Palmer said that she, Assistant Town Manager Kelly Clark, Fire Chief Tim Collins, Recreation Director Damion Clements and Town Assessor John Nahas had attended the MMA conference in Boston. She, the Health/Conservation Agent and Town Counsel had met with the DelGizzis and their attorney regarding the Truro Motor Inn. Ms. Palmer discussed current USDA funding for Truro environmental projects and the potential for further funding.

AGENDA FOR NEXT MEETING

Rae Ann Palmer said agenda items for the February 11, 2020 meeting include a Cape Cod Commission update by Kristen Senatori, Fiscal Year 2021 Budget (if ready), rental registration fees, siting for the new DPW facility, the 2019 MassWorks grant, and the seasonal population estimate. Another Budget Task Force meeting for the overall FY21 Budget will be held earlier the same day at 11:30 a.m.

Adjournment	
Robert Weinstein moved to adjourn, and the motion	on carried 4-0.
The meeting was adjourned at 6:35 p.m.	
Respectfully submitted,	
Mary Rogers, Secretary	
Janet Worthington, Chair	Susan Areson
Kristen Reed, Clerk	Robert Weinstein, Vice-chair

Public Records Material of 1/28/2020

- 1. Application papers for Todd Schwebel for Energy Committee
- 2. Charter and Town Calendar dates pertaining to Town Meeting Warrant
- 3. IAFF material and Voluntary Recognition document
- 4. ImageCast brochure
- 5. ADU Subcommittee Summary
- 6. Letter of Support for FY20 Community Development Block Grant Proposal