



# Truro Select Board

Tuesday, April 28, 2020

Remote Meeting-2:00pm

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-568-4106 and enter the following access code when prompted: 871-330-805.** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively. Citizens may also provide public comment for this meeting by emailing the Town Manager at [rpalmer@truro-ma.gov](mailto:rpalmer@truro-ma.gov) with your comments.

## 1. PUBLIC COMMENT

A. Covid-19 Update - Staff

## 2. PUBLIC HEARINGS NONE

## 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview Town Manager Screening Committee Member Applicants: Susan Howe and Kristen Roberts

## 4. TABLED ITEMS NONE

## 5. SELECT BOARD ACTION

A. Discussion of Little Pamet Culvert Assessment

Presenter: Jarrod Cabral, Department of Public Works Director

B. Discussion of Waiving 2020 License Fees and Support Suspending Meals Tax

Presenter: Jan Worthington, Chair

C. Discussion of the Town Manager Search Committee Membership

Presenter: Jan Worthington, Chair

## 6. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. None

B. Review and Approve Select Board Minutes-April 7, April 9, April 14

## 7. SELECT BOARD REPORTS/COMMENTS

## 8. TOWN MANAGER REPORT

## 9. NEXT MEETING AGENDA: May 5 and May 12



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** April 28, 2020

**ITEM:** Interview Town Manager Screening Committee Applicants

**EXPLANATION:** Kristen Roberts and Susan Howe applied to serve on the Town Manager Screening Committee. They were not interviewed before Town Hall was closed. They are available to join the Board during the virtual meeting for interviews. The last candidate will be interviewed on May 5<sup>th</sup>.

**SUGGESTED ACTION:** MOTION TO

**ATTACHMENTS:**

1. Applications to Serve: Kristen Roberts and Susan Howe



# 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: Susan Howe HOME TELEPHONE: [REDACTED]  
ADDRESS: 12 Houser Way WORK PHONE: [REDACTED]  
MAILING ADDRESS: PO Box 973, Truro MA 02666 E-MAIL: [REDACTED]  
FAX: [REDACTED] MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Town Manager  
Search Committee, currently serving as:  
Commission on Disabilities; CPC

SPECIAL QUALIFICATIONS OR INTEREST: In my professional role as a  
Rehabilitation Counselor at Tufts Medical Center I participated  
in search committees for many medical and allied health  
professionals.

COMMENTS: Since making Truro my permanent, full time home,  
I have participated on town boards (Disabilities, Concerts,  
CPC), as the President of the town's Historical Society and in  
public forums. I care deeply about our town and want to  
help Truro move positively into the future.

SIGNATURE: Susan Howe DATE: 2-21-20  
\*\*\*\*\*

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

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

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

TOWN OF TRURO



# 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: Kristen Roberts HOME TELEPHONE: [REDACTED]

ADDRESS: 7 Castle Road WORK PHONE: [REDACTED]

MAILING ADDRESS: \_\_\_\_\_ E-MAIL: [REDACTED]

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

to hire the town manager  
SPECIAL QUALIFICATIONS OR INTEREST: Town business owner  
for 12 years, Vice-president Truro Chamber  
of Commerce

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNATURE: [Signature]

DATE: 2/14/2020

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

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

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

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



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Public Works

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** April 28, 2020

**ITEM:** Proposal for: Little Pamet Culvert Assessment and Field Investigation

**EXPLANATION:** Attached for review and approval is a contract with the Woods Hole Group to continue the Little Pamet culvert replacement alternatives analysis. The scope of work will cover 80 acres, including the upstream freshwater portion of Little Pamet nearest to Castle Road. This phase will also include a shellfish survey conducted in the outlet channel seaward from Corn Hill Road to help determine the density of shellfish resources. Work will also include a wetland delineation to determine resource boundaries, salt marsh, coastal bank, coastal dune, and vegetated wetlands. A subsurface investigation will be completed at each culvert location at Corn Hill Road and Castle Road, to determine foundation requirements.

**FINANCIAL SOURCE (IF APPLICABLE):** Funds repurposed by favorable vote on Article #4 of the Special Town Meeting held November 13, 2018 for the purpose of "Engineering and Remediation work to culverts at multiple locations, including Corn Hill Culvert/Little Pamet" and funds encumbered in an 'Environmental Issues Fund'

**IMPACT IF NOT APPROVED:** May lose consideration for grant funds in support of future construction.

**SUGGESTED ACTION:** *MOTION TO Authorize the Town Manager to sign the Woods Hole Group Proposal on behalf of the Select Board.*

**ATTACHMENTS:**

1. Woods Hole Group: Proposal for Little Pamet Watershed & Culvert Assessment



**DATE** April 17, 2020

**JOB NO.** 2018-0138

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

**FROM** Robert Hamilton  
Direct Phone: (508) 498-6229  
[bhamilton@woodsholegroup.com](mailto:bhamilton@woodsholegroup.com)

## Little Pamet River Field Investigation Proposal

Dear Mr. Cabral

Woods Hole Group offers this proposal for engineering design, permitting, bidding, and construction support services required for channel improvements and replacing the culverts underneath Corn Hill Road (CHR) and Castle Road (CR) on the Little Pamet River in Truro. The Little Pamet River originates east of Route 6 near the intersection of Long Nook Road and Atwood Road at Long Nook Meadows Farm and flows westward under CR and then CHR before draining into Pamet Harbor. A 280-foot long, 24-inch diameter pipe culvert connects the marsh upstream of CHR to Pamet Harbor. The downstream side of the culvert is equipped with a hinged steel flapper valve, which is intended to allow the marsh to freely drain into Pamet Harbor while restricting any tidal flow from entering the marsh system.

The freshwater marsh upstream of Corn Hill Road appears to have experienced changes over the last 10-15 years as concerns that the flapper valve is leaking/failing, which has resulted in concerns from nearby residents and owners of the adjacent Perry Farm. Historical aerial imagery showed the channels within Little Pamet River between CHR and CR have been filling in with sediment and/or detritus material, which has led to changes in vegetation and reduced drainage of the system. Anecdotal information provided by nearby landowners confirm these changes including: 1) the shallowing and disappearance of open water in the river channel, 2) no longer able to navigate the river by kayak, 3) spread of invasive vegetation, 4) loss of avian/terrestrial wildlife, and 5) impeded drainage which has caused flooding of agricultural lands adjacent to the marsh.

Previously, Woods Hole Group completed a Phase I study of the Little Pamet River in 2018-2019 that included the following scope:

- Water level (tide), salinity, & temperature measurements using gauges in marsh and harbor,
- Survey measurements of the channel thalweg and marsh plain,
- Preliminary sediment & vegetation assessment of the system,
- Hydrologic & Hydraulic (H&H) study of the Little Pamet River System, and





- an alternatives analysis to determine feasible design alternatives for culvert replacement, tidal control, and improved drainage in the system.

The information and results from Phase I were documented in a Technical Memorandums dated March 8 and July 17, 2019. It is our understanding that the Town would like to move forward with Alternative 5, replacing both the culverts including a large 4-ft diameter culvert with a combination sluice-flap gate on the downstream side of Corn Hill Road (Figure 1), and Alternative 3, dredging of the outlet channel and upstream portions of the river (Figure 2). Phragmites eradication will be evaluated as well. Pursuing this repair/replacement alternative will restore a portion of the tidal flow to the marsh upstream of Corn Hill Road with the intention of restoring the historic salt marsh that existed prior to the road construction.

This next phase of work proposed herein will include conducting the necessary site surveys and field investigations to further the eventual final design and permitting in a subsequent phase. This proposal includes subcontract services from Fuss & O'Neill, Inc. for engineering support services, who will be a project team partner in this effort.



***Figure 1. Example of a Golden Harvest GH-50 sluice-flap combination gate.***



**Figure 2. Alternative 3 Proposed dredging including upstream portion (left, orange) and downstream of Corn Hill Rd outlet (right, blue).**

## **SCOPE OF WORK**

### **Phase II – Site Survey & Field Investigations**

Phase II will include the necessary surveys and investigations needed to support the final design, draft engineering plans, and file permits in a subsequent phase of work.

**Task 1 – Kick-off activities:** An initial kick-off meeting will be held with the Town and Project stakeholders to review the contract scope and schedule for the field investigation. This meeting will discuss future design objectives and criteria for the replacement CHR culvert/gate structure, the CR culvert, CHR outlet channel dredging, channel dredging between CHR and CR, and phragmites mitigation. Following the kickoff meeting, a site walkover will be conducted to review locations where project activities will/may occur, locate site access, adjacent properties and structures. The location of site surveys location and extent will be reviewed, and to confirm areas and features to locate (e.g., fences, signs, utility poles, overhead wires, etc). Locations of subsequent subsurface borings and test pits will also be staked/marked in the field to enable Dig Safe to locate buried utilities.

### **Task 2 – Site Survey & Field Investigations**

Task 2 will include the following four (4) main subtasks:





- **2.1 Site Survey:** An existing conditions (site) survey will be conducted by Woods Hole Group to develop existing conditions plans for the project area shown in Figure 3. It is assumed that the survey will be conducted by a Professional Land Surveyor (PLS) on staff with a field technician over a three (3) day period needed to map both culvert locations and the vast wetland resource between them. The survey equipment will include a Leica TS-13 robotic total station and survey rod along with a Real Time Kinematic Global Positioning System (RTK GPS) to provide real time positioning and measurements. The existing conditions survey will include base mapping of topographic contours, locate features such as fences, signs, utility poles, overhead wires, etc., and measure critical elevations of structures such as culverts and structures, and inverts, resource areas, and locations of other visible structures and marked subsurface utilities and structures. This collected survey information will be used to develop base plans for the Little Pamet River from the inlet upstream of Castle Road downstream past the outlet of Corn Hill Road. Plans will include mapping of property, easement and roadway right-of-way boundaries will be obtained from Town parcel mapping and/or review of maps and records on file at the Barnstable County Registry of Deeds and the Massachusetts Department of Transportation (MassDOT), and depicted on base mapping. along with other regulatory delineations determined by established tidal benchmarks.
- **2.2 Wetlands Delineation:** A wetlands delineation will be conducted by a team of two (2) scientists including at least one Professional Wetlands Scientist (PWS). The team will investigate the wetland resources and flag resource boundaries such as Bordering Vegetated Wetlands (BVW), salt marsh, coastal beach, coastal dune, etc. It is anticipated that it will take the two (2) person team a total of three (3) field days to map the wetlands throughout the ~80-acre project area outlined with the approximate yellow border in Figure 3. The flags will then be surveyed and subsequently mapped on the existing conditions plans. The mapped wetland resources will be important for determining potentially resource impacts and permitting requirements.
- **2.3 Shellfish Survey:** A shellfish survey will be conducted in the outlet channel seaward from Corn Hill Road (Figure 3) within the proposed dredging footprint to determine the location and density of the shellfish resources, if any. This survey will be conducted by two (2) qualified Woods Hole Group scientists at low tide using a commercial grade shellfish rake. It is assumed that it will take a two (2) person team two (2) days to complete the shellfish survey since there are only a few hours at low tide on a given day to conduct the survey. Sampling locations will be recorded for species and quantities present, and positions will be recorded using a GPS. The sampling locations, species, and densities will be recorded and added to the existing conditions plans to map the shellfish resource. Determining and mapping the shellfish resource will be important in determining impacts of the proposed project, particularly the dredging, that could have significant implications for permitting.



*Figure 3. Aerial of project site showing various field sampling efforts including site survey, wetlands delineation (yellow outline), coring (red markers), boring (green markers), and shellfish survey.*

- **2.4 – Subsurface Investigations:** A subsurface investigation will be conducted to obtain data supporting subsequent geotechnical analyses, and will include three (3) separate investigations including 1) subsurface borings to determine foundation requirements, 2) test pits, and 3) sediment coring from the proposed dredging footprint to determine the material present and disposal options.
  - **2.4.1 Subsurface borings:** The subsurface boring program will include and assume the following:
    - Up to three (3) days of drilling will be conducted by a qualified drilling contractor with oversight from a project team engineer to gather specific data regarding the physical properties of subsurface soils at CHR and CR culvert locations.
    - 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 at each culvert (four total) for Corn Hill Road and Castle Road as shown by the green markers in Figure 3. It is expected that these borings will be driven to approximately 80 feet and 30-40 feet below the ground surface at each culvert. It is assumed that the Town will provide permissions for clear access to the CHR culvert, that no environmental permits are required for this work, and that the Town will provide a traffic detail if warranted at either culvert. Anticipated locations of borings (to be field adjusted as needed) are shown in the adjacent figure.
  - 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 four (4) soil samples will be submitted for analysis.
  - Boring logs and a graphical profile interpretation of subsurface conditions will be prepared, along with laboratory test reports.
  - The location of borings will be located by swing ties to existing structures and a sketch map provided to Woods Hole Group's surveyor for inclusion in the field survey and existing conditions mapping.
  - The data and information obtained from the borings will be critical in designing and engineering the culvert foundation design in subsequent phases of work.
- **2.4.2 Test Pits:** A half-day of test pits will be performed to confirm the location of the CHR culvert buried along Corn Hill Rad and Old Colony Way, such that these locations can be located by the Woods Hole Group surveyor. It is assumed that the Town will provide a backhoe and operator to conduct the test pits. It is also assumed that the test pits will be conducted the morning of the first day of drilling so that the project team engineer can observe and record the findings while the drilling contractor is preoccupied with mobilizing and setting up for its first boring at CHR. A summary of test pit findings will be documented and the location of the culvert mapped on the existing conditions plans.
  - **2.4.3 Sediment Coring:** Sediment cores will be taken within the proposed dredging footprint of the river channel to determine the physical and chemical (if necessary) characteristics of the material present that is necessary in determining dredge spoil disposal options. Before the coring program can be initiated, the proposed project and coring will have to be reviewed by the U.S. Army Corp of Engineers (Corp), who will then issue a Sampling and Analysis Plan (SAP) specifically for the project detailing the number and locations of cores to be taken.

It is anticipated the TG&B Marine Services will be subcontracted to conduct the sediment coring using a specialized portable vibracoring setup and a small vessel needed to navigate the shallow,



dense marsh upstream of CHR. A Woods Hole Group scientist will oversee and assist the coring the operation in the field that is expected to take two (2) days. It is anticipated that twelve (12) cores will need to be taken as shown by the red markers in Figure 3 based on the preliminary dredging volumes calculated for both the outlet channel and upstream channels. The location of each core will be recorded using GPS. Based on the preliminary dredging design, it is anticipated that the target penetration depth for each core will be approximately 4-ft.

Each core will be split, logged, and sampled for laboratory analysis by a project team scientist. The sediment samples will then be sent to a qualified laboratory for chemical and grain size analysis consistent with the protocols in the *Regional Implementation Manual (RIM) for the Evaluation of Dredged Material in New England Waters* (April 2004) issued by the New England District (CENAE) of the U.S. Army Corps of Engineers (Corps). While it is assumed that each of the 12 samples will be analyzed for grain size, it is assumed that only six (6) samples will require chemical analysis due to the presence of fine grain sediment in some areas within the marsh. This is consistent with Corp protocols that only require chemical analysis of a sample if it contains more than 10% fine sediment because it is the fine sediment that accumulates chemical contaminants. It is also anticipated that compositing of two (2) or more cores into a single sample for chemical analysis may occur if they have a similar geological stratification meaning that not every core sample may have to be analyzed individually. However, it is also possible that a core could contain more than a single distinct layer (exceeding 1-ft) of fine material, which would generate multiple samples for a single core. If the Corp requires either additional cores (more than 12) or more than twelve (12) grain size or six (6) chemical analyses, then the additional sampling effort and analyses will be billed on a time and materials basis.

The results of site surveys and field investigation will be documented in a technical memorandum providing a brief summary of the various methods, locations, and results with figures and data tables. Also included will be an existing conditions plan showing the location of the structures and various field efforts. A more formal presentation and analyses of the data and results will be conducted as part of the future Field Investigation & Preliminary Design Report that was not authorized at this time. Electronic copies of the draft memorandum and plans will be provided to the Town for review and discussion, and one round of comments will be addressed.

#### **ESTIMATED BUDGET AND OPINION OF COST**

The estimated total budget for Woods Hole Group Phase II support services for **\$103,700**, and a breakdown of the budget by task are provided in the table below. These cost estimates are inclusive of subcontracts for project partner Fuss & O'Neill, TG&B Marine services for sediment coring, a drilling contractor for borings (to be determined), and laboratory analysis of sediment samples with standard Woods Hole Group mark-up and Woods Hole Group labor. We are prepared to proceed within three (3) days of receiving signed authorization.



<b>Budget for Phase II Little Pamet River Site Surveys &amp; Field Investigation</b>	
Task 1. Project Initiation & Kick-off Meeting/Site Visit	\$13,800
Task 2. Site Surveys & Field Investigations	\$89,900
2.1 Site Survey & Plans – 3 field days	
2.2 Wetland Delineation – 3 field days	
2.3 Shellfish Survey – 2 field days	
2.4 Subsurface Investigation	
2.4.1 Culvert Borings – 2 at Corn Hill Rd & 2 at Castle Rd	
2.4.2 Test pits with Town – ½ day	
2.4.3 Channel coring & lab analysis – 2 days x 12 cores (12 grain size/6 chemical)	
<b>TOTAL PROJECT COSTS</b>	<b>\$103,700</b>

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. This proposal was assembled under the assumptions of 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. 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](mailto:bhamilton@whgrp.com) or phone at 508-495-6229.

Sincerely,



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





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**Acceptance and Authorization to Proceed for Little Pamet River Job No. 2018-0138**

"I authorize Woods Hole Group, Inc. to proceed with the above scope of work and budget of **\$103,700**"

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**Client Name**

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**Date**

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**Woods Hole Group Representative**

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**Date**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** April 28, 2020

**ITEM:** Discussion of Waiving Licensing Fees and Support for Suspension of the Meals Tax

**EXPLANATION:** During a video conference with the Truro Chamber of Commerce which Board Chair Jan Worthington and I attended, members requested that the Town consider waiving the business licensing fees for this year. The members also requested that the Town support a request to the legislators to suspend the meals tax. Chair Worthington asked that this be placed on the agenda for discussion.

**SUGGESTED ACTION:** MOTION TO

**ATTACHMENTS:**

1. None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Jan Worthington, Chair

**REQUESTED MEETING DATE:** April 28, 2020

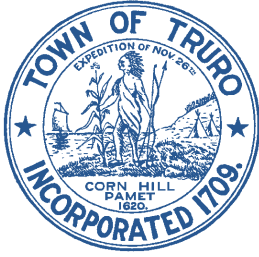
**ITEM:** Discussion of the Town Manager Screening Committee Membership

**EXPLANATION:** At the January 21<sup>st</sup> the Board decided that there would be seven members on the committee: two Select Board members, the Police Chief, and four community members. Several good candidates from the community have applied to participate and it may be a good idea to expand the number of community members participating in the process from four to six.

**SUGGESTED ACTION:** *MOTION TO add two community members to the Town Manager Screening Committee for a total of six community members.*  
*Or No motion.*

**ATTACHMENTS:**

1. None



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 6. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

*1. None*

B. Review and Approve Select Board Minutes-April 7, April 9, April 14

# DRAFT

## Truro Select Board Meeting Tuesday, April 7, 2020 Remote 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: Health Agent Emily Beebe; DPW Director Jarrod Cabral

Chair Janet Worthington convened the meeting at 2 p.m. She explained that the meeting was broadcast live on Channel 18 TV. Any citizen who had a comment or question during the meeting could e-mail the Town Manager, she said.

### COVID-19 UPDATE

Health Agent Emily Beebe began the Covid-19 update to the public. In Truro, there are now five active cases and four people who have recovered from the virus. Messages from the last meeting have changed, she said. Wearing a mask is now recommended for people whenever they are out in public, especially in grocery stores or places where maintaining a six-foot distance is difficult. Ms. Beebe was concerned about people relaxing distancing as the weather gets warmer. She said the Board of Health would be discussing Governor Baker's extension of the stay at home and essential work orders. Janet Worthington asked for the specific issues that concerned the Board of Health. Agent Beebe said short-term rentals are not considered essential, but it appears that some people are going to do this. The Board of Health will discuss a means of enforcing a prohibition on the short-term rentals. They will also address the issue of who can stay in rentals and at campgrounds. There is a short list of health care workers who would be exempt. Emily Beebe said that the Truro Community food program is very organized and large. She had inspected the program and cleared it for safety. Kelly Clark said information on donations and requests for food is available on the Town website.

Jarrod Cabral reported on activity and interactions with the public at the Transfer Station. There is an improvement in social distancing, but he wanted to remind people to stay aware of it. Otherwise, the standard business of getting ready for summer continues for the DPW.

Ms. Palmer gave the Police Department report. They continue to plan in case of a staffing issue. She read an update from COA Director Mary Elizabeth Briscoe. The COA continues to make phone calls to citizens of concern, respond to all calls for help, connects with other COA's, responds to older adults in need and assists the Truro Community volunteer group. The director is considering continuing her Facebook live-streamed dialogues on Mondays, Wednesdays and Fridays at 10 a.m. The COA has activated an Instagram account to interact with community members. The Lower Cape Outreach Council Food Pantry is continuing their food program with distribution every Friday for pick-up at the COA. Mary Elizabeth Briscoe is working with the Cape Cod Association of COA Directors, the Barnstable County Board of Health and Elder



Services, who coordinate efforts to meet the needs of adults. The COA is working with the Community Kitchen. They have updated a list of services on Local TV. They are working on ride services with the CCRTA so that Outer Cape seniors can get to their medical appointments.

Town Manager Rae Ann Palmer said that the Recreation Department is offering a Birthday Caravan and a virtual Easter egg hunt for children. She reported that all staff members are working.

Susan Areson asked Jared Cabral about the proper place for recycling. He said that either of the two locations at the Transfer Station was okay. Ms. Palmer commented on the need for social distancing at the Transfer Station.

Robert Weinstein gave an update on shellfishing. He had discussed an extension of shellfishing with Shellfish Warden Tony Jacket, who said this it was a bad idea which should not happen. Past practice has seen forty to fifty cars in the parking lot. People have not been social distancing in the parking lot nor while shellfishing. Mr. Jacket said he could be endangering himself and the public if he has to check licenses and shellfish. Protection of the resource is another reason not to extend the season. Normally, April is the time that spat is brought to the harbor, but there has been a disruption in the supply this year. If the Warden cannot get spat resupplied, it will impact shellfishing for the next season. He said the decision is up to the Select Board and Town Manager, but Warden Jackett strongly advised against extending the season.

Rae Ann Palmer reported that Governor Baker had signed into legislation a delay for the due date for paying real estate taxes from May 1 to June 1, 2020, but the Select Board needs to approve the change. There will be an announcement posted on the Town website informing taxpayers of the extension. The Town Accountant is checking that the Town will not have a cash flow problem by doing this. Ms. Palmer does not anticipate a problem, but she will bring the information to the next meeting for the Select Board to vote to extend the time for payment of real estate taxes. The Board could also vote defer payment of any interest under certain conditions. Ms. Palmer said the deadline for tax exemptions could be delayed until June 1<sup>st</sup> as well.

Ms. Palmer said live streaming of meetings is not happening yet because IT is still waiting for the needed part to make it possible. She said that the Select Board might be able to provide a phone number for people to call during the next meeting to connect directly into proceedings. The Board could practice managing the calls at the meeting next Tuesday. As long as this proves workable, Susan Areson recommended going forward with the direct phone calls to meetings.

## **APPOINTMENT**

There is a need for a fourth member of the Board of Registrars. The appointment of Elizabeth Sturdy will fill the position. Susan Areson moved to appoint Elizabeth Sturdy to the Board of Registrars for a term of three years and expiring on March 31, 2023. Robert Weinstein seconded, and the motion carried 4-0.

**SELECT BOARD ACTION*****Municipal Election***

Rae Ann Palmer explained that, in light of the COVID-19 pandemic, recent state legislation allows towns to delay the date of elections. The delay would not change the original materials or dates for nomination papers. The Select Board has already delayed the Annual Town Meeting to a date to be determined. Ms. Palmer recommended that the election also be delayed to a date to be determined. Because of the extension to May 4th for the stay at home order, June 1, 2020 would be the earliest possible date for the election. At this time, the Town can wait a few more weeks to evaluate how things are going. By the last week in April, the Select Board could set a date. The same ballot and other prepared materials can still be used for a postponed election. Town Counsel has reviewed the Select Board motion that is needed to accept the change, Ms. Palmer said. Kristen Reed asked for a discussion of a worst-case scenario where the dates would not work. Ms. Palmer said there is legislation that allows the Town to spend money after a fiscal year ends if it is not able to hold Town Meeting and Elections during the fiscal year. People would continue to serve in their present positions until the next election, Ms. Palmer said.

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

***Possible Dates for Annual Town Meeting***

Ms. Palmer explained that a decision on a date for Town Meeting could still be postponed. She said that the Board could wait until April to get a better feel for a possible date. The first week of June is a likely choice since the last week of May includes Memorial Day weekend. The Town needs three weeks for printing and posting the Annual Town Meeting Warrant before the date of Town Meeting. Select Board members agreed that the decision could wait for now.

***Contracts for Truro Center Road Culvert Engineering***

DPW Director Jarrod Cabral said that the Army Corps of Engineers has completed their study of the Pamet River and recommends the next step of replacing the culvert under Truro Center Road. Further analysis of the culvert sizing is recommended and will be paid for by the Cape Cod Conservation District (CCCD), he said. The Woods Hole Group has worked with the Cape Cod Conservation District to compile all data collected over the last thirty years. Once this phase is completed, the Town could move forward with design, engineering and the bidding process for the project. This is for the culvert beside the Truro Post Office. Stephanie Rein asked about any need for a time extension on the project. Jarrod Cabral said he did not anticipate a delay because a start time, after permitting, would be for fall/winter of this year. Stephanie Rein asked about compensation of \$114,900 from the CCCD. Jarrod Cabral said he does not anticipate the cost going past the amount. He said the only way he could imagine the project going over the estimate would be if Cape Cod Conservation District requested additional work. They have indicated that they have more money available if they need to get further data, he said. Ms. Palmer added that is the engineering planning piece, not the actual construction of the project, so that reduces the chances of it going over budget.

Kristen Reed asked about impact on traffic. Jarred Cabral said there would be no interruption during this phase of the project. Robert Weinstein said a meeting of stakeholders and abutters east of Truro Center Road, the first task described, is very important. He was concerned, however, about having a meeting, considering the present situation we are in. The abutters' help will be needed to identify their underground utilities, wells and septic systems in the vicinity, he said. His other concern was the Woods Hole Group's use of the word *assumption*. He would like that language clarified because he did not believe anything should be assumed. Finally, he requested that Town Counsel review all the terms of the contract. He wanted to be sure there was time to notify all parties of interest and the abutters.

Jarred Cabral identified NPS, DOT and CCCD as stakeholders. Notification of abutters would come in the construction phase, he said. Mr. Weinstein said the initial work determines the success of a project. He said getting information from the abutters about what is underground is important at the inception of a project. Ms. Palmer said that she reread the section where the term "assume" was used. She gave her thoughts on what the Woods Hole Group meant by assumptions. She said much of the study of existing wells and septic systems had been done by the Army Corps of Engineers. She asked that the Board approve the plan with the caveat that she will raise Mr. Weinstein's concerns. She said that the field work can go forward within the timeframe allowed. If the plan gets postponed because of the Covid-19 situation, Ms. Palmer said she was concerned that the money may not be available. She believed that there would be time for an abutters' meeting.

Susan Areson asked for clarification that the proposal is for the planning phase, not the actual culvert work itself. She asked if the Town had money to do the culvert work. Ms. Palmer said that the Town does not have the money for the construction; this is the step for checking data and is all very preliminary. The next phase still needs to have cost estimates and Town Meeting authorization. She said this piece is the next logical step for that process. Susan Areson said she was reading the proposal as preliminary. She said the report seemed to indicate that there would be a couple of options proposed. Jarrod Cabral confirmed that it was preliminary, and nothing would be done prior to some kind of public outreach. Robert Weinstein said that in some instances the Woods Hole Group seemed to have made determinations regarding the culvert that he considered premature. He said he is willing to go forward with this portion of the plan, but he wants to see all the information before anything is actually built.

Robert Weinstein moved to authorize the Chairman of the Select Board to sign the Cape Cod Conservation District grant contract and the Woods Hole Group proposal. Kristen Reed seconded, and the motion carried 5-0.

### **Consent Agenda**

A. Review/Approve and Authorize Signature: *Event Notification form for the 36<sup>th</sup> Annual National MS Society Bike Ride*

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

Susan Areson made an amendment to the minutes of March 24, 2020. Robert Weinstein and Stephanie Rein made some minor corrections to the minutes of March 19, 2020. Kristen Reed asked about the authorization of the MS bike ride if the date not possible. Ms. Palmer said the Town can hold off approving the date, but the Consent Agenda item gives authorization to the DOT for the event.

Susan Areson moved to approve the Consent Agenda as printed with the amended minutes of March 19, 2020 and March 24, 2020. Robert Weinstein seconded, and the motion carried 5-0.

**SELECT BOARD REPORTS/COMMENTS**

Kristen Reed thanked Rae Ann Palmer, Kelly Clark, IT Director David Wennerberg and all the staff that had organized the helpful Covid-19 information on the Town website. She mentioned that past documents can be found under “News and Announcements” on the website.

Robert Weinstein discussed social distancing. He has noticed that people out walking at the end of Pamet Road have not been practicing proper social distancing as they head out for walks along the trails. He wondered if it would be appropriate to contact the National Park Superintendent to post signs like the ones the Town has posted at the Transfer Station reminding people to practice social distancing. He mentioned how other National Parks have been closed. Ms. Palmer said she will share Mr. Weinstein’s concern at a virtual meeting she will be attending with the Park Superintendent and Town Managers from the other towns that have Seashore land.

Susan Areson said that state beach parking lots, beaches and trails are being closed. She said that’s the one thing Truro residents don’t want to have taken away at this point. She pleaded with everyone to follow the social distancing rules in parking lots, trails and beaches. She said it was really important to stress this so that people who are following the rules can all get outside and continue to enjoy them. Kristen Reed added that people should follow the rules, so they don’t ruin it for everyone.

**TOWN MANAGER’S REPORT**

Rae Ann Palmer asked if the Town should place signs at the Truro beaches reminding people to practice social distancing. Janet Worthington mentioned how busy Corn Hill was at sunset. She said it would be good to have signs at Corn Hill, Pamet Harbor and Great Hollow. Stephanie Rein agreed that the signs would remind people of the need to behave properly. She hoped that with some urging, people would follow the directions. Kristen Reed said some people think of beaches as an extension of their homes, but they are not the same thing. People are not practicing the social distancing rules at the beaches. Janet Worthington said it is not safe when many people get out of their cars too close to others in the parking lots. Susan Areson said that social distancing really can be done. She reported on her experience oystering on the last day of the season and having conversations with people that were 10 feet away. She said everyone should work to keep things open because getting outside is really important. Everyone on the

Board agreed with her. Ms. Palmer said she will ask Jarrod Cabral and Damion Clements to prepare and place signs. She said the message board, moved to a location where people come into town, could be utilized to remind people to practice social distancing. Kristen Reed asked about presenting visuals of the corona virus particles as a part of the signs, something like the shark images on the warning signs. Ms. Palmer said those signs had been prepared professionally, but the Town can letter signs for the beaches reminding people to social distance. Ms. Palmer received an e-mail from Ann Greenbaum in support of putting up signs at the beaches.

### **EMERGENCY MANAGEMENT COVID UPDATE**

Fire Chief/Emergency Management Director Timothy Collins joined the meeting to report that he had just picked up 450 more N95 masks from the Town of Middleboro and a shipment for the Town of Eastham. He said Truro was looking pretty good from the standpoint of personal protection equipment (PPE) for staff. He said everyone on his staff is healthy. All the apparatus is in service. They are moving forward. He reemphasized the social distancing message, especially to the younger demographic where, he said, people are hanging out together. He reported on the distribution of 35 bags of food on Saturday and the continued plans to assist every Friday. He said the distribution was well received the entire time until they ran out of food. He described measures they took to get food home for someone who'd walked from Provincetown to get it, acknowledged special helpers and commented on the gratitude of the recipients. Stephanie Rein, considering that they had run out of bags of food, asked how Chief Collins could estimate for greater demand. He said people have to sign up in advance, but no one was turned away during the two hours. He said that the sign-up is the key to their planning. He expressed the hope that more people would sign up, but he suggested checking with COA Director Mary Elizabeth Briscoe about how to do so. Susan Areson said she believed the instructions are on the Town website under Council on Aging. Ms. Palmer said it's the Lower Cape Outreach Council that manages the program, so she will be sure the needed information is on the Truro website.

Janet Worthington mentioned that the Lower Cape Outreach Council and the local Dexter Keezer Fund were places for people to donate money. Susan Areson added that sometimes people want to donate food, but the option of donating money works well because those organizations buy in bulk and can get better deals at the supermarkets than individuals can. Stephanie Rein reminded people that the Truro Central School is running their "Groceries to Go" program every Tuesday for any Truro family with Grade K to 12 students. She said there is more sign-up information on the school website. Kelly Clark said participants in the program need to call the school office the Friday before pick-up. She confirmed that the information is on the school website and that the Town page has a link to the school page. Jan Worthington mentioned that restaurants are also delivering meals, and Cape Tip is delivering seafood to Truro.

### **Next Meetings**



Ms. Palmer said the Select Board will be holding virtual meetings every week on Tuesdays. She reviewed items for the April 14, 2020 meeting: the Covid update, discussion of the tabulator for voting, and discussion of a real estate tax delay. Susan Areson asked to clarify that the Tuesday meetings would be regular Select Board meetings with voting.

**Adjournment**

The meeting was adjourned by consensus at 3:04 p.m.

Respectfully submitted,

Mary Rogers,  
Secretary

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Rae Ann Palmer, Town Manager  
Under the Authority of the Truro Select Board

**Public Records material of 4/7/2020**

1. Truro Center Road Culvert Investigation Report
2. Event Notification form for the 36<sup>th</sup> Annual National MS Society Bike Ride
3. e-mail from Ann Greenbaum

# DRAFT

## Truro Select Board Meeting Thursday, April 9, 2020 Remote 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

Chair Janet Worthington opened the meeting at 10 a.m.

The meeting was called to discuss sending a response to a recent editorial and news article in the Provincetown *Independent*. Ms. Palmer commented on a misbelief that the Town had purposely held back information. Truro is still unable to do livestreaming because the needed equipment, a TRMS live-streaming server, is on order but has not yet arrived. She said it was unfair to characterize staff as having been unwilling or unable to have livestreaming up and running under the circumstances. She said that the article and the editorial were very demoralizing to the staff, who have been working hard to get information out to help people. Chair Worthington said she also had considered it demoralizing even though the article had been corrected in the online version of the *Independent*.

Susan Areson read a letter to the editor she had prepared addressing the negative editorial and inaccuracies of a news article in the recent edition of the Provincetown *Independent*. The letter details the steps the Town has taken to keep the public informed about Covid-19, its effect on Town activities and the updates available for all residents. The letter states that Truro has provided all the information that the editorial had labelled malpractice on the part of the Town. The letter also explained the purpose of the emergency declaration, which is separate from the advisories provided by the Health Department and the Select Board to people arriving in Truro. The letter attempts to correct the inaccuracies of the news article on how meetings are being conducted, the missing TMRS streamer server and Ms. Palmer's response to the reporter. The conclusion states the all staff has been diligent in preparing fact-based information to the public and underlines the need for accurate reporting. Ms. Areson said it was her thought that the letter be signed by the entire Select Board or signed individually if they were so inclined. She suggested that they post the letter on the Town website as well as sending it to the *Independent*.

Kristen Reed said that the letter captures what Truro has been doing and rights the wrongs of the article. She asked her colleagues if anyone knew any possible motivation or source for the *Independent's* depiction of Truro as lagging behind. Chair Worthington didn't know, but she mentioned that this wasn't the first time the newspaper had made unwarranted attacks, citing an instance in January when the editor called Truro "the heart of darkness." She said she had answered that editorial personally. She could not fathom why a local newspaper would not be more supportive at such a difficult time. If they don't have the information, she said, they could call Select Board members in order to publish helpful information. Susan Areson said commentary and opinions come from the editor, who has every right to produce commentary every week. She identified the problem that this editorial called for information which was

already on Truro's website. She said that she was disturbed because the editorial was written based on inaccurate information. Janet Worthington said a phone call could have corrected this. She took umbrage with the editor calling it a case of "malpractice."

*Ms. Palmer asked to pause the meeting because she had just received an email that the Channel 18 live TV broadcast had stopped, and she need to contact the IT Director to fix the problem. The recorded meeting was still working, but the meeting paused with Select Board members standing by until the issue was resolved.*

Kristen Reed said she wanted to discuss the new inaccuracies, the past negative characterization of Truro as the heart of darkness and what the Select Board and Town could do to prevent this from happening again. She asked if there was a problem with the relationship with the *Independent* that could be salvaged. She asked how the Board might build fences to avoid being attacked on a regular basis. She expressed the hope that the Town could turn this into an opportunity to gain support from the relatively new publication and ask their cooperation in producing material that ultimately helps the public.

Susan Areson, as a point of order, corrected Kristen Reed's references to "a letter." Ms. Areson defined news stories, letters to the editor and editorials in newspapers. Susan Areson said she couldn't ascribe any motivations to the editor's negative presentation of Truro now and in the past. She said the editor was correct in stating that Truro lagged behind other communities with livestreaming technology. That is part of journalism, but it is not okay to print criticism of the Town Manager based on inaccuracies. Ms. Areson said that everyone is trying very hard under the very difficult circumstances. She suggested reaching out to the editor to see if he would like to meet with them. That would be a way to clear the air, see if there was a problem and to go forward supplying information for future stories. The Town also has to be prepared to take criticism if the *Independent* prints stories that the Select Board might not like, provided the stories are accurate, she said.

Robert Weinstein agreed with Ms. Areson's points; however, he did not think it would be productive to meet. He said that the letter would put the *Independent* on notice that the Town was not going to sit by silently when they are presenting inaccuracies. He gave some background on how the *Independent* had been formed and recounted a discussion he'd had with the editor about the importance of responsible reporting. In a time of crisis, the public needs to be given the truth about a situation. He agreed that it is unfortunate that Truro does not yet have the ability to have public participation at meetings, but to extend that to an inaccurate statement that the Town has withheld information from the public is wrong. He noted the increased number of Select Board meetings, the Town's outreach to help people and the staff's exemplary efforts in continuing the functions of government. He mentioned the Orleans message board advising arrivals to self-quarantine for 14 days, which is exactly the same as Truro's message. He said that he considered the newspaper's attack on that message, which is the same one that the state and other communities have issued, highly irresponsible. He said that the Select Board's letter to the editor, communicating through the printed word, was the way to meet. He recommended that the editor and the *Independent*'s staff practice responsible reporting through accuracy, fact checking and care about what is being presented to the public.

Stephanie Rein said it was disheartening that this meeting was even being held because this is a time when everyone should be coming together, not tearing each other down. She said that the Select Board has been striving for transparency even in these unchartered waters. The Town employees have been working diligently to help. For instance, Jarrod Cabral delivered the Select Board's packet to her house with proper distancing. She reminded everyone that we live in a rural community where not everyone has the technology to interact with meetings. She did not favor a meeting with the editor but did favor sending the letter, as written, to the editor. She gave thanks to all the Town employees, particularly David Wennerberg, for trying to make the virtual meetings work.

Janet Worthington said she agreed about not meeting with the editor. This would not be a good time for a meeting, she said, and she didn't know how it would help. She was in favor of sending the letter. She said she would be open to a future discussion of meeting with the *Independent* editor, but at this time she wanted to focus on helping the citizens and the Town get through this period of the Covid-19 pandemic.

Susan Areson said any meeting with the editor would have to be face to face, so it would not be possible at this time. She recommended that any further communications with reporters be done in writing. Ms. Palmer said she has encountered a demand from reporters for instant replies, probably more so over the past few weeks. The writer of the news article had called her around a dozen times in three days, including over the weekend, so she has already informed the editor and the reporter that she will be corresponding via e-mail. She said there are always other things that take priority in Town management, but she has been trying to respond to e-mails within twenty-four hours. That's the best she can do, Ms. Palmer stated.

Susan Areson commented that we live in a time when we have to rely on the press to get information; however, we have the ability to get information on our web page. There are people who do not have Internet access who need to rely on the press. Journalists are emergency responders as well, she said. While reporting, they're out there exposing themselves. She's been in touch with former colleagues around the country who are risking their lives getting their stories. The press plays an important role, which she did not want to minimize locally. The Town staff's first priority is to the citizens. She recommended that people check the Covid-19 updates on the Truro website, which is updated every day. She thanked Assistant Town Manager Kelly Clark for the updates. Janet Worthington said that the Select Board members are available by phone or e-mail about anything that is going on with the virus. If they don't have the information, they will get it. Select Board members will respond with whatever information they have, she said. Kristen Reed commended her colleagues for meeting every week, being transparent with the public, getting the minutes out quickly, and posting information on the Town website.

Robert Weinstein moved to accept the response prepared by Susan Areson, send it to the *Independent* and post the letter on the Town website. Janet Worthington seconded, and the motion carried 5-0.

Ms. Palmer said the letter would be sent to the Select Board electronically, and their names would appear on it in the website post. Chair Worthington said the Select Board meeting next Tuesday, April 14, 2020 will deal with many of the questions people have been asking about beaches, short-term rentals and tax payments. Rae Ann Palmer gave some brief updates, one on a question from Ann Greenbaum's e-mail. The Town has been working on signs to remind people about distancing, self-quarantines, non-essential businesses and short-term rentals. The sign locations will include Corn Hill Beach, the Harbor, Great Hollow Beach. The Board of Health has authorized Health Agent Emily Beebe to enforce the moratorium of short-term rentals. She outlined the consequences for non-compliance: notices, fines and court orders if necessary. The Town has begun to verify the identification of health care workers who are staying in seasonal rentals or campgrounds. Assistant Town Manager Kelly Clark is preparing provisions for the postponement of taxes and interest, and senior tax work-off program.

Susan Areson asked what the fine would be for short-term rental, but Ms. Palmer said she will get that information for her. The determination can be viewed on the Board of Health meeting, which is on the Town website. Kristen Reed commented on the unprecedented times we are experiencing and the uncertainty of the end date. The unknown is making it more difficult, Janet Worthington said. Rae Ann Palmer announced that staff is starting to plan to prevent people from getting too relaxed when the Covid-19 situation starts to ease and the curve flatten.

The meeting participants prepared to sign off with wishes for the Easter-Passover season and messages to stay safe.

### **Adjournment**

Susan Areson moved to adjourn. Stephanie Rein seconded, and the motion carried 5-0. The meeting was adjourned at 10:41 a.m.

Respectfully submitted,

Mary Rogers,  
Secretary

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Rae Ann Palmer, Town Manager  
Under the Authority of the Truro Select Board

### **Public Records material of 4/9/2020**

Letter to the Editor of the Provincetown *Independent* from the Truro Select Board



# DRAFT

## Truro Select Board Meeting Tuesday, April 14, 2020 Remote 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: Health Agent Emily Beebe; DPW Director Jarrod Cabral

Chair Janet Worthington convened the meeting at 2:07 p.m. The regular meeting was being broadcast live on Channel 18 Local TV and the live streamed on the Town website. Assistant Town Manager Kelly Clark gave the instructions and phone numbers for citizens to participate in the meeting.

### PUBLIC COMMENT

Janet Worthington explained the Select Board's letter to the editor of the *Provincetown Independent*, which was posted on the Town website, and the editor's response. Any further discussion and action would have to be a future agenda item, she said. She thanked all the people who are working very hard to get through this Covid-19 period, particularly, Rae Ann Palmer, the staff, David Wennerberg, the Police, the Fire, DPW and citizens. She appreciates all of them and recognized the difference they make. Susan Areson agreed to let the Select Board letter on the Town website speak for itself despite the *Independent* editor's reply about reasons for not printing it in the paper and his request for a link from the Town website to the editorial in online edition of the newspaper. Stephanie Rein thanked Town employees at Town Hall, the COA, DPW, Police, Fire/Rescue, Recreation, the Library and the Truro Central School, who continue to work for the community. She acknowledged with gratitude the many others in banks, restaurants, farmers, fishermen, educators, administration, fuel delivery and the press, who are striving to help the community in these trying, unprecedented times. She said she has witnessed neighbors helping neighbors gifting home-made masks, offering a roll of toilet paper and bringing supplies from the store. "We are all doing our part," she said. Ms. Rein has observed proper social distancing at the post office and the beach. She reminded people to continue social distancing as they get out more with better weather. She stated it was a not time to focus on differences because we are all in this together. The choices that people make impact the whole community. She urged people to stay home and stay safe because it will save lives. Robert Weinstein agreed that the Select Board's letter to the editor of the *Independent* was sufficient response. He thanked all Town staff who continue to help and gave particular mention to the Fire Chief, who had helped with power restoration in the middle of the previous night's storm. Kristen Reed echoed thanks to all employees with special praise for Kelly Clark, who has helped with GotoMeeting technology, and her responsiveness to the Select Board.

There were no callers with public comment, but DPW Director Jarrod Cabral and Police Chief Jamie Calise were standing by to give their updates.

**COVID-19 UPDATE**

Health Agent Emily Beebe said she has had many phone calls and e-mails this week. She is enforcing the ban on short-term rentals. The Health Department issued a cease and desist order at the end of the week, and she anticipates more. The Health Department has been contacting people, as best as they can, to ensure compliance. They have been providing guidance and support to concerned neighbors since some of the governor's orders are recommendations that the Truro Health Department cannot enforce. With the warm weather, there are concerns about more people coming to their second homes. Agent Beebe has been working with Provincetown Water Superintendent Cody Salisbury to develop a plan for water turn-on's for owners. She mentioned Governor Baker's guidance about wearing masks in public and places where it is difficult to maintain a six-foot distance. She encouraged everyone to wear their masks as directed. Susan Areson asked about enforcement of Governor Baker's directive to ban short-term rentals. Health Agent Beebe said that there is no way to know if the people staying at condominiums or other rental units are the owners of the property or renters. Her department is reaching out to ascertain the status of the occupants. Much of this has been driven by the neighbors who have contacted the Town Health Agent. Working with the Water Department allows her to get the message out first. Another piece in identifying the occupants of the units has been the help of Ann Greenbaum, who has been checking Airbnb advertising. Ms. Beebe thanked staff who have been providing continued help: Rae Ann Palmer, Kelly Clark, Nicole Tudor, Noelle Scoular, and IT Director David Wennerberg, who has been terrific in his support. Kristen Reed thanked Emily Beebe for the Truro Alerts, which she said were useful and appreciated. She asked about projections for a predicted peak in Covid-19 cases. Agent Beebe said that Truro could be flattening out a little right now, but we will have to wait and see what happens with the return of warm weekends. Ms. Beebe returned to the matter of private ownership of condominium units along Shore Rd. She said the Town is depending upon owners to be in compliance with the short-term rental ban until May 4th. She said the Health Department has been keeping track and is discussing penalties for violations after the fact.

Police Chief Jamie Calise offered his thanks to the officers and dispatchers, who have been tremendously professional during this difficult and trying time. He said the Police Department continues all its regular duties but has been modifying operations as best as they can for safety of staff and the general public. Their goal is to minimize contact while meeting public needs. They have made adjustments as conditions evolve daily. He has been meeting with other police chiefs and public safety leaders in the effort to keep information as up to date as possible. The Police Department has been fortunate in equipment needs since they are stocked properly, he said.

Ms. Palmer said the Fire Chief was not available for his report because he was attending to a medical call. DPW Director Jarrod Cabral gave his report that the Transfer Station was busy, but people were wearing masks. There were no issues there over the weekend. He said they have provided gloves and anti-bacterial sanitizers inside vehicles in use at the Transfer Station to help protect the workers. Transfer Station staff wear masks and gloves. He thanked Chief Collins for providing the masks. He said DPW is keeping up with routine responsibilities, working remotely where possible and maintaining social distancing one hundred percent. He has makes contact with his staff every day. He reported that everyone and their families remain healthy. Susan Areson asked about storm aftermath, but Jarrod Cabral said there were no calls in the night. The road conditions were the same in the morning. Stephanie Rein thanked Jarrod Cabral for

delivering her Select Board packet to her and for all the continued work of staff at the Transfer Station. She asked about the metal pile at the Transfer Station. Mr. Cabral said only solid waste and recyclables are being accepted for now. He said there have been a few things thrown over the gate when the Transfer Station is closed, but that is not something new. Susan Areson asked about food waste. Jarrod Cabral confirmed that food waste is not being accepted right now. He said that yard waste is accepted at the time scheduled on Wednesdays.

Town Manager Rae Ann Palmer reported on her phone conference with National Seashore Superintendent Brian Carlstrom, his deputy, his chief ranger and four other Town Managers/Administrators of towns with Seashore property. They discussed the beaches and possible parking lot closures. They had agreed that beaches were people's salvation and solace. As long as people continue to practice social distancing and be careful, the beaches will stay open. They will be monitored, however. Truro will be placing signs to remind people to maintain social distancing. The birthday caravan and the Lower Cape Outreach food pick-up program are continuing, she said.

## **SELECT BOARD ACTION**

### ***Voting Tabulators***

Assistant Town Manager Kelly Clark reviewed the previous January 28, 2020 vote by the Select Board to use optical scan voting tabulators beginning in September 2020 and discontinue use of the hand-crank voting machine. With the postponement of Annual Town Meeting, she had prepared a motion for the Select Board to rescind their January vote and continue to use the hand crank voting box. There is a deadline that the Town needs to meet to notify the state if Truro is going to change back to the hand crank voting machine. It would be possible to revote on the decision after Town Meeting if the Select Board chooses to do so. Rae Ann Palmer added that the Town has not yet purchased the optical scanner but is approaching the time for that decision. She supported a vote to continue with the hand crank now and go back and reconsider the vote at a later time.

Robert Weinstein moved to rescind the January 28, 2020 vote of the Truro Select Board and to continue the use of the hand crank ballot box voting system. Susan Areson seconded, and the motion carried 5-0.

### ***Tax Payment Dates***

Rae Ann Palmer explained that Sections 10-11, Chapter 53 of the Acts of 2020 allows communities and municipalities to extend the date that real estate taxes and personal property taxes are due from May 1<sup>st</sup> to a date no later than June 1<sup>st</sup>. It also would allow the Town to extend the date that property tax exemptions, that were originally due April 1, 2020, to a date not later than June 1, 2020. She said that it allows the Town to waive any interest and penalties on personal property and real estate taxes for payment due on or after March 10, 2020 as long as the payment is made prior to June 30, 2020. There will be no implications on the current year's finances if the Town moves forward with this vote, Ms. Palmer said. She recommended an affirmative vote on it because it is meant to help people through the current crisis. Stephanie Rein said she was concerned about language in the proposed motion that directed people to the Town website because not all residents have access to the Internet. She asked about another option for notifying the public. Ms. Palmer said the Truro Alert system will be used. People

who have signed up for AlerTruro will receive the information. It would be difficult and costly to send notification through a mailing, she said. Rae Ann Palmer agreed to see if the message could be shortened to fit on the highway message board in response to a suggestion from Ms. Rein that the announcement be put on the highway message board. Janet Worthington suggested posting the notice at the post office. Susan Areson suggested sending a press release to TV, radio, newspapers and the Chamber of Commerce website, which are places that people from out of town may be checking. Ms. Palmer and Stephanie Rein agreed those suggestions were good ideas. Kristen Reed and Janet Worthington expressed thanks and believed that the Select Board action would help many people.

Susan Areson moved that the Select Board vote, pursuant to Section 10 of Chapter 53 of the Acts of 2020 as follows:

The due date for taxpayers to pay 2020 second half real and personal property tax bills is extended from May 1, 2020 to June 1, 2020. The due date for taxpayers to file applications for property tax exemptions is also extended from April 1, 2020 to June 1, 2020. Interest and other penalty is waived for late payment of any excise, tax, or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made late but before June 30, 2020. The Select Board further votes to adopt the method of notification to taxpayers as notification on the Town of Truro website.

Robert Weinstein seconded, and the motion carried 5-0.

### ***Signatory Approvals***

Rae Ann Palmer discussed the struggle to get documents signed during the COVID-19 public health emergency. While Town Hall is closed, Select Board members are not able to sign documents. Town Counsel has advised that the Select Board could authorize the Town Manager to sign documents through future motions and to sign previously approved minutes, appointments and licenses. Ms. Palmer provided the list of items that would need authorization for her to sign retroactively. She said that her signature with the notation that she was signing on behalf of the Board would replace the customary signatures of the Select Board.

Robert Weinstein moved to authorize the Town Manager to sign the following documents: Minutes from March 19, 2020; Minutes from March 24, 2020; Appointment slip for Elizabeth Sturdy to Board of Registrars; Appointment slip for Molly Stevens for Temporary Assistant Collector; and Transient Vendor Licenses approved March 24, 2020, previously voted by the Select Board; and to authorize the Town Manager to sign the Commonwealth of Massachusetts Town of Truro Certificate of Cemetery Perpetual Care Trust Fund. Susan Areson seconded, and the motion carried 5-0.

### **CONSENT AGENDA**

A. Review/Approve and Authorize Signature: *None*

B. Review and Approve and Hold Seasonal Licenses: Adventure Bound North Truro Camping Area and Adventure Bound Camping Resort at Horton's (Transient Vendor)

Susan Areson asked about the number of employees listed on the campgrounds' applications for food services. Health Agent Emily Beebe said she would check on the number. Janet Worthington said they would hold the item until next week's meeting.

Janet Worthington moved to hold the Consent Agenda till the next meeting. Kristen Reed seconded, and the motion carried 5-0.

### **SELECT BOARD REMARKS/COMMENTS**

Select Board members gave brief remarks. Susan Areson said she could not improve upon Stephanie Rein's note of thanks and words of advice that she had given at the beginning of the meeting. She thanked Stephanie Rein for her statement. Kristen Reed advised people to go online to respond to the 2020 Census even if they have not received a mailer yet. Robert Weinstein thanked all his colleagues for their comments and also thanked all Town staff. Janet Worthington reminded people to support the local businesses that are open: Savory, Montano's, Box Lunch, Cape Tip delivery services and Days Market. Stephanie Rein added that Atlantic Spice was doing call-in and pick-up business. Ms. Worthington said Bayberry Gardens was offering curbside pick-up.

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

Town Manager Rae Ann Palmer thanked the Select Board for recognizing the hard work of the Town staff. Ms. Palmer said that she is very proud of them. The Police and Fire Department personnel are coming to work and putting themselves at risk every day. She gave kudos to them and the Police and Fire Chiefs and to Emily Beebe for her amazing work. She said Kelly Clark and David Wennerberg continue to keep things moving and the department heads are starting to plan for reopening. She commented on the large number of phone calls and the public's high level of anxiety. She considered Stephanie Rein's opening remarks about staying home and not letting down your guard as the advice everyone should continue to follow.

### **AGENDA FOR NEXT MEETING**

Rae Ann Palmer reviewed the agenda for the April 21, 2020 meeting: tabled items, the Covid-19 update, dates for Town Meeting and Elections, reducing the items on the Warrant and planning for a Fall Town Meeting. Select Board members offered suggestions for other agenda items. Kristen Reed said the fourteen-day period to reopen discussion of Town Manager replacement procedure was over, and the Select Board needed to do this. She agreed that it would be a three-week period for a discussion at the April 21<sup>st</sup> meeting. Susan Areson suggested placing it on the agenda for April 28, 2020 because the governor would likely be making his decision about reopening by May 4<sup>th</sup> around that time. Ms. Areson said she would rather wait for that guidance although she did not like to keep postponing the Select Board's decision. Janet Worthington asked for a preferred date for the discussion, but she agreed that the Board could have a general discussion about process at the April 21, 2020 meeting. Susan Areson suggested setting deadline dates for the Town Manager search process. She said that the governor would be redoing the state budget for the next fiscal year, but she was curious about Truro's budget for the next fiscal year if there are projections for reduced revenue and state aid. Ms. Palmer said that this is an issue to discuss at the next meeting, especially if the beaches are not fully opened and stickers sold on the planned date. She considered what other New England states are doing with stay home orders extended beyond May 4<sup>th</sup>. She said it would make sense to start developing contingency plans. That will be part of the agenda for April 21<sup>st</sup>. Stephanie Rein commented on choosing dates for the Town Manager selection process. This will be a part of the agenda, Chair Worthington affirmed. She said she and Rae Ann Palmer had received a note from the Chamber

of Commerce, who want to have a Zoom meeting with business owners, inviting the Town to participate in the discussion of ways to get everyone back open. Ms. Worthington said if they had a date for that meeting before the next Select Board meeting, it could be another agenda item. Kristen Reed mentioned another town's online list of all the businesses that were open. Janet Worthington asked her to bring her that information to next week's meeting. Rae Ann Palmer added it to the agenda.

### **ADJOURNMENT**

Susan Areson moved to adjourn, and the motion carried 5-0.  
The meeting was adjourned at 3:00 p.m.

Respectfully submitted,

Mary Rogers,  
Secretary

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Rae Ann Palmer, Town Manager  
Under the Authority of the Truro Select Board

### **Public Records material of 4/14/2020**

1. Sections 10 and 11, Chapter 53, Acts of 2020
2. Certificate of Cemetery Perpetual Care Trust Fund Deposit April 9, 2020
3. Seasonal Licenses for Adventure Bound North Truro Camping Area and
4. Adventure Bound Camping Resort at Horton's (Transient Vendor)