



# Truro Select Board

Tuesday, July 27, 2021

Executive Session-4:15pm

Regular Meeting-5:00pm

## EXECUTIVE SESSION

<https://global.gotomeeting.com/join/687151805>

1 877 309 2073, Access Code: 687-151-805

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 not to reconvene in open session.*

## REGULAR MEETING

<https://global.gotomeeting.com/join/359308117>

1 877 309 2073, Access Code: 359-308-117

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 1877-309-2073 and enter the following access code when prompted: 359-308-117 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/359308117>. 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 to Discuss the Town's FY21 Regional CDBG Application.

### 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint: Heidi Townsend, Darrell Shedd and Virginia Frazier- Zoning Board of Appeals
- B. Interview and Appoint: Alan Garelick and Myles Mackay-Council on Aging Board
- C. Interview and Appoint: Susan Kurtzman-Commission on Disabilities
- D. Interview and Appoint: Nancy Medoff-Economic Development Committee

**4. STAFF/ COMMITTEE UPDATES**

- A. COVID-19 Staff Report: Emily Beebe, Health & Conservation Agent
- B. Board/Committee Report: Housing Authority

**5. TABLED ITEMS NONE**

**6. SELECT BOARD ACTION**

- A. Review and Approve Remote Meeting Guidelines to Add to Handbook  
Presenter: Kristen Reed, Vice-Chair, and Susan Areson, Clerk
- B. Presentation of Town Manager Critical Information Requirements  
Presenter: Darrin Tangeman, Town Manager
- C. Election Vote Counting (Tabulator) Discussion  
Presenter: Kristen Reed, Vice-Chair
- D. Truro Newsletter  
Presenter: Robert Weinstein, Chair
- E. Review and Approve Revised Select Board Policy #53 Guidelines for Reducing or Waiving Town Fees and Expenses for NonProfit Organizations  
Presenter: Darrin Tangeman, Town Manager

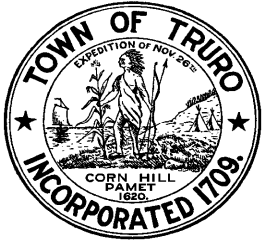
**7. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. *Entertainment Licenses: Friends of the Truro Meeting House; Truro Center for the Arts at Castle Hill (Revised Date)*
  - 2. *One Day Alcohol Licenses: Truro Center for the Arts at Castle Hill; Pamet Harbor Yacht Club*
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve Select Board Minutes: May 25, 2021

**8. Select Board Reports/Comments**

**9. Town Manager Report**

**10. Next Meeting Agenda: August 6<sup>th</sup> Goals and Objectives Work Session, and August 10<sup>th</sup> Regular Meeting**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Public Hearing to Discuss the Town's FY21 Regional CDBG Application

**EXPLANATION:** The Truro Select Board will hold a Public Hearing on Tuesday July 27, 2021, at 5:00pm, to discuss the town's FY21 regional CDBG application including housing rehabilitation and childcare subsidies serving eligible residents of Truro, Provincetown and Eastham. Residents from all three towns are invited to participate and will be heard and written comments will be accepted through July 27, 2021.

The Town of Truro has the opportunity to apply for up to \$1,300,000 this year as the lead community for a regional grant. Bailey Boyd Associates are proposing to submit the grant for three towns (Truro, Provincetown & Eastham) to continue housing rehabilitation and childcare subsidy programs. Cassie Boyd Marsh of Bailey Boyd Associates will attend the meeting to answer questions.

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

**IMPACT IF NOT APPROVED:** The Town would not acquire the funds to continue the housing rehabilitation and childcare subsidy programs.

**SUGGESTED ACTION:** (Two Motions)

*Move to submit an FY21 regional CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.*

*Move to allocate \$40,000 of CDBG Miscellaneous income as a contingency fund.*

**ATTACHMENTS:**

1. Bailey Boyd Associates, Inc. Memo
2. Public Hearing



## MEMORANDUM

**To:** Truro Select Board  
**From:** Alice Boyd, Bailey Boyd Associates, Inc. *AB*  
**Subject:** Cassie Boyd Marsh, Bailey Boyd Associates, Inc.  
**Subject:** FY21 Truro Regional CDBG Grant Application  
**Date:** July 13, 2021

The Massachusetts Department of Housing & Community Development has recently announced their CDBG grant round and application deadline. The town of Truro has an opportunity to apply for up to \$1,300,000 again this year as the lead community for a regional grant. This year we are proposing to submit the grant for three towns (Truro, Provincetown & Eastham) to continue the popular housing rehabilitation and childcare subsidy programs.

The Housing Rehab Program would fund 22 households with a 0% interest deferred-payment forgivable loan, making repairs of up to \$40,000 to keep low and moderate-income residents in their homes. Code repairs, weatherization and health and safety violations will be the priority. All applicants are accepted on a first come/first served basis.

The Childcare Subsidy Program would provide up to \$6,000 per eligible child to subsidize care while parents work, go to school or seek employment. The funds go directly to the participating certified childcare provider based upon the child's attendance. These funds subsidize the parent's payments on a sliding scale basis.

These two programs are an important economic catalyst as the majority of contractors and childcare providers are local. As always there is no cost to the town and an enormous benefit to local residents.

The following motions may be useful as you consider this vote:

**Proposed Motion:** Move to submit an FY21 regional CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.

**Proposed Motion:** Move to allocate \$40,000 of CDBG Miscellaneous Income as a contingency fund.

**PUBLIC HEARING  
FY21 TRURO REGIONAL CDBG GRANT**

The Truro Select Board will hold a Public Hearing on Tuesday July 27, 2021 at 5:00pm, to discuss the town's FY21 regional CDBG application including housing rehabilitation and childcare subsidies serving eligible residents of Truro, Provincetown and Eastham. Residents from all three towns are invited to participate and will be heard and written comments will be accepted through July 27, 2021. Residents of the three towns may join the meeting from a computer, tablet or smartphone:

<https://global.gotomeeting.com/join/359308117>

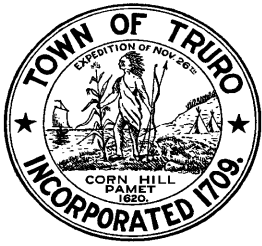
**You can also dial in using your phone.**

United States (Toll Free): [1 877 309 2073](tel:18773092073)

United States: [+1 \(646\) 749-3129](tel:+16467493129)

**Access Code:** 359-308-117

For additional information or questions please contact Alice Boyd, grant administrator, at 508-430-4499 x1.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Applications to Serve-ZBA

**EXPLANATION:** There are currently two vacant full positions open on the Zoning Board of Appeals. Three people have applied to serve; 2 current Alternate members (Heidi Townsend and Darrell Shedd) and 1 other citizen (Virginia Frazier). The Chair has made comments on all three applications and those comments are included with each applicant in your packet.

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

**IMPACT IF NOT APPROVED:** The applicants will not be able to participate as voting members on the Zoning Board of Appeals.

**SUGGESTED ACTION:** *Motion to Appoint XXXXXX to a three-year term on the ZBA expiring June 30, 2024; Motion to Appoint XXXXXX to a three-year term on the ZBA expiring June 30, 2024; Motion to Appoint XXXXXX to an Alternate, one-year term on the ZBA expiring June 30, 2022.*

**ATTACHMENTS:**

1. Application to Serve-Heidi Townsend with Chair Comments
2. Application to Serve-Darrell Shedd with Chair Comments
3. Application to Serve-Virginia Frazier with Chair Comments

Truro

*Application to Serve on a Board or Committee*

**Last Name**

*Townsend*

**First Name**

*Heidi*

**Middle Initial**

*M*

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*41 Highland Road*

**Address (City)**

*North Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02652*

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

*PO Box 645 02652*

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?**

*Zoning Board of Appeals - Member*

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

After having served as an alternate on the Board for two years, I feel that I have gained the knowledge to allow me to provide valuable insights and opinions as a full voting member. My husband and I plan to spend the rest of our days in Truro and I would like to continue to contribute to the community I love, and call home.

**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.**

Two years as a member (alternate) of the ZBA. 15+ years working at a management consulting company where team work was an everyday occurrence - whether it was within my own department (marketing) or with other administrative and consulting teams.

**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**

*Heidi M. Townsend*

**Date**

*Jul 02, 2021*

Truro Select Board

Truro, MA

July 6, 2021

Dear Select Board Members,

Please consider Heidi Townsend for appointment as a Regular Member of the Truro Zoning Board of Appeals. She has been a diligent Alternate Member for the last three years adding important and serious insights to our hearings. I strongly support her and urge her appointment.

Sincerely,

Art Hultin, ZBA Chair

Truro, MA

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## Application to Serve on a Board or Committee

### Applicant Information

**Last Name \***

Darrell

RCVD 2021JUN1 04:57

**First Name \***

Shedd

ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**Middle Initial**

**Email Address \***

[REDACTED]

(in the format email@host.com)

**Phone Number \***

[REDACTED]

ext.

**Address (Street) \***

4 Friendship Way

**Address (City) \***

North Truro

**Address (State) \***

MA

**Address (Zip Code) \***

02652

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

Box 301

**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

Submit

Cancel

**Truro, MA**

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## Application to Serve on a Board or Committee

- ☒ Yes  
☐ No

### Board/ Committee Information

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

ZBA

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

I have been an alternate for two years and desire to become a voting member

**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:**

### Experience

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

Two years on the ZBA

Submit

Cancel

**Truro, MA**[Print](#) | [Blank PDF](#)

## *Application to Serve on a Board or 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:**

### Experience

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

Two years on the ZBA

**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.**

**Please attach your resume here if you would like to include one (not required)**

**Signature \***

Darrell Shedd

**Date \***

May 28, 2021



clear

May 24, 2021

Town of Truro Select Board  
Truro, Massachusetts

RCVD 2021MAY25 09:51  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Dear Select Board,

I am writing to you to express my desire in becoming a voting member of the Zoning Board of Appeals. I have been the first alternate on the Board for two years and have been very appreciative for the opportunity to serve the town in this capacity. Two current members of the ZBA are leaving, thus there will be two openings.

Thank you for considering my request.

Sincerely,

A handwritten signature in cursive script, appearing to read "Darrell Shedd".

Darrell Shedd

Truro Select Board

Truro, MA

July 6, 2021

Dear Select Board Members,

I am writing in support of Darrell Shedd's application seeking appointment as a Regular Member of the Truro Zoning Board of Appeals. In his years as an Alternate Member, he has demonstrated his strong interest in our varied zoning matters. He has added important inquiry and dialogue to our meetings. His attendance has been excellent. I hope you will seriously consider his appointment.

Sincerely,

Art Hultin, ZBA Chair

Truro

*Application to Serve on a Board or Committee*

**Last Name**

*Frazier*

**First Name**

*Virginia*

**Middle Initial**

*M*

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*4 S Highland Rd*

**Address (City)**

*North Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02652*

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

*PO Box 1010, 02652*

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.

RCVD 2021 JUL 1 AM 11:35  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO



**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?**

ZBA

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

I have attended and listened to much ado regarding Truro and as I love this town as is, I can see a need for building, especially affordable housing units, such as Walsh property, cloverleaf. As this is my town, I would also like a hand in forming an agreeable solution to all.

**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.**

*After my domestic partner died, he left me with finishing his 9 lot subdivision in Brockton, MA. In my 'former' life on the South shore, in not only in Abington, I was involved with committees such as sewer committee, PTO, as well as fund raising projects under the name of Friends of Joe Riley, where we raised money to install lighting at the Fuller Craft Museum and a reading room at the West side Brockton Public Library.*

**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**

*Virginia ( Ginny) Frazier*

**Date**

*Jul 01, 2021*

Hi Noelle,

Here you go. I believe you can cut and paste these into a correct format.

Call if you need more.

Truro Select Board  
Truro, MA

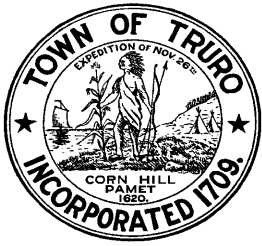
July 6, 2021

Dear Select Board Members,

I do not know Virginia Frazier and, therefore, have no comment to make regarding her personally. It is important to have Alternate Members as part of the Board, as they bring fresh energy and insights. For that reason, I urge the Select Board to seriously consider her application.

Art Hultin, ZBA Chair

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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 Council on Aging Board

**EXPLANATION:** An Application to Serve was received from both Alan Garelick and Myles Mackay to serve on the Council on Aging Board. The applicants are before the Board for a brief interview for appointment on the Board. There currently is no Chair of the Council on Aging Board to review the application. There are enough vacancies to accommodate both applicants.

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

**IMPACT IF NOT APPROVED:** The vacancies will remain on the CoA Board.

**SUGGESTED ACTION:** MOTION TO *appoint Alan Garelick to serve on the Council on Aging Board for a three-year term expiring June 30, 2024.*

MOTION To *appoint Myles Mackay to serve on the Council on Aging Board for a three-year term expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve (older version form)-Alan Garelick
2. Application to Serve-Myles Mackay



# 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: ALAN A. GARELICK HOME TELEPHONE: [REDACTED]  
ADDRESS: 3 Snow Road UNIT #1 WORK PHONE: ---  
MAILING ADDRESS: P.O. Box 1021, Truro, MA 02666 E-MAIL: [REDACTED]  
FAX: --- MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: ---

Council on Aging  
SPECIAL QUALIFICATIONS OR INTEREST: I'm 88 years of age. Previously worked with groups (lived in 55+ center) responsible for trips to Museums, Theaters, etc. For groups or people that did not drive, I was the tour conductor (not the driver) Also, an artist, and worked with an art group.

COMMENTS: Now that I'm a senior citizen, I look for events, ideas etc to help older people!

SIGNATURE: [Signature] DATE: 5/19/21  
\*\*\*\*\*

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

SIGNATURE: --- DATE: ---

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

**Truro**

*Application to Serve on a Board or Committee*

**Last Name**

*Mackay*

**First Name**

*Myles*

**Middle Initial**

*H*

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*6 Florence Way*

**Address (City)**

*North Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02652*

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

*P.O. Box 858, 02652*

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.

ROUND 2021 UNIT #4412  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**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?**

*Council on Aging*

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

Looking to contribute to the community by engaging in Public Service

**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.**

Have worked extensively with both the Freemasons and the Shriners coordinating programs.

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.

BS in Mathematics Worked at Gately Funeral Home for many years assisting in the coordination of funerals.

Volunteered for many years at Eagle Pond in Dennis in the Alzheimer's ward.

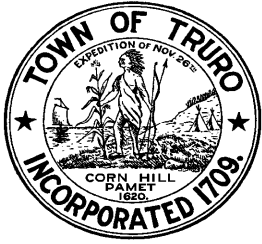
**Signature**

*Myles Mackay*

**Date**

*Jun 17, 2021*





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Application to Serve

**EXPLANATION:** Susan Kurtzman has applied to serve on the Commission on Disabilities. The Chair has recommended the application.

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

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

**SUGGESTED ACTION:** *Motion to appoint Susan Kurtzman to a three-year term with the Commission on Disabilities expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve
2. Chair's comments

**Truro**

***Application to Serve on a Board or Committee***

**Last Name**

*Kurtzman*

**First Name**

*Susan*

**Middle Initial**

*G*

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*3 Depot Road*

**Address (City)**

*Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02666*

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

*PO Box 231 Truro 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?**

*Commission for Disabilities*

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

*I am interested in helping to achieve accessibility for all Truro residents and visitors who are disabled or differently abled.*

**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 am currently on the Board of the Truro Historical Society and on the Event Committee of the Highland House Museum which plans fund-raising and social events. I am a former member of the boards of the Friends of Cape Cod National Seashore and Provincetown Soup Kitchen. I have professionally lead and supervised many committees and creative teams during my 22 career in corporate advertising. As Curator of the Highland House Museum, in Truro, my experience included working with a team of up to 50 volunteers annually.

**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 have a Masters Degree in Orientation and Mobility Training for the Blind and a Teaching credential K-12 in Special Education. My direct experience was working on orienting and training blind and visually impaired youth and adults on dealing with mobility and access issues in school and work environments. I was on the handicapped access committee for the County of Los Angeles. We studied the feasibility of adding auditory cues (beeps) to the traffic signals in busy LA intersections to aide blind and visually impaired pedestrians. This became a city-wide initiative and ultimately a state-wide mandate.

**Signature**

Susan G. Kurtzman

**Date**

Jul 13, 2021

## Noelle Scoullar

---

**From:** Truromom [REDACTED]  
**Sent:** Thursday, July 15, 2021 9:20 AM  
**To:** Noelle Scoullar  
**Cc:** Nicole Tudor; Kaci Fullerton; [REDACTED]  
**Subject:** Re: Application to Serve-Susan Kurtzman-COD

Hi, Noelle,

I enthusiastically support the appointment of Susan Kurtzman to the Truro Commission on Disabilities. She worked with disabled people early in her career and continues to understand the importance of access issues, including those related to employment. I look forward to having Susan as a member of our group.

--Susan

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

**From:** Noelle Scoullar <nscoullar@truro-ma.gov>  
**To:** Truromom <[REDACTED]>  
**Cc:** Nicole Tudor <ntudor@truro-ma.gov>; Kaci Fullerton <kfullerton@truro-ma.gov>  
**Sent:** Wed, Jul 14, 2021 12:44 pm  
**Subject:** Application to Serve-Susan Kurtzman-COD

Good Afternoon Susan,

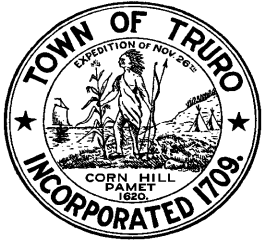
Susan K. has applied to serve on the COD. Please respond to this email with your comments for the Select Board packet.

Thank you!  
Noelle

**From:** scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>  
**Sent:** Wednesday, July 14, 2021 12:21 PM  
**To:** Noelle Scoullar <nscoullar@truro-ma.gov>  
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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Application to Serve on the Economic Development Committee

**EXPLANATION:** Nancy Medoff has submitted an application to serve on the Economic Development Committee. Presently there are four vacancies on the Committee.

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

**IMPACT IF NOT APPROVED:** Applicant will be unable to participate on the Economic Development Committee as a voting member.

**SUGGESTED ACTION:** *Motion to Appoint Nancy Medoff to the Economic Development Committee for a three-year term expiring June 30, 2024.*

**ATTACHMENTS:**

1. Application to Serve and Resume

Truro

*Application to Serve on a Board or Committee*

RECD-2021JUL12 14:00  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

**Last Name**

*Medoff*

**First Name**

*Nancy*

**Middle Initial**

**Email Address**

**Phone Number**

**Address (Street)**

*7 Fishermans Road*

**Address (City)**

*Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02445*

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

*po box 502 - 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?**

*Economic Development Committee*

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

I am excited to submit my application for the economic development committee in Truro. This committee fuels my passion for the hospitality and tourism industry and at the same time enables me to add my experience and expertise as a 30-year hotel, hospitality and tour & travel sales veteran. My 30-year career in the industry was a combination of restaurant operations and management, hotel food and beverage, sales and marketing, travel industry sales and general love for all things hospitality related. I enjoyed a wonderful career and would be thrilled to participate in helping our Truro businesses and community develop then implement a strategic, long term economic growth plan for our Town. I witnessed the resilience, ingenuity, and sheer grit with many of our local business during the pandemic and would be honored to be a part of the movement forward. I also see where Truro businesses are struggling such as labor and seasonality and hope to add my hospitality business acumen to brainstorming solutions for the benefit of all, particularly in my areas of expertise: building community, collaboration, hospitality and tourism sales & marketing and growth. Thank you for your consideration

**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 currently serve on the Charter Review Committee and the Energy Committee.*

**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**

*Jul 12, 2021*

# Nancy Medoff

Strategic Account Sales • Training & Development • Executive Engagement • Change Agent

## EXECUTIVE PROFILE

- Innovative, inspiring hospitality executive with 20+ years of demonstrated strategic account leadership
- Expert sales and operations leader who transforms global groups and regional business units into high performing teams through practical management, interactive training and insightful motivation
- Visionary change advocate with proven success in creating and implementing strategic plans aligned with organizational objectives
- Solid reputation for being achievement oriented, a creative problem solver, leading through influence and successfully managing collaboration of global teams
- Distinctive ability to skillfully balance strategy and tactics to achieve both short and long-term objectives



## AREAS OF EXPERTISE

### Training & Development

Change Management  
Developing High Performance Sales Culture  
Selling Multiple Brands and Segments  
Team-based Selling

### Strategic Account Sales

B2B Enterprise Sales  
Executive Engagement  
Sales Strategy  
Strategic Planning

### Revenue Maximization

Budget/P&L Responsibility  
Owner/Asset Management Engagement  
Revenue and Market Analysis  
Sales Targets/Goal Setting

## PROFESSIONAL EXPERIENCE Strategic Sales Leadership

### Marriott International, Director, Northeast Group Sales • 2014 - present

- Lead Northeast Group Sales Team of seven directors, 75 sales associates and \$230MM direct sales revenue to 34 full service Marriott hotels in five major Northeast Markets
- Prepare and lead quarterly business reviews to develop high impact strategic plans around key market segments
- Formulate and administer team training and performance metrics to ensure operational excellence

### Marriott Global Sales, Senior Director, Global Accounts • 2007 - 2014

#### Corporate:

- Directed corporate global sales team of 42 sales associates, 230 accounts to achieve 16% revenue growth
- Provided leadership and management to 16 sales executives managing a diverse portfolio of B2B relationships
- Collaborated with Revenue Management and Area Sales Leadership to analyze market dynamics, develop and execute market-specific sales strategies to drive top-line sales
- Facilitated executive engagement in support of B2B enterprise sales strategy
- Created and delivered targeted training and development programs in revenue generation, strategic account management, team-based selling and building business acumen
- Piloted large meetings sales channel, resulting in breakthrough revenue and team expansion within 18 months

#### Corporate Select & Extended Stay Sales Team:

- Mobilized 2007 Global Sales Team during reorganization, simultaneously managing \$1MM annual operating budget while achieving 112% of revenue goal
- Hired, trained, and co-led team of 45 corporate sales associates, 250 accounts and \$1.1B in revenue
- Hired, developed and led sales team of seven associates, four brands and \$500MM in revenue
- Sales liaison for Residence Inn, TownePlace Suites, MEA and ExecuStay, responsible for delivering quarterly team results and initiatives to Marriott's Brand Team, owners and franchisees
- Consulted on growth opportunities and training initiatives as extended stay brands subject matter expert

*continued*

# Nancy Medoff, cont.

Strategic Account Sales • Training & Development • Executive Engagement • Change Agent

## PROFESSIONAL EXPERIENCE, CONT. Enterprise Account Sales

### Marriott Global Sales, Global Account Executive • 2007 - 2009

- Increased market share of four enterprise accounts from 30 to 52% in 12 months
- Provided direct supervisory leadership for two Global Account Executives and Canada National Account Manager representing \$140MM in annual lodging spend

### Marriott Global Sales, Director, National Accounts • 2002 - 2007

- Established and maintained consultative business relationships between Marriott International and five Multi-National Accounts representing \$100MM in annual lodging spend
- Increased portfolio market share through 40% revenue growth over five years

### Marriott New England Market Sales, Senior Account Executive • 1998 - 2002

- Pioneered new sales organization by identifying key accounts, creating demand and executing account specific strategies resulting in \$1.5MM incremental stakeholder revenue

---

## NOTABLE ACHIEVEMENTS

- Certified Sale Trainer for *Selling to C-Level Executives* and *Dynamic Selling*
- Co-Chair Boston University Women's Leadership Conference, March 2017
- Developed and delivered customized enterprise sales training for Marriott's India Global Sales team
- Speaker on *Leveraging Confidence in the Workplace* at IMEX America
- Consulted on leveraging team-based selling for competitive advantage to major pharmaceutical company
- Facilitated workshops and lectures on *Leading Through Change*, *Creating a Winning Sales Culture*, and *Developing your Personal Brand*
- Developed and led executive level workshop for *Motivating High Performance Teams* at a fortune 500 company
- Co-led interactive 500+ participant webinar on *Leading through Change* with Institute for Health and Human Potential (IHHP)
- Moderator panel for *Straight Talk From the C-Suite* at WINiT 2016 Annual Summit
- Recognized with industry and sales awards including Marriott Global Sales Team Leader of the Year, Market Sales Team of the Year, 2008 Enterprise Sales Team Sales Leader of the Year and 2008 Enterprise Sales Team of the Year

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## EDUCATION & AFFILIATIONS

### Keller School of Management, DeVry University

Masters of Business Administration, Graduate with Distinction • 2008  
Dual concentration - International Business/Training and Development

### Boston University

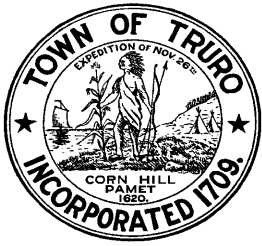
Bachelor's Degree, Hotel and Tourism Administration • 1992  
Adjunct Professor • 2013 - present

### She's Fit to Lead

Advisory Board • 2015 - 2016

### WINiT (formerly WINiT—Women In Travel)

Founding Leader  
Co-Chair, Developing Talent Committee • 2014 - present  
Four time WINiT Mentor • 2014 - present



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Health and Conservation

**REQUESTOR:** Emily Beebe, Health and Conservation Agent

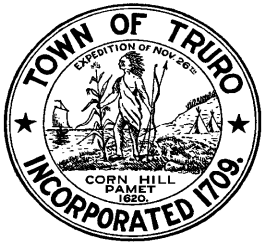
**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** COVID-19 Staff Report

**EXPLANATION:** Health & Conservation Agent Emily Beebe will update the Board on the recent uptick in COVID-19 cases in Truro. She will provide the most recent case count, what we know about the cases and the viral load in Truro, and recommendations for individuals and businesses in our community.

**SUGGESTED ACTION:** Discussion only.

**ATTACHMENTS:**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Committee Updates-Housing Authority

**EXPLANATION:** The Housing Authority Chair, Kevin Grunwald, 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:*

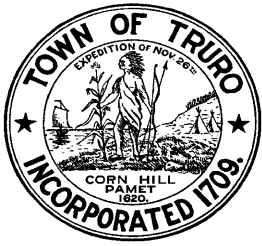
*Goals for the next 12 months:*

*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 on behalf of Kristen Reed, Vice Chair, and Susan Areson, Clerk

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Review and Approve Remote Meeting Guidelines to Add to Handbook

**EXPLANATION:** Vice-Chair Reed and Clerk Areson spearheaded efforts for recruitment for vacancies of multi-member bodies with a sub-committee. The group drafted the Boards, Committees and Commissions Handbook which was adopted at the March 23, 2021 meeting of the Board. More recently, Vice-Chair Reed and Clerk Areson drafted additional language to include in the Handbook related to Remote Meetings. Below is the language for consideration, discussion, and potentially adoption.

### ***Remote meetings***

*Remote meetings continue to be allowed under Mass. law, but there are no changes in Open Meeting Law requirements, such as posting agendas at least 48 hours in advance and requiring a quorum to conduct business. All votes taken during remote meetings must be by roll call. If meetings cannot be live-streamed, they are to be posted online as soon as is reasonably practical.*

*Guidelines for board members and the public are critical to running an efficient remote meeting. All participants should conduct themselves as they would at an in-person meeting.*

*Some protocols:*

- *Keep agendas to a manageable length, keeping in mind that remote meetings take longer.*

- *Supporting materials for the business to be discussed should be distributed to board members and posted on the town's website in advance of the meeting.*
- *The chair (or person running the meeting) should announce at the outset how people can participate virtually. This may include submitting comments via email.*
- *All participants should remain muted unless they are speaking.*
- *All participants should wait to be acknowledged by the chair before speaking -- by raising a hand if on video or by asking to speak if participating by phone.*
- *Speakers should identify themselves.*
- *If technical difficulties arise that prevent board members or the public from hearing or participation, suspend the meeting until they can be corrected.*
- *Avoid distractions unrelated to the business at hand.*

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

**IMPACT IF NOT APPROVED:** There will be no remote meeting guidance in the Handbook.

**SUGGESTED ACTION:** ***MOTION TO** adopt the proposed Remote Meeting language and to insert the adopted language into the Town of Truro Boards, Committees, and Commissions Handbook.*

**ATTACHMENTS:**

1. Town of Truro Boards, Committees, and Commissions Handbook

# **TOWN OF TRURO MASSACHUSETTS**



## **BOARDS, COMMITTEES, AND COMMISSIONS HANDBOOK**

**Truro Select Board • Town Administrative Office  
24 Town Hall Road • P.O. Box 2030  
Truro, MA 02666  
(508) 349-7004**

**Effective March 23, 2021**



# ACKNOWLEDGEMENT OF RECEIPT OF THE TRURO BOARDS, COMMITTEES, AND COMMISSIONS HANDBOOK



**Please sign and return this page to the  
Town of Truro Administrative Office.**

**As a member of the Truro Select Board or any Truro Town Board, Committee, Commission, Council or Working Group, I hereby acknowledge that I have reviewed Truro Boards, Committees, Commissions and Handbook, and agree to uphold and abide by the provision of the handbook and conduct myself in accordance.**

---

Signature

---

E-mail Address

---

Name of Board/Committee/Commission

---

Position

---

Date

# FOREWARD

The Truro Select Board has prepared this handbook as a general informational aid for all Town committees, boards, and commissions. You join the many residents who have contributed their time and energy to serving the Town in its 312-year history. We are grateful for this service and want it to be a rewarding and informative experience.

While the handbook has been published for use by committees, boards, and commissions appointed by the Select Board, we hope it will be useful to other elected officers and the citizens at large. It provides general descriptions and links to the important state and local laws and policies that govern the conduct of municipal officials.

We all possess valuable skills, experiences, and insights gained from our education, occupations, or volunteer service with community groups or nonprofit organizations. The wide variety of skills that volunteers offer to Truro is an asset, but municipal service also requires an understanding of additional responsibilities or limits, often defined by law.

In its appointments to committees, the Truro Select Board strives to find people who will listen, learn and work collaboratively -- even when opinions differ. The goal is to make decisions and policies that are prudent for the entire Town and its taxpayers. The Select Board liaisons to each committee are available to offer committee members guidance and report on their work.

The Select Board thanks you for volunteering your time and effort to serve our community.

Bob Weinstein, Chair  
Kristen Reed, Vice Chair  
Sue Areson, Clerk  
Jan Worthington, Member  
Stephanie Rein, Member

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# Part 1

## INTRODUCTION

This handbook has been developed to assist members of the various boards, committees and commissions in carrying out their duties. The information is meant to serve as a guideline. The specific duties and laws related to a particular board, committee or commission may be found in the Massachusetts General Laws (MGL) or, in some cases, in Truro's bylaws.

The most essential skills that board members can bring to service are the ability to listen, learn and work collaboratively and respectfully with colleagues -- even when opinions differ. While expertise in the topics that a board covers is beneficial, it is not essential to a member's ability to contribute and be productive.

## MEMBERSHIP

Members of local boards (refers to boards, committees and commissions) are either elected or are appointed, mostly by the Select Board. The Town Moderator appoints members of the Finance Committee and the Cape Cod Regional Technical High School committee. (See Attachment 3 for the full list of boards, committees and commissions.)

The appointing authority has sole discretion to make appointments as it considers to be in the best interests of the town.

Only full-time Truro residents/voters may be considered for appointment to regulatory boards. The Select Board may consider non-resident taxpayers for appointments to non-regulatory boards.

The Truro town charter specifies the powers and procedures for elected and appointed boards in Chapter 6.

[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz\\_trurocharter\\_may\\_2018\\_2\\_update.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz_trurocharter_may_2018_2_update.pdf)

## Oath of Office

Written notification of appointment is issued to newly appointed board members, who must report to the Town Clerk's office to be sworn in. Elected and appointed officials must sign an acknowledgement of receipt of information on the state's Open Meeting Law -- <http://www.mass.gov/ago/government-resources/open-meeting-law/> They also must complete state-mandated online ethics/conflict-of-interest training, required every two years.

## Term of Office

The full term of office for most positions on standing boards is three years, ending on June 30 of the third year for appointed Boards. Elected board members' term ends the day after the election for their seat. Terms are staggered to assure continuity as new members are elected or appointed.

## Reappointments

Appointed board members whose terms are due to expire must inform the appointing authority whether they choose to be reappointed and must reapply to continue serving. The Select Board must vote on all reappointments.

## Vacancies / Resignations / Lack Of Attendance

If a board member can no longer fulfill the duties of his/her term of office, s/he must submit a written resignation stating the effective date to the appointing authority, with a copy to the board chairperson and the Town Clerk.

If a member or alternate member of an appointed board is absent for four consecutive meetings without approval by the rest of the board, the chair will alert the appointing authority and that member will be replaced.

The Select Board encourages board members who resign to specify their reasons, if other than personal. This may be done through an exit interview with the board chair or the Select Board liaison. An exit interview questionnaire is available ***LINK HERE*** as a guideline for information requested.

## Recall / Removal

The town charter provides a mechanism to remove elected officials through a citizen petition and subsequent recall election.

Members of appointed boards may be removed by the appointing authority if they are found to violate professional codes of conduct, detailed in Part 2. Specifically, the charter provides that any appointed official or board member may be suspended or removed from office by the appointing authority for good cause. These include: Incapacity other than temporary illness; inefficiency and/or inability to perform assigned tasks; insubordination and/or refusal to carry out lawful instructions; or conduct unbecoming to the office and/or which reflects adversely upon the town.

# **OFFICERS / DUTIES**

## **Election of Officers**

Every town board shall elect a chair, vice-chair and clerk annually. For elected boards, the election of officers occurs in May. The new chairman shall notify the appointing authority and the Town Clerk of the names of officers.

There is no limit on the number of consecutive terms a member may be elected to serve as an officer.

## **Duties of Officers**

There are limitations on officers, absent direction from a majority of the board. No board member, including its officers, may make comments at a meeting or to the media as if they were representing the entire board unless they were authorized to do so by a majority of the members..

The Charter specifies that no member of a board has any individual authority. The chairperson of a board may, with the consent of a majority of its members, represent the entire board when requested to do so at public meetings.

The following are basic duties of officers. Boards may modify these duties to suit their particular needs.

## **Chairperson**

- Presides at all meetings, decides questions of order;
- Working with the rest of the board, sets agenda and dates for meetings;
- Ensures that meetings and agendas are properly posted in accordance with the Open Meeting Law;
- Exercises control over public meetings and hearings, ensures that the proper decorum is maintained and that business is conducted in an orderly and appropriate manner;
- Represents the board before the Select Board, other town bodies, the public and the media, as required -- and with the consent of a majority of the board;
- Ensures that a summary of the board's actions of the previous year are submitted to the Select Board for inclusion in the Annual Town Report.

## **Vice Chairperson**

- The Vice Chair assumes all responsibilities of the Chair whenever the latter is absent from meetings, and performs other duties as necessary.

## **Clerk/Secretary**

- Ensures that minutes of every meeting are taken, approved and filed with the Town Clerk in a timely manner;
- Ensures that copies of documents and other exhibits used during meetings are provided and referenced in a list as addenda to the approved meeting minutes;
- In the absence of paid staff, performs any other clerical or administrative duties, as required.

## **MEETINGS**

Most boards rely on Robert's Rules of Order in running meetings.

<https://robertsrules.com/>

Or the "in brief" version:

<https://robertsrules.com/books/newly-revised-3rd-in-brief-edition/>

## **Open Meeting Law**

All board members must familiarize themselves with the provisions of the Massachusetts Open Meeting Law -- MGL Chapter 30A, Sections 18-25 -- and its accompanying regulations -- 940 CMR 29.00. The law sets forth specific requirements for posting, scheduling, conducting and recording meetings. Its purpose is to assure that deliberations and decisions made by public officials are conducted openly, and not hidden from the public.

Failure to follow the Open Meeting Law may result in the invalidation of actions taken at a meeting and could result in a penalty of not more than \$1,000 for each intentional violation.

## **Massachusetts Open Meeting Law**

<http://www.mass.gov/ago/government-resources/open-meeting-law/>

## **Massachusetts Regulations**

<https://www.mass.gov/files/documents/2017/09/25/New%20OML%20Regulations%20%28Clean%20version%29.pdf>

## **Definition of Meeting**

The Open Meeting Law defines a meeting as "a deliberation by a public body with respect to any matter within the body's jurisdiction." Meeting does not include:



- An on-site inspection of a project or program, so long as the members do not deliberate;
- Attendance by a quorum of a public body at a public or private gathering, including a conference or training program or a media, social or other event, so long as the members do not deliberate;
- Attendance by a quorum of a public body at a meeting of another public body that has complied with the notice requirements of the Open Meeting Law, so long as the visiting members communicate only by open participation in the meeting on those matters under discussion by the host body and do not deliberate;
- A meeting of a quasi-judicial board or commission held for the sole purpose of making a decision required in an adjudicatory proceeding brought before it; or
- A Town Meeting which includes the attendance by a quorum of a public body.

Deliberation is defined as “an oral or written communication through any medium, including electronic mail, between or among a quorum of a public body on any public business within its jurisdiction.” Board members may distribute meeting agendas, scheduling information or other reports or documents that may be discussed at a meeting, provided that no opinion of a member is expressed.

It is a violation of the Open Meeting Law to discuss board business outside of a properly posted meeting. This includes individual conversations that occur in serial fashion in which a quorum of members participate and discuss or deliberate. An example is if Member A emails or calls Member B about a topic that is before the board and that email (or phone conversation) is shared with Members C & D, along with opinions on the topic.

These actions deprive the public of the opportunity to attend and monitor the decision-making process.

## **Posting / Agendas**

The Open Meeting Law requires meetings of all public bodies to be posted at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays. The date and time that the notice is posted must be conspicuously recorded.

Notices must include the name of the board, and the date, time and location of the meeting. Notices must also include a sufficiently specific listing of the topics that the chair anticipates will be discussed.

Chairpersons are expected to exercise good judgment when hearing/discussing issues not on the agenda. Routine issues may be aired, while new and/or potentially contentious issues should not be discussed at that meeting to allow for proper posting and public discussion.

## **Location / Times**

Meetings must be held in a handicap-accessible, public location. The majority of public meetings are at Town Hall, 24 Town Hall Road.

The Select Board recommends scheduling meetings no earlier than 8 a.m. and ending no later than 9 p.m. to allow for maximum public attendance.

When posting meetings at Town Hall, it is also necessary to request a meeting room for the meeting. This is strongly recommended to ensure a room is available prior to posting a meeting.

## **Quorum**

A quorum must be present for a board to convene a meeting. Unless otherwise defined by law, a quorum is a simple majority of the total number of members of a board, including vacancies. For example, a five-member board requires three members to conduct business; if there are two vacant positions, the board still requires three members to constitute a quorum.

Absent a quorum, whether due to absences or lack of full membership, the board cannot conduct business.

## **Executive Session**

The Open Meeting Law requires that all meetings of a governmental body be open to the public, with limited exceptions for which a board may enter into executive session. All appointed boards are urged to consult with counsel (with prior authorization from the Town Manager) if they have any questions about the process and/or permissibility of having an executive session.

An executive session is closed to the public, but the board must first convene in a duly posted open session. A majority of the members must vote by roll-call to enter into the executive session. The motion must state the reason for the executive session and whether the board will return to open session. All votes taken in the executive session must be recorded roll-call votes.

Executive session may be held only for specific reasons, the most common are:

- To discuss the reputation, character, physical condition or mental health, 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.

- To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- 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.
- To consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the public body.

**A quick guide to executive session:**

<https://www.masc.org/member-resources/resource-publications/executive-session/file>

**[See Part 2 for more detail on allowable topics for an executive session.](#)**

## **Public Hearings**

The Select Board, Planning Board, Zoning Board of Appeals, Conservation Commission and Board of Health are sometimes required by state law or local regulation to hold public hearings. Such hearings are to gather information from which the board can reach a determination, usually regarding the issuance of a license or permit.

Such hearings will typically have requirements and time frames for advertising and posting public notice of the hearing, notifying abutters, and rendering and filing a decision. These requirements vary depending on the type of hearing. It is the responsibility of the chairperson to assure that the requirements of the public hearing process are properly followed.

**[See Part 2 for detail on the procedures for public hearings.](#)**

## **Minutes**

The Open Meeting Law requires every governmental body to create and maintain accurate minutes of all meetings, including executive sessions. Meetings may not proceed without a designated person responsible for providing a written record.

Minutes specify the date, time and place of the meeting, the members present or absent. They include a summary of the discussions on each subject, actions taken and a record of all votes. A list of documents and other exhibits used at the meeting are part of the minutes.

Minutes need not be verbatim transcripts of a meeting. Audio or video recordings may not be used as permanent records of a meeting.

## Availability / Filing of Minutes

The Open Meeting Law requires public bodies to create and approve minutes in a timely manner. The approval of minutes should always appear as an agenda item to encourage timely completion and filing. A “timely manner” is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay. The Attorney General encourages minutes to be approved at a public body’s next meeting whenever possible.

Minutes of an open meeting, in whatever form -- notes, draft, tape recording -- are considered public records and must be made available to the public within 10 days upon request. Materials or other exhibits used in an open meeting are also to be made available to the public within 10 days upon request.

Original copies of minutes of all posted and emergency meetings must be filed with the Town Clerk’s Office within two weeks of approval. The Town Clerk notes the date and time when minutes are received and makes them available to the public.

Copies of agendas and minutes are also posted on the town website.

<https://www.truro-ma.gov/minutes-and-agendas>

## CONDUCT OF PUBLIC OFFICIALS

### Conflict of Interest

Members of a board, commission or committee are considered municipal employees, regardless of lack of compensation, and are subject to the Conflict of Interest Law -- [www.state.ma.us/ethics](http://www.state.ma.us/ethics). Its purpose is to assure that the private financial interests and personal relationships of public employees do not conflict with their public obligations. The law also regulates the activities of public officials after their term of service is over.

The State Ethics Commission’s “Introduction to the Conflict of Interest Law for the Public Sector” specifies:

- You may not ask for or accept anything, regardless of its value, if it is offered in exchange for agreeing to perform or not perform an official act.
- You may not ask for or accept anything worth \$50 or more from anyone with whom you have official dealings. Examples of regulated gifts include: sports tickets, drinks and meals, travel expenses, conference fees, gifts of appreciation, entertainment expenses, free use of vacation homes and complimentary tickets to charitable events. If a prohibited gift is offered, you may refuse or return it; you may donate it to a nonprofit organization, provided you do not take the tax write-off; you may pay the giver the full value of the gift; or, with certain types of

gifts, it may be considered “a gift to your public employer,” provided it remains in the office and does not ever go home with you.

- You may not accept honoraria for a speech that is in any way related to your official duties, unless you are a state legislator.
- You may not hire, promote, supervise or otherwise participate in the employment of your immediate family or your spouse’s immediate family.
- You may not take any type of official action which will affect the financial interests of your immediate family or your spouse’s immediate family. For instance, you may not participate in licensing or inspection processes involving a family member’s business.
- You may not take any official action affecting your own financial interest, or the financial interest of a business partner, private employer, or any organization for which you serve as an officer, director or trustee. You may not take any official action regarding an after-hours employer, or its geographic competitors; you may not participate in licensing, inspection, zoning or other issues that affect a company you own, or its competitors; if you serve on the board of a nonprofit organization (that is substantially engaged in business activities), you may not take any official action which would impact that organization, or its competitors.
- Unless you qualify for an exemption, you may not have more than one job with the same municipality or county, or more than one job with the state.
- Except under special circumstances, you may not have a financial interest in a contract with your public employer. For example, if you are a full-time town employee, a company you own may not be a vendor to that town unless you meet specific criteria, the contract is awarded by a bid process, and you publicly disclose your financial interest.
- You may not represent anyone but your public employer in any matter in which your public employer has an interest. For instance, you may not contact other government agencies on behalf of a company, an association, a friend, or even a charitable organization.
- You may not ever disclose confidential information, data or material which you gained or learned as a public employee.
- Unless you make a proper, public disclosure in writing -- including all the relevant facts -- you may not take any action that could create an appearance of impropriety, or could cause an impartial observer to believe your official actions are tainted with bias or favoritism.
- You may not use your official position to obtain unwarranted privileges, or any type of special treatment, for yourself or anyone else. For instance: you may not approach your subordinates, vendors whose contracts you oversee, or people who are subject to your official authority to propose private business dealings.
- You may not use public resources for political or private purposes. Examples of "public resources" include: office computers, phones, fax machines, postage machines, copiers, official cars, staff time, sick time, uniforms, and official seals.

- You may not, after leaving public service, take a job involving public contracts or any other particular matter in which you participated as a public employee.

If a board member has a conflict of interest, or an appearance of a conflict, in any matter before the board, that member should not be counted in the quorum, or participate in or be present for discussion or votes on that matter.

- For in person meetings the member should leave the room,
- For remote meetings the person should turn off their camera and microphone

A person may submit a request for determination of conflict of interest to either the appointing authority or State Ethics Commission. If board members have any questions about their activities, they should file a written request for a determination with Town Counsel, through the Town Manager. The answer will be in writing and will become a matter of public record. A board member may also request a confidential opinion directly from the State Ethics Commission.

## **Standards of Conduct**

To ensure public confidence in government, members of all town boards, elected or appointed, are expected to maintain standards of professionalism in public interactions and private communications. They are expected to act with integrity and to treat town staff, other board members and the public with civility and respect, even when differences occur.

Board chairs and members are encouraged to assess from time to time how the group is functioning as a team. Any member who has concerns about the board's effectiveness is encouraged to speak to the chair or the Select Board liaison so that issues can be resolved quickly.

It is important during meetings to stick to posted agendas and to keep discussions respectful. While it is up to the chair to maintain order, individual members must hold themselves to professional standards.

### **Some guidelines:**

- Be well-informed concerning the duties of the board on which you serve.
- Keep in mind that you represent the Town of Truro.
- Accept your role as one of public service, not a means to benefit personally, professionally or financially.
- Treat all staff as professionals, respecting the abilities, experience and dignity of each individual.
- Share information obtained on pending issues with other board members.
- In conducting official business, give the clear impression that you cannot be improperly influenced in performing your duties.

- Abide by state ethics rules, making every effort to avoid any appearance of conflict, and properly disclosing any potential conflict.
- Conduct public business in a manner that promotes open and transparent government.
- You may never disclose confidential matters not legally subject to disclosure that come before the board in executive session.

Anyone who feels that a board member is acting inconsistently with these standards may take any of the following actions:

- Speak privately with the board member about his/her behavior.
- Speak to the Select Board liaison to the board in question.
- Ask the chairperson of the board to speak with the individual.
- Bring the matter to the attention of the appointing authority.
- File a formal complaint in writing to the Town Manager.
- File a formal complaint with the Select Board.

[See Part 2 for details on Truro's policies governing professional conduct.](#)

## ADMINISTRATION

### Public Records

With few exceptions, the Massachusetts Public Records Law considers every document and record, hard copy or electronic, made or received by a board to be a public record. These include emails.

The public has a right of access to these records. Town boards and departments are obligated to properly secure and maintain public records. The records are to be stored in a public building, not in private residences.

The town's records custodian, often the Town Clerk, is responsible for providing access to the board's records upon request. A reasonable fee may be charged for copies and for research involved in processing requests for records.

#### **A Guide to the Massachusetts Public Records Law:**

<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>

#### **The Public Records Law defines how long records must be preserved:**

<http://www.sec.state.ma.us/arc/arcmu/rmuidx.html>

## Use of Town Counsel

Requests for opinions or assistance from Town Counsel must be directed through the office of the Town Manager. Some boards require that requests be made through the chair.

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy\\_10\\_-\\_access\\_to\\_town\\_counsel\\_revised\\_dec\\_1.\\_2015\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy_10_-_access_to_town_counsel_revised_dec_1._2015_signed.pdf)

## Town Charter

Members of all boards should familiarize themselves with Truro's charter:

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/zz\\_trurocharter\\_may\\_2018\\_2\\_update.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/zz_trurocharter_may_2018_2_update.pdf)

## PART 2

This section of the handbook is to provide more specifics on some of the topics above. It also includes information on reserving meeting rooms, sample formatting for agendas and a staff directory.

## ELECTIONS

The Truro Town Charter sets the annual election date as the second Tuesday in May. Only full-time, registered voters are eligible to run for town boards.

Prospective candidates for elected boards must take out nomination papers from the Town Clerk to run for office. Once nomination papers are available, typically in January, they must be returned no later than 35 days before Town Meeting. Nomination papers must be signed by 20 registered Truro voters. The Town Clerk must certify the signatures on the nomination papers and the candidate must accept the nomination to be listed on the ballot. (Candidates have 48 hours after filing to withdraw their nomination.)

## Vacancies

- Any elected or appointed board member who chooses to resign must submit a signed resignation letter to the Town Clerk.
- If a vacancy occurs on an appointed board, the chairperson must notify the appointing authority, which shall appoint a new member to serve for the balance of the unexpired term. If a new member is not appointed within 45 days of the



notification of the vacancy, a replacement may be named by the remaining members of the board.

- A special election is held to fill a vacancy on the Select Board.
- If a vacancy occurs on the Planning Board, the unexpired term shall be filled by joint appointment of the Select Board and the remainder of the Planning Board until the next General election, at which time, the office shall be filled, by election, for the remainder of the unexpired term.
- If a vacancy occurs on the Board of Library Trustees, the School Committee, Housing Authority or Cemetery Commission -- all elected -- the remaining members must notify the Select Board. After a weeks' notice, the Select Board and remaining board members shall appoint a new member to serve until the next general election.

Vacancies on boards are posted on the Town of Truro website --

<https://www.truro-ma.gov> -- the Town Hall bulletin board and distributed to local media outlets for publication or broadcast.

## **PUBLIC HEARINGS**

Some procedures are common to all hearings. The chairperson should run the hearing and state the guidelines. All questions should be directed to the chair. Some guidelines:

- Chair opens hearing and states ground rules;
- Petitioner/applicant makes presentation;
- Information is received from town boards and officials;
- Board members question petitioner;
- Public asks questions, offers comments through the chair;
- Board receives any written documents;
- Chair closes public portion of hearing (may continue to another date, if necessary, before closing hearing);
- Board begins deliberations, seeking answers to questions, if necessary;
- During deliberations, findings of fact are noted;
- Board votes on decision;
- Decision is written using notes from discussion, facts and findings;
- Chair closes hearing;
- Decisions are filed with appropriate parties.

Decisions must be based on the testimony and evidence submitted, written or spoken. The rules of evidence that apply in court do not apply in public hearings of local boards. As such, hearsay and other evidence that would not be permitted in a court may be heard by a board and given such weight as each member deems appropriate. Irrelevant, immaterial and information based on emotions are not appropriate evidence upon which to base a decision.

# EXECUTIVE SESSION

The Open Meeting Law allows the following exceptions for closing a public meeting:

- To discuss the reputation, character, physical condition or mental health, 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.
- To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
- 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.
- To consider the purchase, exchange, lease or value of real property if an open meeting may have a detrimental effect on the negotiating position of the public body.
- To discuss the deployment of security personnel or devices, or strategies with respect thereto.
- To investigate charges of criminal misconduct or to consider the filing of criminal complaints.
- To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements.
- To consider or interview applicants for employment or appointment by a preliminary screening committee if an open meeting will have a detrimental effect in obtaining qualified applicants. This clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening.
- To meet or confer with a mediator with respect to any litigation or decision on any public business within its jurisdiction involving another party, group or entity.
- To discuss trade secrets or confidential, competitively sensitive or other proprietary information provided in the course of activities by a governmental body as: an energy supplier under a license granted by the department of public utilities; in the course of activities conducted as a municipal aggregator; or in the course of activities conducted by a cooperative consisting of governmental entities when such governmental body, municipal aggregator or cooperative determines that such disclosure will adversely affect its ability to conduct business in relation to other entities making, selling or distributing electric power and energy.

<https://www.masc.org/member-resources/resource-publications/executive-session/file>

# MEETING ROOMS

All town departments and boards must reserve meeting space in advance. Reserving a meeting room does not constitute a meeting posting.

Town Hall meeting rooms are scheduled through the town manager's office, on a first-come, first-served basis. Room assignments may be changed at the discretion of the administration.

Reservations should be made at least 72 hours in advance of a meeting. They may be requested verbally or in writing, but shall not be considered final until confirmed by the administrative office.

Verbal or written cancellation of a meeting room reservation is required as soon in advance as possible.

## Town Hall

There are three meeting rooms in Town Hall. The rooms are primarily for public meetings of town boards and committees; such uses shall receive priority. Rooms may be used for other private, nonprofit purposes on an intermittent basis, if available, with the approval of the Town Manager. Private parties are not permitted.

Room Name	Approx. Seating Capacity
Historic meeting room	6
Lower level conference room	6-8
Select Board's Chambers	100

## Hours

Meeting rooms are available during regular Town Hall hours and during the evening on Monday through Thursday. Town Hall offices are open Monday through Friday from 8:00 a.m. to 4:00 p.m. Requests for use of the meeting rooms on other days must be made through the Town Manager's office.

## General Rules

- All meetings must remain open to the public, with the exception of executive sessions.
- The chairperson is responsible for assuring that his/her board/committee is able to gain access to the building.

- The chair of the board holding the meeting, or a town employee serving as staff support, is responsible for assuring that the meeting room is left in an orderly fashion.
- Food and beverages: Light refreshments are allowed in meeting rooms. All trash must be removed and any spills or other messes are promptly and properly attended to.
- No smoking or alcoholic beverages are allowed on the premises.
- Exceptions to these rules may be made at the discretion of the Select Board.
- Repeated violations of these rules may result in restrictions on future scheduling and use of the meeting rooms.

## Community Center

Community center rooms must be reserved by filling out a form by emailing [coadirector@truro-ma.gov](mailto:coadirector@truro-ma.gov)

The form must be received at least two weeks in advance of the meeting / event.

Room	Approx. Seating Capacity
Multipurpose room	400 people, chairs only 190 people, chairs and tables
Pamet Room (portion of Multipurpose)	125, chairs only 65, chairs and tables
Truro Room (portion of Multipurpose)	250 people, chairs only 131 people, chairs and tables

## Public Safety Facility

The dispatch center maintains a reservation calendar for the public meeting room at the Safety Facility. The room holds 45 people at tables. Requests may be made by email or phone. Call: 508-487-8730. Email Martha Wheeler: [wheeler@truropolice.org](mailto:wheeler@truropolice.org) and Michelle Thomas: [thomas@truropolice.org](mailto:thomas@truropolice.org)

## Truro Central School

The Truro School Committee permits use of the cafeteria and gymnasium by municipal boards and town departments as long as there are no scheduling conflicts. The cafeteria capacity is 108 and the gymnasium capacity is 301.

The school uses a Building Use Form, attachment #6 below, which should be filled out and returned to the school administration office or emailed to Kathy Rosenkampff --

[rosenkampffk@truromass.org](mailto:rosenkampffk@truromass.org) -- to seek permission to use Truro Central's gymnasium or cafeteria.

## **Truro Public Library**

To book a library meeting room, call 508-487-1125

The Elisha W. Cobb Room has a large table and seating for 10-12 people.

The Anne H. Brock Community Room has a 50-person maximum occupancy. Folding chairs and tables are available.

## **Change in Meeting Location**

When it is necessary to meet in a location other than that indicated on the meeting notice -- due to lack of space or inaccessibility of room -- a note must be placed on the front door of the building and on the door of the room identified in the meeting notice, informing the public of the new meeting location.

# **POLICIES ON PROFESSIONAL CONDUCT**

Truro's elected and appointed board members are expected to act with integrity and maintain professional standards. Two Select Board policies define this behavior and how complaints should be handled:

### **Policy 54: Standards of Professional Conduct**

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy\\_54\\_standards\\_of\\_professional\\_conduct\\_signed\\_2.10.15.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy_54_standards_of_professional_conduct_signed_2.10.15.pdf)

### **Policy 31: Written complaints and communications**

[https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy\\_31\\_written\\_complaints\\_and\\_communications\\_2017\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlif3936/f/uploads/policy_31_written_complaints_and_communications_2017_signed.pdf)

# **PAYMENT VOUCHERS**

Those boards and committees responsible for administering a budget are encouraged to make an appointment with the Town Accountant for instruction on the proper processing and submission of bills for payment. A Schedule of Departmental Bills Payable must be approved and signed by a majority of the board members. An updated list of authorized signatories must be provided to the Town Accountant each year.

# PURCHASING

Truro is required to follow state law for procuring supplies and services, the construction and repair of public works, and for public building construction and repair projects. The Town Manager is the designated Chief Procurement Officer responsible for assuring compliance. The Police Chief, Fire Chief and DPW Director have been delegated authority as Procurement Officers for their respective departments.

All boards, committees and departments not specifically delegated with procurement authority must contact the Town Manager's office for obtaining supplies or services.

## TOWN HALL DIRECTORY

TOWN HALL OFFICES	PHONE NUMBERS
Assessor's Office	508-349-7004 Ext. 115, 116, 117
Board of Health	508-349-7004 Ext. 131
Select Board	508-349-7004 Ext. 111
Building Department	508-349-7004 Ext. 131
Conservation Commission	508-349-7004 Ext. 131
Executive Assistants	Nicole Tudor: 508-214-0925 Noelle Scoullar: 508-214-0936 Elizabeth Sturdy: 508-214-0935
Licensing Department	508-349-7004
Town Accountant	508-349-7004 Ext.120, Ext.125
Town Clerk	508-349-7004 Ext. 113, Ext. 114, Ext.126
Town Manager Assistant Town Manager	508-349-7004 Ext. 111 508-349-7004 Ext. 128
Town Planner	508-214-0928
Treasurer/Collector	508-349-7004 Ext. 113, 114,126

OTHER DEPARTMENTS	PHONE NUMBER
Emergency ONLY	911

Beach and Recreation	508-487-1632
Community Center	508-487-1632
Council on Aging	508-487-2462
Harbor	508-349-2555
Fire Department	508-487-7548
Truro Police Department	508-487-8730
Public Works	508-349-2140
Truro Central School	508-487-1558
Truro Public Library	508-487-1125

## SUMMARY OF LINKS/ATTACHMENTS

1. Open Meeting Law (includes copy of OML and Regulations, OML Guide, Complaint Process, and more):  
<http://www.mass.gov/ago/government-resources/open-meeting-law/>
2. Truro charter:  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz\\_trurocharter\\_may\\_2018\\_2update.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/zz_trurocharter_may_2018_2update.pdf)
3. Robert's Rules of Order: <https://robertsrules.com/>
4. Conflict of Interest Law: [www.state.ma.us/ethics](http://www.state.ma.us/ethics)
5. A Guide to the Massachusetts Public Records Law:  
<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>
6. Records Retention/Disposal Schedules:  
[http://www.sec.state.ma.us/arc/arcpdf/MA\\_Municipal\\_Records\\_Retention\\_Manual.pdf](http://www.sec.state.ma.us/arc/arcpdf/MA_Municipal_Records_Retention_Manual.pdf)
7. Guide to executive session:  
<https://www.masc.org/member-resources/resource-publications/executive-session/file>
8. A Guide to the Massachusetts Public Records Law:  
<http://www.sec.state.ma.us/pre/prepdf/guide.pdf>
9. How long records must be preserved:  
<http://www.sec.state.ma.us/arc/arcrmu/rmuidx.html>
10. Truro website: <https://www.truro-ma.gov>
11. Minutes and agendas for Truro boards:  
<https://www.truro-ma.gov/minutes-and-agendas>
12. Policy 10: Access to Town Counsel:  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_10\\_-\\_access\\_to\\_town\\_counsel\\_revised\\_dec\\_1\\_2015\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_10_-_access_to_town_counsel_revised_dec_1_2015_signed.pdf)
13. Policy 54: Standards of Professional Conduct  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_54\\_standards\\_of\\_professional\\_conduct\\_signed\\_2.10.15.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_54_standards_of_professional_conduct_signed_2.10.15.pdf)
14. Policy 31: Written complaints and communications:  
[https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy\\_31\\_written\\_complaints\\_and\\_communications\\_2017\\_signed.pdf](https://www.truro-ma.gov/sites/g/files/vyhlf3936/f/uploads/policy_31_written_complaints_and_communications_2017_signed.pdf)
15. Town Hall Directory (Attachment #1)
16. Requirements for posting meetings (Attachment #2)
17. Sample agenda format (Attachment 3)
18. List of elected and appointed boards (Attachment #4)
19. Authorized Signatory Form (Handbook Attachment #5)
20. Truro Central School Building Use Form (Attachment #6)



# REQUIREMENTS FOR POSTING MEETINGS

All notices and agendas for board meetings must be posted on the Town Hall bulletin board and on the Town's website (<https://www.truro-ma.gov>). The posting must be received by the Town Administrative Office at least 48 hours in advance of the meeting. Saturdays, Sundays, and holidays cannot be counted.

1. Posting shall contain the following:
  - Board Name
  - Meeting date, time and place
  - Agenda
2. Posting shall be on one side of 8 1/2 by 11 paper
3. Posting shall be received by 1:00 pm on the previous Thursday for meetings held on Monday evenings.
4. A hard copy of the meeting notice/agenda is preferred, however we understand that in order to comply with the 48-hour requirement, a meeting notice may need to be sent by email. If this is necessary, the notice must be sent to the all of the following:

Name	Title	Email	Phone
Nicole Tudor	Town Administration, Executive Assistant	ntudor@truro-ma.gov	508-214-0925
Noelle Scoullar	Town Administration, Executive Assistant	nscoullar@truro-ma.gov	508-214-0936
Elizabeth Sturdy	Office Assistant 3: Financial and Executive Staff Support	esturdy@truro-ma.gov	508-214-0935

A phone call to the office notifying us of the transmittal is encouraged. You will get a reply that the meeting has been posted. If that is not received, do not assume that the notice was posted by the Town Administrative staff. The Town Administrative Office is not responsible for notices which are left in the mailbox or sent by email if contact is not made with a staff person.

# SAMPLE MEETING AGENDA



(NAME OF BOARD/COMMITTEE) MEETING (DATE) and (TIME)

TOWN HALL, ROOM XX

OR, if the meeting is remote, details on how the public may join

- CALL TO ORDER
- APPROVAL OF MINUTES
- PUBLIC COMMENT (Not applicable to all boards)
- NEW BUSINESS
- ONGOING BUSINESS
- ADJOURNMENT

## LIST OF TRURO BOARDS, COMMITTEES AND COMMISSIONS

BOARD/COMMITTEE/ COMMISSION	ELECTED/ APPOINTED	TERM	MEMBERS/ ALTERNATE	MEETINGS
<a href="#"><u>Agricultural Commission</u></a>	A	3	3 + 1	As needed
<a href="#"><u>Beach Commission</u></a>	A	3	5	As needed
<a href="#"><u>Bike &amp; Walkways</u></a>	A	3	5 + 2	Monthly
<a href="#"><u>Board of Assessors</u></a>	A	3	3	As needed
<a href="#"><u>Board of Health</u></a>	A	3	5 + 1	Twice a month
<a href="#"><u>Cable &amp; Internet Advisory</u></a>	A	3	5	As needed
<a href="#"><u>Cemetery Commission</u></a>	E	3	3	Monthly
<a href="#"><u>Charter Review Committee</u></a>	A	3	7	As needed
<a href="#"><u>Climate Action Committee</u></a>	A	3	5 + 1	Twice a month
<a href="#"><u>Commission on Disabilities</u></a>	A	3	7	As needed
<a href="#"><u>Community Preservation Committee</u></a>	A	3	9	As needed
<a href="#"><u>Concert Committee</u></a>	A	3	9	As needed
<a href="#"><u>Conservation Commission</u></a>	A	3	7	Monthly
<a href="#"><u>Council on Aging</u></a>	A	3	8 + 1	Monthly
<a href="#"><u>Cultural Council</u></a>	A	3	6 + 2	As needed
<a href="#"><u>Energy Committee</u></a>	A	3	6 + 2	As needed
<a href="#"><u>Finance Committee</u></a>	A	3	5	As needed
<a href="#"><u>Historical Commission</u></a>	A	3	7	As needed
<a href="#"><u>Housing Authority</u></a>	E	5	5	As needed
<a href="#"><u>Human Services Committee</u></a>	A	3	5	As needed
<a href="#"><u>Library Trustees</u></a>	E	3	5	Monthly
<a href="#"><u>Local Comprehensive Plan Committee</u></a>	A	3	7	Monthly

<a href="#"><u>Open Space Committee</u></a>	A	3	5 ?	As needed
<a href="#"><u>Pamet Harbor Commission</u></a>	A	3	6 + 1	Monthly
<a href="#"><u>Planning Board</u></a>	E	5	7	Twice a month
<a href="#"><u>Recreation Commission</u></a>	A	3	5 + 1	As needed
<a href="#"><u>Recycling Committee</u></a>	A	3	5 + 1	As needed
<a href="#"><u>School Committee</u></a>	E	3	5	Twice a month
<a href="#"><u>Select Board</u></a>	E	3	5	Twice a month
<a href="#"><u>Shellfish Advisory Committee</u></a>	A	3	5 + 2	
<a href="#"><u>Taxation Aid Committee</u></a>	A	3	5	As needed
Town Moderator	E	3	1	-
Truro Rep / County Human Rights Commission	A		1	
<a href="#"><u>Water Resources Oversight Committee</u></a>	A	3	7	Monthly
<a href="#"><u>Zoning Board of Appeals</u></a>	A	3	5 + 2	Monthly
<a href="#"><u>Walsh Community Planning Committee</u></a>	A			As needed
* Alternates serve 1-year terms				

**SAMPLE AUTHORIZED SIGNATORY FORM**

OFFICE OF THE TOWN ACCOUNTANT  
TRURO, MASSACHUSETTS

Fiscal Year \_\_\_\_\_ Authorized Signatories

To: All Department Heads, Boards and Committees

Please complete the following form for the current fiscal year to advise this office of the names of employees and/or board members who are authorized to approve and sign payroll and/or vendor payment vouchers for your department:

Department, Board or Committee Name:

---

- List all authorized signatories-- in most cases, this will be the department head (if no board involved) or all the current members of your board or committee
- Print name and provide signature

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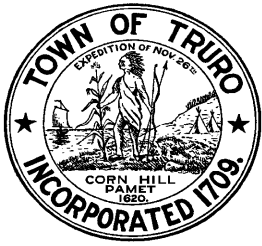
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PLEASE RETURN THIS FORM TO THE TOWN ACCOUNTANT

**TRURO CENTRAL SCHOOL BUILDING USE  
FORM**

# SPECIAL THANKS

Special thanks for their work on this handbook to: Kristen Reed, Vice Chair, Truro Select Board; Susan Areson, Clerk, Truro Select Board; Ann Greenbaum, Chair, Truro Planning Board; Carol Harris, Chair, Truro Climate Action Committee; and Susan Howe, Chair, Truro Commision on Disabilities.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Presentation of Town Manager Critical Information Requirements

**EXPLANATION:** A draft of the Town Manager Critical Information Requirements is attached for the Board's review. This document will assist in setting expectations for critical communications between staff and the elected body. It provides specific events that trigger communications, specific timelines for notification, specific individuals to be notified, reporting format, and a distribution list. This document will be helpful in setting clear expectations for communications across our municipality and serves as a reference for staff when considering whether to report an event or not. Department Heads have provided feedback.

It is requested that the Board provide feedback on this document or ask questions as needed.

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

**IMPACT IF NOT APPROVED:** Clear expectations for critical communications between staff and the elected body will not be provided.

**SUGGESTED ACTION:** *MOTION TO approve the Town Manager Critical Information Requirements as presented.*

**ATTACHMENTS:**

1. Town Manager Critical Information Requirements



TOWN MANAGER'S Critical Information Requirements (CIRs)												
Precedence: Immediate (Wake up or Break Meeting Criteria) The Following CIR's require immediate notification to TM		Step 1:	Step 2:	Step 3: Notifications							Step 4:	Step 5:
		Telephonic Notification of TM	5 Ws Emailed to the TM	TM	ATM	SB	TC	PI	HR	TI	Dept's SIR submitted to TM	TM submits SIR to Distro
1	Global, national, local emergency that affects the Town	IMMEDIATELY UPON ANY DEPARTMENT'S DISCOVERY OF THE INCIDENT Phone# [REDACTED]	WITHIN 1 HOUR ANY DEPARTMENTS DISCOVERY OF THE INCIDENT dtangeman@truro-ma.gov	I	P	P	N/A	N	N	N/A	Within 4 Hours of incident	Within 8 Hours of incident
2	Death or major injury of Town Employee, Town Select Board Member, or immediate family member of employee, or death of person involving Town Employee			I	P	P	N	N	P	N	Within 4 Hours of incident	Within 8 Hours of incident
3	Destruction, fire, etc. of Town facility (911 Call)			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
4	Breach of Security: example Information Technology			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
5	Major crime committed on Town property i.e. Stolen Town property, vandalized property			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
6	Loss of eye, limb, or injury of employee, or caused by employee of the Town			I	P	P	N	N	P	N	Within 4 Hours of incident	Within 8 Hours of incident
7	Active shooter at any facility within the Town limits or any actual emergency related event requiring First Responders at any Town facility. Does not include false alarms.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
8	Significant loss of Town services that effect Town residents: i.e. Loss of water main, environmental, sewer main, or power that can not be resolved in 4 hours or less.			I	P	P	N/A	N	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident
9	Death or major injury resulting in an injury requiring trauma care and hospitalization on Town of Truro Property.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
10	Shark Attack or drowning resulting in an injury requiring trauma care and hospitalization at a Beach within the boundaries of Truro.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
11	Police Officer Involved Shooting or Death. Capital offenses or serious crimes resulting in injury/death, MV crashes resulting in serious injury/death, arrests or investigations involving a town worker/public official/notable person that would generate media interest, uses of force resulting in injury/death (detainee, arrestee, or bystander), and serious MV accidents involving a police or other town vehicle.			I	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident
Legend												
Immediate ("I"): Telephonic Notification. See POC Notification Matrix		PRIORITY ("P"): Email Notification. If no response is received within 30 Minutes, follow up with telephonic notification. See Notification Matrix										
Note: TM will notify SB and TC		NOTIFY ("N"): Email Notification. If no response is received within 2 Hours, follow up with telephonic notification. See Notification Matrix										

TM: Town Manager

ATM: Assistant Town Manager

SB: Select Board

TC: Town Counsel

PI: Public Information Team

HR: Human Resources

TI: Town Insurer

## Town MANAGER'S CIRs

Precedence: Priority (Within 1 Hour of incident) The Following CIR's require priority notification to TM		Step 1: Telephonic Notification of TM	Step 2: 5 Ws Emailed to the TM	Step 3: Notifications						Step 4: Dep's SIR submitted to TM	Step 5: TM submits SIR to Distro
		TM	TC	ATM	PI	HR	TI				
1	All issues where law enforcement is called regarding a Town facility or service.	P	P	N	N	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident		
2	Mutual aid response of a non-routine basis: mutual aid was sought for events/crimes of a more serious nature, ones that would generate media interest (i.e., protest requiring outside officers), or those out of the ordinary (beyond routine events like detail coverage, BOLO's, etc.).	P	N	N	N	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident		
3	Power Outage/Storm	P	N/A	N	N	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident		
4	Notification when Town Employee has been arrested, discharged or status update of their condition	P	P	N	N/A	P	N	Within 4 Hours of incident	Within 8 Hours of incident		
5	Department Head contacted by Select Board or other elected or regulatory board member regarding any emergency service issue related to Town business.	P	N/A	N/A	N/A	N/A	N/A	Within 4 Hours of incident	Within 8 Hours of incident		
6	Staff violations of Town Policy, MGL, other State/ federal laws	P	P	N	N/A	N	N/A	Within 4 Hours of incident	Within 8 Hours of incident		
7	Complaints Filed Against Employee or Special Municipal Employee	P	P	N	N/A	N	N	Within 4 Hours of incident	Within 8 Hours of incident		
8	Litigation Against the Town: Summons, Notice of Filing, Notice of Appeal, etc.	P	P	N	N/A	N/A	N	Within 4 Hours of incident	Within 8 Hours of incident		
9	Injury of public/ participant on Town Property or in a Town Program	P	P	N	N	N	N	Within 4 Hours of incident	Within 8 Hours of incident		
10	Union Grievance/ Formal Employee Complaint	P	P	N	N/A	N	N	Within 4 Hours of incident	Within 8 Hours of incident		
		Legend									
PRIORITY ("P"): Telephonic Notification. See POC Notification Matrix		NOTIFY ("N"): Email Notification. If no response is received within 2 Hours, follow up with telephonic notification. See Notification Matrix									

PRIORITY 1 HOUR UPON ANY DEPARTMENTS DISCOVERY OF THE INCIDENT

Phone#

WITHIN 2 HOUR ANY DEPARTMENTS DISCOVERY OF THE INCIDENT  
dtangeman@truro-ma.gov

## Town MANAGER'S CIRs

Precedence: Notify (Within 4 Hour of incident)The Following CIR's require priority notification to TM		Step 1: Telephonic Notification of TM	Step 2: 5 Ws Emailed to the TM	Step 3: Notifications				Step 4: Dep's SIR submitted to TM	Step 5: TM submits SIR to Distro
				TM	ATM	HR	SB		
1	Employee resignation	PRIORITY 4 HOUR UPON ANY DEPARTMENTS DISCOVERY OF THE INCIDENT Phone# [REDACTED]	WITHIN 8 HOUR ANY DEPARTMENTS DISCOVERY OF THE INCIDENT dtangeman@truro-ma.gov	P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
2	Criminal Record found on current/ prospective employee, volunteer or licensee that is being further considered for a position.			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
3	Hostile work environment			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
4	Termination or Release of Employee (FTE/PTE/TEMP&Volunteers). Select Board specifically notified of Department Head hiring, termination or release.			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
5	Department Head contacted by Select Board Member or other elected/ regulatory board member on any non-emergency service issue related to Town business.			P	P	N/A	N/A	Within 8 Hours of incident	Within 24 Hours of incident
6	Request for staff support from a board or committee that does not come through the Town Manager's Office			P	P	N/A	N/A	Within 8 Hours of incident	Within 24 Hours of incident
7	Staff discipline administered up to and including termination			P	P	P	N/A	Within 8 Hours of incident	Within 24 Hours of incident
8	Town Manager out of office: Extended Vacation/Conference/Business			N/A	P	P	P	Notify 48 hours prior to departure	

### Legend

PRIORITY ("P"): Telephonic Notification. See POC Notification Matrix

## POC Notification Roster

Title	Name	Office	Cell	Email
Town Manager	Darrin Tangeman	508-349-7004		<a href="mailto:dtangeman@truro-ma.gov">dtangeman@truro-ma.gov</a>
Town Counsel	John Georgio			
Assistant Town Manager/Human Resources	Kelly Clark			<a href="mailto:ksclark@truro-ma.gov">ksclark@truro-ma.gov</a>
Police Chief	Jamie Calise	508-487-8730		<a href="mailto:icalise@truro-ma.gov">icalise@truro-ma.gov</a>
Fire Chief	Tim Collins	508-487-6589		<a href="mailto:tcollins@truro-ma.gov">tcollins@truro-ma.gov</a>
<b>Select Board</b>				
Select Board Chair	Bob Weinstein			<a href="mailto:rweinstein@truro-ma.gov">rweinstein@truro-ma.gov</a>
Select Board Vice Chair	Kristen Reed			<a href="mailto:kreed@truro-ma.gov">kreed@truro-ma.gov</a>
Select Board Clerk	Sue Areson			<a href="mailto:sareson@truro-ma.gov">sareson@truro-ma.gov</a>
Select Board Member	John Dundas			<a href="mailto:jdundas@truro-ma.gov">jdundas@truro-ma.gov</a>
Select Board Member	Stephanie Rein			<a href="mailto:srein@truro-ma.gov">srein@truro-ma.gov</a>
<b>Other Staff</b>				
Public Works Director	Jarrold Cabral	508-349-2140		<a href="mailto:icabral@truro-ma.gov">icabral@truro-ma.gov</a>
Health and Conservation Agent	Emily Beebe	508-214-0919 (Kaci)		<a href="mailto:ebeebe@truro-ma.gov">ebeebe@truro-ma.gov</a>
Public Information Team	Kaci Fullerton and Nicole Tudor		508-214-0925 (Nicole)	<a href="mailto:ntudor@truro-ma.gov">ntudor@truro-ma.gov</a> ; <a href="mailto:kfullerton@truro-ma.gov">kfullerton@truro-ma.gov</a>
Information Technology Director	David Wennerberg	508-214-0918		<a href="mailto:dwennerberg@truro-ma.gov">dwennerberg@truro-ma.gov</a>
Recreation and Beach Director	Damion Clements	508-413-9512		<a href="mailto:dclements@truro-ma.gov">dclements@truro-ma.gov</a>
Building Commissioner	Rich Stevens			<a href="mailto:rstevens@truro-ma.gov">rstevens@truro-ma.gov</a>
Harbor Master	Tony Jackett	508-349-2555		<a href="mailto:tjackett@truro-ma.gov">tjackett@truro-ma.gov</a>

In ASB ordinance with Title 5, U.S.C. § 552a (Privacy Act of 1974) as implemented by the Federal Register, Town of Truro, 32 CFR Part 505; Final Rule, protected personal information (Home and business telephone numbers) will not be disclosed from this roster to anyone outside the Town of Truro. This phone roster will be kept in a secure place at all times. When updated, obsolete copies will be destroyed as required.

## Serious Incident Report

5Ws (use format for every report)  
Copy and Paste into email

Who was involved?

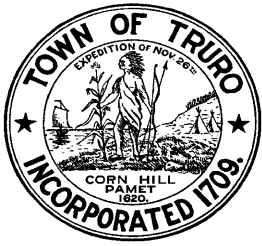
What happened?

When did it take place?

Where did it take place?

Why did that happen?

If applicable (How did it happen?):



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager, on behalf of Kristen Reed, Vice-Chair

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Election Vote Counting (Tabulator) Discussion

**EXPLANATION:** At the June 26, 2021 Annual Town Meeting, a motion to recommend to the Select Board to discontinue the use of the hand crank ballot box system and begin using the ImageCast Precinct Optical Scan Tabulator failed. This was a non-binding advisory vote that the Board included on the Warrant to get feedback to inform their vote. The Select Board is identified as the body tasked with determining if the Town will discontinue the current vote counting system/ implement a new vote counting system for elections, per MGL Chapter 54, Section 34 (included for reference).

There was no discussion on this article at Town Meeting so a clear understanding of the reasons to not discontinue the use of the hand crank in favor of the tabulator cannot be provided. Board Members requested this agenda item to further discuss the Town Meeting article and to determine if further information is needed. Staff can be made available to present information on the tabulator at a subsequent Board meeting if so requested.

**FINANCIAL SOURCE (IF APPLICABLE):**

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

**SUGGESTED ACTION:** None. Discussion and identification of next steps only.

**ATTACHMENTS:**

1. MGL Chapter 54, Section 34
2. 2021 Annual Town Meeting, Article 43 Action

**Agenda Item: 6C1****Part I** ADMINISTRATION OF THE GOVERNMENT**Title VIII** ELECTIONS**Chapter 54** ELECTIONS**Section 34** USE OF VOTING MACHINES BY CITIES AND TOWNS

Section 34. A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held at least one hundred and twenty days before the primary, preliminary election or election at which voting machines are to be used, determine upon and purchase, lease, or lease with an option to purchase, one or more voting machines approved as provided in section thirty-two, and order the use thereof at primaries, preliminary elections and elections of state, city or town officers in such city or town; and thereafter at all primaries and elections of state, city or town officers in that city or town, until otherwise ordered by the city council in a city and the selectmen in a town, said machines shall be used at primaries and preliminary elections and for voting for the officers to be elected at such elections and for taking the vote upon questions submitted to the voters. Notice of such determination to use voting machines, or to discontinue the use thereof, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or

presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective.

A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held not later than one hundred and twenty days prior to a state or presidential primary or state election, and not later than sixty days prior to a municipal primary, preliminary election or election at which an electronic voting system is first to be used, determine upon the use of, and may lease, purchase, or lease with an option to purchase, the marking units or automatic tabulating equipment necessary to any electronic voting system approved for use in the commonwealth in accordance with section thirty-two.

Thereafter, at all primaries, preliminary elections and elections held in said city or town, until otherwise ordered by vote of the city council in a city or of the selectmen in a town, said electronic voting system shall be used in those polling places designated by the city council or board of selectmen.

Notice of determination to use an approved electronic voting system, or to discontinue its use, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective; and, provided further, that no such discontinuance shall prevent the state secretary from selecting appropriate voting machines and vote tally systems pursuant to section thirty-two.



## ADVISORY ARTICLES

### Article 43: Advisory Vote on the Use of Automated Tabulator

To see if the Town will vote to recommend to the Select Board to discontinue the use of the hand crank ballot box system and begin using the ImageCast Precinct Optical Scan Tabulator, or to take any other action relative thereto.

Requested by the Select Board

*Explanation: The Select Board is soliciting a recommendation from Town Meeting voters regarding the discontinuance of the hand crank ballot box and the use of an automated tabulator at future elections. This vote can be considered by Town Meeting as a non-binding advisory vote and will inform the Select Board so that they may vote on the method of vote counting in accordance with M.G.L. Chapter 54, Section 34. The ImageCast Precinct Optical Scan Tabulator is an automatic counting machine that will accept voters' hand-completed ballots and will tally votes for Election Officials. The tabulator provides a printed report of the votes, to be added to write in votes and unreadable ballots, prior to transmission by the current practices and certification of election results.*

Select Board Recommendation	5	0	0
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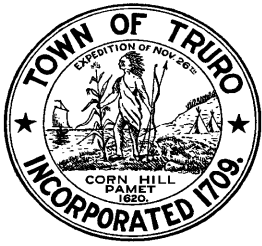
*Article 43: Moved and seconded to recommend by way of a non-binding advisory vote that the Select Board approve the use of an automated tabulator at all elections as the method of vote counting in accordance with M.G.L Chapter 54, Section 34. Article 43 fails, majority did not vote in favor.*

*Motion called to adjourn Annual Town Meeting sine die 2:14pm*

A true copy, attest:



Kaci A. Fullerton  
Town Clerk, Town of Truro  
July 22, 2021



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager, on behalf of Chair Weinstein

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Truro Newsletter

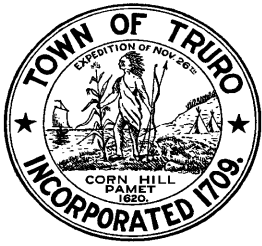
**EXPLANATION:** At the July 13, 2021 Select Board meeting, Chair Weinstein requested that the Board discuss the Truro newsletter at an upcoming meeting of the Board. Discussion will focus on concerns expressed during public comment at the meeting of July 13<sup>th</sup>.

As discussed at the January 12, 2021 Select Board Meeting, the Truro e-Newsletter was initiated by a group of volunteer citizens approximately 10 years ago. The Town provided an email address until December 2020 and financial support until October 2020 when remaining ties were officially cut between the Town and the volunteers. The e-Newsletter, still produced by the volunteers, is not affiliated with the Town of Truro, is distributed via a non-Town email address and includes a disclaimer at the bottom of the newsletter regarding the lack of affiliation.

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

**SUGGESTED ACTION:** None. Discussion only.

**ATTACHMENTS:**



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Review and Approve Revised Policy #53 Guidelines for Reducing or Waiving Town Fees and Expenses for NonProfit Organizations

**EXPLANATION:** At the July 13, 2021 Select Board meeting, Castle Hill Center for the Arts requested a 100% fee waiver of the entertainment license fees and their one-day alcohol license fees for their requests included on the July 13, 2021 agenda. Policy Memorandum #53: Board of Selectmen's Guidelines on Reducing or Waiving Town Fees and Expenses for Nonprofit Organizations allows for a 50% fee reduction for groups meeting the eligibility requirements outlined. At the June 12, 2018 Select Board meeting, a motion was made "to set the seasonal licenses for non-profits offering alcohol for free at a rate with a 50% discount in the instance of the first event and a 75% discount for each subsequent event for one-day all alcohol, one-day wine and malt, one-day wine only and one-day entertainment licenses." The motion carried 5-0. This motion was never memorialized in Policy 53.

Staff requests that the Board adopt the Revised Policy 53 which includes language to memorialize the June 12, 2018 vote or the Board may choose not to act and to retain the existing policy. The action taken by the Board for this agenda item will help to inform the action taken on Castle Hill's alcohol license request included in the consent agenda.

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

**IMPACT IF NOT APPROVED:** The March 18, 2014 Policy Memorandum #53 will remain in effect.

**SUGGESTED ACTION:** *MOTION TO adopt and electronically sign Revised Policy 53: Select Board's Guidelines on Reducing or Waiving Town Fees and Expenses for Nonprofit Organizations.*  
*OR Take no action.*

### ATTACHMENTS:

1. Policy #53 (March 18, 2014)
2. Draft Revised Policy #53
3. June 12, 2018 Select Board Meeting Minutes



# 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

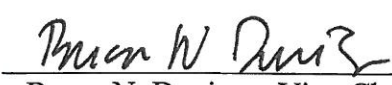
Subject: BOARD OF SELECTMEN'S GUIDELINES ON REDUCING OR WAIVING TOWN FEES  
AND EXPENSES FOR NONPROFIT ORGANIZATIONS


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.

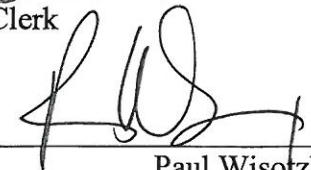
1. The organization is a registered nonprofit under Section 501c3 of the IRS Code. IRS documentation will be required as proof of status.
2. The organization has an official place of business within Barnstable County.

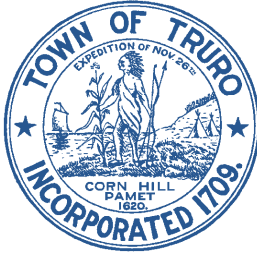
  
Jay Coburn, Chairman

  
Breon N. Dunigan, Vice-Chairman

  
Janet W. Worthington, Clerk

  
Robert Weinstein

  
Paul Wisotzky  
Board of Selectmen  
Town of Truro



# TOWN OF TRURO

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; Revised July 27, 2021

Subject: SELECTBOARD'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...).

For non-profits offering alcohol for free, a reduced license fee of 50% of the total fee will be applied in the instance of the first event and a 75% discount for each subsequent event will be applied for one-day all alcohol, one-day wine and malt, one-day wine only and one-day entertainment licenses.

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.

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Robert Weinstein, Chair

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Kristen Reed, Vice-Chair

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Susan Areson, Clerk

---

Stephanie Rein

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John Dundas  
Select Board  
Town of Truro

Management Team, Rae Ann Palmer said. Chair Weinstein asked Chief Calise about a Public Safety goal for guns in the workplace.

The Board decided to take into consideration some of the new suggestions and incorporate them into the draft *Goals & Objectives* for the public hearing.

#### **Non-Profit Alcohol and Licensing Fees**

Rae Ann Palmer said the Town revisited the fees for non-profit organizations to distinguish between those events that offered wine free of charge and those that sold alcohol at an event. Paul Wisotzky considered charging the first license for non-profits at a 50% discount and subsequent licenses at a 75% discount. Maureen Burgess and Robert Weinstein expressed their support for this idea.

Paul Wisotzky moved to set the seasonal licenses for non-profits offering alcohol for free at a rate with a 50% discount in the instance of the first event and a 75% discount for each subsequent event for one-day all alcohol, one-day wine and malt, one-day wine only and the one-day entertainment licenses. Maureen Burgess seconded, and the motion carried 5-0.

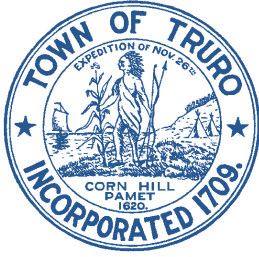
#### **Public Comment Policy**

Assistant Town Manager Kelly Clark introduced the Selectmen's Public Comment Policy. She said Selectperson Worthington had suggested the policy, which Town Council had reviewed. Ms. Worthington asked about having a process of who is allowed to request the public comment period at a meeting and how a request is made. Janet Worthington wanted the policy to address situations when the public expressed interest in being included in discussion, particularly in Rae Ann Palmer suggested including a public question and answer period in the process of hiring candidates. Janet Worthington suggested tabling the policy. Paul Wisotzky said that work sessions, which do not accept public comment, should also be noted in the policy.

Paul Wisotzky moved to table Select Board Policy #63 Selectmen's Public Comment Policy. Maureen Burgess seconded, and the motion carried 5-0.

#### **Intermunicipal Agreement with Wellfleet on Herring River Restoration Project**

Town Manager Rae Ann Palmer explained the intermunicipal agreement with Wellfleet, which removes Truro from being a project partner, although Truro supports the environmental benefits of the project which is taking place in Wellfleet. Truro is an abutter, but not a project owner. Town Counsel and Ms. Palmer agreed this would remove liability from the Town of Truro. The agreement is being presented to the Wellfleet Select Board. Both Towns will work with the National Seashore to amend the Herring River Executive Council. Chair Weinstein said that the project has been redefined since the original plan. He had sought language change because of this and because he did not want Truro to be encumbered with finances and liability for the project. The MOU III will be revisited, he said.



# 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 Licenses: Friends of the Truro Meeting House; Truro Center for the Arts at Caste Hill (Revised Date)*
2. *One Day Alcohol Licenses: Truro Center for the Arts at Castle Hill; Pamet Harbor Yacht Club*

B. Review and Approve Appointment Renewals: None

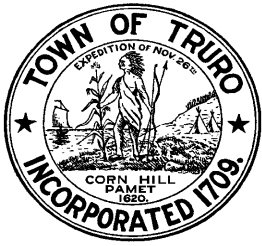
C. Review and Approve Select Board Minutes: May 25, 2021

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: August 6<sup>th</sup> Goals and Objectives Work Session, and August 10<sup>th</sup> Regular Meeting





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** July 27, 2021

**ITEM:** Approval of Entertainment Licenses for the Truro Meeting House and a revised date for Truro Center for the Arts at Castle Hill

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

- Piano Concert Fundraiser by the Friends of the Truro Meeting House at the Truro Meeting House, 3 First Parish Lane, Town Hall Road, August 8, 2021; 5:00pm to 7:00pm, live, non-amplified music.
- Castle Hill Center for the Arts, 3 Edgewood Way, **Revised Date:** August 20th (6:00-8:00pm) instead of August 22<sup>nd</sup> (approved July 13<sup>th</sup>), recorded music.

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

Friends of the Truro Meeting House is a non-profit entity and proof of non-profit status is attached. There currently is a non-profit rate of 50% reduction off the license fee.

Truro Center for the Arts at Castle Hill is additionally a non-profit and will receive a non-profit rate of 50% off the entertainment license fee.

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

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

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

- Piano Concert Fundraiser, First Congregational Parish of Truro, August 8<sup>th</sup> 5:00pm-7:00pm, live non-amplified music.
- Truro Center for the Arts at Castle Hill, 3 Edgewood Way, **Revised Date:** August 20th (6:00-8:00pm) instead of August 22<sup>nd</sup> (approved July 13<sup>th</sup>), recorded music.



*And authorize the Chair to sign the applications.*

**ATTACHMENTS:**

1. One Day Entertainment Application and Commonwealth of Massachusetts License
2. Non-profit status proof
3. Truro Center for the Arts at Castle Hill revised Application



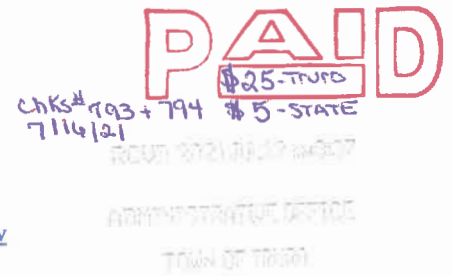
# TOWN OF TRURO

## 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

Friends of the Truro Meeting House

Name of Applicant

Business/Organization Name

PO Box 149, Truro, MA 02666

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

Chuck Steinman

Contact Person

Phone Number

Email

### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

### EVENT INFORMATION

August 8, 2021

Piano Concert Fundraiser

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

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 5:00 pm to 7:00 pm

Truro Meeting House, 3 First Parish Lane at Town Hall Rd

Event is: ☒ Indoor ☐ Outdoor Event

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

(Please check applicable box)

First Congregational Parish of Truro, PO Box 149, Truro, MA 02666 617-974-1613

Property Owner Name and Address

Phone number

Seating Capacity: 200

Occupancy Number: 200

NA

Approximate number of people attending 50-60

Name of Caterer (if applicable)

*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  
2 - piano solo and piano duo

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.



July 11, 2021

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

7/12/2021

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

# THE COMMONWEALTH OF MASSACHUSETTS

State Fee, \$ \_\_\_\_\_  
Municipal Fee, \$ \_\_\_\_\_

OF \_\_\_\_\_

## LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Truro Meeting House  
3 First Parish Lane at Town Hall Road, Truro, MA 02666

in or on the property at No. \_\_\_\_\_  
(address)

The Licensee or Authorized representative, Chuck Steinman, Board Chair, Friends of the Truro Meeting House

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
8/8/2021	5-7 pm	Piano Concert Fund Raiser

Hon. \_\_\_\_\_ Mayor/ Chairman of Board of Selectman, \_\_\_\_\_ (City or Town)

Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES

FORM 90

(Revised 2015)

Appendix 2

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **AUG 04 2013**

FRIENDS OF THE TRURO MEETING HOUSE  
INC  
PO BOX 149 3 PARISH LANE  
TRURO, MA 02666

Employer Identification Number:

DLN:

Contact Person:

SHEILA M ROBINSON

ID# 31220

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

September 24, 2012

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,

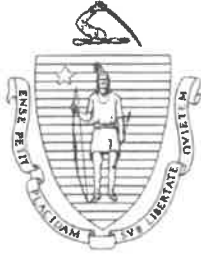


Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

PayPal Account Administrator Email: c.e.steinman@comcast.net



MARTHA COAKLEY  
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS  
OFFICE OF THE ATTORNEY GENERAL  
ONE ASHBURTON PLACE  
BOSTON, MASSACHUSETTS 02108

(617) 727-2200  
(617) 727-4765 TTY  
[www.mass.gov/ago](http://www.mass.gov/ago)

FRIENDS OF THE TRURO MEETING HOUSE, INC.  
P. O. Box 149  
Truro, MA 02666

**Certificate for Solicitation**

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: FRIENDS OF THE TRURO MEETING HOUSE, INC.  
Certificate End Date: 05/15/2013  
Attorney General's Account Number [REDACTED]

Issued By  
The Division of Non-Profit Organizations/Public Charities  
Business and Labor Bureau

PayPal Account Administrator Email: [REDACTED]



## 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 [nscoullan@truro-ma.gov](mailto:nscoullan@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 MittenThel

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 MittenThel

Contact Person

508-349-7511

Phone Number

Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

#### EVENT INFORMATION

\* Friday & Saturday Aug 20 & 21

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~~

Friday 6-8

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

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) \_\_\_\_\_

Ballet, Modern,  
Tap

### 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 N. 2021-13ENT

Select Board

Meeting Date

Police Department

Date

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



TRURO CENTER



FOR THE ARTS

RCVD 2021 JUL 8 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.

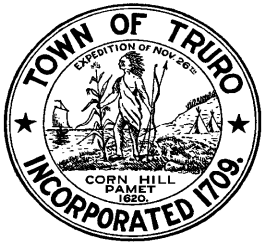
Thanks so much for your consideration and support! Let me know if you need anything else!

Happy Summer.

Cherie Mittenhal

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

Executive Artistic Director



# 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 Truro Center for the Arts at Castle Hill and Pamet Harbor Yacht Club

**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:

- Truro Center for the Arts at Castle Hill, 7 Yacht Club Rd, July 15<sup>th</sup> 6:00-9:00pm, all alcohol beverages.
- Truro Center for the Arts at Castle Hill, 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)
- Truro Center for the Arts at Castle Hill, 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.
- Truro Center for the Arts at Castle Hill, 3 Edgewood Way, September 2<sup>nd</sup> 5:00-7:30pm, wine and malt beverages.
- Pamet Harbor Yacht Club, 7 Yacht Club Rd, August 7<sup>th</sup>, (6:00-10:00pm), 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 license fees.

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

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

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

- Truro Center for the Arts at Castle Hill, 7 Yacht Club Rd, July 15<sup>th</sup> 6:00-9:00pm, all alcohol beverages.
- 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.
- Pamet Harbor Yacht Club, 7 Yacht Club Rd, August 7<sup>th</sup>, (6:00-10:00pm), wine and malt beverages

*And authorize the Chair to sign the applications.*

*Motion to charge \_\_\_\_\_ for the alcohol licensing fees for Truro Center for the Arts at Castle Hill for the following events: July 15<sup>th</sup>, August 17<sup>th</sup>, August 20<sup>th</sup>, August 21<sup>st</sup>, and September 2<sup>nd</sup>.*

#### **ATTACHMENTS:**

1. One Day Alcohol License Applications-Truro Center for the Arts at Castle Hill
2. One Day Alcohol License Applications-Pamet Harbor Yacht Club



# 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 Mitternail Business/Organization Name Truro Center for The Arts at Castle Hill

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 Mitternail

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

Charlie

Property Owner Name and Address

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 [Signature]

Date 6/21/21

- 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 [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)

**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**

Chaje 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  
Chaje Mitterthal 508-349-7511 [REDACTED]  
Contact Person Phone Number Email

**INDIVIDUAL APPLICANT INFORMATION**

Individual's Name Mailing Address  
Phone Number Email Address

**EVENT INFORMATION**

Friday & Saturday 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 pm  
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*

*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]  
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 \_\_\_\_\_

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 Cheie Mitternal Business/Organization Name Truro Center for the Arts @ Castle Hill  
Mailing Address of Business/Organization P.O. Box 756 Truro, 02657  
Non-profit or For-profit Entity ☒ Yes ☐ No  
If yes, proof of Non-Profit Status must accompany this application  
Contact Person Cheie 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 Thursday, Sept 2 Purpose of Event (example: fundraiser, etc.) Cultural Event / Red Hawk  
Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 5-7-30  
Event Location (Must provide facility name, if any, street number and name) Edgewood Farm, 3 Edgewood Way, Truro, MA  
Property Owner Name and Address Castle Hill, P.O. Box 756, Truro Phone number 508-237-9327  
Name of Caterer (if applicable) \_\_\_\_\_ 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

Date

6/21/2021

- 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

6/21/2021

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

TRURO CENTER



FOR THE ARTS

RCVD 2021 JUL 8 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 dark ink, appearing to read "Cherie Mittenhal", written over a horizontal line.

Executive Artistic Director



# 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)

ADMINISTRATIVE OFFICE

TOWN OF TRURO

## 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

Charlie Costa Pamet Harbor Club  
Name of Applicant Business/Organization Name

PO Box 555 Truro, MA 02666  
Mailing Address of Business/Organization

Non-profit or For-profit Entity 501(c)(7) regular permit rate  
If yes, proof of Non-Profit Status must accompany this application

Charlie Costa 774-722-2881 [REDACTED]  
Contact Person Phone Number Email

### INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

### EVENT INFORMATION

8/7/21 Club Social Event  
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) 6:00 PM to 10:00 PM

Pamet Harbor Yacht Club, 7 Yacht Club Rd, Truro  
Event Location (Must provide facility name, if any, street number and name)

Pamet Harbor Yacht Club, Inc  
7 Yacht Club Rd, Truro, MA 02666 [REDACTED]  
Property Owner Name and Address Phone number

N/A 70-80  
Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes X No

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

Will there be Police Detail \_\_\_\_ Yes X 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\*?) Blue Coast Beverages (wine)  
Cape Cod Beer (beer)

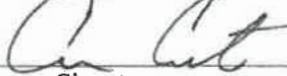
\*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Tamera Endlich see attached TIPS cert  
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

7/6/2021

Date

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- 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 7/7/2021

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

**Select Board Meeting Minutes**

**May 25, 2021, at 5:00pm**

**Via GoToMeeting Platform**

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

**Others Present:** Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Recreation/Beach Director-Damion Clements, Climate Action Committee Chair-Carol Harris, Owner of Days Market and Deli-Mylan Janoplis, Town Planner-Barbara Carboni, Health/Conservation Agent-Emily Beebe, Member Climate Action-Bob Higgins-Steele, Member Climate Action-Eric Mays, Member Climate Action-Rebecca Bruyn, Temporary Town Treasurer-Mary McIsaac, Raphael Richter, Finance Committee Chair-Robert Panessiti, Planning Board Chair-Anne Greenbaum

Chair Weinstein provided instruction on how to access the meeting to provide comments.

**Public Comment-**None.

**Public Hearing on an Application received from Mylan Janoplis, of MCJLT Inc., dba Days Market, and Deli, 271 Shore Rd, for a Change of License Category (Wine and Malt to All Alcohol).**

Chair Weinstein opened the Public Hearing and read the Public Hearing notice aloud.

Mr. Janoplis explained that they are applying to have the license changed to All Alcohol. Town Planner Carboni stated she looked at case law and consulted with the Building Commissioner and determined that this change would not give rise to the need for a special permit. Member Areson asked how late into the season he hoped to stay open. Mr. Janoplis said his goal is to stay open until Halloween. Chair Weinstein closed the Public Hearing.

**Member Rein made a motion to approve the change of license category for MCJLT, Inc., dba Days Market and Deli located at 271 Shore Road from Seasonal Wine and Malt to Seasonal All Alcohol liquor license for submission to the Alcoholic Beverages Control Commission.**

**Member Worthington seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Reed-Aye**

**Member Areson-Aye**

**Member Worthington-Aye**

**Chair Weinstein-Aye**

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

**Board/Committee Report: Climate Action Committee**

Climate Action Committee Chair Harris wished to introduce the members of the Committee. They have been working on four areas of action:

- Cape Light Compact has developed an energy audit for businesses. Members Higgins-Steele and Bruyn have done one-on-one outreach to business owners to let them know the audit exists. Member Bruyn worked with the Truro Chamber of Commerce to promote the audit. Member Higgins-Steele also created a handout for the Building Department. The Committee has developed a letter to business owners to make them aware of the energy audit, which is with Town Manager Tangeman and Assistant Town Manager Clark for review.

- Greenhouse Gas Inventory (to be discussed later in the meeting).
- They've started writing some articles which need to be uploaded to their webpage.
- In the area of conservation, Member Gaechter has been working with the Planning Board to address the clear-cutting of building lots.

The Climate Action Committee is charged with developing a community-wide action plan. They are planning on holding three sessions, July 31<sup>st</sup>, August 26<sup>th</sup>, and September 25<sup>th</sup>, to find out from the people of Truro what they think are priorities and what are their biggest concerns. They would also like to conduct a parallel effort to get input from other Boards and Committees, the Town Manager, Select Board, and Town staff. Once they have all that input, they will roll it into a plan of action they can work on over the next five years.

As for what the Committee needs, they would like timely feedback and approval for any of the actions they'd like to take from the Climate Action Plan. They also are looking to add one more Committee member and will also take volunteers.

Member Reed asked the Chair to speak about their priorities from the Select Board and Town staff to support their efforts. They have worked out a process with the Town Manager and Assistant Town Manager, but they realize Management has a lot of items on their desk. As long as communication happens, the Committee is okay. The Committee would like to sit down with the Select Board to see what their priorities might be for the Climate Action Committee. They would also like to get similar input from Town staff and relevant Boards and Committees. Both Members, Higgins-Steele and Bruyn, both added an additional comment. Chair Weinstein noted that he is Region D's representative to the Metropolitan Planning Organization (MPO). Yesterday, at their meeting, the Cape Cod Commission made a public announcement regarding their climate action document. What he found most interesting was a slide they put up to show the projected costs in Barnstable County of not doing anything. They estimated county-wide that if government action isn't taken immediately, it will end up costing the County about 1.5 billion dollars, just regarding roadways. Other issues will be decreased property values, the disturbance of existing buildings in low-lying areas, etc.

#### **Staff Update on Status of Seasonal Hiring and Impacts on Programming: Damion Clements, Recreation & Beach Director.**

Recreation/Beach Director Clements wished to update the Board on their seasonal hiring and the impacts on programming. He gave a brief summary of the hiring process. The result of that process follows:

- Summer Rec Youth Program-they typically has 15 full-time staff members. Currently, they have three that are returning and have received two applications.
- Lifeguard Program-they typically budget for eight full-time lifeguards to staff Head of the Meadow. Lifeguards used to be provided at Coast Guard Beach, but in recent years they have not been able to staff that. Currently, they have 4.5 returning staff, and they received two applications.
- Beach Operations-they budget for 14 full-time staff. Currently, they have 6.5 returning staff.

They are looking to bring 2.5 full-time new employees on board. They received 11 applications. What they have witnessed is that applicants have accepted offers but then withdraw due to the inability to secure housing.

How does it affect their programming? For the Summer Youth Program, the result of having so few staff/applicants is a smaller program. They have adjusted the program for working Truro residents only. In the past, they have been able to accept up to 100 participants; however, the maximum enrollment right now will be between 20-25 participants. On the lifeguard side, they don't have the applicants to



staff Coast Guard Beach. The recommendation, as a recruiting and retention tool, is that they would like to offer full-time seasonal staff a \$500 vaccination bonus and part-time seasonal staff a \$250 vaccination bonus. Payments would be split for the beginning of the season and one at the end of the season. They are researching funding resources such as; CARES Act, American Rescue Plan Act, and employee vacancy savings. Member Reed asked if Recreation/Beach Director Clements had any recommendations for housing concepts to be explored. Recreation/Beach Director Clements does not have a lot of detail, but they have been researching different ways to house seasonal staff. He knows that Town Manager Tangeman has been talking with the National Seashore. Member Rein asked if he would be able to staff all beach parking lots. Recreation/Beach Director Clements anticipates being able to staff all the parking lots except for Cold Storage. Member Areson asked, for the beaches that are not staffed, does he have roving people check for stickers? Recreation/Beach Director Clements explained that they have a Beach Supervisor and an Assistant Beach Supervisor that patrol the beaches. Member Areson then asked if day passes would be offered this summer. Recreation/Beach Director Clements stated that there is enough cell reception to offer day passes at Corn Hill, and he's still working with Head of the Meadow and anticipates finding a way to offer daily passes there as well.

**Staff Update on Baker-Polito Administration's COVID Announcements, Town of Truro Masking Order, Town of Truro Policy #64: Masks and Social Distancing and Plans for Town Buildings and Other Operations: Emily Beebe, Health & Conservation Agent.**

Health/Conservation Agent Beebe began her update.

- Governor Baker has announced that we are moving into rescinding our mandatory guidance for all sectors of the industry on May 29, 2021. At that time, the face-covering order will also be rescinded and will be replaced with guidance from the CDC. Non-vaccinated individuals are advised to continue wearing masks and to distance themselves. In most settings, fully vaccinated individuals no longer need to wear a mask or physically distance indoors or outdoors except in certain situations (public/private transportation, transportation hubs, healthcare facilities, and settings, congregate care settings, indoors for staff and students of K-12 schools and early education providers).
- There are some pieces in transition right now. Schools and summer camps will see revised guidance which will come into play on May 29, 2021.
- Restrictions that will come on May 29, 2021, will mostly be voluntary. The State of Emergency ends on June 15, 2021, and legislation was filed today to extend provisions of certain Open Meeting Law requirements.
- June 15<sup>th</sup> is our next benchmark.

She then touched briefly on Truro's local masking order and the Select Board's Police 64 on masking and distancing while on Town property. She discussed the proposed transition plan for Town staff and facilities. Other items were summarized.

Member Worthington asked why Health/Conservation Agent Beebe thinks it's important to continue with some of the restrictions which are ending throughout the State. Health/Conservation Agent Beebe responded that the language in the State Advisory is based upon trusting the other person. We are looking to support folks who aren't ready to unmask and support the notion that we're not going to be asking folks who are vaccinated and who are not. There are still questions about the level of protection the vaccines afford to people who are immunocompromised. Member Reed wants all the information posted and available on the Town website and through TruroAlert. Member Rein asked about masking at the Post Office and also wanted to know the status of reopening the Swap Shop. In addition, she asked when activities would resume at the Council on Aging. Health/Conservation Agent Beebe stated that Federal guidance says that they are going with the latest CDC guidance. The local Town order will not extend to the Post Office. She is not sure if the Post Office will require masks. As for COA activities,

Health/Conservation Agent Beebe thinks those will be phased in. The Swap Shop needs a plan, and volunteers, in order to operate.

Member Areson thinks we need to take a long, hard look at what we will be doing after the Annual Town Meeting. She's hearing from people who want to go to Town Hall. Something that gives her pause is when the Town has restrictions that are more stringent than recommendations from the CDC. Member Areson also suggested that Boards operate more efficiently with in-person meetings, and it would be good to get back to that while maintaining a portion of the meeting remotely that will allow for more participation.

### **Climate Action Committee Greenhouse Gases Presentation**

Climate Action Member Mays presented a slideshow titled *Truro Greenhouse Gas Inventory*. The outline for the presentation included:

Motivation

Framework for evaluation and reporting

Methodology by sector/source with exclusions

Results

Considerations

After the presentation, Member Reed noted that she didn't see a category for hybrid vehicles. Climate Action Member Mays explained that for hybrid vehicles, there is some data with respect to what the primary and secondary fuel is, but the Climate Action Committee did not take that into account. Presumably, hybrid vehicles result in a lower national average for the miles per gallon. He does not know of a sure way to get a different mile per gallon number for hybrid vehicles. Member Reed asked, based on the data presented, what kind of policy adoption is the Climate Action Committee recommending the Select Board to consider? Climate Action Chair Harris noted items the Town should focus on. Climate Action Member Bruyn stated that the Committee has started putting together a graph of the number of solar permits granted since 2006, and that has increased exponentially. Climate Action Member Higgins-Steele added that they had reviewed a lot of other municipalities' Climate Action Plans, and one thing that keeps coming up is that municipalities are urged to lead by example. Therefore, in policy, the Town needs to lead by example.

### **Vote to Award Bond Authorization Note**

Temporary Town Treasurer McIsaac is before the Select Board to award the bond anticipation note that was sold on May 20, 2021. She gave the Board some background on the note itself. She explained that there is a very lengthy motion prepared by counsel. Member Reed requested that since the motion was so long could she read the first three bullets, and then Member Areson could read the last three. Chair Weinstein agreed.

**Member Reed made a motion to approve the sale of the \$9,755,000 1.5 percent General Obligation Bond Anticipation Notes (the "Notes") of the Town dated June 11, 2021, and payable June 10, 2022, to Jefferies LLC at par and accrued interest, if any, plus a premium of \$127,107.65.**

**Further Voted: that in connection with the marketing and sale of the Notes, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 13, 2021, and a final Official Statement dated May 20, 2021, each in such form as may be approved by the Interim Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.**

**Further Voted: that the Interim Town Treasurer and the Select Board be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12**

in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Notes for the benefit of the holders of the Notes from time to time.

**\*Member Areson continued the motion\***

**Further Voted:** that the Select Board and Interim Town Treasurer have received and reviewed electronic copies of any and all certificates or documents relating to the Notes (collectively, the “Documents”). Such Documents may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmissions shall be as effective as delivery of a manually executed counterpart signature page to such document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

**Further Voted:** that we authorize and direct the Interim Town Treasurer to establish post-issuance federal tax compliance procedures and continuing disclosure procedures in such forms as the Interim Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Notes and to comply with relevant securities laws.

**Further Voted:** that each member of the Select Board, the Interim Town Clerk, and the Interim Town Treasurer be and hereby are, authorized to take any and all such actions and execute and deliver such certificates, receipts, or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

**Member Areson seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

#### **Review and Approve the Posting of the Annual Town Meeting and Annual Town Election Warrants**

Town Manager Tangeman stated that in accordance with Town Charter 2-3-5, the Town Meeting Warrant must be posted at least 14 days before the date of a Town Meeting, and the Town Election Warrant must be posted at least seven days before the date of an Annual Town Election, in accordance with MA Gen. Law Chapter 39, Section 10. Annual Town Meeting will be held on Saturday, June 26, 2021, at 10 am, and the Annual Town Election will be held on Tuesday, June 29, 2021.

**Member Reed made a motion to approve the 2021 Annual Town Meeting Warrant posting and to authorize signing the Warrant electronically and post the Warrant in accordance with the Town Charter.**

**Member Areson seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

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

**Member Areson made a motion to approve the 2021 Annual Town Election Warrant posting and Election Ballot and to authorize signing the Warrant electronically and to post the Warrant in accordance with the Town Charter.**

**Member Rein seconded.**

Member Reed stated that as a candidate for re-election, she would recuse herself.

**Roll call vote:**

**Member Rein-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

**So voted; 5-0-1 (Member Reed recused), motion carries.**

**Review and Vote on Town Meeting Articles and Final Review of Annual Town Meeting Warrant.**

**Article 9: Fund a Childcare Voucher Program**

Member Reed read aloud the language of the Article, and Member Worthington read aloud the Select Board Comment.

**Member Reed made a motion to recommend Article 9, Fund a Childcare Voucher Program, as printed in the Warrant.**

**Member Rein seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

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

**Article 10: Fund a Childcare Voucher Program-Petitioned Article**

Town Manager Tangeman noted that Article 9 is the Select Board Article on the same item. If Article 9 is approved at Annual Town Meeting, he believes the petitioner of Article 10 has referenced an action he will take on the floor. Raphael Richter, the petitioner of Article 10, is prepared to move to indefinitely postpone this Article on the floor.

**Member Areson made a motion to recommend Article 10 as printed in the Warrant.**

**Member Reed seconded.**

Member Reed asked for a best practice regarding not recommending (or abstaining) Article 10, should Article 9 not pass. She wants to communicate that she supports child care in Truro but not confuse voters. Town Manager Tangeman stated that an abstention vote could be something the Select Board could do, and also put additional comments in the Article if the Board so chooses. There was some discussion regarding abstaining vs. voting no.

**Roll call vote:**

**Member Rein-Nay**

**Member Reed-Nay**

**Member Areson-Nay**

**Member Worthington-Nay**

**Chair Weinstein-Nay**

**So voted; 0-5-0, motion does not carry.**

**Article 21: Charter Amendment to Section 2-2-4-Petitioned Article**

Chair Weinstein turned the meeting over to Vice-Chair Reed, due to his relation to the Moderator. He feels it would be inappropriate to vote as a Board member.

Member Areson asked whether the language contained in this amendment is what Town Counsel recommended. Town Manager Tangeman stated he'd have to look back at notes from Town Counsel from last year. Mr. Weinstein spoke as a private citizen, stating he is troubled by the language and feels the Board should consider coming up with its own version. Member Areson spoke about her own experience when she was on the Finance Committee. Charter Review Committee Chair Panessiti stated that the Charter Review Committee finds Articles such as these to be disrespectful of both the Select Board and the Charter Review Committee. There are implications to changes to the Charter that are beyond the level of sophistication that some members of the community have in making suggestions. It would be helpful for people to go through the Charter Review Committee to understand the implications and have an open discussion. As a member of the Finance Committee, he agrees with what everyone says but is troubled by items that were not well thought out. These amendments are coming from a group called One Truro that meets in Town, not in the public view, and holds discussions about things that will change the dynamic and nature of the Town and could have implications if passed. Member Worthington thinks there is disrespect all around.

**Member Areson made a motion to recommend Article 21 as printed in the Warrant.**

**Member Worthington seconded.**

**Roll call vote:**

**Member Areson-Nay**

**Member Worthington-Nay**

**Member Rein-Nay**

**Member Reed-Nay**

**Chair Weinstein-Abstained**

**So voted; 0-4-1, motion does not carry.**

**Article 37: Amendment to Charter Chap3 & Chap 6-Make Zoning Board of Appeals an Elected Board-Petitioned Article**

The Chair of the Charter Review Committee, Robert Panessiti, stated that this had not been vetted through the Charter Review Committee. They are going through a survey of all the elected and appointed boards in Town. They will be prepared to make comments for the next Town Meeting because the three committees they decided to tackle first are ZBA, Planning, and Cemetery Commission. Right now, they feel these articles are a bit premature and not well thought out. Town Manager Tangeman added that Town Counsel noted there is no transitional language in this petitioned Article. It would have to be submitted to the Attorney General and the Mass. Department of Community Affairs. Once approved, it would then be submitted to the voters at the next Annual Town Election. Having no transitional language means that there would be a 3-to-5-year period where there would be appointed and elected officials on the Board.

Petitioner Richter stated that petitioned articles are a very functional way to bring things to be considered at the town meeting floor. He feels that all boards affected by this petitioned Article should not be offended. He thinks there should be one elected body leading the policy of this Town.

**Member Areson made a motion to recommend Article 37 as printed in the Warrant.**

**Member Reed seconded.**

Member Reed would like to include Town Manager Tangeman's comments regarding the lack of transitional language in the Select Board's Comment in the Warrant.

**Roll call vote:**

**Member Rein-Nay**

**Member Areson-Nay**

**Member Worthington-Nay**

**Member Reed-Nay**

**Chair Weinstein-Nay**

**So voted; 0-5-0, motion does not carry.**

**Article 38: Amendment to Charter Chap 3 & Chap 6-Make Board of Health an Elected Board-Petitioned Article**

Town Manager Tangeman stated that this was similar to Article 37. It has the same lack of transitional wording and same concerns by Town Counsel. He has the same concerns with this as the previous Article.

**Member Reed made a motion to recommend Article 38 as printed in the Warrant.**

**Member Areson seconded.**

Member Reed would like to include in the Select Board comments Town Manager Tangeman's comments regarding some of the technical challenges with the Article.

Planning Board Chair Greenbaum wished to point out to the Select Board that the language in the two Articles is the same as the language in the Article they already voted on about the Planning Board. The issue of transition would apply to all three Articles.

**Roll call vote:**

**Member Rein-Nay**

**Member Areson-Nay**

**Member Reed-Nay**

**Member Worthington-Nay**

**Chair Weinstein-Nay**

**So voted; 0-5-0, motion does not carry.**

**Article 42: Special Act to Create a Year-round Rental Housing Trust-Petitioned Article**

Town Manager Tangeman stated that there is not a specific funding mechanism yet. Petitioner Richter gave an overview of the vision of having a year-round housing trust. Planner Carboni explained the advantage of having a plan like this in place.

**Member Areson made a motion to recommend Article 42 as printed in the Warrant.**

**Member Reed seconded.**

**Roll call vote:**

**Member Worthington-Aye**

**Member Areson-Aye**

**Member Rein-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

**Approve and Execute Lease Agreements for Cellular Towers**

Town Manager Tangeman explained that the leases represent what was proposed in the RFP. Both leases have been reviewed by staff and Town Counsel.

**Member Reed made a motion to approve and execute the 20-year lease agreement between the Town of Truro and SBA for the telecommunication tower and facilities at the South Truro Transfer Station location.**

**Member Areson seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Chair Weinstein-Aye**

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

**Member Reed made a motion to approve and execute the 20-year lease agreement between the Town of Truro and Crown Castle for the telecommunication tower and facilities at the North Truro Public Safety Facility location.**

**Member Worthington seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

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

**Multi-Member Bodies Consolidation/Dissolution: Part-Time Residents Advisory Committee, Herring River Restoration Committee, SMART/PAYT Ad Hoc Committee.**

Town Manager Tangeman stated that the dissolution of these three committees would bring the total down from 39 to 36 committees.

**Member Areson made a motion to dissolve and remove from the list of Town of Truro multi-member bodies the Part-Time Resident Advisory Committee, the Herring River Restoration Committee, and the Smart/Pay As You Throw Ad Hoc Committee effective immediately.**

**Member Reed seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Worthington-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

### **Letter to Committee Chairs Regarding Upcoming Multi-Member Consolidation and Charge Revision Discussion.**

Member Reed summarized what lead up to the creation of the letter with the goal of better communication. Member Areson went over some edits.

**Member Reed made a motion to send the letter to all multi-member body Chairs and committee members with email addresses, including our amended changes as proposed.**

**Member Areson seconded.**

**Roll call vote:**

**Member Worthington-Aye**

**Member Reed-Aye**

**Member Areson-Aye**

**Member Rein-Aye**

**Chair Weinstein-Aye**

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

### **Consent Agenda**

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

**Member Reed seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Chair Weinstein-Aye**

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

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

Member Rein had no comments.

Member Areson had no comments.

Member Reed has had some inquiries regarding the Walsh Property engineering study. She has reached out to Town Manager Tangeman to see if the documents were available. They are available and can be viewed on the Town website.

Member Worthington had no comments.

Chair Weinstein attended the Metropolitan Planning Organization meeting yesterday. He referred to the Climate Agenda document from the Cape Cod Commission and explained that they are accepting public comment until June 1, 2021. Regarding highway projects, the Wellfleet improvement of West Main Street and Route 6 is on track for 2023. Road resurfacing in Wellfleet will be done in either 2022 or 2023, and Truro is scheduled as well. The changes at the Shank Painter Road/Route 6 intersection in Provincetown are under consideration.

### **Town Manager Report**

Town Manager Tangeman stated that work will be conducted June 1<sup>st</sup> and June 2<sup>nd</sup> on Mill Pond Road, beginning at 7 am and ending at 3 pm.

He then brought up the agenda for June 8, 2021, and went over items placed on it. Member Areson mentioned that they should set up a work session date and time and an executive session date and



time. She also has a remote meeting policy that she would like placed on an upcoming agenda, and she would also like to hold a public discussion about Policy #54 to bring it in line with best practices. Chair Weinstein thinks it would be appropriate if the Board sent a get-well note to both Officer Roda and his family. Member Worthington would like to let the public know about the fund that has been set up to accept donations to the family.

**Member Reed made a motion to adjourn at 8:50 pm.**

**Member Areson seconded.**

**Roll call vote:**

**Member Rein-Aye**

**Member Reed-Aye**

**Member Worthington-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

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

**Respectfully submitted,**

**Noelle L. Scoullar, Executive Assistant**

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**Town Manager, Darrin Tangeman**

**Under the Authority of the Truro Select Board**

**Public Records material of 5/25/2021**

- 1. Application for Amendment-Change of License Classification for Days' Market and Deli.**
- 2. Press Release Baker-Polito Administration**
- 3. Health Agent memo regarding the transition plan**
- 4. Board of Health Rule and Order Requiring the Use of Masks and other Protective Measures**
- 5. Policy Memorandum #64**
- 6. Truro Greenhouse Gas Inventory**
- 7. Bid list and note details by Purpose prepared by Hilltop Securities**
- 8. Vote of the Select Board**
- 9. Posting of the Town Meeting Warrant 2021**
- 10. Posting of the Annual Town Election Warrant**
- 11. 2021 Draft Annual Town Meeting Warrant**
- 12. Draft letter the chairs of multi-member bodies**
- 13. April 13, 2021 Agenda Request for approval of temporary outdoor dining area-Avenue D.**
- 14. May 11, 2021 Agenda Request for approval of temporary outdoor dining area-Terra Luna**
- 15. May 11, 2021, Agenda Request to review and approve temporarily revised 2021 Seasonal Alcohol License-Terra Luna**
- 16. Covid-19 Order No. 50**
- 17. Draft March 9, 2021, Select Board Minutes**