



# Truro Select Board

Tuesday, November 17th, 2020

**Executive Session-5:00pm**

**Regular Meeting-5:30pm**

## EXECUTIVE SESSION:

1. *Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 1 to discuss the reputation, character, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual; and not reconvene in open session, unless the individual involved requests that the session be open.*

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-568-4106 and enter the following access code when prompted: 346-437-245 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/346437245>.** 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](mailto: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. Discussion on Consolidating School Maintenance Services Between the Department of Public Works and Truro Central School  
Presenter: Jarrod Cabral, Department of Public Works Director and Mike Gradone, School Superintendent
- B. Continued Discussion on Vacancy List for Boards Committees/Commissions  
Presenter: Kristen Reed, Vice-Chair and Susan Areson, Clerk

## 6. **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  1. *None*
- B. Review and Appoint Michael Kaelberer to the Truro Board of Registrars
- C. Review and Approve 2021 Annual Business Licenses: Montano's Restaurant (Common Victualer)
- D. Review and Appoint Mary-Elizabeth Briscoe (COA Director) as Alternate to the Cape Cod Regional Transit Authority
- E. Review and Approve Select Board Minutes: September 8, 2020 and September 22, 2020 (Regular and Deliberation)

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



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Department of Public Works

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

**REQUESTED MEETING DATE:** November 17, 2020

**ITEM:** Proposal for DPW Facility Management for Truro Center School

**EXPLANATION:** Attached for the Board's review is a proposal outlining how the Public Works Department will be able to assist and collaborate with School Administration to effectively maintain the School facility and grounds. DPW Director Cabral has worked closely with Truro Central School Administration in past years with various projects, including mechanical projects and maintenance scheduling. Since the beginning of the pandemic, DPW Director Cabral began providing custodial and re-opening guidance to the School in the absence of their Facilities Manager.

After a successful school-reopening, and working closely with School Administration Officials, a proposal was created to permanently redefine the facilities management relationship between the School and the Town. Truro Central School will benefit from the expertise and oversight of the Public Works Department and DPW Director Cabral will be able to effectively request, budget, and manage the School's facilities, providing a more cohesive relationship between staff, projects, bidding, and budgeting.

**FINANCIAL SOURCE (IF APPLICABLE):** Annual Operational Budget - School and DPW

**IMPACT IF NOT APPROVED:** School would need to budget and outsource portions of facility management.

**SUGGESTED ACTION:** *MOVE TO direct the Acting Town Manager and/or Town Manager to*

*engage the School Committee in the discussion of the Public Works Department's management of Truro Central School facilities, and, if required, to update job descriptions and enter into negotiations with AFSCME and non-union personnel related to this matter.*

**ATTACHMENTS:**

1. Proposal



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## Proposal

**To:** Michael Gradone, School Superintendent  
 Stephanie Costigan, Assistant Superintendent & Acting Principal  
 Jamie Calise, Interim Town Manager

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

**Date:** October 29, 2020

**Subject:** Truro Central School

In response to your inquiry regarding the DPW managing the School facility and grounds, I have prepared the following proposal for your review. Provided below is a breakdown for scope of work, and immediate action followed by implementation.

### Phase I. Scope of work & Immediate action:

- Kickoff meeting with School leadership to establish clear line of communication and expectations. Establish short term, and long-term facility needs as it relates to the annual operating budget and capital budget. Please note the DPW has commitments to the Truro Emergency Management Team and must act as first responders so these efforts may supersede any other activities.
- Interview custodial staff to review existing schedule regarding means and method of cleaning routine and management of the facility's mechanical components, as well as to determine annual, semi-annual and quarterly activity.
- Meet with custodial staff members individually to review work expectations, and conduct.
- Submit final report with recommendations to School Leadership.

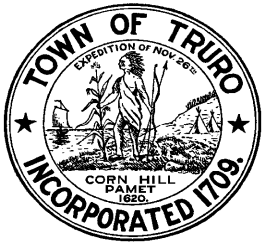
### Phase II. Implementation:

- Initiate agreed upon recommendations including but not limited to the following:
  - a. Establish on-site schedule and off-site availability of DPW Director and other key DPW staff.
  - b. Establish paperless work order system, monitored by DPW and School staff.
  - c. Customize facility database to track short term and long-term maintenance components.
  - d. Install CDC recommended cleaning logbook to be annotated daily by custodians.
  - e. Establish daily building and grounds circle checks to be completed by School Head Custodian. Mechanical components are included; a checklist will be provided.
  - f. Schedule regular DPW grounds maintenance for school vacations during the school year, springtime mowing will be scheduled to not interfere with school events.
  - g. DPW staff will complete a quality assurance check of building and grounds weekly.
  - h. Facility will be sanitized on the weekends by DPW staff during school year.
  - i. Create new custodian tasks as needed/recommended, and schedule accordingly.
  - j. Identify tasks that require sub-contracting and create a plan associated with each sub-contractor, outlining schedules, points of contacts, regular tasks, etc.
  - k. Complete informal personnel feedback sessions quarterly with custodial staff. In addition, yearly formal personnel reviews will also be completed by DPW.

### Phase III. Reports & Budget Development

- Collect and submit quotes, purchase orders and invoices in accordance with School procedure.
- Provide by-weekly report to School leadership, followed by an annual report prior to end of the calendar year.
- Collaborate with School leadership to develop annual operations budget and capital budget.

Sincerely,  
Jarrod J. Cabral  
Director  
Department of Public Works



# TOWN OF TRURO

## Select Board Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Select Board

**REQUESTOR:** Robert Weinstein, Chair

**REQUESTED MEETING DATE:** November 17, 2020

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

**EXPLANATION:** The Select Board continues their discussion on recruitment for vacancies of Boards/Committees/and Commissions and an informational pamphlet to assist in attracting Truro citizens to serve, and for appointed Board/Committee/Commission Members.

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

**SUGGESTED ACTION:** Discussion

**ATTACHMENTS:**

1. Recruitment Note to Chairs
2. Board/Committee/Commission List

## Agenda Item: 5B1

To: Board and committee chairs  
From: Truro Select Board  
Re: Recruiting members

The board wants to encourage volunteers to fill numerous vacancies on boards and commissions. We want to provide applicants with a short synopsis of the work involved and time requirements for each board. We'd like your help.

Some of the committee charges, which board liaisons are working to update, are lengthy and lacking some specifics that might help encourage someone to volunteer.

Can you please provide for us the following information by (suggest) Dec. 10, 2020:

### **Board/Committee name**

Elected/appointed by

Members:

Vacancies:

Meets:

Meeting length:

Work required between meetings:

Mission:

Skills or knowledge required:

Town-issued email?:

As an example:

### **Bike and Walkways Committee**

Appointed by Select Board

Members: 5 regular, 2 alternate

Vacancies: 2 alternates

Meets: Monthly (Third Monday, 6 p.m.)

Meeting length: About one hour

Work required between meetings: 30-60 min., depending on projects in the works

Mission: To provide safe areas and routes for biking and walking within Truro. The committee works with the Cape Cod National Seashore, which has established bicycle and walking trails in the town.

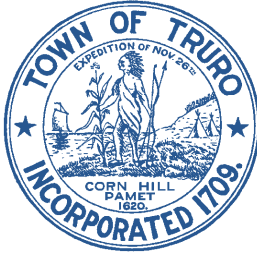
Skills or knowledge required: Interest in biking and walking.

Town-issued email?: NO



# Agenda Item: 5B2

TOWN OF TRURO ELECTED/APPOINTED BOARD & COMMITTEE OPENINGS							
Board/Commission/Committee	Select Board liaison	Chair	Elected Appointed	Term	Members # alternates*	# vacancies	Meetings
Agricultural Commission			A	3	3 + 1	3 + 1	As needed
Beach Commission	Jan Worthington / jworthington@truro-ma.gov	Eliza Harned	A	3	5		As needed
Bike & Walkways	Susan Areson / sareson@truro-ma.gov	Susan Roderick	A	3	5 + 2	0 + 2	Monthly
Board of Assessors		Bruce Boleyn	A	3	3		As needed
Board of Health	Susan Areson / sareson@truro-ma.gov	Tracey Rose	A	3	5 + 1		Twice a month
Cable & Internet Advisory	Kristen Reed / kreed@truro-ma.gov	Mary Abt	A	3	5	2	As needed
Cemetery Commission	Stephanie Rein / srein@truro-ma.gov	Robert Masson	E	3	3	1	Monthly
Charter Review Committee	Kristen Reed / kreed@truro-ma.gov	Robert Panessiti	A	3	7	1	As needed
Climate Action Committee	Stephanie Rein / srein@truro-ma.gov	Carol Harris / ClimateAction@truro-ma.gov	A	3	5 + 1	2 + 1	Twice a month
Commission on Disabilities	Stephanie Rein / srein@truro-ma.gov	Susan Howe	A	3	5		As needed
Community Preservation Committee	Bob Weinstein / rweinstein@truro-ma.gov	Mary Rose	A	3	9	1	As needed
Concert Committee		Patricia Wheeler	A	3	9	2	As needed
Conservation Commission	Stephanie Rein / srein@truro-ma.gov	Jack McMahon	A	3	7		Monthly
Council on Aging	Jan Worthington / jworthington@truro-ma.gov	Ronald Boyles	A	3	8 + 1	3 + 1	Monthly
Cultural Council	Kristen Reed / kreed@truro-ma.gov	Angela Galmari	A	3	6 + 2	2 + 0	As needed
Energy Committee	Bob Weinstein / rweinstein@truro-ma.gov	Brian Boyle	A	3	6 + 2	0 + 2	As needed
Finance Committee	Susan Areson / sareson@truro-ma.gov	Robert Panessiti	A	3	5		As needed
Historical Commission	Susan Areson / sareson@truro-ma.gov	Matthew Kiefer	A	3	7		As needed
Housing Authority	Kristen Reed / kreed@truro-ma.gov	Kevin Grunwold	E	3	5		As needed
Human Services Committee	Kristen Reed / kreed@truro-ma.gov	Martin Thomas	A	3	5		As needed
Library Trustees		Martha Magane	E	3	5		Monthly
Local Comprehensive Plan Committee	Susan Areson / sareson@truro-ma.gov	Chris Clark	A	3	7		Monthly
Open Space Committee	Susan Areson / sareson@truro-ma.gov	Nick Norman	A	3	5 ?	1	As needed
Pamet Harbor Commission	Jan Worthington / jworthington@truro-ma.gov		A	3	6 + 1	1 + 0	Monthly
Planning Board	Jan Worthington / jworthington@truro-ma.gov	Anne Greenbaum / agreenbaum@truro-ma.gov	E	5	7		Twice a month
Recreation Commission			A	3	5 + 1	5 + 1	As needed
Recycling Committee	Kristen Reed / kreed@truro-ma.gov		A	3	5 + 1	4 + 1	As needed
School Committee	Bob Weinstein / rweinstein@truro-ma.gov	Kenneth Oxtoby	E	3	5	1 (?)	Twice a month
Shellfish Advisory Committee	Bob Weinstein / rweinstein@truro-ma.gov	Scott Lindell	A	3	5 + 2		As needed
Taxation Aid Committee	Jan Worthington / jworthington@truro-ma.gov	Bruce Boleyn	A	3	5	1	As needed
Truro rep / County Human Rights Comm					1	1	
Water Resources Oversight Committee	Stephanie Rein / srein@truro-ma.gov		A	3	7	2	Monthly
Zoning Board of Appeals	Susan Areson / sareson@truro-ma.gov	Art Hultin / ahultin@truro-ma.gov	A	3	5 + 2		Monthly
Walsh Community Planning Committee			A				
			A				
* Alternates serve 1-year terms							
THANK YOU TO THE CITIZEN GROUP OneTruro FOR ITS WORK IN PREPARING THIS SPREADSHEET							
For information about board/committee work, contact the Select Board liaison or committee chair.							
To apply for a vacancy, submit the Application to serve form on the town website:							
<a href="https://www.truro-ma.gov/sites/truroma/files/uploads/application_to_serve_form.pdf">https:// www.truro-ma.gov/sites/truroma/files/uploads/application_to_serve_form.pdf</a>							



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 6. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

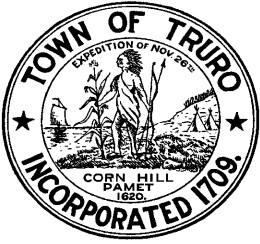
*1. None*

B. Review and Appoint Michael Kaelberer to the Truro Board of Registrars

C. Review and Approve 2021 Annual Business Licenses: Montano's Restaurant (Common Victualer)

D. Review and Appoint Mary-Elizabeth Briscoe (COA Director) as Alternate to the Cape Cod Regional Transit Authority

E. Review and Approve Select Board Minutes: September 8, 2020 and September 22, 2020 (Regular and Deliberation)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** November 17, 2020

**ITEM:** Application to Serve; Michael Kaelberer to the Truro Board of Registrars

**EXPLANATION:** With the retirement of the Town Clerk, the Truro Board of Registrars needs an additional member. Michael Kaelberer has submitted his application to serve.

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

**IMPACT IF NOT APPROVED:** The Board of Registrars will continue to operate with only three of their possible four members.

**SUGGESTED ACTION:** *Motion to appoint Michael Kaelberer to the Truro Board of Registrars, for an unexpired term ending on March 31, 2021.*

**ATTACHMENTS:**

1. Application to Serve
2. 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

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

NAME: MICHAEL KALBERER HOME TELEPHONE: [REDACTED]

ADDRESS: 7 PINE RIDGE RD. WORK PHONE : [REDACTED]

MAILING ADDRESS: P.O. BOX 89, TRURO, MA E-MAIL: [REDACTED]

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

TRURO BOARD OF REGISTRARS

SPECIAL QUALIFICATIONS OR INTEREST: PRESENTLY EMPLOYED AS DPW OFFICE MANAGER; FORMER TOWN ACCOUNTANT (1988-1994). I'VE BEEN COUNTING ELECTION BALLOTS FOR THE PAST SIX YEARS.

COMMENTS: I'VE BEEN A YEAR-ROUND TRURO RESIDENT SINCE 1972, AND AM INTERESTED IN SERVING THE TOWN IN SOME FORM.

SIGNATURE: Michael Kalberer DATE: NOV. 6, 2020

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

Michael Kalberer would be an asset to the Board

SIGNATURE: Susan J. Joseph DATE: November 6<sup>th</sup> 2020

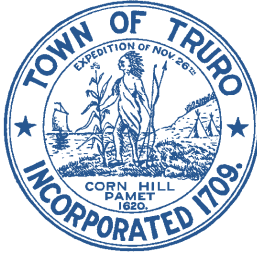
INTERVIEW DATE:        APPOINTMENT DATE (IF APPLICABLE):

# 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: **Registrar of Voters**

Committee/Commission/Board Member Name: **Michael Kaelberer**

Length of term: **Unexpired 3-Year term**

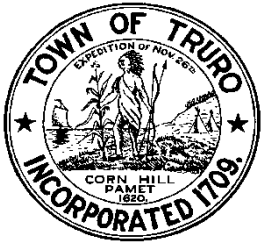
Chair's endorsement of reappointment

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

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** November 17, 2020

**ITEM:** Approval of 2021 Business Licenses (renewal)  
Common Victualler License- Montano's Restaurant

**EXPLANATION:** The Common Victualler License and Lodging License are under the authority of the Select Board as Local Licensing Authorities.

If you approve these licenses for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year and prior approval of the Food Service License by the Health Agent or Board of Health. The Food Service Licenses for Montano's were issued by the Health Agent. There were no reported issues with this establishment in 2020.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	<b>Common Victualler</b> (Cooking, Preparing and Serving food)	<b>Montano's Restaurant</b>

**IMPACT IF NOT APPROVED:** The applicant will not be issued their License to operate.

**SUGGESTED ACTION:** *MOTION TO approve the 2021 annual Common Victualler License for Montano's Restaurant upon compliance with all regulations and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Renewal Application for 2021: Montano's Restaurant

Smoke exp: 11/2/21

Consent Agenda Item: 6C1

HEALTH DEPARTMENT  
TOWN OF TRURO

OCT 19 2020

RECEIVED BY  
FS # 2021-02



**Town of Truro  
Board of Health**

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666  
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508  
Email: ebeebe@truro-ma.gov or adavis@truro-ma.gov

**APPLICATION FOR FOOD SERVICE – COMMON VICTUALER**

New  Renewal

**Section 1 – License Type**

Type of License:  Food Service  Common Victualer

**Type of Food Service Establishment:**

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast w/Continental Breakfast
- Catering
- Manufacturer of Ice Cream/Frozen Dessert
- Bakery

**Section 2 – Business/Owner/Manger Information**

Federal Employers Identification Number (FEIN/SS) [REDACTED]  
 Business Name: BADDOCS INC. D/b/a Montano's Restaurant  
 Owner Name: BOB Montano Email Address: [REDACTED]  
 Mailing Address: P.O. Box 718 North Truro, MA. 02652  
 Phone No: [REDACTED]

**Person Directly Responsible for Daily Operations: (Owner, Person In Charge, Supervisor, Manager)**

Name: SAME Email Address: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone No: \_\_\_\_\_ 24 Hour Emergency: \_\_\_\_\_

**Section 3 – Business Operation Details**

Number of Seats: Inside: 188 Outside: \_\_\_\_\_ Number of Employees: \_\_\_\_\_  
 Length of Permit:  Annual  Seasonal Operation  
 Hours of Operation: 4:30 To 10:00 p.m.  
 Days Closed Excluding Holidays: \_\_\_\_\_  
 If Seasonal: Approximate Dates of Operation: \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_

Certified Food Manager(s) (attach copy): (at least 1 full-time equivalent PER SHIFT required)

B. Montano & Zena Weber

Allergen Awareness Certification (attach copy):

B. Montano      ZENA WEBER

Has your menu changed from last year?  Yes  No

If yes please attach copy of menu or provide description of food to be prepared and sold:

**Section 4 - Attestation**

**Attestation**

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant:

*[Handwritten Signature]*

Date: 10/20/2020

\*\*\*\*\*

**Application Checklist:**

- Food Service Permit Application
- Smoke Detector/Fire Protection Certification
- Workers Compensation Affidavit/Certificate of Insurance
- Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- Copy of Service report of mechanical washing equipment (Dishwasher)
- Copy of ServSafe Certification and Allergy Awareness
- Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

**FOR HEALTH DEPARTMENT USE ONLY**

Comments: \_\_\_\_\_

Review by

*[Handwritten Signature]*

Date

11/5/2020





The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 1 Congress Street, Suite 100  
 Boston, MA 02114-2017  
 www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.  
 TO BE FILED WITH THE PERMITTING AUTHORITY.

HEALTH DEPARTMENT  
 TOWN OF TRURO

OCT 19 2020

RECEIVED BY

**Applicant Information**

Please Print Legibly

Business/Organization Name: Montano's RESTAURANT

Address: 481 Route 6

City/State/Zip: NO. Truro, MA- 02652 Phone # [REDACTED]

Are you an employer? Check the appropriate box:

- 1.  I am an employer with 10 employees (full and/or part-time).\*
- 2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
- 4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

- 5.  Retail
- 6.  Restaurant/Bar/Eating Establishment
- 7.  Office and/or Sales (incl. real estate, auto, etc.)
- 8.  Non-profit
- 9.  Entertainment
- 10.  Manufacturing
- 11.  Health Care
- 12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: CITIZENS INSURANCE

Insurer's Address: 440 Lincoln Street

City/State/Zip: Worcester, MA 01653

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 5/22/2021

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 10/16/2020

Phone #: [REDACTED]

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/09/2020

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

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

<b>PRODUCER</b> Oceanpoint Insurance Agency 500 West Main Rd Middletown RI 02842		<b>CONTACT NAME</b> Denise Batog <b>PHONE (A/C, No, Ext)</b> (401) 847-5200 <b>E-MAIL ADDRESS</b> dbatog@oceanpointins.com <b>FAX (A/C, No)</b> (401) 848-5071	
<b>INSURED</b> Baddoc, Inc dba Montano's PO Box 718 North Truro MA 02652		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A</b> Greater New York Ins Co. <b>INSURER B</b> Citizens Insurance of America <b>INSURER C</b> <b>INSURER D</b> <b>INSURER E</b> <b>INSURER F</b>	
		<b>NAIC #</b> 31534	

**COVERAGES**

CERTIFICATE NUMBER: CL2011913931


REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLA MS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPL ES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			[REDACTED]	09/01/2020	09/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV NJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			[REDACTED]	09/01/2020	09/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY NJURY (Per person) \$ BODILY NJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLA MS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPR ETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	[REDACTED]	05/22/2020	05/22/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACC DENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability			[REDACTED]	09/01/2020	09/01/2021	Aggregate Limit \$2,000,000 Each Common cause 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Town of Truro 24 Town Hall Road Truro MA 02666	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

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HEALTH DEPARTMENT  
TOWN OF TRURO

OCT 19 2020

RECEIVED BY

NOTICE  
TO  
EMPLOYEES



NOTICE  
TO  
EMPLOYEES

# The Commonwealth of Massachusetts

## DEPARTMENT OF INDUSTRIAL ACCIDENTS

1 Congress Street, Suite 100, Boston, Massachusetts 02114-2017

617-727-4900 - <http://www.state.ma.us/dia>

As required by Massachusetts General Law, Chapter 152, Sections 21, 22 & 30, this will give you notice that I (we) have provided for payment to our injured employees under the above-mentioned chapter by insuring with:

**CITIZENS INSURANCE COMPANY OF AMERICA**

NAME OF INSURANCE COMPANY

440 Lincoln Street, Worcester MA, 01653

ADDRESS OF INSURANCE COMPANY

WBE-A901414-04  
POLICY NUMBER

05/22/2020  
EFFECTIVE  
DATES

OCEANPOINT INS AGENCY, INC  
NAME OF INSURANCE AGENT

500 W MAIN RD  
ADDRESS

401-847-5200  
PHONE

BADDOCS INC  
EMPLOYER

PO BOX 718  
ADDRESS

EMPLOYER'S WORKERS' COMPENSATION OFFICER (IF ANY)

DATE

### MEDICAL TREATMENT

The above named insurer is required in cases of personal injuries arising out of and in the course of employment to furnish adequate and reasonable hospital and medical services in accordance with the provisions of the Worker's Compensation Act. A copy of the First Report of Injury must be given to the injured employee. The employee may select his or her own physician. The reasonable cost of the services provided by the treating physician will be paid by the insurer, if the treatment is necessary and reasonably connected to the work related injury. In cases requiring hospital attention, employees are hereby notified that the insurer has arranged for such attention at the

NAME OF HOSPITAL

ADDRESS

TO BE POSTED BY EMPLOYER



06

**WORKERS COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE POLICY  
WORKERS COMPENSATION RENEWAL INFORMATION PAGE  
RENEWAL OF WBE-A901414-03**

**CARRIER CODE NO. 11002**

Policy Number	From	Policy Period To	Coverage is Provided in the	Agency Code
[REDACTED]	05/22/2020	05/22/2021	CITIZENS INSURANCE COMPANY OF AMERICA	1500973

**ITEM 1. Named Insured and Address**  
BADDOCS INC  
PO BOX 718  
NORTH TRURO MA 02652

**Agent Telephone: 401-847-5200**  
OCEANPOINT INS AGENCY, INC  
500 W MAIN RD  
MIDDLETOWN, RI 02842

**Federal ID No. 043021643**

**Bureau File No. 000020933**

SEE ATTACHED SCHEDULE OF ADDITIONAL LOCATIONS FOR OTHER WORKPLACES NOT SHOWN ABOVE.  
IF APPLICABLE SEE CONTINUATION OF NAMED INSURED SCHEDULE.  
ENTITY OF INSURED - CORPORATION

**ITEM 2. POLICY PERIOD-** 05/22/20 TO 05/22/21 12:01 AM STANDARD TIME AT THE ADDRESS OF THE INSURED AS STATED HEREIN.

**ITEM 3A. PART ONE OF THIS POLICY APPLIES TO THE WORKERS' COMPENSATION LAW AND ANY OCCUPATIONAL DISEASE LAW OF EACH OF THE FOLLOWING STATES- MA.**

**B. PART TWO OF THIS POLICY APPLIES TO EMPLOYERS' LIABILITY INSURANCE FOR WORK IN EACH STATE LISTED IN ITEM 3A:**

BODILY INJURY BY ACCIDENT	\$100,000 EACH ACCIDENT
BODILY INJURY BY DISEASE	\$100,000 EACH EMPLOYEE
BODILY INJURY BY DISEASE	\$500,000 POLICY LIMIT

**C. PART THREE OF THIS POLICY APPLIES TO OTHER STATES INSURANCE FOR THE FOLLOWING STATES- ALL STATES EXCEPT ND, OH, WA, WY, AND THOSE STATES SPECIFICALLY NAMED IN ITEM 3A.**

**D. SEE ATTACHED SCHEDULE FOR LIST OF ENDORSEMENTS AND SCHEDULES FORMING PART OF THIS POLICY.**

**ITEM 4. THE PREMIUM FOR THIS POLICY WILL BE DETERMINED BY OUR MANUALS OF RULES, CLASSIFICATIONS, RATES, AND RATING PLANS. ALL INFORMATION REQUIRED BELOW IS SUBJECT TO VERIFICATION AND CHANGE BY AUDIT. ADJUSTMENT OF PREMIUM SHALL BE MADE ANNUALLY.**

CLASSIFICATION OF OPERATIONS			EST ANNUAL PREMIUM
SEE ATTACHED SCHEDULE OF OPERATIONS			6,983
MINIMUM PREMIUM	\$215	EXPENSE CONSTANT	338
		PREMIUM FOR TERRORISM	\$243
		TOTAL ESTIMATED ANNUAL PREMIUM	\$7,564
		DEPOSIT PREMIUM	\$7,564
		ALL OTHER STATE TAXES AND ASSESSMENTS	\$272
		TOTAL STATE TAXES AND ASSESSMENTS	\$272
TOTAL EST ANNUAL PREMIUM INCLUDING ALL TAXES AND ASSESSMENTS			\$7,836

COUNTERSIGNED THIS DAY OF \_\_\_\_\_,

\_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

BRANCH OFFICE: 95 GLASTONBURY BLVD SUITE 400  
IF THE BILL FOR YOUR POLICY IS NOT ENCLOSED, IT WILL BE SENT TO YOU SEPARATELY.

GLASTONBURY CT 06033



OCT 19 2020

RECEIVED BY

**Frank A Vitale**

5 Lynch Ln Harwich, MA 02645

508-430-2959 LIC # 000365

6/5/2020

Montano's Restaurant

481 US-6

N Truro, MA 02652

508-487-2026

Services conducted:

CLEANED + INSPECTED

OK

HOOD CLEANING STICKER IS AFFIXED

YES  NO

DATE OF LAST HOOD CLEANING

DATE 6/5/2020

GREASE ACCUMULATION

HEAVY  MODERATE  LIGHT

FILTERS ARE INTACT

YES  NO

FAN IS IN OPERATING ORDER

YES  NO  UNK

LIGHTING IN HOOD IS PROPERLY PROTECTED FROM DAMAGE

YES  NO  N/A  UNK

Check here if Notice of Non-Compliance was issued to local Fire Department.

Date sent to Fire Department \_\_\_\_\_

Attach copy of Notice of Non-Compliance

Note: A copy of this report shall be kept by both the Service Company and the customer for a period of 3 years. Such records shall be open for the inspection of the Local Fire Department during regular business hours of operation.

HEALTH DEPARTMENT  
TOWN OF TRURO

NOV 03 2020

RECEIVED BY

**TRURO FIRE DEPARTMENT**  
344 ROUTE 6  
POST OFFICE BOX 2013  
TRURO, MASSACHUSETTS 02666

TIMOTHY COLLINS  
CHIEF

PHONE: (508) 487-7548  
FAX (508) 487-6808

November 2, 2020

**FIRE ALARM TEST REPORT**

BUSINESS NAME: MONTANO'S RESTAURANT  
OWNER/MANAGER: BOB MONTANO  
ADDRESS: 481 ROUTE 6  
PHONE #: 508-487-2026  
NUMBER OF UNITS: RESTAURANT; 1 APARTMENT  
CONTACT PERSON: SAME  
ADDRESS: SAME  
PHONE #: SAME

ALARM TESTING COMPANY: LONG POINT ELECTRIC, INC  
TESTING ELECTRICIAN/TECH: Michael Wisniewski  
LICENSE #: 17239A  
PHONE #: (508) 487-2056

THE FIRE ALARM SYSTEM AT THE ABOVE-MENTIONED BUSINESS ADDRESS WAS TESTED, AND ALL PARTS OF THE SYSTEM WERE FOUND TO BE, OR CORRECTED TO BE, FULLY OPERATIONAL.

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

DATE OF TEST: 11/2/20 BY: Michael Wisniewski

THIS REPORT MUST BE FILLED OUT PRIOR TO THE ISSUANCE OF, OR RENEWAL OF, A LICENSE TO OPERATE WITHIN THE TOWN OF TRURO.

Number: 2021-02

Fee \$75.00

**Town of Truro Board of Health**  
**24 Town Hall Road, Truro, MA 02666**  
**Permit To Operate A Food Establishment**

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

**Robert Montano, mgr., d/b/a Montano's Restaurant**

Whose place of business is **481 Route 6**

Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**  
(City or Town)

Permit Expires: **December 31, 2021**

Date Issued: **11/5/2020**

**Seating: 188**



**Emily Beebe, RS**  
**Truro Board of Health Agent**

**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

**ZANA WEBER**

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

**13322919**

CERTIFICATE NUMBER

**5129**

EXAM FORM NUMBER

**2/25/2021**

DATE OF EXAMINATION

**2/25/2021**

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655



Sherman Cook  
CFP, National Restaurant Association



In accordance with Maritime Labour Convention (MLC) 2006, Regulation 2/1.1, the following information is provided:  
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Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604 or ServSafe@restauranta.org



**ServSafe**  
National Restaurant Association

# ServSafe® CERTIFICATION

**ROBERT MONTANO**

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI) - Conference for Food Protection (CFP).

13322916

CERTIFICATE NUMBER

2/25/2021

DATE OF EXPIRATION

Local laws apply. Check with your local health department for recertification requirements.

5129

EXAM FORM NUMBER

2/25/2021

DATE OF EXPIRATION

Local laws apply. Check with your local health department for recertification requirements.



#0656

In accordance with Maritime Laboratory

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Contact us with questions at 175 W Jackson Blvd, Ste 1500, Chicago, IL 60604 or [ServSafe@restaurant.org](mailto:ServSafe@restaurant.org).

HEALTH DEPARTMENT  
TOWN OF TRURO

OCT 19 2020

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HEALTH DEPARTMENT  
TOWN OF TRURO

OCT 19 2020

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# CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: ZANA WEBER

Certificate Number: 2240789

Date of Completion: 3/4/2016

Date of Expiration: 3/4/2021



*The above-named person is hereby issued this certificate  
for completing an allergen awareness training program  
recognized by the Massachusetts Department of Public Health  
in accordance with 105 CMR 590.009(G)(3)(a).*

*This certificate will be valid for five (5) years from date of completion.*

Issued By:



Massachusetts Restaurant Association  
333 Turnpike Road, Suite 102  
Southborough, MA 01772  
508-303-9905  
[www.massrestaurantassoc.org](http://www.massrestaurantassoc.org)

NATIONAL  
RESTAURANT  
ASSOCIATION  
800.765.2122  
[www.restaurant.org](http://www.restaurant.org)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** November 17, 2020

**ITEM:** Request that Mary-Elizabeth Briscoe, Council on Aging Director, be appointed as the Board's Alternate delegate to the Cape Cod Regional Transit Authority (CCRTA).

**EXPLANATION:** As the Select Board's Alternate delegate to the CCRTA, the Council on Aging Director will attend meetings and represent the Town's interests. The Town Manager is the Town's main representative to the Cape Cod Regional Transportation Authority. Both delegates will attend the meetings to represent the Town's interests.

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

**IMPACT IF NOT APPROVED:** The Council on Aging Director will not be authorized to act as the Board's Alternate delegate to the group.

**SUGGESTED ACTION:** *Motion to appoint Mary-Elizabeth Briscoe, Council on Aging Director as the Select Board's Alternate delegate to the Cape Cod Regional Transit Authority.*

**ATTACHMENTS:**

None

**TOWN OF TRURO**  
**SELECT BOARD MINUTES**  
**September 8, 2020 at 5:00pm**  
**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, DPW Director-Jarrood Cabral, Health/Conservation Agent-Emily Beebe, Town Moderator-Monica Kraft, Dave Evans, Deborah Best-Parker, Kevin Rice, Eversource Representative-Jessica Elder, Fire Chief-Tim Collins,

Chair Weinstein called the meeting to order at 5:00pm, and read off instructions for people to join, view, or provide comment during the meeting.

**Public Comment**

Chair Weinstein stated that he'd received letters from the public which he read into the record.

- Letter by Mrs. Joan Holt
- Letter by Mrs. Denise Seager

Deborah Best-Parker called in. She stated she had also mailed in a letter which she hoped they would address, and she also had a few questions:

- She sees on the map of the layout for the Annual Town Meeting that there is a spot for people who either cannot, or will not, wear a mask. She'd like to know what happens if the wind is blowing in the direction from where those people are sitting to where masked people are sitting?
- She wonders if someone will be walking around ensuring people are wearing masks?
- She assumes that because the meeting is on a Saturday that children will be there, and she hopes they can be corralled to limit the transmission of Covid.
- She noted that people will need to remove their mask to drink water.

Ms. Best-Parker and her husband have been extremely careful during the pandemic and they are afraid to attend the Annual Town Meeting. She asked the Board to address her concerns.

Town Manager Palmer noted that it appeared power had been lost at Town Hall and in Town. The Board took a fifteen-minute break.

Chair Weinstein reintroduced the Board members, and members of the town staff. He asked Health Agent Beebe to address some of the questions Ms. Best-Parker had asked. Health Agent Beebe stated that the setup for Town Meeting has been configured using standards that are effective to prevent the spread of the virus. Having physical distance in an outdoor setting makes a lot of sense, with chairs adequately separated. Health Agent Beebe addressed the caller's question about drinking water and stated that the outdoor setting provided some protections but could not offer a guarantee that transmission would not occur at a town meeting. She explained that when looking at transmission and how exposure happens, it occurs with closer contact. If people are masked and are adequately distancing themselves, the risk is much lower.

Caller Kevin Rice from Payomet wished to say that he's been looking forward to Town Meeting and would like to have a robust discussion of Article 16. They have received one matching grant from the Massachusetts Cultural Council for \$200,000 and there is a time constraint on that. He stated that Payomet would rather not delay the discussion.

## **Public Hearing-Eversource Petition for 34 Bay View Road**

**Member Areson made a motion to open the public hearing for the Eversource Petition for 34 Bay View Road.**

**Member Reed seconded.**

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

Jessica Elder stated that Eversource is requesting to install approximately 225 feet of conduit and cable under the Town road. They are going from an existing pole to a pole box they are installing, running right alongside the road and into the property at 34 Bay View Road. Eversource will also remove existing pole 17/18.

**Member Areson made a motion to close the public hearing.**

**Member Reed seconded.**

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

**Member Areson made a motion to approve the petition from Eversource to install approximately 225 feet of conduit/cable for service to 34 Bay View Road, and to authorize the Clerk to sign the work order #2394173, and for the Board to sign the Certificate of Hearing.**

**Member Reed seconded.**

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

## **Board/Committee/Commission Appointments-Dave Evans to the Climate Action Committee**

Chair Weinstein asked Mr. Evans to introduce himself to the Board, and to give a little background on himself. Mr. Evans has lived in Truro since 2014 and is a steadfast advocate for the environment. He's spoken to three members on the Climate Action Committee and has learned what work they do on the committee. He thinks it's a good group of people, he's interested in the topic, and he hopes he can help in some small way.

**Member Areson made a motion to appoint Dave Evans as a member of the Climate Action Committee for a three-year term, expiring June 30, 2023.**

**Member Worthington seconded.**

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

## **Select Board Action**

### **Vote to lower the 2020 Annual Town Meeting Quorum.**

Before beginning the discussion, Chair Weinstein wished to state that the Town Moderator, Monica Kraft, is his wife. He continued, stating that the statutory language of Chapter 92 of the Acts of 2020 (which is special legislation related to Covid) indicates that the Town may reduce the quorum if the Select Board, in consultation and approval of the Town Moderator, vote to do so. Chair Weinstein said that he does not think his relationship with the Moderator will affect his impartiality. Hearing no objections, he moved forward, turning the discussion over to Moderator Kraft.

Moderator Kraft gave an overview of quorum sizes and modifications from other towns. She stated that it's very important for the Town Meeting to take place. If it does not, the Town will not have an approved budget, a tax rate will not be set, tax bills will not be sent out, and the Town will not have services. She recommends the Select Board choose a low number for a quorum.

Town Manager Palmer added that she asked the Interim Town Treasurer to do a cash flow analysis for her. If Town Meeting is not held in September, with nothing unanticipated or unknown coming in, the Town will run out of cash that can be used. There are other funds, but all are restricted. The Town will run out of unrestricted cash most likely in November, which would mean that either services are shut down, or money must be borrowed through a method called

Revenue Anticipation Notes. It would cost the Town money for Revenue Anticipation Notes. Town Manager Palmer stated that it's critical to get the Town Meeting done before the end of September.

Chair Weinstein wished to mention that the community has been given permission by the Commonwealth to lower the quorum, but that does not mean that anyone is excluded from attending the meeting. The site for the meeting will be able to accommodate a large number of people. DPW Director Cabral confirmed that there is room at the ball field for three-hundred chairs.

Member Areson is in favor of reducing the quorum to a number of 20 or 25.

Member Reed is also in favor of reducing the quorum to a number of 20 or 25.

Member Rein would like to go a little higher than 25. She proposed a number of 40.

Member Worthington agreed with Member Rein and thinks 40 is a good number.

Chair Weinstein is comfortable with 25 for the quorum. Town Manager Palmer stated that the Town would have to continue on its 1/12<sup>th</sup> budget plan if the Town Meeting does not happen in September. There would not be cash to pay financial obligations like vendor warrants or payroll. Money would have to be borrowed to cover those obligations, and that is a process which involves approval through the Department of Revenue.

Member Reed stated she's received more e-mails from constituents telling her that they are not comfortable with attending the Town Meeting.

**Member Reed made a motion to reduce the quorum requirements of the September 26, 2020 Annual Meeting from 100 Truro registered voters to 25 Truro registered voters.**

**Member Areson seconded.**

Member Worthington will go along with the number however her concern is that we will have a low number in attendance and then there will be feelings in the community that a low number of people decided what's going on with the budget in the Town. She realizes there's nothing that can be done about that, but noted her concern.

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

#### **Update on Town Meeting Plans**

Assistant Town Manager Clark pulled up the revised map for everyone to view. The map designates locations for restrooms (2 non-ADA restrooms on the inside of the fence for voters that have checked in and 1 ADA accessible restroom just outside the fence). Check-in tables (2) will face each other with a mobi-mat leading down to the accessible seating area. She added that staff could assist with the dismissal process. There will be sunscreen wipes, bug repellent wipes, and bottles of hand sanitizer available for people. She spoke with the audio provider about setting up a tent in the middle of the field, but they recommended not doing that as it will block off sound. Tenting or umbrellas could be erected on the outskirts.

Chair Weinstein asked the Moderator if there was a plan for assisting people leaving the site once the meeting has concluded. Moderator Kraft stated that the rows of chairs will be numbered or alphabetized to aid in dismissing one row at a time.

#### **Final Vote on Town Meeting Warrant and Vote to Post the Warrant**

Town Manager Palmer stated she received information this morning that she wanted to share with the Board because it may change whether they move forward with the override or not. Reporter K.C. Meyers received a word that Provincetown has decided to not move forward with their Provincetown EMS Department. Town Manager Palmer has not heard from Provincetown, but she checked with the Chief Operating Officer of Lower Cape and he had heard a similar statement. Town Manager Palmer asked if the Board wanted to postpone the general override for the four firefighters until the next budget year and move forward with it then. That would also beg the question about the tractor truck needed for the DPW.

Member Worthington expressed concern about the lack of confirmation on this and asked if there was a way to get a definitive answer from someone. She thinks the Town still needs the paramedics and asked how that was going to be managed. Town Manager Palmer is unsure they can get a definitive answer. Provincetown is in transition. She thinks it's wise to have three people on shift. Chief Collins stated that currently the department has no one in paramedic school. To send staff to school, there would be some budgetary issues that would need to be addressed: shift coverage and tuition reimbursement. The cost per student is estimated to be between \$10,000 and \$12,000. Member Areson suggested that going forward, if there are vacancies in the Fire Department, that paramedic certification be mandatory. Town Manager Palmer agreed and stated that the requirement is already in place. Member Reed noted that the Fire Department just had its budget cut by over \$100,000 and much of that was for training. She asked if the budget could be modified. Town Manager Palmer stated that the budget would have to be amended. She offered that the Board could move forward with the override, but that she wanted to share the news she had received. Discussion was held regarding keeping the override or holding it until the April Town Meeting, and how to handle the DPW tractor truck article.

**Member Areson made a motion to pull Article 10 General Override and Article 13 Capital Exclusion Request for Heavy Duty Tractor Truck Replacement until the next special or regular town meeting.**

**Member Worthington seconded.**

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

**Member Areson made a motion to recommend Article 9: FY2021 Omnibus Budget Appropriation as presented in the warrant.**

**Member Reed seconded.**

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

**Member Reed made a motion to recommend Article 11: Transfer of Funds from Free Cash, Section 5: To the Affordable Housing Trust as presented in the warrant.**

**Member Areson seconded.**

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

**Member Areson made a motion to recommend Article 11: Transfer of Funds from Free Cash, Section 6: To Employee Benefit Buy-Out Account as presented in the warrant.**

**Member Rein seconded.**

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

Member Worthington had a question regarding Section 7. She asked how the \$400,000 amount was arrived at, and if any of this money was for the Cloverleaf. Town Manager Palmer stated that the \$400,000 amount came from the FY20 free cash availability, and the Select Board would have to make the decision as to how the money is used.

**Member Areson made a motion to recommend Article 11: Transfer of Funds from Free Cash, Section 7: To the Affordable Housing Trust as presented in the warrant.**

**Member Reed seconded.**

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

**Member Areson made a motion to close and post the warrant.**

**Member Reed seconded.**

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

#### **Review and Approval of Updated Policy Manual for the Truro Fire Department**

Chief Collins stated he's been working with the company Lexipol on this updated policy manual. All policies contained within this manual have been legally vetted.

Member Reed asked if there was a chance to see the original document. Chief Collins said that prior to his arrival, both Chair Weinstein and Member Worthington were involved in restructuring the Rules and Regulations for the Department. He can provide Member Reed with a copy of those Rules and Regulations, but the document before the Board is original. Town Manager Palmer reminded the Board that the Rules and Regulations were for a call department. The operation of the Department has changed. Member Worthington noted that the Employment Standards refer to "Fire Fighter." She asked if there were policies for the Rescue Department. Chief Collins stated Fire and Rescue are considered one department and that all employees must be an EMT to be hired. Member Areson had the same question as Member Reed regarding how much of the document has changed. She noted some typos and some items which looked like notes. Town Manager Palmer suggested tabling this item to allow for scrubbing. Member Reed noted the section on Wildland Firefighting and asked if that referred to the National Seashore. Chief Collins confirmed, stating that they are responsible for fire protection in the Seashore. The Department notifies the Seashore when there is a fire as the Seashore has assets that can provide assistance. Chair Weinstein noticed under Section 200.7-Alternate Channels of Communication that the Assistant Town Manager was referenced. He stated that the Town Manager should be referenced, not the Assistant Town Manager. Chair Weinstein thinks it will serve the Board well to go through this manual a little more carefully at a later date.

**Member Areson made a motion to hold the discussion of the updated policy manual for the Truro Fire Department and for a future meeting.**

**Member Reed seconded.**

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

#### **Update on Culvert Projects**

DPW Director Cabral outlined the culvert projects one at a time:

- East Harbor
- Eagle Creek
- Mill Pond
- Little Pamet
- Pamet River-Truro Center Road Culvert

Health/Conservation Agent Beebe explained the Low-Lying Road Project. She mentioned that she had applied for a Coastal Zone Management-Phase 2 grant this year. She has not heard back yet, as the process is delayed.

Member Worthington would like to have a brief overview of what is being done in these places, once the Board is allowed back in Town Hall. A review of what is being done will be helpful to the community. Member Reed suggested a dedicated space on the Town website where pictures and maps are displayed so that the Board can refer constituents to the website for updates and project history.

#### **Approval of October Spending Plan**

Town Manager Palmer stated that the Town is in month four of requesting approval for a 1/12<sup>th</sup> budget. The budget will be submitted to the Department of Revenue and then withdrawn if Annual Town Meeting is held.

**Member Areson made a motion to approve the October 2020 1/12<sup>th</sup> budget and authorize the Town Manager to forward the budget to the Department of Revenue for approval, if needed.**

**Member Reed seconded.**

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

#### **Consent Agenda**

**Member Areson made a motion to approve the consent agenda as printed in their agenda.**

**Member Rein seconded.**

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



### **Select Board Reports/Comments**

Member Reed made a request to use the electronic sign to promote the day and time of the Town Meeting. Member Areson had a question regarding when Town Hall would open to the public for limited hours of business. Town Manager Palmer explained that they are waiting for two more buttons to be installed on the intercom and each button will ring directly to each of the following offices: Administrative Office, Assessing, Town Clerk, and Building, Health and Conservation. Once those are installed, the plan is to open Wednesdays and Fridays to start.

### **Town Manager Report**

Town Manager Palmer has been talking with the Town Manager Search Consultant and he has requested she reach out to the Board to see if they could set up a meeting for Monday. Select Board members were available for Tuesday instead and a time of 9am was agreed upon.

### **Next Meeting Agenda: September 22<sup>nd</sup>**

Town Manager Palmer stated that the only thing on the agenda at the time was the Walsh Committee Report from Stacie Smith. She would like to recommend holding the tax classification hearing on the 22<sup>nd</sup> so that the Town is prepared right after Town Meeting to submit the recap to the Department of Revenue.

Member Reed asked DPW Director Cabral if he'd heard anything from Weston and Sampson on the DPW Building. DPW Director Cabral said that a Phase 1 environmental study needed to be completed for the current complex. Weston and Sampson need to physically check the area and get into Town Hall.

**Member Areson made a motion to adjourn at 7:15pm.**

**Member Reed seconded.**

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

Respectfully Submitted,

Noelle L. Scoullar

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

### **Public Records Material of September 8, 2020**

1. Letter from Joan Holt
2. Letter from Denise Seager

**Truro Select Board  
Tuesday, September 22, 2020  
Remote Meeting**

**Select Board Members Attending:** Robert Weinstein, Chair; Kristen Reed, Vice-Chair; Susan Areson, Clerk; Jan Worthington; and Stephanie Rein

**Attending:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Town Accountant Trudi Brazil, DPW Director Jarrod Cabral, Principal Assessor Jon Nahas; Paul Wisotzky; Staci Smith, Consensus Building Institute

**TRURO SELECT BOARD**

Select Board Chair Robert Weinstein opened the Select Board Meeting at 5:25PM. He introduced the Board and guests to the meeting.

**Public Comment**

Paul Wisotzky spoke as former Chair of the Select Board and citizen of Truro acknowledging and thanking Rae Ann Palmer, Town Manager for her 6 years of dedication and service to the Town of Truro. Select Board Chair Robert Weinstein concurred with Mr. Wisotzky on the accomplishments of Town Manager Palmer and her tireless efforts to negotiate with Comcast.

**Public Hearing and Vote on Fiscal Year 2021 Tax Classification**

Select Board Chair Weinstein read the Public Hearing notice for the Tax Classification.

*Select Board Chair Weinstein asked for a roll call vote to open the Tax Classification Public Hearing. Stephanie Rein-Aye; Susan Areson-Aye; Jan Worthington-Aye; Kristen Reed-Aye; and Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

Jon Nahas, Truro's Principal Assessor, explained that the 2021 property values realized a total 2.1% growth in overall property value over the Fiscal Year 2020 values. He explained the process for acquiring the total Fiscal Year levy limit of \$16,597,422. The levy limit is increased by any voter-approved capital and or debt exclusions and other special assessments which gives Truro the maximum allowable levy of \$17,481,627. The Fiscal Year 2021 levy ceiling is \$59,192,960.

Principal Assessor Nahas reported that four options need to be voted on. The options are: classifying or splitting the tax rate, deciding on an Open Space discount, deciding whether Truro will offer a Small Business Commercial exemption and if Truro will offer a residential exemption. The Board of Assessors recommended not splitting the tax rate, not granting the Open Space discount and not granting a Small Business Commercial Exemption. Lastly, Principal Assessor Nahas explained the Residential Tax Exemption (RTE). The RTE allows for the exemption of a portion of the residential value of a property for residents who demonstrate that Truro is their primary domicile. It provides a decrease in the taxable value of qualified residences. The amount of the tax levy paid by the Residential Class remains the same, however, due to the exempted valuation, it is distributed over less assessed value, resulting in the entire residential class paying a higher tax rate. Truro has adopted the Residential Exemption over the

last three years. This option exempts value only within the residential class of taxpayers and does not change the levy amount itself or impact Commercial Industrial or Personal property owners. Principal Assessor Nahas explained the process for determining the total residential exemption value. The exemption amount may not exceed 35%.

Principal Assessor Nahas, explained the impact on the Tax Rate. He noted that residents have until April 1, 2021 to apply for a Residential Exemption. He further explained how a qualifying and a nonqualifying parcels are affected by the Residential Tax Exemption. He added that the RTE is designed to represent a greater benefit to lower valued homes. Principal Assessor Nahas recapped the votes of the Board of Assessors.

At the Board of Assessors meeting on September 9, 2020, the Board voted to recommend a Residential Factor of “1” (not to split the tax rate); recommended not to grant an Open Space Discount; recommended not to grant a Small Business Exemption w/in the Commercial Class; and recommended to grant a Residential Exemption at the current 20% rate.

Select Board Vice-Chair Kristen Reed asked Principal Assessor Nahas if the Board of Assessors had discussed any other percentage besides 20%. He responded that the consensus was to leave the percentage at 20%. He said that they wanted to maintain that rate. Select Board Member Susan Areson asked if the presentation will be on the Town Website. The presentation will be available in multiple locations on the website.

Clinton Kershaw, Truro Resident, stated that the Tax Rate has doubled in the last 12 years. He spoke of the 61% of the qualifying properties for the tax exemption are below the mean price. He asked that the Residential Tax Exemption level be raised since every time the Tax level is increased someone in Truro moves out. He asked that the residential exemption rate be increased to 35%.

Select Board Chair Weinstein reviewed what other towns’ Residential Rates were in comparison to Truro’s. There was a brief discussion on the number of properties that qualified in comparison to last year.

Select Board Areson stated that she would be in favor of the recommendation of the Board of Assessors.

*Select Board Chair Weinstein asked for a Motion to close the Public Hearing. Select Board Clerk Areson moved the Motion. Seconded by Select Board Member Stephanie Rein. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

Select Board Chair Weinstein reviewed the vote of the Board of Assessors for a Residential Exemption rate of 20%.

*Select Board Chair Weinstein asked for a Motion to approve a residential factor of “1”. Select Board Clerk Areson moved the Motion. Select Board Vice-Chair Reed Seconded the motion.*

*Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

*Select Board Chair Weinstein asked for a Motion not to grant an Open Space Discount. Select Board Vice-Chair Reed moved the Motion. Select Board Clerk Areson Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

*Select Board Chair Weinstein asked for a Motion not to grant a Small Business Exemption. Select Board Clerk Areson moved the Motion. Select Board Vice-Chair Reed Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

*Select Board Chair Weinstein asked for a motion to grant a Residential Tax Exemption Rate at 25%. Select Board Clerk Areson stated that she was not in favor of that increase. Select Board Member Worthington agreed, hoping to make strides with the Non-Resident Tax paying community. Select Board Member Rein stated that she could be swayed to raise it to 25% but would support what the majority of the Board agreed upon. Principal Assessor Nahas reviewed the impact of 20% versus 25%. He added that, as of this year, 61% of the exemptions are granted to parcels at or below the average residential parcel. Select Board Chair Weinstein stated that he would support an increase to 25%. Town Manager Palmer noted that currently they are working on a reduced budget. Select Board Member Worthington felt that this was not a good time to raise this amount due to the uncertainty. Select Board Vice-Chair Reed felt that the uncertainty was a good reason to increase it to 25%. Select Board Chair Weinstein added that he wasn't aware as to how this would affect the already decreased budget due to Covid-19 until the Town Manager made her comments. Select Board Member Rein agreed that Covid-19 has impacted many and that the rate could be increased in the future but added at the moment she supports staying at 20%.*

*Select Board Chair Weinstein stated that he would entertain a Motion to grant the Residential Tax Exemption in the amount of 20%. Select Board Vice-Chair Reed Moved the Motion. Select Board Member Worthington Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

Principal Assessor Nahas added that if the proposed budget passes at the Annual Town Meeting on September 26, 2020, the Excess Levy Capacity for Fiscal Year 2021 for the Town of Truro will be \$633,164.48.

### **Discussion of Walsh Property Applicants**

Town Manager Palmer recommended that the Board listen to the report of Staci Smith and defer the vote of the applicants until the next meeting. Staci Smith, Managing Director of the Consensus Building Institute, explained her work since June 2019 for the Walsh Property Planning Committee. In June 2019 the community was solicited for applications to serve on the Walsh Property Planning Committee. From July through September 30 applicants applied to serve on the Committee. She spoke of what the applicants prioritized on their applications for

work that they wish would be done on the property. Many applicants valued more than one priority.

Ms. Smith showed the geographical range of where the applicants live. She added that some have held membership in Town Committees, and some were brand new to serving. She also spoke of the diversity in expertise, skills and backgrounds of the applicants and recommended a Committee of 16 people. Select Board Vice-Chair Reed asked to see the applications of people she was not familiar with. Ms. Smith felt that the Board could review the applications and not necessarily start deliberating.

Ms. Smith noted that there are some applicants that feel strongly about what they want to see on the site, but agree that ultimately, the Committee needs to reach some kind of consensus. Town Meeting will be voting on the plan ultimately, so all points of view should be represented.

Select Board Member Rein agreed to wanting to see the applications, so she may understand the applicants' specific backgrounds. Select Board Chair Weinstein concurred that he would like to see the applications.

Select Board Member Areson agreed that the Board needs to be careful as to who they appoint. Ms. Smith noted that her objectivity is important but stated that as an option the Board could invite a particular applicant to the meeting if the Board has questions. Select Board Vice-Chair Reed stated that she is only interested in seeing the 16 applications of those chosen and would not eliminate any from consideration.

Town Manager Palmer suggested that the 16 applications be placed in Dropbox and if the Board chose to interview the applicants they could. Select Board Member Areson stated that the Board could place it on the next Agenda and anticipate a vote but did not recommend holding additional interviews, as the applicants had interviewed with Ms. Smith. Select Board Chair Weinstein stated that he is familiar with some of the names and doesn't want to violate the process at this time and asked for a Motion. Town Manager Palmer stated that the item needs to be Tabled.

*Select Board Areson Moved to Table the item to the next meeting on October 13, 2020. Select Board Vice-Chair Reed Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

### **Discussion of Town Hall Bells**

Select Board Member Worthington spoke of the history of the Town Hall bells and the adjustment to the sound with respect to the Town Hall neighbors. Select Board Member Worthington stated Truro needs something unifying for everyone, especially during the COVID pandemic. She spoke of the fire horn as being an alternative if the bells cannot be fixed. DPW Director Jarrod Cabral said that the bells were refreshed and serviced, and the software was updated over the last couple of weeks. He explained that he has been logging the decibel levels to make sure that the bell sound is compliant. He added that the bells will go off between 11am-7pm on the hour. He explained his process for gathering the decibel information on site. He

added that he will be working with the Health Agent to be on the same page for regulatory measures. He responded to Select Board Member Worthington that any removal of the buffer would create noncompliance of the decibel levels.

Town Manager Palmer stated that the bells had been off for a while but were turned on in 2018. She suggested different times the Board could ring the bell at a louder decibel. Select Board Member Worthington asked if there could be a conversation with the neighbor. Select Board Clerk Areson asked if the bells would ring Monday through Friday. DPW Director Cabral stated that DEP recommended those days. Select Board Vice-Chair Reed heard from constituents who remember the bells fondly going back to their childhoods. Select Board Vice-Chair Reed suggested weighing the cost of the litigation regarding the bells with the joy that the bells bring to people. Town Manager Palmer suggested that it would be difficult to confirm the cost of the bell litigation as invoices only need to be kept for three years and the previous law firm was not very detailed in their invoices. Select Board Chair Weinstein stated that he remembered the bells fondly. He added that he would be willing to speak with the Complainant with the suggestion that the bells ring at 12pm and 6pm. Select Board Member Rein agreed that if the bells rang two times a day, it would have more meaning to the community.

Select Board Chair Weinstein asked if there is a decibel level for the two times a day for chiming. DPW Director Cabral responded controlling the decibels for a 12pm and 6pm schedule could possibly work. Select Board Member Areson was concerned that the neighbors have veto-power over the bell chiming schedule. DPW Director Cabral clarified that the original complainants were 13 abutters. The complainant now is just the one neighbor to Town Hall. Select Board Chair Weinstein stated that he would be happy for any input from his colleagues on the approach with the neighbor. Town Manager Palmer stated that the DPW Director should follow DEP guidance on the decibel level. DPW Director Cabral agreed to getting the Board information on the exact allowable decibel level for the Chair's conversation with the abutter.

## **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. *2020 Seasonal Business License: Babe's Restaurant (Common Victualer)*
- B. Review and Approve Amendments to the SBA Wireless Tower Communications Facilities Lease Agreement
- C. Eversource License Agreement-Electric Vehicle Charging Station
- D. Review and Approve Select Board Minutes: August 12, 2020, August 18, 2020, September 4, 2020

Select Board Clerk Areson stated that she would send minute corrections to the Administration Office. Select Board Member Rein noted she had a correction on the August 12<sup>th</sup> meeting minutes, page 4, 3<sup>rd</sup> paragraph from bottom which should read "chance" not "change". Select Board Clerk Areson noted in the September 9 minutes, that Reporter K.C. Myers' name is misspelled. Select Board Member Areson reminded the Chair that Jessica Elder, Eversource's Right of Way Agent, was on hold still. Ms. Elder commented that the electrical pole was being installed for the electric vehicle station, at the Town Hall parking lot.

*Select Board Clerk Areson Moved to approve the Consent Agenda with the corrections noted. Select Board Member Rein Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

### **Select Board Reports or Comments**

Select Board Chair Weinstein thanked the Board for all their efforts as they have been meeting frequently in stressful times. Select Board Member Worthington reported that the Board voted unanimously for Darrin Tangeman and hopefully they will hire him and go into negotiations for a contract. Select Board Clerk Reed echoed the sentiments of her colleagues from earlier in the meeting thanking Town Manager Palmer for her efforts in stewarding the town through very difficult times. Select Board Member Rein thanked Town Manager Palmer for continuing to aid Truro and wished her the best of luck in her future endeavors. Select Board Clerk Areson thanked Town Manager Palmer for extending her time with the town and for assistance in getting them through the budget season for Town Meeting. Select Board Member Worthington thanked Town Manager Palmer for always being there for the Board and the Community during these difficult times. Town Manager Palmer thanked the Board and the Community. Select Board Chair Weinstein thanked the Town Manager for her enormous dedication and her assistance in these trying times.

Select Board Vice-Chair Reed stated that the Provincetown Town Meeting approved funds for the Fire Department to do a study and wondered if Truro had ever done a study. Select Board Member Worthington stated that they should find a way to work with Provincetown in a collaborative way to see what works for all three entities. Town Manager Palmer added that there was a report done in 2013, which, in part, helped Truro move to a professional department. Town Manager Palmer stated that she would reach out to Interim Town Manager Charlie Sumner to see what Provincetown's plan will be. The Zoning Board of Appeals work regarding Cloverleaf project was expanded on by Select Board Clerk Areson. She has found the process very fair and the Board members deserve praise for all their hard work.

Select Board Vice-Chair Reed commented on the Town Meeting introductory video, which provided guidance to Town Meeting attendees on what to expect at the meeting.

### **Town Manager Report**

Town Manager Palmer clarified the process for transferred money out of the Affordable Housing Trust. The Housing Authority generally makes a request to the Trustees for the funds for a specific purpose. The Trustees (the Select Board) vote to either approve or disapprove.

Select Board Member Worthington commented that people feel that certain things have happened without them knowing what was happening. She added that transparency is vitally important, and people need to know where the money goes and why. She added that she felt that there should have been a separate Article explaining that money from Free Cash was going directly to the Cloverleaf. She added that \$400,000 is going into the Affordable Housing Trust and that at the Housing Authority meeting, the Housing Authority discussed using that money

for the Cloverleaf. She said that people will feel that they did not have a say as to how much or when these funds will be used for the Cloverleaf.

She felt that the voters should be able to vote on it; not just the Select Board and the Housing Authority. Town Manager Palmer stated that the final approval of funding will be determined once the application for funding is submitted. This will not be done until after the permit, so dedicating money at this point would be premature. She noted use of the funds for other programs is also being discussed. Select Board Member Worthington responded that the Housing Authority members said that the funds were going to Ted Malone.

Select Board Vice-Chair Reed agreed that there needs to be clarity between the Truro Affordable Housing Trust and the Housing Authority as they are distinctly different, and this should be clarified at Town Meeting. Town Manager Palmer also addressed the belief that there was a lack of transparency as there were multiple Select Board Meetings approving the acquisition of the property, the concept of going to more units, the RFP, and the design of the buildings.

### **Next Meeting Agenda**

Walsh Property Planning Committee Vote; Select Board Meeting Calendar for 2021. The 1/12<sup>th</sup> budget was below 1/12<sup>th</sup> and needs to be revised to bring it up to a full 1/12<sup>th</sup>. Town Manager Palmer reported that they were \$40K short so this agenda item is added to the Friday meeting of the Select Board. Town Manager Palmer reported, in response to Select Board Member Rein's request for a DPW facility report, that staff is waiting for Environmental Review of the existing site.

Select Board Member Worthington asked if Select Board Office Hours could resume. Town Manager Palmer stated that they could be facilitated through GoToMeeting or Zoom with the assistance of the Assistant Town Manager.

### **Adjournment**

*Select Board Chair Weinstein asked for a Motion to Adjourn. Select Board Vice-Chair Reed so moved. Select Board Member Rein Seconded the Motion. Kristen Reed-Aye; Susan Areson-Aye; Jan Worthington-Aye; Stephanie Rein-Aye; Robert Weinstein-Aye. Roll Call Vote, Motion Passes, 5-0-0.*

*The meeting was adjourned at 7:30pm.*

Respectfully submitted,

Nicole Tudor, Executive Assistant

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Acting Town Manager, Jamie Calise  
Under the Authority of the Truro Select Board



**Public Records material of 09/22/2020**

1. Tax Classification Hearing Notice
2. BoA Recommendation to Select Board
3. Fiscal Year 2021 LA4
4. Fiscal Year 2021 Residential Exemption Facts
5. Babe's Restaurant Application
6. SBA Cell Tower Amendment
7. Eversource License Agreement
8. Draft Minutes: August 12, 2020, August 18, 2020 and September 4, 2020
9. Tax Classification PowerPoint Presentation

DRAFT

**Truro Select Board  
Tuesday, September 22, 2020  
Remote Meeting**

**Select Board Members Attending:** Robert Weinstein, Chair; Kristen Reed, Vice-Chair; Susan Areson, Clerk; Jan Worthington; and Stephanie Rein

**Attending:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Town Counsel David Jenkins, Bernard Lynch-Search Consultant; and Paul Wisotzky, Town Manager Screening Committee Chair

**TRURO SELECT BOARD**

Select Board Chair Robert Weinstein opened the Select Board Meeting at 4:00 PM. He introduced the Board and guests to the meeting.

**SELECT BOARD ACTION**

- A. Town Manager Candidate Deliberation and Possible Vote  
Presenter: Robert Weinstein, Chair
- B. Adjourn to Executive Session

Select Board Chair Weinstein commended everyone on the way they handled the Town Manager list of questions. He stated that he wanted to hear from the Board Members in the following order: Select Board Member Stephanie Rein, Select Board Clerk Susan Areson, Select Board Member Jan Worthington, and Select Board Vice-Chair Reed.

Select Board Member Rein explained to the Board that Mr. Tangeman is a strong candidate and she appreciates his strong background in public service. As a City Manager, he hasn't worked in an environment as small or complex as Truro but added that she feels that he is up to the task. She reported that she appreciates his leadership style and openness and felt that he would let employees or others rise to the occasion and highlight the employees' strengths. She continued that Mr. Tangeman understands many of the issues that are facing our town. He has also worked in a town with second homeowners and with a tourist season. She appreciated his five "W's" in establishing communication guidelines, his desire to give everyone an equitable chance to share their views, his discussion of priority-based budgeting, and his view on customer service, as the community are the customers.

Select Board Clerk Susan Areson also watched or attended all of the forums. She reported that Mr. Tangeman seems like a real human being, not someone on a soap box. She noted that he listens very carefully, and he seems to be flexible. His experience in municipal government is good. She stated that she was also impressed with his discussion of budgeting. His diversity of experience in the military is terrific. She stated that she liked him a lot and that he would probably be a really good fit.

Select Board Member Jan Worthington felt that Mr. Tangeman would be a terrific fit for Truro. She commented that he is a leader, a consensus builder, a people person, a researcher, a builder bridges, and a consensus former. She also added that he is honest, ethical, smart, and an engaging person. He will reach out to the community, and has familiarity with budgeting and housing. She concluded that Truro would be lucky to have him.

Select Board Vice-Chair Kristen Reed stated that she is impressed by Mr. Tangeman's commitment to the military and his rise to Special Forces Green Beret, as well as his extensive education. She spoke of his connection with the east coast and his experience with day-to-day operations including working with upwards of 460 people. He has experience working with fiscal operations and an annual budget of 43.7 million. He has worked with the ICMA. She appreciates his work with Veterans and how that will help Veterans in the region; not just in Truro. He has worked with Affordable Housing, legislative affairs, community development, covenant enforcement, planning and zoning, law enforcement, fire and EMS, public works maintenance and engineering, storm water drainage, and economic development. She added that she was impressed with Mr. Tangeman's three answers in response to the question on top issues in Truro: Covid-19, housing and the environment, and building bridges and consensus between our full-time and part-time residents. He has experience with negotiating with labor unions. She added that his attitude towards Covid-19 proves he would have good leadership skills during this pandemic and the recession, including getting information out to people.

Select Board Vice-Chair Reed also mentioned his management style, mentorship, clear communication, open door policy, and use of best practices. She liked his comment that "a good Town Manager can never over communicate". She also admired his using social media and feedback loops to engage people in the civic process. She agreed with her colleagues that Truro would be fortunate to have Mr. Tangeman as Town Manager.

Select Board Chair Weinstein stated that he is also enthusiastic about Mr. Tangeman's candidacy. He added that Mr. Tangeman would be great to have for the community. He noted that Mr. Tangeman served as in Emergency Medical Services (EMS) and has a background augmented by his military service. He has a very extensive list of FEMA emergency and management trainings. He also noted that part of the Mr. Tangeman's Harvard University Kennedy School education included Fire Fighter Service and Management. Both skillsets would be a huge benefit to the community. Select Board Chair Weinstein commented that Mr. Tangeman also has direct experience in union negotiations. He stated that he was touched by Mr. Tangeman's warmth and openness about his family.

Select Board Chair Weinstein stated that the Board owes thanks to Bernard Lynch for having this candidate amongst the finalists. He was thankful for the Board's comments. He thanked Town Manager Palmer for her assistance. *Select Board Chair Weinstein stated that he would entertain a Motion at this point to offer Darrin Tangeman the position as Town Manager.*

*Select Board Vice-Chair Areson moved to offer a job to Darrin Tangeman for the Town Manager position in Truro and to authorize the Chair and Labor Counsel to move forward with contract negotiations. Select Board Member Rein Seconded the Motion. Stephanie Rein, Aye; Susan Areson, Aye; Jan Worthington, Aye; Kristen Reed, Aye; Robert Weinstein, Aye; Roll Call Vote, Motion Passes 5-0-0.*

Joan Holt, Truro Resident, under Public Comment, said that she is very excited about this candidate and all of the positive things that have been said about him. She added that she hopes that Truro finds a way to be very welcoming to Mr. Tangeman and his family.

Select Board Member Rein thanked Paul Wisotzky and Bernard Lynch for all their work. Paul Wisotzky congratulated the Board and told the Board that he felt that Mr. Tangeman was a great candidate. Select Board Chair Weinstein also expressed his thanks to Paul Wisotzky and to his colleague on the Search Committee, Jan Worthington. Mr. Wisotzky additionally thanked the Town Manager Screening Committee. Select Board Chair Weinstein also thanked Bernard Lynch for all of his efforts.

*Select Board Chair Weinstein Moved that the Select Board enter into Executive Session in accordance with the provision of MGL Chapter 38 § 21 (a), 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel (Town Manager) and not reconvene in Open Session. Stephanie Rein, Aye; Susan Areson, Aye; Jan Worthington, Aye; Kristen Reed, Aye; Robert Weinstein, Aye. Roll call vote, Motion Passes, 5-0-0.*

### **Adjournment**

*The meeting adjourned to an Executive Session at 4:28pm.*

Respectfully submitted,

Nicole Tudor, Executive Assistant

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Acting Town Manager, Jamie Calise  
Under the Authority of the Truro Select Board

### **Public Records material of 09/22/2020**

None