



# Truro Select Board

Tuesday, July 13, 2021

Executive Session-4:00pm

Regular Meeting-5:00pm

## EXECUTIVE SESSION

<https://global.gotomeeting.com/join/770386445>

1 877 309 2073, Access Code: 770-386-445

This will be a remote meeting. The meeting will begin in open session solely for the purpose of moving, as set forth below, to enter into executive session. The meeting will be locked and closed to the public once the Board votes to enter into Executive Session.

*Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, LIUNA, Truro Police Employee's Federation, Truro Permanent Firefighters, and AFSCME, and (and the Chair so declares it) and;*

*Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 2 to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (and the Chair so declares it) and;*

*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; review and vote to release or hold meeting materials and not to reconvene in open session, unless the individual involved requests that the session be open; and not to reconvene in open session.*

## REGULAR MEETING

<https://global.gotomeeting.com/join/891752765>

1 877 309 2073; Access Code: 891-752-765

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 1-877-309-2073 and enter the following access code when prompted: 891-752-765 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/891752765>.** 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.

### 1. PUBLIC COMMENT

### 2. PUBLIC HEARINGS

- A. Public Hearing on a Petition received by Eversource Energy for 49 Fisher Road.

### **3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Interview and Appoint Bonnie Brown-Bonse to the Community Preservation Committee
- B. Interview and Appoint Tim Hickey to the Concert Committee
- C. Interview and Appoint Meg Royka to the Charter Review Committee

### **4. STAFF/ COMMITTEE UPDATES**

- A. Board/Committee Report: Historical Commission  
Presenter: Chair, Matthew Kiefer

### **5. TABLED ITEMS NONE**

### **6. SELECT BOARD ACTION**

- A. The Hatchery Presentation  
Presenter: Zachery Ment and Harlen Howard, the Hatchery
- B. Election of Select Board Officers (Chair, Vice-Chair and Clerk)  
Presenter: Robert Weinstein, Chair
- C. Review and Approve Select Board Liaison List  
Presenter: Chair, Select Board
- D. Appoint a Select Board Member to the Local Comprehensive Plan Consultant Selection Committee  
Presenter: Darrin Tangeman, Town Manager
- E. Discussion of Process for Developing FY2022 Select Board Goals & Objectives  
Presenter: Chair, Select Board and Darrin Tangeman, Town Manager
- F. Review and Approve Updates to Committee Charges: Recreation Commission, Beach Commission, Bikes and Walkways Committee  
Presenter: Darrin Tangeman, Town Manager
- G. Review and Vote to Consolidate/ Dissolve Water Resources Oversight Committee  
Presenter: Tracey Rose, Board of Health Chair

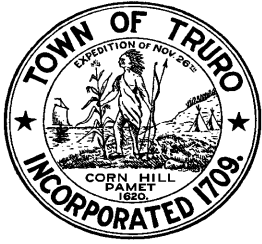
### **7. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. *Entertainment Applications-Castle Hill Center for the Arts, Truro Concert Committee, Vinegrass*
  - 2. *One Day Special Alcohol License-Castle Hill Center for the Arts*
  - 3. *Heavy Duty Tractor Truck Contract Proposal*
  - 4. *Revised Policy #64: Masks and Physical Distancing for the Town of Truro*
- B. Accept Deed for 135 South Pamet Road
- C. Review and Approve Appointment Renewals: Stanley Sigel-Pamet Harbor Commission, Pat Wheeler-Concert Committee, Candida Monteith-Board of Health, Michael Holt-Concert Committee
- D. Review and Approve Select Board Minutes: May 18, 2021

### **8. Select Board Reports/Comments**

### **9. Town Manager Report**

### **10. Next Meeting Agenda: July 27, 2021 Regular Meeting; Date TBD for Work Session for Goals & Objectives**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Public Hearing for Eversource Petition

**EXPLANATION:** Eversource has filed a petition covering the installation of 42 feet of 1-3” conduit and (1) handhole 21/H23 to provide new underground electrical service for the customer located at 49 Fisher Road.

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

**IMPACT IF NOT APPROVED:** Eversource will not be allowed to install conduit and handhole and customer and 49 Fisher Road will be without electrical service.

**SUGGESTED ACTION:** *Motion to approve the Eversource petition to install approximately 42 feet of 1-3” conduit and (1) handhole 21/H23 to provide new underground electrical service for 49 Fisher Road.*

**ATTACHMENTS:**

1. Eversource Petition
2. Certified Abutters List
3. Stamped Public Hearing



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## TOWN OF TRURO REMOTE PUBLIC HEARING EVERSOURCE CONDUIT, CABLE AND HANDHOLE

The Truro Select Board will conduct a remote public hearing on a petition from Eversource Energy to install 42 feet of 1-3" conduit from new handhole 21/H23 in order to provide new underground electrical service to 49 Fisher Road. Said remote public hearing will be held on **Tuesday, July 13, 2021 at 5:00PM**. To provide comment during the meeting please call in toll-free at 1-877-309-2073 and enter the following access code when prompted: 891-752-765

Robert Weinstein, Chair  
Select Board

Office of Town Clerk Treasurer – Tax Collector
JUN -7 2021 12:50pm
Received TOWN OF TRURO By

0



484 Willow Street, West Yarmouth, MA 02673

RCVD 2021 JUN 7 AM 11:15  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

*June 7, 2021*

Select Board  
Town of Truro  
24 Town Hall Road  
Truro, MA 02666

*Dear Sir,*

*Enclosed you will find one (1) petition covering the installation of 42' +/- of 1-3" conduit and (1) handhole 21/H23 in order to provide new underground electrical service for the customer located at 49 Fisher Road.*

*Favorable action on the part of the Select Board will be greatly appreciated.*

*Very truly yours,*

*Marissa Jackson  
Right-of-Way-Agent  
508-269-5632*

*enc.*

**PETITION FOR  
POLE LOCATIONS**

Truro, Massachusetts, June 7, 2021

IN SELECT BOARD FOR THE TOWN OF TRURO, MASSACHUSETTS

Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED THAT THE:

NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy)

**W/O# 5413551**

requests permission to locate and relocate poles, wires, cables and fixtures, including the necessary sustaining and protecting fixtures, to be owned and used in common by your petitioners, along and across the following public way or ways:

**Fisher Road                    To install 42' +/- of 1-3" conduit and handhole 21/H23 in order to provide new electrical service for the customer located at 49 Fisher Road.**

Wherefore it prays that after due notice and hearing as provided by law, they be granted joint or identical locations for and permission to erect and maintain poles, wires, and cables, together with such sustaining and protecting fixtures as they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked **Plan No.-5413551, dated June 3, 2021.**

Also that permission be and hereby is granted to said Company to lay and maintain underground cables, conduits, wires, vaults and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

Your petitioners agree to reserve space for one crossarm at a suitable point on each of said poles for the fire, police, and telephone and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

EVERSOURCE ENERGY

By Marissa Jackson  
Marissa Jackson, Right-of-Way Agent

**ORDER FOR  
IDENTICAL POLE LOCATIONS**

IN SELECT BOARD FOR THE TOWN OF TRURO, MASSACHUSETTS

Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED THAT THE:

NSTAR ELECTRIC COMPANY (d/b/a Eversource Energy)

**W/O# 5413551**

be and they are hereby granted or identical locations for the permission to erect, relocate and maintain poles and their respective wires and cables be placed thereon, together with such sustaining and protecting fixtures as said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Company.

All construction under this order shall be in accordance with the following conditions:

Poles shall be sound timber and reasonably straight and shall be set substantially at the points indicated upon the marked **Plan No-5413551 dated June 3, 2021**, filed with said petition. There may be attached to said poles by said may not exceed **40** wires and **4** cables. And by said EVERSOURCE ENERGY necessary wires, cables and fixtures.

And all said wires and cables shall be placed at a height of not less than **18** feet from the ground at highway crossings, and not less than **16** feet from the ground elsewhere.

The following are public ways or parts of ways along which poles above referred to may be erected, and the number of poles which may be erected under this order:

<b>Fisher Road</b>	<b>To install 42' +/- of 1-3" conduit and handhole 21/H23 in order to provide new electrical service for the customer located at 49 Fisher Road.</b>
--------------------	--

Also that permission be and hereby is granted to said Company to lay and maintain underground cables, conduits, wires, vaults and necessary equipment in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Select Board of the Town of Truro, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Clerk of Select Board

We hereby certify that on \_\_\_\_\_ 2021, at \_\_\_\_\_ o'clock, \_\_\_\_\_, at \_\_\_\_\_ a public hearing was held on the petition of the:

EVERSOURCE ENERGY

for the permission to erect and relocate the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Select Board of the Town of Truro,  
Massachusetts

#### Certificate

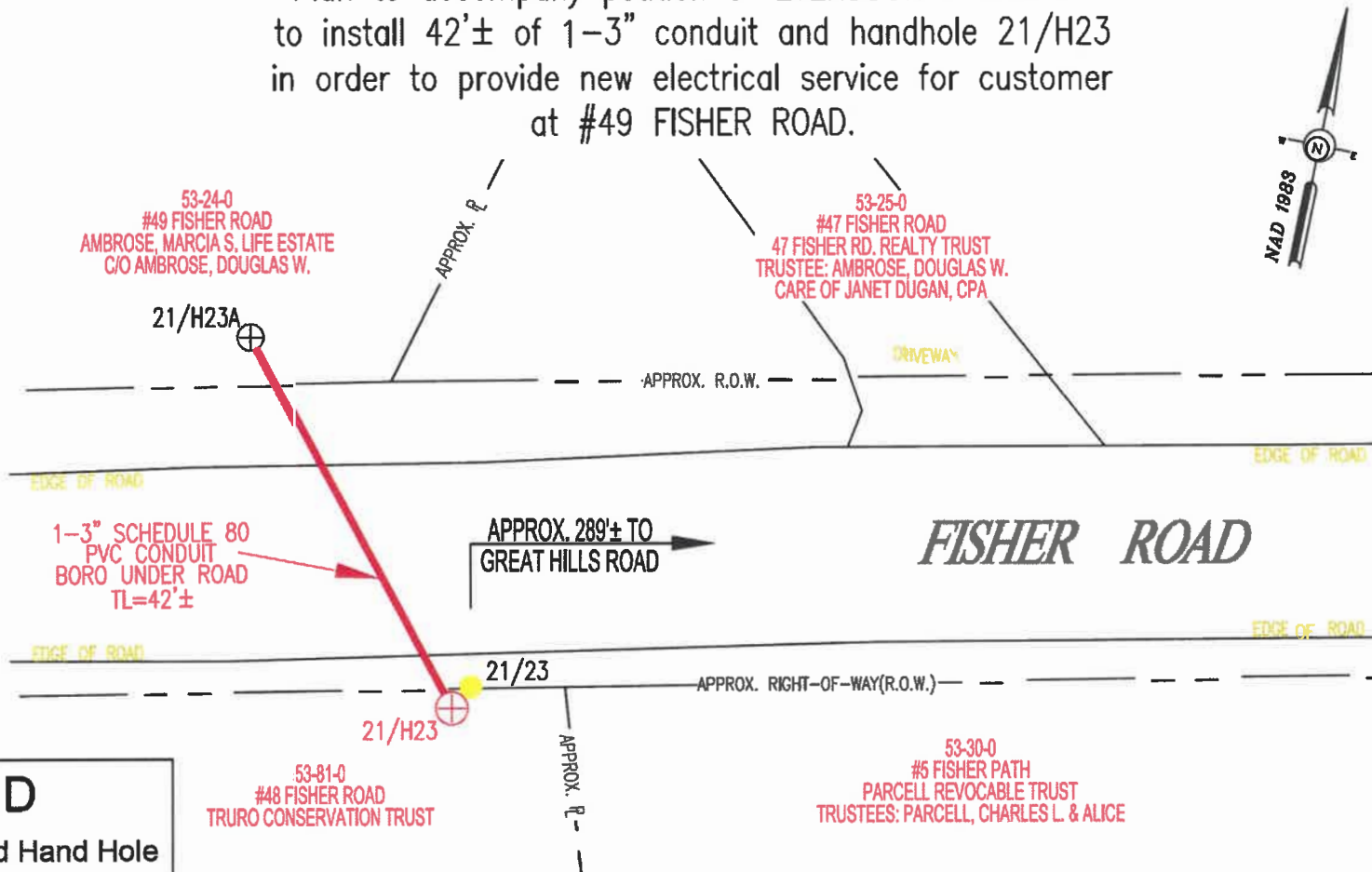
I hereby certify that the foregoing is a true copy of a pole location order and certificate of hearing with notice adopted by the Select Board of the Town of Truro, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2021, and recorded with the records of locations orders of said Town, Book \_\_\_\_\_, Page \_\_\_\_\_. This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
Town Clerk



Plan to accompany petition of EVERSOURCE ENERGY to install 42'± of 1-3" conduit and handhole 21/H23 in order to provide new electrical service for customer at #49 FISHER ROAD.



### LEGEND

- ⊕ Proposed Hand Hole
- ⊗ Existing Hand Hole
- Proposed Conduit
- Existing Pole
- Pole with Riser



BY YOUR USE OF THE INFORMATION CONTAINED IN THIS MAP, YOU AGREE THAT NO WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, IS GIVEN WITH RESPECT TO THE INFORMATION. NEITHER NSTAR ELECTRIC COMPANY, NSTAR GAS COMPANY NOR ITS PARENTS, AFFILIATES, OFFICERS, DIRECTORS, SHAREHOLDERS, EMPLOYEES OR AGENTS (COLLECTIVELY THE "NSTAR ENTITIES") SHALL BE LIABLE FOR ANY LOSS OR INJURY CAUSED IN WHOLE OR IN PART BY USE OF THIS INFORMATION OR IN RELIANCE UPON IT, TO THE MAXIMUM EXTENT ALLOWED BY LAW. YOU AGREE BY YOUR ACCEPTANCE OF THE INFORMATION TO RELEASE, INDEMNIFY AND HOLD THE NSTAR ENTITIES HARMLESS FROM ANY SUCH LOSS OR INJURY.

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**MASS. LAW**

REQUIRES 72 HOURS ADVANCE NOTICE TO UTILITY COMPANIES BEFORE DIGGING BY ANYONE. CALL DIG-SAFE 1-888-344-7233

Plan #	5413551	<b>NSTAR EVERSOURCE</b> <small>ELECTRIC d/b/a</small> 1165 MASSACHUSETTS AVE. DORCHESTER, MASS. 02125
Ward #	-	
Work Order #	5413551	
Surveyed by:	-	Plan of FISHER ROAD
Research by:	JC/SC	TRURO
Plotted by:	SJ	Showing PROPOSED CONDUIT & HANDHOLE LOCATIONS
Proposed Structures:	SC	
Approved:	T. THIBAUT	Scale 1"=20'      Date JUNE 3, 2021
P#		SHEET 1 of 1



# TOWN OF TRURO

## Assessors Office

### Certified Abutters List

### Request Form

DATE: June 7, 2021

NAME OF APPLICANT: Eversource Energy

NAME OF AGENT (if any): Marissa Jackson

MAILING ADDRESS: 484 Willow Street, West Yarmouth, MA 02673

CONTACT: HOME/CELL 508-269-5632 EMAIL marissa.jackson@eversource.com

PROPERTY LOCATION: 49 Fisher Road, Truro  
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP \_\_\_\_\_ PARCEL \_\_\_\_\_ EXT. \_\_\_\_\_  
(if condominium)

**ABUTTERS LIST NEEDED FOR:** **FEE: \$15.00 per checked item**  
(please check all applicable) (Fee must accompany the application unless other arrangements are made)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Board of Health <sup>5</sup>                     | <input type="checkbox"/> Planning Board (PB)                        | <input type="checkbox"/> Zoning Board of Appeals (ZBA) |
| <input type="checkbox"/> Cape Cod Commission                              | <input type="checkbox"/> Special Permit <sup>1</sup>                | <input type="checkbox"/> Special Permit <sup>1</sup>   |
| <input type="checkbox"/> Conservation Commission <sup>4</sup>             | <input type="checkbox"/> Site Plan <sup>2</sup>                     | <input type="checkbox"/> Variance <sup>1</sup>         |
| <input type="checkbox"/> Licensing  | <input type="checkbox"/> Preliminary Subdivision <sup>3</sup>       |  |
| Type: _____   | <input type="checkbox"/> Definitive Subdivision <sup>3</sup>        |  |
|   | <input type="checkbox"/> Accessory Dwelling Unit (ADU) <sup>2</sup> |  |
| <input checked="" type="checkbox"/> Other <u>Grant of Location Filing</u> |   | <i>(Fee: Inquire with Assessors)</i>                   |
- (Please Specify)*

**Note: Per M.G.L., processing may take up to 10 calendar days. Please plan accordingly.**

#### THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: \_\_\_\_\_ Date completed: \_\_\_\_\_

List completed by: \_\_\_\_\_ Date paid: \_\_\_\_\_ Cash/Check \_\_\_\_\_

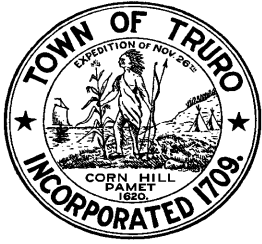
<sup>1</sup>Abutters, owners of land directly opposite on any public or private street or way, and abutters to the abutters within 300 feet of the property line.

<sup>2</sup>Abutters to the subject property, abutters to the abutters, and owners of properties across the street from the subject property.

<sup>3</sup>Landowners immediately bordering the proposed subdivision, landowners immediately bordering the immediate abutters, and landowners located across the streets and ways bordering the proposed subdivision. Note: For Definitive Subdivision only, responsibility of applicant to notify abutters and produce evidence as required.

<sup>4</sup>All abutters within 300 feet of parcel, except Beach Point between Knowles Heights Road and Provincetown border, in which case it is all abutters within 100 feet. Note: Responsibility of applicant to notify abutters and produce evidence as required.

<sup>5</sup>Abutters sharing any boundary or corner in any direction – including land across a street, river or stream. Note: Responsibility of applicant to notify abutters and produce evidence as required.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Bonnie Brown-Bonse has submitted an application to serve on the Community Preservation Committee. There are presently two vacant Member at Large seats.

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

**IMPACT IF NOT APPROVED:** The applicant will not be able to participate as a voting member on the Community Preservation Committee.

**SUGGESTED ACTION:** *Motion to Appoint Bonnie Brown-Bonse to the Community Preservation Committee for a three-year term expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Bonnie Brown-Bonse HOME TELEPHONE: [REDACTED]

ADDRESS: 3 Knowles Heights Rd WORK PHONE : [REDACTED]

MAILING ADDRESS: Box 386, No. Truro E-MAIL: [REDACTED]

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

Community Preservation Committee

SPECIAL QUALIFICATIONS OR INTEREST: Having lived here most of my life, I feel very protective of this town I love. I appreciate that there even is such a thing as a CPC, and would be honored to serve and to encourage and assist residents who hold the

COMMENTS: preservation of beautiful Truro high on their list of priorities. I see this as an opportunity to learn, to help, and to give back.

SIGNATURE: Bonnie Brown-Bonse DATE: 4/28/2021  
\*\*\*\*\*

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) \_\_\_\_\_  
RCVD 2021APR30 BY347  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

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

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

## Noelle Scoullar

---

**From:** Mary Rose <[REDACTED]>  
**Sent:** Thursday, June 3, 2021 5:45 PM  
**To:** Noelle Scoullar  
**Subject:** Re: Application to Serve-Bonnie Brown-Bonse

Hello Noelle,

I spoke to a couple of other members of our Committee and we all agree that she would be a nice addition. Please go forward with adding her to the agenda on the July 13 Select Board meeting for interview and appointment.

Thank you,  
Mary

<pre>1</pre>

> On 06/01/2021 2:18 PM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

>

>

> Good Afternoon Mary (Rose),

> We have received a signed letter from Bonnie Sollog, stating that when her term expires June 30, 2021, she will not be seeking reappointment. We have received an application to serve on the CPC from Bonnie Brown-Bonse.

> If you would please respond to this email with your comments/approval, we aim to place her application on the July 13 Select Board agenda for interview/appointment.

>

> Thank you!

> Noelle

>

> -----Original Message-----

> From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>

> Sent: Tuesday, June 1, 2021 1:52 PM

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

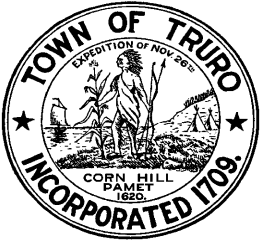
> Subject: Message from Mail Room KM\_C458

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Timothy Hickey has submitted an application to serve on the Concert Committee.

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

**IMPACT IF NOT APPROVED:** Mr. Hickey will be unable to participate on the Concert Committee as a voting member.

**SUGGESTED ACTION:** *Motion to Appoint Timothy Hickey to the Concert Committee for a three-year term, expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve-Chair's Approval email

Truro

*Application to Serve on a Board or Committee*

Last Name

Hickey

First Name

Timothy

Middle Initial

J

Address (Street)

32 Hopkins Way

Address (City)

N. Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO BOX 638, N. TRURO 22

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

---

RCVD 2021MAY21 09:37

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Yes

No

**What Board/ Committee Are You Applying For?**

CONCERT COMMITTEE

**Briefly Describe Why You Wish to Serve on This Board or Committee:**

I have vast experience in the entertainment field with an emphasis on live music production.

**Have you attended a meeting of the committee listed above?**

Yes

No

**Have you read the charge of the committee?**

Yes

No

**Have you met with the chair of the committee?**

Yes

No

**Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:**

Not at this time.

**Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.**

I worked closely with the board of Kirkland Performance Center from its inception in 1993 t

**Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.**

In addition to touring with two Broadway musicals 1988-1990 Tim has produced many live-r

---



Signature

A handwritten signature in black ink, consisting of a large, sweeping arch over a series of smaller, connected loops and strokes.

Date 5/20/21



## Noelle Scoullar

---

**From:** Pat Wheeler <[REDACTED]>  
**Sent:** Monday, May 24, 2021 1:35 PM  
**To:** Noelle Scoullar  
**Subject:** Re: Application to Serve-Concert Committee-Timothy Hickey

Dear Noelle,

The Concert Committee is excited to welcome Tim Hickey. He has a lot to offer; a wealth of professional musical experience and new ideas. As important he is looking forward to volunteering and working to insure that our small town approach to free outdoor concerts endures. We are also fortunate to be the beneficiary of his affection for Truro as he makes this his year round residence.

Sincerely,  
Patricia Wheeler,  
Chair, Truro Concert Committee

Sent from my iPad

> On May 21, 2021, at 9:39 AM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

>

> Hi Pat!

>

> We received Timothy Hickey's application to serve. Please reply back to this email with your comments and approval.

>

> Thank you!

> Noelle

>

> -----Original Message-----

> From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>

> Sent: Friday, May 21, 2021 9:15 AM

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

> Subject: Message from Mail Room KM\_C458

>

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> State's Office has determined that email is a public record. Please

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> using the Town of Truro network may be subject to disclosure under the

> Massachusetts Public Records Law (M.G.L. Chapter 66, Section 10) and

> the Federal Freedom of Information Act <mime-attachment>

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Application to Serve on the Charter Review Committee

**EXPLANATION:** An Application to Serve from Meg Royka was received for the membership on the Charter Review Committee. There is currently one vacancy remaining, for a three-year term.

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

**IMPACT IF NOT APPROVED:** The vacancy will remain on the Charter Review Committee.

**SUGGESTED ACTION:** *MOTION TO appoint Meg Royka to serve on the Charter Review Committee as full member serving a three-year term expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve-Chair's comments



# 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: Margaret Royka HOME TELEPHONE: [REDACTED]

ADDRESS: 4 Pine Ridge Road WORK PHONE: [REDACTED]

MAILING ADDRESS: PO Box 448 N.Truro E-MAIL: [REDACTED]

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

Charter Review Committee

SPECIAL QUALIFICATIONS OR INTEREST: \_\_\_\_\_

Former member this committee; 23 yr. Truro resident; current Library Trustee;  
former Truro Library Director; retired 25 yr. Xerox employee with broad managerial  
experience; have Simon School MBA (U of R) with major in finance

COMMENTS: Have been an active Truro volunteer in numerous capacities in both the public and private  
sectors throughout my years in Truro. I believe that my previous managerial and board experiences  
would be applicable to service once again on the Charter Review Committee.

SIGNATURE: Margaret Royka DATE: 6/19/2021  
\*\*\*\*\*

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

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

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

**From:** [Robert Panessiti](#)  
**To:** [Nicole Tudor](#)  
**Subject:** Re: Application to Serve Meg Royka -CRC  
**Date:** Monday, June 28, 2021 3:16:18 PM

---

Hi Nicole,

I spoke with Meg today and believe she will bring some balance and experience back to the CRC. I would recommend her appointment and look forward to working with her. Thanks and happy fourth!

Bob

Sent from my iPhone

On Jun 24, 2021, at 3:44 PM, Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)> wrote:

Hello Bob,

When you have a moment, would you please respond to Margaret Royka's Application to Serve for membership on the Charter Review Committee filling the current vacancy.

Thank you, Nicole

*Nicole Tudor*

Executive Assistant

Administration and Select Board Office

Truro Town Hall | PO Box 2030 | 24 Town Hall Road | Truro, MA 02666

Direct Line: (508) 214-0925 | Extension: (508)349-7004 Ext 110 | Fax: (508)349-5505

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)

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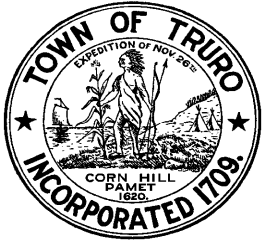
[<image002.png>](#)

[<image003.png>](#)

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<SMail Room 21062414561.pdf>

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Kristen Reed Vice-Chair and Susan Areson Clerk

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Committee Updates-Historical Commission

**EXPLANATION:** The Historical Commission Chair, Matthew Kiefer, will speak briefly with the Select Board Members on questions from the Board.

*Name of Committee/Board:*

*Date of Presentation:*

*Number of Members: 7*

*Number of Vacancies:*

*Accomplishments for the past 12 months:*

*Goals for the next 12 months:*

*Status of goals:*

*Challenges in Achieving Goals:*

*Support required from the Select Board/Town Manager:*

**SUGGESTED ACTION:** Discussion only



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Cannabis Manufacturing Applicant Presentation

**EXPLANATION:** The Hatchery, a boutique marijuana cultivation and product manufacturing facility, presented a proposal to the Select Board on March 23, 2021. They requested to execute a Host Community Agreement with the Town of Truro for their proposed project at 1 Noons Heights in North Truro. To apply for licensing from the Cannabis Control Commission, a Cannabis business must first execute a Host Community Agreement (HCA) with the Municipality in which it intends to be located per MGL Chapter 94G §3. Select Board Vice-Chair Kristen Reed and Town Manager Darrin Tangeman were appointed by the Board to serve on the negotiating team for the Host Community Agreement.

The scope of the project has recently changed and as such, Vice-Chair Reed and Town Manager Tangeman request that the owners of the Hatchery, Harlen Howard, Jonah Turner and Zachary Ment, present on the new scope of the project.

Upon completion of a draft Host agreement, the Select Board will have an opportunity to provide feedback prior to executing a final Host Community Agreement.

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** Discussion only.

**ATTACHMENTS:**

1. Project Presentation Slides from the Hatchery



# THE HATCHERY

A Boutique Marijuana Cultivation & Product  
Manufacturing Facility

1 Noons Heights, North Truro, MA 02652



# About Us

◦The Hatchery is a joint venture between two locally owned and operated Cannabis Establishments:



The Piping Plover – 10 Main Street, Wellfleet, MA 02667 – Owner – Zachary Ment – Retail



Salty Farmers – 182 Bracket Road and 120 Holmes Road, North Eastham, MA 02651 – Owners – Harlen Howard and Jonah Turner – Retail & Cultivation

# About Us

## **Harlen Howard**

Co-Owner of Salty Farmers, is a lifelong Cape resident and has resided in Truro for 12 years. He currently lives in the neighborhood of the proposed facility. Harlen has a background in accounting and has provided related professional over the last 10 years.

## **Jonah Turner**

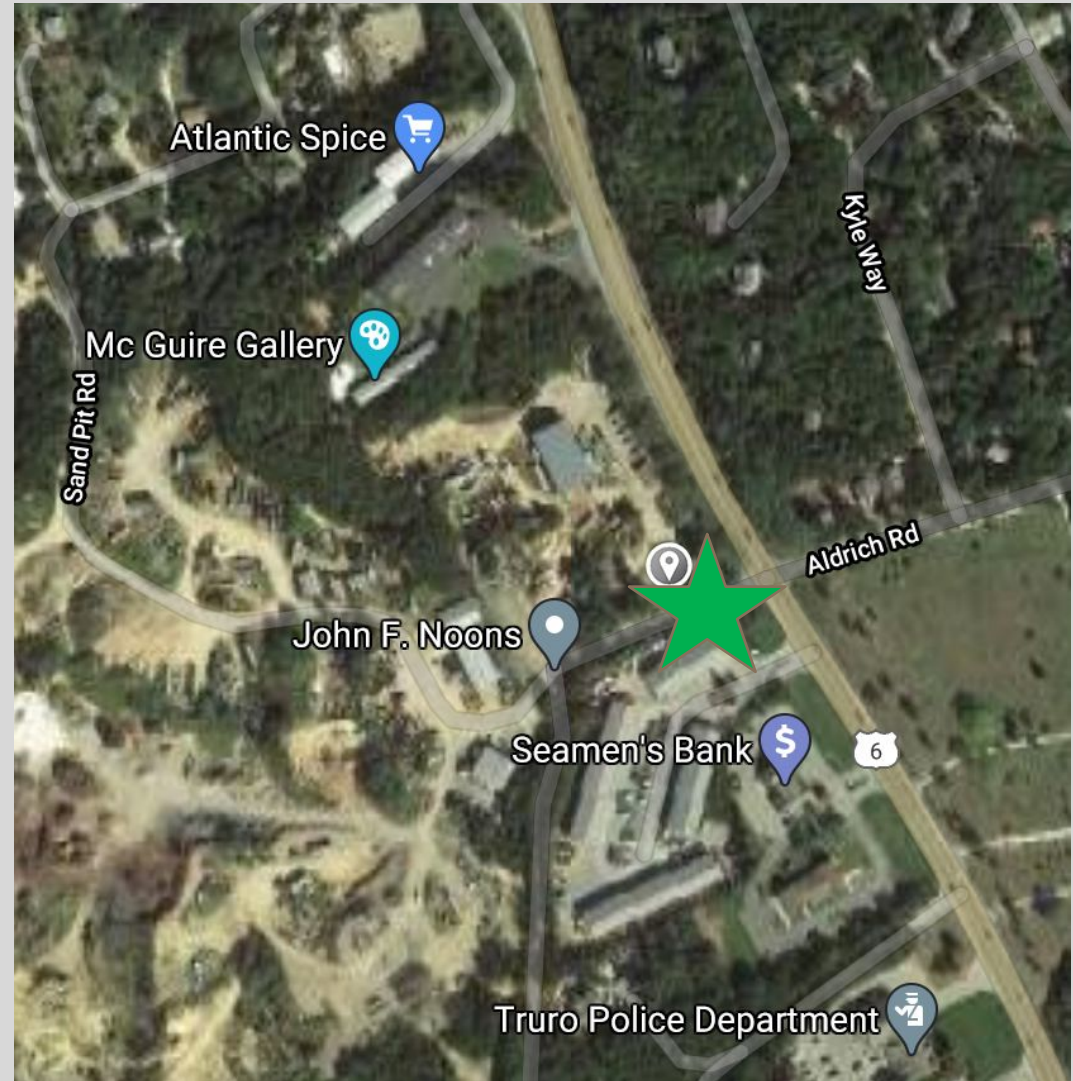
Co-Owner, Salty Farmers, is a second generation lobsterman and lifelong Eastham resident. Jonah also has a background in horticulture over 10 years of experience with cannabis cultivation in regulated markets.

## **Zachary Ment**

Owner of The Piping Plover Dispensary in Wellfleet has been a Truro resident for 12 years. Zac has 15 years of business operations and 4 years of Massachusetts Cannabis Control Commission compliance experience.

# Location

- One Noons Heights,  
North Truro, MA 02652
- Parcel ID – 039-166-000
- Owner has agreed to lease  
approximately 960 Sq Ft of commercial  
space for the purpose of Marijuana  
Cultivation & Product Manufacturing



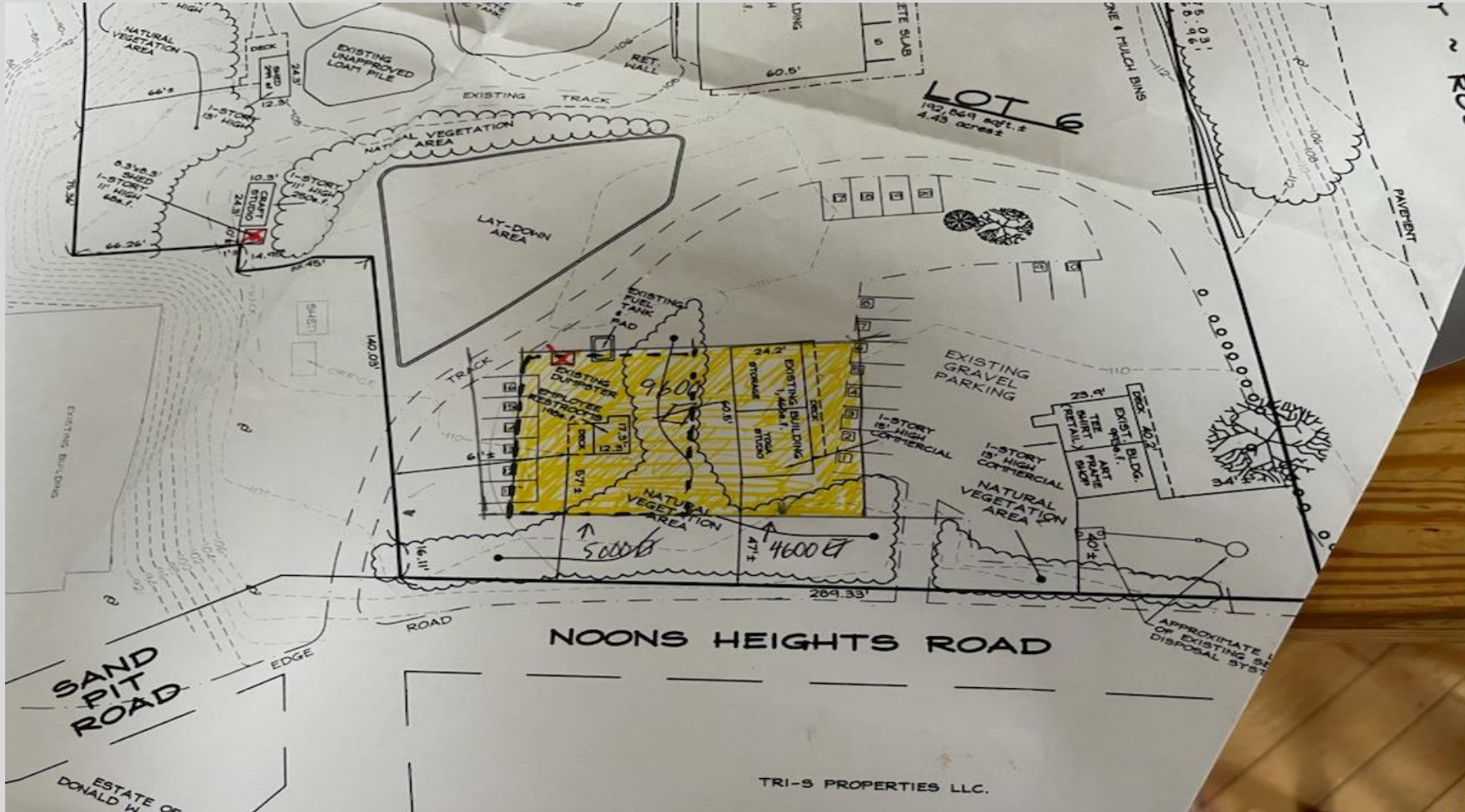
# Existing Structure



**Key: 1290** **Town of TRURO - Fiscal Year 2021** 10/9/2020 9:05 am SEQ# 1,282

CURRENT OWNER	PARCEL ID	LOCATION	CLASS	CLASS%	DESCRIPTION	BN ID	BN	CARD										
WINKLER ROUTE SIX TRUST TRS: WINKLER MICHAEL F PO BOX 1110 TRURO, MA 02666-1110	39-166-0	1 NOONS HGTS RD	3250	100	SMALL RETAIL			1 of 3										
TRANSFER HISTORY		DOS	T	SALE PRICE	Bk-PG (Cent)	PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%				
WINKLER ROUTE SIX TRUST		11/14/2003	GS	750,000	17629-235				NO PERMIT		06/04/2019	MR	100	100				
NOONS PAULA A		02/13/1998	J		11524-147				COMMERCIAL	250,000	06/08/2010	JH	100	100				
NOONS DONALD W & PAULA A		11/30/1992	A		8330-254				NO PERMIT		06/05/2009	RJM	100	100				
CD	T	AC/SF/UN	Nbhd	Int1	Int2	ADJ BASE	SAF	Int3	Lpi	VC	CREDIT AMT	ADJ VALUE						
103	S	33.750 RT6	1.00	1	1.00	333,300	1.00	1	1.00	C02	1.00	258,290						
203	A	0.775 RT6	1.00	1	1.00	66,500	1.00	1	1.00	C02	1.00	51,540						
303	A	2.880 RT6	1.00	1	1.00	22,700	1.00	1	1.00	C02	1.00	65,380						
TOTAL			4.430 Acres	ZONING GR6		FRNT	0			ASSESSED	CURRENT	PREVIOUS						
Nbhd		ROUTE 6	NOTE				LAND	375,200	371,500									
Int1		NO ADJ					BUILDING	137,100	139,600									
Int2		NO ADJ					DETACHED	9,700	9,200									
							OTHER	485,100	489,900									
							TOTAL	1,007,100	1,007,200									
TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO	11/01/2011									
SHF	A	1.00	0.75 10X12	1997	120	14.35	1,300											
SHF	A	1.00	0.75 10X12	1997	120	14.35	1,300											
SHF	A	1.00	0.80 12X16+3X8	1997	216	13.31	2,300											
SHM	A	1.00	0.75 12X16		192	13.67	2,000											
DGC	A	1.00	0.75 8X12		96	39.31	2,800											
									BLDG COMMENTS									
BUILDING	CD	ADJ	DESC	MEASURE	11/1/2011	DF												
MODEL	5		CIM	LIST	11/1/2011	DF												
STYLE	20	1.05	OFFICE BUILDING (100%)	REVIEW	11/9/2011	DF												
QUALITY	-	0.00	AVE-LOW+ (100%)															
FRAME	1	1.00	WOOD FRAME (100%)															
YEAR BLT	1991 <th>SIZE ADJ</th> <td>1.271 <th>ELEMENT</th> <th>CD</th> <th>DESCRIPTION</th> <th>ADJ</th> <th>S</th> <th>BAT</th> <th>T</th> <th>DESCRIPTION</th> <th>UNITS</th> <th>YB</th> <th>ADJ PRICE</th> <th>RCN</th> <th>TOTAL RCN</th> <th>259,728</th> </td>	SIZE ADJ	1.271 <th>ELEMENT</th> <th>CD</th> <th>DESCRIPTION</th> <th>ADJ</th> <th>S</th> <th>BAT</th> <th>T</th> <th>DESCRIPTION</th> <th>UNITS</th> <th>YB</th> <th>ADJ PRICE</th> <th>RCN</th> <th>TOTAL RCN</th> <th>259,728</th>	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	259,728	
NET AREA	960	DETAIL ADJ	1.972	FOUNDATION	4	BSMT WALL	1.00	A	BMU	N	BSMT UNF	960		67.91	65,190	CONDITION ELEM	CD	
\$NLA/RCN	\$270	OVERALL	1.000	EXTERIOR WALL	2	CLAP BOARD	1.00	A	BAS	L	BASE AREA	960	1991	192.21	184,525			
				ROOF STRUCTURE	1	GABLE	1.00	B	OPA	N	OPEN PORCH			53.02	2,545			
				ROOF COVER	1	ASPH/COMP SHIN	1.00	+	WDK	N	WOOD DECK	128		50.53	6,468			
				FLOORING	3	WW/ CARPET	1.00											
				INT FINISH	3	WOOD PANEL	1.07											
				H.V.A.C.	1	FORCED AIR	1.00											
				FUEL SOURCE	2	GAS	1.00											
				COMPLEX	0		1.00											
CAPACITY		UNITS	ADJ															
STORIES		1	1.00															
% HEATED		100	1.00															
% A/C		0	1.00															
% SPRINKLERS		0	1.00															
EFF. YR./AGE   1991 / 28																		
COND		47 47 %																
FUNC		0																
ECON		0																
DEPR		47 % GD 53																
RCNLD		\$137,100																

# Early Phase Site Plan



## New Structure



- Approximately 9,600 sq ft
- Dark Sky Compliant and Energy Efficient
- State-of-the-art HVAC and odor prevention technology system
- Screened with native species
- Set further back from public view/Rt. 6



# Zoning

- Proposed uses are permitted by special permit in the RT6 zoning district per section 100.3 of the Truro Zoning Bylaw
- Limitations on number of permitted establishments in the Town of Truro:

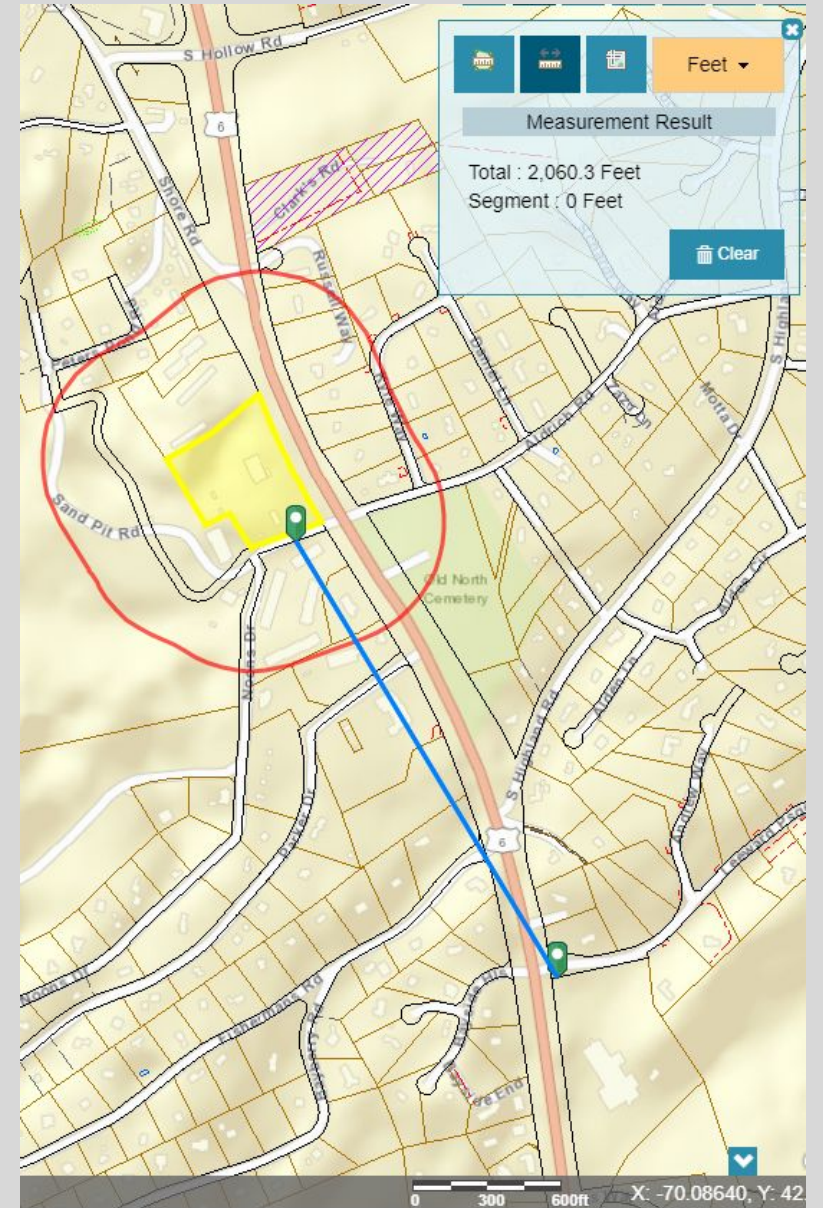


License Type	Total # Permitted in Town of Truro	Currently Permitted in Town of Truro
Marijuana Cultivator	1	0
Marijuana Product Manufacturing	1	0

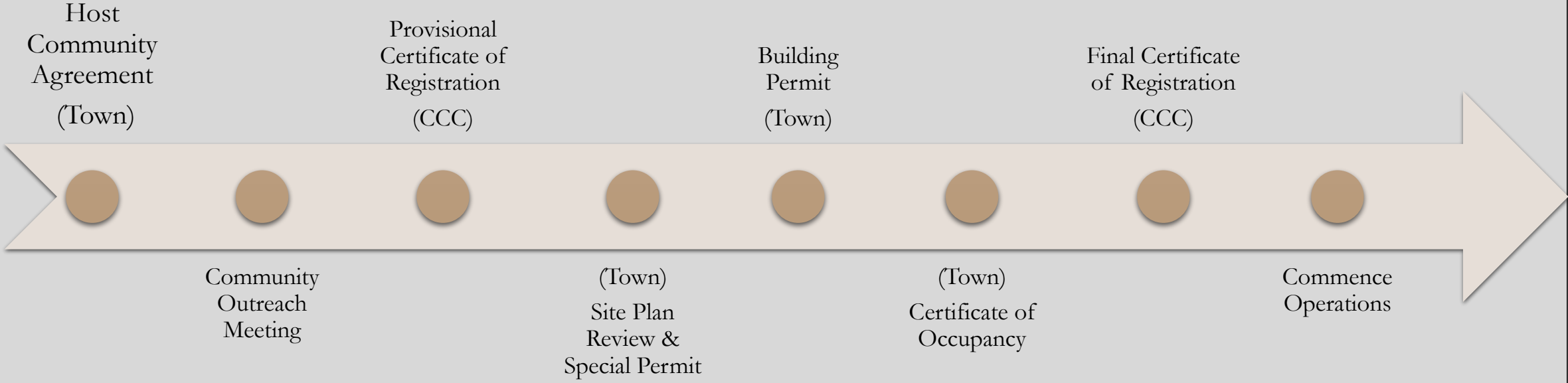


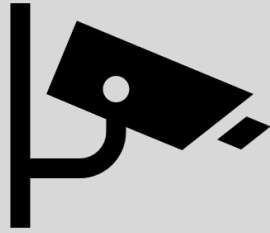
# Buffer Zone

- The proposed facility is not located within 500 ft as measured from each lot line of the subject lot, of any public or private schools. Per section 100.6 of the Truro Zoning Bylaw
  - **Yellow Highlight** – Proposed site of the Hatchery
  - **Blue Line** – Distance (~2060 ft) from the nearest school
  - **Red Line** – 500 ft buffer zone (measured from lot line of proposed site)



# Licensing Timeline





# Security



- A comprehensive security plan will be presented to and approved by the Truro Police Department
- The building will be a secure facility and not open to the public
- Only authorized personnel will be allowed on premise
- Facility will be equipped with surveillance cameras, perimeter alarm and electronic access controls
- Offsite central monitoring with dual pathway communication
- The Hatchery will prevent diversion to minors in the following ways:
  - The building will remain locked at all times
  - Only authorized personnel will be allowed on premise
  - All approved visitors will have to provide a government issued ID proving they are 21 years of age or older
  - All products are tracked and traced seed-to-sale via METRC (per CCC regulations)

# Good Neighbors

- Complies with local zoning
- State-of-the-art HVAC and odor prevention technology system
- Ample on site parking
- Traffic limited to staff and authorized visitors
- Living wages & hiring preference to Truro residents
- Low Environmental Impact



# Original Financial Forecast

	FY2022	FY2023	FY2024
Revenue	\$ -	\$ 525,000	\$ 1,050,000
Cost of Good Sold	\$ -	\$ 270,000	\$ 540,000
Direct Labor	\$ -	\$ 80,000	\$ 120,000
Overhead	\$ 120,000	\$ 120,000	\$ 120,000
Profit	\$ (120,000)	\$ 55,000	\$ 270,000

# New Financial Forecast

	FY2023	FY2024	FY2025
Revenue	\$ 1,372,500	\$ 2,500,000	\$ 3,050,000
Cost of Good Sold	\$ 686,250	\$ 1,250,000	\$ 1,525,000
Direct Labor	\$ 300,000	\$ 587,500	\$ 650,750
Overhead	\$ 137,250	\$ 250,000	\$ 300,050
Profit	\$ 249,000	\$ 412,500	\$ 574,200



QUESTIONS



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Election of Select Board Officers

**EXPLANATION:** As this is the first Select Board meeting held since the Annual Town Election on June 29, 2021, the annual election of the Chair, Vice Chair and Clerk of the Board should occur.

**SUGGESTED ACTION:**

*Motion to approve \_\_\_\_\_ as Chair of the Select Board.*

*Motion to approve \_\_\_\_\_ as Vice-Chair of the Select Board.*

*Motion to approve \_\_\_\_\_ as Clerk of the Select Board.*

**ATTACHMENTS:** None





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Approval of Select Board Liaisons

**EXPLANATION:** As this is the first Select Board meeting held since the Annual Town Election on June 29, 2021, the Board should review and designate Select Board liaisons to other appointed and elected committees. The attached list includes the most recent Select Board liaison assignments. As the Economic Development Ad-Hoc Committee was recently established, a liaison for that Committee should be selected as well.

**SUGGESTED ACTION:** *Motion to approve the revised list of liaison assignments.*

**ATTACHMENTS:**

1. Current (FY21) Liaison assignments
2. #34 Board of Selectmen Liaison Policy

## BOARDS AND COMMITTEES LIAISON LIST FY2021

Board/Committee/Commission	Select Board Liaison
Agricultural Commission	
Appeals, Zoning Board of	Susan Areson
Assessors, Board of	
Beach Commission	Jan Worthington
Bike and Walkways Committee	Susan Areson
Cable and Internet Advisory Committee	Kristen Reed
Cemetery Commission	Jan Worthington
Charter Review Committee	Kristen Reed
Climate Action Committee	Stephanie Rein
Commission on Disabilities	Stephanie Rein
Community Preservation Committee	Bob Weinstein
Conservation Commission	Stephanie Rein
Council on Aging Board	Jan Worthington
Cultural Council	Kristen Reed
Energy Committee	Bob Weinstein
Finance Committee	Susan Areson
Fire & Rescue Department	Jan Worthington
Health, Board of	Susan Areson
Historical Commission	Susan Areson
Housing Authority	Kristen Reed
Human Services Committee	Kristen Reed
Library Trustees	Bob Weinstein
Local Comprehensive Planning Committee	Susan Areson
Open Space Committee	Susan Areson
Pamet Harbor Commission	Jan Worthington
Planning Board	Jan Worthington
Recreation Commission	
Recycling Committee	Kristen Reed
School Committee	Bob Weinstein
Shellfish Advisory Committee	Bob Weinstein
Taxation Aid Committee	Jan Worthington
Truro Concert Committee	Jan Worthington
Walsh Property Community Planning Committee	Stephanie Rein
Water Resources Oversight Committee	Stephanie Rein

# TOWN OF TRURO

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

## Policy Memorandum #34

**Date:** Revised June 3, 2014; October 17, 2017

**Subject:** Selectmen Liaison Policy

The Truro Board of Selectmen hereby adopts the following policy for the Board of Selectmen Liaison position that provides for the inter-working, communication and coordination with all of the standing Town Multi-member Boards, Committees, and Commissions.

Annually, the Board of Selectmen will assign Selectmen to serve as a liaison to all of the standing Town Multi-member Boards, Committees and Commissions. The Selectmen Liaison is not a member of the committees he/she is assigned to and will have no voting privileges.

### **Liaison Responsibilities:**

1. The Selectmen Liaison will not be expected to attend meetings on a regular basis. The Selectmen Liaison should attend meetings when significant issues are being discussed and/or action is to be taken and upon the invitation of the Chair.
2. The Selectmen Liaison is encouraged to attend at least one meeting in order to introduce themselves to committee members and to brief the committee on the role and purpose of the liaison position.
3. Upon assignment, the Selectmen Liaison will distribute this policy memorandum to the Chair of each assigned committee.
4. The Selectmen Liaison will establish a working relationship with the Chair of each committee they are assigned to and be available for consultation when needed.
5. The Selectmen Liaison will be the point of contact for those multi-member bodies they are assigned to. The Liaison is responsible for communicating relevant information and actions by the Board of Selectmen to their assigned committees. They are also responsible for reporting back to the Board of Selectmen any developments, information and actions taken by their assigned committees relevant to the work of the Board of Selectmen.

**Multi-Member Boards, Committees and Commissions Responsibilities:**

1. The Chair of each multi-member body will ensure that the Selectmen Liaison is sent advance notice of each meeting as well as all meeting agendas and minutes.
2. The Chair will inform the Selectmen Liaison of any significant issues under current or potential future discussion that are relevant to the roles and responsibilities of the Board of Selectmen or that may require future action by the Board of Selectmen.
3. The Chair will invite the Selectmen Liaison to meetings when needed with as much advance notice as possible in order to ensure attendance.
4. The Chair will request through the Selectmen Liaison a joint meeting with the Board of Selectmen when the multi-member Body determines that an issues requires:
  - A. the action of the Board of Selectmen;
  - B. direction from the Board of Selectmen; or,
  - C. specific information or guidance needs to be provided to the Board of Selectmen on an issue under the purview of the Multi-member Body.
5. For those Multi-member Bodies where members are directly or jointly appointed by the Board of Selectmen, a vacancy should be immediately reported to the Town Manager and the Selectmen Liaison so that the vacancy can be filled in an appropriate and timely manner.

  
\_\_\_\_\_  
Paul Wisotzky, Chairman

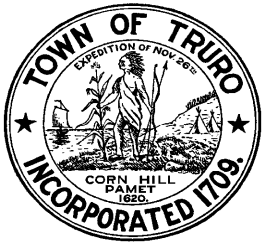
  
\_\_\_\_\_  
Maureen Burgess, Vice-Chairman

  
\_\_\_\_\_  
Robert Weinstein, Clerk

  
\_\_\_\_\_  
Janet Worthington

\_\_\_\_\_  
Jay Coburn

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Appoint a Select Board Member to the Local Comprehensive Plan Consultant Selection Committee

**EXPLANATION:** Staff requested District Local Technical Assistance (DLTA) Funds to hire a consultant to assist with community engagement and technical assistance that the Local Comprehensive Plan Committee will require. Town Planner Barbara Carboni submitted a grant application through the One Stop for Community Growth grant program for additional grant monies that would allow for even more assistance if awarded. Award announcements for that program are expected in October 2021.

As part of the Local Comprehensive Plan process, an Economic Development Plan will also be developed.

Town Planner Carboni prepared a Request for Proposals to hire the consultant, which was posted and advertised as appropriate. Multiple proposals were received, and staff would like to assemble a selection committee to provide a selection recommendation to the Chief Procurement Officer (Town Manager). The five- person committee will consist of the Local Comprehensive Plan Committee Chair and a member of the Local Comprehensive Plan Committee designated by the Chair, a member of the Economic Development Ad-Hoc Committee, Town Planner Carboni and a member of the Select Board. The selection committee will likely meet only once (on either July 15<sup>th</sup> or July 16<sup>th</sup>) to interview and score applicants using questions and criteria prepared by Town staff during the RFP process. The committee's work shall be complete upon providing a recommended consultant to the Chief Procurement Officer (Town Manager) who will then award a contract. Staff requests that the Select Board select a representative from the Board to serve on this selection committee.

**FINANCIAL SOURCE (IF APPLICABLE):** DLTA Funds (already secured); additional funds may be allocated from a Community One Stop for Growth grant application if awarded.

**IMPACT IF NOT APPROVED:** There will be no representative from the Select Board on the Local Comprehensive Plan Consultant Selection Committee.

**SUGGESTED ACTION:** MOTION TO *appoint* \_\_\_\_\_ *{insert Select Board Member name}* to serve on the Local Comprehensive Plan Consultant Selection Committee.

**ATTACHMENTS:** Local Comprehensive Plan Committee Request for Proposals



**TOWN OF TRURO**  
**REQUEST FOR PROPOSALS**  
**LOCAL COMPREHENSIVE PLAN**

June 4, 2021

The Town of Truro seeks proposals from qualified consultants to provide services to update its Local Comprehensive Plan consistent with Cape Cod Commission requirements for certification.

Proposals as described within should be submitted to Darrin Tangeman, Town Manager, Town of Truro, 24 Town Hall Road, P.O. Box 2030, Truro, MA 02666, **no later than 4:00 p.m., Friday, July 2, 2021**, with an electronic copy to [dtangeman@truro-ma.gov](mailto:dtangeman@truro-ma.gov). Please contact Mr. Tangeman at the above email address, or at (508) 214-0201, to obtain a copy of this Request for Proposals, and/or with any questions.

Funding for this project is provided by the Commonwealth of Massachusetts Department of Housing and Community Development's District Local Technical Assistance Program through the Cape Cod Commission.

TOWN OF TRURO  
LOCAL COMPREHENSIVE PLAN

I. OVERVIEW

The Town of Truro’s existing Local Comprehensive Plan was completed in 2005. The LCP must be updated to reflect changing conditions and community priorities, as well as consistency with the Cape Cod Commission’s amended Regional Policy Plan (effective March 30, 2021). The Town seeks community consensus through the LCP process to address critical issues facing the Town, including housing, land use and development, community and economic sustainability, and natural resource protection. The LCP will:

- express the primary values, concerns and desires of the community
- establish community expectations regarding future growth and development and resource protection
- provide a planning framework for development regulations, capital facilities and infrastructure necessary to address future growth and resource protection
- provide a rationale for the adoption and amendment of zoning regulations, and other actions to manage the effects of growth and development
- provide guidance on allocation and scheduling of capital funding and infrastructure
- provide a platform to discuss planning issues that cross town lines and develop efficient and effective multi-jurisdictional approaches to address such issues
- develop a financially sustainable approach for providing the town services and infrastructure necessary to support the findings of the Plan.

An essential element of the LCP will be a robust Economic Development Plan, creating a vision for the Town’s economy and identifying strategies for its achievement.

The selected Consultant will work with the Town’s Local Comprehensive Plan Committee and the Town Planner on all stages of the LCP process, including public engagement; visioning; drafting; and finalizing the Plan. The LCP will be submitted to the Cape Cod Commission for certification and to Town Meeting for approval.

II. BUDGET

A. Funding

The Town has confirmed funding of \$49,000 for the initial phase of the Local Comprehensive Plan process (public engagement; preparation of Vision Statement, Growth Policy and Goals; see C.1 below). The Town has applied for additional grant funding to pay for the remainder of the LCP process. A contract for services for the remainder of the LCP process (see C.2-6 below) is contingent upon the award of such additional grant or other funding source.



B. Not to Exceed

The not to exceed total price for the services and deliverables described in this document is \$124,000.

C. Fee Schedule

Applicants shall provide a proposed Fee Schedule, identifying costs for the following Tasks, including an hourly rate and anticipated number of hours for each Task:

1. Create public engagement plan; conduct plan events, including visioning exercises. With Local Comprehensive Plan Committee, prepare Vision Statement, Growth Policy, and Goals.
2. Inventory Existing Conditions and prepare narrative conforming to LCP regulations. Identify capital facilities and infrastructure projects needed; prepare Capital Facilities Plan conforming to LCP regulations.
3. Prepare Housing Plan element of LCP, utilizing existing Housing Production Plan (HPP), supplemented as determined necessary through LCP process.
4. Prepare an Economic Development vision and strategy consistent with the Commission's Comprehensive Economic Development Strategy and Regional Policy Plan.
5. Prepare Targeted Action Plan and Schedule conforming to LCP regulations. Identify Performance Measures to track the Town's progress towards achieving its vision and goals, conforming to LCP regulations.
6. Prepare draft LCP conforming to the Commission's recommended LCP Certification Template. Finalize LCP pursuant to LCP Committee direction.

III. LOCAL COMPREHENSIVE PLAN

The LCP will conform to the Cape Cod Commission's recommended LCP Certification Template, as follows:

**Vision Statement & Growth Policy.** Articulation of a vision statement and growth policy that express how and where the community wants to develop and areas the community wants to protect. Consideration should be given to the Cape Cod Placetypes identified in the RPP, as well as other appropriate strategic planning areas in the community.

**Community Goals.** Identification of community goals, which should suit local needs but also be consistent with the goals of the Regional Policy Plan and Cape Cod Commission Act.

**Existing Conditions.** Narrative and data providing an overview of the town, existing assets, issues, and needs, and capacity for growth.

**Key Issues and Needs.** Narrative that identifies key issues or needs within the community, including but not limited to capital infrastructure and facilities needs and local housing needs.

**Existing Buildout Analyses.** Narrative describing any existing and relevant buildout analyses conducted for the community.

**Capital Infrastructure and Facilities.** Discussion of Capital Infrastructure and Facilities Plan to accommodate growth.

**Housing Plan.** Discussion of Town’s plan to provide for the development of fair low-and-moderate income housing consistent with local needs.

**Other Town Plans.** Discussion of other Town plans that inform and are consistent with the LCP.

**Public Process.** Discussion on the public process for the development of the LCP, particularly its vision statement and growth policy.

**Cape Cod Commission Involvement.** Discussion on the involvement of the Cape Cod Commission in the development of the LCP.

**Action Plan.** Discussion of actions, including proposed zoning changes, the Town will undertake to achieve the vision and goals of the LCP, including identifying each action’s timeframe, priority level, and lead departments or boards for implementation.

**Zoning/Bylaw Changes.** Identification of zoning/bylaw changes that will help the Town grow in line with the community’s vision, growth, policy, and goals. Bylaw changes to support the Commission’s Cape Cod Placetypes should be considered.

**Performance Measures.** Discussion and identification of measures to track the Town’s progress towards achieving its vision and goals.

**Review and reporting on zoning and other regulatory changes.** How the town plans to review and report on progress with changes to local zoning and other regulations as proposed in the Action Plan.

#### IV. SCOPE OF SERVICES

The selected Consultant is expected to complete the following tasks:

1. Create a public engagement plan, maximizing community involvement by providing a variety of methods of engagement (including opportunities for Town department input). Use of the platform Bang the Table is strongly preferred as one component of the engagement plan. Conduct public events and other elements in the engagement strategy, including virtual charettes, surveys, and visioning exercises.
2. Facilitate LCP Committee discussion to reach consensus on a community Vision. Prepare Vision Statement, Growth Policy, and Goals conforming to LCP regulations.
3. Inventory existing conditions, key issues and needs as developed through the public process and as supplemented by discussion with Town departments and available resources. Prepare Existing Conditions narrative conforming to LCP regulations.

4. Identify capital facilities and infrastructure projects needed to support growth or redevelopment in areas identified by the community as appropriate. Prepare Capital Facilities Plan conforming to LCP Regulations.
5. Address Housing Plan element of LCP utilizing existing Housing Production Plan (HPP), supplemented as determined necessary through LCP process.
6. Create an Economic Development Plan consistent with the Vision Statement and Growth Policy, as well as the Commission’s Comprehensive Economic Development Strategy and Regional Policy Plan.
7. Prepare Targeted Action Plan and Schedule conforming to LCP regulations, including identification of zoning/bylaw changes supporting the community’s vision, growth, policy, and goals.
8. Identify Performance Measures to track the Town’s progress towards achieving its vision and goals, conforming to LCP regulations.
9. Integrate the above elements into a draft LCP conforming to the Commission’s recommended LCP Certification Template.
10. Finalize LCP pursuant to LCP Committee direction.

It is anticipated that the Consultant will communicate with the LCP Committee and Town departments by phone, email and video conferencing. In-person attendance will be considered, where it may be conducted consistent with requirements of the Commonwealth and the Town’s Board of Health.

The Consultant will be expected to communicate with the Cape Cod Commission throughout the process regarding consistency with the LCP Regulations, RPP and CEDS.

V. ANTICIPATED SCHEDULE

Proposals due: .....	July 2, 2021
Interviews and selection:.....	July 6–9, 2021
Document review/research/ Preparation of public engagement strategy:.....	June – July 2021
Public engagement/LCPC meetings: .....	August 2021 – January 2022
Draft report: .....	February – April 2022
Outreach/input on draft report: .....	June – July 2022
Finalize report: .....	July – September 2022

VI. SUBMISSION REQUIREMENTS

A. Procedures

Applicants shall submit **Non-Price Proposals** and **Price Proposals in separate envelopes** marked accordingly. Complete proposals (both components – Non-Price Proposal and Price Proposal) must be received by the Town Manager Darrin Tangeman at Truro Town

Hall, 24 Town Hall Road, Truro, MA 02666 by **4:00 p.m. on July 2, 2021**. An electronic copy of the Non-Price Proposal shall be emailed to dtangeman@truro-ma.gov.

An Applicant's **Non-Price Proposal** envelope shall include:

- Seven unbound copies of the Non-Price Proposal
- Certificate of Non-Collusion
- Certificate of Corporate Authority
- Certificate of Tax Compliance

The above Certificates are attached in Appendix B.

An Applicant's **Price Proposal** shall include a Fee Schedule as described above.

#### B. Contents

To be considered, a complete Proposal must include:

1. Applicant's name and all contact information.
2. An explanation of the Applicant's proposed approach and methodology, referencing prior relevant projects preparing an LCP, master plan, or other substantial planning document for a municipality or regional entity.
3. A Work Plan corresponding to the Scope of Services, containing a list of specific tasks and proposed schedule.
4. A Statement of Qualifications including:
  - a. Experience and qualifications of individuals who will undertake this project, with responsibilities anticipated of each. Resumes or CVs may be included.
  - b. Description of selected, relevant projects completed by the Applicant.
  - c. Names, titles and contact information of references for relevant projects completed.
  - d. One or more written sample of an LCP, master plan, or other substantial planning document for a municipality or regional entity.
5. Executed Certificates (Non-Collusion, Corporate Authority, Tax Compliance).
6. Price Proposal (**submitted in separate envelope**).

#### C. Terms

1. This RFP, the Town's selection process, and the award of contract to a Selected Consultant are governed by the Uniform Procurement Act, G.L. c. 30B.
2. In submitting a Proposal, an Applicant agrees that if selected, the Applicant will comply with all applicable federal, state and local laws in its performance of a contract with the Town of Truro.

3. Following submission of a Proposal, an Applicant is not permitted to modify such Proposal, except for minor corrections. No Proposal may be amended so as to prejudice fair competition or the Town of Truro.
4. The Town of Truro retains the right to modify this RFP as needed to serve the interests of the Town. If any modifications are made to the RFP, an addendum will be issued, and emailed to all Applicants on record as having requested or received this RFP.
5. The Town of Truro reserves the right to cancel this RFP, or to reject all proposals, should such action be in the best interest of the Town.
6. The Town of Truro will select a Consultant offering the most advantageous proposal, taking into consideration all evaluation criteria and proposal prices.
7. The Selected Consultant will be required to obtain and maintain, at its own expense, general liability and motor vehicle liability insurance policies in connection with any operations included in the contract and shall have the Town of Truro listed as an additional insured on such policies. Workers' compensation insurance, in accordance with the requirements of Massachusetts law, will also be required if applicable.
8. The Selected Consultant will be required to indemnify and hold harmless the Town of Truro, and its officers, boards, and employees, from and against all claims, causes of action, suite, damages and liability of any kind which arise out of the negligence or willful misconduct of the Selected Consultant or its officers, employees, agents and representative regarding the services performed.
9. All reports and materials prepared by the Selected Consultant will be public information and shall not be copyrighted.

## VII. EVALUATION CRITERIA AND SELECTION PROCESS

### A. Minimum Evaluation Criteria (Quality Requirements)

1. The Consultant must have completed one or more comprehensive plan, master plan, or comparable planning document for a municipality or regional entity.
2. The Consultant must be able to start work on the project within thirty days of the award of the contract and must be able work continuously to complete the project within the time anticipated in this RFP or as reasonably extended.

### B. Comparative Evaluation Criteria

The following ratings will be used to evaluate all Proposals meeting the above Quality Requirements:

*Highly Advantageous:* proposal excels with respect to criterion

*Advantageous:* proposal fully responds to criterion

*Not Advantageous:* proposal does not respond to criterion

These ratings will be applied the following Criteria for comparative purposes:

1. Thoroughness and creativity of proposed public engagement strategy
2. Understanding and responsiveness of Proposal to particular requirements of Cape Cod Commission for certification of LCP
3. Quality of plans, reports, or comparable work product prepared for municipal clients
4. Quality of references
5. Availability to focus on this project

C. Selection Process

Review. Proposals will be opened and reviewed pursuant to the requirements of G.L. c. 30B. A Selection Committee (including the Town Manager or designee, and the Town Planner) will interview selected Applicants meeting the Quality Requirements the week of June 21 – 24, 2021. There is no entitlement to an interview.

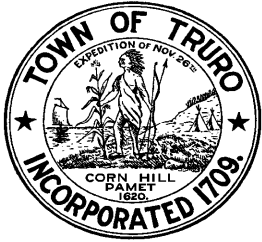
Most Advantageous Proposal. The Selection Committee will determine the most advantageous proposal, taking into consideration all evaluation criteria and proposal prices. The contract will be awarded to the Consultant offering the most advantageous proposal.

Execution of Agreement. The Town intends to award a contract by June 24, 2021. The Town will prepare an Agreement (contract) for execution by the Town and Selected Consultant within 30 days of such award.

VIII. REFERENCE DOCUMENTS

Links to Truro's 2005 Local Comprehensive Plan, other Town planning documents, and selected Cape Cod Commission materials can be found here:

<https://www.truro-ma.gov/local-comprehensive-plan-committee/pages/plans>



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** FY2022 Goals & Objectives Process Planning

**EXPLANATION:** Due to the COVID-19 Pandemic, the Board determined in July 2020 that the FY2020 Goals & Objectives were continued and served as the FY2021 Goals & Objectives. Attached is the final progress report on the FY2021 Goals. It includes the progress made in FY2020 and FY2021.

As Annual Town Meeting and the Annual Town Election concluded on June 26, 2021, and June 29, 2021 respectively, planning for the FY2022 Goals & Objectives should begin. Staff recommends that the Board hold a planning workshop in July with Department Heads to discuss challenges and opportunities and begin to collaboratively craft the FY2022 Goals & Objectives at that workshop. A public hearing on the FY2022 Goals & Objectives can be scheduled and noticed for August 2021 as required by Town Charter.

If this process is agreeable, staff requests that the Board identify a date and time certain for the planning workshop. Once a date is selected, staff can identify an available location. Discussion regarding specific goals and objectives can be reserved for that meeting. The public hearing will be scheduled for a regular meeting in August pending the date of the planning workshop.

**SUGGESTED ACTION:** *Motion to hold a planning workshop on the FY2022 Goals & Objectives on {Insert Date and Time Certain}.*

**ATTACHMENTS:**

1. FY2020 Goals and Objectives
2. FY2021 Goals and Objectives Progress Report



# 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.

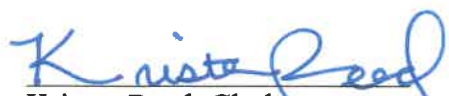
CEG2. The Select Board will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by \_\_\_\_\_. This will include:  
a. An assessment of relevance to the current and future work of the Town of Truro.  
b. Revisions to charges to ensure clarity of purpose, role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

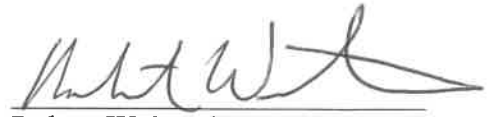
CEG3. As part of the Local Comprehensive Planning process, the Select Board, Town Manager and Local Comprehensive Plan Committee will conduct an outreach, organizing and information gathering process that will engage citizens in the planning process and include the development of community-wide vision,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

## Fiscal Year 2021 Goals and Objectives

### 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.

<b>TS1</b>	<b>The Select Board will develop a policy that addresses uses and modifications to Town-owned property.</b>
Q4: No progress. Not completed.	

## FISCAL MANAGEMENT

**The Town of Truro will develop short and long-term fiscal policies that increase revenue from sources other than property taxes and minimize annual budget growth.**

<b>FM1</b>	<b>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.</b>
<p>Q4: Completed in FY2020. Department Heads submitted services analyses for discussion at the November 12, 2019 work session. In 2021, Acting Town Manager Calise initiated the FY2021 budget process in October/ November 2020 (delayed by September 2020 Annual Town Meeting). The FY2021 process kicked off with a Select Board and Finance Committee work session where the members of the two bodies requested budget narratives from the Department Heads that addressed a general summary of the departments' responsibilities, COVID impacts on daily operations, efficiencies that have or could be implemented, fee modification recommendations, staffing level needs, etc. These narratives were included with the FY2021 proposed budgets.</p>	

**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.**

<b>PS1</b>	<b>The Select Board and Town Manager will review and revise the existing General Noise Bylaw.</b>
Q4: No progress. Not completed.	

<b>PS2</b>	<b>The Select Board, working with the Town Manager and Emergency Management Director, will develop an initiative for neighborhood storm teams for natural disasters.</b>
Q4: Completed in FY2020. A Community Conversation about Storm Preparedness on September 10, 2019 provided an opportunity to talk about storm events with community members and to recruit neighborhood captains. Participants received information about how to prepare for storms and were asked to sign up to be Neighborhood Captains. There are currently 5 individuals registered. The Pandemic highlighted the effectiveness of grassroots community efforts by the Truro Community Kitchen and Good Neighbor   Truro.	

## 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	<p>(Environmental) The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <ol style="list-style-type: none"><li><i>Pamet River Tidal Flow Restoration &amp; Watershed Study:</i> 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.</li><li><i>East Harbor Culvert Replacement:</i> Complete second phase of culvert replacement between Shore Road and Route 6 in fall/winter of 2019.</li><li><i>Mill Pond and Eagle Creek Repairs &amp; Improvement:</i> The final design for necessary repairs/replacement completed by the end of July 2019; construction scheduled for fall/winter 2019.</li><li><i>Little Pamet Watershed Study &amp; Culvert Repair:</i> 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.</li><li><i>Coastal Management:</i> 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.</li></ol>
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Q4:

a) **Pamet River Tidal Flow Restoration and Watershed Study:** All historic data including the current Army Corps study was reviewed with the Woods Hole Group and the Cape Cod Conservation District. A review of all existing data has been completed. A site investigation and preliminary design analysis to develop feasible alternative replacements for the culvert under Truro Center Road were completed on June 30, 2021. The next phase will include permitting, final design, and public outreach.

b) **East Harbor Culvert Replacement:** The final permitting phase is underway with the Army Corps. The East Harbor culvert replacement project is currently out to bid. The bid opening is scheduled for August 10, 2021, and construction is anticipated to begin in the Fall/Winter of 2021.

c) **Mill Pond:** Mill Pond is a priority project with the Division of Ecological Restoration. Grant funding to begin the analysis and existing data review was submitted for review to DER. DER has funded the first engineering phase of this project which consisted of a review of all existing data along with a field investigation to establish baselines for topography, bathymetry, tides, coastal wetland resources, and sub surface geological conditions for this tidally restricted system and failing culvert. The results will be used to support the eventual engineering and design permitting of potential replacement alternatives for the culvert.

c) **Eagle Neck Creek:** Eagle Neck Creek final design and analysis has been completed. All permits have been submitted. Chapter 91 permit review can take up to 270 days for final approval. Chapter 91 regulates activities on both coastal and inland water ways, including construction, dredging, and certain rivers and streams. The Eagle Neck Creek culvert replacement project is currently out to bid. The bid opening is scheduled for August 10, 2021, and construction is anticipated to begin in the Fall/Winter of 2021.

d) **Little Pamet Watershed Study & Culvert Repair:** All historic data has been reviewed, field survey investigations, wetland delineation and sub surface investigations along with channel boring have been completed. In addition, a shellfish survey and channel coring with lab analysis have been conducted. The water tide level, salinity and temperature measurements have been documented. Preliminary sediment and vegetation assessment of the system have been completed along with a hydrologic study of the river system. An alternative analysis to determine feasible design alternatives for culvert replacement, tidal control, and improved drainage in the system have also been completed. The next phase would include final design analysis, permitting, and outreach.

e) **Coastal Management:** The Outer Cape Shore Front Management planning process is now well underway, as “phase 1” is complete. The ground level of this process was made possible by the teaming with the Center for Coastal Studies under a Coastal Resiliency grant awarded by the Massachusetts office of Coastal Zone Management (CZM). The Select Board adopted the Outer Cape Memorandum of Agreement for Shoreline Management at their June 23, 2020 meeting to allow for the creation and implementation of uniform shoreline management policies and regulations. The Outer Cape team applied for a second round of project funding from CZM – “phase 2”. The second phase will:

- further develop and refine the shoreline geo-database that was built in phase 1;
- develop and implement the management framework;
- develop a regional sand-banking system for Town implementation;
- identify and assess parcels for potential Salt Marsh migration;
- create an inventory of low-lying roads and related infrastructure, and



- develop an education and outreach program to advance the goals of regional science-based shoreline management.

PHASE 2 of the project was awarded a 2-year grant from CZM and year 1 was completed 6/30/2021.

- The intermunicipal shoreline management geodatabase is being expanded.
- Littoral cell/management unit system is being developed to denote locations where informed land use decisions should be uniform regardless of (municipal) location.
- Local regulatory consistency is being reviewed and general management principles have been developed.
- Development of a regional sand-banking system is partially complete, as supply/demand analysis data has been processed. Use criteria for the system are being developed and will have both a public and private application.
- Outreach has included a survey to pertinent municipal departments (DPW, harbor, shellfish, beach) to determine management needs across municipal departments.

<b>CS2</b>	<b>(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.</b>
Q4: Completed in FY2021. The Climate Action Committee charge was adopted at the July 23, 2019 meeting of the Board. Five full members and one alternate were appointed. The Committee provided an update on their efforts at the May 25, 2021 Select Board meeting.	
<b>CS3</b>	<b>(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.</b>
Q4: Not completed. No joint work session was held.	

<b>CS4</b>	<b>(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.</b>
<p>Q4: An Accessory Dwelling Unit Subcommittee presented a summary of their work at the January 28, 2020 Select Board Meeting. Articles amending the Zoning Bylaws related to ADUs were developed by the Planning Board for inclusion in the 2020 Annual Town Meeting Warrant but were postponed due to the Pandemic. The 2021 Annual Town Meeting included the articles submitted by the Planning Board and included an ADU By-right petitioned article. The ADU By-right petitioned article passed, as did the Planning Board's articles to streamline the ADU permitting process.</p>	

<b>CS5</b>	<b>(Economic Development) The Select Board will engage with the Truro business community and explore the process of establishing a designated cultural district.</b>
<p>Q4: Not completed. In FY2021 an Ad Hoc Economic Development Committee was reestablished to begin Economic Development planning and this may be an appropriate initiative for the Committee to address in FY2022.</p>	

<b>CS6</b>	<b>(Housing) The Select Board will explore the creation of a Municipal Affordable Housing Trust under MGL c44 s.55C and if agreed, prepare an article for approval at Town Meeting.</b>
<p>Q4: Not completed. An Affordable Housing Stabilization Fund with a dedicated funding stream was approved at the 2021 Annual Town Meeting and a petitioned article for a home rule petition to create a Year-round Rental Housing Trust passed.</p>	

<b>C7</b>	<b>(Environmental) The Select Board will prepare a bylaw for the 2020 Annual Town Meeting prohibiting the sale and use of balloons.</b>
<p>Q4: Completed. Included on the 2020 ATM Warrant but postponed due to Pandemic. Included on the 2021 Annual Town Meeting Warrant and was approved.</p>	

### COMMUNITY ENGAGEMENT & GOVERNANCE

**The Town of Truro will have an open and transparent government that proactively engages and involves the town’s residents.**

<b>CEG1</b>	<b>In an effort to better communicate with and gather information from citizens and visitors of Truro, the Town Manager:</b> <b>a. Review and modify the Town website so that information and documents are organized more clearly.</b>
<p>Q4: Completed. Phase two of the website update is complete and created uniformity across the main pages of all departments and boards/committees to make the website easier to use. User feedback, content addition and department subpage updates will continue. New buttons were added to the homepage for regular updates on COVID-19 and Reopening. Implementation of new online engagement tool, Bang the Table, was initiated in FY2021. Efforts to implement will continue in FY2022 as the platform is branded as “Truro Talks” and the first three initiatives are introduced: the Walsh Community Planning Committee, the Local Comprehensive Plan and Cloverleaf Community Rental Housing.</p>	

<b>CEG2</b>	<p style="text-align: center;"><b>The Select Board will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by _____. This will include:</b></p> <p style="text-align: center;"><b>a. An assessment of relevance to the current and future work of the Town of Truro.</b></p> <p style="text-align: center;"><b>b. Revisions to charges to ensure clarity of purpose, role and authority.</b></p> <p style="text-align: center;"><b>c. Consolidation if possible and appropriate.</b></p> <p style="text-align: center;"><b>d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.</b></p>
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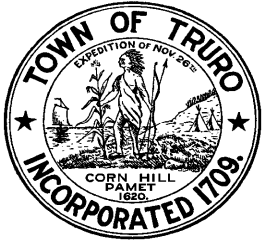
Q4: Ongoing. Select Board Members Reed and Areson spearheaded efforts to encourage residents to volunteer to serve of Board, Commissions and Committees. Their efforts included: creating a handbook for multi-member body members, sending out mailings to recruit members, and inviting chairs of boards and committees to provide updates at Select Board meetings. The Board held work sessions to discuss the possible consolidation or dissolution of various boards and committees. As part of this process, three charges received drafted revisions to bring them into compliance with the Town Charter and other statutory requirements. The charges will be included on the July 13, 2021 Select Board meeting agenda so that revisions can be approved. Further charge review is needed for other boards and committees.

<b>CEG3</b>	<p style="text-align: center;"><b>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.</b></p>
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Q4: Prior to the state of emergency, the Committee began compiling the goals and activities of all town boards, committees, and organizations to identify areas of community interest and develop a plan for public engagement. This work has been on hold due to the pandemic and outreach strategies will need to be reconsidered in light of the state of emergency. Staff submitted a DLTA funds request to hire a consultant to assist with the process. The funds were granted. A request for additional funds for this purpose was submitted to the Community One Stop for Growth Grant Portal. Funding decisions are expected in fall of 2021. Town Planner Carboni prepared an RFP for the consulting services and bid selection should be complete in July 2021.

<b>CEG4</b>	<p style="text-align: center;"><b>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.</b></p>
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Q4: Select Board Members Reed and Areson and a working group of select board and committee chairs created a handbook for board/committee/ commission members. The handbook was approved by the Select Board in March 2021 and is now available on the website under the “Join a Board, Committee or Commission” tab.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Review and Approve Revised Charges for Recreation Commission, Beach Commission and Bikes and Walkways Committee

**EXPLANATION:** In an effort to find ways for the Town of Truro to operate efficiently, for multi-member bodies to be most effective, and to address continuing challenges of volunteer recruitment and engagement, the Select Board held a series of work sessions and discussions at regular meetings. At the June 15, 2021 meeting, the Board invited all board, committee and commission members to provide comment on consolidation and dissolution efforts, specifically discussed the Recreation Commission, Beach Commission and Bike and Walkways Committee and reviewed the three charges for those committees. There was consensus that the charges required revisions to adhere to the current Town Charter and other statutory requirements.

At the request of the Board, staff revised the charges to address the above-mentioned requirements and sent the charges to all relevant committee members for review and comment. Draft charges are attached for your review and approval.

**SUGGESTED ACTION:** *Motion to approve the revised the charges for the Recreation Advisory Committee, Beach Advisory Committee and Bikes and Walkways Committee as proposed.*

**ATTACHMENTS:**

1. Present Charge for Recreation Commission
2. Proposed Charge for Recreation Advisory Committee
3. Present Charge for Beach Commission
4. Proposed Charge for Beach Advisory Committee
5. Present Charge for Bike & Walkways Committee
6. Proposed Charge for Bike & Walkways Committee



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## MEMORANDUM

Date: July 25, 2006; November 15, 2016 *Revised*

From: Board of Selectmen

To: Recreation Commission

Re: Recreation Commission Charge, Revised

---

In accordance with the Truro Town Charter, Chapter 6-4-4, the Board of Selectmen has unanimously voted to revise the Charge to the Recreation Commission, originally established on April 22, 2003, as follows:

### RECREATION COMMISSION

The Recreation Commission shall be comprised of five (5) members appointed by the Board of Selectmen to serve staggered terms of three years, plus one alternate who shall be appointed annually.

Guided by the Town's interest in the physical health and welfare of all its citizens, regardless of age, and its stated intention of attempting to justify the need for, fund, and build a Community Center near the proposed Council on Aging Senior Center, the Commission's primary purpose will be to investigate in cooperation with the Recreation Director, recommend to the Board of Selectmen, and support innovative programs for young people and senior citizens alike; some programs will involve young people (from preschool through teens), some will be designed for senior citizens, and some will be planned to appeal to and be engaged in by citizens of all ages.

The Commission's efforts will include, but not be limited to, the following:

1. Assist the Recreation Director (RD) in efforts to broaden the scope of the Recreation Department to serve people of all ages, including special projects.
2. Assist in planning and organizing special events such as: weekend dances, teen movie night, Truro Treasures Weekend, activities for younger children at Truro Central School (school vacations), athletic and non-athletic events for all ages, and other activities suitable for young teenagers.
3. Work with the RD to develop innovative programs that might be considered for Truro townspeople. Provide documentation (when and if available) on how these proposed programs have worked and their cost.
4. Annually review program fee structures, hold public hearings as necessary, and set revised fee structure.
5. Work with the RD and the Town Administrator at the discretion of the Town Administrator in the search for and interviews of all potential Recreation Program employees, and work with the Board of Selectmen to assist in filling vacancies on the Recreation Commission. In both cases, this may


Recreation Commission Charge

November 15, 2016


Page 2

include suggesting names of possible interested people and providing feedback concerning applicants and interviewees.

6. Work with the RD and submit annually to the Selectmen and the Town Administrator its status report on all current programs and accomplishments, as well as a statement of goals for the upcoming year.
7. Work with the Selectmen, Town Administrator, RD, Town Building Committee, Council on Aging, and architect to develop a proposed plan for a future Community Center. Assist in the process of public education regarding the need for and efficacy of such an undertaking, including but not limited to:
  - a. Investigate with the Town's grant writer possible sources of grant monies.
  - b. Assist in gathering necessary documentation for proposals.
  - c. Advocate for the project at Town Board/Committee meetings and Town Meetings.
  - d. Participate actively in raising money through private donations.
8. Work with the RD to review the annual budget and submit its recommendation to the Board of Selectmen and Town Administrator.
9. Hear complaints concerning all matters pertaining to the program and review said complaints with the RD to mitigate a solution. If complaint cannot be resolved at this level, it will be forwarded to the Board of Selectmen and/or the Town Administrator.

  
\_\_\_\_\_  
Paul Wisotzky, Chairman

  
\_\_\_\_\_  
Jay Coburn, Clerk

  
\_\_\_\_\_  
Robert Weinstein  
Board of Selectmen  
Town of Truro

  
\_\_\_\_\_  
Jan Worthington, Vice-Chairman

  
\_\_\_\_\_  
Maureen Burgess



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## MEMORANDUM

Date: July 25, 2006; Revised November 15, 2016, July 13, 2021

From: Select Board

To: Recreation Advisory Committee

Re: Recreation Advisory Committee Charge, Revised

---

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board has unanimously voted to revise the Charge to the Recreation Advisory Committee, originally established on April 22, 2003, as follows:

### RECREATION ADVISORY COMMITTEE

The Recreation Committee shall be comprised of five (5) members appointed by the Select Board to serve staggered terms of three years, plus one alternate who shall be appointed annually.

Guided by the Town's interest in the health, wellness and welfare of all its citizens, regardless of age, the Committee's primary purpose will be to investigate in cooperation with the Recreation Director, recommend to the Select Board, and support innovative programs for young people and senior citizens alike; some programs will involve young people (from preschool through teens), some will be designed for adults and/or senior citizens, and some will be planned to appeal to and be engaged in by citizens of all ages.

The Committee's efforts will include, but not be limited to, the following:

1. Assist the Recreation Director (RD) in efforts to broaden the scope of the Recreation Department to serve people of all ages, including special projects. Identify and advocate for active and passive recreation opportunities, capital projects, and programs.
2. Make recommendations to the Recreation Director for programs and special events. Work with the RD to develop innovative programs that might be considered for Truro townspeople. Provide documentation (when and if available) on how these proposed programs have worked and their cost.
3. Annually review program fee structures for non-revolving fund programs, hold public hearings as necessary, and recommend non-revolving fund program fees to the Select Board for approval.

Recreation Advisory Committee Charge

July 13, 2021

Page 1



4. Work with the RD, Town Manager and Select Board in the search for filling vacancies on the Recreation Committee. This may include suggesting names of possible interested people and providing feedback concerning applicants and interviewees.
5. Work with the RD to develop and submit the annual status report to the Select Board and Town Manager on all current programs and accomplishments, as well as a statement of goals for the upcoming year.
6. Work with the RD to review and make annual recommendations for capital projects and associated funding lines for the annual budget to the Select Board and Town Manager. Provide budget requests as needed for Committee projects to the Select Board and Town Manager.
7. Hear complaints received by the Committee and/or forwarded by the Select Board pertaining to programs and review said complaints with the Recreation Director to devise solutions. If a complaint cannot be resolved at this level, it will be forwarded to the Select Board and/or the Town Manager. Complaints should be handled in accordance with Select Board Policy 31: Written Complaints and Communications.

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Robert Weinstein, Chairman

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Kristen Reed, Vice-Chairman

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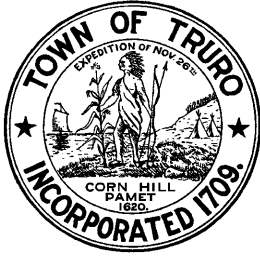
Sue Areson, Clerk

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Jan Worthington

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Stephanie Rein  
Select Board  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: November 9, 1993  
 From: Board of Selectmen  
 To: Beach Commission

## BEACH COMMISSION CHARGE

The Beach Commission is charged with the following tasks:

1. To review and evaluate all policies and fiscal matters pertaining to and governing the operation of the Truro Town beaches.

This ongoing review and evaluation should include, but not be limited to, such matters as fees, parking, beach sticker regulations, personnel matters, ORV regulations, beach literature, beach signs, and beach budget overview.

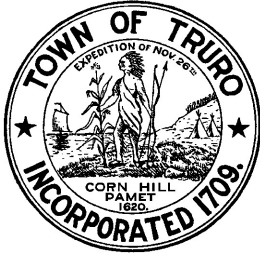
2. To make regular site visits to all the town beaches to inspect the physical condition of the parking facilities and the town accesses. Recommend, prioritize, and provide preliminary costs on any capital or maintenance projects.

To avoid future confusion and possible conflict, it is to be understood that the Town Administrator and, under his/her direction, the paid Beach Supervisor and the DPW will hold responsibility for the following:

- a. The day-to-day supervision of the beach attendants and the beach sticker sales program.
- b. Routine beach and parking lot maintenance. (DPW)
- c. Implementation of all approved and funded capital or maintenance projects. (DPW)
- d. Implementation and enforcement of all the town's beach policies.
- e. Development and management of the annual beach budget. (TA)

### Suggested Immediate Priorities

MAJOR:      Update beach brochure  
                   Ballston access and parking  
                   Handicap access  
                   ORV control and enforcement  
                   Sign review and upgrade  
                   Cars waiting/Ballston  
                   Future beach and parking needs (long term)



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: November 9, 1993; Revised July 13, 2021

From: Select Board

To: Beach Advisory Committee

## BEACH ADVISORY COMMITTEE CHARGE

The Beach Advisory Committee is charged with the following tasks:

1. Acts in an advisory capacity on all policies and fiscal matters pertaining to Truro Beaches.
2. Keeps abreast of changing needs of Truro Beaches to better assist the Beach Director and our community in long-term planning and identifying potential issues related to ongoing erosion, access, and activities that impact the natural resource areas of our beaches.
3. Annually review program fee structures, hold public hearings as necessary, and recommend program fees to the Select Board for approval.
4. In coordination with the Beach Director, reviews and makes recommendations related to programs and policy matters pertaining to Truro Town beaches. This ongoing review should include, but not be limited to such matters as fees, parking, communications, and natural resource education related to shark awareness and shore bird management.
5. The Committee will from time to time and as the need arises participate and provide input in the development of comprehensive plans which include long term goals and capital projects which address the Town's shorelines.
6. Work with the Beach Director to develop and submit the annual status report to the Select Board and Town Manager on all current programs and accomplishments, as well as a statement of goals for the upcoming year.
7. Work with the Beach Director to review and make annual recommendations for capital projects and associated funding lines for the annual budget to the Select Board and Town Manager. Provide budget requests as needed for Committee projects to the Select Board and Town Manager.

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Robert Weinstein, Chairman

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Kristen Reed, Vice-Chairman

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Sue Areson, Clerk

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Jan Worthington

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Stephanie Rein  
Select Board

Town of Truro  
Select Board Town of Truro

DRAFT



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: January 13, 2009, revised June 28, 2011, September 20, 2011  
From: Board of Selectmen  
To: Bike and Walkways Committee  
Re: Revised Charge

In accordance with the Truro Town Charter, Chapter 6-4-4, the Board of Selectmen hereby establishes the Bike and Walkways Committee as a standing committee with the following Charge:

## BIKE AND WALKWAYS COMMITTEE

The Bike and Walkways Committee is hereby established to consider ways to provide safe areas for biking and walking. The Board of Selectmen believes that these activities should be available seasonally and year-round as they are an important means of local transportation, are popular activities in the town, and promote good health.

The Bike and Walkway Committee is charged with the following tasks:

1. To work with the Cape Cod National Seashore to establish a bike and walking trail in Truro.
2. To prepare a plan for future bike and walking routes throughout the town.

The Truro Bike and Walkway Committee will be composed of five members and two alternate members; all members will be appointed by the Board of Selectmen. This standing committee will adhere to all procedures as prescribed for a standing committee in the Town Charter and Bylaws.

Curtis Hartman, Chairman

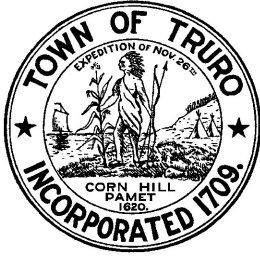
Gary Palmer, Vice-Chair

William F. Golden

Janet W. Worthington, Clerk

Breon N. Dunigan

Board of Selectmen  
Town of Truro



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: January 13, 2009, revised June 28, 2011, September 20, 2011; July 13, 2021.

From: Select Board

To: Bike and Walkways Committee

Re: Revised Charge

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In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board hereby establishes the Bike and Walkways Committee as a standing committee with the following Charge:

## **BIKE AND WALKWAYS COMMITTEE**

The Bike and Walkways Committee is hereby established to consider ways to provide safe areas for biking and walking. The Select Board believes that these activities should be available seasonally and year-round as they are an important means of local transportation, are popular activities in the town, and promote good health.

The Bike and Walkway Committee is charged with the following tasks:

1. To prepare a Bike and Walkways masterplan and update as necessary for future bike and walking routes throughout the town.
2. Work with the Cape Cod National Seashore when necessary to plan and coordinate bike and walking trails in Truro.
3. Appoint one representative to serve on the Recreation Commission.

The Truro Bike and Walkway Committee will be composed of five members and two alternate members; all members will be appointed by the Select Board. This standing committee will adhere to all procedures as prescribed for a standing committee in the Town Charter and Bylaws.

Bike and Walkways Committee Charge

July 13, 2021

Page 1

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Robert Weinstein, Chairman

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Kristen Reed, Vice-Chairman

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Sue Areson, Clerk

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Jan Worthington

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Stephanie Rein  
Select Board

Town of Truro  
Select Board Town of Truro

DRAFT



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager, on behalf of Tracey Rose, Board of Health Chair

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Review and Vote to Consolidate/ Dissolve Water Resources Oversight Committee

**EXPLANATION:** In an effort to find ways for the Town of Truro to operate efficiently, for multi-member bodies to be most effective, and to address continuing challenges of volunteer recruitment and engagement, the Select Board held a series of work sessions and discussions at regular meetings. During these meetings, the Board discussed possible consolidation/ dissolution of the Water Resources Oversight Committee (WROC). At the June 15, 2021 meeting, the Board invited all board, committee and commission members to provide comment on consolidation and dissolution efforts.

As much of the WROC's charge falls under the purview of the Board of Health and/ or Health Department, and as the WROC's most recent posted agendas were for January 2020, May 2019, and April 2019; the most recent posted minutes are from February 2018; and as recent contact to WROC members from staff members have gone unanswered, the WROC does not appear to be a functioning committee at present. The Health Department and Board of Health have assumed most of the responsibilities of the WROC and the dissolution of the WROC or the consolidation of the WROC into the Board of Health is recommended.

As a reminder as we resume these conversations, discussions should focus on multi-member bodies, their functions, and their general membership.

**SUGGESTED ACTION:** *Motion to dissolve the Water Resources Oversight Committee and to send thank you letters to all members of the Committee for their service.*

**ATTACHMENTS:**

1. Water Resources Oversight Committee Charge





# TOWN OF TRURO

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

Date: November 2, 2010

From: Board of Selectmen

To: Water Resources Oversight Committee (Est. Oct.2, 2002, Rev. Nov. 2, 2010)

In recognition of the fact that potable water is a finite resource and both fresh surface water and coastal water and resources are economic assets to our community, the Truro Board of Selectmen hereby establishes a Water Resources Oversight Committee in accordance with Truro Town Charter, Chapter 6-4-4.

**Committee Organization:** The Committee shall be comprised of one representative each from the Conservation Commission, Board of Health, and Planning Board, an Engineer and/or Hydrologist, and three members-at-large. These shall be three-year, staggered terms. The Assistant Town Administrator/Planner and the Health/Conservation Agent shall serve as staff liaisons. The Committee will work closely with Truro's members of the Provincetown Water Board and the Cape Cod National Seashore as needed.

## Water Resources Oversight Committee

The Committee shall have two primary charges: Drinking Water Management and Wastewater Management.

### **Drinking Water Management**

Two delivery systems serve this outermost Cape; private wells and the Provincetown Water System, which also serves Beach Point and other North Truro areas, and originates within the Pamet Lens. Truro, along with Provincetown are working to address the two major challenges faced by the public water system; a) protection of the resource and b) identification of further water supplies. Truro continues to face an immediate need to identify potential well sites and/or other water sources. These problems might be addressed, and remedies found, by Truro and Provincetown together, by either town alone, or as a step in the development of a regional water system. Expanding use plus the burgeoning problem of contamination indicated that one of the Town's future capital investment priorities must be the development of a new well field and pipe line.

The Water Resources Committee will address and coordinate relevant information relating to the following principal issues:

- Truro must continue its work with the Provincetown Water and Sewer Board.
- Truro must continue discussions with the National Park Service concerning long-term use of the North Truro Air Force Base wells.

- Truro should enter into discussions with Provincetown, Wellfleet and the National Seashore on the feasibility of an independent regional water district.

Drinking Water Management Charge:

- To periodically review the overall quality and quantity of Cape Cod groundwater to ensure a sustainable supply of high quality, untreated drinking water.
- To review efforts to protect the Pamet and Chequesset Lenses.
- To identify and protect future water supplies.
- To work with adjacent communities, the National Seashore, and other Federal, State, and Regional agencies to protect existing and future water supplies.
- To monitor for compliance the Provincetown-Truro Intermunicipal Agreement currently in effect.

**Wastewater Management**

Comprehensive Wastewater Management Planning (CWMP) is mandated under the Federal Clean Water Act of 1978. CWMP utilizes a scientific and logical planning process to meet the town's long term wastewater needs through a projected time-frame (10, 15, 20 years, etc.) Some of the needs that are addressed in a CWMP include:

- Nitrogen issues that are degrading the water quality of the harbor, estuaries, Cape Cod Bay and the Atlantic Ocean, along the shore and impacting fishing, shellfishing, recreation, and tourism;
- Protect the good drinking water quality that exists with the Town of Truro;
- Preserve the valuable fresh water pond resources in Truro;
- Provide future utilities for the Town to implement smart development;
- Meet acceptable wastewater management practices either through continued use of onsite Title 5 subsurface disposal systems, an offsite treatment and disposal or other nitrogen management practices.
- Increase public awareness of the drinking water management planning process through a series of periodic public meetings and regular updates to the Board of Selectmen.

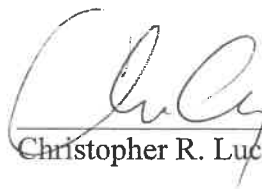
Wastewater Management Charge:

- Compile a working library of all past studies and reports that may have a bearing on wastewater management.
- Investigate the experiences of other communities on Cape Cod and Southeast Massachusetts with regard to wastewater management planning and implementation;
- Determine the types of services required to complete a wastewater management plan, and choose which tasks can be completed by Town staff and what services must be obtained from a professional consultant (needs analysis);
- Develop and expedite a Request for Proposals to obtain the services of a qualified professional wastewater management planning firm;

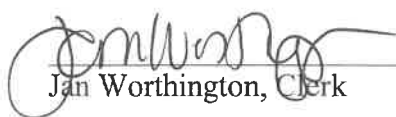
- Assessment of existing regulations and their impacts on groundwater, surface water and estuarine water quality;
- Research new and innovative methods of treatment and/or disposal of wastewater that may be appropriate for Truro;
- Provide guidance in working with the consulting firm to complete a needs analysis and develop alternative solutions for each of the sub watershed basins in the community;
- Increase public awareness of the wastewater management planning process through a series of periodic public meetings and regular updates to the Board of Selectmen.
- Present a final report with implementation recommendations to the Board of Selectmen upon completion of the study.



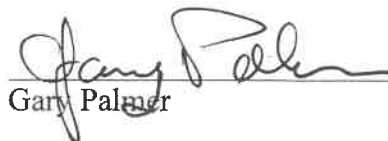
Curtis Hartman, Chairman



Christopher R. Lucy, Vice-Chair



Jan Worthington, Clerk



Gary Palmer



William Golden



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 7. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. *Entertainment Applications-Castle Hill Center for the Arts, Truro Concert Committee, Vinegrass*
2. *One Day Special Alcohol License-Castle Hill Center for the Arts*
3. *Heavy Duty Tractor Truck Contract Proposal*
4. *Revised Policy #64: Masks and Physical Distancing for the Town of Truro*

B. Accept Deed for 135 South Pamet Road

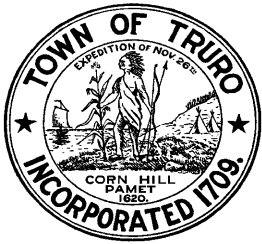
C. Review and Approve Appointment Renewals: Stanley Sigel-Pamet Harbor Commission, Pat Wheeler-Concert Committee, Candida Monteith-Board of Health, Michael Holt-Concert Committee

D. Review and Approve Select Board Minutes: May 18, 2021

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: July 27, 2021 Regular Meeting; Date TBD for Work Session for Goals & Objectives



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Approval of Entertainment Licenses for *Entertainment at Castle Hill Center for the Arts, Truro Summer Concert Series, and Vinegrass at Truro Vineyards*

**EXPLANATION:** MGL Chapter 140 § 181 provides local authority to license performance events. Entertainment Application for review and approval are below:

- Vinegrass at Truro Vineyards, 11 Shore Rd, August 16<sup>th</sup> 7:00pm-9:00pm, live amplified music.
- Truro Summer Concert Series, Lawn behind Truro Public Library, 7 Standish Way, August 5<sup>th</sup>, 12<sup>th</sup> (6:30pm-7:30pm) 19<sup>th</sup> and 26<sup>th</sup> (6:00-7:00pm), live amplified.
- Castle Hill Center for the Arts, Terry Kahn and Leslie Silvestry 60 S. Pamet Rd, August 17<sup>th</sup> 6:00-9:00pm, singing not amplified.
- Castle Hill Center for the Arts, 3 Edgewood Way, August 21<sup>st</sup> (6:00pm-8:00pm) and August 22<sup>nd</sup> (2:00-4:00pm), recorded music.
- Castle Hill Center for the Arts, 3 Edgewood Way, September 2<sup>nd</sup> (5:00-7:30pm), dancers and drummers, not amplified.

The Entertainment Applications have been reviewed by the Chief of Police and approved.

Castle Hill Center for the Arts is additionally requesting a 100% fee waiver of the fees for entertainment. There currently is a non-profit rate of 50% reduction off the first license fee, then 75% thereafter.

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

**IMPACT IF NOT APPROVED:** Entertainment will not be held for these non-profit enrichment events.

**SUGGESTED ACTION:** *MOTION TO approve Entertainment Licenses for*

- Vinegrass at Truro Vineyards, 11 Shore Rd, August 16<sup>th</sup> 7:00pm-9:00pm, live amplified music.
- Truro Summer Concert Series, Lawn behind Truro Public Library, 7 Standish Way, August 5<sup>th</sup>, 12<sup>th</sup> (6:30-

pm-7:30pm) 19<sup>th</sup> and 26<sup>th</sup> (6:00-7:00pm), live amplified.

- Castle Hill Center for the Arts, Terry Kahn and Leslie Silvestry 60 S. Pamet Rd, August 17<sup>th</sup> 6:00-9:00pm, singing not amplified.
- Castle Hill Center for the Arts, 3 Edgewood Way, August 21<sup>st</sup> (6:00pm-8:00pm) and August 22<sup>nd</sup> (2:00-4:00pm), recorded music.
- Castle Hill Center for the Arts, 3 Edgewood Way, September 2<sup>nd</sup> (5:00-7:30pm), dancers and drummers, not amplified.

*And authorize the Chair to sign the applications.*

*Motion to charge \_\_\_\_\_ for the entertainment fees for Castle Hill Center for the Arts for the following events: August 17<sup>th</sup>, August 21<sup>st</sup>, August 22<sup>nd</sup>, and September 2<sup>nd</sup>.*

**ATTACHMENTS:**

1. One Day Entertainment Application- Castle Hill Center for the Arts
2. One Day Entertainment Application- Truro Concert Committee
3. One Day Entertainment Application- Vinegrass
4. Select Board Policy 53: Fee Waivers



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

### Application for an Entertainment License

Weekday     Saturday     \*Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Name of Applicant: Patricia Wheeler      Business/Organization Name: TRURO Concert Committee

Mailing Address of Business/Organization: P.O. Box 289 TRURO MA 02666

Is this a Non-profit or For-profit Entity (Check the appropriate box)     Yes     No  
If yes, proof of Non-profit status must accompany this application

Contact Person: Patricia Wheeler      Phone Number: [REDACTED]      Email: [REDACTED]

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### EVENT INFORMATION

Day (s)/Date (s) of Event for License to be issued: Thursdays August 5, 12, 19, 26      Purpose of Event (example: fundraiser): concert, music

Hours of Event (from - to): 6:30 - 7:30 (5th & 12th) 6:00 - 7:00 (19th & 26th)

Location (Must provide facility name, if any, street number and name): Lawn behind TRURO Public Library      Event is:  Indoor  Outdoor Event (Please check applicable box)

Property Owner Name and Address: Town of Truro      Phone number: \_\_\_\_\_

Seating Capacity: Variable      Occupancy Number: \_\_\_\_\_

Name of Caterer (if applicable): \_\_\_\_\_      Approximate number of people attending: \_\_\_\_\_

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) 4-10, Acoustic, strings, brass

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Patricia Wheeler  
Signature

June 24, 2021  
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00 waived

**APPROVAL**

License No. \_\_\_\_\_

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department [Signature] Date 6/29/21

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_



# TRURO SUMMER CONCERT SERIES

*THE RIP IT UPS*

AUGUST 5<sup>TH</sup>  
AT 6:30 PM



*Revolutionary  
Snake Ensemble*

AUGUST 12<sup>TH</sup>  
AT 6:30 PM

**Chandler Travis  
Philharmonette**

AUGUST 19<sup>TH</sup>  
AT 6:00 PM



**Zoë Lewis**

AUGUST 26<sup>TH</sup>  
AT 6:00 PM

**ON THE LAWN BEHIND  
THE TRURO PUBLIC LIBRARY**



**TOWN OF TRURO**  
**Licensing Department**  
**PO Box 2030, Truro, MA 02666**  
 PH: 508-349-7004, Ext. 10 or 24 Fax: 508-349-5505  
 Email: [trudor@truro-ma.gov](mailto:trudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

**Application for an Entertainment License**

Weekday     Saturday     Sunday

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §181

**BUSINESS/ORGANIZATION INFORMATION**

**MONICA RIZZIO** **VINEGRASS**  
 Name of Applicant Business/Organization Name  
**P.O. BOX 54 DENNISPORT, MA 02639**  
 Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)     Yes     No  
 If yes, proof of 501c3 must accompany this application

**MONICA RIZZIO** [Redacted]  
 Contact Person Phone Number Email

**INDIVIDUAL APPLICANT INFORMATION**

**MONICA RIZZIO** **352 WEIR ROAD YARMOUTHPORT, MA 02675**  
 Individual's Name Mailing Address  
 [Redacted] [Redacted]  
 Phone Number Email Address

**EVENT INFORMATION**

**MONDAY, AUGUST 16, 2021** **CONCERT (FUNDRAISER)**  
 Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)  
 Hours of Event (from - to) **7-9PM**

**TRURO VINEYARDS** Event is:  Indoor  Outdoor Event  
 Location (Must provide facility name, if any, street number and name) (Please check applicable box)

**KRISTEN ROBERTS 11 SHORE ROAD, N. TRURO, MA**  
 Property Owner Name and Address Phone number [Redacted]  
 Seating Capacity: **150** Occupancy Number: \_\_\_\_\_  
 Name of Caterer (if applicable) Approximate number of people attending **150**

*If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508*

The Local Licensing Authority may impose restrictions and/or conditions

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No **If yes; you must also apply for a One Day Alcohol License**

Will there be Police Traffic Control?  Yes  No

### ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) GUITAR, BASS, FIDDLE, MANDOLIN

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

### Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Monica Pappas  
Signature

6/29/21  
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

### Office Use Only

APPROVAL

License No \_\_\_\_\_

Board of Selectmen \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department \_\_\_\_\_ Date 7/7/2021

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: \_\_\_\_\_



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

### Application for an Entertainment License

Weekday  Saturday  Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Cherie Mitterthal

Truro Center for The Arts

Name of Applicant

Business/Organization Name

P.O. Box 756, Truro

" " " @ Castle Hill

Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

Yes

No

If yes, proof of Non-profit status must accompany this application

Cherie Mitterthal

508-349-7511

cherie@castlehill.org

Contact Person

Phone Number

Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

Tuesday, Aug 17<sup>th</sup>

Day (s)/Date (s) of Event for License to be issued

Fundraiser / oysters & Opera

Purpose of Event (example: fundraiser)

Hours of Event (from - to)

6pm - 9

60 S. Pamet Road, Truro

Location (Must provide facility name, if any, street number and name)

Event is:  Indoor  Outdoor Event  
(Please check applicable box)

Terry Kahn / Leslie Silvestry

Property Owner Name and Address

Phone number

Seating Capacity:

Occupancy Number: 100

Angel Foods

Name of Caterer (if applicable)

Approximate number of people attending 100

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

*Singing no mikes*

Number of Musicians & Instruments (Type) 4

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show

No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00

**APPROVAL**

License No. \_\_\_\_\_

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department  Date 6/29/2021

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

### Application for an Entertainment License

Weekday  Saturday  Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Cherie Mitterthel

Name of Applicant

Truro Center for the Arts

Business/Organization Name

P.O. Box 756, Truro

Mailing Address of Business/Organization

" " " @ Castle Hill

Is this a Non-profit or For-profit Entity (Check the appropriate box)

Yes

No

If yes, proof of Non-profit status must accompany this application

Cherie Mitterthel

Contact Person

508-349-7511

Phone Number

cherie@castlehill.org

Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

Saturday, Sunday Aug 21 & 22

Day (s)/Date (s) of Event for License to be issued

Dance Festival

Purpose of Event (example: fundraiser)

Hours of Event (from - to) SAT. 6-8, Sunday 2-4

3 Edgewood Way

Location (Must provide facility name, if any street number and name)

Event is:  Indoor  Outdoor Event  
(Please check applicable box)

Castle Hill

Property Owner Name and Address

508-349-7511

Phone number

Seating Capacity: 200

Occupancy Number: 200

Name of Caterer (if applicable)

Approximate number of people attending 150

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Ballet, Modern, Tap

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) \_\_\_\_\_

Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.



Signature

6/16/21

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00

**APPROVAL**

License No. \_\_\_\_\_

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department \_\_\_\_\_ Date 6/29/2021

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

### Application for an Entertainment License

Weekday  Saturday  Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Cherie Mitterthal

Truro Center for The Arts

Name of Applicant

Business/Organization Name

P.O. Box 756, Truro

" " " @ Castle Hill

Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)

Yes

No

If yes, proof of Non-profit status must accompany this application

Sarah Kai

508-349-7511

sarhkai@castlehill.org

Contact Person

Phone Number

Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

Thursday, Sept 2

Cultural Event / Red Hawk Dance

Day (s)/Date (s) of Event for License to be issued

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 5-7:30

3 Edgewood Way, Truro

Event is:  Indoor  Outdoor Event

Location (Must provide facility name, if any, street number and name)

(Please check applicable box)

Castle Hill

508-349-7511

Property Owner Name and Address

Phone number

Seating Capacity: 200

Occupancy Number: 200

Name of Caterer (if applicable)

Approximate number of people attending 75



If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) Dancers & Drummers

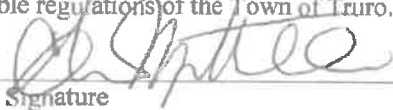
Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

  
Signature

6/16/21  
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00

**APPROVAL**

License No. \_\_\_\_\_

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department  Date 6/21/21

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_

TRURO CENTER



FOR THE ARTS

RCVD 2021JUL8 AM 11:38

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

July 21, 2021

Town of Truro  
Licensing Department  
PO Box 2030  
Truro, MA 02666

Dear Nicole,

Please find 4 entertainment licenses and one day pouring licenses for our events this summer.

Dinner with Mark Bittman at the Pamet Yacht Club  
Oysters and Opera event  
The Provincetown Dance Festival  
The Red Hawk Singers and Dancers at Edgewood Farm

In the past the town had waived the fees for Castle Hill as a non profit and this past year with such a difficult year because of Covid, we thought we would request that again.

Thanks so much for your consideration and support! Let me know if you need anything else!

Happy Summer.

Cherie Mittenhal

A handwritten signature in black ink, appearing to read "Cherie Mittenhal", written over a horizontal line.

Executive Artistic Director



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004 , Extension: 10 or 24 Fax: 508-349-5505

## POLICY MEMORANDUM #53

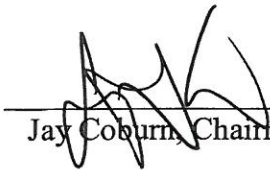
Date: March 18, 2014

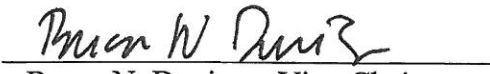
Subject: BOARD OF SELECTMEN'S GUIDELINES ON REDUCING OR WAIVING TOWN FEES AND EXPENSES FOR NONPROFIT ORGANIZATIONS


Nonprofit organizations pay reduced license fees of 50% of the total fee. Nonprofit organizations are responsible for covering the direct costs associated with the use of town facilities or property (e.g. custodial expenses, police detail and/or overtime, etc...).

In order to qualify for the reduced fee, organizations must meet the two following criteria.

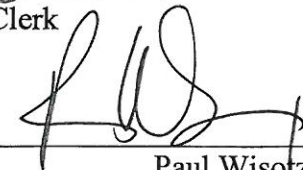
1. The organization is a registered nonprofit under Section 501c3 of the IRS Code. IRS documentation will be required as proof of status.
2. The organization has an official place of business within Barnstable County.

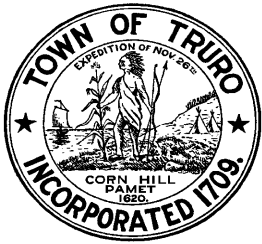
  
Jay Coburn, Chairman

  
Breon N. Dunigan, Vice-Chairman

  
Janet W. Worthington, Clerk

  
Robert Weinstein

  
Paul Wisotzky  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Approval of Special One Day Pouring Licenses for Castle Hill Center for the Arts

**EXPLANATION:** MGL Chapter 138 § 14 provides Local Licensing Authority to license Special One-Day alcohol licenses.

One Day Alcohol License Applications for review and approval are below:

- Castle Hill Center for the Arts, Terry Kahn and Leslie Silvestry 60 S. Pamet Rd, August 17<sup>th</sup> 6:00-9:00pm, all alcohol. (Private property public sale of alcohol events are allowed per the ABCC-Alcoholic Beverages Control Commission if authorized by the Local Licensing Authority)
- Castle Hill Center for the Arts, 3 Edgewood Way, August 21<sup>st</sup> (6:00pm-8:00pm) and August 22<sup>nd</sup> (2:00-4:00pm), wine and malt beverages.
- Castle Hill Center for the Arts, 3 Edgewood Way, September 2<sup>nd</sup> (5:00-7:30pm), wine and malt beverages.

The One-Day Alcohol License Applications have been reviewed and approved by the Chief of Police along with Tips Certification.

Castle Hill Center for the Arts is additionally requesting a 100% fee waiver of the fees for the alcohol licenses. There currently is a non-profit rate of 50% reduction off the first license fee, then 75% thereafter.

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

**IMPACT IF NOT APPROVED:** Alcohol will not be served for these non-profit enrichment events.

**SUGGESTED ACTION:** *MOTION TO approve Special One Day Alcohol Licenses for*

- Castle Hill Center for the Arts, Terry Kahn and Leslie Silvestry 60 S. Pamet Rd, August 17<sup>th</sup> 6:00-9:00pm, all alcohol.
- Castle Hill Center for the Arts, 3 Edgewood Way, August 21<sup>st</sup> (6:00pm-8:00pm) and August 22<sup>nd</sup> (2:00-

4:00pm), wine and malt beverages.

- Castle Hill Center for the Arts, 3 Edgewood Way, September 2<sup>nd</sup> (5:00-7:30pm), wine and malt beverages.

*And authorize the Chair to sign the applications.*

*Motion to charge \_\_\_\_\_ for the alcohol licensing fees for Castle Hill Center for the Arts for the following events: August 17<sup>th</sup>, August 21<sup>st</sup>, August 22<sup>nd</sup>, and September 2<sup>nd</sup>.*

**ATTACHMENTS:**

1. One Day Alcohol License Applications-Caste Hill Center for the Arts



**TOWN OF TRURO**  
P.O. Box 2030, Truro, MA 02666  
**Licensing Department**

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505  
Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

**Application for a One Day Pouring License**  
MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

**BUSINESS/ORGANIZATION INFORMATION**

Name of Applicant: Cherie MitterNal Business/Organization Name: Truro Center for The Arts at Castle H.  
Mailing Address of Business/Organization: P.O. Box 756, Truro, MA " " " "

Non-profit or For-profit Entity

Yes  No  
If yes, proof of Non-Profit Status **must** accompany this application

Contact Person: Cherie MitterNal Phone Number: 508-349-7511 Email: [REDACTED]

**INDIVIDUAL APPLICANT INFORMATION**

Individual's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EVENT INFORMATION**

Date(s) of Event for License to be issued: July 15 Purpose of Event (example: fundraiser, etc.): Fundraiser

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to): 6-9  
Event Location (Must provide facility name, if any, street number and name): Pamet Yacht Club

Property Owner Name and Address: Charlie Phone number: \_\_\_\_\_  
Name of Caterer (if applicable): Cosmos Catering will provide Approximate number of people attending: 50

Is the event open to the general public  Yes  No

Will there be Entertainment  Yes  No If Yes, Type of Entertainment \_\_\_\_\_

Will there be Police Detail  Yes  No

**Purchase & Service**

License is for the Sale of:

All Alcohol Beverages (\$75.00)

Wines & Malt beverages Only (\$50.00)

Wines Only (\$50.00)

Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased\*?) \_\_\_\_\_

\*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? \_\_\_\_\_


Cosmos Catering

*TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION*

*Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.*

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

  
Signature

6/16/21  
Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the Town to the ABCC in Boston.
- Liquor Liability Insurance Certificate is required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

**APPROVAL**

Select Board \_\_\_\_\_

Meeting Date \_\_\_\_\_

Police Department  \_\_\_\_\_

Date 6/29/2021

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_



**TOWN OF TRURO**  
 P.O. Box 2030, Truro, MA 02666  
**Licensing Department**

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505  
 Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

**Application for a One Day Pouring License**  
 MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

**BUSINESS/ORGANIZATION INFORMATION**

Name of Applicant: Cherie Mittenhal Business/Organization Name: Truro Center for The Arts  
 Mailing Address of Business/Organization: P.O. Box 756, Truro Center for The Arts at Castle Hill  
 Non-profit or For-profit Entity:  Yes  No  
 if yes, proof of Non-Profit Status must accompany this application  
 Contact Person: Cherie Mittenhal Phone Number: 508-349-7511 Email: [REDACTED]

**INDIVIDUAL APPLICANT INFORMATION**

Individual's Name: \_\_\_\_\_ Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**EVENT INFORMATION**

Date(s) of Event or License to be issued: Tuesday, Aug 17<sup>th</sup> Purpose of Event (example: fundraiser, etc.): Fundraiser  
 Hours of Alcoholic Beverages sales, service and/or Consumption (from - to): 6-9  
 Event Location (Must provide facility name, if any, street number and name): 60 S. Pamet Road, Truro  
 Property Owner Name and Address: Terry Kahn & Leslie Silvestro Phone number: 917-575-1514  
 Name of Caterer (if applicable): Angel Foods Approximate number of people attending: 100  
 Is the event open to the general public:  Yes  No



Will there be Entertainment  Yes  No If Yes, Type of Entertainment \_\_\_\_\_

Will there be Police Detail  Yes  No

**Purchase & Service**

License is for the Sale of:

All Alcohol Beverages (\$75.00)

Wines & Malt beverages Only (\$50.00)

Wines Only (\$50.00)

Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased\*?) \_\_\_\_\_


\*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Rene Lamadrid  
*TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION*

*Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.*

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

  
Signature

6/21/21  
Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the Town to the ABCC in Boston.
- Liquor Liability Insurance Certificate is required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

**APPROVAL**

Select Board \_\_\_\_\_

Meeting Date \_\_\_\_\_

Police Department  \_\_\_\_\_

Date 6/29/2021

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_



**TOWN OF TRURO**  
 P.O. Box 2030, Truro, MA 02666  
**Licensing Department**

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505  
 Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

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**BUSINESS/ORGANIZATION INFORMATION**

Cheie Mitterthal Truro Center for the Arts at Castle Hill  
 Name of Applicant Business/Organization Name  
P.O. Box 756 Truro Center for the Arts at Castle Hill  
 Mailing Address of Business/Organization  
 Non-profit or For-profit Entity  Yes  No  
 If yes, proof of Non-Profit Status **must** accompany this application  
Cheie Mitterthal 508-349-7511 [REDACTED]  
 Contact Person Phone Number Email

**INDIVIDUAL APPLICANT INFORMATION**

Individual's Name Mailing Address  
 Phone Number Email Address

**EVENT INFORMATION**

Sat & Sun Dance Festival  
 Date(s) of Event for License to be issued Purpose of Event (example: fundraiser, etc.)  
 Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 6-9, & Sun 2-4  
3 Edgewood Way  
 Event Location (Must provide facility name, if any, street number and name)  
Castle Hill 508-349-7511  
 Property Owner Name and Address Phone number  
 \_\_\_\_\_ 150  
 Name of Caterer (if applicable) Approximate number of people attending  
 Is the event open to the general public  Yes  No

Will there be Entertainment  Yes  No If Yes, Type of Entertainment \_\_\_\_\_  
Will there be Police Detail  Yes  No

**Purchase & Service**

License is for the Sale of:

- All Alcohol Beverages (\$75.00)
- Wines & Malt beverages Only (\$50.00)
- Wines Only (\$50.00)
- Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased\*?) \_\_\_\_\_  
\*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Rene Lamadrid  
*TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION*

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Signature [Signature] Date 6/21/21

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**Office Use Only**

**APPROVAL**

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department [Signature] Date 6/29/2021

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_



**TOWN OF TRURO**  
 P.O. Box 2030, Truro, MA 02666  
**Licensing Department**

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505  
 Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

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The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

**BUSINESS/ORGANIZATION INFORMATION**

Cherie Mitternal Truro Center for the Arts @ Castle Hill  
 Name of Applicant Business/Organization Name

P.O. Box 756 Truro, 02657  
 Mailing Address of Business/Organization

Non-profit or For-profit Entity  Yes  No  
 If yes, proof of Non-Profit Status must accompany this application

Cherie Mitternal 508-349-7511 [REDACTED]  
 Contact Person Phone Number Email

**INDIVIDUAL APPLICANT INFORMATION**

Individual's Name Mailing Address

Phone Number Email Address

**EVENT INFORMATION**

Thursday, Sept 2 Cultural Event / Red Hawk  
 Date(s) of Event for license to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 5-7-30

Edgewood Farm, 3 Edgewood Way, Truro, MA  
 Event Location (Must provide facility name, if any, street number and name)

Castle Hill, P.O. Box 756, Truro 508-237-9327  
 Property Owner Name and Address Phone number

- 100  
 Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public  Yes  No

Will there be Entertainment  Yes  No If Yes, Type of Entertainment \_\_\_\_\_  
Will there be Police Detail  Yes  No

**Purchase & Service**

License is for the Sale of:

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 6/21/2021  
Signature Date

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- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

**APPROVAL**

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department  Date 6/21/2021

Restrictions/Conditions attached to the license by the Select Board or its Delegate: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TRURO CENTER



FOR THE ARTS

RCVD 2021JUL8 AM 11:38

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

July 21, 2021

Town of Truro  
Licensing Department  
PO Box 2030  
Truro, MA 02666

Dear Nicole,

Please find 4 entertainment licenses and one day pouring licenses for our events this summer.

Dinner with Mark Bittman at the Pamet Yacht Club  
Oysters and Opera event  
The Provincetown Dance Festival  
The Red Hawk Singers and Dancers at Edgewood Farm

In the past the town had waived the fees for Castle Hill as a non profit and this past year with such a difficult year because of Covid, we thought we would request that again.

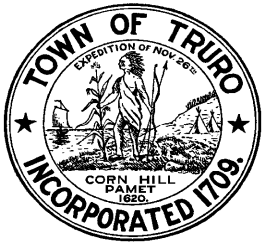
Thanks so much for your consideration and support! Let me know if you need anything else!

Happy Summer.

Cherie Mittenhal

A handwritten signature in black ink, appearing to read "Cherie Mittenhal", written over a horizontal line.

Executive Artistic Director



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Public Works

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

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Heavy Duty Tractor Truck Contract Proposal

**EXPLANATION:** The Department of Public Works requested a new heavy duty tractor truck for transporting recycling, solid waste, hauling machines, and equipment at Town Meeting for FY22. The Department currently has a 1988 International roll off Truck, a 2000 Sterling Dump Truck, and a 1984 Brigadier heavy duty tractor that will be decommissioned with the purchase and receipt of this heavy-duty tractor truck. Total cost to purchase the new tractor truck is \$167,697, the price of Tractor truck is current as of June 29, 2021.

**FINANCIAL SOURCE (IF APPLICABLE):** Heavy Duty Tractor Truck passed at Town Meeting on June 26, 2021, as part of a free cash transfer under Article 6, Section 5. Total amount approved at Town meeting was \$170,000.

**IMPACT IF NOT APPROVED:** Purchase of Heavy-Duty truck will be delayed.

**SUGGESTED ACTION:**

*MOTION TO approve the contract proposal to purchase a heavy duty tractor truck and authorize the Town Manager to sign the contract proposal with Peterbilt of Rhode Island.*

**ATTACHMENTS:**

- A. Contract proposal
- B. PowerPoint Presentation



## Customer Quote

### Equipment

Quantity:	1	
Truck Price:	\$264,444	
Dealer Options:	\$0	
Extended Warranty:	\$0	
Equipment Price:	\$203,622	
Surcharges Not Subject to Discount:	\$0	
Options Not Subject to Discount:	\$0	
Factory Freight Cost:	\$2,825	
 Total Equipment Price:		<u>\$206,447</u>

**NET Sale Price:** **\$167,697**

### Miscellaneous

FET Tire Credit:	\$0
Net Chassis FET:	\$0
State Tax:	\$0
Body/Trailer/Accessories FET:	\$0
Fees:	\$0
Other:	\$11,950

**Quotation Total:** **\$167,697**

This quotation worksheet is provided to aid dealers in their pricing efforts. Since PACCAR Inc and its truck divisions have no control over data input and various transactional circumstances that may affect the FET calculation, it is not to be considered tax advice. The dealer should consult his own tax advisor for the proper calculation of any taxes under the variety of circumstances, which may occur.





**Peterbilt Of Rhode Island (P102)**  
**11 Industrial Lane**  
**Johnston, Rhode Island 2919**

**Truro Town Garage**  
**17 Town Hall Rd**  
**Truro , Massachusetts 02666**  
**United States of America**

**Richard Paris**  
**Cell Phone:**  
**Office Phone: (401)351-0900**  
**Email: rparis@peterbiltofri.com**

**Tim King**

## Vehicle Summary

	<b>Unit</b>			<b>Chassis</b>
Model:		Model 389	Fr Axle Load (lbs):	13200
Type:		Tractor	Rr Axle Load (lbs):	46000
Description 1:		Truro 389 2023	G.C.W. (lbs):	80000
Description 2:				
	<b>Application</b>		<b>Road Conditions:</b>	
Intended Serv.:	Construction Dump-On/Off Highway		Class A (Highway)	100
Commodity:	Construction Materials		Class B (Hwy/Mtn)	0
			Class C (Off-Hwy)	0
			Class D (Off-Road)	0
	<b>Body</b>		Maximum Grade:	6
Type:			Wheelbase (in):	220
Length (ft):		0	Overhang (in):	54.7
Height (ft):		0	Fr Axle to BOC (in):	92.8
Max Laden Weight (lbs):		0		
			Cab to Axle (in):	127.2
	<b>Trailer</b>		Cab to EOF (in):	181.9
No. of Trailer Axles:		2	Overall Comb. Length (in):	851
Type:	Semi-End Dump			
Length (ft):		53	<b>Special Req.</b>	
Height (ft):		13.5		
Kingpin Inset (in):		36		
Corner Radius (in):		2		
	<b>Restrictions</b>			
Length (ft):		65		
Width (in):		102		
Height (ft):		13.5		

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Note: All sales are F.O.B. designated plant of manufacture.**



<i>Std/ Opt</i>	<i>Description</i>	<i>Weight</i>
<b>Base Model</b>		
S	Model 389	14,915
O	Construction Materials	0
O	Construction Dump-On/Off Highway	0
O	Semi-End Dump	0
S	United States Registry	0
<b>Configuration</b>		
O	Not Applicable	0
<b>Frame &amp; Equipment</b>		
O	10-3/4" Steel Rails To 354"	248
O	Heavy-Duty Iron Front Spring Brackets	35
O	Zinc Coated Anti Corrosion Treated Frame Rails	0
O	Aluminum Frame Rail Crossmembers	-60
S	EOF Tractor Tapered with Crossmember	0
S	Peterbilt Rear Mudflaps and Straight Hangers	0
O	Holland FW35 Fifth Wheel Top Plate	240
	Rear Or Fixd Setting Centerline Bogie	0
O	LH Fifth Wheel Release	0
O	Ground Strap For Fifth Wheel	2
O	7.6in - 8in Fifth Wheel Height	95
O	Holland Heavy Duty Air Slide	50
O	24" Air Slide	216
O	Frame Mounted Deckplate And Access Pkg,Both Sides	68
O	Extended Deckplate Rearward To Fifth Wheel	10
<b>Front Axle &amp; Equipment</b>		



Std/ Opt	Description	Weight
O	Dana Spicer E1322IL 13,200 lb, 3.5 in. Drop	-26
O	Taper Leaf Springs, Shocks 13,200 lb	9
O	Power Steering TRW TAS65	-3
O	Power Steering Reservoir Frame Mounted w/Cooler	2
O	PHP10 Aluminum PreSet PLUS Hubs	-187
O	Greasable Front Spring Pins	0
O	Dana Spicer 5" Drop IPO 3.5", Front Axle	60
O	Dana Spicer Wide Track IPO Standard	15
O	Bendix Air Cam Front HP Drum Brakes 16.5x6	-20
O	Dust Shields, Cam Brakes, Front Axle	4
	30mm Front Spring Spacer Blocks	0
O	Gusseted Cam Brackets, Steer Axle	0
O	Heavy Duty Cam Bushings, Steer Axle	0
<b>Rear Axle &amp; Equipment</b>		
O	Dana Spicer D46-172 46,000 LBS	521
S	PHP10 Aluminum PreSet PLUS Hubs	0
O	Dust Shields For Cam Brakes, Drive Axle(s)	4
S	Bendix ESP Electronic Stability Program With ATC	0
O	Refuse Service Brakes, Steer And Drive Axles	0
O	Rear Brake Camshaft Reinforcement	9
O	Heavy Wall, Drive Axle(s)	88
O	Lube Pump, Drive Axle(s)	36
O	Gusseted Cam Brackets, Drive Axle(s)	2
O	Diff Lock, Rear-Rear Axle	60



<b>Std/ Opt</b>	<b>Description</b>	<b>Weight</b>
S	<b>Anti-Lock Braking System (ABS) 6S6M</b>	<b>0</b>
S	<b>Synthetic Axle Lubricant All Axles</b>	<b>0</b>
S	<b>Bendix Air Cam Rear Drum Brakes 16.5x7</b>	<b>0</b>
O	<b>Heavy Duty Cam Bushings, Drive Axle(s)</b>	<b>0</b>
O	<b>Ratio 4.56 Rear Axle</b>	<b>0</b>
O	<b>Peterbilt Air Trac 46,000 lbs, 52in Axle Spacing</b>	<b>291</b>
O	<b>Steel Suspension Insert Up To 77" Overhang</b>	<b>239</b>
O	<b>Air Springs, Internal Bumpers</b>	<b>0</b>
O	<b>Dash Mtd Dump Switch with Indicator Light</b>	<b>2</b>
<b>Engine &amp; Equipment</b>		
O	<b>X15 525@1900 GOV@1900 1850@1000</b>	<b>465</b>
	N21350 C121 75....Maximum Accelerator Vehicle	
	N21370 C128 75....Maximum Cruise Control Speed	
	N21460 C132 1400..PTO Maximum Engine Speed	
	N21520 C133 5.....Idle Shutdown Timer	
	N21610 C188 39....Idle Shutdown Cold Ambient A	
	N21620 C189 60....Idle Shutdown Intermediate A	
	N21630 C190 80....Idle Shutdown Hot Ambient Ai	
	N21550 C206 35....Idle Shutdown Percent Engine	
	N21340 C209 120...Maximum Vehicle Speed	
	N21510 C225 NO....Idle Shutdown with Parking B	
	N21450 C231 NO....Gear Down Protection	
	N21570 C233 NO....Idle Shutdown Manual Overrid	
	N21440 C234 NO....Engine Protection Shutdown	
	N21480 C238 NO....Cruise Control and Engine Br	
	N21470 C239 NO....Cruise Control Auto-Resume	
	N21430 C333 0.....Driver Initiated OverrideMax	
	N21410 C334 0.....Driver Initiated Override Ma	
	N21590 C382 YES...Idle Shutdown Hot Ambient Au	
	N21500 C395 0.....Green House Gas Automatic En	
	N21530 C396 YES...Idle Shutdown Warning Period	
	N21540 C397 60....Idle Shutdown Warning Period	
	N21320 C399 120...Green House Gas Vehicle Spee	
	N21400 C400 252...Driver Initiated Override Re	
	N21420 C401 10....Green House Gas Vehicle Spee	
	N21330 C402 0.....Green House Gas Vehicle Spee	
S	<b>VMUX Electronics Architecture</b>	<b>0</b>
S	<b>Engine Idle Shutdown Timer Enabled</b>	<b>0</b>

Price Level: April 1, 2021

Deal: Truro 389 2023

Printed On: 6/30/2021 6:21:56 AM

Date: June 29, 2021

Quote Number: QUO-827976-V7Z7M6



<b>Std/ Opt</b>	<b>Description</b>	<b>Weight</b>
O	Enable EIST Ambient Temp Overrule	0
	Eff EIST NA Expiration Miles	0
	Effective VSL Setting 65.0 MPH or Greater (USA)	0
S	Typical Operating Speed 65 MPH	0
O	Powertrain Optimized for Balance	0
S	CARB Engine Idling Compliance	0
S	Engine Brake Controls Located on RH Column	0
O	Remote PTO/Throttle, 12-Pin	0
S	PACCAR 160 Amp Alternator, Brushed	0
S	Immersion Type Block Heater 110-120V	0
O	PACCAR 12V Starter, N/A PACCAR MX Engines	0
S	3 PACCAR Premium 12V Dual Purpose Batt 2190 CCA	0
O	Kissling Battery Disconnect Switch	0
O	2-Speed Fan Clutch For Frequent Start/Stops	0
O	Naturally Aspirated 18.7 CFM Air Compressor	17
O	Intebrake (Furnished on Engine)	0
O	PACCAR Fuel/Water Separator Standard Service	0
O	Fuel Heat for Fuel Filter	0
O	12V Heat for Fuel Filter	0
O	Ignition Idle Timer	0
O	Engine Protection Shutdown w/ Label	0
S	High Efficiency Cooling System	0
O	(1) 15" SS Air Cleaner, Cowl Mtd, SS Cap	-3
S	Exhaust Single RH Side of Cab	0



<i>Std/ Opt</i>	<i>Description</i>	<i>Weight</i>
O	Curved Tip Standpipe(s)	1
O	Chrome Finish Over Elbows for Single Exhaust	7
O	7" Dia Chrome Plated Steel Standpipe(s) IPO 5"	4
O	36" Ht, 5" Dia Chrome, Clear Coat Standpipe(s)	4
<b>Transmission &amp; Equipment</b>		
O	Allison 4700 RDS-P Transmission, Gen 5	513
O	SPL250 Lite HT Driveline, 1 Midship Bearing	85
O	SPL170 XL Driveline Interaxle	5
O	(1) Dash Mounted Single Acting EOH PTO Control	1
O	Auto Neutral Activates With Parking Brake	0
O	Allison FuelSense 2.0 Not Desired	0
O	Allison 7-Speed Configuration - 4700 Series Only	0
O	Dash Mounted Push Button Shifter	0
<b>Air &amp; Trailer Equipment</b>		
O	Bendix AD-HF EP Air Dryer, Heater	-2
O	Pull Cords All Air Tanks	1
S	Nylon Chassis Hose	0
S	Steel Painted Air Tanks	0
O	Aluminum Polished Air Tanks Outside Frame Rails	0
O	Non-Self Returning Brake Hand Valve	0
O	Cast 7-Way Plug(s) IPO Std Plastic 7-Way Plug(s)	0
O	Chroming Of Hose Tenna	0
S	AE Connections BOC/BOS, Hose Tenna	0
O	12' AE Lines Straight, (2) 7-Way Plugs	8



Std/ Opt	Description	Weight
<b>Tires &amp; Wheels</b>		
O	FF: BR 16ply 11R24.5 R284 Ecopia	20
O	RR: BR 14ply 11R24.5 M726ELA	224
S	Code-rear Tire Qty 08	0
O	FF: Pbilt 98U677 24.5X8.25 High Polish	-22
O	RR: Pbilt 98U677 24.5X8.25 High Polish	-88
S	Code-rear Rim Qty 08	0
O	FF: Mirror Polish Wheels, Outer Surface	0
O	RR: Mirror Polish Wheels, Outer Surface, Tandem	0
O	Wheel Guards, Tandem Axle	0
O	Wheel Guards, Steer Axle	0
O	Wheel Guards, Tandem Axle	0
O	FF: Dura-Bright Finish	0
O	RR: Dura-Bright Finish-Tandem Axle	0
<b>Fuel Tanks</b>		
O	26" Aluminum 120 Gallon Fuel Tank LH BOC	24
O	Location LH BOC 120 Gallon	0
O	Additional Thread Boss Lower Hydraulic Tank	2
O	Polish All Fuel / Hydraulic Tank Straps	0
O	Locking Fuel Tank Cap(s)	0
O	DEF Tank Mounted RH BOC	0
O	DEF To Fuel Ratio 2:1 Or Greater	0
O	Polished Stainless Steel Cover For DEF Tank	0
S	DEF Tank Small, HD 14 Gal 2.1M MD 5.5 Gal	0



<i>Std/ Opt</i>	<i>Description</i>	<i>Weight</i>
O	RH Tank None Furnished	-86
O	26" Alum 100 Gal Hydraulic Tank RH BOC Additional	99
<b>Battery Box &amp; Bumper</b>		
S	Aluminum Battery Box LH Under Cab, Non-Slip Step	0
O	Rubber Battery Pad In Bottom of (1) Battery Box	4
O	Heavy Duty Battery Box Step Reinforcement	2
S	Aftertreatment Aluminum Non-Slip Cab Entry	0
S	Steel Bumper Deep Tapered Chromed	0
O	Heavy Duty External Tow Eye	42
<b>Cab &amp; Equipment</b>		
S	Alum Cab 123in BBC Alum Hood SFFA	0
O	Thermal Insulation Package in Cab	2
S	No Sleeper Selected	0
O	Sears Atlas 70 Driver Seat	4
S	Sears Passenger Seat	0
O	Drivers Armrest - RH Only	2
O	Black Seat Color IPO Standard Color	0
S	Air Ride Driver	0
S	High Back Driver	0
S	Vinyl Driver	0
S	Non-Air Ride Passenger	0
O	Mid Back Passenger	0
S	Vinyl Passenger	0
S	Steering Wheel With Multi-Function	0
S	Power Door Locks Both Doors	0





<b>Std/ Opt</b>	<b>Description</b>	<b>Weight</b>
S	Adjustable Steering Column - Tilt/Telescope	0
O	Vanity Mirror on Inside Sunvisors	0
U	Leather Steering Wheel	0
O	Prestige Interior - Arctic Gray	22
O	Dark Window Tint IPO Standard Tint - Day Cab	0
O	Extended Rear Window ipo Std Window-Day Cab	18
S	Day Cab Rear Window	0
O	2-Piece Flat Windshield	0
S	Power Lift Windows - Both Doors	0
S	Combo Fresh Air Heater/Air Conditioner	0
S	Peterbilt Comfort Control - Cab	0
O	Outside Sunvisor - Stainless Steel	4
O	Stainless Steel Mirrors 7 x 16 with Heat Element	2
O	(2) Convex 8 Inch Heated SSTL Mirrors	0
O	(2) Air Horns 30" Chrome - Round w/Horn Shields	10
O	ConcertClass, AM/FM, Weatherband, 3.5 Aux	10
O	Midlevel Speaker Package For Cab	6
O	Radio Mute When In Reverse	0
O	Bluetooth Phone and Audio Requires USB Port	0
O	USB Port	0
O	Cobra 40 Channel CB Radio w/Integral Speaker	11
O	CB Antenna Mounting RH/LH Mirror	2
O	Mount CB Speaker LH Rear Corner Cab Headliner	2
S	SmartLINQ Remote Diagnostics	0



<b>Std/ Opt</b>	<b>Description</b>	<b>Weight</b>
O	24 Months SmartLINQ Subscription	0
O	Plug-In Auto Reset Circuit Breaker	0
O	Additional 12V Power Outlet-Dash Mounted	0
O	Removable Bugscreen Behind Grille	2
S	Peterbilt Electric Windshield Wipers	0
O	Unibilt Cab Air Suspension	25
O	Triangle Reflector Kit, Ship Loose	13
O	Fire Extinguisher, Cab Mounted	8
O	Backup Alarm (107 DB)	3
O	Drive Axle #1 Front Oil Temperature Gauge	0
O	Drive Axle #2 Rear Oil Temperature Gauge	0
O	Engine Oil Temperature Gauge	0
O	Drive Axle #2 Rear Oil Temperature Gauge	0
O	Transmission Oil Temperature (Main)	0
O	Guard(s) For Rear Axle Heat Gauge	2
S	Air Restriction Indicator	0
O	Air Suspension Pressure 1 Gauge	0
O	Increased Air Filter Full Indication	0
O	Fuel Filter Restriction Pressure	0
O	Disable Brake Light With Engine Brake	0
O	Up To (4) Additional Electric Switches	1
O	Tractor Brake Application Gauge	0
O	Switch To Deactivate ATC Traction Control	0
S	Engine Percent Torque	0



Std/ Opt	Description	Weight
O	Main Instrumentation Panel	0
O	Ammeter	0
O	Bright Bezel Gauges	0
O	(1) Hot Switch Dash Mounted	0
U	Main Instrumentation Panel, Graphics Display	0
O	Manifold Pressure Gauge	0
O	Custom Nameplate <i>Narr Built for Town of Truro</i>	0
S	Headlights Projector Module Pod	0
O	(5) Marker Lights, Bus LED Bullet	0
O	(2) Peterbilt Fog Lights	6
O	Switch & Wiring for F/O Beacon/Strobe	2
O	Self-Canceling Turn Signal	0
O	LED Oval Stop/Turn/Tail/Backup	-7
O	Additional LED Round Turn Signal	2
O	(2) Load Lights, Flush Mounted Low Outboard Loc B	4
<b>Paint</b>		
S	(1) Color Axalta Two Stage - Cab/Hood N85020 A - L2365EY EMERALD GREEN N85500 CAB ROOF L2365EY EMERALD GREEN N85300 FENDER L2365EY EMERALD GREEN N85200 FRAME L0001EA BLACK N85400 HOOD TOP L2365EY EMERALD GREEN N85720 SK FAIRINGS L2365EY EMERALD GREEN	0
O	Axalta Two Stage Effect - Metallic/Pearl	0
<b>Shipping Destination</b>		
<b>Options Not Subject To Discount</b>		
S	Peterbilt Class 8 Standard Coverage	0
<b>Miscellaneous</b>		



<i>Std/ Opt</i>	<i>Description</i>	<i>Weight</i>
O	Day Cab / Prestige Interior (DM)	0
S	2021 EPA Emissions Engine	0

**Promotions**

**Order Comments**



<b>Total List Price (W/O Freight &amp; Warranty &amp; Surcharges )</b>	\$264,444
<b>Standard Dealer Discount</b>	\$60,822
<b>Price Protection Amount</b>	\$0
<b>Marketing and Service Support Fee</b>	\$895
<b>Prepaid Freight</b>	\$2,825
<b>Total Surcharge/Options Not Subject To Discount</b>	\$0
<b>Net Chassis FET</b>	\$0
<b>Quotation Total - Unit</b>	\$218,442
<b>Quotation Total - Fleet</b>	\$218,442
<b>Total Weight</b>	18,408

**Prices and Specifications Subject to Change Without Notice.**

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Unpublished options may require review/approval.  
Dimensional and performance data for unpublished options may vary from that displayed in CRM.

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**PRICING DISCLAIMER**

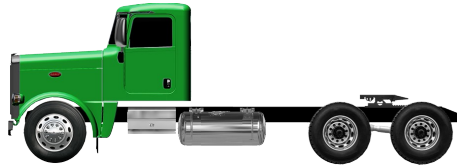
*While we make every effort to maintain the web site to preserve pricing accuracy, prices are subject to change without notice. Although the information in this price list is presented in good faith and believed to be correct at the time of printing, we make no representations or warranties as to the completeness or accuracy of this information. We reserve the right to change, delete or otherwise modify the pricing information which is represented herein without any prior notice. We carefully check pricing specifications, but occasionally errors can occur, therefore we reserve the right to change such prices without notice. We disclaim all liability for any errors or omissions in the materials. In no event will we be responsible for any damages of any nature whatsoever from the reliance upon information from these materials. Please check your order prebills to confirm your pricing information*

## FIFTH WHEEL HEIGHT



Component	Sales Code	Description	Laden	Unladen
<b>Fifth Wheel</b>	0835860	Holland FW35 Fifth Wheel Top Plate	8.0	8.0
<b>Frame</b>	0514000	10-3/4" Steel Rails To 354"	10.8	10.8
<b>Guppy Belly Adj.</b>	0000000	No Adjustment.	0.0	0.0
<b>Suspension</b>	1821860	Peterbilt Air Trac 46,000 lbs, 52in Axle Spacing	11.0	11.4
<b>Saddle Height Adj.</b>	0000000	No Adjustment.	0.0	0.0
<b>Restrictor Can Adj.</b>	0000000	No Adjustment.	0.0	0.0
<b>Tire</b>	5166620	RR: BR 14ply 11R24.5 M726ELA	20.6	21.8
<b>Total Height</b>			<b>50.40</b>	<b>51.90</b>

## FRAME RAKE



The listed heights should be considered approximations due to variations which may occur in component manufacturing processes, spring set, and the way in which the vehicle is loaded.

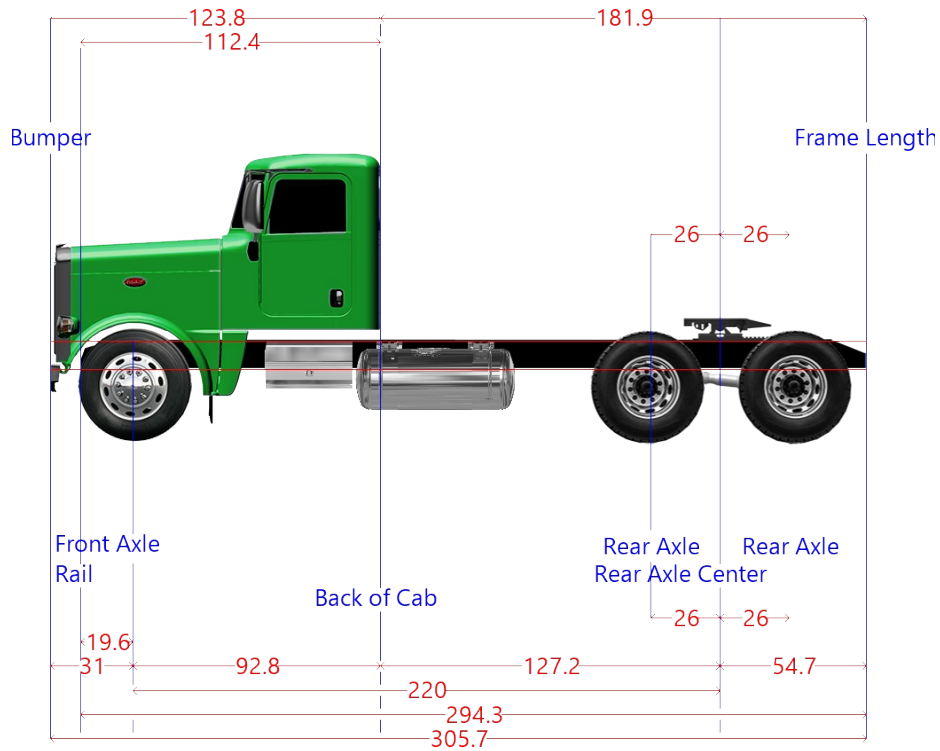
Component	Sales Code	Description	Laden	Unladen
<b>Frame</b>	0514000	10-3/4" Steel Rails To 354"	10.8	10.8
<b>Front Spring</b>	1111200	Taper Leaf Springs, Shocks 13,200 lb	8.5	8.9
<b>Front Axle Drop 3.5"</b>	1011840	Dana Spicer E1322IL 13,200 lb, 3.5 in. Drop	-1.5	-1.5
<b>Height Adj.</b>	1390600	30mm Front Spring Spacer Blocks	1.2	1.2
<b>Front Tires</b>	5061040	FF: BR 16ply 11R24.5 R284 Ecopia	20.1	20.6
<b>Front Frame Height</b>			<b>39.0</b>	<b>40.0</b>
<b>Frame</b>	0514000	10-3/4" Steel Rails To 354"	10.8	10.8
<b>Guppy Belly Adj.</b>	0000000	No Adjustment.	0.0	0.0
<b>Suspension</b>	1821860	Peterbilt Air Trac 46,000 lbs, 52in Axle Spacing	11.0	11.4
<b>Saddle Height Adj.</b>	0000000	No Adjustment.	0.0	0.0
<b>Restrictor Can Adj.</b>	0000000	No Adjustment.	0.0	0.0
<b>Rear Tires</b>	5166620	RR: BR 14ply 11R24.5 M726ELA	20.6	21.8
<b>Rear Frame Height</b>			<b>42.4</b>	<b>43.9</b>
<b>Frame Rake</b>			<b>3.4</b>	<b>3.9</b>
<b>Frame Rake Slope (%)</b>			<b>1.5</b>	<b>1.8</b>

These characteristics are considered to be out of standard range: Laden rake more than 1% of wheelbase from level (positive or negative).

## VERTICAL DIMENSIONS

Vertical Dimensions	Laden	Unladen
<b>Ground to Bottom of Frame</b>	29.6	30.9
<b>Bottom of Frame to Top of Roof or Fairing</b>	81.5	81.5
<b>Ground to Top of Roof or Fairing</b>	111.1	112.4
<b>Exhaust Height</b>	134.8	136.1
<b>Ground Clearance</b>		<b>Laden</b>
<b>RH U/C</b>	11.6	
<b>LH U/C</b>	12.9	
<b>DEF Tank</b>	-14.4	
<b>RH BOC 1</b>	-8	
<b>LH BOC 1</b>	10	
<b>RH BOC 2</b>	N/A	
<b>LH BOC 2</b>	N/A	

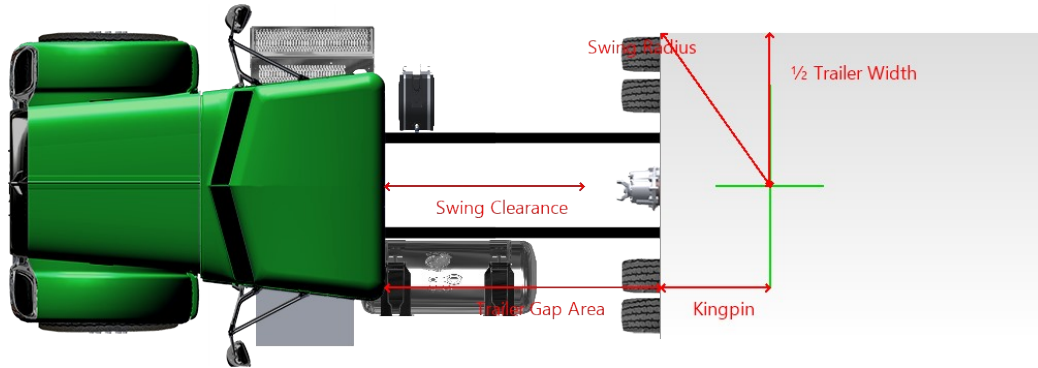
# HORIZONTAL DIMENSIONS



Dimension	Measurement	Start	End
Axle Spacing	52	194	246
Bumper to Back of Cab	123.8	-31	92.8
Bumper to Front Axle	31	-31	0
Bumper to Front Frame	11.4	-31	-19.6
Cab to End of Frame	181.9	92.8	274.7
Cab to End of Frame/Loadspace	CAB TO END OF FRAME EQUALS LOADSPACE ON THIS CONFIGURATION.		
Cab to Rear Axle	127.2	92.8	220
Effective Bumper to Back Of Cab	123.8	-31	92.8
Frame Length	294.3	-19.6	274.7
Front Axle to Back of Cab	92.8	0	92.8
Front of Frame to Axle	19.6	-19.6	0
Load Space	181.9	92.8	274.7
Overall Length	305.7	-31	274.7
Overhang	54.7	220	274.7
Pusher Offset #1	0	194	220
Pusher Offset #2	0	194	220
Pusher Offset #3	0	194	220
Tag Offset	0	220	246
Wheelbase	220	0	220



# SWING CLEARANCE



Available swing clearance shown includes the Peterbilt recommended swing and dip clearance of 7 inches for day cabs and low roof sleepers and 10 inches for high roof sleeper. For example: Available Swing Clearance = 0 on a high roof sleeper means you have 10 inches of clearance.

TRUCK AND TRAILER DATA	
Wheelbase	220
Trailer Width	102
Trailer Kingpin Setting	36
Corner Radius	2
Fixed Fifth Wheel Offset	0

JACK KNIFE ALLOWANCE AND DIP ANGLE		FIFTH WHEEL POSITION	
Jack Knife Allowance	4 Inches	Rearmost Fifth Wheel Location	0 Inches
Dip Angle Setting	5 Degrees		

SWING AND DIP CLEARANCE		TRAILER GAP	
Available Swing Clearance	35 Inches	Operational Fifth Wheel Setting	0 Inches
Max Dip Angle	7 Degrees	Calculated Trailer Gap at Setting	91 Inches
Max Allowable Fwd 5th Wheel Setting	59 Inches		
Overall Combination Length	851 Inches		
Legal Constraint Comparison	-71 Inches		

# VEHICLE WEIGHT RATING



## FRONT AXLE COMPONENTS

Component	Sales Code	Description	Ratings
<b>Axle</b>	1011840	Dana Spicer E1322IL 13,200 lb, 3.5 in. Drop	13,200
<b>Springs</b>	1111200	Taper Leaf Springs, Shocks 13,200 lb	13,200
<b>Power Steering</b>	1233030	Power Steering TRW TAS65	13,200
<b>Hubs, Drums</b>	1353540	PHP10 Aluminum PreSet PLUS Hubs	20,000
<b>Tires</b>	5061040	FF: BR 16ply 11R24.5 R284 Ecopia	14,320
<b>Wheels</b>	5220690	FF: Pbilt 98U677 24.5X8.25 High Polish	14,600

Minimum: 10,000  
Maximum: 13,200

The front axle weight rating cannot exceed 13200

## REAR AXLE COMPONENTS

Component	Sales Code	Description	Ratings
<b>Axle</b>	1523440	Dana Spicer D46-172 46,000 LBS	46,000
<b>Hubs, Drums</b>	1616290	PHP10 Aluminum PreSet PLUS Hubs	78,000
<b>Suspension</b>	1821860	Peterbilt Air Trac 46,000 lbs, 52in Axle Spacing	46,000
<b>Tires</b>	5166620	RR: BR 14ply 11R24.5 M726ELA	48,040
<b>Wheels</b>	5320690	RR: Pbilt 98U677 24.5X8.25 High Polish	58,400

Minimum: 20,000  
Maximum: 46,000

The rear axle weight rating cannot exceed 46000

## GROSS COMBINATION WEIGHT RATING

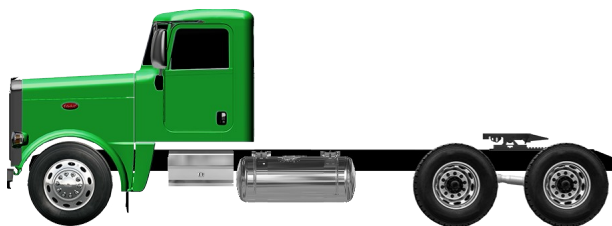
<b>GCWR (lbs)</b>	80,000
<b>Min</b>	59,200
<b>Max</b>	165,000

The Gross Combination Weight Rating cannot exceed 165000

## WEIGHT DISTRIBUTION

Model: 389

Actual performance of a specific unit can be affected by your operating conditions. The performance calculations should only be used as a guideline.



Recommended 5th wheel setting to achieve specified ground loads; measured from centerline of drive axles: 17 in. from the centerline of the drive axle(s).

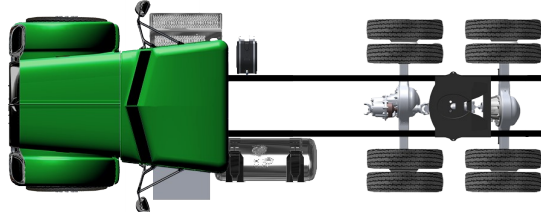
Weight (lbs)	Front	Rear	Total
Chassis	9275	9133	18408
Tools/Driver	259	116	375
Fuel & DEF	758	927	1685
Max Payload	2908	35824	38732
Auxiliary Payload	0	0	0
Total	13200	46000	59200
Specify Ground Load	13200	46000	

### Auxiliary Payload

Item	Location from FA CL	Weight	Point Description
Load Point #1	0	0	
Load Point #2	0	0	
Load Point #3	0	0	
Component(s)	-	0	Composite Totals

Fifth wheel slide length is 24 inches  
 Selected rearmost setting is 0 inches  
 Wheelbase measurement: 220 inches  
 Overhang measurement: 54.7 inches

## FRAME LAYOUT



**Note:** The image displayed is representative only. It should not be construed as a layout diagram. Dimensions and components are not to scale.

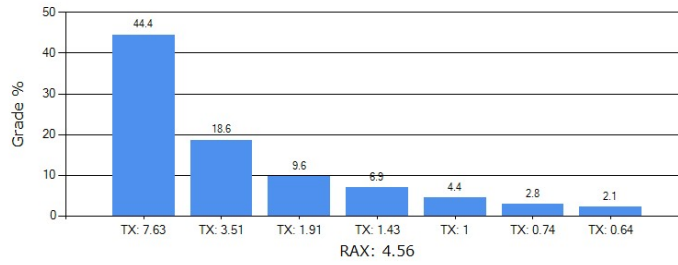
### Selected Options (Wheelbase: 220)

Sales Code	Description	Length	Side
6040550	Aftertreatment Aluminum Non-Slip Cab Entry	45.3	Right
5850030	26" Alum 100 Gal Hydraulic Tank RH BOC Additional	50.45	??
5655019	DEF Tank Small, HD 14 Gal 2.1M MD 5.5 Gal	7	Right
5556250	26" Aluminum 120 Gallon Fuel Tank LH BOC	59.95	Left
6010030	Aluminum Battery Box LH Under Cab, Non-Slip Step	33	Left

# SPEED & GRADE PERFORMANCE REPORTS

## Gradability Report (Engine Fan Off)

Configuration:	Model 389 / Tractor GCW: 80000
Quote/DTPO/CO:	QUO-827976-V7Z7M6
Engine:	2059921 X15 525@1900 GOV@1900 1850@1000
Transmission:	4052430 Allison 4700 RDS-P Transmission, Gen 5
Rear Axle:	1523440 Dana Spicer D46-172 46,000 LBS
Rear Tire:	5166620 RR: BR 14ply 11R24.5 M726ELA   Revs/Mile: 470
Operating Conditions:	0% Rolling Resistance



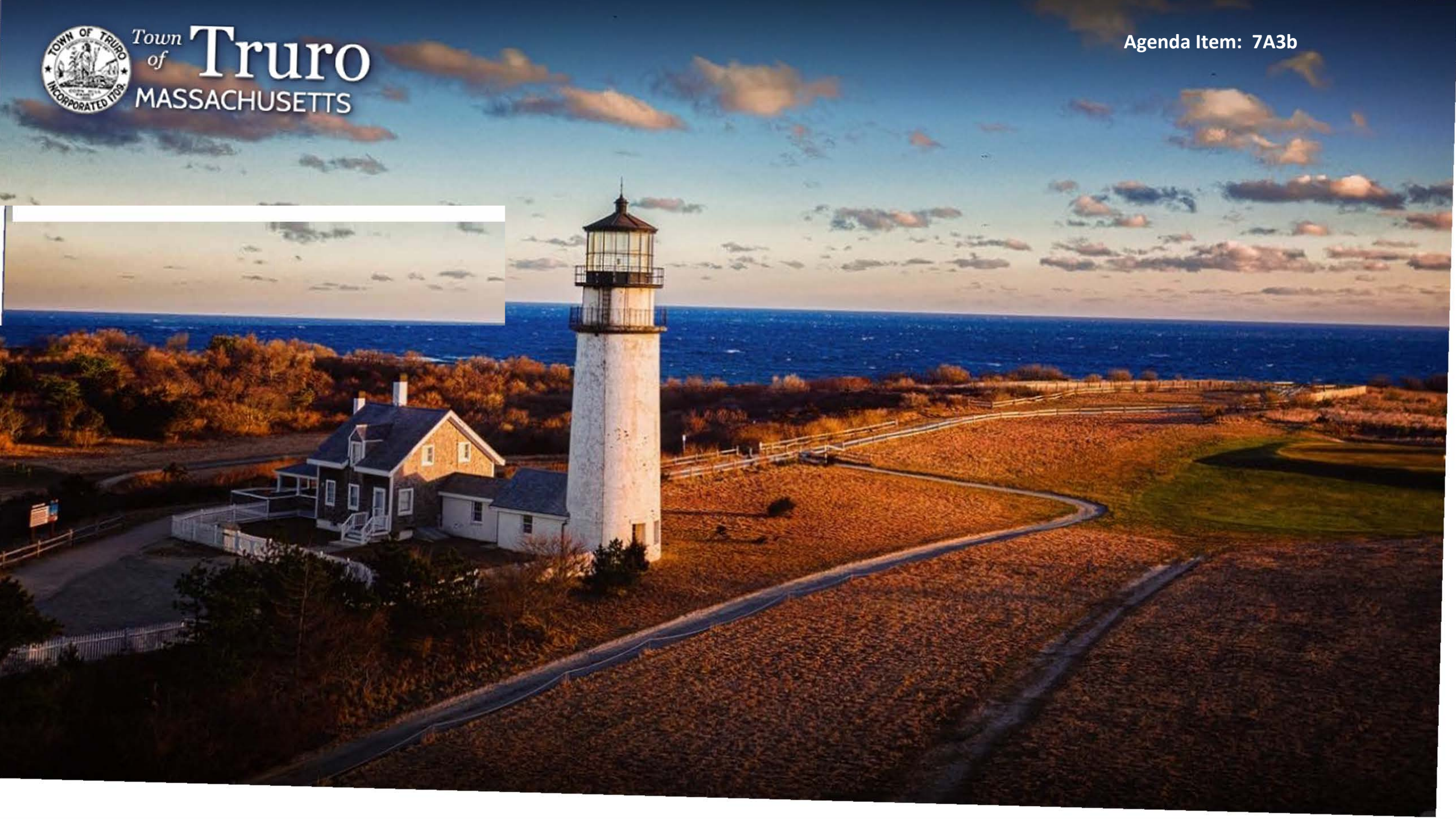
## Gradability Report (Engine Fan Off)

Gear	TX-Ratio	RAX-Ratio	Peak Torque % Gradability	Peak Torque Road Speed (MPH)
1	7.63	4.56	44.37	4.04
2	3.51	4.56	18.57	8.77
3	1.91	4.56	9.60	16.12
4	1.43	4.56	6.91	21.54
5	1.00	4.56	4.44	30.80
6	.74	4.56	2.80	41.61
7	.64	4.56	2.09	48.12



Town of **Truro**  
MASSACHUSETTS

Agenda Item: 7A3b



Article 7  
Section 5  
To Purchase Heavy-Duty Tractor  
Truck Replacement

# Heavy-Duty Tractor Truck Request

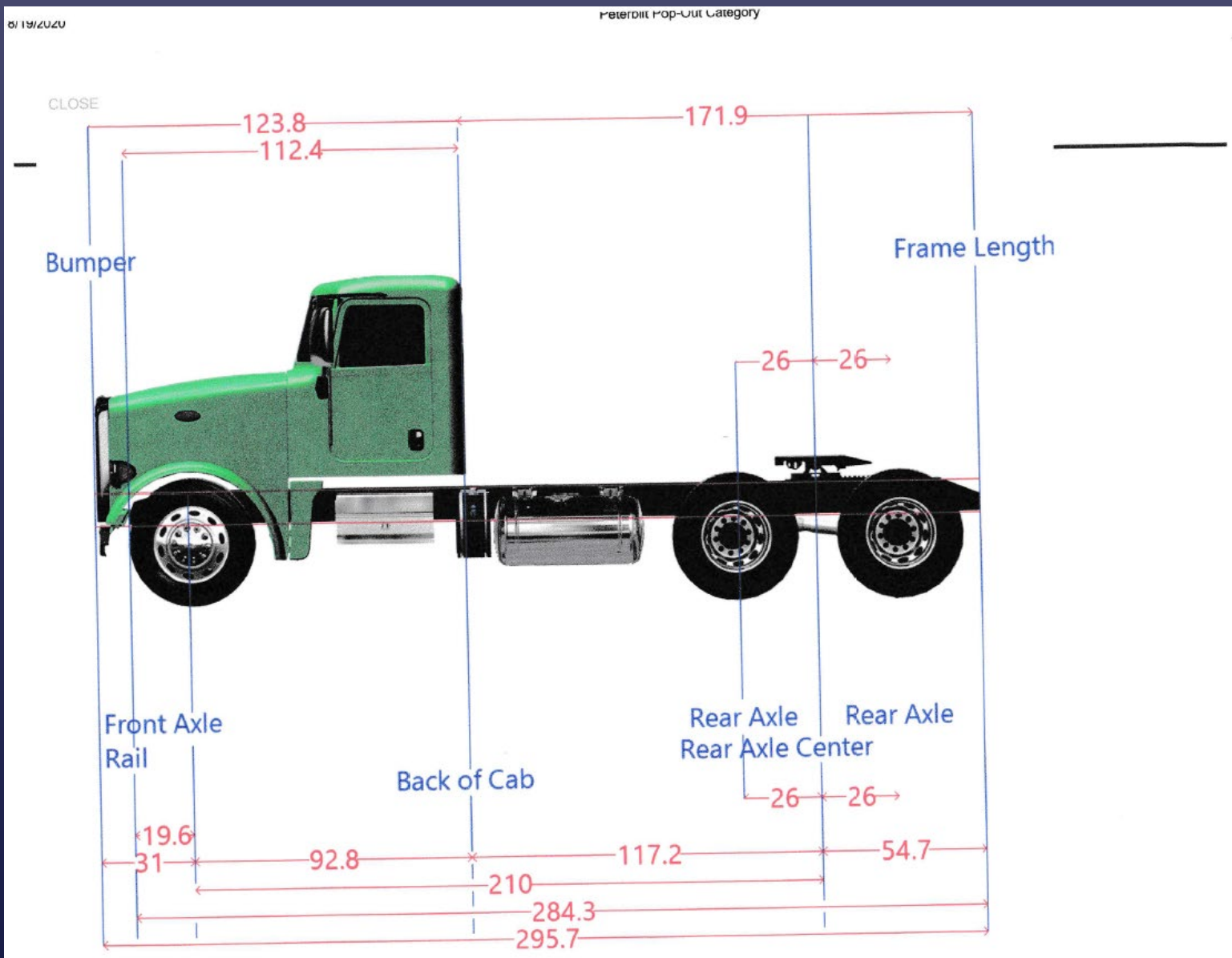
- \$170,000 request
- Originally requested for FY21, however, Town Meeting article was postponed after failing at the ATE Ballot. Town Meeting was held after ATE.
- Will help address the solid waste and recycling transport needs.
- Need was intensified by increased tonnage experienced over the past year.
- Currently have two tractor trucks that go to Carver (solid waste) and Westborough (recyclables), Freetown (metal).
- Always need to have a tractor truck under a hopper when compacting.



# Heavy-Duty Tractor Truck Purpose

- Can haul large containers or small containers.
- Haul Solid Waste
- Haul Single Stream Recycling
- Haul mattresses, metal and yard waste
- Move machines
- Haul roadway materials back to Truro on return trip.

# Heavy-Duty Tractor Truck Specifications



# Fleet Plan

CURRENT VEHICLE	CURRENTLY USED FOR		NEW USE (PENDING PURCHASE OF NEW TRACTOR TRUCK)
2006 Peterbilt Tractor Truck	Hauling solid waste, recyclables, metal. Moving machines.	→	Will become secondary/ backup for hauling solid waste, recyclables, and metal so that three trucks are available (weeks that three trucks are needed). Will help us meet the current hauling increases and will ensure that we have a backup in case a truck goes down so that we are never unable to haul on a regular schedule and allows multiple trips in one day.



# Fleet Plan

CURRENT VEHICLE	CURRENTLY USED FOR		NEW USE (PENDING PURCHASE OF NEW TRACTOR TRUCK)
1988 Autocar Tractor Truck	Hauling solid waste, recyclables, metal. Moving machines. Currently back up to 2006 Peterbilt.	→	Will serve as third tractor truck for hauling solid waste, recyclables, and metal so that three trucks are available (weeks that three trucks are needed). Will help us meet the current hauling increases and will ensure that we have a backup in case a truck goes down so that we are never unable to haul on a regular schedule and allows multiple trips in one day.



# Fleet Plan

CURRENT VEHICLE	CURRENTLY USED FOR		NEW USE (PENDING PURCHASE OF NEW TRACTOR TRUCK)
1984 Brigadier Heavy Duty Tractor	Not registered and not roadworthy. Currently used only to move containers around the Transfer Station.	→	Will be decommissioned and given back to the Government Surplus Program (Department of Defense)(owner of vehicle)



# Fleet Plan

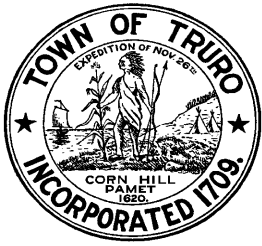
CURRENT VEHICLE	CURRENTLY USED FOR		NEW USE (PENDING PURCHASE OF NEW TRACTOR TRUCK)
2000 Sterling Dump Truck	Hauling sand, stone, roadway material. Previously used for snow removal but too unreliable to continue to use for that purpose.	→	Will be decommissioned and may be auctioned.



# Fleet Plan

CURRENT VEHICLE	CURRENTLY USED FOR		NEW USE (PENDING PURCHASE OF NEW TRACTOR TRUCK)
1988 International Roll Off Truck	Previously used for hauling smaller loads when recyclables were separated. Now used only to move small containers around the Transfer Station.	→	Will be decommissioned and given back to the Government Surplus Program (Department of Defense)(owner of vehicle)





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Policy 64: Masks and Social Distancing

**EXPLANATION:** As vaccination numbers in our area continue to be relatively high and the Board of Health's Revised Rule and Order Requiring the Use of Masks and Other Protective Measures, there is not a need for Policy 64. The Board of Health are expected to continue to update their Rule and Order which still presently requires mask wearing in Town buildings. To ensure that there is not a conflict between the Rule and Order and Policy 64, it is recommended to rescind Policy 64 at this time. The Policy will be preserved so that it can be rectified in the future, should the Board wish to re-instate it due to changes in public health data.

**SUGGESTED ACTION:** *MOTION TO rescind revised Policy 64: Masks and Social Distancing for the Town of Truro.*

**ATTACHMENTS:**

1. Revised Draft Policy #64





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

## POLICY MEMORANDUM #64

Date: Adopted May 12, 2020; Revised June 8, 2021

Subject: Masks and Physical Distancing for the Town of Truro

This policy applies to all Town property. Employees on duty, board/committee/commission members and the public at large will be expected to abide by the policy while on Town property. This policy may be updated as public health data changes and/or new guidance from health officials is provided.

### Rationale and Tools

The Town of Truro remains committed to providing high-quality service to the residents and visitors of Truro while ensuring the safety of our workforce. To that end, the Town of Truro expects the following available tools be used to promote safety and minimize transmission of COVID-19:

1. Good hand hygiene—frequent handwashing (with soap and water for a minimum of 20 seconds) and using hand sanitizer when handwashing is not possible.
2. Physical distancing—when possible, maintaining six feet of distancing from other people and avoiding gathering in groups unless it is necessary. Efforts should be made to limit group size when feasible.
3. Good respiratory hygiene—cover a cough or sneeze with a tissue, then throw the tissue in the trash. If tissues are not available use your elbow to cover coughs and sneezes.
4. Keep your face free of germs—avoid touching your face.
5. Masks/ face coverings—wear a cloth face covering over your nose and mouth when inside Town of Truro buildings/ facilities.
6. Sanitized surfaces—the Town will clean and disinfect frequently touched objects and surfaces.
7. Stay home when you are sick—Stay home if you are ill. Please avoid visiting Town of Truro facilities if you are sick or experiencing any symptoms of COVID-19. Employees should report any symptoms of COVID-19 to their immediate supervisor, even if a negative test result was received.
8. Be an example—set an example for co-workers and community members by utilizing all of these tools. Use common sense and remember that all of us must do our part to protect each other.

### Required Actions

- The Town of Truro recommends that physical distancing be practiced on all Town property.
- Employees, board/committee/commission members and visitors are recommended to keep a minimum of six feet from one another and should avoid gathering in groups, without proper safety measures in place.,
- Virtual meetings are encouraged where possible.
- Please note that the exception to the masking policy would include those individuals with health issues that prevent them from safely wearing a mask and visitors under the age of two years.



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

These practices will be continually monitored and re- evaluated.

By adhering to these policy directives and exercising common sense, you can help protect yourself, our workforce and the community. Failure to adhere to these policy directives by Town employees may result in discipline.

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Robert Weinstein, Chair

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Kristen Reed, Vice-Chair

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Susan Areson, Clerk

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Janet Worthington

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Stephanie Rein  
Select Board  
Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Town Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Accept Deed for 135 South Pamet Road

**EXPLANATION:** On June 26, 2021, Annual Town Meeting voters approved Article 13: Accept Deed in Lieu of Foreclosure—135 South Pamet Road. To complete this transaction, the Select Board will accept the deed for the property, signed by Barbara Musnuff, and sign the deed so that it will be recorded with the Barnstable County Registry of Deeds by Town Counsel.

**FINANCIAL SOURCE (IF APPLICABLE):** Not applicable.

**IMPACT IF NOT APPROVED:** The deed will not be accepted.

**SUGGESTED ACTION:**

*MOTION that the Board vote to accept the deed for the property at 135 South Pamet Road from Barbara Musnuff, and authorize Town Counsel to record the deed with the Barnstable Registry of Deeds.*

**ATTACHMENTS:**

- A. Deed in Lieu of Foreclosure – 135 South Pamet Road
- B. Town Clerk's Certification of Vote

**DEED IN LIEU OF FORECLOSURE**

**Barbara R. Musnuff** (“Grantor”), of Kingston, Pennsylvania, for consideration of One Dollar (\$1.00) paid and of taking the property described below subject to the outstanding real estate taxes, charges and assessments and other non-monetary consideration paid, hereby grants, with Quitclaim Covenants, to the **Town of Truro** (the “Town”), a Massachusetts municipal corporation, acting by and through its Select Board, pursuant to the vote under Article 13 of the 2021 Annual Town Meeting, and having an address of Truro Town Hall, 24 Town Hall Road, Truro, MA 02666, the following parcel of land:

The land in the Town of Truro, Barnstable County, on the easterly side of South Pamet Road and the northerly side of a public way 16.5 feet wide, more particularly shown as the portion of George A. Thatcher’s land lying north of the aforesaid public way on a plan entitled “Plan of Land in Truro, John R. Dyer, Civil Engineer, July 1932” filed as Sheet 6, of Plan Number 15097<sup>A5</sup>, as filed with the Barnstable Registry District of the Land Court. Said parcel is also depicted as Map 48, Lot 7 on the current Assessor’s Maps of the Town of Truro.

For reference of title see deed dated November 15, 1976 recorded with the Barnstable County Registry of Deeds in Book 2427, Page 117; Barnstable Probate Court Estate of John M. Moore, Jr. (Docket No. 14P-1783EA) and deed dated May 16, 2016 recorded with the Barnstable County Registry of Deeds in Book 29700, Page 269.

This deed is an absolute conveyance of title, the Grantor having conveyed said premises to the Town for fair and adequate consideration, such consideration, in addition to that above recited, being full satisfaction of all real estate tax obligations related to the subject property owed to the Town through the date of this deed, and given in accordance with the terms and provisions of G.L. c. 60, §77C.

The Grantor declares that this conveyance is freely and fairly made, and that there are no outstanding encumbrances, agreements, oral or written, other than this deed between the Grantor and the Town with respect to said property.

The Town’s Acceptance of Deed, and a certified copy of the aforementioned Town Meeting vote authorizing said acceptance, are attached hereto and incorporated herein.

**[Signature Page Follows]**

WITNESS the execution hereof under seal as of the \_\_\_\_ day of \_\_\_\_\_,  
2021.

\_\_\_\_\_  
Barbara R. Musnuff

COMMONWEALTH/STATE OF \_\_\_\_\_

\_\_\_\_\_, ss.

On this \_\_\_\_ day of \_\_\_\_\_, 2021, before me, the undersigned Notary Public, personally appeared Barbara R. Musnuff, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

ACCEPTANCE OF DEED

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, the Town of Truro, acting by and through its Select Board pursuant to the authority granted by G.L. c. 60, §77C and the vote under Article 13 of the 2021 Annual Town Meeting, a certified copy of which is attached hereto, hereby accepts the foregoing deed from Barbara R. Musnuff.

TOWN OF TRURO,  
By Its Select Board

\_\_\_\_\_  
Robert Weinstein, Chair

\_\_\_\_\_  
Kristen Reed, Vice Chair

\_\_\_\_\_  
Susan Areson, Clerk

\_\_\_\_\_  
Stephanie Rein

\_\_\_\_\_  
John Dundas

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2021, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, member of the Truro Select Board, as aforesaid, who proved to me through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose on behalf of the Town of Truro.

\_\_\_\_\_  
Notary Public  
My Commission Expires:



**TOWN OF TRURO  
OFFICE OF THE TOWN CLERK  
TOWN OF TRURO, MA 02666-2012**

**Article 13: Accept Deed in Lieu of Foreclosure—135 South Pamet Road**

To see if the Town will vote to accept a deed in lieu of foreclosure from Barbara R. Musnuff, or from the then current owner(s), pursuant to the provisions of G.L. Chapter 60, Section 77C, to a parcel of land identified as Assessors Map 48, Lot 7, said property described in a deed recorded with the Barnstable County Registry of Deeds in Book 2427, Page 117, located at 135 South Pamet Road, which is subject to tax takings held by the Treasurer/Collector for unpaid real estate taxes, said parcel to be under the care, custody, control and management of the Select Board for general municipal purposes, and to authorize the Select Board to accept and record the deed, provided the Select Board determines that the deed and the acceptance shall comply with the provisions of G.L. Chapter 60, Section 77C, or take any other action relative thereto.

Requested by the Select Board

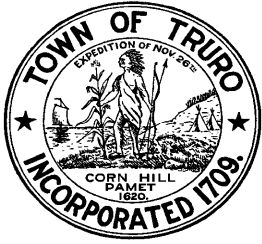
*Explanation: The home at 135 South Pamet Road was demolished in 2018 after storm impacts and migrating sand rendered it unstable. The property serves as a public access to Ballston Beach. The owner of the property, Barbara Musnuff, has agreed to donate the property to the Town by a deed in lieu of foreclosure, which means any outstanding taxes are forgiven. This article authorizes the Select Board to accept a deed for the property.*

Finance Committee Recommendation	5	0	0
Select Board Recommendation	5	0	0

*Article 13: Moved and seconded to accept a deed in lieu of foreclosure from Barbara R. Musnuff, or from the then current owner(s), pursuant to the provisions of G.L. Chapter 60, Section 77C, to a parcel of land identified as Assessors Map 48, Lot 7, said property described in a deed recorded with the Barnstable County Registry of Deeds in Book 2427, Page 117, located at 135 South Pamet Road, which is subject to tax takings held by the Treasurer/Collector for unpaid real estate taxes, said parcel to be under the care, custody, control and management of the Select Board for general municipal purposes, and to authorize the Select Board to accept and record the deed, provided the Select Board determines that the deed and the acceptance shall comply with the provisions of G.L. Chapter 60, Section 77C. Article 13 carries by majority vote.*

A true copy, attest:

Susan A. Joseph  
Temporary Town Clerk, Town of Truro  
June 30, 2021



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** July 13, 2021

**ITEM:** Applications to Serve for Renewal of Appointments

**EXPLANATION:** The following people have submitted their application to serve another term on their respective Board/Committee/Commission:

- Stanley Sigel-Pamet Harbor Commission
- Pat Wheeler-Truro Concert Committee
- Candida Monteith-Board of Health
- Michael Holt-Truro Concert Committee

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

**IMPACT IF NOT APPROVED:** Applicants will no longer be able to participate as a voting member on their respective Board/Committee/Commission and there will be a vacancy remaining.

**SUGGESTED ACTION:** *Motion to reappoint Stanley Sigel to the Pamet Harbor Commission for a one-year Alternate term expiring June 30, 2022.*

*Motion to reappoint Patricia Wheeler to the Truro Concert Committee for a three-year term expiring June 30, 2024.*

*Motion to reappoint Candida Monteith to the Board of Health for a one-year Alternate term expiring June 30, 2022.*

*Motion to reappoint Michael Holt to the Truro Concert Committee for a three-year term expiring June 30, 2024.*



**ATTACHMENTS:**

1. Application to Serve-Stanley Sigel
2. Application to Serve-Patricia Wheeler (Current Chair)
3. Application to Serve-Candida Monteith
4. Application to Serve-Michael Holt

Truro

Application to Serve on a Board or Committee

Last Name SIGEL

First Name STANLEY

Middle Initial M

Email Address [REDACTED]

Phone Number [REDACTED]

Address (Street) 4 UNION FIELD END  
P.O. Box 400

Address (City) TRURO

Address (State) MA

Address (Zip Code) 02666

Mailing Address (Please indicate box number and zip code)

P.O. Box 400  
Truro, MA 02666

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro?

Yes

No

What Board/ Committee Are You Applying For?

*Pamet Harbor Commission*

Briefly Describe Why You Wish to Serve on This Board or Committee:

*Had a boat for many years. Have been on the Commission for years.*

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you met with the chair of the committee?

Yes

No

Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

*no*

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

*Have worked with the Commission; know the members very well, and can be an asset.*

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Stanley Sigel

Date

6-16-2021

Stanley been a good member  
Please reappoint him

T. S. O.

Chair

Truro

Application to Serve on a Board or Committee

RCU 2021 JUN 21 09:33  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Last Name Wheeler

First Name Patricia

Middle Initial A.

Email Address [Redacted] (dot)

Phone Number [Redacted]

Address (Street) 22 Quaitridge Road

Address (City) TRURO

Address (State) MA

Address (Zip Code) 02652

Mailing Address (Please indicate box number and zip code)

P.O. Box 289 02650  
02660

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

**Are you a full-time resident of Truro?**

Yes

No

**Are you registered to vote in Truro?**

Yes

No

**What Board/ Committee Are You Applying For?**

CONCERT COMMITTEE

**Briefly Describe Why You Wish to Serve on This Board or Committee:**

To RENEW my relationship - I am presently  
CHAIR PERSON.

**Have you attended a meeting of the committee listed above?**

Yes

No

**Have you read the charge of the committee?**

Yes

No

**Have you met with the chair of the committee?**


Yes

No

**Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:**

**Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.**

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature 

Date 6/17/2021

Truro

Application to Serve on a Board or Committee

MONTEITH

Last Name CANDIDA

First Name

Middle Initial POOR

Address (Street) 1 SALT MARSH LANE

Address (City) TRURO

ROUTE 2021, TRURO MA 01951  
ADMINISTRATIVE SERVICES  
TOWN OF TRURO

Address (State) MA

Address (Zip Code) 02666

Mailing Address (Please indicate box number and zip code) P O Box 257  
02666

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

Yes

No

Are you registered to vote in Truro? Yes



Are you a full-time resident of Truro?

- Yes
- No

Are you registered to vote in Truro?

- Yes
- No

What Board/ Committee Are You Applying For?

Board of Health

Briefly Describe Why You Wish to Serve on This Board or Committee:

I am interested in the quality of life of my fellow Truro citizens

Have you attended a meeting of the committee listed above?

- Yes
- No

Have you read the charge of the committee?

- Yes
- No

Have you met with the chair of the committee?

- Yes
- No

Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

Board of Health  
Elected Town Meeting Member - District A  
Needham  
MA

**Signature** *Candice Rose Mouton*

**Date** *May 18, 2021*

## Noelle Scoullar

---

**From:** Tracey Rose <[REDACTED]>  
**Sent:** Friday, July 2, 2021 3:21 PM  
**To:** Noelle Scoullar  
**Subject:** Re: Reappointment of Candida Monteith

Good afternoon,

Ms Monteith's interest, dependability & contributions to our BOH meetings serving as an Alternate so far has been commendable.

There is a learning curve as with any any new endeavor but Candida is steadfast.

Thank you, Tracey Rose

Sent from my iPhone

> On Jul 2, 2021, at 3:02 PM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

>

> Hi Tracey!

>

> Can you please send over a comment by Tuesday?

>

> Thank you!

> Noelle

>

> -----Original Message-----

> From: Tracey Rose <[REDACTED]>

> Sent: Tuesday, June 29, 2021 12:14 PM

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

> Cc: Nicole Tudor <ntudor@truro-ma.gov>

> Subject: Re: Reappointment of Candida Monteith

>

> Good morning, yes, please place in SB agenda. I'll provide a comment ASAP. Thank you!

>

> Sent from my iPhone

>

>> On Jun 29, 2021, at 7:52 AM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

>>

>> Good Morning Tracey,

>>

>> Candida has submitted her application to serve another term as the Alternate. Please respond with your comments/approval and I shall place this on the July 13th Select Board agenda for reappointment. Her term expires June 30, 2021.

>>

>> Thank you!

>> Noelle

>>

>> -----Original Message-----

>> From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>

>> Sent: Tuesday, June 29, 2021 7:29 AM

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

Truro

*Application to Serve on a Board or Committee*

RCVD 2021JUL1 0934L  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**Last Name**

HOLT

**First Name**

MICHAEL

**Middle Initial**

D

**Address (Street)**

3 DAISY LANE

**Address (City)**

TRURO

**Address (State)**

MA

**Address (Zip Code)**

02666

**Mailing Address (Please indicate box number and zip code)**

BOX 1087, 02666

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

**Are you a full-time resident of Truro?**

Yes

No

**Are you registered to vote in Truro?**

- Yes  
 No

**What Board/ Committee Are You Applying For?**

CONCERT COMMITTEE

**Briefly Describe Why You Wish to Serve on This Board or Committee:**

I REALIZED I CAN HELP BRING OUR COMMUNITY TOGETHER THROUGH MUSIC MUCH MORE EFFECTIVELY THAN THROUGH OTHER FORMS OF ACTIVISM

**Have you attended a meeting of the committee listed above?**

- Yes  
 No

**Have you read the charge of the committee?**

- Yes  
 No

**Have you met with the chair of the committee?**

- Yes  
 No

**Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:**

**Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.**

I SERVED ON THIS COMMITTEE FOR TWO YEARS ALREADY

**Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.**

I've mounted one monthly series and 3 festivals of in-home music and conversation salons

**Signature**

A handwritten signature in black ink, appearing to read 'M. Hill'.

**Date** July 1, 2021

## Noelle Scoullar

---

**From:** Pat Wheeler <[REDACTED]>  
**Sent:** Thursday, July 1, 2021 8:37 PM  
**To:** Noelle Scoullar  
**Subject:** Re: Application to Serve-Reappointment-Michael Holt

Yes Noelle, I am very happy that Michael is reapplying. He is an enthusiastic member of the Concert Committee with fresh ideas and is reliable in all undertakings, some one we can depend on to carry through. Michael has a lot of energy and can contribute much through his extensive musical background. We are pleased that he will rejoin.

Best,  
Pat Wheeler

Sent from my iPad

On Jul 1, 2021, at 3:38 PM, Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)> wrote:

Hi Pat!

Michael Holt has applied to serve another term on the Concert Committee. Please respond to this email with your comments and I shall include them on the July 13 Select board agenda.

Thank you!  
Noelle

**From:** Michael Holt <[REDACTED]>  
**Sent:** Thursday, July 1, 2021 3:25 PM  
**To:** Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>  
**Subject:** Re: Interest in another Term with the Concert Committee?

Thanks Noelle, here's my application to serve on the concert committee.  
Michael

On Tue, May 11, 2021 at 1:19 PM Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)> wrote:

Hi Pat, Susan, Michael and Bonnie!

It's that time of year! We're contacting all members whose terms will expire June 30, 2021. If you are interested in another term, please fill out the attached application to serve and return to me.

Thank you!  
Noelle

**Select Board Meeting Minutes**  
**May 18, 2021, at 3:00 pm**  
**Via GoToMeeting Platform**

**Select Board Members Present:** Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-Janet Worthington

**Select Board Members Absent:** Member-Stephanie Rein

**Other Members Present:** Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Recreation/Beach Director-Damion Clements, Beach Commission member-Shari Stahl, Chair-Bike and Walkways Committee-Susan Roderick

Chair Weinstein read off instructions on how citizens could join the meeting. He also explained that this would be a work session, and there would be no citizen participation. However, citizens are invited to watch. Member Areson wished to confirm that any chair of a committee participating in the work session would be allowed to speak. Chair Weinstein confirmed that chairs would be allowed to speak.

**Discussion on Select Board's Childcare Voucher Program Article**

Town Manager Tangeman stated that they have spoken to Town Counsel. They have determined that it's appropriate for the Select Board to create their version of Article 9: Fund a Childcare Voucher Program, even after the warrant is closed. A second suggestion is if they approve the proposed language and make it an article, the intent would be to place it just before the previous article and allow the petitioner to indefinitely postpone the petitioned article if the Select Board's version were to pass. The maximum number of two-year-olds this would benefit in the next fiscal year would be thirteen. He also reached out to a subject matter expert on childcare subsidy administration and the cost to administer the program of approximately \$15,000. The total sum of what the program would cost if we were to provide vouchers to every eligible two-year-old would be \$112,500.

**Discussion on Recreation Commission, Beach Commission, and Bike & Walkways Committee**

Chair Weinstein has heard that Recreation/Beach Director Clements has not been able to staff the summer recreation program as he has in the past due to housing issues. Recreation/Beach Director Clements confirmed that was correct. In the past, he generally has fifteen staff for the program. Currently, he has confirmed three staff members who are returning. He received two applications after extending the application deadline. He has to decrease the number of participants that they take into the program from approximately ninety to one-hundred participants down to roughly twenty-five participants. This also means the program can only handle Truro residents. Town Manager Tangeman has reached out to Town Counsel for potential innovative ways to recruit. Recreation/Beach Director Clements stated that once they get the program up and running, they can accommodate more people if they get more staff. Chair Weinstein asked about eligibility requirements. Recreation/Beach Director Clements said that Truro residents (also known as Tier 1) do not include Truro employees. Member Reed asked what accounted for the staffing issues this year. Recreation/Beach Director Clements stated that a considerable portion was that the program did not operate last year. Current returning staff found employment in other places. Housing is another significant factor. Member Areson wanted to know if there is a distinction between year-round Truro residents or people who are here seasonally. Recreation/Beach Director Clements stated that eligibility for Tier 1 does not distinguish between year-round and seasonal residents. He is working on the registration process.



Town Manager Tangeman met with Brian Carlstrom from the National Seashore and toured some of the available assets and facilities. That meeting brought a spotlight on the tools that Truro might want to consider in the future. The Seashore has several seasonal/transitional housing opportunities, which Truro might wish to acquire for the future. They have tools available to them to recruit that Truro does not have.

Member Areson has reviewed the information provided regarding the Boards, Committees, and Commissions, and she believes the Concert Committee is a wholly separate entity with a different charge, and she feels it does not belong with Recreation and Beach. Town Manager Tangeman stated that staff came to the same conclusion.

Recreation/Beach Director Clements stated that he took a look at the Boards, Committees, and Commissions to find common themes that they might share, as requested. The common theme that the Beach Commission, the Recreation Commission, the Concert Committee, and the Bike and Walkways Committee was recreation in general. One option is to consolidate the Beach and Rec Commissions. The Concert Committee should stand alone. The Bike and Walkways Committee is also recommended to remain as its own committee and one member of that committee could serve as a representative to the Recreation Commission. Member Worthington asked what the Beach Commission's response was. Beach Commission member Shari Stahl stated she was not aware of the recommendation, and she is not the Chair. She did speak to all members of the Commission before the meeting. She asked if Recreation/Beach Director Clements could read the charge of both commissions and what that would be like if they merged with the Recreation Commission. Recreation/Beach Director Clements gave a brief overview of both. Beach Commission Member Stahl asked if the objective of combining these commissions was administrative simplicity, or was it budgetary? Town Manager Tangeman said that from a Town-wide perspective, this initiative was prompted by sustainability issues in terms of appointing members. The Beach Commission isn't experiencing this right now, but it could in the future. There are other committees, specifically the Recreation Commission, that are having issues appointing representatives. The Town is looking for efficiencies and standard charges, goals, and objectives among the committees. Beach Commission Member Stahl stated that when she polled the Commission, everyone was very reluctant to consolidate.

In terms of process, Member Worthington stated she's unclear why they are not discussing these committees as a whole before they have a suggested change. Town Manager Tangeman noted that it was his understanding that all Select Board liaisons were to reach out to the committees being considered and have conversations with them before coming to the meeting today. If that did not happen, he apologizes to the Beach Commission. He then explained what would be expected of the Beach Commission in an advisory capacity upon merging the Recreation Commission with the Beach Commission. Member Reed asked Beach Commission member Stahl to speak more about the threat of being stifled if there were a merger. Beach Commission member Stahl stated that they are concerned that they will lose their voice, their focus, and their link to the Select Board if they are merged with other Commissions. Member Areson said the idea would be to add members that have significant interest in (and perhaps experience in) recreation. She also spoke about adding a high school-aged member. Some discussion was had regarding how fast this proposal was moving. Member Reed said that the Select Board is also reviewing all charges in the Town as they've noticed that some were created in the 90s and have not been updated. This is all part of an extensive process that they are at the beginning of. Member Worthington asked Beach Commission member Stahl if it would be valuable to have more Beach Commission members come to a meeting. Beach Commission member Stahl would like to hold a meeting with the Beach Commission first before returning to the Select Board. Ideally, she would like to have other members hear what the Select Board is saying.

Chair of the Bike and Walkways Committee, Susan Roderick, stated that it was helpful when Member Areson (Bike and Walkways liaison) joined their meeting initially as they were unaware changes were being discussed. She continued, stating that if the Beach Commission were not aware of the proposal, they would need some time to comprehend all of it. Member Worthington noted that the Beach Commission wasn't aware of what was going on because she did not tell them. She does not think that having just the liaison explain what's happening is enough. A "think tank" with the groups is a better way to approach it. Assistant Town Manager Clark wished to clarify that the recommendations for consolidation did not originate from Recreation/Beach Director Clements. The Select Board has been having conversations about this for a while. She, and Town Manager Tangeman, had asked select Department Heads to put together some information and provide options to the Select Board. Member Areson thinks it may be good to schedule a work session with the entire Beach Commission, and in the meantime, the Select Board should be thinking about what type of charge, pros and cons, and if the two commissions were combined what kind of charge they would have. Town Manager Tangeman thought a next step could be to bring together the Beach Commission and the Bike and Walkways Committee for the diversity of thought process. He also suggested conducting a "SWOT analysis" on the topic. They can survey everyone ahead of time so the Board will have some feedback to discuss. Member Worthington thinks it would be helpful to have in writing, to all members of Boards, Committees, and Commissions, some idea of what the Select Board is trying to accomplish. Member Areson agrees but thinks the letter should only be sent to the Boards, Committees, Commissions which may be affected. Town Manager Tangeman would like to send the letter to all, as some regulatory boards may absorb an advisory committee.

#### **Review and Discuss Select Board Policy on Multi-Member Body**

Both Members Reed and Areson have worked on this policy. There is a section that Member Reed would like to focus on at tonight's meeting to receive the Board's feedback. She narrowed in on the *Advisory and Ad Hoc* portion of the policy. This section is to define what would qualify as an ad hoc committee. Town Manager Tangeman asked; What constitutes a requirement to establish a committee? He gave various scenarios. Member Areson added that the Indigenous Peoples request is a perfect example. People came to the Select Board with the request. The Select Board thought they might be able to fit into another committee. The people went to that committee, had a hearing, and that committee said the request did not fit within their rules. The people have come back to the Select Board, asking that they create an ad hoc, time-limited committee. She feels the process worked, even without having a policy in place. Town Manager Tangeman stated that if some members of the Board feel a legal analysis should be done, they should seek counsel to see if a regulatory Board can absorb an ad hoc committee that does not change their statutory or regulatory authorities.

A review of the rest of the document continued. Member Areson would like a cleaned-up version placed into one of their upcoming packets.

A short discussion was had regarding topics for upcoming meetings.

**Meeting adjourned at 4:32 pm.**

Respectfully submitted,

Noelle L. Scoullar

---

Darrin Tangeman-Town Manager