



Truro Select Board

Tuesday, October 27, 2020

Remote Meeting-5:00pm

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 1 866-899-4679 and enter the following access code when prompted: 341-744-349 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser: <https://global.gotomeeting.com/join/341744349>.** 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 Interim Town Manager at jealise@truro-ma.gov with your comments.

1. PUBLIC COMMENT

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

4. TABLED ITEMS NONE

5. SELECT BOARD ACTION

- A. Intermunicipal Water Meeting Discussion with Provincetown Select Board Members
Presenter: Cody Salisbury, Provincetown Water Superintendent
- B. Truro Housing Authority Authorization to Submit a Funding Application to the CPC on behalf of the Affordable Housing Trust
Presenter: Kevin Grunwald, Housing Authority Chair
- C. Climate Action Committee Presentation
Presenter: Carol Harris, Climate Action Committee Chair
- D. Discussion of Town Hall Bells
Presenter: Jarrod Cabral, DPW Director
- E. Discussion of FY2022 Budget
Presenter: Jamie Calise, Acting Town Manager
- F. Discussion on Open Positions on Town Boards, Committees and Commissions
Presenter: Robert Weinstein, Chair

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 1. Appointment of Peter Graham to the Commission on Disabilities; Appointment of Maureen Cronin to the Community Preservation Committee
- B. Review and Approve the 2021 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
- C. Review and Approve the Alcohol Beverages Control Commission 2021 Renewal Certification
- D. Review and Approve Curb Cut Application for 402 and 408 Shore Road
- E. Authorization for Acting Town Manager to sign on to the Cape Light Compact Request for Proposals for Municipal Power Supply on behalf of Truro

F. Review and Approve Select Board Minutes: September 15, 2020

- 7. SELECT BOARD REPORTS/COMMENTS**
- 8. TOWN MANAGER REPORT**
- 9. NEXT MEETING AGENDA: November 10**



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Cody Salisbury, Water Superintendent Provincetown Public Works-Water Department

REQUESTED MEETING DATE: October 27, 2020

ITEM: Intermunicipal Water Meeting Discussion with Provincetown Select Board Members

EXPLANATION: Cody Salisbury, will be presenting the Annual Water System Update for both Provincetown and Truro Select Board Members.

The Town of Provincetown Water Department operates and maintains three groundwater sources located within the Town of Truro: the Knowles Crossing Wellfield consisting of three gravel packed wells, the Paul Daley Wellfield consisting of six active gravel packed wells, and the North Union Field Well Site consisting of two gravel packed wells. The water distribution system consists of approximately forty-five (45) miles of water mains, two (2) water storage tanks, two hundred eighty-two (282) fire hydrants, seven hundred (700) gate valves, and three thousand nine hundred eleven (3,974) service accounts.

The following aspects of the water system will also be discussed: Covid-19 Operations, Accomplishments in 2019/2020, North Union Field Groundwater Update, Water Withdrawals and Production, Unaccounted-for-Water, and Financial Outlook.

FINANCIAL SOURCE (IF APPLICABLE): N/A

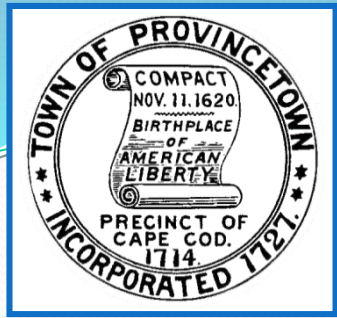
IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Discussion only

ATTACHMENTS:

1. PowerPoint
2. Executive Summary

**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

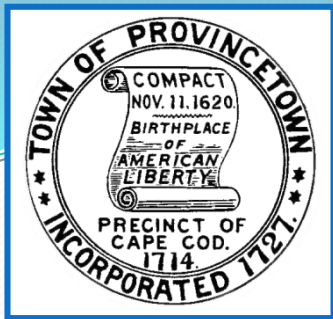


Town of Provincetown & Truro, Massachusetts
Select Board Joint Meeting
Tuesday, October 27th, 2020

Water System Update



Virtual Meeting

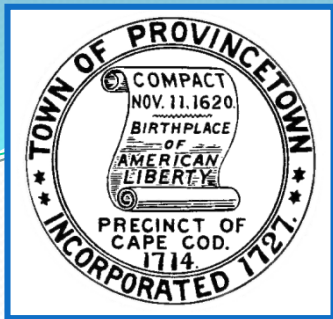


TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

PROVINCETOWN WATER DEPARTMENT: “AT A GLANCE.”

- “The Town of Provincetown Water Department operates and maintains a total of three groundwater sources located within the Town of Truro: the Knowles Crossing Wellfield consisting of three gravel packed wells, the Paul Daley Wellfield consisting of six active gravel packed wells, and the North Union Field Well Site consisting of two gravel packed wells.
- Two water treatment facilities; a 1.2 MGD membrane filtration facility and a .734 MGD corrosion control facility.
- The water distribution system consists of approximately forty-five (45) miles of water mains;
- One booster pump station
- Two (2) water storage tanks totaling 6.4 millions gallons;
- Two hundred ninety-one (291) fire hydrants;
- Nine Hundred Sixty (960) gate valves;
- Three thousand, nine hundred, seventy-four (3,974) service accounts.



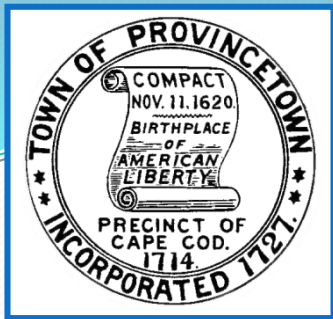


TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

COVID-19 OPERATIONS



- Water treatment or distribution system operations were never interrupted as a result of pandemic; water treatment and distribution is a critical component to daily lives
- Water Department personnel are essential employees and were on site daily, and on-call 24/7.
- Initial staffing included two “teams” with every other week physical staffing requirement
- Superintendent participated in weekly conference calls with MassDEP regarding updates from EPA, changes to operational functions, modifications of sampling requirements

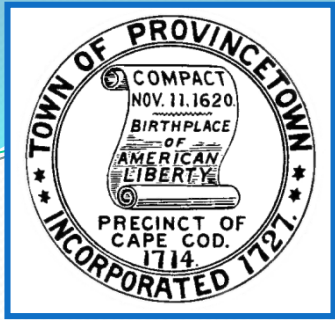


TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

COVID-19 OPERATIONS



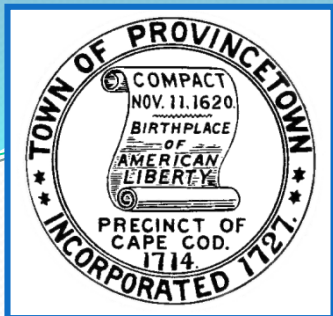
- Provincetown modified “peak-season” sampling sites in order to eliminate staff from entering buildings. Plan was approved by MassDEP until otherwise required, currently operating under approved modified plan
- MassDEP providing relief for “second-round” Reduced Pressure Zone Backflow preventer testing.
- Enforcement actions are not primary goals during COVID-19 operations



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

COVID-19 OPERATIONS

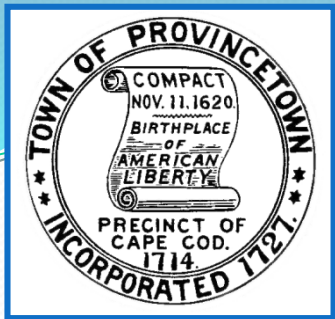




**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Level 2 – Significant Drought Declaration

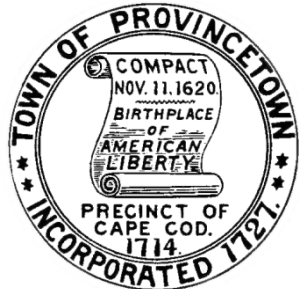
On August 13, 2020, Energy and Environmental Affairs (EEA) Secretary Kathleen Theoharides declared a Level 2 – Significant Drought in all seven regions of the Commonwealth, which includes the Cape Cod and Islands region. At a Level 2 – Significant Drought, as outlined in the Massachusetts Drought Management Plan, conditions are becoming significantly dry and warrant detailed monitoring of drought conditions.



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

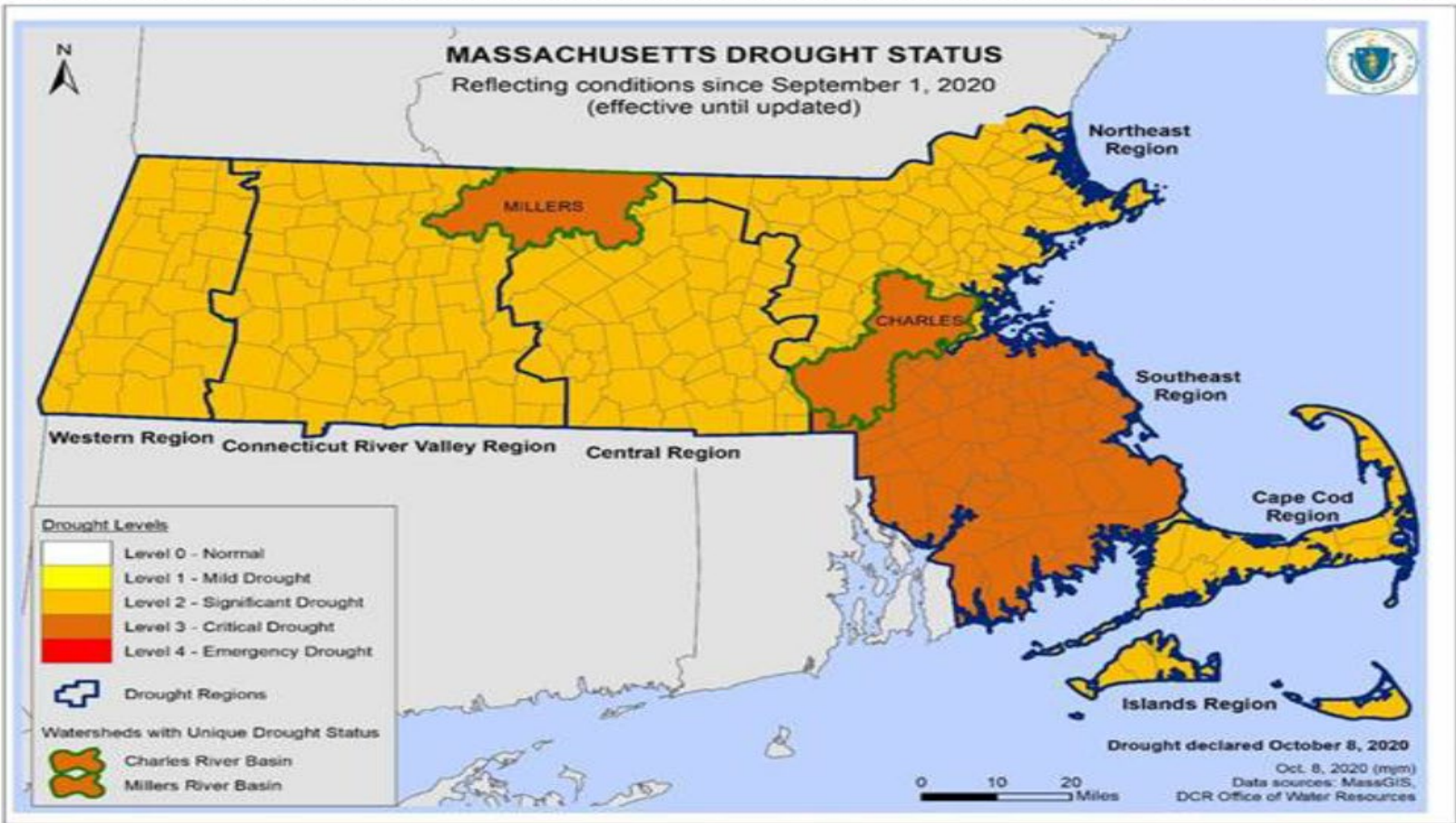
Level 2 – Significant Drought Declaration

On October 9, 2020, Energy and Environmental Affairs (EEA) Secretary Kathleen Theoharides maintained a Level 2 – Significant Drought in most regions of the Commonwealth, which includes the Cape Cod and Islands region. At a Level 2 – Significant Drought, as outlined in the Massachusetts Drought Management Plan, conditions are becoming significantly dry and warrant detailed monitoring of drought conditions.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

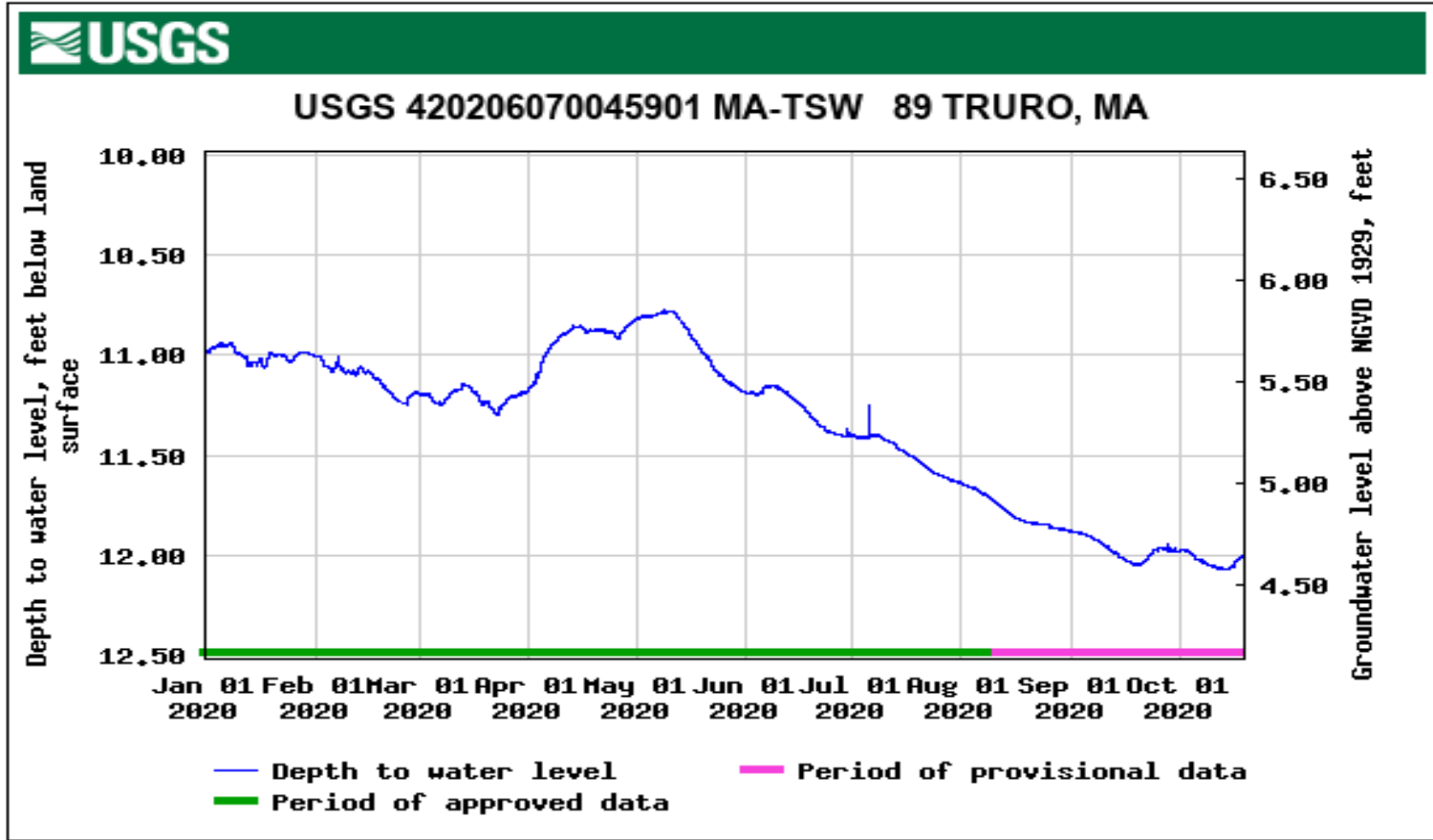
Level 2 – Significant Drought Declaration

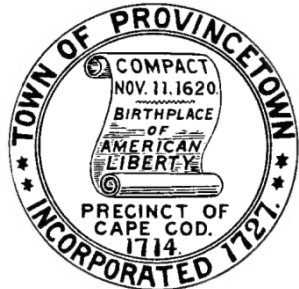




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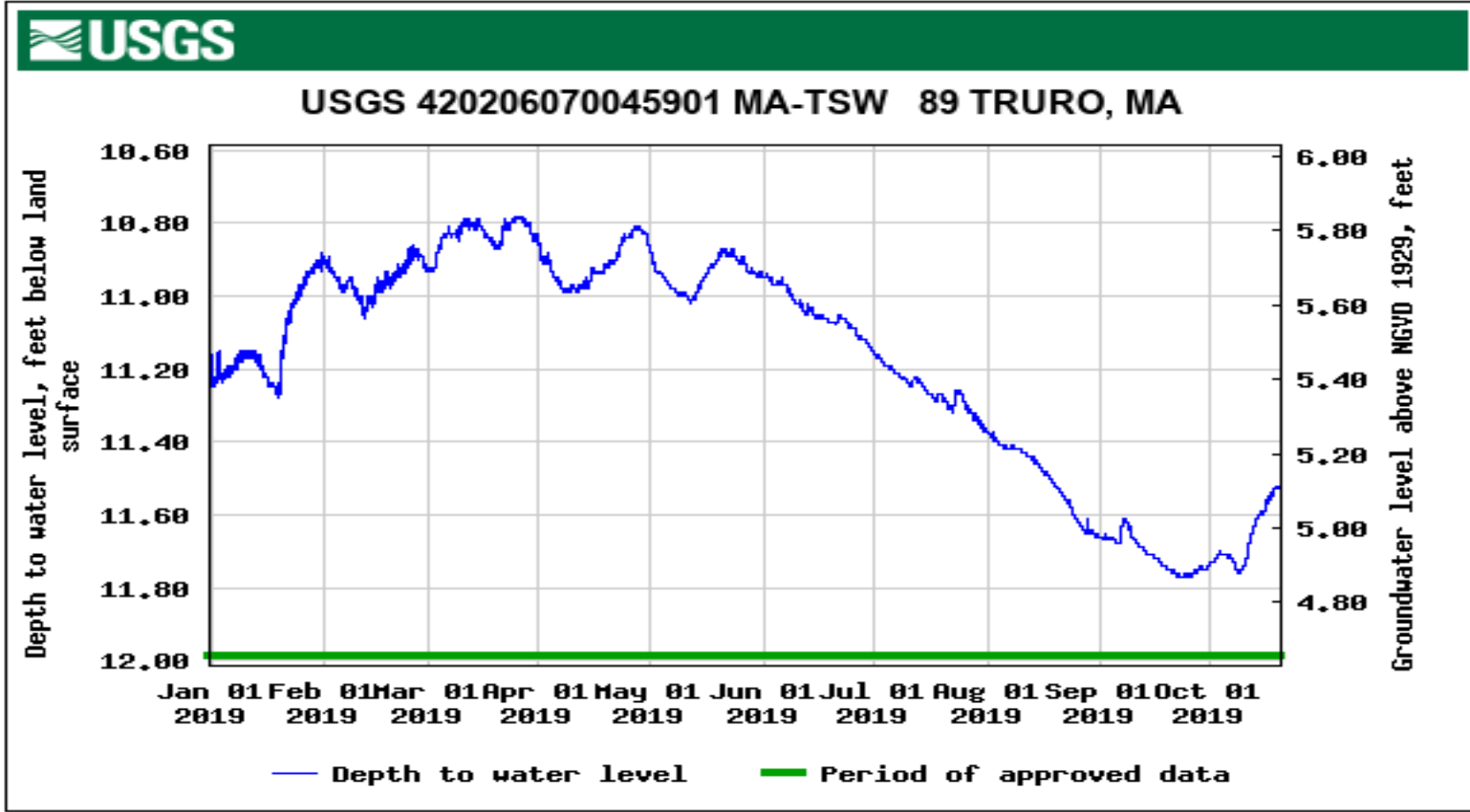
Level 2 – Significant Drought Declaration



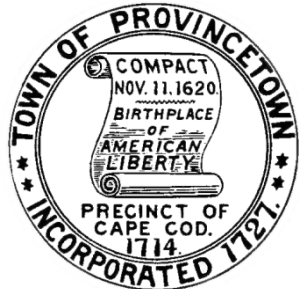


**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Level 2 – Significant Drought Declaration

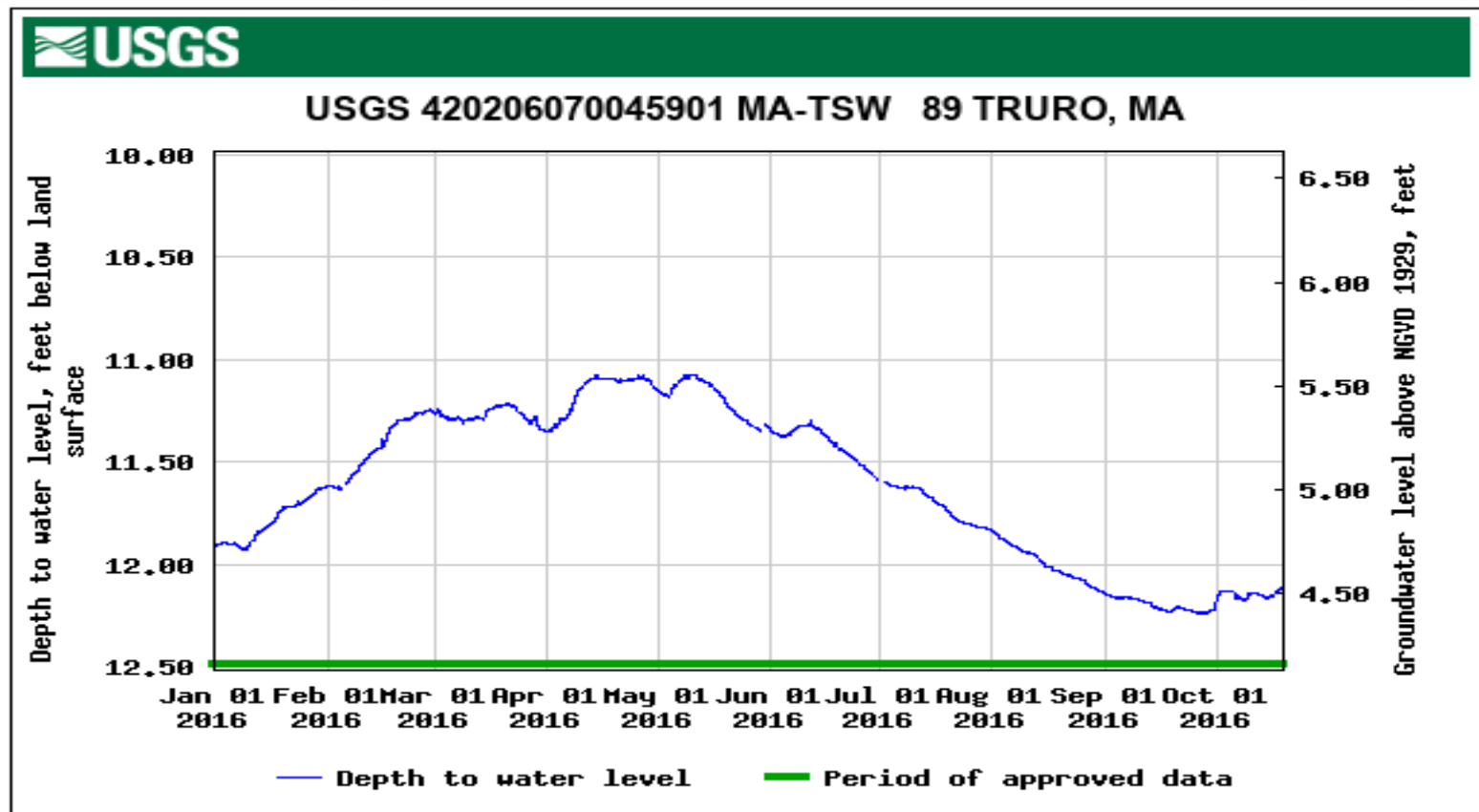


2019 Comparison

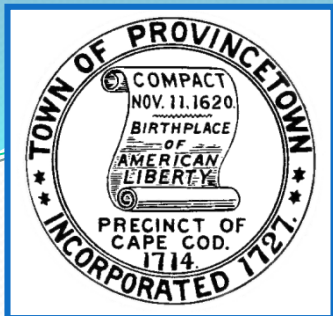


**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Level 2 – Significant Drought Declaration



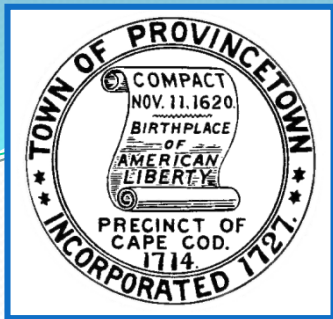
2016 Drought Comparison



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Project Highlights 2020

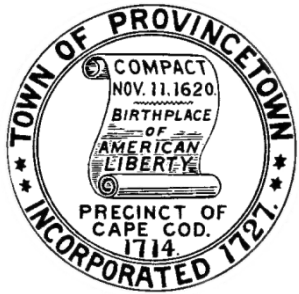
- Lower Conant St. & Lower Montello St. water main improvements
 - Initial design phase of Knowles Crossing water distribution storage facility
 - UCMR4 Sampling
 - Voluntary PFAS Sampling
-



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Lower Conant St. & Lower Montello St. Water Mains

- Water Dept. identified Lower Conant Street & Lower Montello Street as candidates for water main improvements; based on system assessment performed in 2017 by Echologics via MassDEP grant
- Design work for the project was performed by GHD, Inc.
- Water Dept. contracted with GFM Enterprises, Inc. to renew approximately 900 LF of water main. Current material A.C. pipe, 6” D.I. was used to replace.
- Work began in late December 2019 and continued through early February 2020. Crews also performed drainage system improvements on both roadways.



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Lower Conant St. & Lower Montello St. Water Mains





TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Lower Conant St. & Lower Montello St. Water Mains





TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Knowles Crossing Distribution Garage

KNOWLES CROSSING WATER DEPARTMENT STORAGE BUILDING

143 SHORE ROAD
TRURO, MA
FEBRUARY 2020
95% DESIGN

APPLICANT:
DEPARTMENT OF PUBLIC WORKS
PROVINCETOWN, MASSACHUSETTS
RICHARD J. WALDO, P.E.
DIRECTOR OF PUBLIC WORKS
COOP SALDIERNY
WATER DEPARTMENT SUPERINTENDENT

- | | |
|--|---|
| GENERAL NOTES | MECHANICAL DRAWINGS |
| G1 GENERAL NOTES AND LEGEND | M1.0 MECHANICAL LEGEND AND GENERAL NOTES |
| G1.1 EXISTING CONDITIONS AND DEMOLITION PLAN | M1.1 MECHANICAL FIRST FLOOR DUCTWORK PLAN |
| G1.2 PROPOSED SITE AND UTILITIES PLAN | M1.2 MECHANICAL MEZZANINE DUCTWORK PLAN |
| G1.3 GRADING PLAN | M1.3 MECHANICAL SCHEDULES AND DETAILS |
| G1.4 O&M DETAILS | |
| G1.5 O&M DETAILS | |
| PLUMBING DRAWINGS | |
| P1.1 PLUMBING LEGEND | |
| P1.2 PLUMBING SITE PLAN | |
| P1.3 PLUMBING FIRST FLOOR UNDERGROUND PLAN | |
| P1.4 PLUMBING FIRST FLOOR PLAN | |
| P1.5 PLUMBING MEZZANINE PLAN | |
| P1.6 PLUMBING SCHEDULES | |
| P1.7 PLUMBING DETAILS | |
| STRUCTURAL DRAWINGS | |
| S1.1 OVERALL FLOOR PLAN | |
| S1.2 REFLECTED CEILING PLANS | |
| S1.3 BUILDING ELEVATIONS | |
| S1.4 BUILDING SECTIONS | |
| S1.5 WALL SECTIONS + DETAILS | |
| S1.6 FINISH SCHEDULES + INTERIOR ELEVATIONS | |
| S1.7 DOOR + WINDOW SCHEDULE | |
| ELECTRICAL DRAWINGS | |
| E1.1 ELECTRICAL LEGEND | |
| E1.2 ELECTRICAL SITE PLAN | |
| E1.3 ELECTRICAL FIRST FLOOR LIGHTING PLAN | |
| E1.4 ELECTRICAL MEZZANINE LIGHTING PLAN | |
| E1.5 ELECTRICAL FIRST FLOOR POWER PLAN | |
| E1.6 ELECTRICAL MEZZANINE POWER PLAN | |
| E1.7 ELECTRICAL POWER Riser TRIMMUP & PANEL SCHEDULE | |
| E1.8 ELECTRICAL LIGHTING FEATURE SCHEDULE | |
| E1.9 ELECTRICAL LIGHTING CONTROLS DETAILS | |

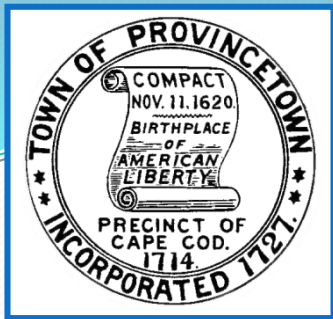




TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Knowles Crossing Distribution Garage

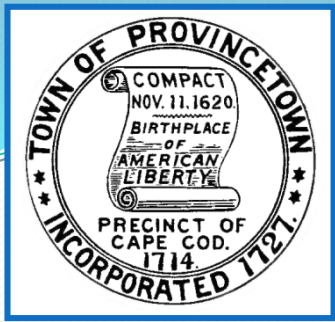




**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Knowles Crossing Distribution Garage

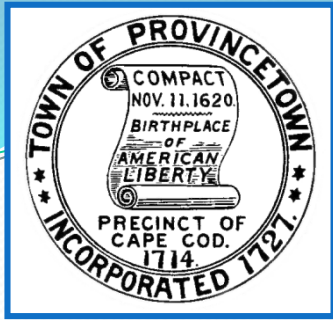
- Current structure built approximately 1907 as part of original wellfield on the site.
- Current building has gone through changes over the time; once was a coal fired pumping station, changed to a chemical addition facility in late 1990s, and a structure fire involved changes to interior layout in the early 2000s.
- Building is tired and in need significant repair, does not meet the operational needs of the Department



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Knowles Crossing Distribution Garage

- Primary purpose is for vehicle and equipment storage, and distribution system inventory storage
- Proposed building to include three (3) garage bays, two of which are “drive-through”.
- Includes water meter storage and testing area
- Mezzanine area allows for additional water meter storage and “parts-overflow”



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Knowles Crossing Distribution Garage

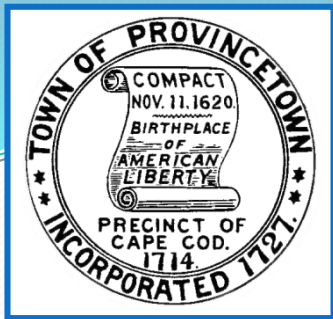
- Demolition and reconstruction of the building has been part of the plans for the site since the initial site plan approval for the WTP in March 2012.
- On January 22, 2020 the site plan for the proposed building was approved by Truro Planning Board. Site plan review included demo of existing 2,670 square-foot structure and construction of new pre-engineered 2,970 square-foot building
- Demo permit was submitted on March 30, 2020
- Historical Commission review was conducted on June 29, 2020. Demo delay was not issued, conditions outlined (exterior) building material selections be submitted for approval, as well as archive history of existing building.



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Knowles Crossing Distribution Garage

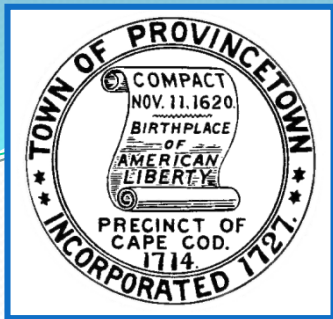




TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

EPA – Unregulated Contaminant Monitoring Rule 4

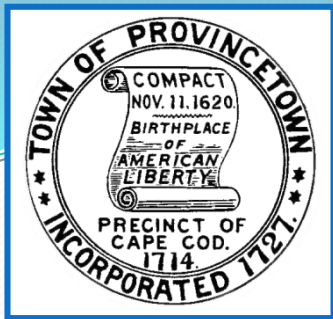
- The 1996 Safe Drinking Water Act (SDWA) amendments require that once every five years EPA issue a new list of no more than 30 unregulated contaminants to be monitored by public water systems (PWSs).
- The fourth Unregulated Contaminant Monitoring Rule (UCMR 4) was published in the Federal Register on December 20, 2016. UCMR 4 requires monitoring for 30 chemical contaminants between 2018 and 2020 using analytical methods developed by EPA and consensus organizations. This monitoring provides a basis for future regulatory actions to protect public health.
- 10 cyanotoxins (nine cyanotoxins and one cyanotoxin group) and 20 additional contaminants (two metals, eight pesticides plus one pesticide manufacturing byproduct, three brominated haloacetic acid [HAA] disinfection byproducts groups, three alcohols, and three semivolatile organic chemicals [SVOCs]).
- The UCMR program provides the EPA and other interested parties with nationally representative data on the occurrence of particular contaminants in drinking water, the number of people potentially being exposed and an estimate of the levels of that exposure.



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

EPA – Unregulated Contaminant Monitoring Rule 4

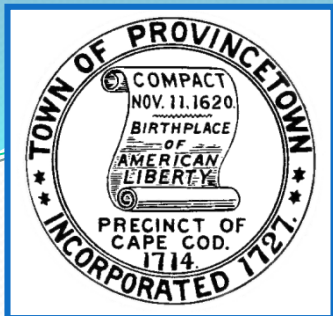
- Second round of UCMR₄ testing results showed discrepancy in manganese results from KC WTP
- Sample results were consistent with routine “raw” water samples, first round samples were accurate
- Issue was raised with contract laboratory and EPA regarding second round samples; provided documentation showing inconsistency
- EPA would not authorize re-sampling, therefore results posted in annual CCR



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

EPA – Unregulated Contaminant Monitoring Rule 4

Contaminant (units)	Date(s) Sampled	Highest Level Detected	Range of Detection	Average Detected	SMCL	Health Advisory	ORSG
Chloroform (ppb)	2019	2.15	1.62 – 2.15	1.88			
Manganese (ppb)	Feb 2019, Aug 2019	127	1.3 – 127	34	50		300
HAA6 (ppb)	Feb 2019, Aug 2019	3.5	0.7 – 3.5	2.16			
HAA9 (ppb)	Feb 2019, Aug 2019	4.1	0.7 – 4.1	2.4			
Sodium (ppm)	2018	28	17 – 28	20			20

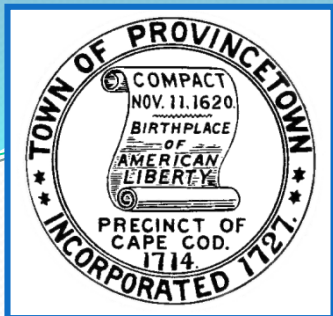


TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

PFAS Sampling

What is PFAS?

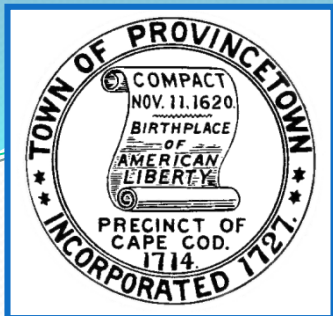
- Per- and Polyflouroalkyl substances, known as PFAS, are a family of chemicals used mainly to manufacture non-stick and water resistant items since the 1950s.
- PFAS chemicals are widely used in common consumer products as coatings, on food packaging, outdoor clothing, carpets, leather goods, ski and snowboard waxes, and so on. Firefighting foam, the type historically used by the U.S. military, local fire departments, and airports to fight oil and gasoline fire, may also contain PFAS



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

PFAS Sampling

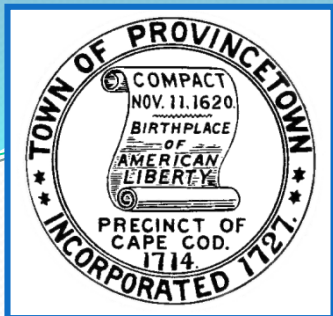
- PFAS in drinking water is an important emerging issue nationwide. Because PFAS are water soluble, over time PFAS from some firefighting foam, manufacturing sites, landfills, spills, air deposition from factories and other releases can seep into surface soils. From there, PFAS can leach into groundwater or surface water, and can contaminate drinking water.
- Studies indicate that exposure to sufficiently elevated levels of certain PFAS may cause a variety of health effects including developmental effects in fetuses and infants, effects on the thyroid, liver, kidneys, certain hormones and the immune system



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

PFAS Sampling

- Several Public Water Supplies were required to sample for a group of PFAS chemicals under the Third Unregulated Contaminant Monitoring Rule (UCMR₃) between 2013 and 2015. PFAS was detected at nine Massachusetts drinking water sources above EPA's specified reporting limits; Provincetown was not one of them.
- In May 2016, the United States Environmental Protection Agency (EPA) issued a [lifetime Health Advisory \(HA\)](#) of 70 parts per trillion (0.07 ug/L) for the combination of two PFAS chemicals, PFOS and PFOA, in drinking water.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

PFAS Sampling

MassDEP Guidelines/Future Regulation

- On January 27, 2020, MassDEP updated the ORSG for drinking water to add an additional compound, PFDA, for a total of six (6) PFAS and lowered the guideline to 20 ppt for the total sum of the concentrations of the 6 PFAS.
- As a result of these pending regulations and the stringent regulation proposal from MassDEP, Provincetown chose to voluntarily re-sample the entry points to the distribution system. Additionally, Provincetown Water Department communicated with the National Seashore with the intent to sample the former Air Force Base Wells #4 and #5.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

PFAS Sampling

PFAS Testing of Drinking Water

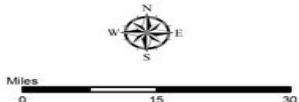


- Public Water Suppliers (PWS) who detected PFAS over 20 ppt in finished water and their response actions**
- Municipal PWS detected above 20 ppt
 - Non-Municipal PWS detected above 20 ppt
 - Towns That Purchase Water No PFAS Detected

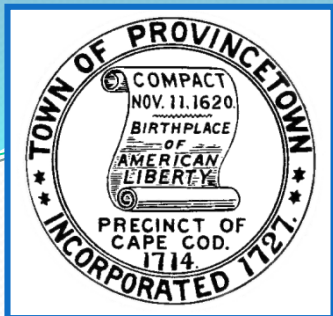
Guideline = MassDEP Office of Research and Standards
Guideline 20 ppt (20 nanograms per liter)

Public Water Supply Sources Tested (During UCMR3 testing 2013 - 2015 locations are approximate)

The number within the PFAS symbol represents the number key field within the PFAS table.



Disclaimer on the map:
This map is intended to provide a general overview of public water supply locations in the Commonwealth that have been tested for certain PFAS compounds, including a snapshot of any positive test results, where available. Test locations shown on the map are approximate. The Department makes no representations concerning the validity, the reliability or the accuracy of the information portrayed on this map.

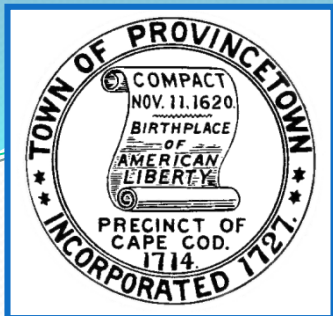


**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

PFAS Sampling

MassDEP Guidelines/Future Regulation

- In June 2018, due to similar health concerns, MassDEP established an Office of Research and Standards Guideline (ORSG) level for drinking water that extended the EPA advisory to include the following three additional PFAS chemicals: PFNA, PFHxS, and PFHpA
- The ORSG level of 70 parts per trillion (ppt) applied to the total summed level of all five compounds.



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PFAS Sampling

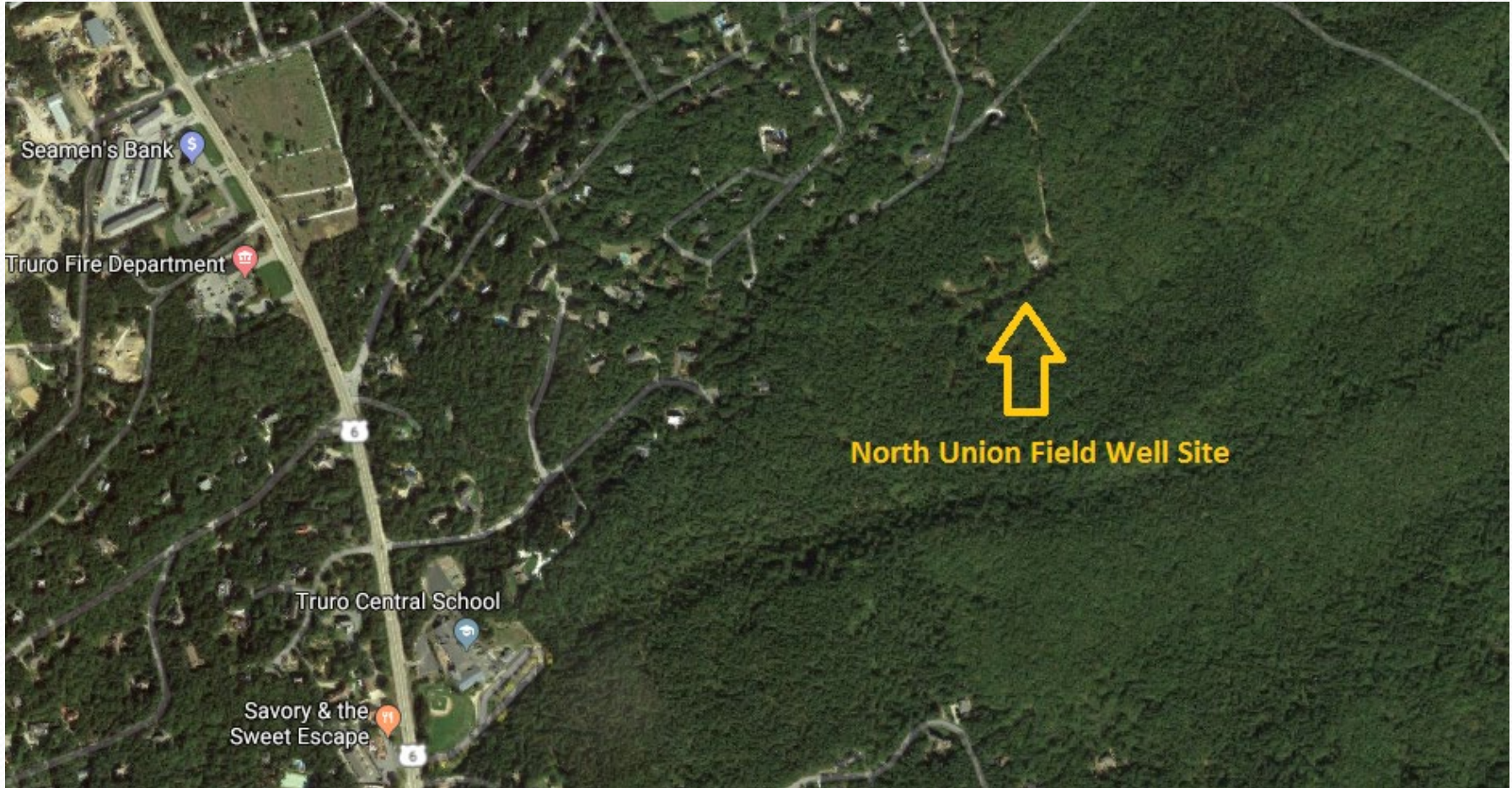
MassDEP Guidelines/Future Regulation

- Provincetown Water Department received the sample results from the laboratory by February 2020 and there were no detections reported from any of the sampling locations.
- May be another sampling round required in order to comply with the regulation once the regulation is finalized with MassDEP



**TOWN OF PROVINCETOWN
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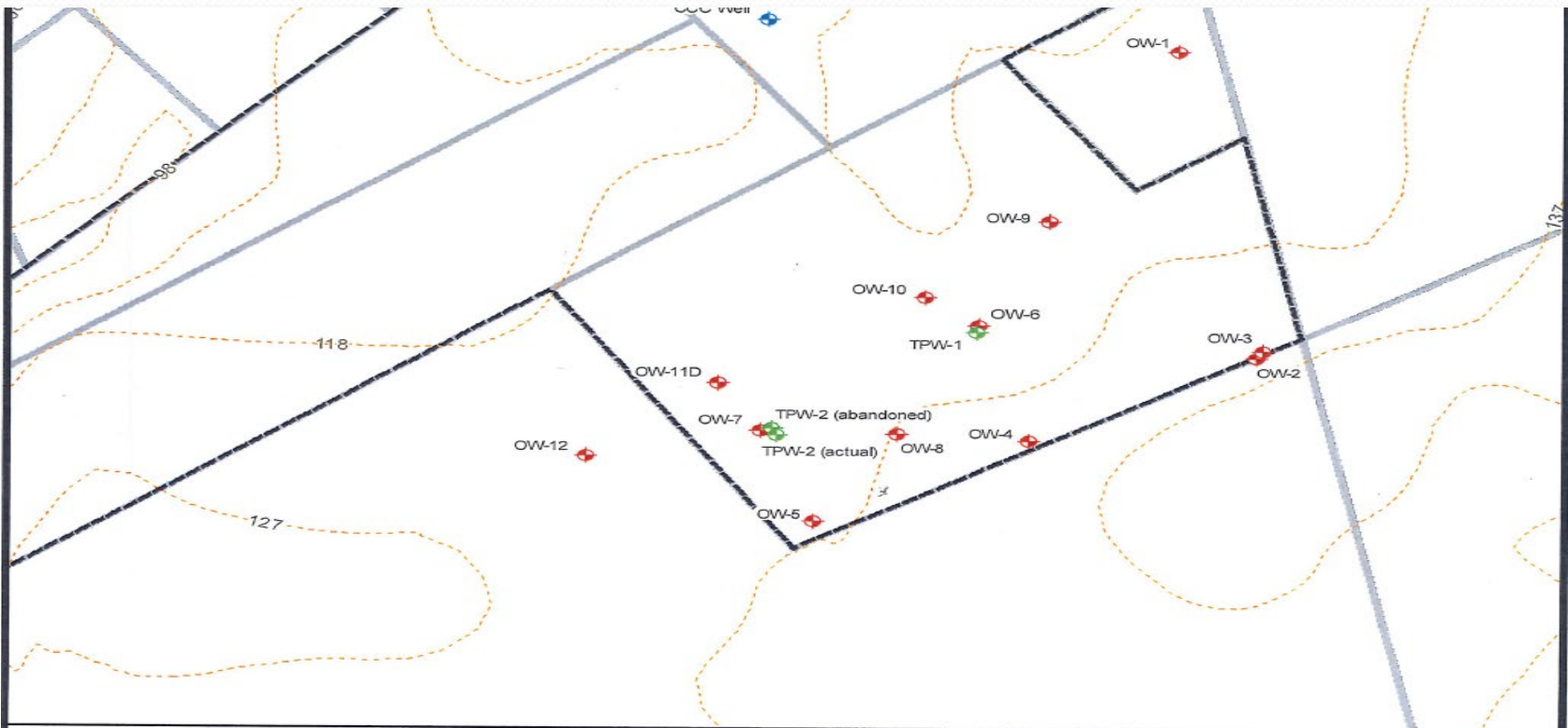
North Union Field Well Site – Groundwater Model Update





TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

North Union Field Well Site – Groundwater Model Update

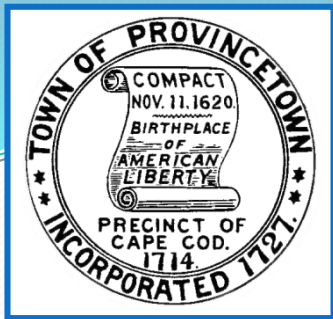


Well Locations: Type

- OW
- TPW
- All Other
- Elevation Contours (ft)
- Site Boundary

North Union Field Site Map

Figure 1

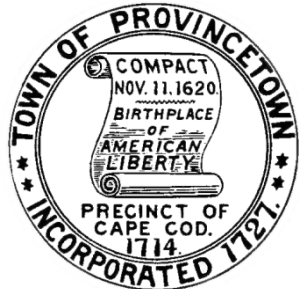


TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

North Union Field Well Site – Groundwater Model Update

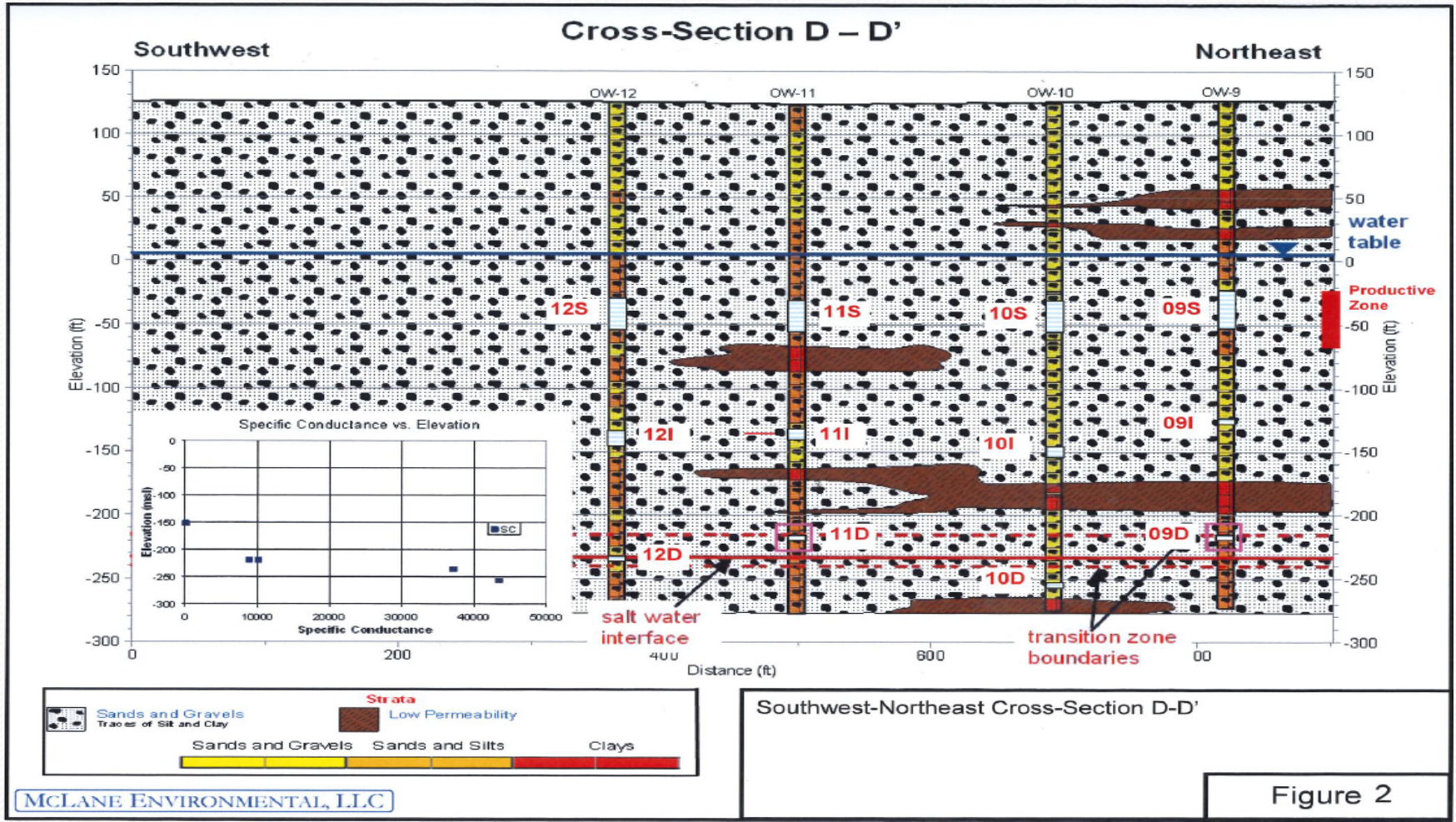
Groundwater Model Update Background

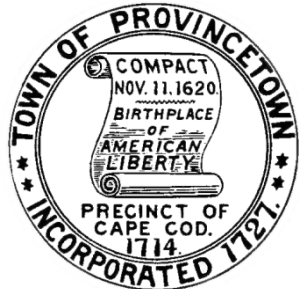
- Original model was developed in 2011 prior to well start-up
- OW-9D & OW-11D showed a gradual increase in sodium, chloride, and TDS levels over five year period. Both wells are screened near the top of the transition zone above the freshwater-saltwater interface.
- The initial groundwater model predicted lower initial sodium, chloride and TDS than what was field measured. Also, rate of change in the in water quality data was different.
- Five year field results suggested the model should be adjusted to match observed water quality results now that sufficient data has been collected from the site.
- Model was updated based on salinity measured in the monitoring well network, and in order to evaluate long term pumping effects, was run over 100-year period. Additionally, model was upgraded to evaluate the production wells.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

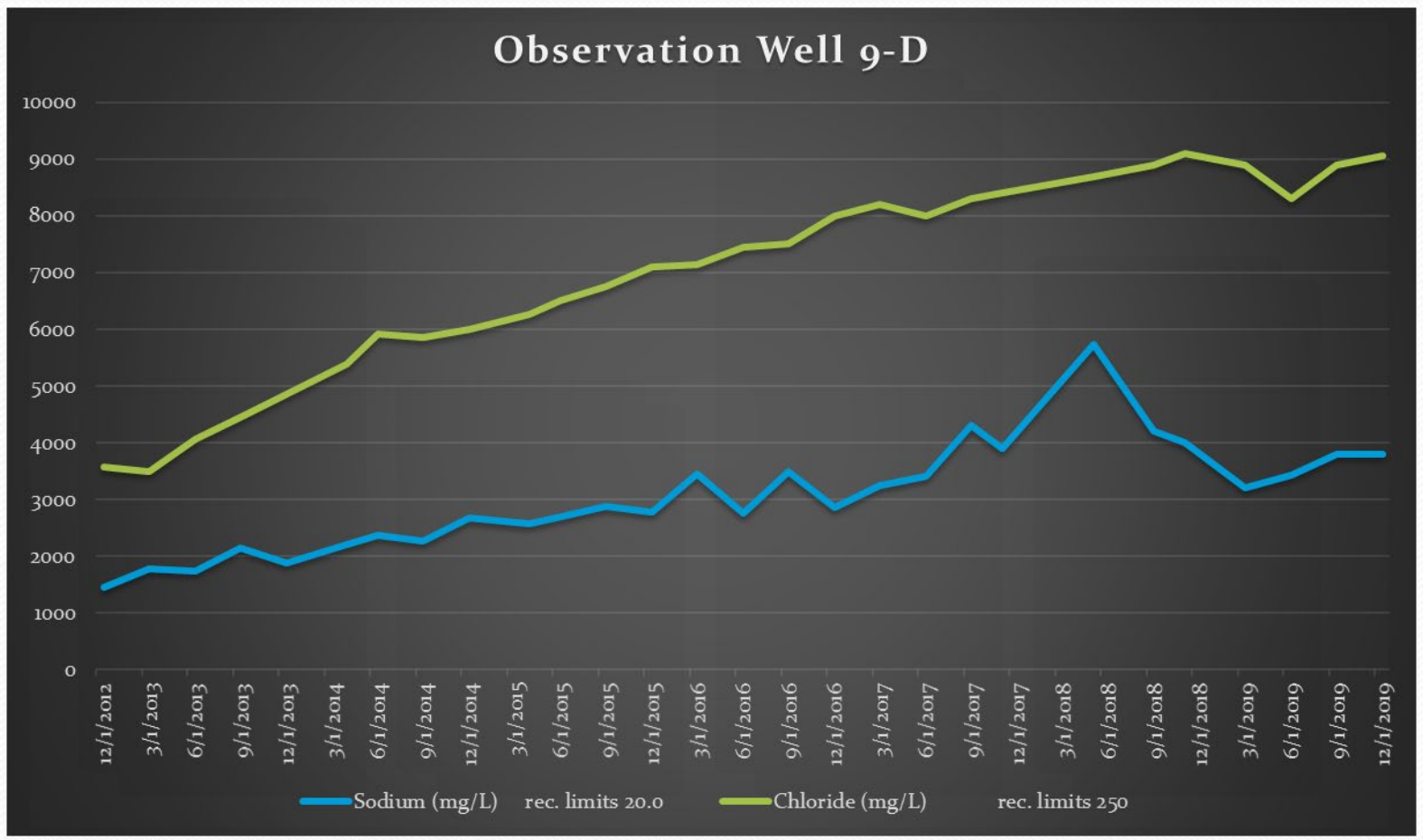
North Union Field Well Site – Groundwater Model Update

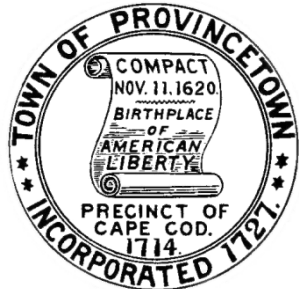




**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

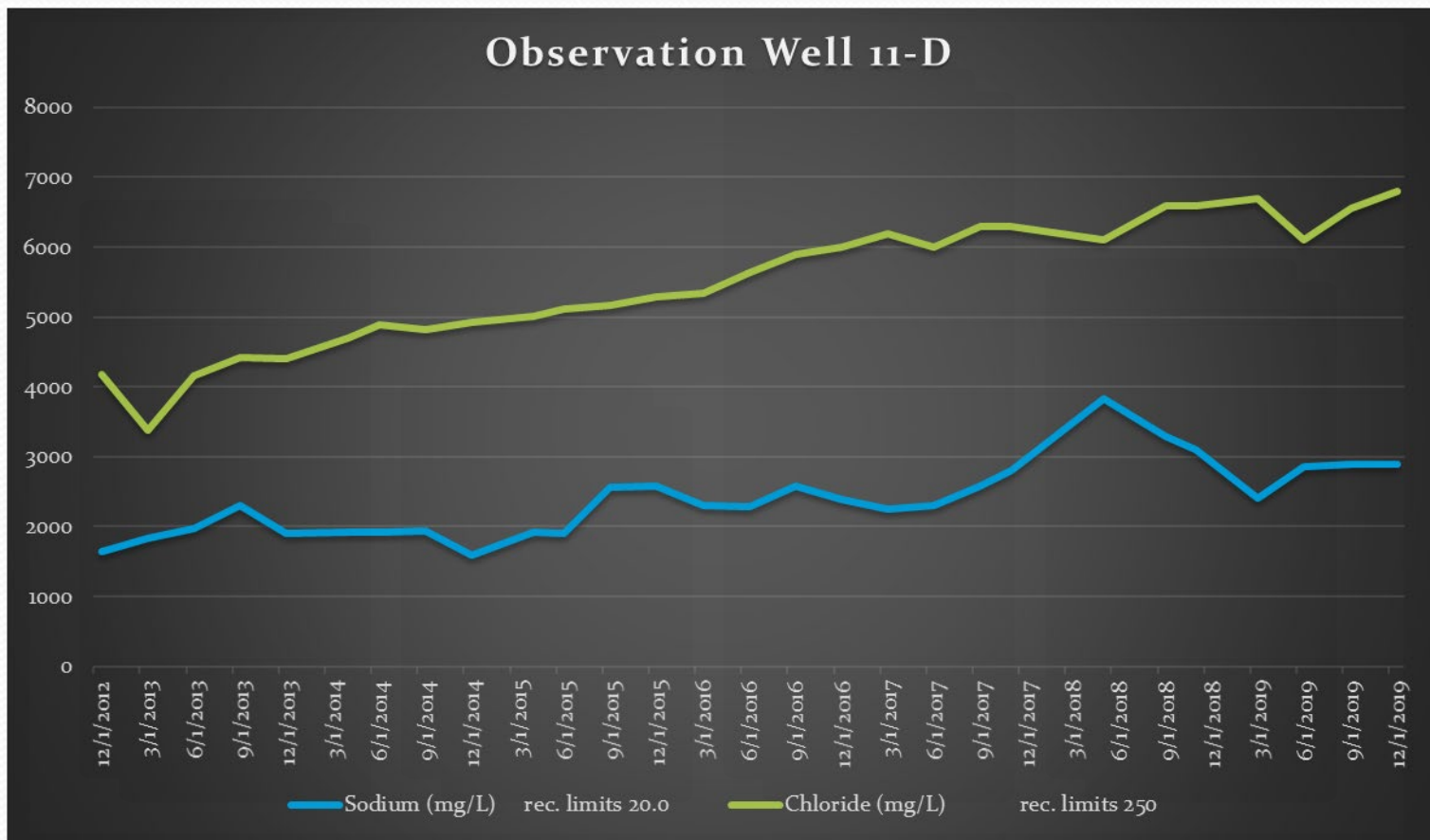
**North Union Field Well Site – Field Collected Data 2018–2019
MONITOR WELLS 9D & 11D**

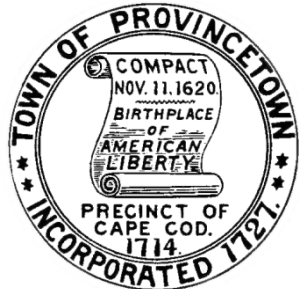




TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

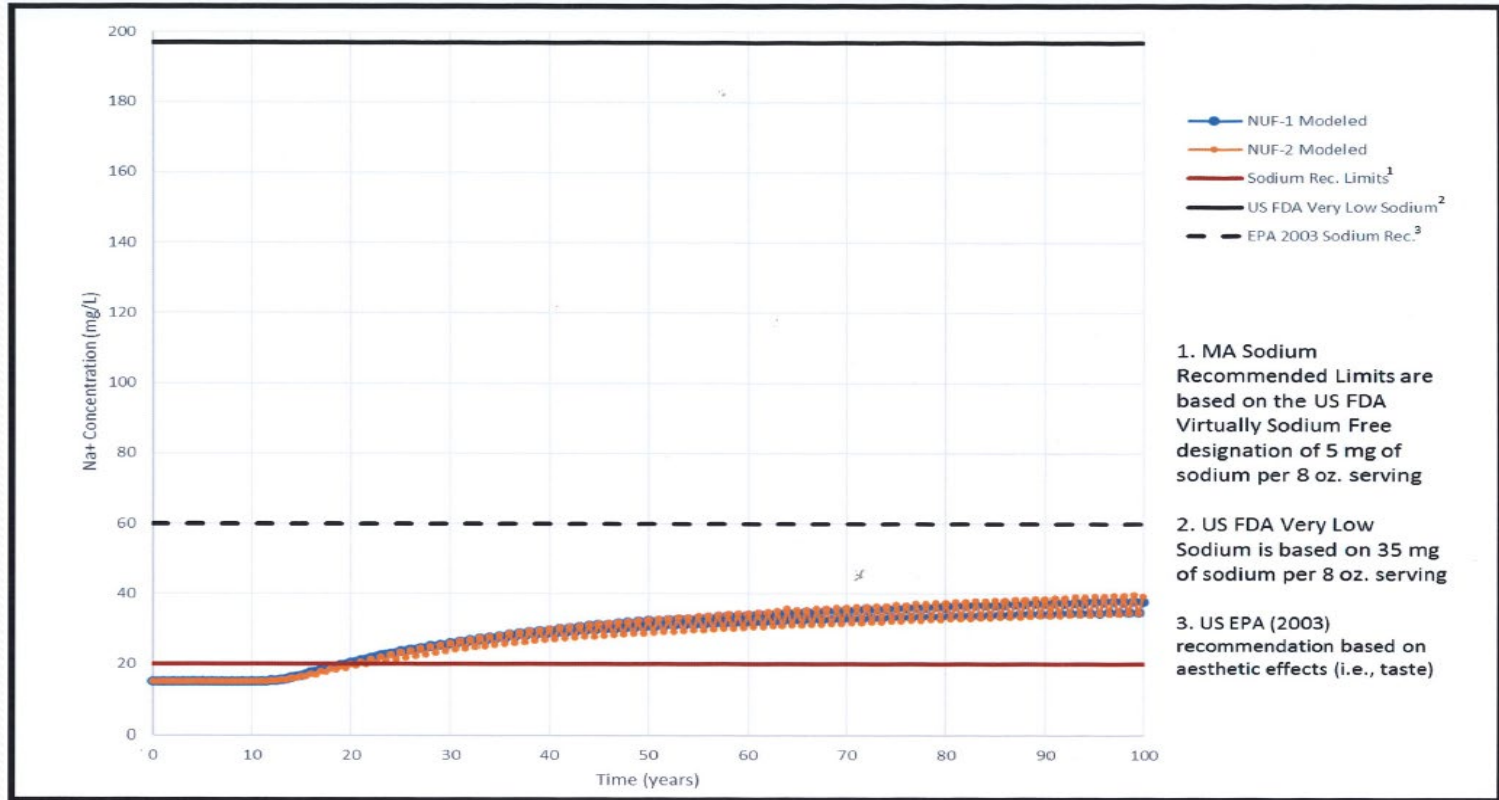
North Union Field Well Site – Field Collected Data 2018–2019 MONITOR WELLS 9D & 11D





TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

North Union Field Well Site – Field Collected Data 2018–2019 MONITOR WELLS 9D & 11D

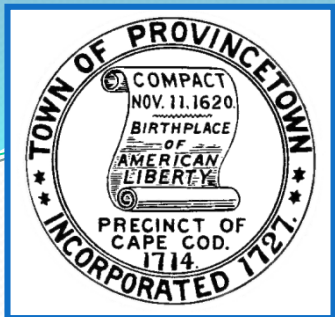


- 1. MA Sodium Recommended Limits are based on the US FDA Virtually Sodium Free designation of 5 mg of sodium per 8 oz. serving
- 2. US FDA Very Low Sodium is based on 35 mg of sodium per 8 oz. serving
- 3. US EPA (2003) recommendation based on aesthetic effects (i.e., taste)



Sodium concentration (mg/L) in NUF pumping wells after 100 years of pumping with NUF-2 pumping twice as much as NUF-1.

Figure 5.2

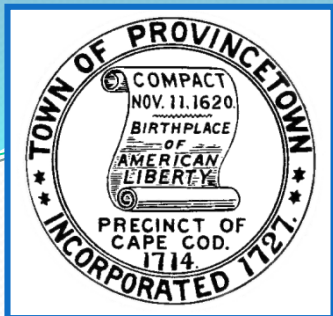


**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

North Union Field Well Site – Groundwater Model Update

Conclusions

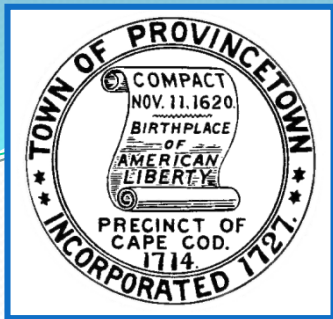
- Operationally, pumping rate of NUF-2 is twice that of NUF-1
- Initial drop in sodium levels observed as model predicted, with levels remaining steady thus far, gradual rise predicted over time.
- Water Department will continue to analyze results over time, comparing to model predictions.
- Drastic variation may require other modeling or change in operation, monitoring frequency, or both.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Water Withdrawals and Production 2019

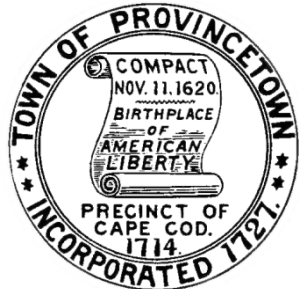
- Overall water withdrawals for 2019 were 242,645,728 from all sources. This reflects an increase of 15,385,714 gallons over 2018 (+7%).
- Annual Average daily withdrawal for 2019 was 664,783 compared to 622,630 in 2018. MassDEP permit = max annual average of 850,000.
- Paul Daley Wellfield provides approximately 48% of total volume; NUF provides approximately 38%; Knowles Crossing wellfield 14%
- Normal peak-season withdrawals during July and August are between 35-40 million gallons per month (an average of 1.2 – 1.3 million per day), with maximum withdrawal days (namely July 4th and Carnival) exceeding 1.7 million gallons. Our current maximum aggregate pumping capacity is approximately 1.7 million gallons per day.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Water Withdrawals and Production 2019

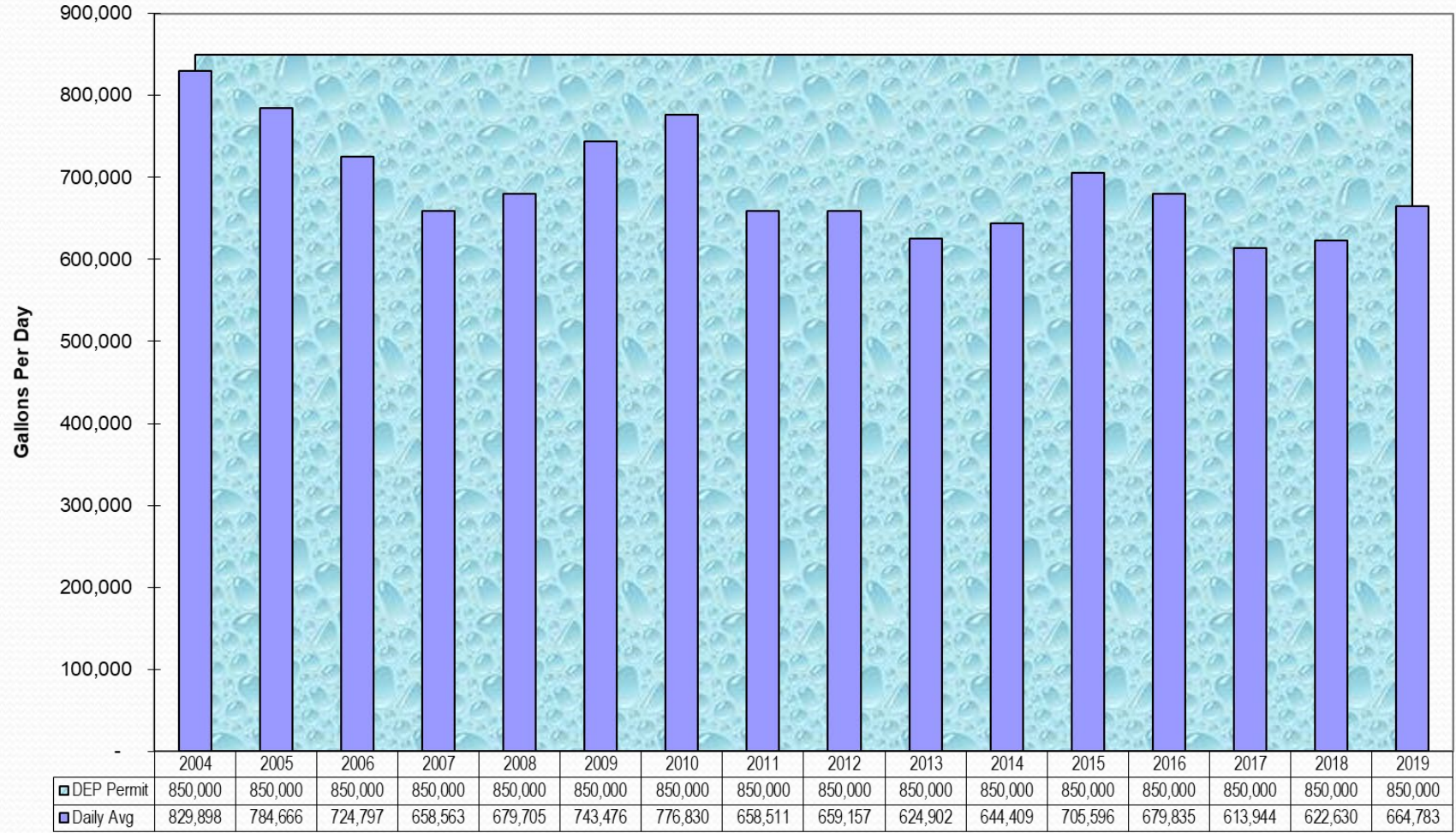
- Thus far in 2020, pumping levels remain down due to COVID-19
- In April we observed a 17% reduction, May a 24% reduction, and June a 13% reduction
- Average daily demand was slightly over 1,000,000 gallons per day during July, compared to 1,185,000 gallons per day average for July 2019
- Overall metered “billable” volumes are down 11,000,000 gallons since April

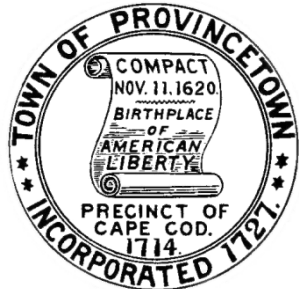


TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Water Withdrawals and Production 2019

**Provincetown Water System
Average Daily Water Withdrawal 2004-2019**

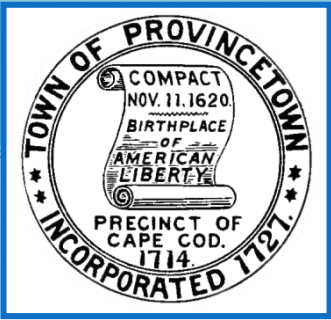




TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Water Withdrawals and Production 2019

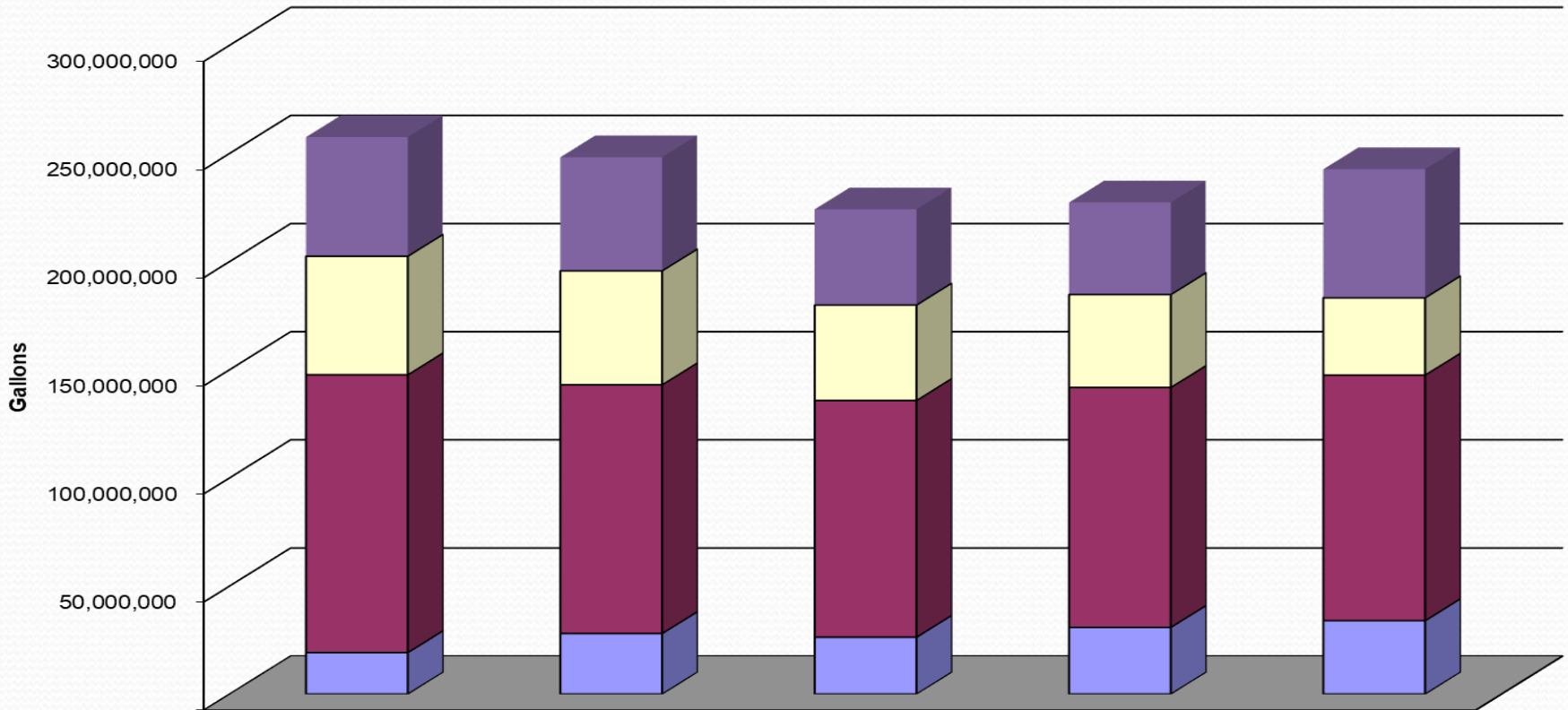
	2017	2018	2019	2020	2019/2020 % diff	Days > 850,000
Jan	9,823,278	12,991,581	14,686,524	13,636,050	-7%	5
Feb	8,784,034	9,987,032	9,922,671	10,976,071	+10%	6
March	10,640,748	9,488,604	11,442,040	12,902,742	+13%	6
April	13,083,394	13,167,325	15,058,770	13,033,143	-13%	7
May	18,569,207	17,812,674	19,422,854	16,182,089	-17%	10
June	23,382,363	24,513,841	25,066,190	24,106,124	-4%	16
July	36,820,291	36,090,172	37,667,095	32,269,287	-14%	22
August	37,291,255	34,951,353	37,494,583	35,445,582	-5%	28
Sept	25,323,808	24,076,699	24,520,676	27,478,093	+12%	16
Oct	18,134,796	17,488,817	18,531,712			
Nov	11,954,447	13,298,521	14,932,345			
Dec	10,281,839	13,393,396	13,900,269			
ANNUAL TOTAL	224,089,460	227,260,015	242,645,728	186,029,181		
TOTAL THROUGH CURRENT MONTH	183,718,378	183,079,281	195,281,402	186,029,181	-5%	116



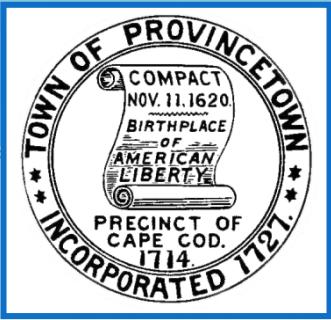
TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Water Withdrawals and Production 2019

Water Pumpage: Total Withdrawals by Source 2015-2019



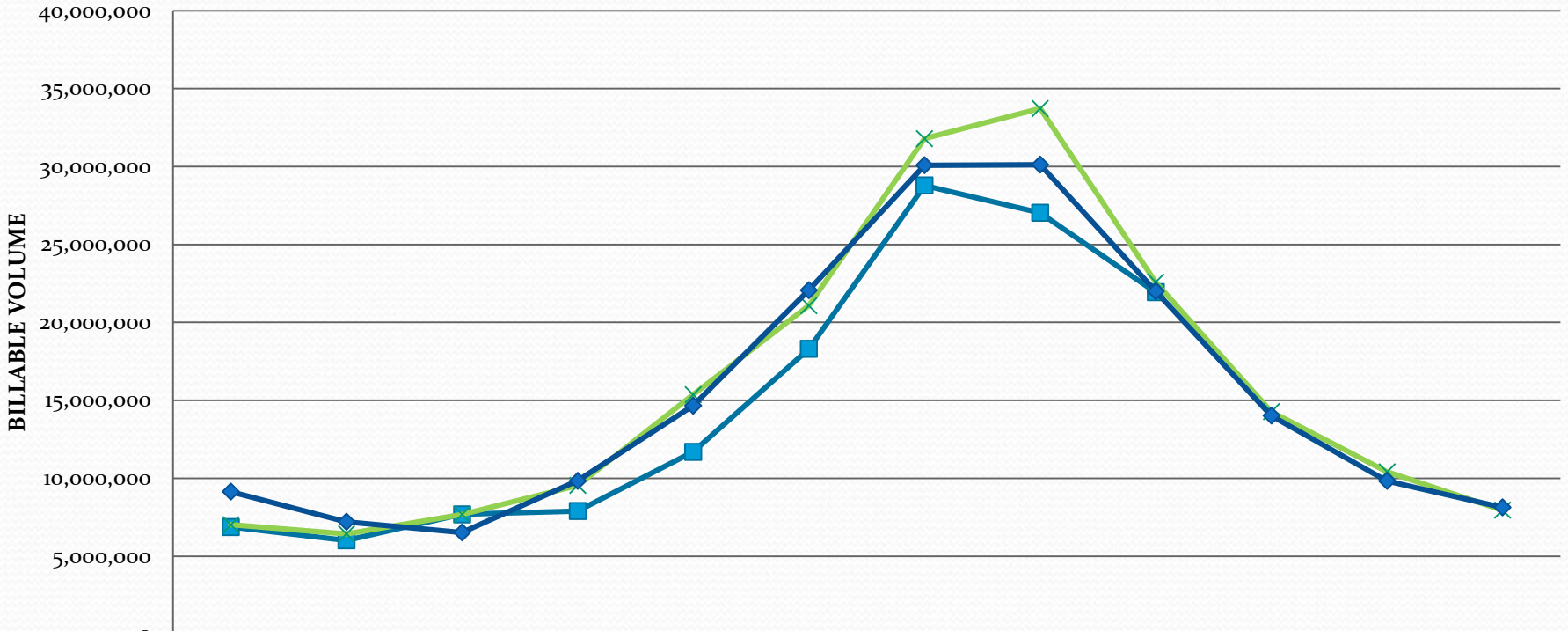
	2015	2016	2017	2018	2019
■ NUF 2	55,059,740	52,496,330	44,194,827	42,540,671	59,413,564
■ NUF 1	54,814,333	52,684,498	44,136,228	42,942,180	35,729,086
■ South Hollow	128,430,465	114,995,576	109,462,500	110,918,056	113,545,065
■ Knowles	19,198,045	28,017,341	26,295,907	30,859,107	33,958,013



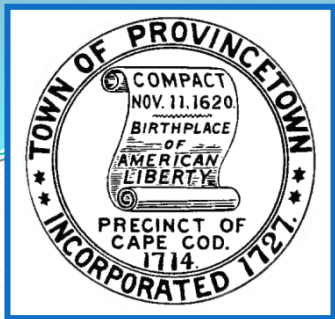
**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Water Withdrawals and Production 2019

BILLABLE GALLONS BY MONTH



	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
2020	6,870,955	6,018,706	7,687,333	7,897,989	11,695,94	18,302,99	28,786,34	27,031,24	21,935,17			
2019	7,020,000	6,431,000	7,680,000	9,544,000	15,363,92	21,080,56	31,792,00	33,732,00	22,587,67	14,270,55	10,417,67	7,950,448
2018	9,140,000	7,212,000	6,526,000	9,835,000	14,664,00	22,073,00	30,086,00	30,127,00	21,996,00	14,020,00	9,832,000	8,128,000



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Unaccounted-for-Water (UAW)

- MassDEP Standard is 10% UAW, calculated annually within Annual Statistical Report (ASR)
- Historically, Provincetown Water Dept. has struggled with UAW, as high as 30% in recent years
- For the first time in several years, PWD has reported 10% UAW for both the 2017 and 2018 ASRs.
- Aggressive leak detection and service replacements have helped keep UAW under control.
- An uptick in leaks during 2019 resulted in higher UAW, reported at 14%



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Defining Unaccounted For Water (UAW); and How it is Calculated

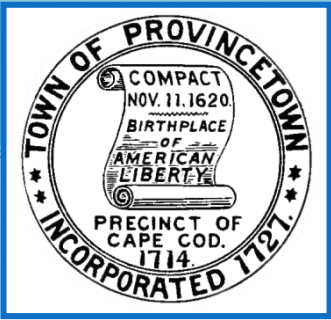
WATER PRODUCED THAT IS LOST **PRIOR** TO REACHING THE CUSTOMER'S METER

WATER PRODUCED

- **MINUS** Metered Water; and
- **MINUS** Authorized Unmetered Water (CEMU) (**EQUALS**) =

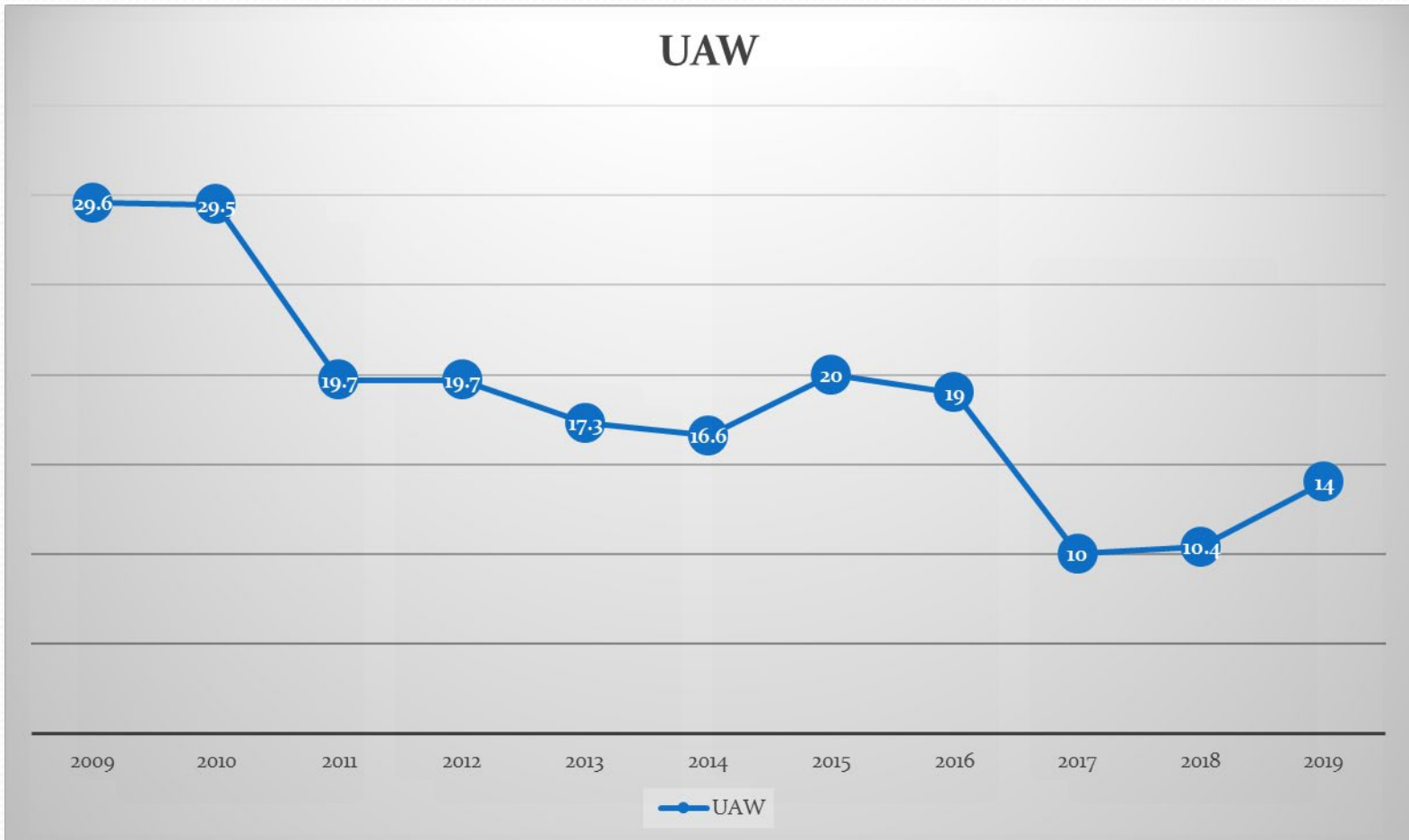
UNACCOUNTED-FOR-WATER (UAW)

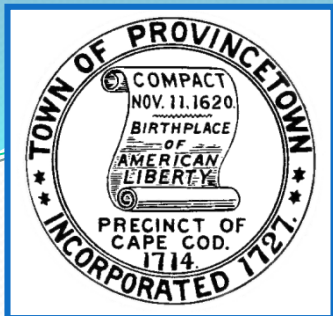




TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

Unaccounted-for-Water (UAW)





**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

Unaccounted-for-Water (UAW)

- Installation of Winslow Tank meter bypass line to be completed in the coming weeks
- Isolation of distribution system areas allow for flow monitoring on metered bypass during night time leak detection activities
- Observed changes in flow rate (reduced flow) can assist with narrowing a potential problem area/zone



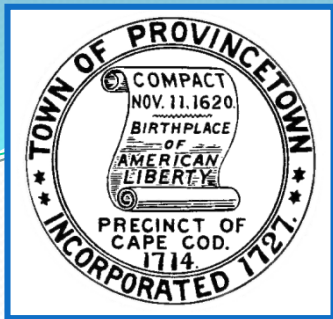
TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

- Locating leaks in plastic and asbestos cement pipe is far more challenging than in metal pipelines. A WaterRF research project by the National Research Council of Canada (Hunaidi et al.1999) identified the frequencies of plastic pipe leaks at less than 50 HZ with an amplitude of the sound diminishing at a rate of about 25 decibels per 100 meters (8 decibels per 100 feet).



Water Research Foundation, Web Report #4144

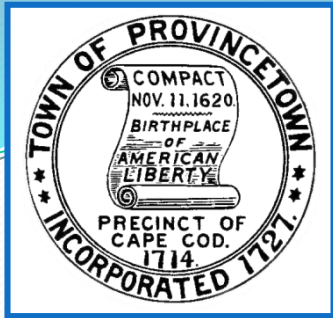
“Pipe Location and Leakage Management for Small Water Systems”



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

FINANCIAL OVERVIEW

- Decrease in metered volume due to COVID-19 will result in lower revenue
- Overall metered volume down approximately 11 MG (April through July)
- In addition to usage fees, it is anticipated miscellaneous revenue will also be under prior years
- Projecting approximately \$200k -\$250k decline
- Water Enterprise Fund has had operating surplus last two years; retained earnings of approximately \$2M
- Any projected FY21 budget deficit would be offset by retained earnings.



TOWN OF PROVINCETOWN DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT

SCHEDULE OF WATER USER RATES

SCHEDULE OF WATER USER RATES

On December 11, 2017 the Provincetown Water and Sewer Board held a public hearing and voted to adopt the following schedule of water rates.

Basic Service Fee*- (Per Billing Period):

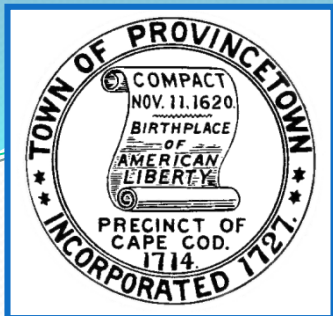
Meter Size	*Includes 10,000 Gallons of Usage
5/8"	\$112.30
3/4"	\$119.50
1"	\$141.20
1½"	\$170.10
2"	\$249.60

Peak Period – April 16 through October 15:

	Tier 1	Tier 2	Tier 3	Tier 4
Usage Rates	11,000 – 15,000	16,000 – 40,000	41,000 – 100,000	101,000 +
April 16, 2018-October 15, 2018	\$5.13/1,000	\$7.79/1,000	\$12.46/1,000	\$16.61/1,000
April 16, 2019-October 15, 2019	\$5.25/1,000	\$8.08/1,000	\$12.94/1,000	\$17.25/1,000
April 16, 2020-October 15, 2020	\$5.38/1,000	\$8.39/1,000	\$13.43/1,000	\$17.91/1,000
April 16, 2021-October 15, 2021	\$5.52/1,000	\$8.71/1,000	\$13.94/1,000	\$18.59/1,000
April 16, 2022-October 15, 2022	\$5.66/1,000	\$9.05/1,000	\$14.48/1,000	\$19.30/1,000
April 16, 2023-October 15, 2023	\$5.80/1,000	\$9.39/1,000	\$15.03/1,000	\$20.04/1,000
April 16, 2024-October 15, 2024	\$5.94/1,000	\$9.75/1,000	\$15.60/1,000	\$20.81/1,000
April 16, 2025-October 15, 2025	\$6.09/1,000	\$10.13/1,000	\$16.20/1,000	\$21.60/1,000
April 16, 2026-October 15, 2026	\$6.24/1,000	\$10.51/1,000	\$16.82/1,000	\$22.43/1,000
April 16, 2027-October 15, 2027	\$6.40/1,000	\$10.92/1,000	\$17.46/1,000	\$23.29/1,000

Off-Peak Period –October 16 through April 15:

	Tier 1	Tier 2	Tier 3	Tier 4
Usage Rates	11,000 – 15,000	16,000 – 40,000	41,000 – 100,000	101,000 +
	\$3.00/1,000	\$5.00/1,000	\$7.00/1,000	\$9.00/1,000



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

SCHEDULE OF WATER USER RATES – (Cont'd)

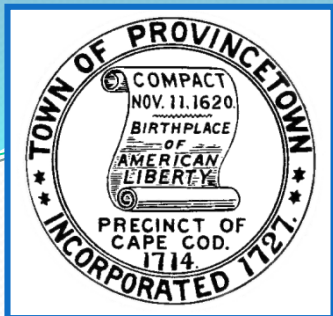
Schedule of Various Water-Related Fees:

Miscellaneous Fees	
Turn on/off: Monday - Thursday: 7:00 a.m. - 4:00 p.m.; or Friday: 7:00 a.m. - 11:00 a.m.	No Charge
Turn on/off: (Outside regular business hours)	\$150.00
Meter Testing	\$50.00, waived if meter over-registers
Fire Flow Test	\$75.00
Mark Out Water Service	No Charge
Leak Detection	No Charge
Damaged/Frozen Meter	Current Meter Price
Private Water Main/Commercial Fire Service Inspection	\$2.75/LF of pipe, \$225.00 Minimum

Tap Fees	
1" Service Tap	\$2,100.00 (add'l \$375.00 for street crossing)
1 ½" Service Tap	\$2,300.00 (add'l \$375.00 for street crossing)
2" Service Tap	\$2,500.00 (add'l \$375.00 for street crossing)
>2" Service Tap (incl. Fire Service)	Private Contractor/\$100.00 Permit Fee

Backflow & Cross Connection Survey	
RPPA & DCVA	\$75.00 per device
Cross Connection Survey	\$125.00

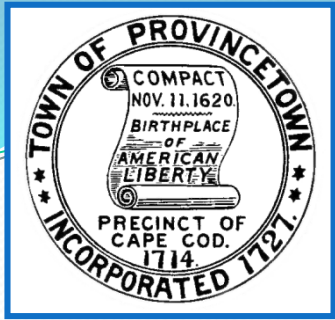
On September 18, 2015 the Provincetown Water and sewer Board held a public hearing and voted to adopt the following schedule of miscellaneous water-related fees. On October 13, 2015, the Provincetown Board of Selectmen voted, pursuant to MGL c. 40, §22F, to approve the recommendation of the Water and Sewer Board, effective October 29, 2015.



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

UPCOMING PROJECTS

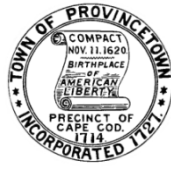
- Knowles Crossing Project – Distribution garage construction
- Radio modem upgrade/fiber optic communication at tank sites and integration (SCADA system)
- Membrane filter module replacement at KCWTP – full scale replacement (scheduled maintenance)
- Well redevelopment at Knowles Crossing (3 active wells)



**TOWN OF PROVINCETOWN
DEPARTMENT OF PUBLIC WORKS – WATER DEPARTMENT**

THANK YOU!





Town Of Provincetown

Department of Public Works – Water Dept.

Water System Update

Provincetown/Truro Joint Select Board Meeting

October 27, 2020

EXECUTIVE SUMMARY:

The Town of Provincetown Water Department is proud to present the Select Board with an annual report regarding water system operations. The Town of Provincetown Water Department operates and maintains three groundwater sources located within the Town of Truro: the Knowles Crossing Wellfield consisting of three gravel packed wells, the Paul Daley Wellfield consisting of six active gravel packed wells, and the North Union Field Well Site consisting of two gravel packed wells. The water distribution system consists of approximately forty-five (45) miles of water mains, two (2) water storage tanks, two hundred eighty two (282) fire hydrants, seven hundred (700) gate valves, and three thousand nine hundred eleven (3,974) service accounts.

A few projects worth noting that have recently been completed include water main and service improvements on Lower Conant and Lower Montello Streets in Provincetown, completion of an initial design related to the Knowles Crossing Distribution Storage Facility, conclusion of the fourth EPA Unregulated Contaminant Monitoring Rule (UCMR4), and voluntary PFAS screening at entry points.

The COVID-19 pandemic obviously caused a change in the operational protocol, as with every other business or establishment in the Commonwealth. Water treatment or distribution system operations were never interrupted as a result of pandemic; water treatment and distribution is a critical component to daily lives, especially for sanitary purposes during a pandemic. As such, Water Department personnel are essential employees and were on site daily, and on-call 24/7.

Provincetown Water Department continues to monitor and compare the water pumping rates during the COVID-19 crisis in order to predict any potential loss of revenue. Pumping levels thus far in 2020 remain down over the prior year due to the COVID-19 pandemic. In April we observed a 17% reduction, May a 24% reduction, and June a 13% reduction. July 2020 water withdrawal was down 5,397,809 gallons (-14%), for a total of 32,269,287 withdrawn from all sources during the month of July. Average daily demand was slightly over 1,000,000 gallons per day during July, compared to 1,185,000 gallons per day average for July 2019. August pumping was down 5%, for a total of 35,445,582 gallons compared to 37,494,583 during August 2019.

COVID-19 OPERATIONS

As stated previously, water treatment or distribution operations were never interrupted as a result of the pandemic; water treatment and distribution is a critical component to daily lives, especially for sanitary purposes during a pandemic. In the early stages of the outbreak, Water Department staff was working remotely every other week in an effort to protect the health of staff and limit operation shortages. The COVID-19 pandemic has also caused slight changes to routine operations and protocol. In the beginning phases of the pandemic, MassDEP organized weekly conference call with Public Water Supplies (PWSs) to provide information coming from the state and federal level as it related to water system operations/regulations. Concerns were expressed by several PWSs regarding a host of issues, including routine sampling, entering buildings for backflow prevention inspections, lack of PPE, etcetera. MassDEP allowed PWSs to modify (with approval) their previously approved bacteriological sampling plan in order to avoid entering buildings, if necessary. Fortunately, Provincetown Water Department had already installed several dedicated sampling stations located at the roadside, eliminating the need to enter buildings. However, the sampling plan was modified to eliminate entering two (2) buildings in the system for the safety of staff. These specific sites were substituted for other representative sites within the distribution system. The Water Department is currently operating under this approved bacteria sampling plan until further notice.

MassDEP has also provided relief relating to the “second-round” testing of Reduced Pressure Zone Backflow Preventers. The devices normally are required to be tested twice annually; however due to COVID-19 only one test will be required for the 2020 calendar year. MassDEP understands some sites still may be inaccessible as a result of the pandemic, and has reassured PWSs that enforcement action is currently not a top priority.

Water Department staff is currently entering homes for emergency purposes only in the interest to protect staff and the public. Any necessary water meter repairs or installations are performed while the building is vacated until further notice. Currently during routine daily shifts, one treatment staff member is operating from the Knowles Crossing Plant and one is operating at the South Hollow pump station (for the protection of health).

ACCOMPLISHMENTS 2019/2020:

Provincetown Water Department completed several projects throughout the 2019 and early 2020. Noteworthy projects include the water main improvement project on Lower Conant and Lower Montello Street, the completion of the initial design phase related to the Knowles Crossing Distribution Storage Facility, the conclusion of the required EPA UCMR4 sampling, and PFAS sampling at the distribution system entry points.

Water main improvement project, Conant Street & Montello Street

During the DEP grant funded water main assessments performed in 2017, it was identified several areas with Asbestos Cement (AC) water main appeared to be suffering structural integrity issues. Provincetown Water Department targeted two streets, Lower Conant Street and Lower Montello Street, for water main replacement. Provincetown Water Department worked with GHD, Inc. to develop design plans and specifications. The contract was awarded to GFM Enterprises, Inc. and was completed in late January 2020.

Both streets received new 6” ductile iron water main and associated service connections to each building/house. The work was performed on time and within budget, with the contract price more than \$100k under the estimated cost and borrowing authorization. In conjunction with water main improvements, the Department of Public Works performed drainage system improvements on both streets in order to better control storm water in the area. Provincetown Water Department is beginning to phase-in an AC pipe replacement program, with the next major project targeted for Shank Painter Road.

Knowles Crossing Distribution Storage Facility Design

The original pumping station at the Knowles Crossing, constructed in in the early 1900’s, has undergone several changes over the years. Most recently, a structure fire resulted in interior damage in the early 2000’s when the building was still used as a chemical addition facility. The interior layout was subsequently changed in order to accommodate two garage bays for vehicle and equipment storage. However, the existing building does not meet the operational needs of the Department, and therefore Environmental Partners designed a new storage facility.

The design layout of the proposed facility incorporates vehicle storage, an inventory room large enough to accommodate distribution system repair parts, and a meter testing area. The footprint of the proposed building is only slightly larger than the existing building, 2,970 sq/ft versus 2,670 sq/ft. The Truro Planning board approved the proposed site plan on January 22, 2020, and the demolition permit was filed on March 30, 2020. The Water Department was notified that the Truro Historical Commission would need to render a decision on the proposed demolition of the existing structure. Due to the COVID-19 pandemic, a remote hearing was scheduled on June 29, 2020 at which time the Commission did not issue a demolition delay on the project. However, the Commission did wish to review the proposed exterior building materials relating to the roof, siding, and brick knee wall. Further, the Commission requested to obtain any historical documents on the construction of the building from Town records, or otherwise obtained.

At this time the Water Department has an approved appropriation of \$1.4M for the completion of the project, and we are currently evaluating the bidding schedule and whether the project has the potential for future federal grant funding or stimulus loans should those funding vehicles come to fruition.

EPA Unregulated Contaminant Monitoring Rule 4 (UCMR4)

The 1996 Safe Drinking Water Act (SDWA) amendments require that once every five years EPA issue a new list of no more than 30 unregulated contaminants to be monitored by public water systems (PWSs). The fourth Unregulated Contaminant Monitoring Rule (UCMR 4) was published on December 20, 2016. UCMR 4 requires monitoring for 30 chemical contaminants between 2018 and 2020 by numerous PWSs using analytical methods developed by EPA and consensus organizations. The purpose of this monitoring is to provide a basis for possible future regulatory actions to protect public health. A table is included in **Appendix ‘C’** outlining the contaminants analyzed under the rule.

Provincetown Water Department participated in UCMR4 during the months of February and August 2019. The samples were conducted from both entry points to the distribution system as well as approved distribution system sample sites. Water treatment staff must conduct these samples carefully, and then package the samples for shipment back to the EPA approved contract laboratory. Provincetown utilized the Connecticut Regional Water Authority lab for samples required under UCMR4.

Provincetown Water Department did not experience any unanticipated detections; however, there was a sizable error in results of the Manganese sample collected from the Knowles Crossing entry point during the second round of sampling (August 2019). The sample result showed the manganese concentration at 127 ug/L (ppb) which equates to 0.127 mg/L (ppm), a number that coincides with our “Raw” water at the Knowles Crossing Plant. Both the contract laboratory and the Federal EPA was made aware that a suspected error was made in either the collection process or the lab analysis. Documents were submitted to the EPA for review that included daily treatment operation logs and a recent MassDEP “Secondary Contaminant” lab report showing treated water manganese concentrations significantly lower. However, EPA would not allow the sample to be rejected and resubmitted for re-analysis. Therefore, as the regulation dictates, the UCMR4 values were reported in the annual water quality report. It must be noted that the Knowles Crossing Water Treatment Plant is removing over 90% of the manganese in the “raw” water, with North Union Field currently producing non-detectable to trace amounts.

PFAS Sampling

Per- and Polyfluoroalkyl substances, known as PFAS, are a family of chemicals used mainly to manufacture non-stick and water resistant items since the 1950s. PFAS chemicals are widely used in common consumer products as coatings, on food packaging, outdoor clothing, carpets, leather goods, ski and snowboard waxes, and so on. Firefighting foam, the type historically used by the U.S. military, local fire departments, and airports to fight oil and gasoline fire, may also contain PFAS.

PFAS in drinking water is an important emerging issue nationwide. Because PFAS are water soluble, over time PFAS from some firefighting foam, manufacturing sites, landfills, spills, air deposition from factories and other releases can seep into surface soils. From there, PFAS can leach into groundwater or surface water, and can contaminate drinking water. PFAS have also been found in rivers, lakes, fish, and wildlife. Studies indicate that exposure to sufficiently elevated levels of certain PFAS may cause a variety of health effects including developmental effects in fetuses and infants, effects on the thyroid, liver, kidneys, certain hormones and the immune system.

Several Public Water Supplies were required to sample for a group of PFAS chemicals under the Third Unregulated Contaminant Monitoring Rule (UCMR3) between 2013 and 2015. PFAS was detected at nine Massachusetts drinking water sources above EPA's specified reporting limits; Provincetown was not one of them. In May 2016, the United States Environmental Protection Agency (EPA) issued a [lifetime Health Advisory \(HA\)](#) of 70 parts per trillion (0.07 ug/L) for the combination of two PFAS chemicals, PFOS and PFOA, in drinking water.

In June 2018, due to similar health concerns, MassDEP established an Office of Research and Standards Guideline (ORSG) level for drinking water that extended the EPA advisory to include the following three additional PFAS chemicals: PFNA, PFHxS, and PFHpA, because these compounds share very similar chemical structures and the available data indicates they are likely to exhibit similar toxicities. The ORSG level of 70 parts per trillion (ppt) applied to the total summed level of all five compounds.

On January 27, 2020, MassDEP updated the ORSG for drinking water to add an additional compound, PFDA, for a total of six (6) PFAS and lowered the guideline to 20 ppt for the total sum of the concentrations of the 6 PFAS.

As a result of these pending regulations and the stringent regulation proposal from MassDEP, Provincetown chose to voluntarily re-sample the entry points to the distribution system. Additionally, Provincetown Water Department communicated with the National Seashore with the intent to sample the former Air Force Base Wells #4 and #5. Provincetown Water Department received the sample results from the laboratory by February

2020 and there were no detections reported from any of the sampling locations. There may be another sampling round required in order to comply with the regulation once the regulation is finalized with MassDEP,

NORTH UNION FIELD GROUNDWATER UPDATE:

A pumping operation scenario was investigated as part of the groundwater model update conducted in 2018. The scenario analyzed pumping North Union Field #2 at a rate twice that of North Union Field #1. The model results indicated the measured concentrations within the two wells to be approximately equal. This scenario indicated North Union Field #2 would have a higher seasonal variation in concentrations when sampled quarterly due to a larger difference between summer and winter pumping rates.

The Water Department began the pumping strategy outlined above beginning in early 2019 and have since been collecting the quarterly data. The sodium levels declined significantly based on field collected samples and have been trending flat once the initial decline was observed (similar to model predictions). Pumping operations will remain in this fashion unless there is a need to increase pumping in the #1 well (due to maintenance or other issues with #2). Data will continue to be collected quarterly and analyzed against model for long-term analysis, with the possibility of another model calibration if it is warranted.

As a reminder, Sodium is not a regulated contaminant, but MassDEP has established a *guideline* of 20 mg/L. This amount was established to be in line with the U.S. Food and Drug Administration (FDA) for low sodium water. Provincetown Water Department currently samples for sodium in the finished (treated) water under required Inorganic Contaminant sampling requirements. Current sodium levels in treated water from the Knowles Crossing plant and the South Hollow plant are 28mg/L and 17 mg/L, respectively. These sodium results are reported to the Mass Dept. of Public Health and the local Board of Health once results are known.

WATER WITHDRAWALS AND PRODUCTION:

The overall annual withdrawal from all sources for the year-2019 was reported at 242,645,728 gallons, an increase of 15,385,713 gallons over 2018 (+7%). This equates to an overall annual daily average withdrawal of 664,783 gallons per day, whereas the DEP permit is restricted to an annual average daily withdrawal of 850,000 gallons per day. **Appendix 'A'** includes a table displaying a four-year history of overall annual water withdrawals for the system, in addition to a ten-year trend graph. The North Union Field well site continues to provide approximately 45% of the treated water for the system; well #2 providing twice the volume as #1 under current pumping operation as outlined previously for sodium level stabilization.

Pumping levels thus far in 2020 remain down over the prior year due to the COVID-19 pandemic. In April we observed a 17% reduction, May a 24% reduction, and June a 13% reduction. July 2020 water withdrawal was down 5,397,809 gallons (-14%), for a total of 32,269,287 withdrawn from all sources during the month of July. Average daily demand was slightly over 1,000,000 gallons per day during July, compared to 1,185,000 gallons per day average for July 2019. August pumping was down 5%, for a total of 35,445,582 gallons compared to 37,494,583 during August 2019.

The “peak-season” water billing cycle runs from April 15th to October 15th; thus far since May 1st monthly (billable) readings are down approximately 13.5%, or 16,804,456 gallons (107,751,710 gallons compared to 124,556,166 gallons in 2019). Actual peak-season metered volume will be known after the peak-season readings are conducted on Thursday October 15th and the billing process is underway. Influent flow at the wastewater plant for the month of August 2020 totaled 9,682,789 gallons, compared to 9,469,395 gallons in August 2019 (+2%).

UNACCOUNTED-FOR-WATER:

As noted in previous reports, Provincetown Water Department has historically struggled with Unaccounted-for-Water (UAW), as indicated in the timeline located in **Appendix ‘B’**. Unaccounted-for-Water, now referred widely as non-revenue water, is water that is lost before the customer’s meter. UAW is calculated by the amount of finished (treated) water to the distribution system minus metered consumption minus municipal/authorized unmetered water. Aggressive leak detection efforts have significantly reduced UAW in recent years, and the Department continues to employ these efforts.

The year 2019 was the largest uptick in UAW over the past two years, when the Water Department was able to meet the 10% UAW standard for the first time in many years. Provincetown Water Department reported 14% UAW for calendar year 2019, still a figure largely below our historical numbers. However, several leaks in the system are going undetected, and 2020 UAW numbers due to leak losses appear to be trending upward. Unfortunately, leaks throughout the system are a “revolving door”, with new undetected leaks continuously arising and often difficult to locate. Staff continues to perform leak detection activities regularly and leaks are repaired as they are discovered.

Per the Massachusetts Department of Environmental Protection (MassDEP) Water Management Act Permit, Provincetown Water Department shall meet the 10% compliance standard by December 31, 2019 for two of the last three ASR’s filed (we have met this requirement in 2017 and 2018). However, should the Water Department not be able to continue meeting the standard, MassDEP considers all Public Water Systems “functionally equivalent” if an on-going program is in place that ensures “best practices” for controlling water losses. The water loss control program shall be based on the American Water Works Association Manual 36 “Water Audits and Loss Control Programs.” Provincetown Water Department already conducted an M36 Audit under a MassDEP grant funded program in 2017, so a baseline audit exists.

FINANCIAL OUTLOOK:

As a result of the decrease in metered volumes outlined above, the COVID-19 crisis will have a financial impact on the Water Department/Water Enterprise Fund. Early industry wide projections from the American Water Works Association predicted an average 25% decline in water consumption for water utilities. Fortunately, a rate increase passed in 2017 has proven beneficial for the Water Enterprise Fund, which has experienced two years of operating surpluses (FY19 and FY20).

It is estimated that the reduction of metered volume from COVID-19 will account for an approximate \$200k - \$250k revenue loss during FY21. A transfer from retained earnings will offset any projected budget deficit;

currently the Water Enterprise Fund has a balance of approximately \$2M, allowing the Department to weather the downturn as a result of COVID-19. In addition to usage fees, it is anticipated that miscellaneous revenue will also be under prior years; new service connections are down and second-round backflow testing will not be charged to ratepayers with devices normally requiring two annual tests (MassDEP has relieved PWSs from two tests during 2020 calendar year).

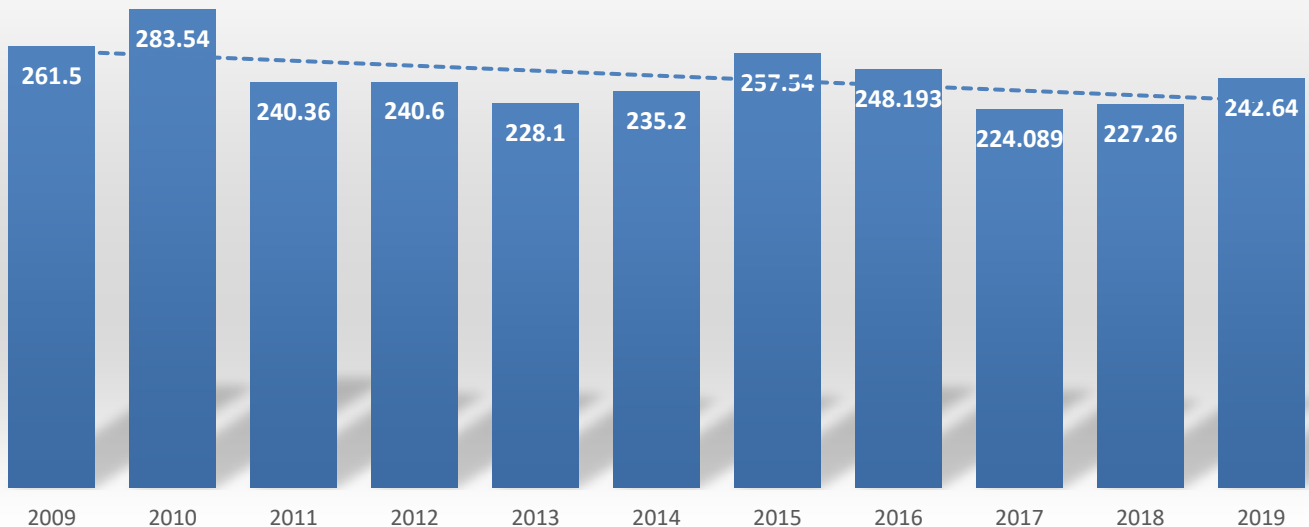
APPENDIX 'A'

GALLONS PUMPED

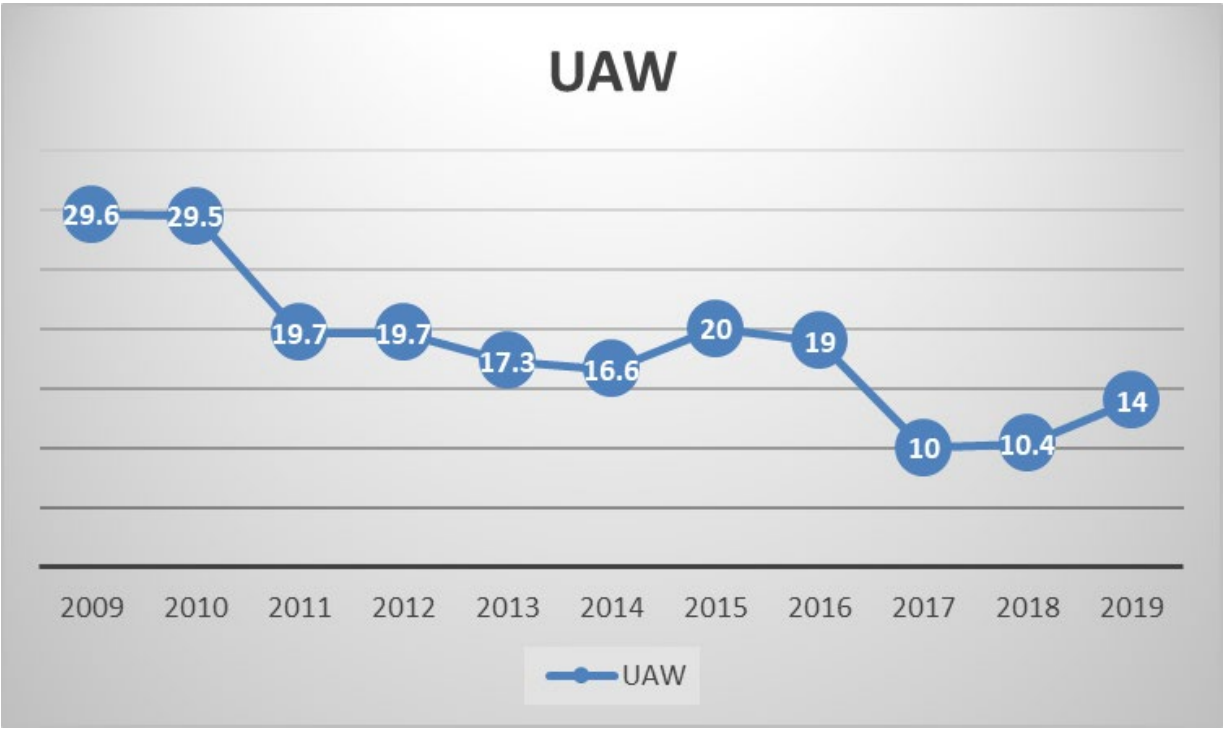
	2017	2018	2019	2020	2019/2020 % diff	Days > 850,000
Jan	9,823,278	12,991,581	14,686,524	13,636,050	-7%	5
Feb	8,784,034	9,987,032	9,922,671	10,976,071	+10%	6
March	10,640,748	9,488,604	11,442,040	12,902,742	+13%	6
April	13,083,394	13,167,325	15,058,770	13,033,143	-13%	7
May	18,569,207	17,812,674	19,422,854	16,182,089	-17%	10
June	23,382,363	24,513,841	25,066,190	24,106,124	-4%	16
July	36,820,291	36,090,172	37,667,095	32,269,287	-14%	22
August	37,291,255	34,951,353	37,494,583	35,445,582	-5%	28
Sept	25,323,808	24,076,699	24,520,676	27,478,093	+12%	16
Oct	18,134,796	17,488,817	18,531,712			
Nov	11,954,447	13,298,521	14,932,345			
Dec	10,281,839	13,393,396	13,900,269			
ANNUAL TOTAL	224,089,460	227,260,015	242,645,728	186,029,181		
TOTAL THROUGH CURRENT MONTH	183,718,378	183,079,281	195,281,402	186,029,181	-5%	116

TOTAL WITHDRAWAL

■ TOTAL WITHDRAWAL
 - - - Linear (TOTAL WITHDRAWAL)



APPENDIX 'B'



APPENDIX 'C'

Eight Pesticides and One Pesticide Manufacturing Byproduct

Contaminant	CAS Registry Number ¹	Minimum Reporting Level	Sampling Points ²	Analytical Methods
alpha-hexachlorocyclohexane	319-84-6	0.01 µg/L	EPTDS	EPA 525.3
chlorpyrifos	2921-88-2	0.03 µg/L	EPTDS	EPA 525.3
dimethipin	55290-64-7	0.2 µg/L	EPTDS	EPA 525.3
ethoprop	13194-48-4	0.03 µg/L	EPTDS	EPA 525.3
oxyfluorfen	42874-03-3	0.05 µg/L	EPTDS	EPA 525.3
profenofos	41198-08-7	0.3 µg/L	EPTDS	EPA 525.3
tebuconazole	107534-96-3	0.2 µg/L	EPTDS	EPA 525.3
total permethrin (cis- & trans-)	52645-53-1	0.04 µg/L	EPTDS	EPA 525.3
tribufos	78-48-8	0.07 µg/L	EPTDS	EPA 525.3

Two Metals

Contaminant	CAS Registry Number ¹	Minimum Reporting Level	Sampling Points ²	Analytical Methods The following links exit the site <input type="button" value="EXIT"/> . Notice: fees are charged for ASTM and Standard Methods (SM) access.
germanium	7440-56-4	0.3 µg/L	EPTDS	EPA 200.8 , ASTM D5673-10 , SM 3125
manganese	7439-96-5	0.4 µg/L	EPTDS	EPA 200.8 , ASTM D5673-10 , SM 3125

Three Brominated Haloacetic Acid (HAA) Groups^{3,4}

Contaminant	CAS Registry Number ¹	Minimum Reporting Level	Sampling Points ²	Analytical Methods
HAA5	N/A	N/A	D/DBPR HAA location(s)	EPA 552.3 or EPA 557
HAA6Br	N/A	N/A	D/DBPR HAA location(s)	EPA 552.3 or EPA 557
HAA9	N/A	N/A	D/DBPR HAA location(s)	EPA 552.3 or EPA 557

Three Alcohols

Contaminant	CAS Registry Number ¹	Minimum Reporting Level	Sampling Points ²	Analytical Methods
1-butanol	71-36-3	2.0 µg/L	EPTDS	EPA 541
2-methoxyethanol	109-86-4	0.4 µg/L	EPTDS	EPA 541
2-propen-1-ol	107-18-6	0.5 µg/L	EPTDS	EPA 541

Ten Cyanotoxin Chemical Contaminants

Contaminant	CAS Registry Number ¹	Minimum Reporting Level	Sampling Points ²	Analytical Methods
total microcystin	N/A	0.3 µg/L	EPTDS	EPA 546 (ELISA)
microcystin-LA	96180-79-9	0.008 µg/L	EPTDS	EPA 544
microcystin-LF	154037-70-4	0.006 µg/L	EPTDS	EPA 544
microcystin-LR	101043-37-2	0.02 µg/L	EPTDS	EPA 544
microcystin-LY	123304-10-9	0.009 µg/L	EPTDS	EPA 544
microcystin-RR	111755-37-4	0.006 µg/L	EPTDS	EPA 544
microcystin-YR	101064-48-6	0.02 µg/L	EPTDS	EPA 544
nodularin	118399-22-7	0.005 µg/L	EPTDS	EPA 544
anatoxin-a	64285-06-9	0.03 µg/L	EPTDS	EPA 545
cylindrospermopsin	143545-90-8	0.09 µg/L	EPTDS	EPA 545

Three Other Semivolatile Chemicals

Contaminant	CAS Registry Number ¹	Minimum Reporting Level	Sampling Points ²	Analytical Methods
butylated hydroxyanisole	25013-16-5	0.03 µg/L	EPTDS	EPA 530
o-toluidine	95-53-4	0.007 µg/L	EPTDS	EPA 530
quinoline	91-22-5	0.02 µg/L	EPTDS	EPA 530



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Truro Housing Authority

REQUESTOR: Kevin Grunwald, Housing Authority Chair

REQUESTED MEETING DATE: October 27, 2020

ITEM: Truro Housing Authority Authorization for Funding Application to Community Preservation Committee

EXPLANATION: The Truro Housing Authority is requesting authorization from the Select Board to submit a funding application to the Community on behalf of the Affordable Housing Trust. A steady infusion of funds is necessary to maintain the viability of the Affordable Housing Trust. Historically, the Community Preservation Committee has been the primary source of these funds.

The attached Project Application Form requests \$50,000.00. Applications to the Community Preservation Committee are due on November 2, 2020.

Monies in the Affordable Housing Trust must be requested by the Housing Authority and approved by the Select Board as the Trustees of the Affordable Housing Trust Fund.

FINANCIAL SOURCE (IF APPLICABLE): Community Preservation Act Funds

IMPACT IF NOT APPROVED: The Affordable Housing Trust will not be considered for funding by the Community Preservation Committee.

SUGGESTED ACTION: *Move to authorize the Truro Housing Authority (Chair, Kevin Grunwald) to submit an application for funding to the Community Preservation Committee on behalf of the Truro Affordable Housing Trust.*

ATTACHMENTS:

1. Draft funding application

PROJECT APPLICATION FORM

Applicant: Affordable Housing Trust

Submission Date : 11/2/20

Address: Truro Town Hall

Purpose: (Select all that apply)

Open Space

Affordable Housing

Historic Preservation

Recreation

Telephone: 508 349-7810

E-mail: kevshawn@comcast.net

Town Committee:

(if applicable): Truro Housing Authority, on behalf of the Affordable Housing Trust

Project Name: Affordable Housing Trust

Project Location/Address: N/A

Amount Requested: **\$50,000**

Project Summary: In the space below, provide a brief summary of the project.

See attached Narrative.

Estimated Date for Commencement of Project: Ongoing

Estimated Date for Completion of Project: Ongoing

PROJECT NARRATIVE

The Truro Affordable Housing Trust is a Trust established by Massachusetts General Law 274 of the Acts of 2002. The funds of this Trust can be used for a variety of activities that create, support and preserve affordable housing. The Community Preservation enabling legislation has provisions specifically for the CPC to fund Trusts. Currently the members of the Select Board serve as the trustees.

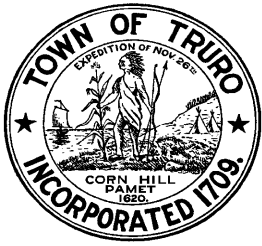
The need for affordable housing in Truro has been well documented, and the lack of quality affordable housing is one of the most critical problems facing the sustainability of our community. Funding for the Affordable Housing Trust provides opportunities to fund projects that could include assisting in maintaining affordability, land acquisition, pre-development/feasibility, or any other program allowable under the CPA. Projects can be reviewed at any time (so not tied to the yearly Town Meeting cycle), and are approved by the Select Board.

In the past the Truro Affordable Housing Trust funds have been used to assist in re-sales of affordable homes and to provide buy-down funds to ensure that affordability remains. This is a truly critical program, as deed riders from the 1990's include re-sale calculations that can result in unaffordable home sale prices. Trust funds have also been used to assist the Truro Housing Authority and Habitat for Humanity in land acquisition. As the Cloverleaf housing project proceeds it is important to be aware that the developer identified a need in his initial proposal for a local funding match to leverage state grants. He is approaching a stage in the process when it will be necessary to commit to that.

Given recent contributions made to the Affordable Housing Trust approved at the Annual Town Meeting the question may arise as to the need for these additional funds. The answer to that question is that the purpose of this application is to sustain an ongoing pool of funds that are quickly accessible for time-sensitive affordable housing initiatives so that Truro can take advantage of these opportunities as they arise.

REVIEW AND RECOMMENDATION CRITERIA/GUIDELINES

- Consistent with goals of the Local Comprehensive Plan
- Economically and reasonably feasible to implement.
- Serves multiple needs and populations.
- Leverages additional or multiple sources of funding (required by most State and federal funding applications).
- Utilizes, preserves, protects or enhances currently owned Town land or housing assets.
- Consistent with recent Town Meeting actions, as supported at the Annual Town meeting.
- Applicant has successfully implemented projects of similar type, including Sally's Way in Truro.
- Community Character: Promotes diversity through affordable housing and is consistent with Town planning documents, including the Local Comprehensive Plan and the Housing Production Plan.
- Community Impact/Needs: Meets multiple needs and populations in Town, addresses significant community needs, and meets the needs of an underserved population



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Climate Action Committee

REQUESTOR: Carol Harris, Climate Action Committee Chair

REQUESTED MEETING DATE: October 27, 2020

ITEM: Climate Action Committee Report to the Select Board

EXPLANATION:

The goals for this presentation are to:

1. Provide the Select Board with an update on the Climate Action Committee's actions and plans,
2. Confirm that the Committee is aligned with the Select Board's expectations, and
3. Make the Select Board aware of the Committee's resource needs.

FINANCIAL SOURCE (IF APPLICABLE):

IMPACT IF NOT APPROVED: The work of the Committee may be delayed.

SUGGESTED ACTION: Discussion regarding the requests on page 13 of the presentation.

ATTACHMENTS:

1. Power Point

TRURO CLIMATE ACTION COMMITTEE

Truro Select Board

October 27, 2020

CAC MEMBERS

 Carol Harris, Chair

 Bob Higgins Steele, Vice Chair

 Fred Gaechter, Member

 Open Member

 Open Member






 Open Alternate Member

 Stephanie Rein, Select Board Liaison







 Emily Beebe, Town Hall Liaison

 Volunteer



SUMMARY OF CHARGE

-  Baseline study of greenhouse gases for entire town of Truro: municipal, residential, and business
-  Baseline study of Truro's vulnerability to climate change
-  Recommend specific policies
-  Conduct education and outreach
-  Draft a community-wide climate action plan for Truro

WHO IS AFFECTED?

-  Residents
-  Part-time residents
-  Businesses
-  Municipal employees & buildings
-  Visitors
-  As well as native plants, fish & shellfish, animals

PRINCIPLES FOR ACTIONS

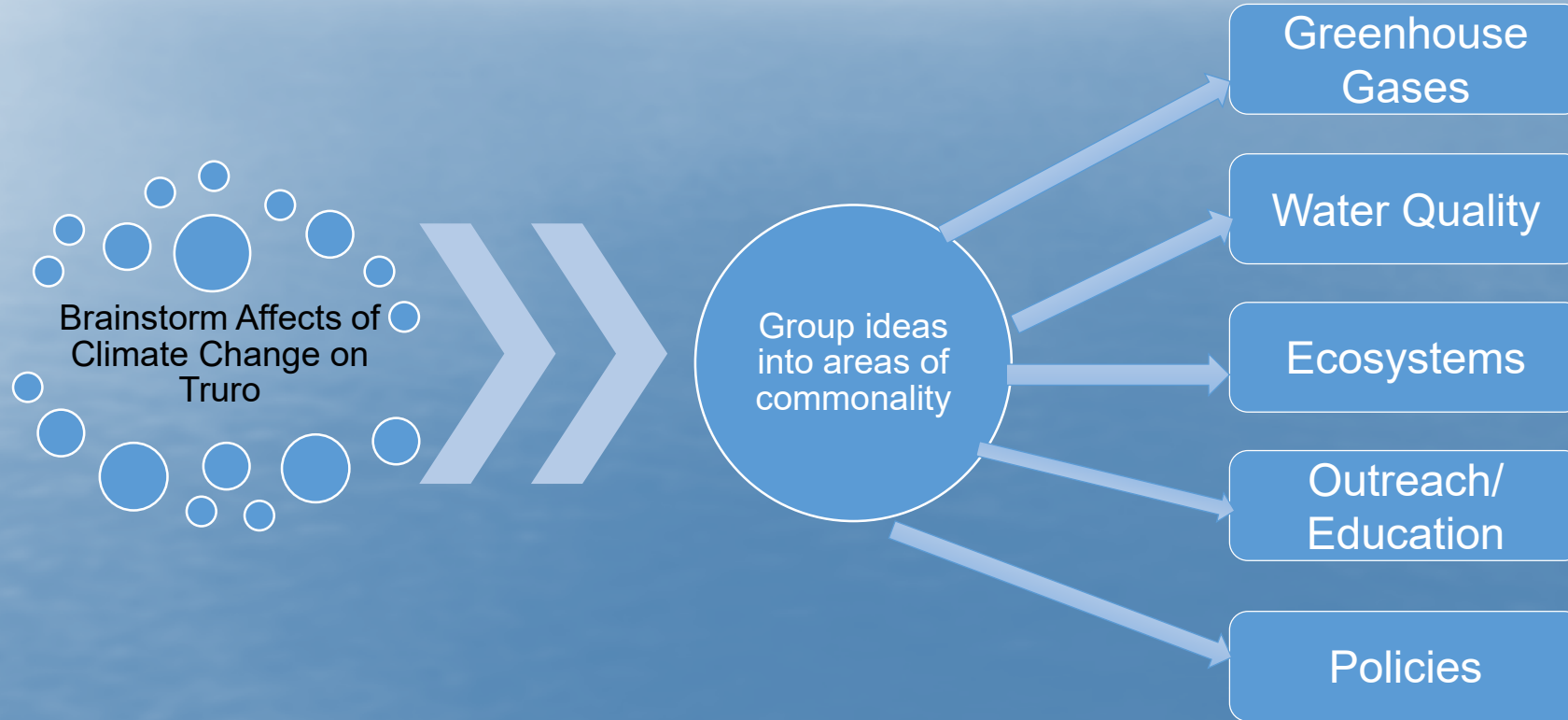
-  We want to engage with any interested groups or individuals to address climate change.
-  Addressing climate change is a very large cultural change for all of us.

CAC ACTIVITIES TO DATE

Activity	Sep	Oct	Nov	Dec	Jan	Feb	*Oct
1. Develop climate change definition	✓						
2. Brainstorm Effects of CC on Truro		✓					
3. Consolidate brainstorming ideas		✓					
4. Assign teams to develop ideas			✓				
5. Develop high-level action descriptions			✓	✓	✓	✓	
6. Propose SB letter of support for H2810					✓		
7. Prepare warrant article on climate emergency					✓		
8. Met with Planning Board							✓

***Note:** *unable to meet March through June*

DEFINING THE WORK



AREAS OF INTEREST

The CAC identified five broad categories of interest and then further identified tasks within those areas.

Air

-  Inventory Greenhouse Gases

Water

-  Water Quality Study
-  Water Quality Mitigation & Adaptation Plan
-  Salinization Mitigation & Adaption



AREAS OF INTEREST, *continued*

Ecosystems



-  Wetlands Preservation & Enhancement
-  Plants & Greenhouse Gases
 - Uplands Protection
 - Manage Beaches, Dunes, & Coastal Banks
 - Prevent Deforestation
 - Plant Adaptation to Minimize Wildfires
 - Shellfish/Fin Fish Protection
 - Wildlife & Habitat Protection
 - Plant Life & Farming

AREAS OF INTEREST, *continued*

Education & Outreach

-  Provide education on how climate change can impact Truro and what everyone can do to address it.
-  Engage and incent residents, business owners, and visitors to take action.

Policy




-  Review and implement Building Stretch Code
-  Investigate and propose policy to reduce clear cutting on new construction
 - Assess/update Municipal Energy Policy
 - Assess impact of Waste Disposal
 - Climate Education Policy

SAMPLE WORK PLAN: PLANTS & GHG







NEXT STEPS

Over the next four to six months:

-  Research, understand what actions Truro can take, recommend policy, and educate
-  Collaborate with other committees and boards where it makes sense: Planning Board, Energy Committee, Wellfleet Energy and Climate Committee, etc.
-  Collaborate with other orgs such as the Truro Conservation Trust, Cape Cod Climate Initiative, State and County departments, etc.

WHAT DO WE NEED.....

-  Access to information for GHG calculations
-  Additional committee members
-  Funding for consulting with climate change experts
-  Volunteers to work on specific activities



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Jarrod Cabral, DPW Director

REQUESTED MEETING DATE: October 27, 2020

ITEM: Discussion of the Town Hall Bells

EXPLANATION: At the September 15, 2020 Select Board meeting, Member Worthington requested that the Board discuss the Town Hall bells. The bells returned to Town Hall as part of the building renovation in 2004 and originally rang every hour and quarter hour, 24 hours a day. A complaint filed with Massachusetts Department of Environmental Protection (DEP) by neighbors of Town Hall in April 2005 resulted in a letter from DEP urging action to address the sound emissions and the intensity of the sound coming from the bells. DEP suggested limiting the hours of operation of the bells to business hours, having only hourly bells and installing louvers. The bells have been turned off and on over the years when decibel levels exceeded town rules and most recently have been off since October 2018 when another complaint was filed.

The bell tower was refreshed recently by DPW Building Maintenance Personnel Mike Locke, Alex Reis, and Kyle Halvorsen. The bells were pressure washed, tuned, and serviced and the louvers were reinstalled. The bells are scheduled to chime once on the hour, each hour from 11 am to 7 pm, Monday through Friday. They now chime 12 times at noon. The bells are programmed to run in accordance with State and Local regulatory directives.

DPW Director Cabral contacted DEP to review the relevant DEP guidelines. The bells have been tested weekly with the Louvers on since the week of September 28, 2020 and have met compliance standards. Pending hornet eradication, the louvers will be removed for continued testing. A technician is expected during the week of October 26, 2020 to increase the volume of the bells while continuing to test for compliance. DPW Director Cabral will be present for the Board's discussion and to answer questions.

SUGGESTED ACTION: Discussion item

ATTACHMENTS:

1. Photos of Bell cleaning







MENEELY BELL CO
TROY N.Y.







TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Jamie Calise, Acting Town Manager

REQUESTED MEETING DATE: October 27, 2020

ITEM: Budget Discussion Fiscal Year 2022 and Approval of the Annual Municipal Calendar for 2021 ATM and Fiscal Year 2022 Budget Preparations

EXPLANATION: For your review, discussion and vote is the Annual Municipal Calendar for 2021 ATM and Fiscal Year 2022 Budget Preparations. The calendar defines key dates for the annual budget process and Town Meeting preparations, as outlined in Chapter 2 and Chapter 7 of the Truro Town Charter. The calendar also serves as a starting point for discussion of the FY2022 Budget Process. We are just over one quarter of the way into FY2021 and to date, budget expenditures are just over \$4,146,000.00 or roughly twenty percent of the overall budget.

Factors such as up-front annual payments made early in the fiscal year, the seasonality of our services and the spending associated with providing those services, typically contribute to higher expenditures in the first quarter of the fiscal year. This fiscal year, however, department heads were instructed to slow spending to mitigate unknown and/or emergency costs related to the pandemic. Additionally, some capital and supply purchases have been significantly delayed due to manufacturing shortages and other unavoidable delays related to the pandemic, so those and other budgeted purchases may not be completed until later fiscal quarters.

While our annual budgeting process always includes some unknown variables, this year it will be especially challenging to forecast due to the pandemic and its potential budgetary impacts. Staff recommends that most departments budget for FY2022 as if it will be a normal operational year, but to consider those line items required to address the pandemic. Some of the anticipated pandemic-related line items will likely include, but not be limited to, personal protective equipment, testing kits/services and technology.

Attached are the FY2020 Goals and Objectives to help inform the FY2022 budget process.

FY2021 Goals & Objectives have not been established to date.

SUGGESTED ACTION: MOTION TO *approve the Annual Municipal Calendar for 2021 ATM and Fiscal Year 2022 Budget Preparations.*

ATTACHMENTS:

1. Annual Municipal Calendar for 2021 ATM and Fiscal Year 2022 Budget Preparations
2. FY2020 Goals & Objectives



TOWN OF TRURO

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

October 27, 2020

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

From: Jamie Calise, Acting Town Manager

Re: Annual Municipal Calendar for 2021 ATM and Fiscal Year 2022 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2021 Annual Town Meeting and the Fiscal 2022 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2021 Annual Town Meeting will be held on Tuesday, April 27, 2021.

- | | |
|----------------------|--|
| Oct. 27, 2020 | Select Board preliminary discussion on FY2022 budget |
| Nov. 1, 2020 | CPC deadline for application for possible funding at the 2021 ATM |
| Nov. 6, 2020 | Budget templates sent to Department Heads/ Committee Chairs |
| Nov. 10, 2020 | Finalize Select Board Budget Message |
| Nov. 20, 2020 | All budgets and CIP requests must be turned into the Acting Town Manager and the Town Accountant by noon. |
| Dec. 13, 2020 | Budget Task Force Meetings Begin |
| Jan. 12, 2021 | Select Board review of budget and CIP and submit to Finance Committee (<i>Per Truro Charter – on or before January 15</i>) |
| Jan. 12, 2021 | Select Board vote to open the Warrant for the 2021 Annual Town Meeting, effective January 26, 2021. |
| Jan. 26, 2021 | Annual Town Meeting Warrant Opens |

Jan. 29, 2021 All Annual Town Reports must be submitted electronically to Noelle Scoullar (nscoullar@truro-ma.gov), Liz Sturdy (esturdy@truro-ma.gov) and/or Nicole Tudor (ntudor@truro-ma.gov)

Feb. 5, 2021 Deadline for Money Articles

Feb. 9, 2021 Draft FY2022 Town and School Budgets, CIP presented to the Select Board and Finance Committee

Feb. 26, 2021 Annual Town Meeting Warrant Closes/Last day for Petitioned Articles at 4:00pm

Mar. 9, 2021 FY2022 “final” Budget and CIP and draft Warrant presented to Select Board for review and approval

Mar. 23, 2021 Last day to file nomination papers with the Registrar

Mar. 23, 2021 Last day for Finance Committee to submit letter to voters on FY2022 Budget/CIP for including in the Town Meeting Warrant

Mar. 23, 2021 Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2022 Budget/CIP, etc., for inclusion in the Town Meeting Warrant

Mar. 26, 2021 Warrant to the Printer

Apr. 7, 2021 Last Day to Register to Vote for Annual Town Meeting and Annual Town Election

Apr. 8, 2021 Last day to object or withdraw nomination papers

Apr. 13, 2021 Post Warrant

Apr. 13, 2021 Budget Public Hearing, Pre-Town Meeting and Candidates Night

Apr. 27, 2021 **Annual Town Meeting, 6:00 pm – Location to Be Determined**

May 11, 2021 **Annual Town Election, 7:00 am – 8:00 pm Location to Be Determined**



TOWN OF TRURO

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

Values and Fiscal Year 2020 Goals and Objectives

VALUES:

The Town of Truro holds the following values that inform our approach to governance and municipal services. They are the guiding principles that drive all of the activities undertaken by any staff, volunteer, elected or appointed official in the Town of Truro. They embody our beliefs and our highest aspirations.

Excellence:

We strive to provide the highest quality services that are responsive to the needs of our residents and visitors. We engage in continuous learning, draw from past experience and strive to get it right the first time.

Integrity:

We hold ourselves to high ethical standards and commit to behave lawfully, respectfully, honestly and fairly.

Openness and Transparency:

We commit to sharing information, working inclusively and to hold ourselves accountable.

Historic and Environmental Protection:

We work diligently to maintain the historic rural and coastal character and culture of Truro and to be strong stewards of our fragile environment.

Fiscal Integrity:

We believe in sound fiscal policy and practice.

Diversity:

We strive to create a community that values diversity and is available, accessible and open to all.

Collaboration:

We believe in working with others to solve problems and address community need both local and regionally.

GOALS AND OBJECTIVES:

Each year, as a way of articulating policy and priorities, the Truro Select Board develops goals and objectives. These are intended to provide guidance and direction to the Town Manager and her appointees, the Police and Fire Chiefs, and all of the Town's multi-member bodies.

The goals and objectives are divided into five broad categories:

- TOWN SERVICES
- FISCAL MANAGEMENT
- PUBLIC SAFETY
- COMMUNITY SUSTAINABILITY
- COMMUNITY ENGAGEMENT & GOVERNANCE

Some of the objectives and activities are ongoing or continuing from FY2015 or earlier.

The Truro Select Board has agreed to pursue the following goals and objectives for Fiscal Year 2020: July 1, 2019 through June 30, 2020.

TOWN SERVICES

THE TOWN OF TRURO WILL PROVIDE EFFICIENT AND EFFECTIVE MUNICIPAL SERVICES THAT MEET THE NEEDS OF YEAR-ROUND RESIDENTS, PART-TIME RESIDENTS AND VISITORS.

TS1. The Select Board will develop a policy that addresses uses and modifications to Town-owned property.

FISCAL MANAGEMENT

THE TOWN OF TRURO WILL DEVELOP SHORT AND LONG-TERM TERM FISCAL POLICIES THAT INCREASE REVENUE FROM SOURCES OTHER THAN PROPERTY TAXES AND MINIMIZE ANNUAL BUDGET GROWTH.

FM1. The Town Manager will work with the Finance Committee and Select Board to initiate a review in October of all services as part of the budget development analysis. The Town Manager will begin the FY 2021 Budget with staff in September.

PUBLIC SAFETY

THE TOWN OF TRURO WILL PROVIDE HIGH QUALITY AND COST EFFECTIVE POLICE, FIRE AND EMERGENCY SERVICES TO RESIDENTS AND VISITORS IN COORDINATION AND COLLABORATION WITH NEIGHBORING TOWNS.

PS1. The Select Board and Town Manager will review and revise the existing General Noise Bylaw.

PS2. The Select Board, working with the Town Manager and Emergency Management Director, will develop an initiative for neighborhood storm teams for natural disasters.

COMMUNITY SUSTAINABILITY

THE TOWN OF TRURO WILL SUPPORT POLICIES AND PROGRAMS THAT:

- **FOSTER SUSTAINABLE AND APPROPRIATE ECONOMIC DEVELOPMENT**
- **CREATE MORE AFFORDABLE, YEAR –ROUND PLACES FOR PEOPLE TO LIVE**
- **PROTECT AND RESTORE OUR FRAGILE ENVIRONMENT**

- CS1. (ENVIRONMENTAL) The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:
- a. *Pamet River Tidal Flow Restoration & Watershed Study*: Review Army Corps culvert replacement recommendations; determine best course of action; initiate engineering and cost estimating; prepare appropriate article for the 2020 Annual Town Meeting.
 - b. *East Harbor Culvert Replacement*: Complete second phase of culvert replacement between Shore Road and Route 6 in fall/winter of 2019.
 - c. *Mill Pond and Eagle Creek Repairs & Improvement* The final design for necessary repairs/replacement completed by the end of July 2019; construction scheduled for fall/winter 2019.
 - d. *Little Pamet Watershed Study & Culvert Repair*: Culvert replacement recommendations and construction estimate completed in the first quarter; funding source to be identified and if required, article prepared for 2020 Annual Town Meeting.
 - e. *Coastal Management*: Pending grant approval from the Office of Coastal Zone Management, in partnership with the Center for Coastal Studies and the Towns of Provincetown, Wellfleet and Eastham, work will begin on developing a comprehensive intermunicipal shorefront management plan to improve coastal resiliency for the bay shoreline.
- CS2. (ENVIRONMENTAL) The Select Board will develop a charge and appoint a Climate Action Committee as requested by Article 17 at the 2019 Annual Town Meeting.
- CS3. (HOUSING) The Select Board will hold a joint work session meeting with the Truro Housing Authority to develop ideas for affordable home ownership initiatives that would diversify the range of housing stock for people of varying AMI levels and to proactively initiate efforts to address the growing housing affordability gap.
- CS4. (HOUSING) The Select Board working with the Planning Board and the Zoning Board of Appeals will explore ways to increase use of the ADU bylaw.
- CS5. (ECONOMIC DEVELOPMENT) The Select Board will engage with the Truro business community and explore the process of establishing a designated cultural district.
- CS6. (HOUSING) The Select Board will explore the creation of a Municipal Affordable Housing Trust under MGL c.44 s.55C and if agreed, prepare an article for approval at Town Meeting.

CS7. (ENVIRONMENTAL) The Select Board will prepare a bylaw for the 2020 Annual Town Meeting prohibiting the sale and use of balloons.

COMMUNITY ENGAGEMENT & GOVERNANCE

THE TOWN OF TRURO WILL HAVE AN OPEN AND TRANSPARENT GOVERNMENT THAT PROACTIVELY ENGAGES AND INVOLVES THE TOWN'S RESIDENTS.


CEG1. In an effort to better communicate with and gather information from citizens and visitors of Truro, the Town Manager:
a. Review and modify the Town website so that information and documents are organized more clearly.

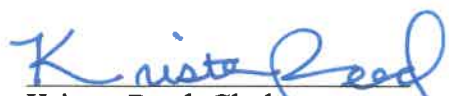
CEG2. The Select Board will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by _____. This will include:
a. An assessment of relevance to the current and future work of the Town of Truro.
b. Revisions to charges to ensure clarity of purpose, role and authority.
c. Consolidation if possible and appropriate.
d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.

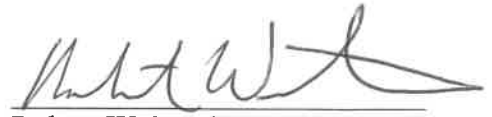
CEG3. As part of the Local Comprehensive Planning process, the Select Board, Town Manager and Local Comprehensive Plan Committee will conduct an outreach, organizing and information gathering process that will engage citizens in the planning process and include the development of community-wide vision, mission and goals for the Town of Truro.

CEG4. The Select Board will create an informational manual for Town boards/committees/commissions in order to help them be more effective in their role as well as to comply with and learn about pertinent local, state and federal regulations.

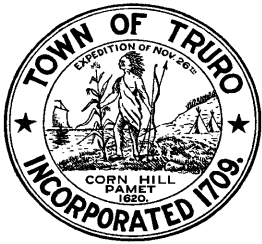

Jan Worthington, Chair


Maureen Burgess, Vice-Chair


Kristen Reed, Clerk


Robert Weinstein


Susan Areson
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Robert Weinstein, Chair

REQUESTED MEETING DATE: October 27, 2020

ITEM: Discussion of Vacancy Openings on Boards/Committees/Commissions

EXPLANATION: The Select Board Chair requested a discussion item on the current vacancies of Boards/Committees/and Commissions.

Current Vacancies on Boards/Committees/Commissions:

AGRICULTURAL COMMISSION	(3) ONE YEAR TERM
	(1) THREE YEAR TERM
BEACH COMMISSION	(1) THREE YEAR TERM
BIKE AND WALKWAYS COMMITTEE	(1) ONE YEAR TERM
CABLE AND INTERNET ADVISORY COMMITTEE	(2) THREE YEAR TERM
CAPE COD REGIONAL TECHNICAL HIGHSCHOOL COMMITTEE	(1) THREE YEAR TERM
CEMETERY COMMISSION	(1) THREE YEAR TERM
CLIMATE ACTION COMMITTEE	(1) ONE YEAR TERM
	(1) THREE YEAR TERM
CHARTER REVIEW COMMITTEE	(2) THREE YEAR TERM
COMMISSION ON DISABILITIES	(2) THREE YEAR TERM
CONCERT COMMITTEE	(2) THREE YEAR TERM
COUNCIL ON AGING BOARD	(1) ONE YEAR TERM
	(3) THREE YEAR TERM
CULTURAL COUNCIL	(2) THREE YEAR TERM
ENERGY COMMITTEE	(2) ONE YEAR TERM
PAMET HARBOR COMMISSION	(1) THREE YEAR TERM
PART TIME RESIDENT ADVISORY COMMITTEE	(4) THREE YEAR TERM
RECREATION COMMISSION	(5) THREE YEAR TERM
	(1) ONE YEAR TERM
RECYCLING COMMITTEE	(4) THREE YEAR TERM
	(1) ONE YEAR TERM

SCHOOL COMMITTEE
TAXATION AID COMMITTEE
TRURO REP TO THE BARNSTABLE COUNTY HUMAN RIGHTS COMMISSION
WATER RESOURCES OVERSIGHT COMMITTEE

(1) THREE YEAR TERM
(1) THREE YEAR TERM
(1) THREE YEAR TERM
(2) THREE YEAR TERM

FINANCIAL SOURCE (IF APPLICABLE): N/A

SUGGESTED ACTION: Discussion

ATTACHMENTS: None



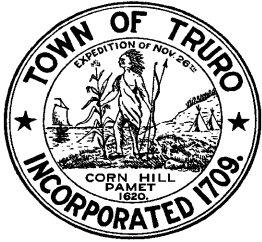
TOWN OF TRURO

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. Appointment of Peter Graham to the Commission on Disabilities; Appointment of Maureen Cronin to the Community Preservation Committee
- B. Review and Approve the 2021 Annual Alcohol Licenses and ABCC Applications-Montano's Restaurant, Truro Vineyards of Cape Cod (Winery and Distillery), Pamet Valley Package and Chequessett Chocolate
- C. Review and Approve the Alcohol Beverages Control Commission 2021 Renewal Certification
- D. Review and Approve Curb Cut Application for 402 and 408 Shore Road
- E. Authorization for Acting Town Manager to sign on to the Cape Light Compact Request for Proposals for Municipal Power Supply on behalf of Truro
- F. Review and Approve Select Board Minutes: September 15, 2020



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 27, 2020

ITEM: Applications to Serve (Re-Appointments)

EXPLANATION: Peter Graham has submitted an application for reappointment to the Commission on Disabilities and Maureen Cronin has submitted an application for reappointment to the Community Preservation Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Both applicants will be unable to serve on their respective Commission/Committee as an appointed member.

SUGGESTED ACTION: *Motion to appoint Peter Graham to the Commission on Disabilities for a three-year term ending June 30, 2023, and to appoint Maureen Cronin to the Community Preservation Committee for a three-year term ending June 30, 2023.*

ATTACHMENTS:

1. Application to Serve-Peter Graham, approval by Chair
2. Application to Serve-Maureen Cronin, approval by Chair
3. Reappointment Checklist



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: PETER GRAHAM HOME TELEPHONE: [REDACTED]

ADDRESS: 1 CHICKADEE LN WORK PHONE: _____

MAILING ADDRESS: P.O. 856 N. TRURO E-MAIL: [REDACTED]

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

SPECIAL QUALIFICATIONS OR INTEREST: PAST SERVICE

COMMENTS: _____

SIGNATURE: *Peter Graham* DATE: 10/1/20

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

RCVD 2020OCT1 09:40:00

ADMINISTRATIVE OFFICE
TOWN OF TRURO

SIGNATURE: _____ DATE: _____

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

Noelle Scoullar

From: [REDACTED]
Sent: Sunday, October 4, 2020 7:32 AM
To: Noelle Scoullar
Subject: Re: Application for reappointment-Peter Graham

Thanks, Noelle. Here is my statement:

I am happy to recommend the reappointment of Peter Graham to the Truro Commission on Disabilities. He is an active member of our group and provides insightful comments and suggestions at our meetings. --Susan Howe

Thanks, Susan

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

From: Noelle Scoullar <nscoullar@truro-ma.gov>
To: Susan Howe [REDACTED]
Sent: Fri, Oct 2, 2020 10:32 am
Subject: RE: Application for reappointment-Peter Graham

Hi Susan,

You can also email your comments/approval. They don't necessarily have to be on the application!

Noelle

From: Susan Howe <[REDACTED]>
Sent: Friday, October 2, 2020 10:31 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Re: Application for reappointment-Peter Graham

Hi Noelle,
I'm off cape till Sunday but I'll get this to you at the beginning of the week.
Thanks again, Susan

Sent from my iPhone

On Oct 2, 2020, at 7:48 AM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Susan,

Peter Graham has submitted his application to serve on the Commission on Disabilities for another term. May I ask that you either write your comments on the application and scan back, or comment on your approval in this email.

Thank you!!

Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Thursday, October 1, 2020 3:40 PM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458



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: Maureen Cronin HOME TELEPHONE: [REDACTED]

ADDRESS: 1 Chickadee Lane WORK PHONE: _____

MAILING ADDRESS: POB-856-~~1~~ N. Truro 02652 E-MAIL: [REDACTED]

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

SPECIAL QUALIFICATIONS OR INTEREST: 8+ years of service on this board -

COMMENTS: Affordable housing is and will be one of the town's urgent needs.

SIGNATURE: Maureen Cronin DATE: Oct. 2, 2020

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

RCVD 2020OCT1 9M403
ADMINISTRATIVE OFFICE

TOWN OF TRURO

SIGNATURE: _____ DATE: _____

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

Noelle Scoullar

From: mary [REDACTED]
Sent: Friday, October 2, 2020 10:19 AM
To: Noelle Scoullar
Subject: RE: Application to Serve CPC-Maureen Cronin

Maureen has been a valued member of our Committee for a number of years and we would welcome her back.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

From: Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 10/2/20 7:56 AM (GMT-05:00)
To: Mary Rose [REDACTED]
Cc: Nicole Tudor <ntudor@truro-ma.gov>, [REDACTED]
Subject: Application to Serve CPC-Maureen Cronin

Good Morning Mary!

Maureen Cronin has submitted her application to serve on the CPC for another term. Please either write your comments/approval on the application and send back, or respond to this email. We'll place her application on an upcoming agenda for approval with the Select Board.

Thank you!

Noelle

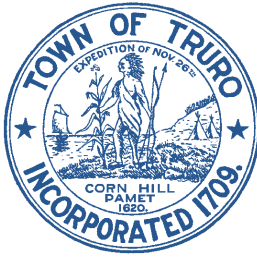
From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Thursday, October 1, 2020 3:40 PM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

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



Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: Commission on Disabilities

Committee/Commission/Board Member Name: Peter Graham

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: Community Preservation Committee

Committee/Commission/Board Member Name: Maureen Cronin

Length of term: **3 Year Term**

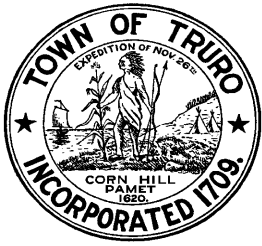
Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 27, 2020

ITEM: Approval of the 2021 Annual Alcohol Licenses

EXPLANATION: The 2021 annual alcoholic beverage license approval is before you as the Local Licensing Authority per Mass General Law (MGL 138 § 12, 15, 19B and 19E). Truro has five (5) such licenses:

1. Pamet Valley Package-off premise, all alcohol; ABCC #00009-PK-1292
2. Montano's Restaurant-on premise, all alcohol; ABCC #00019-RS-1292
3. Truro Vineyards of Cape Cod Farmer Winery; ABCC #00035-PP-1292
4. Truro Vineyards of Cape Cod Farmer Distillery; ABCC # 00037-PP-1292
5. FarmMaid Foods-on premise, wine and malt; ABCC #04865-RS-1292

All Liquor Liability copies of Certificate of Insurance and Certificates of Inspection as required by the Alcoholic Beverages Control Commission will be in compliance with the Town (pouring license only requirement) before issuance of the 2021 annual licenses as of December 31st.

IMPACT IF NOT APPROVED: The Annual Alcohol License holders will not be issued an alcohol license for 2021.

SUGGESTED ACTION: *MOTION TO approve and electronically sign the 2021 annual alcohol licenses for issuance and applications for submittal to the Alcohol Beverages Control Commission for Truro Vineyards of Cape Cod, Montano's Restaurant, Pamet Valley Package and Chequessett Chocolate upon completion of all required documents submitted to the Town.*

ATTACHMENTS:

1. Chief of Police Approval Memo
2. 2021 Annual Alcohol ABCC Applications-signed by business owners



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

MEMO

To: Chief Jaime Calise, Truro Police Department
From: Nicole Tudor, Executive Assistant
Date: September 23, 2020
Re: 2021 Annual Liquor License Renewals for Review

Below please find 5 Annual Truro alcohol licensees seeking renewal of their 2021 alcohol licenses. Please advise on any concerns or comments on these renewals for the Select Board approval at a future meeting. Thank you.

2021 Annual Alcohol License Renewal applicants:

1. Baddocs, Inc., dba **Montano's Restaurant**, 481 Route 6, Robert C. Montano, Manager
 License #00019-RS-1292 (ABCC) Class: Annual Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations Reason for Denial
 Comments: _____

2. FarmMaid Foods, Inc dba **Chequesett Chocolate**, 8 Highland Rd, Katherine Reed, Manager
 License # 04865-RS-1292 (ABCC) Class: Annual Type of License: Restaurant Category: Wines and Malt

Approved/No Issues or Violations Reasons for Denial
 Comments: _____

3. **Pamet Valley Package, Inc.**, 172 Route 6, John Gainey, Manager
 License #00009-PK-1292 (ABCC) Class: Annual Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations Reason for Denial
 Comments: _____

4. **Truro Vineyards of Cape Cod, LLC.** dba Truro Vineyards of Cape Cod, 11 Shore Rd, David J. Roberts, Manager License #00035-PP-1292 (ABCC) Class: Annual Type of License: Farmer Winery Pouring Permit Category: Wines Only

Approved/No Issues or Violations Reasons for Denial
Comments: _____

5. **Truro Vineyards of Cape Cod, LLC.**, dba Truro Vineyards, 11 Shore Rd, David Roberts, Manager License #00037-PP-1292 (ABCC) Class: Annual Type of License: Farmer Distillery Pouring Permit Category: All Alcohol

Approved/No Issues or Violations Reasons for Denial
Comments: _____

POLICE DEPARTMENT APPROVAL

Date: 9/23/2020

Signature: 
Chief of Police



Jean M. Lorizio, Esq.
Commission Chairman

Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358

2021
Retail License Renewal

License Number: 00009-PK-1292

Municipality: TRURO

License Name : Pamet Valley Package Inc

License Class: Annual

DBA : Pamet Valley Package Inc

License Type: Package Store

Premise Address: 172 Route 6 Truro, MA 02666

License Category: All Alcoholic Beverages

Manager: John Gainey

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Signature

9/18/20

Date

JOHN GAINAY

Printed Name

OWNER

Title

Additional Information:



Jean M. Lorizio, Esq.
Commission Chairman

**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2021
Retail License Renewal**

License Number: 04865-RS-1292

Municipality: TRURO

License Name : FARMMAID FOODS INC.

License Class: Annual

DBA : Chequessett Chocolate

License Type: Restaurant

Premise Address: 8 Highland Road Truro, MA 02652

License Category: Wines and Malt

Manager: Katherine Reed

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).

Katherine Reed
Signature

9/16/20
Date

Katherine Reed
Printed Name

CEO
Title

Additional Information:

[Empty box for additional information]



Jean M. Lorizio, Esq.
Commission Chairman


**Commonwealth Of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150-2358**

**2021
Retail License Renewal**

License Number: 00019-RS-1292	Municipality: TRURO
License Name : Baddocs Inc	License Class: Annual
DBA : Montanos Restaurant	License Type: Restaurant
Premise Address: 481 Rte 6 Truro, MA 02657	License Category: All Alcoholic Beverages
Manager: Robert C Montano	

I hereby certify and swear under penalties of perjury that:

1. I am authorized to sign this renewal pursuant to M.G.L. Chapter 138;
2. The renewed license is of the same class, type, category as listed above;
3. The licensee has complied with all laws of the Commonwealth relating to taxes; and
4. The premises are now open for business (if not, explain below).



 Signature
 ROBERT C. MONTANO

 Printed Name

9/11/2020

 Date
 OWNER

 Title

Additional Information:



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: October 27, 2020

ITEM: Approval of the 2021 Alcohol Beverages Control Commission Annual Renewal Certification

EXPLANATION: In addition to the annual licenses, the Select Board, in their capacity as the Local Licensing Authority, must approve and sign the renewal certification. No Annual Alcohol licensee failed to renew for 2021. This form is a part of the 2021 ABCC annual renewal package and also certifies that all annual alcohol license holder businesses will be occupied as of January 1, 2021.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Annual Alcohol License holders will not be issued an alcohol license for 2021 as per the ABCC requirements for renewals.

SUGGESTED ACTION: *MOTION TO approve and electronically sign the 2021 Annual Alcohol Beverages Control Commission Renewal Certification.*

ATTACHMENTS:

1. Annual Alcohol Beverages Control Commission Renewal Certification 2021

RETAIL LIQUOR LICENSE RENEWAL APPLICATION GUIDELINES

Without exception, all annual alcoholic beverages licensees are required to renew their alcoholic beverages license by **November 30th** of each year.

All retail license renewal applications must be signed by an authorized corporate officer, individual or partner and filed with the Local Licensing Authority between November 1st and November 30th. Licensees who are in the process of transferring their licenses are required to file the renewal application until the transfer has occurred and they are no longer the licensee of record.

Licensees are responsible for correcting any differences between their files and the ABCC license file on the renewal application in red ink. An LLA Certification Form / Form 43 verifying these changes have been ABCC approved must be attached to the license renewal application in order to change the official ABCC license file. Please mail those corrections along with the renewal packet to the ABCC.

All on-premises M.G.L. c. 138, §12 licensees must provide proof of the required liquor liability insurance and a copy of the required Fire Safety Inspection Certificate to the Local Licensing Authorities. Please do not forward the Fire Safety Certificates or insurance certificate to the ABCC. You should keep these forms for your records.

Please mail the completed below form, all completed renewal certificate forms, and any corrective forms to the ABCC no later than January 15th, 2021.

ABCC
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

Any renewal application not signed and filed by November 30th will be treated as a **New License.**

If renewal application becomes a new license for failure to meet the November 30th signing deadline, it will be subject to all the procedures set forth under Chapter 138, §15A.

ANY QUESTIONS REGARDING THE ABOVE GUIDELINES SHOULD BE DIRECTED TO HURSHEL LANGHAM AT EXT. 719 or SABRINA LUC AT EXT. 721

Ralph Sacramone, Executive Director

RENEWAL CERTIFICATION 2021

CITY/TOWN:

A. LICENSEES WHO FAILED TO RENEW FOR 2021:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
<input type="text" value="N/A"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2021:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
<input type="text" value="N/A"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

We hereby certify that the premises described in the 2021 renewal applications for the above mentioned municipality are now occupied, used or controlled by the licensee and will be on January 1, 2021. The 2021 Renewal Applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities

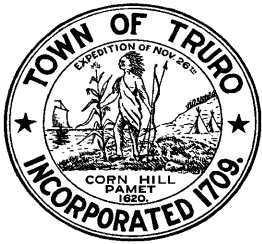
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

A. LICENSEES WHO FAILED TO RENEW FOR 2021:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
N/A	

B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2021:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
N/A	



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 27, 2020

ITEM: Curb Cut Application for 402 and 408 Shore Road

EXPLANATION: Applicant has submitted a curb cut application for 402 Shore Road for new off-street parking area for single-family house and has submitted a curb cut application for 408 Shore Road for new off-street parking area for a house under construction.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will need to reapply for curb cut with amendments recommended by Select Board for approval.

SUGGESTED ACTION: *Motion to Approve the Curb Cut for 402 and 408 Shore Road and Authorize the Chair to Sign.*

ATTACHMENTS:

1. Curb Cut Application
2. Design Construction
3. Curb Cut Architect Plans

EXHIBIT 1

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

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

Date: 9.11.20

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

RCVD 2020SEP11 PM112
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Name(s): KEVIN SHEA
Address: 357 HARVARD ST
CAMBRIDGE MA 02138 TEL 617 452 7370

Curb Cut Street Location: 402 SHORE ROAD

Affected Town or State road: RT 6A

Truro Assessor's Map Number: 10 Parcel Number: 22

Name of contractor: NORTHEAST CONSTRUCTION

Reason/explanation: NEW OFF STREET PARKING AREA.
FOR SINGLE FAMILY HOUSE BID PERMIT # 19-174

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

Applicant's Signature: [Signature]

Owner's Signature (if different): [Signature] Date: 9.11.20

Owner's Address (if different): _____

Director, Department of Public Works Preliminary Approval:

Approved Disapproved Not Applicable

Director, Department of Public Works

9-14-2020
Date

Chief of Police Approval:

Approved Disapproved Not applicable

Chief of Police

9-14-2020
Date

Board of Selectmen Approval:

Approved Disapproved

Chairman, Board of Selectmen

Date

Planning Board Approval (if required):

Approved Disapproved Not Applicable

Chairman, Planning Board

Date

Building Commissioner Approval:

Approved Disapproved

Building Permit Number _____

Building Commissioner

Date

Mass Highway Referral (if required):

Date Forwarded _____

Signature

Director, Department of Public Works Declaration of Compliance:

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

Director, Department of Public Works

Date

Building Commissioner Final Approval:

Approved Disapproved

Certificate of Occupancy _____

Building Commissioner

Date

DESIGN AND CONSTRUCTION GUIDELINES AND STANDARDS

DIVISION 32 • EXTERIOR IMPROVEMENTS

32 12 001 • ASPHALT PAVING

Crown no higher than berm
for plowing snow.
Top course
Binder course
Gravel

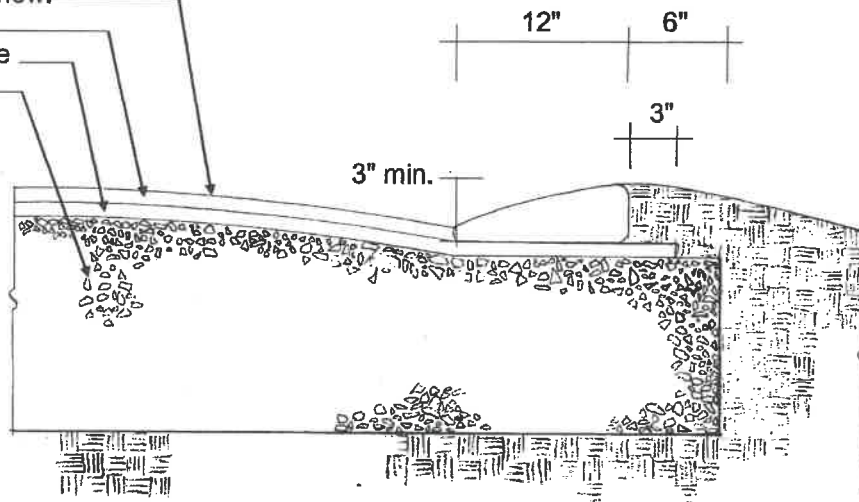
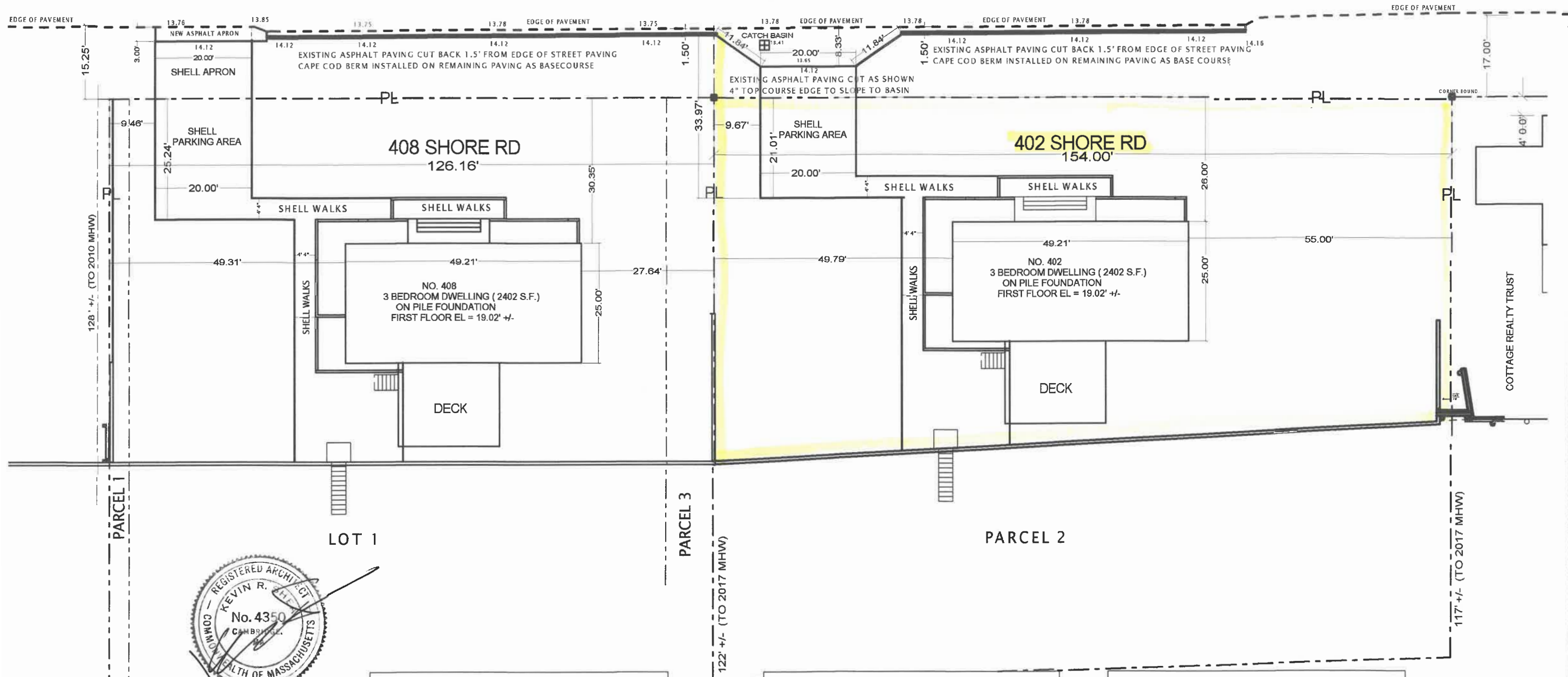


Figure 1

32 12 001 • PAVING

**ASPHALT CURB
(CAPE COD BERM)**

SHORE RD (ROUTE 6A) A TOWN WAY 50 FT. WIDE



408 & 402 SHORE ROAD
 CURB CUTS
 ASPHALT CURBING
 OFF STREET PARKING
 1" = 10' 20"
 KEVIN R SHEA, ARCHITECT
 Tel: 617 413 7370
 kevin Shea356@gmail.com

408 SHORE ROAD RELEVANT DATA

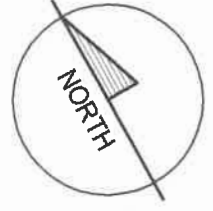
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 BY WILLIAM N. ROGERS II, PE, RLS, NOVEMBER 2017
3. CONSERVATION COMMISSION ORDER OF CONDITIONS:
 MASS DEP FILE SE# 075-0998
 BOOK 31663 PG 136 (11/14/2018)
4. BUILDING PERMIT # 18-369 (10/18/2018)

402 SHORE ROAD RELEVANT DATA

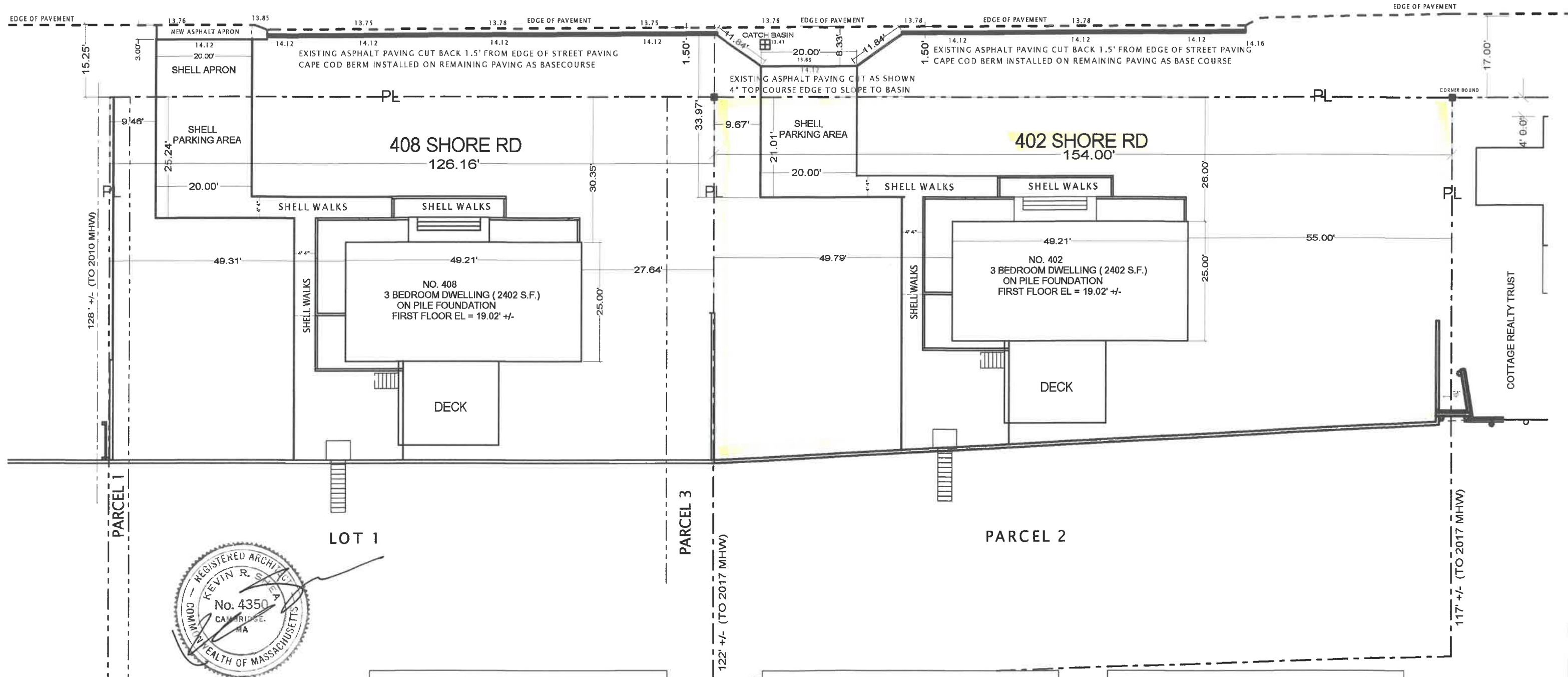
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CAPE COD BITUMINOUS CONCRETE BERMS SHALL BE
 CONSTRUCTED MONOLITHICALLY WITH THE
 BITUMINOUS BINDER AND TOP COURSES.
 BERMS SHALL BE ONE FOOT IN WIDTH. THE BERM
 SHALL BE EVEN WITH THE GUTTER ON THE ROAD
 SIDE AND FOUR INCHES HIGHER THAN THE
 GUTTER ON THE SHOULDER SIDE OF THE BERM.

EXISTING ROADWAY EXISTING PAVING TO CUT



SHORE RD (ROUTE 6A) A TOWN WAY 50 FT. WIDE



408 & 402 SHORE ROAD
CURB CUTS
ASPHALT CURBING
OFF STREET PARKING
 1" = 10'
KEVIN R SHEA, ARCHITECT
 Tel: 617 413 7370
 kevin Shea356@gmail.com

408 SHORE ROAD RELAVENT DATA

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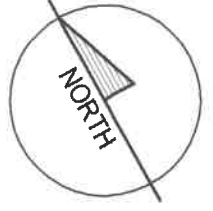
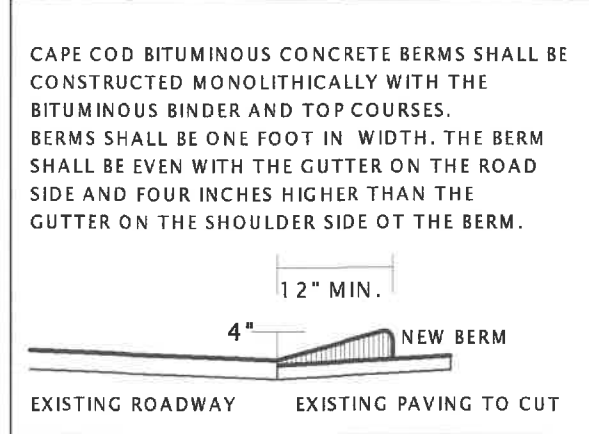


EXHIBIT 1

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

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

Date: 9.11.20

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

Re: **APPLICATION FOR A CURB CUT**

RCVD 2020SEP11 09:11:12
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Dear Board Members:

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

Name(s): KEVIN SHEA
Address: 357 HARVARD ST. TEL: 617 413 7310
CAMBRIDGE MA 02138

Curb Cut Street Location: 408 SHORE ROAD

Affected Town or State road: RTE 6A

Truro Assessor's Map Number: 10 Parcel Number: 44

Name of contractor: NORTHEAST CONSTRUCTION

Reason/explanation: NEW OFF STREET PARKING AREA
FOR HOUSE UNDER CONSTRUCTION BLDG PERMIT 18-369

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

Applicant's Signature: 

Owner's Signature (if different): _____ Date: 9.11.20

Owner's Address (if different): _____

Director, Department of Public Works Preliminary Approval:

Approved Disapproved Not Applicable

Director, Department of Public Works

Date

9-14-2020

Chief of Police Approval:

Approved Disapproved Not applicable

Chief of Police

Date

9-14-2020

Board of Selectmen Approval:

Approved Disapproved

Chairman, Board of Selectmen

Date

Planning Board Approval (if required):

Approved Disapproved Not Applicable

Chairman, Planning Board

Date

Building Commissioner Approval:

Approved Disapproved

Building Permit Number _____

Building Commissioner

Date

Mass Highway Referral (if required):

Date Forwarded _____

Signature

Director, Department of Public Works Declaration of Compliance:

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

Director, Department of Public Works

Date

Building Commissioner Final Approval:

Approved Disapproved

Certificate of Occupancy _____

Building Commissioner

Date

DESIGN AND CONSTRUCTION GUIDELINES AND STANDARDS

DIVISION 32 • EXTERIOR IMPROVEMENTS

32 12 001 • ASPHALT PAVING

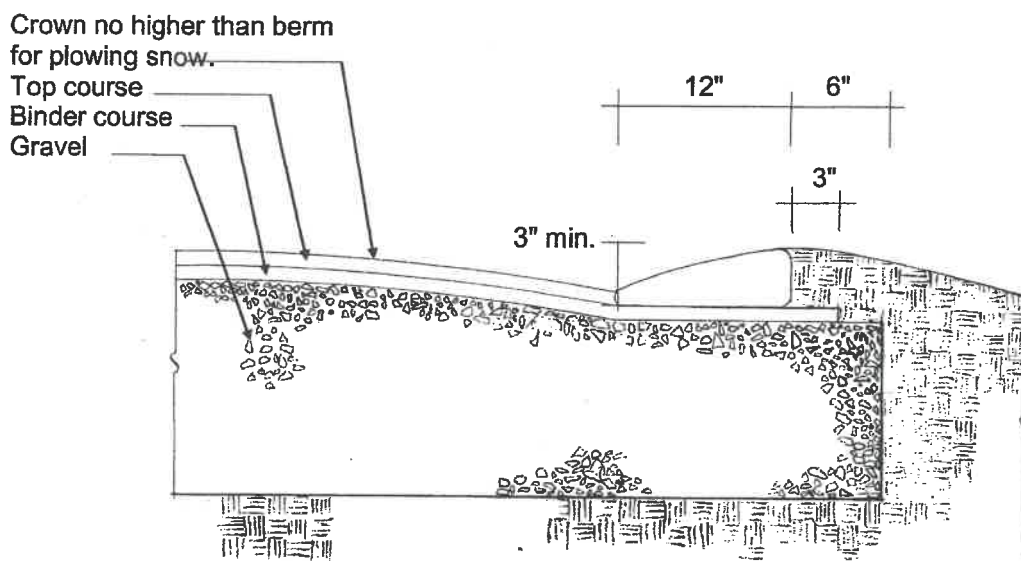
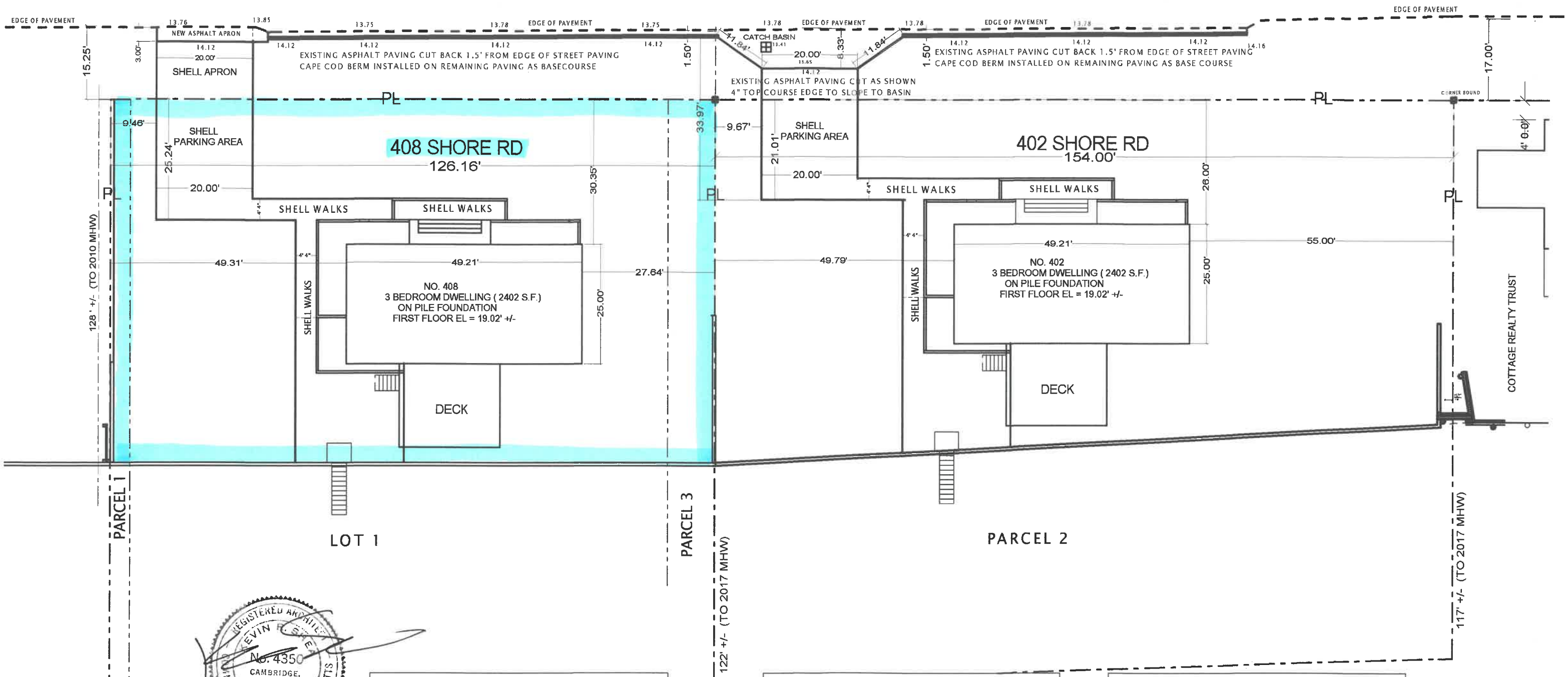


Figure 1

32 12 001 • PAVING

**ASPHALT CURB
(CAPE COD BERM)**

SHORE RD (ROUTE 6A) A TOWN WAY 50 FT. WIDE



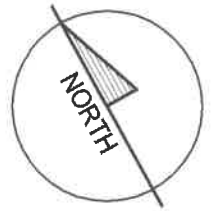
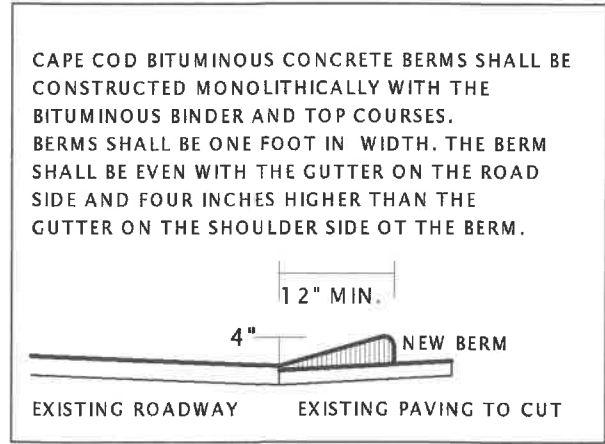
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CURB CUTS
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Tel: 617 413 7370
kevinshea356@gmail.com

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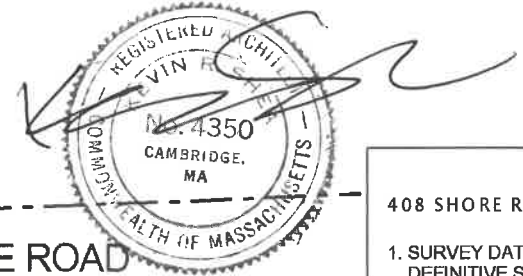
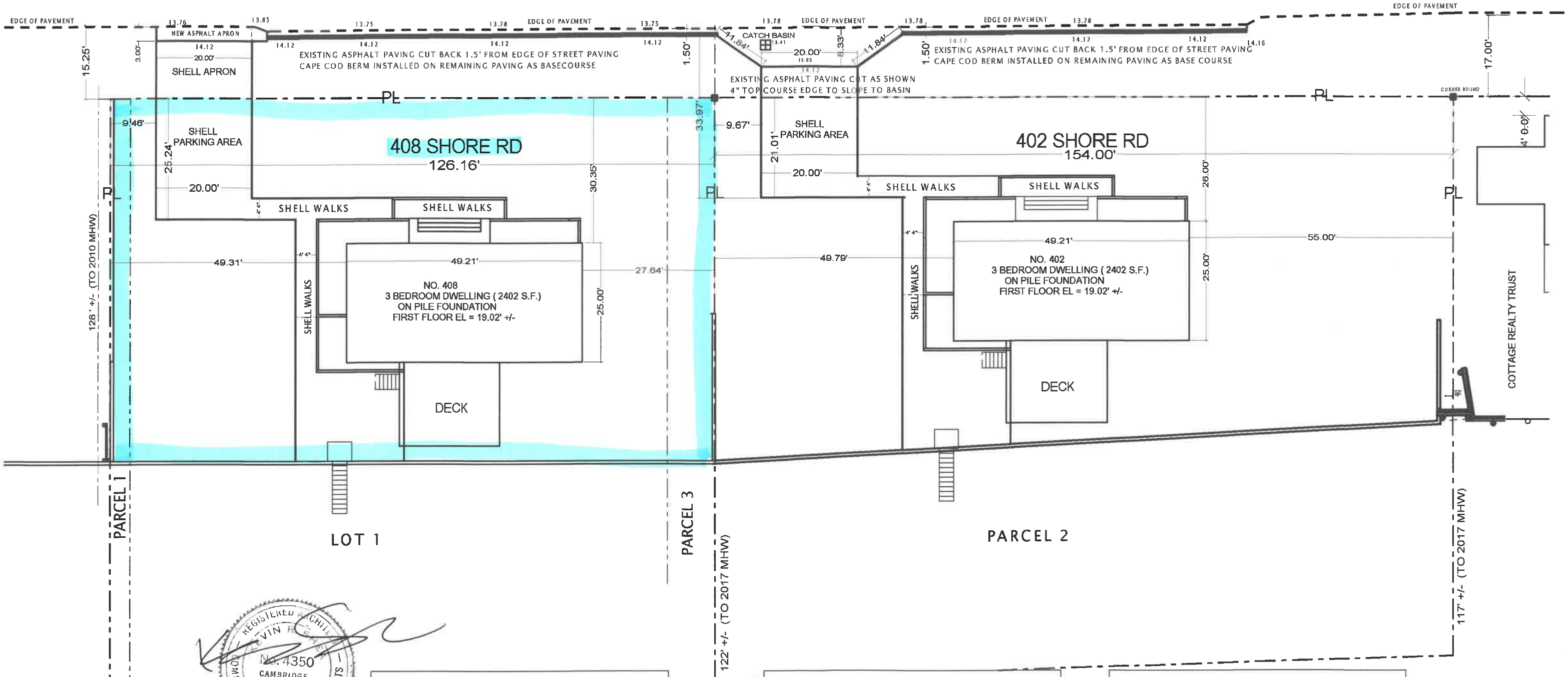
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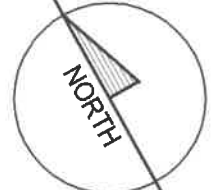
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 BITUMINOUS BINDER AND TOP COURSES.
 BERMS SHALL BE ONE FOOT IN WIDTH. THE BERM
 SHALL BE EVEN WITH THE GUTTER ON THE ROAD
 SIDE AND FOUR INCHES HIGHER THAN THE
 GUTTER ON THE SHOULDER SIDE OF THE BERM.





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Jamie Calise, Acting Town Manager

REQUESTED MEETING DATE: October 27, 2020

ITEM: Authorization for Jamie Calise, Acting Town Manager, to Sign on behalf of Truro for the Cape Light Compact Request for Proposals for Municipal Power Supply

EXPLANATION: The current municipal power supply contract term ends with July 2021 meter reads, and due to the FY2021 budget season approaching, the Cape Light Compact is looking to lock in the FY21+ power supply pricing this fall through an RFP.

The Compact will be soliciting pricing proposals for retail power supply for a term to last 12 to 36 months. If Truro would like participate in the municipal power supply RFP, the Cape Light Compact will need to issue the RFP. The attached Authorization Letter is for the Acting Town Manager to sign allowing Cape Light Compact JPE to issue an RFP on behalf of Truro for All-Requirement Retail Electrical Power Supply for Municipal Government Rate Accounts and to evaluate and execute the contract authorizing the Cape Light Compact to act as Truro's Agent. A Proxy Authorization Letter will be prepared for a subsequent Board meeting to authorize the Cape Light Compact to execute the power supply contract on our behalf.

FINANCIAL SOURCE (IF APPLICABLE): General Fund Budget

IMPACT IF NOT APPROVED: Truro will not participate in the Cape Light Compact Municipal Power Supply RFP.

SUGGESTED ACTION: MOTION To *Authorize the Acting Town Manager, Jamie Calise, to sign the Cape Light Compact JPE Agent Authorization Letter.*

ATTACHMENTS:

1. Agent Authorization letter-Cape Light Compact Issue RFP



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

October 28, 2020

Dear Margaret T. Downey:

The Town of Truro (“Participant”) has indicated an interest in participating in the Cape Light Compact JPE Request for Proposals for All-Requirements Retail Electric Power Supply for Municipal/Government Rate Accounts (the “RFP”). The RFP will be issued by the Cape Light Compact JPE (“Compact”) on behalf of participating Compact members and other governmental entities with municipal and governmental accounts located within the Compact’s member municipalities. Issuance of the RFP is a power supply procurement activity authorized by the Compact’s First Amended and Restated Joint Powers Agreement dated as of December 13, 2017 (the “JPA”).

By signing this letter, Participant hereby authorizes the Compact, through its Administrator and Chief Procurement Officer, effective as of October 27, 2020, to act as agent on its behalf in issuing the RFP, reviewing proposals from bidders, negotiating the form of municipal competitive electric supply agreement (“MCESA”) with bidders, evaluating, with assistance from expert consultants and legal counsel, the proposals and terms of the modified MCESA, recommending a contract award, notifying the winning bidder on behalf of participants in the RFP and taking other actions which are convenient or reasonably necessary in carrying out the foregoing tasks. The Participant has designated the accounts set forth in Attachment A to be included in this authorization. This letter agreement does not constitute a binding obligation of any kind by the Participant or the Compact to award a contract to a competitive supplier if the bids, in the Compact’s judgment, are not favorable or in the best interest of the Participant and other participants taking part in the RFP, nor does it obligate the Participant to execute an MCESA. Participant understands that if it elects to execute the MCESA recommended by the Compact, or provides the Compact the right to execute the MCESA on its behalf via a separate authorization, the MCESA will have a term anywhere from 12 months to 36 months, will have pricing fixed for each contract year and will commit the Participant to purchase all of the generation for the electricity accounts it designates for participation in the RFP from the chosen competitive supplier for such term, without any right to opt-out during such term.

This letter may be executed in counterparts, each of which, when executed, will be deemed to be an original, but all of which together will constitute one and the same instrument. The parties agree that a scanned or electronically reproduced copy or image of this letter bearing the signatures of the parties hereto will be deemed an

original.

AGREED AND ACCEPTED THIS 27 DAY OF OCTOBER, 2020 BY ITS DULY
AUTHORIZED OFFICER:

Jamie M. Calise
Town of Truro

By: _____
Name: _____
Title: _____

**TOWN OF TRURO
SELECT BOARD SPECIAL MEETING MINUTES
September 15, 2020 at 9:00am
Remote Meeting Via GoToMeeting**

Select Board Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Stephanie Rein, Member-Jan Worthington

Select Board Members Absent: None

Others Present: Town Manager-Rae Ann Palmer, Assistant Town Manager-Kelly Sullivan Clark, David Jenkins, Bernie Lynch, Anne Greenbaum, K.C. Meyers

Chair Weinstein called the meeting to order at 9:00am. Assistant Town Manager Clark read off the 800 number and access code for people to join, view, or provide comment during the meeting.

Presentation of Town Manager Candidate

Mr. Lynch explained that this candidate was part of the finalists that the Screening Committee brought to the Select Board. Circumstances at that time (roughly six weeks ago) required he withdraw. After the breakdown in negotiations with the prior Town Manager candidate, he reached out to this person to see if there was any interest in putting his hat back in the ring, and he was still interested. The candidate's name is Darrin Tangeman, and he's currently the City Manager of Woodland Park, Colorado. He has been there for approximately two years. Prior to that, he was the Chief Administrative Officer in Pueblo West, Colorado for just over three years. Before that, he had twenty-two years' experience in the military. When Mr. Tangeman left the military in 2015, he was a U.S. Army, Special Forces Green Beret, and served in Iraq, Germany, Central Africa, and a number of assignments here in the U.S.

Mr. Tangeman has extensive education including;

- B.S. from the University of Kansas in Psychology
- Master of Science in Defense Analysis from the Naval Postgraduate School in Monterey, CA
- Master of Public Administration from the University of Colorado, Denver
- Master of Business Administration from the University of Kansas
- Certificate from Dartmouth School of Business
- Certificate from the Kennedy School at Harvard in the Senior Executive State and Local Government program

In addition to his education, he was also a co-founder of the International City and County Management Association program for Veterans in local government, a cause he is very committed to. Mr. Lynch would like to set up a staff meeting for this Thursday, a community forum, and an interview with the Board.

Discussion of Interview Schedule

Member Reed wanted to be sure that the Select Board would be asking the same questions they asked the other candidates. Mr. Lynch recommended that they do that. They have a process and should stick to it. Member Rein asked if there would be one or two questions tailored to this candidate, as was done with the prior candidates. Mr. Lynch stated that he would work on customizing some questions based on what came out of the forums.

After discussion, the plan was for the following;

- Thursday, September 17th at 9:00am for the Staff Meeting/Meet and Greet
- Friday, September 18th at 4:00pm for the Public Forum
- Monday, September 21st at either 9:00am or 7:00pm for interview with the Select Board

Town Manager Palmer stated a separate meeting would be posted for deliberation and a potential Executive Session for Tuesday, September 22nd. Town Counsel David Jenkins is available Tuesday as well.

Member Worthington would like to add a discussion about the Town Hall bells onto the next Select Board agenda.

**Member Areson made a motion to adjourn at 9:28am.
Member Reed seconded.
So voted; 5-0-0, motion carries.**

Respectfully Submitted,

Noelle L. Scoullar

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

DRAFT