



Truro Select Board

Tuesday, April 7, 2020
Remote Meeting-**2:00pm**

This will be a remote meeting, broadcast live on Truro Channel 18. If citizen's wish to provide public comment for this meeting, please email the Town Manager at rpalmer@truro-ma.gov. You may also email comments or questions during the meeting.

1. PUBLIC COMMENT

- A. Covid- 19 Update from Staff
- B. Public Comments

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Appoint Elizabeth Sturdy as Registrar of Voters

4. TABLED ITEMS NONE

5. SELECT BOARD ACTION

- A. Discussion Regarding Date of Municipal Election-Possible Vote to Postpone
Presenter: Rae Ann Palmer, Town Manager
- B. Discussion of Dates for Annual Town Meeting
Presenter: Rae Ann Palmer, Town Manager
- C. Proposal for Truro Center Road Culvert Investigation, Preliminary Design and Analysis
Presenter: Jarrod Cabral, DPW Director

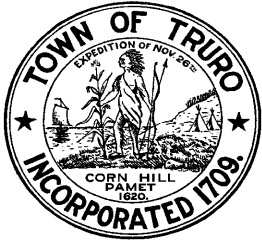
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - I. Event Notification form for the 36th Annual National MS Society Bike Ride
- B. Review and Approve Select Board Minutes-March 19, 2020 (Emergency Meeting). March 24, 2020

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: April 21 and May 13



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 7, 2020

ITEM: Application to Serve: Elizabeth Sturdy as a Registrar of Voters

EXPLANATION: In accordance with MGL C.51 Section 15, the Town should have a four (4) member Board with one member being the Town Clerk. The Town currently has three (3) members and Town Clerk Slade has been unavailable.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Town will be short one member of the Board of Registrars. With nomination papers going around for the State Primary in September, having a fourth member will be helpful for the Clerk's office.

SUGGESTED ACTION: *Motion to appoint Elizabeth Sturdy to the Board of Registrars for a term of three years and expiring on March 31, 2023.*

ATTACHMENTS:

1. Application to Serve



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: Elizabeth A. Sturdy HOME TELEPHONE: Cell: [REDACTED]

ADDRESS: 580 Shore Road, NT WORK PHONE: (508) 214-0935

MAILING ADDRESS: PO Box 431, NT E-MAIL: [REDACTED]

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

Registrar of Voters for Town of Truro

SPECIAL QUALIFICATIONS OR INTEREST: I am a resident of Truro, and I work full-time for the Town at Town Hall.

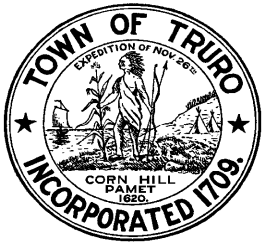
COMMENTS: I would like to become more involved with the Town, and I believe this would be a good fit.

SIGNATURE: Elizabeth A. Sturdy DATE: 3/17/2020

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____
ROVD 2020MAR17 04:51
ADMINISTRATIVE OFFICE
TOWN OF TRURO

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____
APPOINTMENT DATE (IF APPLICABLE): _____



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: April 7, 2020

ITEM: Discussion Regarding Date of Municipal Election-Possible Vote to Postpone

EXPLANATION: The Annual Town Election is scheduled for May 12, 2020. In light of the COVID-19 Pandemic, recent legislation passed by the State Legislature would allow towns to delay the date of the election. The delay would not change the original materials or dates for nomination papers.

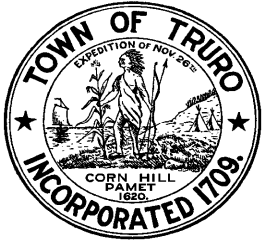
Chapter 45 of Acts (2020) states that “The select board, town council, board of registrars or city council of the city or town may vote on any day prior to the date of their scheduled municipal caucus or municipal election to postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020. Such rescheduled caucus or election shall be held in accordance with all applicable election laws except as otherwise provided in this act.”

The Select Board has already delayed the Annual Town Meeting to a date to be determined. Staff recommends that the election be delayed to a date to be determined as well. The date will need to be set at least twenty days prior to the election and will need to be posted in accordance with the law.

SUGGESTED ACTION: *MOTION TO postpone the Annual Town Election to a date certain that will be determined prior to May 12, 2020 and will be at least 20 days after such date is determined.*

ATTACHMENTS:

1. None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

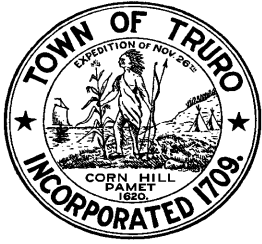
TING DATE: April 7, 2020

ITEM: Discussion of Dates for Annual Town Meeting

EXPLANATION: Annual Town Meeting, scheduled by Charter for April 28, 2020, was delayed at your last regular meeting. Governor Baker extended his order for the closure of non-essential businesses and gathering of groups until May 4, 2020. With the new dates to consider, I would recommend that we wait until later in April to set the date. With the need to print the warrant and post it 14 days in advance of the meeting, the first week of June would be the earliest that Town Meeting could be held. By waiting I hope that we will have a better understanding of the potential length of the mandated closures.

ATTACHMENTS:

1. None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Public Works

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: April 7, 2020

ITEM: Approval of Grant Contract and Engineering Contract for the Truro Center Road Culvert Engineering

EXPLANATION: Attached for the Board's review and approval is a grant contract with The Cape Cod Conservation District to provide funding to continue the engineering analysis of the Pamet River culvert at Truro Center road. Also, attached for review and approval is a proposal from the Woods Hole Group to complete the next step in the engineering review of the culvert. The scope includes an analysis of all historic data including the recent completed Army Corps of Engineers study; a field investigation to provide culvert modeling alternatives; preliminary designs; and cost estimates for construction and permitting.

FINANCIAL SOURCE (IF APPLICABLE): Funding provided by Cape Cod Conservation District

IMPACT IF NOT APPROVED: May lose funding from Cape Cod Conservation District

SUGGESTED ACTION: *MOTION TO Authorize the Chairman of the Select Board to sign the Cape Cod Conservation District grant contract and the Woods Hole Group proposal.*

ATTACHMENTS:

1. Woods Hole Group: Proposal for Truro Center Road Culvert investigation & preliminary design analysis
2. Cape Cod Conservation District: Proposal for funding



303 Main Street (Route 28), West Yarmouth, MA 02673

Tel: (508) 771-6476 • E-mail: capecodcd@gmail.com

web: www.capecodconservationdistrict.com

Truro Center Road Culvert Investigation and Preliminary Design
Cape Cod Water Resources Restoration Project
Barnstable County, Massachusetts
SERVICE AGREEMENT
Between the
Cape Cod Conservation District (CCCD) and the Town of Truro
March 15, 2020

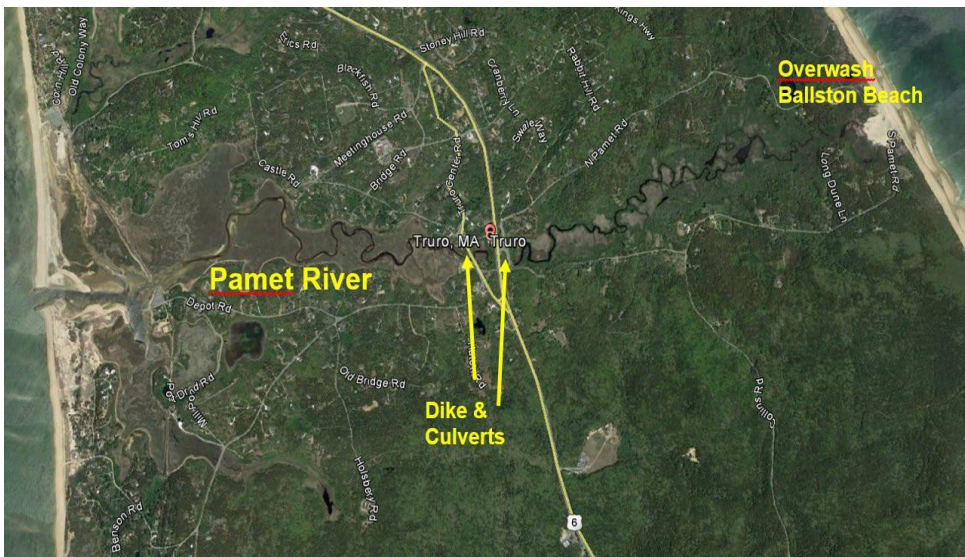
Introduction

The Cape Cod Conservation District, hereinafter referred to as (CCCD) has entered into agreement with the USDA-Natural Resources Conservation Service to provide project analysis, plans and designs for individual projects to work toward implementation of the Cape Cod Water Resources Restoration Project (CCWRRP) under the federal Watershed Flood Prevention Operations Program (WFPO). The CCCD is a major project sponsor and coordinates with town sponsors to implement projects that meet the objectives of the CCWRRP as approved by Congress in 2009. The CCWRRP broadly focuses on watershed protection and fish and wildlife habitat improvement and specifically on projects that restore anadromous fish passage, projects that remediate stormwater that improve water quality for shellfish growing areas, and salt marsh restoration projects that restore tidal flows to tidally-restricted marshes.

Background

The Pamet River in Truro, Massachusetts, is an estuarine and freshwater river system consisting of three stream branches that meet to form Pamet Harbor before discharging to Cape Cod Bay. The main branch of the river system is the Pamet River, which is about 2.5 miles long extending from Ballston Beach west to Pamet Harbor and it is divided into two hydrologically separate sections by Wilder's Dike and its associated tide gate (see locus map below). The upper Pamet extends from Ballston Beach to Wilder's Dike and supports a freshwater environment due the restricting Wilder's Dike culvert/flap-gate. The freshwater portion is fed primarily through groundwater and surface runoff east of Wilder's Dike. The portion west of Wilder's Dike is tidally influenced and contains salt marsh characteristics. Wilder's dike was constructed in 1869 to replace a wooden bridge that once crossed the Pamet River in this location. The dike includes an approximately 4.0 foot diameter culvert with a tide gate system that has been modified and replaced numerous times. The tide gate remains open during periods of low tide (allowing the upper Pamet to drain) and closes during high tide to prevent tidal flow east of the dike to the upper Pamet. The Route 6 embankment and culvert system, located just west of the Wilder's Dike, was constructed in the 1950s. An open 4.0-foot diameter culvert allows flow through the Route 6 embankment east of the dike. The freshwater head of the Pamet River is located directly behind Ballston Beach along the Atlantic Ocean. In recent years, there have been numerous instances of oceanic overtopping at Ballston Beach leading to adverse flooding impacts to local

property owners and roadways as the small culverts at the Wilder's Dike and Rte. 6 restrict drainage of sea water from the upper river system to Cape Cod Bay. A Nor'easter storm of March 2018 resulted in flooding of the upper Pamet to where it took multiple weeks for the large inflow of sea water to drain as a result of culvert constrictions at Wilder's Dike and Route 6.



The objective of this effort is to develop and evaluate potential alternatives to improve tidal flow upstream of Wilder's Dike and Route 6 while also improving river drainage following overtopping events at Ballston Beach and will focus on potential culvert replacement design and flow control alternatives at Truro Center Road. In addition, alternatives for restoring ecological functions of previously existing habitat will be examined as a secondary benefit associated with the culvert replacement.

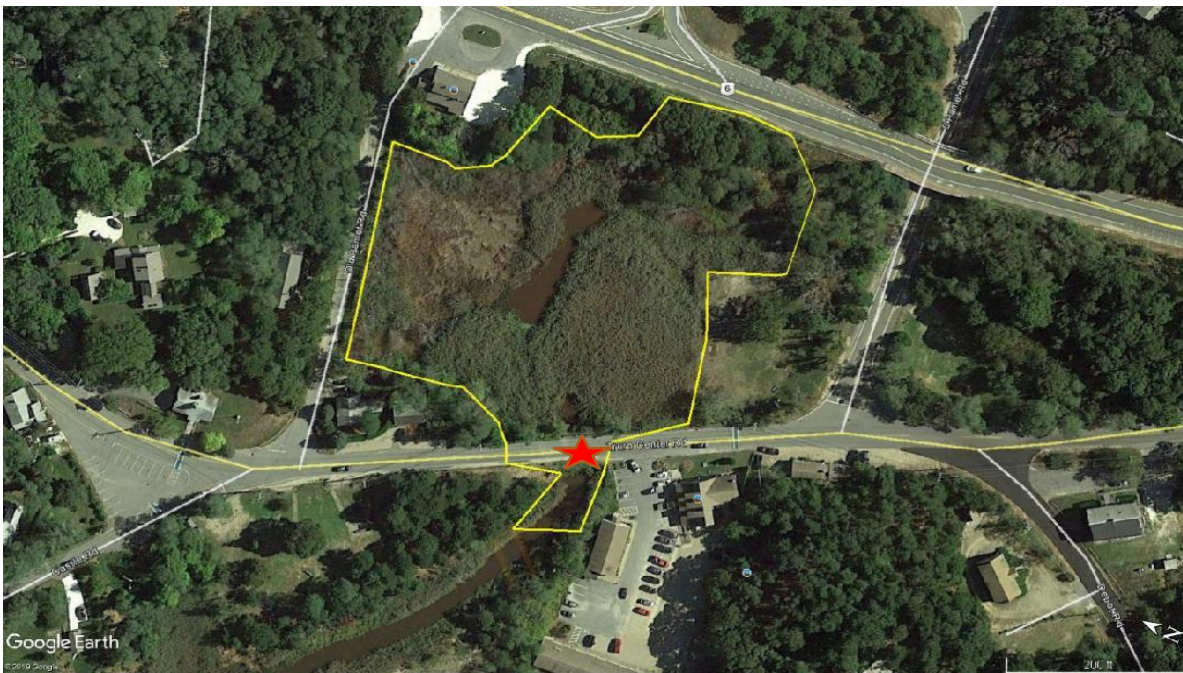


Figure 1. Truro Center Road / Wilders Dike location with culvert location shown by red star and wetland resources outlined in yellow.



Figure 2. Photo showing the downstream view of Wilder's Dike culvert & flapgate at Truro Center Road over the Pamet River.

Agreement

NOW THEREFORE, The CCCD and the Town of Truro, MA do mutually agree as follows:

Employment of Contractor: The CCCD hereby agrees to engage the Town of Truro to secure an A&E firm to provide the services described in the Scope of Work below.

1. Time of Performance: Work shall begin on or about March 15, 2020 and be completed by November 30, 2020 unless an extension in time is agreed to in writing by both CCCD and Town of Truro.
2. Payment: CCCD shall compensate the Town of Truro a total not exceed \$114, 900 or services provided under the Scope of Services Deliverables. The Town of Truro shall submit invoices quarterly to CCCD, detailing work progress and completed deliverables. Upon review and approval, payment shall be made by CCCD to the Town of Truro within thirty (30) days.
3. Deliverables: All deliverables will be delivered via email, or other method mutually agreed to in advance and will be provided in MS Word, MS Excel, or other agreed upon format.
4. Termination or Suspension of Agreement for Cause. If CCCD or the Town of Truro shall fail to fulfill or perform its duties and obligations under this Agreement, or if any party shall violate or breach any of the provisions of this Agreement, any party shall thereupon have the right to terminate or suspend this Agreement, by giving written notices to the other parties of such termination or suspension and specifying the effective date thereof. Such notice shall be given at least fifteen (15) calendar days before such effective date. In the event of such termination or suspension of the Agreement, the Town of Truro shall be entitled to just and equitable compensation for satisfactory work completed in the performance of this Agreement up to and including the date of termination or suspension.
6. Interpretation and Severability: If any provision of this Agreement is declared or found to be illegal, unenforceable, or void, then all parties shall be relieved of all obligations under that provision. The remainder of the Agreement shall be enforced to the fullest extent Permitted by law.

5. Modification of the Agreement: CCCD and the Town of Truro may mutually agree in writing to a modification (including definition of scope, time of completion and budget for additional tasks as/if required) of the agreement at any time during the duration of this contract.

Scope of Services/Deliverables

Tasks

The following Project Scope details the approach to identify and evaluate design alternatives for replacing the culvert.

Task 1 – Project Kickoff: An initial kick-off meeting will be held to review the contract scope/schedule and to clarify coordination items with abutters and project stakeholders/property owners. This meeting will discuss current design objectives and criteria for the replacement of the TCR structure. Following the kickoff meeting, a site walkover will be conducted to review locations where project activities will/may occur, potential construction access and staging/storage locations, and observe adjacent properties and structures to remain. The location of topographic surveys will be reviewed, to confirm areas and features to locate (e.g., fences, signs, utility poles, overhead wires, etc.). Locations of subsurface borings will also be staked/marked in the field to enable Dig Safe to locate buried utilities. Meeting minutes will be provided.

Task 2 – Project Review & Additional Study Needs: A&E will review all available information and previously completed studies related to the Pamet River System and Truro Center Road, including the recent Army Corp of Engineers (Corp) study, to assess what relevant information is available and what needs to be collected to aid in the analysis and development of engineering specifications and design alternatives. Pertinent information would include previously collected data such as water level (tide) measurements that will be important for design and what conceptual designs were already evaluated and recommended by the Corp. In addition, LIDAR data the town obtained for the Pamet River system will be reviewed to help develop existing conditions and as input for hydrodynamic modeling. A written summary of findings will also be provided.

Task 3 – Field Investigation: The field investigation will include an existing conditions survey, wetlands delineation, and subsurface investigation. The existing conditions survey will be conducted to ultimately develop base mapping of topographic contours and locations and elevations of critical points such as culvert and endwall structure limits and inverts, wetland resources, and locations of other visible structures and marked subsurface utilities and other adjacent structures (failing retaining wall opposite downstream culvert outlet, roadway limits, signs, guardrails, channel and slope stone armor protection, etc.). It is also assumed that the survey will include bathymetric mapping within 30-feet of both ends of the culvert, and that property boundaries of adjacent properties will be staked in the field and depicted on developed base mapping. A local benchmark will be established for the project at the site. A wetlands delineation will be conducted by a Professional Wetlands Scientist (PWS) who will flag the location of salt marsh and/or Bordering Vegetated Wetlands (BVW) resources. The flag locations will also be surveyed by the survey team.

A subsurface investigation will be conducted to obtain data supporting subsequent geotechnical analyses needed to determine foundation recommendations for design of respective replacement

structures. This subsurface boring program will include the following:

- One (1) day of drilling will be conducted to gather specific data regarding the physical properties of subsurface soils adjacent to the culvert.
- Dig Safe will be notified prior to conducting the borings to locate buried utilities where activities are planned, and it is assumed that the Town or others will locate and mark in the field the location of private utilities and other buried structures not located by Dig Safe within the project area.
- Up to two (2) borings will be conducted adjacent to the existing culvert within Truro Center Road. It is expected that one of these borings will be driven to approximately 80 feet below the ground surface, with the other driven to and 30-40 feet below the ground surface. It is assumed that the Town will provide a police officer for traffic control during the boring program, which will entail closure of one lane of traffic, and that no environmental permits are required for this work.
- Drilling of soil borings will be performed using mud rotary method drilling techniques with casing if necessary due to flowing sands. Soil sampling will be performed with a 2-inch outside diameter split spoon sampler in accordance with ASTM D 1586 for Standard Penetration Testing at five-foot intervals, although the frequency may be increased to continuous sampling if conditions warrant.
- Borings will be logged by a project team engineer. Representative soil samples will be selected from the boring program and sent to a testing laboratory for gradation analyses (ASTM D422). For purposes of this amendment, it is assumed that up to three (3) soil samples will be submitted for analysis.
- The location of borings will be located by swing ties to existing structures. A reference elevation will be marked for future measurements to the project's benchmark installed by the surveyor.
- Emergency communication with the Town, if needed, will be by cell phone. The driller will be equipped with a spill kit and will be provided with phone contact information for the Town's emergency response personnel to be notified in the event of an emergency.

A set of existing conditions base plans will be developed that will depict elevation contours, delineated wetland resources, utilities, culvert location and inverts, borings, property bounds, and other features. The plans will be referenced to a common vertical datum (e.g., NAVD88). The based plans will be later used to develop the preliminary design drawings. Deliverables for this task will include a summary of work completed with results along with a set of existing conditions base plans. A draft set will be provided for review and will then be finalized within two weeks of receiving comments.

Task 4 – Supplemental Analysis, Preliminary Design, and Construction Costs: A supplemental analysis will be conducted in order to generate the design parameters needed to support the design. Several design alternatives will then be developed based on existing conditions, design goals, input from the project sponsors, previously conducted work by the USCOE, among others. These alternatives will be evaluated to determine the optimum size culvert that provides restoration without putting upstream properties at risk while also considering various flow control mechanisms.

The supplemental Analysis will include the following elements:

- A geotechnical analysis will be performed based on physical properties of soils and standard penetration results to provide recommended foundation design parameters for design of the replacement culvert and headwall/endwall structures and the gate structure.
- Confirmatory hydrologic and hydraulic modeling will be conducted for both existing conditions and several design alternatives to evaluate storm surge inundation, storm runoff drainage, restored tidal prism, and upstream flooding extents. This will be implemented using an analytical estuarine culvert model, which is cost-effective and calculates dynamic water flux both in the ebb and flood directions in the culvert. Model input data will be taken from the existing conditions survey, Town LIDAR data, and U.S. Army Corp of Engineers (USACE) water level stations throughout the Pamet River. The results from the analytical model provide the ability to assess a range of culvert types (circular or box), dimensions, invert, and configurations for daily tides as well as storm conditions including the storm-of-record and future sea level rise. Results from these model simulations will be compared to baseline conditions to quantify changes in water elevations, tidal datums (MLW, MHW, MHWS, AHW, etc.) and sea level rise, and flooding extents in the upstream marsh, and velocities at the Truro Center Road crossing for each scenario. This will allow for identification of a preferred culvert size for the replacement at Truro Center Road.
- The model results will also be used to conduct a scour analysis and determine outlet/inlet scour, which will then be used to determine scour countermeasures and the depth of cutoff structures at the culverts. It is assumed that culverts will be rectangular precast box culverts with concrete endwalls, with a standard manually operated combination slide/flap gate structure at Truro Center Road. Anticipated configurations of debris screens, if required/feasible, will be developed.
- A design evaluation will be completed to depict the layout of proposed culvert, headwall and gate structures. This analysis will also evaluate the functional requirements of the potential replacement gate structure, including operation and maintenance considerations. Based on the results of this evaluation, a preliminary site plan will be developed based on base mapping and reporting recommendations.
- The preliminary design drawing sets will include a cover sheet, existing conditions plan, a proposed site plan, staging and access plan, erosion and sediment control plans and preliminary details, preliminary culvert replacement profiles, sections and details, and other preliminary miscellaneous details. This will be the initial deliverable for Task 3.
- The permitting requirements will be researched and a list of required permits and permitting path forward will be provided.
- Based upon the preliminary design drawings, an opinion of probable construction cost will be updated based upon recent bid values for similar construction activities, manufacturer quotes, and published estimating guides. The opinion of cost will include estimated costs for general construction requirements, construction quality control, and construction administration. These will provide the basis for discussions with sponsors.

Task 5 - Site Investigation & Culvert Model Reporting: The results of field investigations, supplemental analyses, and preliminary design will be provided in narrative report sections along with figures and tables. Preliminary design alternatives will be discussed and then recommendations will be made for a preferred design including culvert size, configuration, invert elevations, tidal control, and considerations for drainage together with wildlife and fish passage. Details of the expected drainage and habitat restoration expected to occur with the proposed culvert will be presented. Adverse impacts from the proposed project to the marsh and private property will be quantified and, suggested mitigation measures will be recommended. The expected permitting requirements will be laid out based on the preliminary design along with updated costs. The opinion of construction cost will be updated based on findings from the boring program, updated layouts of proposed structures, extent of dredging and phragmites eradication activities, and permitting requirements. A set of preliminary design drawings will be provided.

Electronic copies of the draft report and drawing plans will be provided for review and discussion. The project team will then meet with the sponsors to discuss the report, designs, costs, identify a preferred alternative, and next steps. A final report will be issued within 2 weeks of receiving comments after the sponsor meeting. Preliminary design drawings will be updated based upon meeting generated comments, and a revised scope of work and budget will be provided for the subsequent phases.

SCHEDULE & BUDGET

The schedule of services and breakdown of the budget and schedule by task are provided in the table below. The total budget for identified deliverables is not to exceed \$114,900.

Task	Description	Cost	Days from authorization.
Phase I – Field Investigation & Culvert Alternative Analysis			
1	Project Initiation & Kickoff	\$6,600	30 days
2	Project Review & Additional Study Need	\$5,600	45 days
3	Field Investigations	\$28,500	60 days
4	Supplemental Analysis, Preliminary Designs, Permits, & Costs	\$55,600	90 days
5	Reporting on Field Investigation, Suppl. Analysis, & Prelim. Design	\$18,600	120 days
Total		\$114,900	120 days

Authorization to Proceed:

Signers:

Date:

Mark Forest, Chair, Cape Cod Conservation District



WOODSHOLEGROUP.COM

March 2, 2020

Prop. No. 2018-0190

Sent by Electronic Mail

Mr. Jarrod Cabral, Director
Department of Public Works
Town of Truro
P.O. Box 2030
Truro, MA 02666
Email: jcabral@truro-ma.gov
Tel: (774) 722-3747

Truro Center Road Culvert Investigation & Preliminary Design Analysis

Dear Mr. Cabral,

In response to your request, Woods Hole Group has prepared the following proposal for the investigation and preliminary design for the replacement of the "Wilders Dike" culvert structure under Truro Center Road (TCR) in the Town of Truro (Town), Massachusetts (Figure 1). Wilders Dike consists of a 48-inch diameter culvert that hydraulically connects the Pamet River underneath Truro Center Road (Figure 2). The Pamet River originates east of Route 6 near Ballston Beach and flows westward under Route 6 and then Truro Center Road before draining into Pamet Harbor and subsequently Cape Cod Bay (Figure 3). A tide gate on the downstream (western) end of the culvert provides the primary means of tidal control on the Pamet River and allows the upper portion of Pamet River to be maintained as freshwater marsh habitat by restricting tidal flow from Pamet Harbor.

We are aware that the culvert structure at Wilders Dike was heavily damaged during the winter 2018 storm season and resulted in sinkholes and buckling of the headwall along with the tide gate being torn off (though recently replaced). Storm surge from Pamet Harbor even overtopped the road during these March 2018 storms, while storm wave overwash at Ballston Beach drained into the upper portion of the Pamet River creating flooding issues upstream. The introduction of saltwater to this upstream freshwater system appears to have caused some dieback and even transition of this resource. The Town is concerned that this archaic, poorly built culvert structure will fail during next large storm, causing severe upstream flooding and either severely damage or destroy the road. It is our understanding Town would like to conduct a hydrological study to assess potential culvert replacement/flow control alternatives at Truro Center Road to allow for better drainage over the lifetime of the structure. This study will guide the Town in selecting a preferred alternative for subsequent design and permitting. The potential for ecological restoration of previously existing habitat would also be examined as a secondary benefit associated with the culvert replacement. This proposal includes subcontract services from Fuss & O'Neill, Inc. for engineering design and plans.



Figure 1. Truro Center Road / Wilders Dike location with culvert location shown by red star and wetland resources outlined in yellow.



Figure 2. Photo showing the downstream view of Wilder's Dike culvert & flapgate at Truro Center Road over the Pamet River.



Figure 3. Truro Center Road / Wilders Dike location (red star) within the greater Pamet River system. Upper Pamet River shown extending from the project area upstream to the Atlantic Ocean beaches (far right).

SCOPE OF WORK

The following Project Scope details the four (4) tasks proposed for this first phase approach to identify and evaluate design alternatives for replacing the culvert.

Task 1 – Project Kickoff: An initial kick-off meeting will be held with the Town to review the contract scope/schedule and to clarify coordination items with abutters and other project stakeholders/property owners. This meeting will discuss current design objectives and criteria for the replacement of the TCR structure. Following the kickoff meeting, a site walkover will be conducted to review locations where project activities will/may occur, potential construction access and staging/storage locations, and observe adjacent properties and structures to remain. The location of topographic surveys by WHG will be reviewed, to confirm areas and features to locate (e.g., fences, signs, utility poles, overhead wires, etc.). Locations of subsurface borings will also be staked/marked in the field to enable Dig Safe to locate buried utilities. The deliverable for Task 1 will include meeting minutes provided by Woods Hole Group.

Task 2 – Project Review & Additional Study Needs: Woods Hole Group will review all available information and previously completed studies related to the Pamet River System and Truro Center Road, including the recent Army Corp of Engineers (Corp) study, to assess what relevant information is available and what needs to be collected to aid in the analysis and development of engineering specifications and design alternatives. Pertinent information would include previously collected data such as water level (tide) measurements that will be important for design and what conceptual designs were already evaluated and recommended by the Corp. In addition, Woods Hole Group will obtain and review the LIDAR data that the Town had collected for the Pamet River system to help



develop existing conditions and as input for hydrodynamic modeling. The deliverable for Task 2 will include a written summary of the findings.

Task 3 – Field Investigation

The field investigation will include an existing conditions survey, wetlands delineation, and subsurface investigation. The existing conditions survey will be conducted by Woods Hole Group surveyors to ultimately develop base mapping of topographic contours and locations and elevations of critical points such as culvert and endwall structure limits and inverts, wetland resources, and locations of other visible structures and marked subsurface utilities and other adjacent structures (failing retaining wall opposite downstream culvert outlet, roadway limits, signs, guardrails, channel and slope stone armor protection, etc.). It is also assumed that the survey will include bathymetric mapping within 30-feet of both ends of the culvert, and that property boundaries of adjacent properties will be staked in the field and depicted on developed base mapping. We have assumed a certain level of effort for researching, locating, and staking out properties boundaries, and if this is exceeded it will be invoiced at a time & materials rate. A local benchmark will be established for the project at the site. A wetlands delineation will be conducted by a Professional Wetlands Scientist (PWS) who will flag the location of salt marsh and/or Bordering Vegetated Wetlands (BVW) resources. The flag locations will also be surveyed by the survey team.

A subsurface investigation will be conducted to obtain data supporting subsequent geotechnical analyses needed to determine foundation recommendations for design of respective replacement structures. This subsurface boring program will include the following:

- One (1) day of drilling will be conducted to gather specific data regarding the physical properties of subsurface soils adjacent to the culvert.
- Dig Safe will be notified prior to conducting the borings to locate buried utilities where activities are planned, and it is assumed that the Town or others will locate and mark in the field the location of private utilities and other buried structures not located by Dig Safe within the project area.
- Up to two (2) borings will be conducted adjacent to the existing culvert within Truro Center Road. It is expected that one of these borings will be driven to approximately 80 feet below the ground surface, with the other driven to and 30-40 feet below the ground surface. It is assumed that the Town will provide a police officer for traffic control during the boring program, which will entail closure of one lane of traffic, and that no environmental permits are required for this work.
- Drilling of soil borings will be performed using mud rotary method drilling techniques with casing if necessary due to flowing sands. Soil sampling will be performed with a 2-inch outside diameter split spoon sampler in accordance with ASTM D 1586 for Standard Penetration Testing at five-foot intervals, although the frequency may be increased to continuous sampling if conditions warrant.
- Borings will be logged by a project team engineer. Representative soil samples will be selected from the boring program and sent to a testing laboratory for gradation analyses (ASTM D422). For purposes of this amendment, it is assumed that up to three (3) soil samples will be submitted for analysis.
- The location of borings will be located by swing ties to existing structures. A reference elevation will be marked for future measurements to the project's benchmark installed by the surveyor.
- Emergency communication with the Town, if needed, will be by cell phone. The driller will be equipped with a spill kit and will be provided with phone contact information for the Town's emergency response personnel to be notified in the event of an emergency.



A set of existing conditions base plans will be developed that will depict elevation contours, delineated wetland resources, utilities, culvert location and inverts, borings, property bounds, and other features and be referenced to a common vertical datum (e.g., NAVD88). The based plans will be used later to develop the preliminary design drawings. The deliverable for Task 3 will include a summary of work completed with results along with a set of existing conditions base plans. A draft set will be provided for review, and will then be finalized within 2 weeks of receiving comments.

Task 4 – Supplemental Analysis, Preliminary Design, and Construction Costs: A supplemental analysis will be conducted in order to generate the design parameters needed to support the design. Several design alternatives will then be developed based on existing conditions, design goals, input from the Town, previously conducted work by the Corp, among others. These alternatives will be evaluated to determine the optimum size culvert that provides restoration without putting upstream properties at risk while also considering various flow control mechanisms.

The supplemental Analysis will include the following elements:

- A geotechnical analysis will be performed based on physical properties of soils and standard penetration results to provide recommended foundation design parameters for design of the replacement culvert and headwall/endwall structures and the gate structure.
- Confirmatory hydrologic and hydraulic modeling will be conducted for both existing conditions and several design alternatives to evaluate storm surge inundation, storm runoff drainage, restored tidal prism, and upstream flooding extents. This will be implemented using an analytical estuarine culvert model, which is cost-effective and calculates dynamic water flux both in the ebb and flood directions in the culvert. Model input data will be taken from the existing conditions survey, Town LIDAR data, and U.S. Army Corp of Engineers (USACE) water level stations throughout the Pamet river. The results from the analytical model provide the ability to assess a range of culvert types (circular or box), dimensions, inverts, and configurations for daily tides as well as storm conditions including the storm of record and future sea level rise. Results from these model simulations will be compared to baseline conditions to quantify changes in water elevations, tidal datums (MLW, MHW, MHWS, AHW, etc.), and flooding extents in the upstream marsh, and velocities at the Truro Center Road crossing for each scenario. This will allow for identification of a preferred culvert size for the replacement at Truro Center Road.
- This model results will also be used to conduct a scour analysis and determine outlet/inlet scour, which will then be used to determine scour countermeasures and the depth of cutoff structures at the culverts. It is assumed that culverts will be rectangular precast box culverts with concrete endwalls, with a standard manually operated combination slide/flap gate structure at TCR. Anticipated configurations of debris screens, if required/feasible, will be developed.
- A design evaluation will be completed to depict the layout of proposed culvert, headwall and gate structures. This analysis will also evaluate the functional requirements of the potential replacement gate structure, including operation and maintenance considerations. Based on the results of this evaluation, a preliminary site plan will be developed based on base mapping and reporting recommendations.



- The preliminary design drawing sets will include a cover sheet, existing conditions plan, a proposed site plan, staging and access plan, erosion and sediment control plans and preliminary details, preliminary culvert replacement profiles, sections and details, and other preliminary miscellaneous details. This will be the first deliverable for Task 3.
- The permitting requirements will be researched and a list of required permits and permitting path forward will be provided. This is a complicated project to permit since there is both salt marsh and freshwater marsh, and depending on the alternative chosen it may trigger different permits. Based on our experience with culvert replacement projects in a tidal coastal environmental and preliminary discussions with various regulatory bodies, it is likely that up to five (5) permit applications may be required in addition to the Notice of Intent (NOI) including:
 - Army Corp of Engineers Category 2 Permit
 - Massachusetts Department of Environmental Protection (MassDEP) Chapter 91 License
 - MassDEP Water Quality Certification
 - Environmental Notification Form (ENF)
 - Massachusetts Coastal Zone Management (CZM) Consistency Permit

The next deliverable will include a final list of the permits required.

- Based upon the preliminary design drawings, an opinion of probable construction cost will be updated based upon recent bid values for similar construction activities, manufacturer quotes, and published estimating guides. The opinion of cost will include estimated costs for general construction requirements, construction quality control, and construction administration. These will provide the basis for discussions with the Town and be the final deliverable.

Task 5 – Site Investigation & Culvert Model Reporting & Meeting: The results of field investigations, supplemental analyses, and preliminary design will be provided in narrative report sections along with figures and tables. Preliminary design alternatives will be discussed and then recommendations will be made for a preferred design including culvert size, configuration, invert elevations, tidal control, and considerations for drainage together with wildlife and fish passage. Details of the expected drainage and habitat restoration expected to occur with the proposed culvert will be presented. Adverse impacts from the proposed project to the marsh and private property will be quantified and, if necessary, suggested mitigation measures will be recommended. The expected permitting requirements will be laid out based on the preliminary design along with updated costs. The opinion of construction cost will be updated based on findings from the boring program, updated layouts of proposed structures, extent of dredging and phragmites eradication activities, and permitting requirements. A set of preliminary design drawings will be provided.

The deliverable for Task 4 will include electronic copies of the draft report and drawing plans as PDFs that will be delivered via email for review and discussion. Up to two (2) hard copies will be provided if necessary. The project team will then meet with the Town to discuss the report, designs, costs, identify a preferred alternative, and next steps. A final report will be issued within 2 weeks of receiving comments after meeting with the Town. Following the meeting and finalization of the report, a Pre-Application meeting (not scoped here) should then be arranged with regulators to gain the insight and concerns regarding the proposed project. Preliminary design drawings will



be updated based upon meetings under a revised scope of work and budget that will be provided for the subsequent phases.

SCHEDULE & BUDGET

The estimated total budget and schedule for Woods Hole Group support services for the scope described above is **\$114,900** with a 120-day completion timeline, and a breakdown of the budget and schedule by task are provided in the table below. The scope includes a kickoff meeting in Task 1 and a project review meeting after submitting the draft report and plans. If additional meetings are needed, these will be provided on a time and materials basis.

Task	Description	Cost	Days from authorization.
Phase I – Field Investigation & Culvert Alternative Analysis			
1	Project Initiation & Kickoff	\$6,600	30 days
2	Project Review & Additional Study Need	\$5,600	45 days
3	Field Investigations	\$28,500	60 days
4	Supplemental Analysis, Preliminary Designs, Permits, & Costs	\$55,600	90 days
5	Reporting on Field Investigation, Suppl. Analysis, & Prelim. Design	\$18,600	120 days
Total		\$114,900	120 days

If you wish to proceed and prior to any work being started, Woods Hole Group requires receipt of the signed and dated "Acceptance and Authorization to Proceed" form at the end of this proposal. We are prepared to proceed with Phase I within five (5) days of receiving a signed authorization to proceed. The proposal was assembled under the assumptions for a time and materials services contract. Realistic budgets for planning purposes were estimated based on experience with similar projects and the project to date. Costs will be submitted based on the actual time and expenses required to perform the work. Every effort will be made to conserve costs where possible. Materials and other direct costs will be invoiced at cost plus our standard markup. These cost estimates are inclusive of Fuss & O'Neill's and other subcontract services, standard Woods Hole Group mark-up, and Woods Hole Group labor. We also can proceed incrementally with key stop points along the way if preferred by the Town. In this case, please annotate the authorized phases and/or tasks on the signature page along with updated total budget. Invoices will be submitted monthly based upon percent complete, and payment is due within 30-days of the invoice date. Woods Hole Group reserves the opportunity to withhold work products or pursue legal action to obtain rightful payment.



We appreciate the opportunity to present this proposal, and look forward to continuing our work together on this project. If there are any questions please contact myself, Robert Hamilton, by email at bhamilton@whgrp.com or phone at 508-495-6229.

Sincerely,



Robert P. Hamilton, Jr.
President & Coastal Engineer
The Woods Hole Group, Inc.



Mitchell Buck, P.E.
Coastal Engineer
The Woods Hole Group Inc.

Acceptance and Authorization to Proceed:

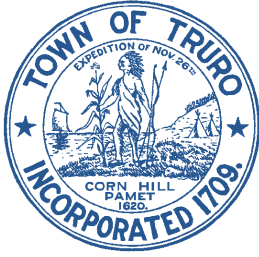
"I authorize Woods Hole Group, Inc. to proceed with the above scope of work for Truro Center Road with a budget of **\$114,900.**"

Client Name

Date

Woods Hole Group Representative

Date



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

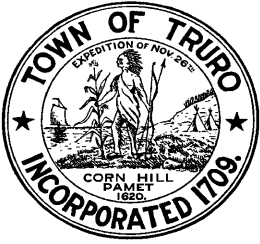
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

6. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

I. Event Notification form for the 36th Annual National MS Society Bike Ride

B. Review and Approve Select Board Minutes-March 19, 2020 (Emergency Meeting), March 24, 2020



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: April 7, 2020

ITEM: Event Notification Form for the National Multiple Sclerosis Society Bike Ride-Cape Cod Getaway

EXPLANATION: The 36th Annual National Multiple Sclerosis Society Bike Ride-Cape Cod Getaway has submitted an application to hold their Annual Bike Ride from Quincy to Provincetown, MA along Route 6 with a stop at Truro Central School on Sunday, June 28, 2020. The Event Notification Form is signed by the Select Board Chair and mailed to MassDOT's Highway Division.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: National Multiple Sclerosis Society will not have permission to ride through Truro.

SUGGESTED ACTION: *Motion to Approve the Event Notification Form for the National Multiple Sclerosis Society and to Authorize the Chair to sign.*

ATTACHMENTS:

1. Event Notification Form/Application for Permit



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 110 or 124 Fax: 508-349-5505

APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: Emily Rivera Email: emily.rivera@nmss.org

Group Affiliation (If Any): National MS Society

Mailing Address: 101A First Ave Suite 6 City: Waltham State: MA Zip: 02451

Phone: 781-693-5154 Cell Phone: [REDACTED]

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

Fundraising bicycle ride for the National MS Society. Approximately 1,500 cyclists will pass through from Mass Maritime Academy on their way to Ptown on Sunday

June 28, 2020.

Streets &/or Roads to be Used:

Route 6, and Truro Central School

Date(s) and Hours Race/Event:

8AM-3PM

Day: 6/28/2020

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

If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application. I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

Emily Rivera

Digitally signed by Emily Rivera
Date: 2020.03.03 16:37:43 -0600

3/3/2020

Signature of Applicant

Date

Action by the Town Manager :

Date: _____

 Approved as submitted

 Approved with the following condition(s): _____

 Disapproved with the following reason(s): _____

Signature of the Town Manager : _____

RCVD 2020MAR4 09:01:19
ADMINISTRATIVE OFFICE
TOWN OF TRURO

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: <hr/>	Building Commissioner Signature: <hr/>
Comments/Conditions: Permits/Inspections needed:	Comments/Conditions: Permits/Inspections needed:
Police Department Signature:  <hr/>	Fire Department Signature:  <hr/>
Comments/Conditions: Police details (2)	Comments/Conditions: Ambulance Detail
DPW Signature:  <hr/>	Harbormaster Signature: <hr/>
Comments/Conditions:	Comments/Conditions:
Recreation and Beach Director: <hr/>	Other: <hr/>
Comments/Conditions:	Comments/Conditions:

EVENT NOTIFICATION FORM

Date: _____

National MS Society, Cape Cod Getaway – June 27 and 28, 2020

Dear Sir / Madam,

Please be advised that the City/Town of Truro has notified the Board of Selectman/City Council, Local Police/Fire Department and if applicable the State Police of its intention to conduct road work/parade/race/or **other events** in or through the City/Town of Truro.

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

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

LOCAL POLICE DEPARTMENT

Signed: _____

Title: Chief

City/Town: Truro

FIRE DEPARTMENT

Signed: _____

Title: Fire Chief

City/Town: Truro

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____

Title: _____

City/Town: _____



February 21, 2020

Town Administrator
Town of Truro
24 Town Hall Rd.
Truro, MA. 02666

To Whom It May Concern:

We will be holding our 36th annual Cape Cod Getaway MS Bike Ride on June 27 and June 28, 2020. This two-day, 150-mile bicycle tour attracts 2100 cyclists, who ride from Quincy, Mass. to Provincetown, Mass. to raise funds to support the National Multiple Sclerosis Society.

We respectfully request the use of local and state roads in the town of Truro for the ride on June 28. I have enclosed cue sheets showing our proposed route. Cyclists will be instructed to ride single file, on the right side of the road, and to follow all vehicle laws, including stopping at red lights and stop signs.

We will hire Truro police officers to work safety details. We operate a support team consisting of medical personnel, bicycle mechanics, and amateur (HAM) radio operators. Our lead HAM radio operator monitors all emergency radio frequencies, so that we can close or redirect our route should that become necessary.

Please let me know if there are additional steps, permits or permissions I must take to assure approval of the town of Truro to host our event. I have also provided an Event Notification Form from the Massachusetts Department of Transportation that you can use to indicate your approval for our request.

If you need any further information or have any questions regarding this request, please don't hesitate to call me. Thank you for your continued support of the Cape Cod Getaway MS Bike Ride.

Best Regards,

Austin Caudle
Event Manager
Promoter Line, Inc
4218 Gateway Dr, #140, Colleyville, TX 76034
903 316 7066 c
austin@promoterline.com



Day Day 2

Turn by turn	5:00:00	Start time	6:30:00 AM			20	8
Mile	Go	Turn Notes				Fastest	Slowest
35.8	0.4	Turn left onto Main St. - four way stop				6:43:06	10:47:46
36.1	0.3	Slight left onto Queen Anne Rd.				6:43:58	10:49:55
38.3	2.2	Turn left onto Pleasant Lake Ave.				6:50:18	11:05:46
38.5	0.2	Cross over RT6				6:50:53	11:07:12
40.1	1.6	Brewster				6:55:29	11:18:43
40.1	0	Turn right onto Cape Cod Rail Trail				6:55:29	11:18:43
42.8	2.7	Lunch - Stony Brook Elementary School				7:03:16	11:38:10
42.8	0	Turn left onto Cape Cod Rail Trail				7:03:16	11:38:10
44.4	1.6	Cross Millstone Rd.				7:07:52	11:49:41
45.1	0.7	Pass under RTE 6A				7:09:53	11:54:43
46.2	1.1	Orleans				7:13:03	12:02:38
46.6	0.4	Turn left to stay on Cape Cod Rail Trail/Skaket Beach Rd.				7:14:12	12:05:31
46.8	0.2	Turn left onto West Rd.				7:14:47	12:06:58
47	0.2	Turn right onto Skaket Beach Rd.				7:15:22	12:08:24
47.5	0.5	Turn left onto Rock Harbor Rd.				7:16:48	12:12:00
48	0.5	Turn right to stay on Rock Harbor Rd.				7:18:14	12:15:36
48.9	0.9	Turn left onto Bridge Rd.				7:20:50	12:22:05
49.1	0.2	Eastham				7:21:24	12:23:31
49.6	0.5	Right turn to stay on Bridge Rd.				7:22:51	12:27:07
50.5	0.9	Slight left onto Herring Brook Rd.				7:25:26	12:33:36
53.5	3	Continue onto Massasoit Rd.				7:34:05	12:55:12
54.3	0.8	Turn left onto Steele Rd.				7:36:23	13:00:58
54.9	0.6	Rest Stop 4 Cooks Brook Beach				7:38:07	13:05:17
55.4	0.5	Turn left onto Massasoit Rd.				7:39:33	13:08:53
56.3	0.9	Continue onto W Rd.				7:42:09	13:15:22
56.3	0	Wellfleet				7:42:09	13:15:22
56.8	0.5	Turn left onto RT 6 E. - use caution				7:43:35	13:18:58
59.2	2.4	Turn right onto Lecount Hollow Rd.				7:50:30	13:36:14
59.9	0.7	Turn left onto Ocean View Dr.				7:52:31	13:41:17
61.8	1.9	Slight left onto Long Pond Rd.				7:57:59	13:54:58
63.7	1.9	Turn right onto Lawrence Rd.				8:03:27	14:08:38
63.7	0	Rest Stop 5 Wellfleet Elementary School				8:03:27	14:08:38
63.9	0.2	Turn right onto RT 6				8:04:02	14:10:05
65.2	1.3	Truro				8:07:47	14:19:26
70.3	5.1	Rest Stop 6 Truro Central School				8:22:28	14:56:10
75.6	5.3	Provincetown				8:37:44	15:34:19
78.3	2.7	Turn left onto Shank Painter Rd.				8:45:30	15:53:46
78.4	0.1	Turn left onto Jerome Smith Rd.				8:45:48	15:54:29
78.4	0	Finish				8:45:48	15:54:29



Day 2

Turn by turn		5:00:00	Start time	6:30:00 AM			20	8
Mile	Go	Turn Notes					Fastest	Slowest
0.4		Turn right onto Main St.					5:01:09	6:32:53
1.5	1.1	Turn left into Bourne Rotary					5:04:19	6:40:48
1.6	0.1	Take MA-28S to Bourne Bridge					5:04:36	6:41:31
2	0.4	Enter Bourne Bridge - stay in coned lane					5:05:46	6:44:24
2.8	0.8	At traffic circle, take 2nd exit onto Trowbridge Rd.					5:08:04	6:50:10
2.9	0.1	Turn right onto Veteran's Way/Freeman Rd.					5:08:21	6:50:53
3	0.1	Turn right onto Sandwich Rd.					5:08:38	6:51:36
3.2	0.2	Turn left onto Canal Service Rd.					5:09:13	6:53:02
7.7	4.5	Sandwich					5:22:11	7:25:26
8.5	0.8	Turn right onto Freezer Rd.					5:24:29	7:31:12
8.9	0.4	Turn left onto Tupper Rd.					5:25:38	7:34:05
9.3	0.4	Cross RTE 6A					5:26:47	7:36:58
9.8	0.5	Turn left onto Main St./RTE 130					5:28:13	7:40:34
11.2	1.4	Go under RT6					5:32:15	7:50:38
11.4	0.2	Turn left onto Service Rd.					5:32:50	7:52:05
12.8	1.4	Rest Stop 1 Cape Cod Rehab Hospital					5:36:52	8:02:10
13.4	0.6	Cross over Quaker Meeting House Rd.					5:38:36	8:06:29
15.6	2.2	Cross over Chase Rd.					5:44:56	8:22:19
16.2	0.6	Barnstable					5:46:39	8:26:38
18	1.8	Turn left onto RT149					5:51:50	8:39:36
18	0	At traffic circle, take 1st exit to Service Rd.					5:51:50	8:39:36
19.9	1.9	Cross over Oak St.					5:57:19	8:53:17
20.7	0.8	Continue onto Shootflying Hill Rd.					5:59:37	8:59:02
21.3	0.6	Turn right onto Iyannough Rd. Enter coned lane					6:01:21	9:03:22
21.7	0.4	Turn left onto Attucks Lane					6:02:30	9:06:14
22	0.3	Rest Stop 2 Clinical Research Center					6:03:22	9:08:24
22.3	0.3	Turn left onto Phinneys Lane					6:04:13	9:10:34
23.5	1.2	Continue onto Hyannis Rd.					6:07:41	9:19:12
24	0.5	Turn right onto Main St./RT6A					6:09:07	9:22:48
25.1	1.1	Cross Mary Dunn Rd.					6:12:17	9:30:43
26.2	1.1	Yarmouth					6:15:27	9:38:38
27.2	1	Strawberry Lane on left					6:18:20	9:45:50
29.4	2.2	Slight right onto Setucket Rd.					6:24:40	10:01:41
30.1	0.7	Cross over N. Dennis Rd.					6:26:41	10:06:43
30.4	0.3	Dennis					6:27:33	10:08:53
31.5	1.1	Cross over Old Bass River Rd.					6:30:43	10:16:48
32.1	0.6	Cross over RT 134					6:32:27	10:21:07
33	0.9	Brewster					6:35:02	10:27:36
33.1	0.1	Turn right onto Slough Rd.					6:35:20	10:28:19
34.8	1.7	Continue onto Depot St.					6:40:13	10:40:34
34.8	0	Harwich					6:40:13	10:40:34
35.4	0.6	Pass under RT6					6:41:57	10:44:53



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/04/2020

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

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

PRODUCER MARSH USA, INC. 445 SOUTH STREET MORRISTOWN, NJ 07960-6454 Attn: Morristown.CertRequest@marsh.com Fax: 212-948-0979 WALTH	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL: ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED NATIONAL MULTIPLE SCLEROSIS SOCIETY GREATER NEW ENGLAND CHAPTER 101A FIRST AVENUE, STE 6 WALTHAM, MA 02451	INSURER A : Federal Insurance Company	NAIC # 20281
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** NYC-009898837-20 **REVISION NUMBER:** 3

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			[REDACTED]	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]	12/31/2019	12/31/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp/Colf Deductible \$ 1,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			[REDACTED]	12/31/2019	12/31/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	12/31/2019	12/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THE CERTIFICATE HOLDER IS INCLUDED AS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT, BUT LIMITED TO THE OPERATIONS OF THE INSURED UNDER SAID CONTRACT, PER THE APPLICABLE ENDORSEMENT WITH RESPECT TO THE GENERAL LIABILITY AND AUTOMOBILE LIABILITY POLICIES.

CERTIFICATE HOLDER TOWN OF TRURO 24 TOWN HALL RD. TRURO, MA 02666	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE of Marsh USA Inc. Manashi Mukherjee <i>Manashi Mukherjee</i>
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- 15. The custodian is to have supervision of the building during the time for which permission has been granted and he has the authority to close the building if rules and regulations are violated.
- 16. Permission to use facilities may be canceled if the rules and regulations are not observed.
- 17. A Certificate of Insurance may be requested prior to Facility Use approval.

NAME OF ORGANIZATION:
 Profit: _____ Non-Profit: ✓

Date/Dates Requested: Sunday June 28, 2020

Hours needed including preparation and dismantling time: from 6AM to 2PM

Area/Grounds Requested: TCS- parking lot

Purpose: A rest stop for the Bike MS Cape Cod Getaway

Total number of people expected: 1,500

Maximum number expected at one time: 20

Special Equipment/Materials requested: N/A

Agent responsible for the obligations of the group: Emily Rivera

Address: 101A First Ave, Suite 6 Waltham, MA 02451 Phone: [REDACTED]

Date: 3/5/2020

Reviewed by:

- 1. Custodial Coverage: will will not be available.
- 2. Equipment/Materials requested: are are not be available.
- 3. Area/Grounds requested: is is not be available.
- 4. Contact made with group representative yes no .
- 5. Estimated set up/take down time (if applicable) _____.

Reviewed by: *[Signature]* Date: 3-6-20
 Head Custodian

Approved by: *[Signature]* Date: 3/6/20
 Superintendent/Principal

DRAFT

Truro Select Board Agenda
Thursday, March 19, 2020 at 2:30 pm
Truro Town Hall

Members Present: Chair-Jan Worthington

Others Present: Town Manager-Rae Ann Palmer

Attendance Via Conference Call: COA Director-Mary Elizabeth Briscoe, Health and Conservation Agent-Emily Beebe, Fire Chief-Tim Collins, Select Board Member- Bob Weinstein, Select Board Member-Kristen Reed, Select Board Member-Susan Areson, Select Board Member-Stephanie Rein, Assistant Town Manager-Kelly Clark

Discussion of Emergency Measures related to Coronavirus
Vote on Declaration of State of Emergency

Chair Worthington called the meeting to order at 2:30 pm. She asked Town Manager Palmer to give an update and stated people could ask questions after.

Town Manager Palmer asked COA Director Briscoe to give everyone an update on what is considered our most vulnerable population. COA Director Briscoe stated that for now, all employees at the COA are acting as outreach people, as well as food pantry volunteers. Employees are calling seniors of special concern (and that list has been widened to encompass more people), and folks who participate in any of the activities or exercise classes on the days those are normally held. She just came back from the kitchen where she put together a couple of bags of food for people who are in need of food immediately. They have suspended their transportation. No trips were scheduled for next week, and any trips for this week were cancelled because both of their drivers are in their 60s and 70s. Town Manager Palmer asked COA Director Briscoe to talk a little about the food pantry, the Lower Cape Outreach Council, and what's being done to keep that moving. COA Director Briscoe stated that the Lower Cape Outreach Council, the group which runs the food pantry out of the kitchen at the Community Center, has closed. They are trying to meet the needs of people the best that they can. They will receive a delivery of food on Monday, like they would normally do, and the COA Staff (with the help of DPW staff) will unload and put the food away. Staff is planning on putting together approximately 50 bags for a drive-up/pickup in the parking lot on March 27th, between 10:00am and 12:00pm. People can come and pick up one or two bags depending on how many people there are. Town Manager Palmer would like to evaluate what the pantry has after Monday, and again after bags are filled. Perhaps a call can be put out to the community to drop off food if the pantry is going to run out. Chair Worthington stated that she received a call from a citizen who is afraid to go to the post office. She'd like to know if staff could do a run to the post office to pick up mail. COA Director Briscoe would like to be in touch with someone at the post office because there is an issue of getting mailbox keys from everyone. She is hoping that the post office will suspend the need for the keys and let the COA employees collect the mail. Chair Worthington asked if she had enough employees to do the errands, or did she need volunteers. COA Director Briscoe stated that a lot of people are calling and offering their help. She's suggesting these people check on their neighbors and do what they can. In terms of volunteering, she does not know what the answer is. She said people are trying to band

together to form a Truro Community Responders group. Those people would go grocery shopping and pick up prescriptions. The COA employees cannot pick up prescriptions, they are not allowed to do that. Town Manager Palmer needed to state that in doing this, the Town's employees get exposed when they are running errands over and over. Secondly, if they take on volunteers then the Town will take on a liability which insurance will not cover. If the volunteer group could take on a life of its own it would be safer. The Town could help make connections. If staff starts to become uncomfortable with their exposure, then that needs to be respected. COA Director Briscoe has spoken to many people interested in volunteering and is trying to get everyone in touch with one another. She also reached out to all of the instructors and some are sending videos and uplifting messages to their class participants.

Health and Conservation Agent Beebe stated that they are all set with communicating with the restaurants on the transition from sit-down to take-out service. She is working on keeping track of the quarantine procedures for the staff members who've been travelling. She is keeping track of the testing dates. She's been working on the website messaging to try to make it easier for folks trying to work with Town Hall since we're closed. Electronic payment methods and filing methods have been explained on the web and to town staff. She has met with Mike Gradone and his key staff at the school. They discussed how they are continuing their operations while they are closed. Staff, building cleaning, and how they are feeding the children were all discussed. She has been on a lot of conference calls, between DPH (Department of Public Health), MEMA (Massachusetts Emergency Management Agency), Health and Human Services, CDC, and the Health Agent Coalition, there is at least one meeting per day. On the Health and Human Services call today it was stated that they feel we are on this track of acceleration of the disease for the next 7-10 days. They completed their continuity of operations plan, which is quite sobering. The Board of Health met earlier in the week on a conference call in which she gave the Board her update, along with Meredith Goff (from Outer Cape Health). Ms. Goff explained to the Board how Outer Cape Health has structured their response. Chair Worthington asked for an explanation on the continuity of operations plan. Health and Conservation agent Beebe explained that the plan lays out how things would be rolled out in the case of a pandemic. It is a document which was developed from DPH right after 9/11. It's an explanation of when there is a large event, how that's going to be operated. It also outlines, if Health and Conservation Agent Beebe "goes down" who is next in succession. It's a document which has to be alive, so they updated that.

Fire Chief Collins stated that it's day to day operations at the Fire Department. They are working close with Federal, State, and County agencies. Their biggest issue right now has been the ability to get supplies for First Responders. The State just got the first release from the Federal Emergency Supplies cache. The Fire Department has submitted a request for supplies from that cache. It is frustrating because everything has been placed on an allocation basis, so gloves, gowns, masks and eye shields are very scarce to get. The Department has been rather resourceful in looking to alternative sources to get some of these items. He was able to go to Home Depot for surgical and Tyvex gowns. He is hoping that as companies gear-up they'll be able to get more supplies. A priority has to be to protect the first responders. Like the Health and Conservation agent, he's been on several conference calls per day. Barnstable County Chiefs and Mass Fire Chiefs have set up a new conference. Chair Worthington asked if the Department had received more calls from people who are concerned about symptoms? Are they calling the Department, or do they have to go on calls like that? Chief Collins stated that they've worked with Cape Cod Hospital, Cape and Islands EMS, and the Police Chief on an established protocol which will ask if the caller is displaying any flu-like symptoms and have they travelled recently, which will prepare a better response from the responders going on these calls. Right now, they do a door response with Lower Cape Ambulance. The protocol is if they have a suspected case, what's been recommended is that they send in one individual (in full PPE-Personal Protective Equipment) to assess

the patient. Lower Cape Ambulance will send in that one individual as they would be the ones transporting the person to the hospital. The additional staff will remain outside. If additional staff is requested in the house, they will don the PPE and minimal staff will go in to assist. Chief Collins stated that they have not been receiving a lot of panic calls.

Town Manager Palmer did the report for the Police. It's status-quo. They have asked people to delay coming into the lobby unless it's an emergency. So, anything that can be done over the phone, mail or email is how they're operating.

Board of Health Chair Rose wished to state that we have such an exemplary team and we're all working together at the highest level. She thinks it's amazing and hopes that everyone's hard work will help flatten the curve and take care of our citizens. She thanked everyone.

Select Board member Areson asked Health and Conservation Agent Beebe what Outer Cape Health was doing in terms of patients coming in. Health and Conservation Agent Beebe said that the Provincetown location will be the "well" site where non-suspected flu cases are going to go. The Wellfleet and Harwich locations are going to do a split program where part of the day will be for "well patients" and the other part of the day will be suspect Covid-19 folks. There will be two separate entrances for each group and the day will be divided. For example; the morning could be "well" people and the afternoon could be Covid related. They will have a deep clean in the middle, between those two shifts. They will have two dedicated entrances to the building and two dedicated areas within the building for those two types of activity. If someone is coming in and has symptoms and wants to get a test, and is authorized to get a test, they will be met in the parking lot by someone who has their PPE. One person per day would be dedicated for that. They would swab that person while in their car and then send the test to a private lab. Town Manager Palmer added that they will screen people over the phone. A nurse will call someone back if they call looking for an "I don't feel well" visit. Fire Chief Collins stated that he and Health and Conservation Agent Beebe were on a phone call the other day and he wished to let everyone know that DPH has taken a very aggressive stance with this. They are looking to increase testing, even non-symptomatic individuals, as more tests become available. They have doubled their capacity to test from 200 per day to 400 per day. Health and Conservation Agent Beebe added that another item mentioned on the call worth noting was that we need to be prepared for a longer period of social distancing. Select Board Member Reed asked her to go more into that. She has heard upwards of 18 months. Health and Conservation Agent Beebe has heard that as well but does not have any other sources going that deep. Select Board Member Weinstein asked if there had been any discussion locally about severely restricting travel? He's seen that Nantucket, most recently, is trying to restrict the Steamship Authority's access to both Martha's Vineyard and Nantucket. There has been talk on the State level about restricting travel, meaning travel only for food and getting prescriptions, etc. Has there been any more conversation on that either through DPH or the Governor's Office? Health and Conservation Agent Beebe has not heard anything on that through DPH, but there is quite a lot of discussion locally. Town Manager Palmer has some concerns that people are requesting to open up seasonal cottage colonies and condos earlier than their license allows. There's the whole issue of the licensing and whether these locations are capable of being open if there is a freeze. She believes there is the underlying concern of do we have the capacity from a medical perspective to support a full-on seasonal population. She thinks that's being discussed at the Governor's level, but she has not heard anything definitively. Chair Worthington thinks that's something the Board should think about and see how they feel about it. Select Board Member Weinstein stated it's not only threatening the medical capacity, it's also threatening the ability to feed the population. He would like to suggest that several communities have put up electronic messaging boards on the highway with an announcement stating;

“For further Covid-19 information, be in touch with your local town’s website”. Is that an advisable step to take and is there something that could be considered information central vis-à-vis, the Town’s website? Town Manager Palmer stated that Assistant Town Manager Clark finished doing a Covid-19 page with information that she’ll be updating regularly. It is on the website, and DPW is programming our message board to get that out today.

Select Board Member Reed would like to know what can legally be done in regard to the cottage colonies and condominiums request to open early. Town Manager Palmer said that the Health Board licenses cottage colonies and condominiums, and they have dates which they are allowed to open. The concern of staff is that applications are coming in early or trying to come in early and they’re looking at the enforcement capability on that. She’s reached out to our State Senator about this and whether there is any consideration in terms of potentially delaying licensing. She thinks they have to look to the Health Board, and the Health Board regulations. She would like to get legal opinion on that. She and the Health and Conservation Agent Beebe with discuss further. Select Board Areson has a question regarding the licensing. She asked if the licensing typically went from January 1st to December 31th? Health and Conservation Agent Beebe explained that for condos, because of their zoning, they don’t open any earlier than April 1st and close no later than November 30th. Some have differing open dates. She added that at the Health Agent Coalition meeting there was discussion around this issue and a request from a citizen in another town requesting to “shut down the bridge”.

Chair Worthington asked if everyone received a copy of the Declaration of Emergency. Everyone had a copy and a motion needed to be made.

Select Board Member Weinstein made a motion -Now Therefore, we, the Select Board of the Town of Truro and the Board of Health of Truro, Massachusetts, hereby declare that as of March 19, 2020 at state of emergency exists in the Town of Truro. This declaration of emergency shall remain in effect until further notice is given, pursuant to our judgment that the conditions leading to this declaration no longer exist.

Select Board Member Reed seconded.

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

Chair Worthington stated that the other two conversation to be had were about their upcoming meeting (what should they have on the agenda), how they will handle that meeting, and the looming Town Meeting questions. Town Manager Palmer started by stating on their next agenda the Board was supposed to interview the remaining Town Manager Screening Committee applicants. She would recommend tabling that. She talked with the search consultant and was informed that there are 29 applicants. He was going to email them to acknowledge that right now there won’t be any interviews. He would let the applicants know that because of the Covid-19 issue things were being placed on hold, but we will pick things back up when it is safe to do so. Town Manager Palmer thinks it’s safe to at least temporarily suspend the applicants, and she thinks there are some fairly good applicants.

Molly Stevens needs to be appointed as a temporary Assistant Tax Collector. They sent all of their delinquent tax collections out. The attorney that handles tax titles sent letters to everybody (we got \$240,000 in delinquent taxes). Some people have called up and said that they are not going to pay, so there are some next steps we need to take in pursuing that, and they need a Tax Collector in the house to sign that. She recommends that the Board makes that appointment.

They need to vote on the final warrant articles. This is what she knows about Town Meeting;

- The Town’s Charter says we have to hold the meeting on the fourth Tuesday of April and that we have to post the warrant two-weeks in advance. There are some issues around pre-town meeting. She’s talked to Town Counsel and have come to the conclusion that the best thing to do is what they’ve been talking about all along; to get the warrant prepared and off to the

printer at the end of next week, to post it on the 14th of April the way we should be doing and then from there the Town Moderator has the ability to postpone Town Meeting for thirty days, which would bring us to May 30th. She thinks they have a couple of weeks to make that decision. The Governor's prohibition on meetings of more than 25 people runs to April 6th or April 8th. She suspects that if we're still in this same kind of period, that will get extended. She thinks the best course of action is to get those final warrant articles voted and then the consent agenda as well.

Select Board Member Rein stated she's been asked about the election papers, because people need to sign them, and they are due on Tuesday and we're trying to minimize contact. She's not sure what to say. Town Manager Palmer stated that all nomination papers are back except for Stephanie's, and Paul Kiernan's. She also stated that there are instructions on the website about contacting Town Hall to meet for things like this. There is now a lock box outside the front door which she can drop off her papers, or she can let Town staff know and they'll let her in. For a future agenda, Select Board Member Reed would like to discuss the topic of if there is a delay in hiring a Town Manager, would there be a willingness on Rae Ann's part to stay on. Chair Worthington has had a discussion with Town Manager Palmer, and she has graciously offered to help if needed.

Select Board Member Reed noted that while they don't want to have to postpone Town Meeting or Town Election, what is the plan if they can't? Chair Worthington said that they may hear more along those lines from the State as things develop, but they'll keep meeting and tackling things as they go. Select Board Member Reed would like to know how they are conducting next Tuesday's meeting. Town Manager Palmer said that they recently purchased access to go to meeting which is a video conferencing service. There was trouble with phone lines today to use the service, so they will keep working on it. Assistant Town Manager Clark is looking at that and another service called Zoom. The problem is people need to have relatively decent cell phones, cell phone coverage, or internet service in order to get into that. Worst case scenario, they can use their Comcast Business phone, which is being used right now. Regardless, the meeting will be conducted remotely. It was decided that they would hold their next meeting at 3:00 pm

Select Board Member Rein made a motion to adjourn at 3:20 pm.

Select Board Member Reed seconded.

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

**Respectfully Submitted,
Noelle L. Scoullar**

Janet Worthington, Chair

Susan Areson

Kristen Reed, Clerk

Stephanie Rein

Robert Weinstein, Vice-chair

**Truro Select Board Meeting
Tuesday, March 24, 2020
Virtual Meeting**

Select Board Members Attending: Janet Worthington, Chair; Susan Areson, Kristen Reed, Stephanie Rein, Robert Weinstein

Attending: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Town Accountant Trudi Brazil

Chair Janet Worthington called the virtual meeting to order at 3:00 p.m. and explained procedure for Select Board members.

PUBLIC COMMENT

Ms. Palmer said she would be sharing e-mail messages sent from citizens who were watching the meeting on TV.

APPPOINTMENT: TEMPORARY ASSISTANT TAX COLLECTOR

Ms. Palmer explained that the temporary appointment of Molly Stevens as Assistant Tax Collector will ensure that there is an authorized signatory for Town business in the absence of the Town Clerk/Treasurer/Collector.

Susan Areson moved to authorize Molly Stevens to perform the functions of and act as the Temporary Assistant Tax Collector. Robert Weinstein seconded, and the motion carried 5-0.

WARRANT ARTICLE RECOMMENDATIONS

Article 6 - FY2021 Omnibus Budget Appropriation

Town Accountant Trudi Brazil explained the slight change to Receipts Reserved, which brought down the amount to be raised by taxation. Ms. Palmer said the Article basically reflects the budget that the Budget Task Force has worked on for the last several months.

Susan Areson moved to recommend Article 6 as printed in the updated Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 12 - Authorization to Transfer Town Property to the Conservation Trust

Robert Weinstein moved to recommend Article 12 as printed in the Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 15 - Borrowing Authorization for Ambulance

Kristen Reed moved to recommend Article 15 as printed in the Warrant. Robert Weinstein seconded, and the motion carried 5-0-0.

Community Preservation Article 16, Sections 1-8

Article 16, Sect. 1 - Community Preservation Act Administrative Support

Susan Areson moved to recommend Article 16, Sect. 1 as printed in the Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 16, Sect. 2 - CPA Contribution to the Affordable Housing Trust Fund

Robert Weinstein moved to recommend Article 16, Sect. 2 as printed in the Warrant. Susan Areson seconded, and the motion carried 5-0-0.

Article 16, Sect. 3 - Lower Cape Housing Institute

Susan Areson moved to recommend Article 16, Sect. 3 as printed in the Warrant. Robert Weinstein seconded, and the motion carried 5-0-0.

Article 16, Sect. 4 - Restoration of Highland House Museum Phase 5

Select Board members had questions on the cost of the roofing for the Highland House Museum, but Assistant Town Manager Kelly Clark was able to provide them with information on the bid. Town Accountant Trudi Brazil said that Bannon was the company that has been working on the museum in the previous phases of the restoration.

Susan Areson moved to recommend Article 16, Sect. 4 as printed in the Warrant. Janet Worthington seconded, and the motion carried 5-0-0.

Article 16, Sect. 5 - Historic Properties Inventory

Robert Weinstein raised questions on the cost of \$47,550, the importance of the project, the qualifications of the person determining selections and usefulness to the Town. He asked if this was to be an extension of the previous survey or an entirely new one. Stephanie Rein questioned the cost and importance of the proposal. Ms. Palmer said the historic inventory list was used by the Town as a guide for demolition delay of historic buildings. Susan Areson confirmed that the last inventory had been completed in 2010. Janet Worthington said the project was an extension of that list.

Kristen Reed moved to recommend Article 16, Sect. 5 as printed in the Warrant. Susan Areson seconded. The motion to recommend did not carry 2-3-0.

Article 16, Sect. 6 - Preservation and Restoration of Building T-5

Ms. Palmer said that Town Counsel had amended the Article to include the provision that a long-term lease must be obtained from the Cape Cod National Seashore before any funds would be released for the project. Select Board members had questions on what Town use of the hall was being offered since the proposal is for Payomet Performing Arts, a private non-profit organization. No one expressed support without first knowing the provision for Town use.

Kristen Reed moved to recommend Article 16, Sect. 6 as printed in the Warrant. Stephanie Rein seconded. The motion did not carry 0-4-1.

Article 16, Sect. 7 - Acquisition of 42 Corn Hill Road

Ms. Palmer said that the source of Community Preservation funds for this project would come from the Kill Devil Road purchase that had not made use of the CPA money granted at a previous Town Meeting. Select Board members understood the Open Space part of the proposal by the Truro Conservation Trust to preserve the land, but they had many unanswered questions about the arrangements between Castle Hill and the Trust for the seasonal use of the cottage by Castle Hill faculty and residents. Susan Areson asked about public use of the path beside the cottage during the time of summer occupancy. Select Board members were unwilling to recommend the Article until their questions were answered at Town Meeting.

Kristen Reed moved to recommend Article 16, Sect. 7 as printed in the Warrant. Robert Weinstein seconded. The motion did not carry 0-5-0.

Article 16, Sect. 8 - Additional Funding for Puma Park Enhancement

Community Preservation money for adult equipment at Puma Park would be repurposed from the \$26,500 grant previously approved for Snow's Park/Town Green, which had not gone forward.

Kristen Reed moved to recommend Article 16, Sect. 8 as printed in the Warrant. Robert Weinstein seconded, and the motion carried 5-0-0.

Article 17 - Accept M.G.L. c. 142, §12 Plumbing and Gas Fitting Inspectors

Town Counsel has advised that this Warrant Article is not legally required, but Ms. Palmer recommended considering it anyway.

Robert Weinstein moved to recommend Article 17 as printed in the Warrant. Susan Areson seconded, and the motion carried 5-0-0.

Zoning Bylaws 23-34

Rae Ann Palmer briefly explained each of the Zoning Bylaw Articles, but she said that Planning Board Chair Ann Greenbaum was watching the meeting and at the ready to give further explanations if needed.

Article 23 - Amend Zoning Bylaw §10.4 and §30.2 Food Truck Definition and Use and §30.9 Parking

Susan Areson moved to recommend Article 23 as printed in the Warrant. Stephanie Rein seconded, and the motion carried 5-0-0.

Article 24 - Amend Zoning Bylaw §30.9 Parking, C. Off-street Parking Schedule

Robert Weinstein moved to recommend Article 24 as printed in the Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 25 - Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, C. ADU Permit

Susan Areson moved to recommend Article 25 as printed in the Warrant. Robert Weinstein seconded, and the motion carried 5-0-0.

Article 26 - Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, D. Procedure

Kristen Reed moved to recommend Article 26 as printed in the Warrant. Susan Areson seconded and the motion carried 5-0-0.

Article 27 - Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, D. Procedure

Kristen Reed moved to recommend Article 27 as printed in the Warrant. Susan Areson seconded, and the motion carried 5-0-0.

Article 28 - Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, D. Procedure

Susan Areson moved to recommend Article 28 as printed in the Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 29 - Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, F. Findings of the Planning Board

Robert Weinstein moved to recommend Article 29 as printed in the Warrant. Susan Areson seconded, and the motion carried 5-0-0.

Article 30 - Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, H. Requirements for Tax Exemption and §10.4 Definitions

Stephanie Rein moved to recommend Article 30 as printed in the Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 31 - Amend Zoning Bylaw §70.3 Commercial Development

Susan Areson moved to recommend Article 31 as printed in the Warrant. Stephanie Rein seconded, and the motion carried 5-0-0.

Article 32 - Amend Zoning Bylaw §70.4 Residential Development

Robert Weinstein moved to recommend Article 32 as printed in the Warrant. Kristen Reed seconded, and the motion carried 5-0-0.

Article 33 - Amend Zoning Bylaw §70.6 Recording of Decision

Susan Areson moved to recommend Article 33 as printed in the Warrant. Robert Weinstein seconded, and the motion carried 5-0-0.

Article 34 - Amend Zoning Bylaw §70.9 Waiver of Site Plan Review

Robert Weinstein recused himself.

Kristen Reed moved to recommend Article 34 as printed in the Warrant. Susan Areson seconded, and the motion carried 4-0-1.

Article 40 - Local Room Occupancy Tax Allocation – Petitioned Article

Town Counsel said the Petitioned Article is not in legal form and cannot be voted on at Town Meeting. He advised the Select Board not to recommend the Article.

Susan Areson moved to recommend Article 40 as printed in the Warrant. Robert Weinstein seconded. The motion to recommend did not carry 0-5-0.

Additional Petitioned Article for Pre-School Voucher Program

This Petitioned Article was submitted after deadline for financial Articles. Ms. Palmer said it was up to Board to decide whether or not to place the Article on the Warrant. If they do accept it, the Article needs to be amended because the format is incorrect. The petitioners asked for a Proposition 2 1/2 debt exclusion, but it would have to be done as a Proposition 2 1/2 override. Although Select Board members supported the petitioners' intent, they discussed other problems and raised questions. Robert Weinstein said that the School Committee had not been consulted. Chair Worthington asked who would administer the voucher program. Susan Areson suggested that one more 2 1/2 override on the Warrant would be too much to ask of the taxpayers. Stephanie Rein said she considered it a great idea, but it needed more work.

Susan Areson moved to not accept the citizens' petition as a Warrant Article for Annual Town Meeting. Robert Weinstein seconded, and the motion carried 4-1-0.

ANNUAL TOWN MEETING DATE

Town Moderator Monica Kraft joined the meeting to discuss postponing the 2020 Annual Town Meeting. She agreed that the date can be moved forward because the Warrant has not yet been posted. Both Town Meeting and the Election can be postponed, giving time for the ballot to be prepared. Ms. Palmer said the Warrant can be set, except for the dates. Once the date is set for Town Meeting, the 14-day time period for holding it begins.

Susan Areson moved, pursuant to General Laws, Chapter 39, Section 9, and notwithstanding any provision in the Charter or bylaws of the Town to the contrary, that the Annual Town Meeting, presently scheduled for April 28, 2020, be delayed until a date to be determined. Robert Weinstein seconded, and the motion carried 5-0.

CONSENT AGENDA

A. Review/Approve and Authorize Signature: *Review and Approval of Application for a Curb Cut Permit-23 Bayview Road-Matthew and Paula McCue*

B. Review and Approve 2020 Renewal of Seasonal Alcohol Licenses: Avenue D, Beach Point Health and Swim Club, Blackfish Restaurant, Captain's Choice, Days Market and Deli, Fullers' Package Store, Highland Links Café, Jams, Payomet Theater, Salty Market, Terra Luna Restaurant, Top Mast Café, and Whitman House Restaurant

C. Review and Approve 2020 ABCC Seasonal Renewal Alcohol Certification

D. Review and Approve 2020 Seasonal Licenses: Jams Too Inc. (Transient Vendor and Common Victualer), Top Mast Café (Common Victualer)

E. Review and Reappoint Noelle Scoullar to the Registrar of Voters Board

F. Review and Approve Select Board Minutes-March 10, 2020, March 13th and 16th, 2020

Susan Areson made corrections to the minutes of March 10, 2020, and Stephanie Rein corrected a wrong time for the start of the minutes of March 13, 2020.

Susan Areson moved to approve the Consent Agenda as amended. Stephanie Rein seconded, and the motion carried 5-0.

SELECT BOARD REPORTS

All of the Select Board members expressed thanks to staff for arranging for the virtual meeting and continuing to work through this difficult time. Susan Areson asked about the logistics for signing documents and the identification of posted draft minutes as “draft.” Robert Weinstein said he was troubled by the influx of second homeowners who were coming to Truro and Barnstable County from other locations. He suggested requiring 14-day self-quarantines for those who arrive here and asking that Governor Baker restrict travel into Barnstable County. Janet Worthington said she shared Mr. Weinstein’s concern and suggested they compose a statement on the limited supplies and medical resources available here. The Board of Health is in charge of issuing a shelter in place order, but the Town cannot keep people from coming to Truro, Ms. Palmer said. Kristen Reed mentioned the confirmed COVID-19 cases in Provincetown and Eastham, and she said it was possible that people in Truro had undetected cases. Rae Ann Palmer read an e-mail from Eric Parker, urging that the state ban travel to Cape Cod by part-time residents and visitors. A letter from the Brewster Selectmen to the Select Board also offered suggestions on restrictions. Robert Weinstein and Janet Worthington will prepare a draft message for Truro and bring it the next meeting. Susan Areson, Kristen Reed and Ann Greenbaum offered suggestions for what should be included in the message.

TOWN MANAGER’S REPORT

Rae Ann Palmer gave a detailed update on the skeleton crew of essential staff members who continue to work in Town buildings and remotely. The Library is completely shut down. One person remains on duty at the Council on Aging. Other staff work from home, making the calls to check on people of concern. The food-pick up service is on schedule for this Friday. Fire Department staff member, who had not been feeling well and were tested due to their job, tested negative. Another member and two DPW workers have self-quarantined after travel. The Police dispatch area was fogged to sanitize it. There are no signs of any personnel being sick. There are no known cases of COVID-19 in Truro at this time. If there were, the Health Agent would receive a notice. Ms. Palmer said the virtual meeting would be put on the website. It can also be watched on Channel 18 at the times listed on the Town website.

NEXT MEETINGS

There was discussion of making appointments for the Town Manager Search Committee, so they could begin looking at resumes, but they would not be able to schedule the interviews. More discussion of the process will be an agenda item for April 7th. Ms. Palmer reviewed agenda planned so far for the next meetings:

Tuesday, March 31 Virtual Meeting– COVID-19 update and statement regarding the limited medical resources of Barnstable County and Truro.

Tuesday, April 7 Virtual Meeting – Appointment of Liz Sturdy as Registrar of Voters; municipal elections; Annual MS bike ride; discussion of appointments for Town Manager Search Committee.

ADJOURNMENT

Robert Weinstein moved to adjourn. Stephanie Rein seconded, and the motion carried 5-0. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Janet Worthington, Chair

Susan Areson

Kristen Reed, Clerk

Stephanie Rein

Robert Weinstein, Vice-chair

Public Records material from the meeting of 3/24/2020

1. Draft Annual Town Meeting Warrant
2. Application for a Curb Cut Permit-23 Bayview Road-Matthew and Paula McCue
3. 2020 Renewal of Seasonal Alcohol Licenses: Avenue D, Beach Point Health and Swim Club, Blackfish Restaurant, Captain’s Choice, Days Market and Deli, Fullers’ Package Store, Highland Links Café, Jams, Payomet Theater, Salty Market, Terra Luna Restaurant, Top Mast Café, and Whitman House Restaurant
4. 2020 ABCC Seasonal Renewal Alcohol Certification
5. 2020 Seasonal Licenses: Jams Too Inc. (Transient Vendor and Common Victualer), Top Mast Café (Common Victualer)
6. Reappointment papers for Noelle Scoullar to the Registrar of Voters Board