



Truro Select Board

Tuesday, September 28, 2021

Regular Meeting-5:00pm

REGULAR MEETING

<https://global.gotomeeting.com/join/966750541>

1 866 899 4679, Access Code: 966-750-541

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-866-899-4679 and enter the following access code when prompted: 966-750-541 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/966750541>** . 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. FY2022 Select Board Goals & Objectives

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Appoint: Chris LaMarco to the Economic Development Committee

4. STAFF/ COMMITTEE UPDATES

A. COVID-19 Staff Report: Emily Beebe, Health & Conservation Agent

B. Board/Committee Report: None

5. TABLED ITEMS NONE

6. SELECT BOARD ACTION

A. Discussion on Walsh Property Community Planning Committee: Vacancies, Reappointments and Process Design Plan Discussion

Presenter: Darrin Tangeman, Town Manager

B. Discussion on Select Board Meeting Dates for October, November, and December 2021

Presenter: Darrin Tangeman, Town Manager

C. Declaration of September being Suicide Prevention Month

Presenter: Stephanie Rein, Select Board

7. CONSENT AGENDA

A. Review/Approve and Authorize Signature: None

B. Review and Approve Appointment Renewals: None

C. Review and Approve Select Board Minutes: Regular Meeting-4.27.21; Work Session-4.29.21; Regular Meeting-9.14.21

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: Regular Meeting-October 12, 2021; October Work Sessions (Finalize Goals &

Objectives, Discuss Policy Revisions and Joint Meeting with Climate Action Committee)-TBD



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: September 28, 2021

ITEM: FY2022 Goals & Objectives Public Hearing

EXPLANATION: In accordance with Town Charter, Chapter 4-2-11, the Select Board will hold a meeting purpose of stating the Board's goals for the coming fiscal year. The Board will revisit its goals for the year concluding and review its accomplishments relative to those goals. This presentation is to be followed by a question and answer session led by the Town Moderator. All Town Officials, Department Heads and Chairpersons of multi-member bodies shall attend.

The update on the FY2021 progress on goals and objectives was discussed at the July 13, 2021 Select Board meeting. A copy of the update is included.

This year, due to a delayed Town Meeting and Town Election, the Goals and Objectives process was completed later than the start of the fiscal year. This year's goals and objectives are reflective of the available time left in Fiscal Year 2022.

To establish the goals and objectives this year the Select Board held a series of work sessions prior to the Public Hearing. During these work sessions, the Board modified their values and identified draft goals that each address the policies and programs that the Town of Truro will prioritize in Fiscal Year 2022, which runs from July 1, 2021 through June 30, 2022. Following the identification of goals, the Board identified Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) objectives that contribute to the achievement of the goals. These objectives may contribute to the eventual competition of one goal or of multiple goals and are labeled to demonstrate the goals targeted by specific objectives.

Community member, Paul Wisotzky, served as the facilitator on this process and is anticipated to be present at the Public Hearing to assist in answering questions about the goal planning process.

SUGGESTED ACTION: *Discussion Only*

ATTACHMENTS:

1. FY2021 Goals and Objectives Progress Report
2. FY2022 Draft Goals and Objectives
3. Municipal Affordable Housing Trust Handbook



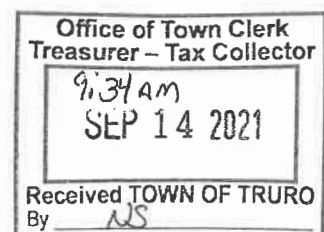
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 110 or 124 Fax: 508-349-5505

TOWN OF TRURO PUBLIC HEARING FY 2022 SELECT BOARD GOALS & OBJECTIVES

In accordance with the Truro Charter, Chapter 4-2-11, the Select Board will hold a public meeting on September 28, 2021 at 5:00 p.m. at the Truro Community Center, 7 Standish Way, Truro, to state the Board's goals & objectives for the coming fiscal year, review its goals & objectives for the concluding year, and review its accomplishments relative to those goals. To join the meeting dial 1-866-899-4679 and use access code 996-750-541, or use this link <https://global.gotomeeting.com/join/966750541> . This presentation will be followed by a question and answer session led by the Town Moderator. All town officials, department heads, and chairs of multi-member bodies shall attend. All interested parties are urged to attend.

Robert Weinstein, Chairman
Select Board
Town of Truro



Fiscal Year 2021 Goals and Objectives

TOWN SERVICES

The Town of Truro will provide efficient and effective municipal services that meet the needs of year-round residents, part-time residents and visitors.

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

FISCAL MANAGEMENT

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

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

PUBLIC SAFETY

The Town of Truro will provide high quality and cost-effective police, fire and emergency services to residents and visitors in coordination and collaboration with neighboring towns.

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

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

COMMUNITY SUSTAINABILITY

The Town of Truro will support policies and programs that:

- Foster sustainable and appropriate economic development
- Create more affordable, year-round places for people to live
 - Protect and restore our fragile environment

CS1	<p>(Environmental) The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:</p> <ul style="list-style-type: none">a. <i>Pamet River Tidal Flow Restoration & Watershed Study</i>: Review Army Corps culvert replacement recommendations; determine best course of action; initiate engineering and cost estimating; prepare appropriate article for the 2020 Annual Town Meeting.b. <i>East Harbor Culvert Replacement</i>: Complete second phase of culvert replacement between Shore Road and Route 6 in fall/winter of 2019.c. <i>Mill Pond and Eagle Creek Repairs & Improvement</i>: The final design for necessary repairs/replacement completed by the end of July 2019; construction scheduled for fall/winter 2019.d. <i>Little Pamet Watershed Study & Culvert Repair</i>: Culvert replacement recommendations and construction estimate completed in the first quarter, funding source to be identified and if required, article prepared for 2020 Annual Town Meeting.e. <i>Coastal Management</i>: Pending grant approval from the Office of Coastal Zone Management, in partnership with the Center for Coastal Studies and the Towns of Provincetown, Wellfleet and Eastham, work will begin on developing a comprehensive intermunicipal shorefront management plan to improve coastal resiliency for the bay shoreline.
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Q4:

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

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

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

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

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

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

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

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

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

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

CS2	(Environmental) The Select Board will develop a charge and appoint a Climate Action Committee as requested by Article 17 at the 2019 Annual Town Meeting.
Q4: Completed in FY2021. The Climate Action Committee charge was adopted at the July 23, 2019 meeting of the Board. Five full members and one alternate were appointed. The Committee provided an update on their efforts at the May 25, 2021 Select Board meeting.	

CS3	(Housing) The Select Board will hold a joint work session meeting with the Truro Housing Authority to develop ideas for affordable home ownership initiatives that would diversify the range of housing stock for people of varying AMI levels and to proactively initiate efforts to address the growing housing affordability gap.
Q4: Not completed. No joint work session was held.	

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

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

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

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

COMMUNITY ENGAGEMENT & GOVERNANCE

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

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

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

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

CEG4	<p style="text-align: center;">The Select Board will create an informational manual for Town boards/committees/commissions in order to help them be more effective in their role as well as to comply with and learn about pertinent local, state and federal regulations.</p>
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Q4: Select Board Members Reed and Areson and a working group of select board and committee chairs created a handbook for board/committee/ commission members. The handbook was approved by the Select Board in March 2021 and is now available on the website under the "Join a Board, Committee or Commission" tab.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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Agenda Item: 2A3

Values and Fiscal Year 2022 Goals and Objectives

VALUES:

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

Excellence:

We strive to provide the highest quality services that are responsive to the needs of all residents and visitors.

Integrity:

We hold ourselves to high ethical standards and commit to acting with civility at all times and to behave lawfully, respectfully, honestly and fairly.

Openness and Transparency:

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

Collaboration:

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

Sustainability:

We strive for the integration of environmental health and protection, social equity and diversity, economic vitality, and fiscal integrity of the community to create a thriving and resilient community for generations to come.

GOALS AND OBJECTIVES:

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

This year, due to a delayed Town Meeting and Town Election, the Goals and Objectives process was completed later than the start of the fiscal year. This year's goals and objectives are reflective of the available time left in Fiscal Year 2022.



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Agenda Item: 2A3

To establish the goals and objectives this year the Select Board held a series of work sessions prior to the September 28, 2021 Public Hearing. During these work sessions, the Board modified their values, to those stated above, and identified the following goals that each address the policies and programs that the Town of Truro will prioritize in Fiscal Year 2022, which runs from July 1, 2021 through June 30, 2022. Following the identification of goals, the Board identified Specific, Measurable, Achievable, Relevant, and Time-bound (SMART) objectives that contribute to the achievement of the goals. These objectives may contribute to the eventual completion of one goal or of multiple goals and are labeled to demonstrate the goals targeted by specific objectives.

FY2022 Goals

The Town of Truro will support policies and programs that:

- A) foster sustainable and appropriate economic development.*
- B) create more affordable year-round places for people to live and work.*
- C) protect and restore our fragile environment.*
- D) use long term and strategic planning to guarantee the future health and well-being of our community.*
- E) proactively engage and involve the town residents, property and business owners.*

FY2022 Objectives

(The following objectives are presented in no particular order. Prioritization will occur after the Public Hearing and the objectives will be renumbered in order of priority at that time.)

- 1. By the end of FY 2022, the Select Board will invite the Massachusetts Cultural Council to present to the Select Board, Economic Development Committee and the Truro Cultural Council on the process of created a designated cultural district in Truro.*

Goals Addressed: A

- 2. The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development open space, and/or possible disposition to be completed by the end of FY2022.*

Goals Addressed: A, B

- 3. The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by December 31, 2021 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts.*

Goals Addressed: A, B, C



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Agenda Item: 2A3

4. *To improve Town employee recruitment and retention the Select Board will support and actively participate in a comprehensive compensation analysis and then implement and integrate the findings and recommendations in the budgeting process for FY 2023.*

Goals Addressed: A, D

5. *The Select Board will annually hold joint work session with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels. The Select Board will provide an update on these efforts by the end of FY 2022.*

Goals Addressed: B, D

6. *"The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects:*

- Pamet River Tidal Flow Restoration and Watershed Study*
- East Harbor Culvert Replacement*
- Mill Pond and Eagle Creek Repairs and Improvement*
- Little Pamet Watershed Study and Culvert Repair*
- Coastal Management*

Goals Addressed: C

7. *The Select Board will promote the Local Comprehensive Planning Committee and process along with the work of the Economic Development Committee and encourage community participation and will provide regular updates.*

Goals Addressed: A, D

8. *Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement.*

Goals Addressed: D

9. *To maintain vital EMS services on the Outer Cape the Select Board will support a local and regional analysis of options and if needed develop proposals to present at the 2022 Annual Town Meeting.*

Goals Addressed: D, E

10. *The Select Board will explore the creation of a Municipal Housing Trust under MGL c. 44 s.55C and if agreed, prepared an article for approval at Town Meeting.*

Goals Addressed: A, B, D, E



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Agenda Item: 2A3

11. *The Select Board will provide the resources in the FY2023 budget to complete the digitization of town services and records, and address cybersecurity.*
Goals Addressed: A, D, E
12. *The Select Board will develop and implement a “Civility Pledge” that will be read at the beginning of all meetings of the Select Board and all Select Board- appointed boards, committees and commissions, and will request that elected boards do the same*
Goals Addressed: D, E
13. *Through the Town of Truro representatives to the Provincetown Water & Sewer Board, the Select Board will encourage steps toward full cycle water usage for Provincetown and Truro, and a status report will be given at least annually at the Select Boards’ joint meeting.*
Goals Addressed: A, C, D, E
14. *The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance.*
Goals Addressed: E
15. *The Select Board will work with the Local Comprehensive Plan Committee and the Walsh Property Community Planning Committee to build on areas of common ground and build consensus on those specific initiatives and a vision for Truro.*
Goals Addressed: A, B, C, D, E
16. *The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee in the creation of a Climate Action Plan for the Town of Truro, and will ask for updates at least twice per year.*
Goals Addressed: A, C, D, E
17. *The Select Board will develop a policy memorandum that facilitates and guides progress in all relevant areas toward a “Net Zero Truro” by 2050.*
Goals Addressed: A, C, D, E
18. *The Select Board will review the efficacy of and the participation in the childcare voucher program and make recommendations based on findings to inform the FY2023 budget process.*
Goals Addressed: A, D, E
19. *The Select Board will review the Senior Needs Assessment and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2023 budget process.*
Goals Addressed: A, D, E



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Agenda Item: 2A3

20. *The Select Board will include the cost of a new Department of Public Works Facility at a yet to be determined site in the FY2023- FY2027 Capital Improvement Plan.*

Goals Addressed: D

21. *The Select Board will write a letter to the Cape Cod Commission providing an accurate report of the inadequacy of internet services and requesting funding and support to resolve the infrastructure deficiency by December 1, 2021.*

Goals Addressed: A, D, E

NEXT STEPS:

After the Public Hearing, the Select Board will consider the feedback received and will make any necessary modifications to the values, goals, and/or objectives. The Select Board will meet one more time to prioritize all objectives (and renumber this document accordingly) and to discuss a plan of action and potential Board assignments for addressing the objectives. The Values and FY2022 Goals & Objectives will then be finalized and presented at a regular meeting of the Truro Select Board.

Municipal Affordable Housing Trust

HOW TO ENVISION, GAIN SUPPORT, and UTILIZE A LOCAL TRUST
TO ACHIEVE YOUR HOUSING GOALS



UPDATED GUIDEBOOK V.3

*Prepared by: The Massachusetts Housing Partnership
Updated 2018*

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NOTE TO READERS

As it pertains to compliance with the Community Preservation Act (CPA), any recommendations in this manual are based on what we at MHP believe to be fair and accurate interpretations of the allowable uses in the CPA statute (MGL Chapter 44B).

Currently, the state Department of Revenue (DOR) and state Department of Housing and Community Development (DHCD) have different interpretations regarding some uses of CPA funds for affordable housing. For example, they differ as to whether CPA funds can be used to preserve existing affordable housing that was not created or acquired with CPA funds. They also differ on what types of housing support activities qualify for CPA funds, as well as show certain uses and programs must be structured to qualify for CPA support.

We advise communities to seek legal advice from their local municipal or special counsel when implementing CPA on the local level.

Susan Connelly
MHP Director of Community Assistance
June 2018

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Special thanks for creating this guidebook

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Cover photo

Benfield Farms, Carlisle. *Photo by Greig Cranna*

Introduction:

ENVISIONING YOUR LOCAL HOUSING TRUST

Establishing a municipal affordable housing trust fund signals a community's readiness to address its housing needs. Communities with municipal housing trust funds have thought long and hard about what kind of affordable housing they need and are well prepared to use local funds to achieve their goals.

Although the concept is not new, communities have shown increased interest in forming their own municipal affordable housing trust fund. This is largely due to increased availability of local funding sources like the Community Preservation Act.

Recognizing this, the state legislature in 2005 passed the Municipal Affordable Housing Trust Fund Law (MGL c.44 s.55C). This new law effectively simplified the process of establishing a local housing trust fund. Previously, only cities could create trusts through their own resolution, but towns needed to gain approval from the legislature through an often time-consuming process called a home rule petition.¹ Under the 2005 law, all communities can now create a local housing trust through their local legislative body.²

The law, which was amended in 2016, also sets guidelines on what local housing trusts can do and specifies who can serve on a local housing trust board and what powers a community can grant the board. Prior to the 2005 law, there were no guidelines and local housing trusts often differed from community to community.

Since the law passed, approximately 98 communities in Massachusetts have established municipal affordable housing trust funds, raising the overall total of communities with local housing trusts to approximately 109.³ Given this heightened interest, the Massachusetts Housing Partnership (MHP) has created this guidebook to help communities understand what a trust can do, how to set one up to fit your community's needs, and how a trust can operate. This updated version includes more recent community examples and attempts to clarify some issues that operating trusts have faced, including how to properly use and track the use of CPA funds within a housing trust.

While it is the intention of this guidebook to promote a clear understanding of a municipal affordable housing trust, it is not meant to be prescriptive or provide specific legal advice. What we hope to do is help your community understand how it can use a local housing trust to envision and achieve its own affordable housing goals. Should you wish to proceed with establishing a municipal affordable housing trust, your city solicitor or town counsel should be consulted.

If you have any questions, contact MHP at info@mhp.net

¹ Municipalities that created housing trusts through home rule petition prior to 2005 include Brookline, Cambridge, and Provincetown.

² In Massachusetts, the term "local legislative body" refers to a municipality's city council, board of aldermen or town meeting, depending on the local form of government.

³ These figures are based on MHP's research and work with trusts across the state as of 2018.

Chapter 1



WHAT IS A MUNICIPAL AFFORDABLE HOUSING TRUST?

To best understand what a municipal affordable housing trust is, it's necessary to have a basic understanding of what it can do, what funds can be used in the trust and how to set up a board of trustees.

WHAT CAN A LOCAL HOUSING TRUST DO?



A local housing trust⁴ allows municipalities to collect funds for affordable housing, segregate them out of the general municipal budget into a trust fund, and use the funds for local initiatives to create and preserve affordable housing. Examples of what a local affordable housing trust can do include:

- Provide financial support for the construction of affordable homes by private developers (non-profit or for-profit);
- Rehabilitate existing homes to convert to affordable housing;
- Increase affordability in new housing development projects;
- Develop surplus municipal land or buildings;
- Preserve properties faced with expiring affordability restrictions;
- Support rent assistance for low- and moderate-income households.

⁴ For brevity's sake, this guidebook uses short-hand references such as local housing trust and local trust when explaining how a municipal affordable housing trust (MAHT) works.

WHAT FUNDS CAN LOCAL HOUSING TRUSTS USE?



The sources of funding vary among housing trusts and can include:

- Community Preservation Act (CPA) funds;
- Inclusionary zoning payments;⁵
- Negotiated developer fees;
- The municipality's general fund;
- Tax title sales;
- Payments from special bylaws/ordinances;
- Cell tower lease payments;
- Private donations.

In most communities with housing trusts, CPA funds are the most common source of funds. Some communities appropriate CPA funds to their trusts in excess of the 10 percent minimum annual expenditure for community housing required by the CPA statute.

In addition, some communities have used additional sources to increase the trust's capital. Andover designated its housing trust as the recipient of the town's HOME Investment Partnership Program (federal HOME funds) allocation. Lincoln received a bequest from a local land owner to be used for affordable housing. Medfield bonded \$1 million to fund their new trust.

It is helpful to identify likely funding sources in advance and test the political appetite for using those sources to capitalize a housing trust.

Some CPA communities appropriate CPA funds to their trusts in excess of the 10 percent minimum annual requirement that the law necessitates for community housing.



GUIDELINES FOR SETTING UP A BOARD OF TRUSTEES



The trust statute requires that municipalities create a board of trustees with a minimum of five members. While there is no maximum requirement, many boards range between five and nine members. The board's composition could include members with expertise in affordable housing development, real estate development, banking, finance, and real estate law. Chapter 3 discusses board membership in more detail.

⁵ Inclusionary zoning requires that residential developers include a specified amount of affordable dwelling units in their developments. Some inclusionary zoning bylaws/ordinances allow a developer to provide cash payments to the municipality in lieu of producing affordable housing units. A payment of this sort is earmarked for affordable housing and could be allocated to the municipality's affordable housing trust. Otherwise, these payments go into the general fund and must be appropriated by town meeting for affordable housing purposes.

Per statute, one trustee must be the chief executive officer of the municipality. For board of selectmen, a minimum of one member shall be designated as a trustee. The chief executive officer will then appoint the remainder of the trustees.⁶ The statute also requires that trustees' terms shall not exceed two years.

2016 AMENDMENT TO TRUST STATUTE

- Expands the allowable uses for Municipal Affordable Housing Trust expenditures to match those for community housing under CPA.
- All rules and restrictions of Chapter 44b, the Community Preservation Act, remain in force even after CPA funds are transferred to a Municipal Affordable Housing Trust;
- Trusts track CPA funds separately from other funding sources and annually report on the use of those funds in the municipalities' CP-3 reporting to the Department of Revenue.

⁶In a city, the mayor may appoint trustees with city council confirmation; in a Plan D or E municipality, the city manager may appoint trustees with confirmation by the board of selectmen/city council.

Chapter 2



FIGURE OUT IF A TRUST CAN HELP YOUR COMMUNITY

Now that you know the basics, the next step is to understand how a local affordable housing trust can help meet your community's specific housing needs. A good first step would be for your chief executive officer to establish a municipal task force charged with evaluating whether a housing trust could work for your community. Identifying your community's housing needs and funding resources are generally the initial steps to formulating community goals and a housing agenda. While it is not necessary to have completed a formal housing needs assessment to justify the need for a trust in your community, it can be very useful.

As you understand your community's affordable housing needs and goals, a key issue for your task force is to think through whether a trust can drive your affordable housing agenda. Three possible answers to this question are:

1. Yes, a housing trust can advance your local housing goals:

By establishing designated funds and creating a board to oversee its use, a community could rely on its housing trust board to advocate and execute its affordable housing agenda.

2. Yes, but how will the trust work with our existing affordable housing committee and Community Preservation Committee?

Many communities already have affordable housing committees at the time that they chose to adopt the trust statute. Careful consideration should be given to what role the committee will play after the trust is formed. For example, does the affordable housing committee set policy and direction and the trust execute those policies through its programs?

3. No, some communities may not need a local housing trust:

Despite its utility, a local housing trust may not be a good fit for every community. Some communities already have a non-profit housing trust or community development corporation that performs a similar function in the community.

HELP ASSESSING YOUR HOUSING NEEDS

A way to guide your local housing trust vision is by pursuing a state-certified Housing Production Plan (HPP). By following HPP guidelines, a community is ensuring that it is producing housing in a manner consistent with the Chapter 40B statute and regulations.

HPPs must be approved by the state Department of Housing and Community Development (DHCD). If a community meets its production goals and receives DHCD certification of its HPP, a decision by the zoning board of appeals relative to a comprehensive permit application will be deemed “consistent with local needs” under MGL Chapter 40B.

“Consistent with local needs” means the ZBA’s decision will be upheld by the Housing Appeals Committee. For more information, go to www.mass.gov/dhcd and search for “housing production plan.”

CITIES AND TOWNS MAY HAVE DIFFERENT NEEDS



Related to the question of whether a housing trust can help your community is your community’s form of government.

In cities, the frequency of city council or board of aldermen meetings combined with the support of professional housing staff, can give cities the ability to identify and respond quickly to opportunities. Thus, the value of a trust in a city may lie in having a way to segregate funds for affordable housing out of the city’s general fund. In addition, the board of trustee’s oversight, planning, and advocacy role can provide extra support for a municipality’s housing goals.

Towns realize an additional benefit in establishing a local housing trust because the trust, if properly funded, does not typically need town meeting approval to take advantage of time sensitive real estate opportunities to preserve and create affordable housing.

For example, Andover’s Affordable Housing Trust Fund has made it possible for the town to create affordable housing more efficiently. As Lisa Schwarz, Andover Senior Planner, explains: “With our housing trust, we’ve definitely been able to help projects get off the ground that wouldn’t have had that chance without the trust. Even though we don’t have to go back to town meeting for every decision, we still maintain strong communication with town meeting members and our town officials so that we are working together to support Andover’s housing goals.”



Andover used its local trust fund resources to help develop this property on Cheever Road into an affordable homeownership opportunity.

Cheever Circle is an example of Andover’s ability to spark the creation of affordable housing with its local trust. With support from the Affordable Housing Trust, the Andover Community Trust, a non-profit 501(c)(3), signed a purchase and sale with a private owner. A modestly-priced three-bedroom home was built on the property, thanks in part to cooperation from the Andover Housing Partnership, the Andover Affordable Housing Trust, and the Andover Board of Selectmen. The home was sold to an income-eligible family, with a ground lease and permanent affordability restrictions. The home, the fourth affordable home developed with support from the trust, received a historic preservation award for its contextual design in an established neighborhood.

Chapter 3



NAIL DOWN VISION & ROLE OF YOUR BOARD OF TRUSTEES

If your initial efforts indicate that a trust could help your community, the next steps would be to detail what you hope to accomplish and how your trust and board of trustees will work with other municipal and private entities. Having a clear understanding of your goals and how your trust will work with the community will help you when you move onto gaining wider support and local legislative approval.

SHAPE YOUR TRUST WITH A VISION STATEMENT

A community's initial vision can often shape how a local housing trust will be structured. The following sample language may be helpful as an example of a vision:

Our trust will help people with modest incomes afford the cost of housing in our community. We will help people with three key initiatives: convert existing buildings to affordable homes, provide rent assistance for low- and moderate-income households, and fund the construction of new affordable homes.

WHAT WOULD YOUR COMMUNITY HOPE TO ACCOMPLISH THROUGH A HOUSING TRUST?



Creating a vision is a good first step. For instance, you might picture your housing trust converting a market-rate property to affordable units or accepting publicly-owned land for the development of affordable housing. You may picture it facilitating pre-development work or providing funds to buy additional affordable units in a private development. Or you may picture setting up a rental program that can provide housing assistance to low- or moderate-income households.

To create a vision, there is no need to start from scratch. Work with local planners or other municipal officials to identify and review past housing plans. These plans can include the Comprehensive (or Master) Plan, Community Development Plan, Housing Production Plan,

Community Preservation Plan, or other related documents. Reading through these sources, you will likely identify multiple initiatives that a housing trust could facilitate.

Your regional planning agency may also be helpful. To find the agency responsible for your community, go to www.mass.gov and search for “Regional Planning Agencies.”

Establishing a vision helps you in two ways: it gets your community to focus on its goals and it can serve as a road map for your board of trustees after your community has approved your local housing trust. A strong vision will give your newly formed board a starting point to develop a more detailed action plan.

Within the parameters of the statute, the local legislative body has the authority to customize the housing trust to meet local needs. To a certain extent, each locality can customize the board of trustee’s membership, terms, level of oversight, and powers.

Communities can tailor the housing trust documents to allow for:

- The full-spectrum of powers listed in the statute;
- More narrowly focused powers;
- More detailed descriptions of the statutory powers tailored to your municipality.

SAMPLE BYLAW LANGUAGE FOR BOARD OF TRUSTEE MEMBERSHIP

The following are examples of possible bylaw language regarding Board of Trustee Membership:

To meet the minimum statutory requirements:

There shall be a Board of Trustees consisting of not less than five and not more than nine Trustees appointed by the Board of Selectmen. At least one of the Trustees shall be a member of the Board of Selectmen, who shall serve as the representative of the Board of Selectmen.

To include members from other municipal entities:

The Board of Trustees shall consist of one selectman and one member nominated by the Selectmen from each of the following town entities: Planning Board, Community Preservation Committee, Housing Authority, and Affordable Housing Partnership.

Regarding the role of the Town Administrator:

There shall be a Board of Trustees of the (insert municipality) Affordable Housing Trust, at least one of which shall be a member of the Board of Selectmen...The town administrator shall be eligible for appointment as a (non-voting/voting) trustee...

To set up staggered terms:

Trustees shall serve for a term of two years except that three of the initial trustee appointments shall be for a term of one year, and may be re-appointed at the discretion of the Board of Selectmen/Mayor.

HOW WOULD YOUR LOCAL TRUST COORDINATE WITH OTHER BOARDS?



Once the municipality has approved the affordable housing trust, it must designate the members of the board of trustees. Before doing so, the municipality should decide if and how the activities of the trustees will be supported by municipal staff and how the trustees are expected to coordinate with existing municipal boards, committees, and commissions. There should also be a discussion of the interplay between the trust and local entities such as the local housing partnership or affordable housing committee, local housing developers, and the regional planning agency.

Engaging these groups can help to confirm the preliminary vision, build a coalition of support, and identify ways to coordinate the trust's activities with these other entities.

It is important that the housing trust reinforces rather than duplicates the work of other local groups. For instance, Medway's Affordable Housing Committee pre-dates its housing trust. When the housing trust was created, the town identified the committee as the housing policy and advocacy arm and the housing trust as primarily a funding entity.

Some communities have also appointed members of other boards and commissions as trustees to facilitate additional coordination between boards. Other communities have simply combined their housing partnership or affordable housing committee with the housing trust, creating one entity. Prior to initiating any changes it is wise to consult with municipal counsel regarding roles and responsibilities.

DETERMINING THE MEMBERSHIP OF YOUR BOARD



In addition to the minimum membership requirements laid out by the statute, some communities have created boards with more specific membership requirements. By specifying the proposed composition of the board in advance, the legislative body has more clarity about how the housing trust would operate and how the board's membership may overlap with other entities. Establishing membership requirements during your "visioning" stage can help garner more community support. Here are some examples of membership options that communities can consider when visualizing their local housing trust fund board:

Other Boards & Committees: The bylaw/ordinance can specify that the board include members of various municipal entities, such as the planning board, housing authority, housing partnership or other affordable housing committee, community preservation committee, or finance committee. This representation could strengthen communications among boards with related missions. However it could also make it difficult for the trust to secure meeting quorums if members are overcommitted in the community.

Balance of Public & Private Sector Representation: Incorporating a balanced mix of public and private sector representation can heighten the capabilities of the board of trustees. The members of the board should be individuals who have expertise in affordable housing development and preservation, such as attorneys, development or housing professionals, real estate professionals, bankers or finance professionals, advocates, or others who are active in related community issues, including an affordable housing tenant or owner. For example, as

a matter of policy Plymouth's selectmen seek individuals that are members of various town entities, including the housing authority and affordable housing committee, in addition to a banker and lawyer.

Town Manager/Administrator: The statute specifies that selectmen can appoint the town manager/administrator as a member or chair of the board of trustees with or without voting power.

Terms: The statute allows a maximum term of two years for trustees. Communities often reiterate this maximum term within the local bylaws/ordinance. Communities commonly build in a requirement for staggered terms with some initial one-year appointments in addition to the two-year appointments. Staggering terms enables the board to maintain a collective memory.

REMEMBER A MAHT IS A MUNICIPAL BODY

Keep in mind that a housing trust is a municipal body and is subject to procurement, designer selection, and public construction laws.

M.G.L. Chapter 30B, establishes procedures to follow for the acquisition of supplies and services, dispositions of surplus supplies, and real property acquisitions (except when using CPA funds) and dispositions by local governmental bodies. The Inspector General's Office has an extensive Chapter 30B assistance program to assist public entities that includes attorneys available by phone, printed guidance including procurement bulletins, and the Chapter 30B Manual. They also offer a seminar on procurement regularly. Find out more about it on their website at www.mass.gov/ig/mcppo

M.G.L. Chapter 7, also known as the designer selection law, contains procedures for selecting designers for building projects through an advertised, competitive, qualifications-based selection process.

M.G.L. Chapter 149 s.44A-M governs all contracts for the construction, reconstruction, installation, demolition, maintenance or repair of a building.

You can find manuals for both 30B and 149 at www.mass.gov/ig/publications/manuals

Chapter 268A, the Conflict of Interest Law, covers all municipal employees, whether elected or appointed, full or part-time, paid or unpaid and provides a general code of ethics.

AS MUNICIPAL BODY, TRUST SUBJECT TO STATE LAWS



A housing trust is a municipal body and is subject to various laws applicable to municipal bodies including those relevant to the purchase of real property, procurement, designer selection, and public construction laws under MA General Laws, Chapter 30B, Chapter 7, and Chapter 149.

M.G.L. Chapter 30B, establishes procedures to follow for the acquisition of supplies and services, dispositions of surplus supplies, and real property acquisitions and dispositions by local governmental bodies.

As a branch of municipal government, a municipal housing trust must comply with the provisions of Chapter 30B when undertaking such activities as hiring consultants, purchasing property and leasing or disposing of property to a non-municipal entity. The Inspector General's Office oversees Chapter 30B and their publication "The 30B Manual" is a comprehensive summary of the legal requirements and recommended procedures for public entities procuring goods and services or dealing with real property. Please visit the Inspector General's website (www.mass.gov/ig) for manuals and additional information on Chapter 30B.

Exceptions to note: (1) Agreements and conveyances between the trust and agencies and boards of a town are exempt from 30B (Section 1(b)(7)) and (2) Section 16 of Chapter 30B does not apply to the acquisition of real property with CPA funds.

Most trusts will likely not undertake construction of affordable housing, however if a trust were to undertake an affordable housing development, it must be in full compliance with the state's designer selection and public construction statutes as described below.

M.G.L. Chapter 7, also known as the designer selection law, contains procedures for selecting designers for building projects through an advertised, competitive, qualifications-based selection process. Contracts for services in connection with a building project that will be undertaken by a municipal trust, are subject to the designer selection law including such activities as feasibility studies, surveys soil tests, preparation of drawings and plans. The designer selection law must be used when contracting for a project that has an estimated construction cost of more than \$100,000 and an estimated design fee of \$10,000 or more.

M.G.L. Chapter 149 s.44A-M governs all contracts for the construction, reconstruction, installation, demolition, maintenance or repair of a building. If a municipal trust undertakes any type of construction on new or existing properties owned or controlled by the trust, the trust must comply with this Chapter. The IG's manual "Designing and Constructing Public Facilities" is a comprehensive overview of the policies and procedures that must be followed by public bodies such as a municipal trust in the design and construction of a building.

Please see the Inspector General's manual on "Designing and Constructing Public Facilities" at www.mass.gov/ig/publications/manuals.

M.G.L. Chapter 268A, also known as the Conflict of Interest Law, covers all municipal employees, whether elected or appointed, full or part-time, paid or unpaid. The law provides a general code of ethics for all public employees and prohibits you from using or attempting to use your official position to secure an unwarranted privilege or from giving the impression that you can be improperly influenced in the performance of your official duties. The law prohibits trust members from disclosing confidential information obtained on the job and from accepting outside employment that will impair your independence of judgment in the exercise of your official duties. You can find more information about the law at www.mass.gov/ethics.

COORDINATOR CAN HELP PUT TRUST TO WORK

To maximize the effectiveness of its local housing trust, the Town of Medway decided to hire a housing coordinator. The following is the job description.

Community Housing Coordinator:

Statement of Duties

- Manages affordable housing activities as described in the town's affordable housing trust action plan and its housing production plan.

Supervision

- Works under the supervision of the Town Administrator and the general policy direction of the Medway Affordable Housing Trust Board of Trustees.

Job Responsibilities

- Drafts and recommends policies and action plans for the MAHT Board of Trustees
- Coordinates the implementation of the MAHT Action Plan and the Medway HPP
- Researches funding sources available to supplement CPA funds
- Develops and implements affordable housing programs and projects in compliance with state and local requirements
- Monitors housing inventory, including identification of compliance violations
- Performs community outreach and education
- Coordinates with town boards, committees, community groups, and public agencies
- Prepares and coordinates housing grants and loan applications
- Markets new affordable housing opportunities including developing marketing plans, administering lotteries, qualifying applicants to certify eligibility, and locating eligible buyers
- Assists in the preparation of Requests for Proposals (RFP) for housing projects
- Provides administrative support for the trust

Other trusts that have hired a housing coordinator include Brewster, Easton, Sudbury, and Holliston. If funded with CPA resources, all job responsibilities must be allowable under the CPA.

WHAT POWERS SHOULD BE GRANTED TO THE BOARD



The purpose of establishing an affordable housing trust is to create a municipal entity that has the ability to undertake a variety of affordable housing real estate activities to create and preserve affordable housing. Subsection (c) of the statute specifies 16 powers that a municipality may grant a board.

The statute also allows a city or town to omit, modify or grant additional powers that are consistent with the statute. This provision provides flexibility for municipalities to customize

board powers. The list below summarizes some of the primary powers that a municipality can give the board of trustees (for the full list of powers, refer to subsection c of the statute in Appendix A):

- Accept and receive property or money by gift, grant, etc.;
- Purchase and retain property;
- Sell and lease property;
- Employ and pay advisors;
- Borrow money and mortgage or pledge trust assets as collateral;
- Manage or improve property;
- Various accounting and fund administration capabilities.

Communities have adopted various combinations of powers for its board. Some have adopted all the powers allowed under the statute. Others have given the board additional powers. A community has the option of including powers they don't envision using right away, but would provide flexibility in the future.

A few communities have adopted a housing trust with more narrow powers. In Westford, the extent of borrowing is limited to 80 percent of the trust's assets and any purchase, sale or lease of any interest in real property requires a two-thirds vote of the board of trustees. Boxborough's trust does not have the ability to buy real estate because the town already had a board with that power.



Sudbury's local trust bought land that is now the site of an affordable duplex home built by the Greater Worcester Habitat for Humanity. For more information about this effort, contact MHP at info@mhp.net or Elizabeth Rust of Regional Housing Services at Liz@RHShousing.org

Chapter 4



STRATEGIES FOR GAINING SUPPORT AND APPROVAL

Communities can use a variety of outreach strategies to build community support for a housing trust. This section describes several common outreach strategies. Some of the suggestions are obvious but are summarized here to serve as a checklist of examples of what other communities have done to communicate their vision and gain support for their local housing trust.

ENGAGE KEY MUNICIPAL OFFICIALS AND STAKEHOLDERS



Gaining political support from municipal officials and other stakeholders helps build the foundation for broader public outreach efforts. You can directly engage a variety of community groups by attending their meetings to present, answer questions, and ask for feedback on the proposal. Some of the groups to consider engaging at this stage of outreach include:

- Chief executive officers, including the board of selectmen, mayor, city council, or town manager/administrator;
- Planning board and planning director;
- Community preservation committee;
- Housing partnership/other affordable housing committee;
- Housing authority board and executive director;
- Council on aging and senior center board/leadership;
- School committee;
- Other local groups (League of Women Voters, Rotary Club, Chamber of Commerce).

Gaining support from municipal officials will partly hinge on proper education and being receptive to suggestions and feedback. It can be helpful to create a formal presentation that clarifies the following:

- The need for affordable housing;
- What a housing trust is and why it is important;
- What the housing trust could accomplish;
- Potential sources of funding;
- The proposed framework for membership, powers, and operations.

It may also be helpful to include information about other local housing trusts. Inviting a representative from a nearby housing trust to answer questions can also be helpful. Members of the Lenox Municipal Housing Trust were extremely helpful when Williamstown was contemplating the formation of a municipal trust in 2012.

As these municipal officials and stakeholders offer feedback, it may be important to revise and refine your proposal or plans to alleviate concerns and build support. When you meet with local groups, don't forget to ask for letters of support from municipal officials, boards, and other stakeholder groups, if appropriate. Getting formal votes and/or official letters of support can be important as you broaden your public outreach.

EDUCATE THE PUBLIC THROUGH MEDIA



Educating the broader public is a critical step as you move toward gaining approval from your legislative body. Current data reflecting your community's housing needs in a master plan, housing needs analysis or housing production plan should support your community conversation about affordable housing and creating a housing trust. Your education efforts could include the following:

Local newspapers: You can submit press releases, notices to announce community meetings, and letters to the editor or opinion pieces authored by key proponents.

Local cable station: If your community has a local cable station, it can be helpful to submit notices for the bulletin board. In addition, if your community has a cable show regarding municipal happenings, it can also be helpful to appear as a guest on the show to talk about housing trusts and invite the public to the community meeting(s).

Internet/email tools: Many municipalities and community groups utilize Listserv, blogs, social networking tools (such as Facebook and Twitter), online calendars, website announcements, or the like to connect with the public. Campaigns for adoption of a trust might set up a Facebook page looking for "likes" which then demonstrates the depth of local support to the selectmen and Town Meeting. The Town of Easton uses an online calendar (www.easton.ma.us), and both Sudbury (www.sudbury.ma.us/CHO) and Westport (www.westport-ma.com/affordable-housing-trust-fund) have very informative websites complete with housing news, upcoming meetings, agendas, and plans.

Newsletters: The Westport Affordable Housing Trust publishes a short newsletter that it sends to supporters describing their progress on projects as well as loan and grant programs residents might have an interest in.

REQUEST FOR TOWN MEETING VOTE

Here's an example of how Wenham wrote its trust proposal for consideration at town meeting:

ARTICLE 11: Municipal Affordable Housing Trust

To see if the Town will vote to authorize the Board of Selectmen to accept the provisions of Massachusetts General Laws Chapter 44, Section 55C, and to establish a trust to be known as the Wenham Affordable Housing Trust Fund, whose purpose shall be to provide for the creation and preservation of affordable housing in the Town of Wenham for the benefit of low and moderate income households, substantially in a form which is on file with the Town Clerk and available for inspection. . .

Town of Wenham Warrant Article May 2009 Town Meeting

Other communities, such as Williamstown have included much more detailed language including the trust's powers and membership in the warrant article.

COMMUNITY MEETINGS



Holding one or more well-advertised community meeting can provide a forum for feedback. Employing a few basic tactics can help increase participation at community meetings:

Meeting time: Make sure you choose a date and time carefully to minimize conflicts with other community events and meetings. Avoid meetings during summer months, on holidays, and during school vacation weeks.

Meeting location: Choose a location that is well known and accessible.

Meeting notice: The typical meeting notices in local newspapers usually do not attract widespread attention. So if you submit a meeting notice for consideration as a short article and/or as a listing in a local calendar, try to follow it up with other articles and letters to the editor. Everything you submit should always include the time, date and place of the meeting. You should also call the reporter or editor responsible for coverage and see if you can get a feature story written on your initiative.

Refreshments: If you have the budget, offering food can sometimes increase participation. Remember to note this in your press release.

Use the phone: It is “old school” but often issuing a personal invitation can be very effective in enlisting attendance and support.

Direct appeals: Calling or emailing a few key stakeholders to ask for their commitment to participate can also improve participation at community meetings.

When you hold a community meeting, be prepared. Use the presentation and/or handout materials that you previously used in speaking with municipal officials. Also, if applicable, you should show how you've already revised and refined the proposal based on the feedback of the municipal officials. By doing this, you will be stressing to the community at large that your vision is a collaboration with the community, balancing local input with identified local housing needs.

Be sure to schedule time during the meeting to encourage questions and discussion. If valid concerns and suggestions arise during community meetings, you should incorporate any appropriate revisions into the housing trust proposal. Before seeking official adoption, communicate through the various local media outlets to show that you have responded to comments raised during these community meetings.



The Carlisle Affordable Housing Trust took a leadership role in getting the Benfield Farms development started in Carlisle by funding some of the predevelopment tasks.

THE FINAL STEP: SEEKING ADOPTION



“Acceptance shall be by majority vote of the municipal legislative body...” MGL c.44 s.55C(a)

The authority to create a municipal affordable housing trust lies with the municipal legislative body (town meeting, city council, or board of aldermen). Acceptance requires a simple majority vote. The process to request official consideration of the adoption of a housing trust will vary depending on the form of government and local bylaws. Here are some considerations:

When to submit: A council/board order or warrant article will need to be submitted before a certain date to be considered in a convening of the legislative body. Check with your municipal clerk to ensure you submit on time.

Content of request: Some communities require general language for consideration by town meeting and detailed information must be available for inspection with the town clerk. Other communities will include full powers of the trust in the warrant article. The city solicitor or town counsel should review the proposed warrant article or vote in advance.

Education and reinforcement: It is advisable to supplement the formal submission to the legislative body with further information to educate voting members, reinforce the importance of creating a trust, and to emphasize community support. If the format of the legislative body meeting allows, it may be a good idea to give a presentation that explains what a housing trust is, the importance of it for your community, the general framework of the proposal, and the open and inclusive process that was conducted to inform the proposal.

After the vote: If the legislative body’s vote is favorable, there are a number of steps to ensure that the housing trust is properly established and the board of trustees are equipped to perform their function (see Chapter 5 for details).

If the vote is not favorable, refine your proposal to address valid concerns, conduct more outreach, and try again. It is often beneficial to organize supporters to speak in favor of adopting a housing trust at the legislative body meeting, particularly if the vote is anticipated to be contentious. The more methodical, organized, and outspoken advocates are with education and reinforcement, the stronger the support for adopting a trust is likely to be.

Chapter 5



ESTABLISHING YOUR LOCAL HOUSING TRUST AND GETTING TO WORK

After your legislative body adopts a municipal affordable housing trust, your role as advocate for the trust is not over. Harness the momentum generated from the adoption campaign to launch the trust— encouraging appointments to the board of trustees, ensuring sufficient funding, and identifying viable projects.

This chapter describes how to transform the housing trust from a concept into a functioning reality, including:

- Make the trust official;
- Create an action plan;
- Create a budget;
- Secure funding;
- Housing trust initiatives.

MAKE THE TRUST OFFICIAL



Once your legislative body adopts a municipal affordable housing trust, here are some first steps:

Approval of bylaws: In a town, after the municipal legislative body votes to adopt the trust, the municipal clerk must certify the bylaw. Once certified, the bylaw must be submitted to the Attorney General of the Commonwealth of Massachusetts. In a city, the bylaw does not need to be certified before being sent to the Attorney General's Office. The Attorney General is statutorily required to approve bylaws for consistency with state law within 90 days from the clerk's submission of a certified copy of the bylaw, a request for approval, a statement explaining the purpose, and adequate proof that all procedural requirements have been met. The request and the proof must be submitted within 30 days after final adjournment of the town meeting at which the bylaw was adopted.

Establishing the board of trustees: The municipality’s chief executive officer is required to appoint the members of the board of trustees per the requirements adopted through your local affordable housing trust bylaw. As discussed in earlier chapters, one key to establishing a strong board of trustees is to include broad representation from the public and private sectors.

You should work closely with your chief executive officer(s) to suggest members, informally assist in the selection process, and advocate for prompt appointments to minimize the time required to create the board.

Declaration of trust: The first order of business for the new board of trustees is to execute the Declaration of Trust (declaration), which sets the trust’s authority, rules and regulations. It should be recorded at the Registry of Deeds/Land Court District. While a declaration is not legally required under the statute, it is strongly recommended because, once recorded, it will provide record notice of the establishment of the trust and its powers and authority to hold and convey title to real estate. Note that a declaration will not be accepted by the Land Court Registry District unless the declaration is filed with a deed to a specific piece of property.⁷ However, the Registry of Deeds will accepted a declaration as a stand-alone document, which is why so many boards record the declaration shortly after board appointment. Any Declaration of Trust should be reviewed by the city solicitor or town counsel.

OPEN MEETING LAW: *know the rules*

The Open Meeting Law (M.G.L c30A, subsection 19(a)) requires that all meetings of public bodies be open to the public. A Municipal Affordable Housing Trust is considered a public body. It is important to note:

- Members of public bodies, whether they are elected, appointed or have taken an oath of office, must hold a certification that shows they understand the Open Meeting Law and the consequences of violating it. The certificate must be held where the body maintains its official records.
- Meetings are defined as “a deliberation by a public body with respect to any matter within the body’s jurisdiction.”
- A 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.”
- Public bodies must provide the public notice of the meeting 48 hours in advance with the municipal clerk and it must be visible to the public at all hours.
- The public is permitted to attend meetings of public bodies.
- Public bodies are required to create and maintain accurate minutes of all meetings. The minutes must state the date, time and place of the meeting, a list of members present or absent and the decisions made and a record of all votes.
- The minutes are public records, are subject to disclosure and must be maintained in accordance with the Secretary of State’s record retention schedule.

The Attorney General’s Office provides trainings on the Open Meeting Law and also has a website: www.mass.gov/ago/openmeeting.

⁷You can determine if a property is registered online through your local registry of deeds website. Links can be found at www.sec.state.ma.us/rod/rodidx.htm.

Organize and orient the board: As with any new municipal board, there are steps required to organize the board and to orient its new members to their duties and responsibilities. Robert’s Rules of Order (www.robertsrules.com) can be helpful as you go through this process.

- Set a regular meeting schedule—meeting monthly is typical;
- Designate officers: chair, vice chair, treasurer, and clerk;
- Review trust’s bylaws and declaration to ensure all trustees understand the board’s powers and limitations;
- Review the Massachusetts Open Meeting Law (MGL c.30A s.19-24). Meetings of the board of trustees must be properly noticed and open to the public. In addition, the board must create a written record of all meetings and make it available as a public record. The board should also know the conditions under which it can hold an executive session and how to properly open, close, and record an executive session;
- Understand the obligations under the Conflict of Interest Law (MGL c.286A);
- Consult your municipal finance officer to determine preference as to whether a separate bank account or municipal account should hold trust funds;
- Review the procedures of your municipal treasurer (who is usually designated as custodian of the trust funds);
- Determine plans for audits of trust funds as required in subsection (h) of the Municipal Affordable Housing Trust statute;
- Post agendas in a timely matter, according to the Open Meeting Law;
- Consider where meeting minutes, accounting and votes should be maintained, as well as making sure this information can be accessed by the public;
- Establish a webpage for the trust where trust membership, purpose, agendas, minutes, and other information can be posted. The Town of Westport has a very well organized and up-to-date website (www.westport-ma.com/affordable-housing-trust-fund) that explains its mission and includes links to RFPs, their Action Plan, meeting minutes and meeting agendas. It also lists the members of the trust and a contact person (in this case, the Housing Specialist).

MODELS OF TRUSTS



Trusts typically operate in one of two ways: as a funding entity or as an active initiator of projects (sometimes trusts act as a mixture of both). A trust that acts primarily as a funding entity would solicit proposals or applications either by announcing a funding round and providing an application form or by issuing a Request for Proposals (RFP). Whereas a trust that is an active initiator of projects may, for example, acquire property, contract for predevelopment work on the site, and solicit a developer to construct affordable units.

Westford and Yarmouth are examples of trusts that act primarily as funding entities. In Westford, the trust adopted formal application procedures, an application form, submission requirements, and two funding rounds per year. The Yarmouth trust has solicited project proposals through a RFP, which is described in greater detail in Chapter 6.

Examples of trusts that directly initiate projects include the trusts in Carlisle, Bourne, and Sudbury. These trusts have acquired property for affordable housing development and then disposed of the property to a developer.

CREATE AN ACTION PLAN



Although not mandated, creating an action plan can provide a deliberate focus to the trust's work and use of resources. An action plan would state the board's goals and priorities, usually for a period of one to five years. If your community established a vision for your trust, you can use this as the foundation for your plan. Your community's planner or a planning consultant can be helpful in crafting an action plan.

Andover Senior Planner Lisa Schwarz says this action plan is important. "Andover's trustees got off to a strong start, setting their own criteria by asking themselves what is their purpose, their goals and what did they want to fund."

Another good source to guide your early visioning is to consult another community's action plan. See below for good examples.

ACTION PLANS ARE AN IMPORTANT TOOL

Having an action plan in place is not only important for the internal operations of the trust, but in conveying its mission and goals to the public. Internally, the action plan can serve to clarify the efforts of the trust by really considering the need in the community, types of projects it has the capacity to undertake, and the kinds of projects that will best serve the need. The plan can prioritize short and long term goals, serve as a measuring stick of the progress of the trust, and provide current and projected annual budgets.

Externally, an action plan makes clear the intent of the trust. It can spell out the role of the trust with respect to other entities in the community and give details about how the trustees will achieve their goals. In some cases, having an action plan was key to the trust's efforts to get funding.

Check out examples of Trust Action Plans on the MHP website: www.housingtoolbox.org/

Examples of Action Plans include:

- Town of Easton
- Town of Grafton
- Town of Westford



Easton Affordable Housing Trust

Action Plan FY2016-2020

12/03/14

Prepared for: Easton Affordable Housing Trust, Board of Trustees, Town of Easton, MA
Prepared by: JM Goldson community preservation • planning

The role of current plans: The trust has a vital role in the support and achievement of your community's established housing objectives. If your community has current plans and documents that provide an analysis of housing needs or identify the community's affordable housing goals, it is critical to use this data to develop the trust's priorities and work plan.

In most communities, there are one or more existing plans to draw from, such as an affordable housing production plan, comprehensive plan, community development plan, community preservation plan, or other documents. If your community is just getting started, the board of trustees can spearhead an affordable housing needs analysis to incorporate into the trust's action plan.

You can find information about affordable housing, including needs analyses, on the Housing Toolbox website (www.housingtoolbox.org/).

Getting ideas from other communities: Learning about the programs and projects initiated by other housing trusts can provide your community with ideas for its own housing initiatives. You can use this information to assist the board's work on the action plan. However, do not assume that what another community is doing is necessarily in line with the governing statute. Each community is responsible for implementing statutes according to the law.

Create a dialogue: The process of creating the action plan provides an ideal opportunity for the trust to engage the community. The intent of this community outreach would be threefold: generate feedback and ideas from members of the community, provide information about the community's affordable housing needs and the role of the trust, and generate support for trust activities and projects.

Through the planning process, the housing trust can directly engage other housing advocates and community partners. These groups can include the housing partnership or other affordable housing committee, housing authority, planning board, community preservation committee, board of selectmen/mayor, town administrator, school committee, finance committee, other municipal officials, regional non-profit agencies, and housing developers. It may be wise to also include stakeholders from the business community, such as business owners and managers. Holding a planning workshop can be a useful forum to generate ideas and discuss priorities to incorporate into the plan.

CREATE A BUDGET



Developing a budget is essential to determine the level of funding required to implement the action plan. The board of trustees should create a one- to five-year budget that corresponds to the action plan and includes estimated amounts and sources of income (if known, and if not, ideas of possible sources), estimated costs for the housing trust's operations and estimated costs for project and program initiatives.

Operating costs can include anticipated legal fees, title searches, recording fees, administrative assistance or housing coordinator or consulting costs, advertising, postage, copying, and similar operating costs.

Estimating costs for potential projects and initiatives may be less precise at the early stages, unless the housing trust already has specific projects in mind. However, the housing trust should be familiar with relevant data to support project cost estimates. Examples of types of data include:

- Local property values;
- Market rents;

- Housing stock analysis;
- Area median incomes;
- Affordability gap for target income groups;
- Ranges of rehab costs;
- Fees for architectural and engineering services;
- Survey, soil testing, and appraisal work;
- Carrying costs such as taxes, mortgage interest, insurance, utilities.

Budgeting strategies: One primary aim in creating a budget is to build credibility with your community and funders. There is not a universal strategy for creating a budget. However, when developing a multiple-year budget, one strategy that may be helpful is to start smaller in year one with pilot programs or seed money for projects and increase the level of your requests, or line items, in future years when you can show proven success with projects or programs. If you have a specific project in mind or can demonstrate a high demand for a program concept, the budget may be able to support a more substantial funding request.

SECURE FUNDING



When seeking revenue from CPA funds, inclusionary zoning payments, negotiated developer payments, federal HOME funding, or other funds, the housing trust should demonstrate and communicate its capability, accountability, and priorities to key decision-makers.

For example, if your housing trust is targeting CPA funds, you must have the support of the community preservation committee, because it is that committee that is charged with making funding recommendations to town meeting or the city council.

The following strategies can help the housing trust establish its written and verbal communication with potential funders:

- Emphasize the housing trust's professional expertise, affordable housing experience, and representation on the board of other municipal boards and committees;
- Describe the inclusive process that the housing trust used to develop the action plan and entities that contributed to developing the plan;
- Demonstrate that the action plan will support the community's established housing objectives;
- Show that the budget is realistic and reasonable to achieve the housing trust's priorities;
- Describe the housing trust's plans for annual reporting to the community and any other accountability measures it has adopted;
- Be open and responsive to questions and suggestions.

TRUSTS AND CPA

The most common form of funding for trusts in Massachusetts is CPA funds. In 2016, amendments to the trust statute expanded the purpose of trusts to allow all eligible community housing initiatives as defined in the CPA statute (M.G.L. 44B). These allowable uses are outlined in the chart below.

Other important changes regarding CPA and trusts in the 2016 amendments are as follows:

- Clarifies that all rules and restrictions of Chapter 44b, the Community Preservation Act, remain in force even after CPA funds are transferred to a Municipal Affordable Housing Trust;
- Requires that trusts track CPA funds separately from other funding sources and annually report on the use of those funds in the municipalities' CP-3 reporting to the Department of Revenue; and
- Authorizes MAHTs to execute grant agreements. Most communities require a grant agreement between the municipality and the trust to establish conditions for the transfer of CPA funds. Trusts previously did not have explicit authority to execute grant agreements.

The trust statute does not include definitions for key terms such as “creation,” “preservation” and “low- and moderate-income.” A trust can consult existing programs and statutes in the state to adopt definitions for terms. For activities that fall under “community housing” with CPA, the CPA statute defines appropriate terms including moderate income which is households earning less than 100 percent of the area median income.

Important note: Each funding source has restrictions and requirements for uses of funds. Certain programs and projects may not be eligible under all funding programs. It will be particularly important to secure funds from sources that will enable the housing trust to accomplish its priority initiatives. Once funds are secured, particularly if secured from multiple sources, the board of trustees will need an accounting system that tracks revenue by original funding source. The board of trustees must be prepared to demonstrate that the funds were used in compliance with the requirements of each funding source. See below chart for details about allowable spending purposes with CPA funds.

ALLOWABLE SPENDING WITH CPA				
	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitation and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

POTENTIAL LOCAL HOUSING PROGRAMS

Here are a few examples of programs that can be funded with a local housing trust:

- Homebuyers Assistance: provide down payment, closing cost, interest-rate write down, or other financial assistance to income-qualified homebuyers (affordability restrictions may be required).
- Rental Assistance: provide local vouchers (modeled after federal Section 8 Housing Choice Vouchers) that subsidize the rental costs for income-qualified households.
- Home Preservation/Purchase, Rehab: acquire below-market homes, rehab as necessary, and resell at affordable prices with long-term deed restrictions to income-qualified households.
- Predevelopment financing for new construction of affordable rental housing (30B procurement and public construction could be triggered here.)

HOUSING TRUST INITIATIVES



Housing trust funds can be used in various ways but always subject to the powers granted to the board of trustees under the local bylaw.

Once the housing trust is funded and the board of trustees has arranged for any agreed upon staff-support, it is ready to implement the action plan. Trusts can foster the development of affordable housing, create programs to assist income-qualified households in accessing housing and undertake other activities to support and preserve affordable housing.

Develop affordable housing: Housing trust funds can be used to produce new units of affordable housing, through either conversion of existing buildings or through new construction.

As described previously in this chapter, local affordable housing trusts usually operate in one of two basic models: as a funding entity or more directly initiating development.

If the housing trust is functioning as a funding entity, it would not hold title to the property. Instead, it would offer loans or grants to subsidize affordable housing developments and can be one of multiple funding sources for a project. In the role of funding entity, the board may issue an annual request for proposals or advertise funding rounds and make applications available to the public.

Other trusts perform a more direct role to foster development through acquisitions, predevelopment activities, developer selection, and conveyance of property.

Development activities and investments should reflect the affordable housing needs identified in the community's housing needs assessment or housing production plan.

Establish housing programs: Housing programs come in many forms. Essentially, the intent of housing programs is to enable low- and moderate- income households to purchase or rent a home. Depending on how the program is structured, the program may or may not result in an income-restricted unit.

In order to establish a first-time homebuyer or rental assistance program, the board will need to decide on the structure of the program and designate an entity responsible for the administration and monitoring of the program. The board will need to create program guidelines and a formal application process as well as documents like grant or loan agreements and deed riders. They will also need to market the program. Or, the board can contract with another entity to create, implement and manage the program.

If the trust wants to create “Local Action Units” (LAUs) that count towards the state’s Subsidized Housing Inventory, contact the Massachusetts Department of Housing and Community Development (DHCD) prior to establishing your program. The DHCD staff will review four key aspects of the program: if and how affordable units are created; if the sale or rent price meets DHCD’s affordability thresholds; if the affirmative fair marketing and lottery plans meet state and funding program requirements; and how units will remain affordable.

For more information, go to www.mass.gov/dhcd and enter “Local Initiative Program” in the search box.

OTHER INITIATIVES



If allowed by the terms of your local bylaw, your local affordable housing trust can also undertake other initiatives to create and preserve affordable housing including:

- Preserve expiring use restrictions;
- Support initiatives of the local or regional housing authority or other housing agencies or organizations;
- Fund affordable housing plans or studies;
- Hold, manage, rehabilitate, and lease property

For specific examples, please see the next chapter of community profiles.

WEBSITE DETAILS DEVELOPMENT PROCESS

The Housing Toolbox for Massachusetts Communities (www.housingtoolbox.org) is designed to be a one-stop resource for local boards, committees, planners, municipal staff and volunteers.

Developed by MHP and the Citizens’ Housing and Planning Association (CHAPA), the site explains how to create and execute an effective affordable housing strategy. The toolbox is organized in six sections. It begins with Assessing Needs and continues with sections on building Local Support and understanding the importance of Land Use. It then moves into a section that explains Fair Housing laws and how to administer them, and finishes with overviews of the Development Process and Financing and Funding.

The Housing Toolbox is also designed to be responsive to community needs and can be updated regularly.

Learn more by visiting www.housingtoolbox.org

Chapter 6



COMMUNITY EXAMPLES & BEST PRACTICES

Having explained the basics of what an affordable housing trust is and how to establish one in your community, it is now time to learn about how trusts are used in practice. The following are just a few examples of how communities have used local trusts to pursue their affordable housing goals.

Carlisle: Major role in two developments Established: 2006

The Carlisle Affordable Housing Trust (CAHT) played a major role in the development of Benfield Farms senior rental housing and the Toward Independent Learning and Living, Inc. (TILL, Inc.) group home.

For Benfield Farms, CAHT supported the development of the Community Preservation Act (CPA) mandated affordable housing and conservation restrictions; supporting the development of easement agreements; providing input and review on proposed development options for the Request for Proposal; and supporting a 2008 Town Meeting vote for a \$425,000 Benfield Farms infrastructure grant, which was distributed through CAHT to the non-profit developer, Neighborhood of Affordable Housing (NOAH). The 26-unit development was completed in 2014.

For TILL's group home, the CAHT's support included proposing that the CAHT be authorized to purchase the five-acre property with municipal funds for the purpose of developing a group home. The CAHT then supported a 2012 Carlisle Special Town Meeting article for a property tax override to purchase the property. Following this, the CAHT conducted a Master Plan effort for the site. In 2014, the CAHT entered into a 99-year ground lease with the Carlisle Housing Authority for the development of a duplex nine-unit group home. The duplex was completed in 2016.



Nine-unit group home, Carlisle.

Eastham: Rental Assistance Program

Established: 2008

The Eastham Affordable Housing Trust (EAHT), responding to their Housing Production Plan, knew that rental housing was a particular need in their community. Initiating a Rental Assistance Program would be a way to help families stay in their apartments and encourage others to locate to Eastham. Not having the capacity to administer the program themselves, the EAHT wrote an RFP to contract for the services and partnered with both the Harwich Ecumenical Council for the Homeless (HECH) and the Homeless Prevention Council.

HECH finds eligible families and calculates their need. In order to apply for the assistance, a family must be at or below 60 percent of area median income (AMI). Funding is available through a contract with the property owner and it will pay the owner up to \$350 per month to help cover the gap between the family's income and rent and utilities. They are eligible for up to three years of assistance, but each year the amount they receive is reduced.

Note: While well-intentioned, short-term rental assistance programs may be disruptive for some households who are unable to increase income to sufficiently cover local market rents.

Leverett: Buy Down Program

Established: 2007

As a small community, challenged by limited infrastructure, the Leverett Affordable Housing Trust has created the Leverett Homeownership Assistance Program to assist homebuyers and create local affordable housing. Homebuyers can access up to 20 percent, or \$50,000, of the sale price of a home in town with a maximum home value of \$275,000. The program is available for households earning up to 100 percent AMI and an affordability restriction is placed on the home at the time of purchase. Awards are distributed through a lottery and the Franklin County Regional Housing & Redevelopment Authority manages the program for the trust.



Medway: Establishing an Action Plan

Established: 2008

Under the direction of the Medway Community Preservation Committee and the Affordable Housing Committee, the Medway Affordable Housing Trust found that having an action plan in place for their activities helped them gain credibility in their community. The action plan, adopted in February 2011, was created with the assistance of a planning consultant. It clearly states their goals and vision and the types of projects the trust will support. As a result, the Medway community understands that the trust is responsible and committed and that they are “not going away,” which has helped to recruit trust members. The action plan provides a way to evaluate the progress of the trust against its stated goals and objectives. Other trusts that have adopted action plans include Easton, Grafton, and Westport.

Newburyport: Preservation

Established: 2009

When affordable homeownership units that are deed restricted go on sale, the Newburyport Affordable Housing Trust (NAHT) helps to find eligible buyers. Potential buyers must meet certain income requirements (80 percent of AMI). Applications are reviewed by the NAHT.

The NAHT also offers up to \$25,000 for eligible buyers for down payment assistance and/or closing costs for the purchase of deed-restricted affordable units. Home buyers must provide a down payment equal to a minimum of three percent of the property's purchase price and be approved for a mortgage with a lender. The loan is interest free and must be paid back at resale or refinance of the property.

Norfolk: Small-scale homeownership program

Established: 2006

Norfolk's housing trust has put most of their attention into a small scale homeownership program. Each year they seek to purchase three modest homes in the \$300,000 price range. The program manager oversees necessary home improvements, works under the state's Local Action Unit (LAU) program to assure the homes are added to the state's Subsidized Housing Inventory (SHI) and then runs a joint lottery to sell the homes. Averaging three homes a year, the trust has created over 20 affordable homeownership opportunities through this initiative.

Norwell: Redevelopment of Municipal Parcels

Established: 2007

Before the new police station opened in late 2014, the community began talking about using the existing lot for affordable housing. In 2015, Town Meeting voted to transfer the parcel to the Norwell Community Housing Trust who then issued a RFP (request for proposals) for affordable housing at 40 River Street. A developer was chosen in 2016 and a ground breaking for Herring Brook Hill, 18 rental units for low and moderate income seniors, was held in April 2018. The community has contributed \$1.2 million in CPA resources.



18 senior units to be built at old Norwell police station site.

Plymouth: First-time Homebuyer Program

Established: 2007

The Plymouth Affordable Housing Trust funds a first-time homebuyer program called the American Dream Buy-Down Program. The program is administered by the Plymouth Community Development Department which qualifies all applicants and markets the program on behalf of the Trust, which approves the loans. Income eligible homebuyers (60 to 80 percent of AMI) ready to make Plymouth their home are able to apply for a 15-year deferred loan from the program of up to \$30,000 to buy down the purchase price of the home. The new owners are required to have a deed restriction on the home for 15 years. If the household re-finances the first mortgage for any purpose other than lowering their monthly payment, the deferred loan would be recaptured and recycled into the program for another eligible applicant.

Stow: Grants to Developers

Established: 2005

Funded entirely by inclusionary zoning fees to date,* the Stow Affordable Housing Trust has put together a grant program that makes small grants to non-profit organizations seeking to create, preserve, or refinance affordable housing units for families earning 80 percent or less of area median income (AMI). The units must be eligible for inclusion on the state's SHI and a minimum of 25 percent of the units in a given development must be affordable.

Due to the limited funds available, the grants have been relatively small, but have had an impact on the pre-development phase of two projects; Pilot Grove, a 37-unit family rental development and Plantation Apartments, an extension of an existing senior living development.

*The zoning bylaw creating the inclusionary zoning must state that payments go to the trust, otherwise the money goes to the general fund and would have to be appropriated by town meeting.

Sudbury: Habitat for Humanity

Established: 2005

The first project that the Sudbury Affordable Housing Trust (SAHT) funded was the development of a duplex by Habitat for Humanity on tax-title land purchased at auction by the trust.⁸ The project received broad community support as demonstrated through the strong commitment from the project's bi-weekly building volunteers.

Westford: Using annual funding rounds

Established: 2005

Another way to solicit applications, short of issuing an RFP, is to hold one or more annual funding rounds with formal submission requirements and review criteria. One town that has adopted this process is Westford. It is important that this funding process is transparent and that good records are kept on how and why the trust selected certain projects to fund.



Stony Brook II, Westford

One project the Westford Affordable Housing Trust provided pre-development funding to is a 36-unit development called Stony Brook II. Initiated by the Westford Housing Authority and Common Ground Development Corp., the development is an expansion of an existing project on Farmer's Way.

The Trust made two grants totaling \$400,000. The first \$100,000 was used for predevelopment expenses including legal, architectural, civil engineering, and administrative costs associated with securing permits. The additional \$300,000 was allocated to site work and was contingent upon the project being awarded state funding.

The development consists of one-, two-, and three-bedroom units and was completed in 2016.

Yarmouth: Put out an RFP for projects

Established: 2007

The Yarmouth Affordable Housing Trust (YAHT) didn't wait for projects to come to them, they actively sought them out. When the YAHT determined that they had a sum of money available, they decided to put out a RFP with the hope that it would result in more opportunities to create affordable housing. They used their Housing Production Plan to help guide them in creating selection criteria and the town's chief procurement officer reviewed the RFP and approved the trust as the selection committee.

⁸ Refer to intergovernmental real property transactions under Chapter 30B.

In creating and advertising the RFP, the trust followed the rules of M.G.L.c30B starting with the proper public notice of the issuance of the RFP and kept records of requests. It carefully documented the receipt of responses, the opening of proposals and the compliance of those proposals with the conditions of the RFP. While not legally required to follow 30B to solicit proposals for funding, the trust determined that this approach insured fairness and competitive responses. It also gave the trust an opportunity to prioritize from a group of applications rather than accepting applications on a rolling basis. It should be noted that while Yarmouth used an RFP, other communities have found success using a Notice of Funding Availability (NOFA).



Yarmouth Commons: 69 apartments on former motel site.

The Yarmouth Affordable Housing Trust also has a successful Buy Down Program to assist qualifying home-buyers under which they've created 15 new affordable units at the time of this writing and have 22 more underway. They have also built three affordable units on town-owned land, preserved seven units, assisted Habitat for Humanity with building six new homes and created nine affordable rental homes. Yet the most significant initiative to date may be assisting in the redevelopment of two motels, creating a total of 109 affordable rental units!

PUT YOUR TRUST MONEY TO WORK THROUGH MASSDOCS

MassDocs is the state's loan closing document system. MassDocs makes it possible for just one set of loan documents to be needed for affordable housing rental developments financed by multiple funding sources.

Many locally-initiated affordable housing developments in Massachusetts use local funds from the Community Preservation Act or the local trust fund in combination with state and federal funds.

Before MassDocs, each funder needed their own closing documents. With MassDocs, all funders agree to a single set of closing documents. MassDocs makes it easier for communities to deliver local housing trust funds to a projects. For more information on how to join, go to <https://www.massdocs.com>.

Appendix



MUNICIPAL AFFORDABLE HOUSING TRUST MGL CHAPTER 44, SECTION 55C

Last updated August 2016

<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleVII/Chapter44/Section55C>

Section 55C. (a) Notwithstanding section 53 or any other general or special law to the contrary, a city or town that accepts this section may establish a trust to be known as the Municipal Affordable Housing Trust Fund, in this section called the trust. The purpose of the trust is to provide for the creation and preservation of affordable housing in municipalities for the benefit of low and moderate income households and for the funding of community housing, as defined in and in accordance with the provisions of chapter 44B. Acceptance shall be by majority vote of the municipal legislative body under section 4 of chapter 4.

(b) There shall be a board of trustees, in this section called the board, which shall include no less than 5 trustees, including the chief executive officer, as defined by section 7 of chapter 4, of the city or town, but where the chief executive officer is a multi-member body, that body shall designate a minimum of 1 of its members to serve on the board. Trustees shall be appointed in a city by the mayor or by the city manager in a Plan D or Plan E municipality, subject in either case, to confirmation by the city council, and in a town by the board of selectmen, shall serve for a term not to exceed 2 years, and are designated as public agents for purposes of the constitution of the commonwealth. Nothing in this subsection shall prevent a board of selectmen from appointing the town manager or town administrator as a member or chair of the board, with or without the power to vote.

(c) The powers of the board, all of which shall be carried on in furtherance of the purposes set forth in this act, shall include the following powers, but a city or town may, by ordinance or by-law, omit or modify any of these powers and may grant to the board additional powers consistent with this section:

(1) to accept and receive real property, personal property or money, by gift, grant, contribution, devise or transfer from any person, firm, corporation or other public or private entity, including but not limited to money, grants of funds or other property tendered to the trust in connection with any ordinance or by-law or any general or special law or any other source, including money from chapter 44B; provided, however, that any such money received from chapter 44B shall be used exclusively for community housing and shall remain subject to all the rules, regulations and limitations of that chapter when expended by the trust, and such funds shall be accounted for separately by the trust; and provided further, that at the end of each fiscal year, the trust shall ensure that all expenditures of funds received from said chapter 44B are reported

to the community preservation committee of the city or town for inclusion in the community preservation initiatives report, form CP-3, to the department of revenue.

(2) to purchase and retain real or personal property, including without restriction investments that yield a high rate of income or no income;

(3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the board deems advisable notwithstanding the length of any such lease or contract;

(4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases, grant agreements and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the board engages for the accomplishment of the purposes of the trust;

(5) to employ advisors and agents, such as accountants, appraisers and lawyers as the board deems necessary;

(6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the board deems advisable;

(7) to apportion receipts and charges between incomes and principal as the board deems advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;

(8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;

(9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the board may deem proper and to pay, out of trust property, such portion of expenses and compensation of such committee as the board may deem necessary and appropriate;

(10) to carry property for accounting purposes other than acquisition date values;

(11) to borrow money on such terms and conditions and from such sources as the board deems advisable, to mortgage and pledge trust assets as collateral;

(12) to make distributions or divisions of principal in kind;

(13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the board may deem appropriate;

(14) to manage or improve real property; and to abandon any property which the board determined not to be worth retaining;

(15) to hold all or part of the trust property uninvested for such purposes and for such time as the board may deem appropriate; and

(16) to extend the time for payment of any obligation to the trust.

(d) Notwithstanding any general or special law to the contrary, all moneys paid to the trust in accordance with any zoning ordinance or by-law, exaction fee, or private contributions shall be paid directly into the trust and need not be appropriated or accepted and approved into the trust. General revenues appropriated into the trust become trust property and to be expended these funds need not be further appropriated. All moneys remaining in the trust at the end of any fiscal year, whether or not expended by the board within 1 year of the date they were appropriated into the trust, remain trust property.

(e) The trust is a public employer and the members of the board are public employees for purposes of chapter 258.

(f) The trust shall be deemed a municipal agency and the trustees special municipal employees, for purposes of chapter 268A.

(g) The trust is exempt from chapters 59 and 62, and from any other provisions concerning payment of taxes based upon or measured by property or income imposed by the commonwealth or any political subdivision thereof.

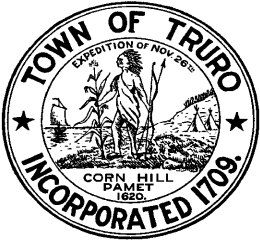
(h) The books and records of the trust shall be audited annually by an independent auditor in accordance with accepted accounting practices.

(i) The trust is a governmental body for purposes of sections 23A, 23B and 23C of chapter 39.

(j) The trust is a board of the city or town for purposes of chapter 30B and section 15A of chapter 40; but agreements and conveyances between the trust and agencies, boards, commissions, authorities, departments and public instrumentalities of the city or town shall be exempt from said chapter 30B.



Massachusetts Housing Partnership
160 Federal Street, Boston, MA 02110
Tel: 617-330-9955 | www.mhp.net



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: September 28, 2021

ITEM: Application to Serve

EXPLANATION: Chris LaMarco has submitted an application to serve on the Economic Development Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will be unable to serve on the Board as a voting member.

SUGGESTED ACTION: *Motion to Appoint Chris LaMarco to the Economic Development Committee for a 3-year term expiring June 30, 2024.*

ATTACHMENTS:

1. Application to Serve

Truro

Application to Serve on a Board or Committee

Last Name

LaMarco

First Name

Chris

Middle Initial

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

37 Truro Center Rd

Address (City)

Truro

Address (State)

Ma

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 559

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 2021SEP7 PM 10:30
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?

Economic Development Committee

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

I am a small business owner on the cape. I wasn't born here but this is my home. I'm aware of the challenges and benefits of small local business on the community. I'm also aware of the need for younger board members for the town. Everyone benefits from a strong economy.

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.

Iâ€™ve owner several small businesses in my life. Residential and Commercial Construction companies, sales, and most recently a fitness facility. Iâ€™ve worked with charity organizations like Salvation Army and habitat for humanity.

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.

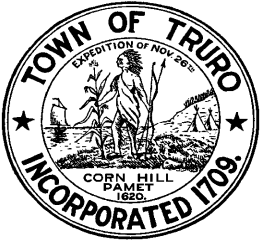
I graduated from the University of Pittsburgh with a degree in Administration of Justice and Italian. I have 4 minors in Economics, Italian heritage and culture, Psychology and Western European Studies.

Signature

Chris LaMarco

Date

Sep 02, 2021



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: September 28, 2021

ITEM: COVID-19 Staff Report

EXPLANATION: Health & Conservation Agent, Emily Beebe will give a staff report on current COVID-19 situation, including the recently revised Board of Health Rule & Order related to masking and on the resumption status of various Town programs and services.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Select Board and staff will not be informed of current status.

SUGGESTED ACTION: *None-discussion only*

ATTACHMENTS:

1. None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: September 28, 2021

ITEM: Walsh Property Community Planning Committee: Vacancies, Reappointments and Process Design Plan Discussion

EXPLANATION: With the recent resignation of a Walsh Property Community Planning Committee (WPCPC) member, the Committee presently has two vacancies (the other vacancy is the unfilled seat for a high-school student) on the 17-member Committee. Staff requests that the Select Board consider lowering the membership of the Committee to 15 at this time to help the Committee to be more focused, as higher membership can be somewhat unwieldy for scheduling, garnering consensus, etc. Staff also requests direction from the Board as to whether the Board would like to continue to decrease membership through attrition (in sets of two openings to comply with Town Charter, Section 6-2-5) to continue to bring down the size of the Committee.

The Walsh Property Community Planning Committee co-chairs and staff also request guidance on the reappointment process for WPCPC members. All appointments expire in October 2021. Staff recommends that the members complete the Application to Serve and be placed on the Consent Agenda at the first Board meeting in October for additional one-year appointments in accordance with Town Charter, Section 6-4-4.

Additionally, the staff and WPCPC co-chairs would like to report that based on the Board's discussion at the August 24, 2021 Select Board Meeting and after meeting with Facilitator Stacie Smith from the Consensus Building Institute, the Committee co-chairs will take on more of the meeting facilitation at this time. The Consensus Building Institute will still be available as needed, but due to the change in the support that the Consensus Building Institute will be providing to the Committee, it is recommended that the Community Process

for the Walsh Property Plan Final Draft Process Design, which serves somewhat as a charge for the Committee, be updated to reflect these changes. The co-chairs and staff request to for review and approval.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be clear direction for staff and the Committee on how to proceed with vacancies, reappointments, and the Process Design Plan.

SUGGESTED ACTION: *MOTION TO decrease membership of the Walsh Property Community Planning Committee to 15, direct staff to continue to bring membership decrease requests to the Select Board in sets of two as vacancies occur on this Committee, and make amendments to the Process Design Plan and bring back to the Select Board at an October meeting.*

ATTACHMENTS:

1. Walsh Property Plan Final Draft Process Design

Community Process for the Walsh Property Plan Final Draft Process Design

Overview

At its Annual Town Meeting in April 2019, and ratified by ballot in May 2019, the people of Truro authorized the purchase of the Walsh property for the Town of Truro, to be used for general municipal purposes. The article further authorized and directed the Board of Selectmen to create a committee, to include citizen representatives from diverse sectors of the community, to lead a community wide process, beginning in June 2019, to engage a wide range of Truro residents in developing plans for the use of the property to be presented at a future town meeting for approval.

On June 27, 2019, the Town hosted a public forum to kick-off this community process. The Consensus Building Institute (CBI) was asked to help design, facilitate, and document the forum. The forum was designed to elicit initial public interests and concerns about the use of the Walsh property, and begin to explore process needs, opportunities, and suggestions to guide the creation of a committee to engage the community in developing a master plan for the future use of the property. At the suggestion of forum participants, the planning team created a survey to solicit input on those questions from additional community members to the questions posed to participants at the forum. The Town Manager publicized the survey and made it available online and in hard copy to the public between July 12 and August 15, and the responses from the forum and the survey were synthesized into a summary that was then released to the public.

As a next step, CBI was asked to build on that community input to recommend an approach for the committee and community wide process. The following is a draft of a recommended approach, to be refined based on further input from the community and the Board of Selectmen.

Walsh Property Community Planning Committee (WPCPC) Purpose and Task

The purpose of the Walsh Property Community Planning Committee (WPCPC) is to guide the development of plans for the use of the Walsh property. The WPCPC's mandate is:

- a) to embody, engage and include the full range of perspectives (interests and concerns, as well as geographic and demographic groups) of the town of Truro.
- b) to undertake, analyze and synthesize public input and widespread outreach to maximize involvement, understanding and support for the resulting plan and its implementation.
- c) drawing on active public input and engagement, to develop broad criteria for success, develop and evaluate a range of options and approaches, and ultimately seek consensus for plans based on these criteria for the use of the property to be presented to town meeting.

Community Members and Alternates:

- a) The role of Community Members is to actively participate in all discussions and deliberations on all topics, and to participate in making consensus recommendations to go to Town Meeting, the Select Board, and other decision-making entities. Meetings will be structured to provide first priority for community member input in discussions.

- b) Members will include ***8-12 representatives, plus alternates, of community constituencies from the town of Truro***, who collectively represent the balanced and broad range of perspectives, preferences and demographics of Truro. These will include the following categories and demographics:
 - part-time (6 months or more)
 - seasonal residents
 - year-round residents
 - tradespeople
 - youth / students
 - young families
 - senior residents
 - local business owners
 - cultural and arts institutions
 - abutters (including the school)
 - people interested in housing/affordable housing opportunities
 - people interested in conservation and open space needs
 - people interested in the environment, habitat, and ecosystems
 - people interested in recreation opportunities
 - people interested in other development needs

- c) Members may be from existing Truro Boards and Committees, as long as those boards and committees do not have official authority over components of the plan. Examples are:
 - Open Space Committee
 - Council on Aging
 - Recreation Commission
 - Climate Action Committee
 - Bike and Walkways Committee
 - Local Comprehensive Plan Committee
 - Truro School Committee
 - Water Resources Oversight Committee
 - Truro Housing Authority

- d) Although they are selected to help represent a set of perspectives and demographics, members will serve as individuals, rather than as official liaisons to any particular group.

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One individual might represent multiple categories. Collectively, they should also represent a mix of experience, substantive knowledge, areas of expertise, and geographic and demographic diversity within the town.

- e) All members will be expected to possess interest in the topics under consideration, as well as to demonstrate commitment to working collaboratively and productively on behalf of the WPCPC's objectives. All individuals interested in serving on the WPCPC should demonstrate how they meet the following criteria:
- Credibility and capacity to represent the demographics and/or articulate the perspectives they seek to represent
 - Willingness and capacity to engage in respectful and constructive dialogue with other participants, maintain an open mind, and seek creative options that respond to the interests of other participants as well as their own interests
 - Contribution to the diversity of experience, knowledge, expertise, geography, and demographics
 - Willingness and interest in attending all meetings, thoughtfully listening to public and constituent perspectives, and participating actively in discussions.
- f) Interested individuals will be asked to apply to participate in the WPCPC, and to specify which (one or more) of the above categories they can help to represent, using an adapted version of the town's standard Application to Serve form. This may include sharing their current wishes and vision for the site, in order to ensure that the range of perspectives is included. Applicants will be screened by CBI, serving as the neutral facilitation team, based on the criteria above. Interviews may be requested. CBI will offer recommendations to the Select Board, who will then appoint members.
- g) Additional members within each of these categories may be appointed as alternates in the same way. In the absence of a primary member, an alternate who shares similar attributes or perspectives may serve as a stand-in for that member and assume all the rights and responsibilities of the absent member. Alternates will be expected to keep up to date on all deliberations and fill in without disruption.
- h) The WPCPC will be an official Town body, and all members will be subject to state and town regulations governing such town bodies, including freedom from conflicts of interest and adherence to open meeting law.

Liaisons:

- a) A second category of participants in the WPCPC are *liaisons* from chartered town commissions and boards with official regulatory or decision-making roles. The role of liaisons is to actively participate in discussions and deliberations on topics that are relevant to their expertise, interests, and responsibilities. Liaisons are also charged with bringing ideas and concerns of their committee or board to WPCPC discussions and inform their fellow committee/board members about WPCPC deliberations. Liaisons, from the Select

Board and from other entities, will follow Policy 34: Selectmen Liaison Policy. Participation of liaisons should not undermine their ability to perform their regulatory responsibilities and should not outweigh deliberation among members. Further, liaisons will not be asked to weigh in on agreement-seeking consensus recommendations. Liaisons will serve as a conduit of information and a point of contact to and from their respective board; not as a decision-maker in the Walsh Property planning process.

b) The following entities may be invited to appoint a liaison.

- Select Board
- Historical Commission
- Planning Board
- Conservation Commission
- Board of Health
- Zoning Board of Appeals
- Finance Committee

c) Additional entities may be invited to share their perspectives or knowledge, either at meetings or through engagement between meetings, at the determination of the WPCPC. For example, since the Walsh property is adjacent to the school, the WPCPC should ensure that input & feedback from teachers, administrators & students be sought out throughout the process.

Technical and Expert Advisors:

- a) Town of Truro staff and departments will serve as technical advisors to the WPCPC, as needed and requested by the participants. These may include the Town Manager’s office, Planning, Public Works, Health, Conservation, Public Safety, and others. Technical advisors will help members and the public understand 1) the existing site conditions, including topography, environmental conditions, zoning, and structural engineering 2) the planning, legal, regulatory, financial, economic, and natural resource implications of options being explored for use of the property, and 3) any other information needs requested by the WPCPC within the expertise of town staff.
- b) To the extent the WPCPC determines a need for information outside of the available or acceptable expertise of town staff, they can request it. If funding for such advice is needed, the WPCPC can request support from the Select Board to enlist additional expertise.

Decision Making

- a) The WPCPC, to the extent possible, will ***operate by consensus***, which is defined as unanimous concurrence of the primary members, or in the absence of a primary, his or her alternate. Members may also “abstain,” or stand aside. Abstaining means not offering

consent or endorsement, but also not blocking an agreement. Abstaining members will not be counted in determining if consensus has been reached.

- b) If a member disagrees with a proposal, he or she must make every effort to ***offer an alternative satisfactory to all members***. Members should not block or withhold consensus unless they have serious objections to the proposal and can articulate the reasons for those objections. Consent means that members can accept, even if reluctantly, the package that emerges. The goal of the WPCPC is to reach consensus, recognizing that not all members will be equally satisfied with the outcome.
- c) If there are issues or topics where consensus cannot be reached, the final plan will include the majority view, with clear identification of areas where there was no consensus, explain the members' differences clearly, accurately, and fairly, and include alternative approaches suggested by dissenting members.
- d) Liaisons will participate actively in the deliberations, explain and advocate based on their knowledge and expertise, seek creative solutions, participate in drafting alternatives and other written documents, as needed, and provide background information. However, they will not take part in the final consensus on recommendations.

WPCPC Meetings

- a) All WPCPC meetings will be conducted in accordance with Massachusetts Open Meeting Law, and WPCPC members will be required to participate in training on Open Meeting Law requirements. They will be open to the public and posted in advance according to Town procedures. Discussion at the meetings will be conducted primarily by members of the WPCPC. There will be a public comment period at least once during each meeting. Time allowed for public comment will be limited to ensure that other meeting topics can be covered.
- b) In order to achieve its objectives in the allotted time, the facilitators and WPCPC members may communicate between meetings to follow up and update on action items, use internet polling, email, and other technology to collect and disseminate information and input, and otherwise move the process forward, within the constraints of Open Meeting Law. In order to conform to Open Meeting Law, no deliberation, decisions, or agreements will be made outside of WPCPC meetings.
- c) Materials relevant to the meeting agenda will be provided in compliance with Open Meeting Law, which requires notice of meetings at least 48 hours in advance, containing the date, time, and location of the meeting and listing all topics that the chair reasonably anticipates will be discussed. Meeting minutes of WPCPC meetings will be prepared by the facilitators in compliance with Open Meeting Law and Public Records Law requirements, including:
 - the date, time and place of the meeting;

- the members present or absent;
- the decisions made and actions taken, including a record of all votes;
- a summary of the discussions on each subject;
- a list of all documents and exhibits used at the meeting; and

After review and approval by the members, meeting minutes will be corrected and made available to the public. The minutes will identify key points of discussion, action items, points of tentative agreement and next steps, and will generally be written without attribution.

- d) In order to develop shared understanding and experience of the Walsh property, members will participate in tours and field trips to all parts of the site, as needed, throughout the process.

Public Outreach and Engagement:

- a) A core task of the WPCPC will be to outreach to, engage, and synthesize public perspectives and viewpoints on all aspects of the plan. Accordingly, the WPCPC will convene a series of public meetings and engagement opportunities throughout its process. This might include leading public tours of the Walsh property, convening public forums to elicit ideas, share information, and evaluate options, and presentations or targeted outreach to particular groups or community events to ensure the full range of community members are invited and empowered to participate in the process. The initial work plan offers suggestions for sequencing these activities within WPCPC deliberations – this plan will be refined by the WPCPC throughout the process.
- b) The town will engage in outreach to the community to inform them about the Community Process, including investing in significant outreach to highlight the opportunity to apply to serve on the WPCPC, as well as opportunities to participate in public meetings throughout the process. Outreach strategies should include email blasts, social media postings, postcards to town households, among other tools – WPCPC members will help expand and refine the public engagement and outreach strategy throughout the process.
- c) To the extent possible, WPCPC meetings will be filmed and televised by Government TV and footage will be made available to the public subsequent to each meeting. Live streaming options will be considered.
- d) The town will post all meeting materials on a designated webpage, to allow clear and easy citizen access. Agendas will be posted in advance, meeting materials as soon as possible, and summaries once they are approved. Interested residents can also opt into an email listserve to receive materials directly via email. Updates will also be provided at Select Board meetings.

Safeguards and Ground Rules for Participation

- a) Participants will commit to the principles of decency, civility, and tolerance. Each person will be respectful, and refrain from making personal attacks, name calling, distributing personal or inaccurate information about other participants, and other such negative behaviors.
- b) Participants will not attribute statements to others involved, seek to present or represent the views or position of other members or alternates, nor attempt to speak on behalf of the group as a whole in or to the media. “Media” for these purposes includes the press, television, radio, websites, blogs, social media applications or sites, and any other public information distribution mechanism. WPCPC members will abide by these ground rules in all communications during the process in and out of WPCPC meetings.
- c) Members on the WPCPC also agree to the following.
 - Speak to the interests and concerns they are helping to represent as accurately and thoroughly as possible, and work to ensure that any recommendations developed by the group meet the needs of the town as a whole.
 - Arrive at the meetings prepared to discuss the issues on the agenda, having reviewed the documents distributed in advance.
 - Be constructive and maintain an open mind. Strive throughout the process to bridge gaps in understanding, to seek resolution of differences, and to pursue the goal of achieving consensus on the content of the potential alternatives under discussion.
 - Only one person will speak at a time and no one will interrupt when another person is speaking.
 - Each person will make every effort to stay on track with the agenda and avoid grandstanding and digressions.
 - Make a good faith effort to participate in all scheduled meetings or activities.

Facilitation:

- a) The Town of Truro should enlist support from a neutral, external facilitation team. Facilitators should be responsible for helping to ensure that the process runs smoothly, developing draft meeting agendas, preparing and distributing draft and final summaries, generating draft agreements, and helping the parties resolve their differences and achieve

Agenda Item: 6A1

consensus, to the extent possible, on the issues to be addressed by the WPCPC. They may use any number of techniques to help ensure that everyone has the opportunity to speak, that comments are kept to a reasonable length of time, and that subjects under discussion are provided sufficient time and focus for progress. The facilitator should be responsible for implementing the agenda and keeping participants on track.

- b) The facilitators should have no stake in the outcomes of the process. Neutral facilitators have no decision-making authority and cannot impose any solution, settlement, or agreement among any or all of the parties. They should abide by the Ethical Standards of the Association of Conflict Resolution. In part, these standards require that: “The neutral must maintain impartiality toward all parties. Impartiality means freedom from favoritism or bias either by word or by action and a commitment to serve all parties as opposed to a single party.”
- c) For purposes of complying with Open Meeting Law, the WPCPC may designate one or more Chairs.
- d) The facilitators will be available to consult confidentially with participants during or between meetings. Facilitators, if asked, are required to hold confidences even if that means withholding information that the facilitators would prefer to be made available to the full group.

Initial Draft Workplan:

- a) The WPCPC will aim to meet monthly (or bi-monthly) at dates and times to be determined by the group, as well as at other dates and times as needed. Public meetings or tours may require more time or may take place during the day.
- b) Workshops, public forums, and informational meetings to broader constituencies will also be scheduled in coordination with WPCPC members.
- c) Actual dates and schedule will be determined and revised by the WPCPC. For illustrative purposes, a potential schedule might look as follows:

WPCPC Meeting One: Convening

- Meet group members, the project team, and liaisons
- Committee Organization
- Initiate and refine WPCPC process and operating protocols
- Present overview of existing site information
- Identify initial outcome goals and success criteria
- Identify additional information data needs

WPCPC Site Visit: Group Tour

- Group tour to view and understand Walsh property

WPCPC Meetings Two (or more as needed)

- Debrief Site Visit
- Prepare agenda and methodology for a Public Visioning workshop
- Review additional data collected, discuss impacts

Public Visioning Workshop

- WPCPC/Public tour(s) of site pre-meeting
- Present existing site information
- Elicit range of public interests and priorities for the site
- Refine the set of success criteria for evaluating options and alternatives for planning for the site

WPCPC Meetings Three-Six (or more as needed)

- Review/synthesize information gathered from visioning session
- Review additional data collected, discuss impacts
- Brainstorm, Explore, and Evaluate range of options for site plan
- Develop a set of option packages for the site

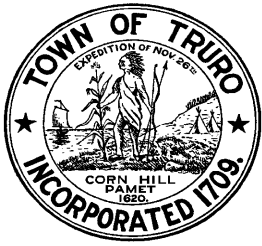
Public Evaluation Workshop

- WPCPC/Public tour(s) of site pre-meeting
- Present additional data
- Public evaluation and refining of options packages

WPCPC meeting Seven (more as needed)

- Refine outcomes from Public Evaluation
- Identify and refine top package(s)

Refine as needed



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: September 28, 2021

ITEM: Discussion on Select Board Meeting Dates for October, November, and December 2021

EXPLANATION: With multiple pending work sessions and the holidays approaching, staff requests that the Board discuss the upcoming meeting schedule to determine when to hold the three proposed work sessions and if any regular meetings in November and December should be adjusted.

The pending work sessions are for:

- Finalizing, prioritizing and determining a plan of action for addressing FY2022 Goals & Objectives
- Discuss possible revisions to Policy 31 and Policy 54
- Joint meeting with Climate Action Committee

The current regular meeting dates are as follows:

- October 12
- October 26
- November 9
- November 23
- December 14
- December 28

To assist in scheduling, the following dates are holidays:

- Columbus/ Indigenous People's Day- October 11

- Veterans' Day- November 11
- Thanksgiving- November 25
- Day After Thanksgiving- November 26
- Hanukkah- November 28 through December 6
- December 24- Christmas Eve
- December 25- Christmas
- December 31- New Year's Eve
- January 1- New Year's Day

As Budget Task Force meetings typically begin in December, staff recommends completing the three work sessions over the months of October and November at dates to be determined by the Board. Additionally, the Board may wish to move the November 23rd Regular Meeting to November 16th to avoid holiday travel plans of Board members and/ or staff and may wish to move the December 28th Regular Meeting to December 21st for the same reason.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: All meeting dates will remain the same.

SUGGESTED ACTION: *Discussion and staff direction only.*

ATTACHMENTS:

1. FY2021 Select Board Meeting Schedule

Truro Select Board Meeting Schedule - 2021

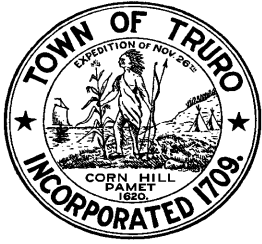
<u>HEARING/MEETING</u> (Tuesday, unless otherwise noted)	<u>Possible Work Session Dates</u> (Time TBD)
January 12	January 19
January 26	
February 9	February 16
February 23	
March 9	March 16
March 23	
April 13	April TBD
April 27	
May 11	May TBD
May 25	
June 8	June TBD
June 22	
Annual Town Meeting June 26	Annual Town Meeting June 26
Annual Town Election June 29	Annual Town Election June 29
July 13	July TBD
July 27	
August 10	August TBD
August 24	
September 14	September TBD
September 28	
October 12	October TBD
October 26	
November 9	November TBD
November 23	
December 14	December TBD
December 28	

Regular meeting for the Truro Select Board begins at **5:00 pm**.

All requests must be in writing or on the appropriate application form(s), as applicable. For all other matters before the Board of Select Board a written request **and** pertinent information must be submitted no less than **7-days prior** to the requested meeting date.

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

Please check the Town Website www.truro-ma.gov for any changes in the schedule.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: September 28, 2021

ITEM: Proclamation of September being Suicide Prevention Month

EXPLANATION: In recognition of National Suicide Prevention Month, the Cape & Islands Suicide Prevention Coalition is seeking to have September recognized as suicide prevention month in all towns on Cape Cod.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not be included in the Cape-wide proclamation recognizing the month of September as Suicide Prevention Month.

SUGGESTED ACTION: *Motion to recognize the month of September as Suicide Prevention Month.*

ATTACHMENTS:

1. Suicide Prevention Proclamation



National Suicide Prevention Month Proclamation 2021 Town of Truro

WHEREAS, September is known as Suicide Prevention Month, a time in which mental health advocates, individuals, prevention organizations, survivors, allies and communities around the country unite to promote suicide prevention awareness; and

WHEREAS, the past year has presented our communities with challenges and led to transitions that, expected or unexpected, welcomed or not, can be unsettling, disorienting, and stressful; and

WHEREAS, the pandemic has changed our fabric of life, and major life changes are environmental risk factors for suicide; and

WHEREAS, we know that connecting, working with, and supporting one another can help prepare us for the future; and

WHEREAS, according to the American Foundation for Suicide Prevention (AFSP), Suicide is the 10th leading cause of death among adults, and the 2nd leading cause of death among individuals between the ages of 10 and 34 in the US; and

WHEREAS, more than 48,000 people died by suicide across the United States in 2019, with an average of 132 suicides completed daily; and

WHEREAS, each suicide directly impacts a minimum of 100 additional people, including family, friends, co-workers, neighbors, and community members; and

WHEREAS, local organizations like the Cape and Islands Suicide Prevention Coalition encourage all residents to take the time to understand the importance of mental health education and recognize that taking care of ourselves and others includes taking care of mental health; and

WHEREAS, Truro publicly places its full support behind those who work in the fields of mental health, education, and law enforcement;

WHEREAS, all Barnstable residents are urged to play a role in suicide prevention and promote mental health and wellness as we strive towards reducing suicides; and

WHEREAS, September is recognized across the United States as Suicide Prevention Month and provides the opportunity to educate our community about the warning signs for suicide and how to reach out and connect to those experiencing an emotional crisis;

NOW, THEREFORE, be it resolved that we, the Truro Select Board, do hereby proclaim the month of September 2021, as National Suicide Prevention Month in the Town of Truro.

Chair, Robert Weinstein

Vice Chair, Kristen Reed

Clerk, Susan Areson

Stephanie Rein

John Dundas



Truro Select Board

Tuesday, September 28, 2021

Regular Meeting-5:00pm

7. CONSENT AGENDA

- A. Review/Approve and Authorize Signature: None
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve Select Board Minutes: Regular Meeting-4.27.21; Work Session-4.29.21;
Regular Meeting-9.14.21

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: Regular Meeting-October 12, 2021; October Work Sessions (Finalize Goals & Objectives, Discuss Policy Revisions and Joint Meeting with Climate Action)-TBD

Select Board Minutes
April 27, 2021
Via GoToMeeting Platform

Consent Agenda Item: 7C1

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

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Health/Conservation Agent-Emily Beebe, Finance Committee Chair-Robert Panessiti, Town Accountant-Trudi Brazil, Robert Higgins-Steele, Sallie Tighe, Commission on Disabilities Chair-Susan Howe, Raphael Richter, Truro Central School Superintendent-Michael Gradone, Incoming Truro Central School Superintendent-Stephanie Costigan, Chris Lucy, Planning Board Chair-Anne Greenbaum, Shellfish Advisory Committee Chair-Dan Smith, Shellfish Constable-Tony Jackett

Chair Weinstein started the meeting at 5:00pm.

Public Comment:

Robert Higgins-Steele shared his perspective on Town Meeting Article 6, Section 6, regarding the Truro Central School windows.

Member Areson wished to correct a misleading statement she made at the last Select Board meeting. She had mentioned she could not watch a School Committee meeting on Truro TV, Channel 18. She learned later that even though it was not on Channel 18, the School Committee meetings are shown on the Truro Central School's website the day after the meeting is held. She could have watched it there.

Public Hearings: None

Board/Committee/Commission Appointments:

Interview and Appoint Assembly of Delegates Truro Representative-Sallie Tighe

Ms. Tighe introduced herself and briefly explained her interest in serving on the Assembly of Delegates as Truro's representative. Member Reed asked Ms. Tighe to speak to some of the issues important to her and how she intends to represent (and be an advocate) for the Town of Truro. Member Areson requested that if appointed, she'd like Ms. Tighe to come back to the Board from time to time to inform them of what is going on.

Member Areson made a motion to appoint Sallie Tighe as Truro's Representative to the Barnstable Assembly of Delegates for a term ending January 2, 2023.

Member Reed seconded.

Roll Call Vote:

Member Worthington-Aye

Member Areson-Aye

Member Reed-Aye

Member Rein-Aye

Chair Weinstein-Aye

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

Staff/Committee Updates

Board/Committee Report: Commission on Disabilities

Commission on Disabilities Chair Howe gave an update:

- The Commission consists of 7 people. They currently have 6 people serving and 1 vacancy.
- The people on the Commission want to make Truro as accessible to all people as possible.
- They encourage people with a disability, or someone who has a family member with a disability, to join.
- They meet once a month for an hour.
- Their goal is to increase community awareness and encourage accessibility for all.
- Their most recent project is Puma Park, and they are about two-thirds of the way through that project. They have received funding for the adult equipment and the surfacing has been replaced with an accessible and safe surface.
- This year they are hoping to get funding for a safe surface underneath the adult equipment, and sun shades to go over that equipment and also some of the other playground equipment.
- They participate every year in the Light it Up Blue program which highlights awareness of Autism.
- They have talked with the Cape Cod National Seashore, and they have agreed to put in an accessible parking spot on the side where the Head of the Meadow Beach is.
- Two of the Commission on Disabilities members are on the Walsh Property Committee, and they hope to encourage universal access principles to be used for whatever is built there.
- They would like to explore extending the tax program that is given to seniors to people with disabilities as well.
- They would love to have the Town make a commitment to universal access in all of the buildings and other activities provided going forward.

Tables Items: None

Select Board Action:

Review and Vote on Town Meeting Articles

Article 5: FY2022 Omnibus Budget Appropriation

Member Reed made a motion to recommend Article 5: FY2022 Omnibus Budget Appropriation as printed in the Warrant.

Member Rein 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.

Article 9: Fund a Childcare Voucher Program-Petitioned Article

Member Areson stated she would like to see the Board delay any action on childcare vouchers and perhaps put a group together to look into it and come back at the next Town meeting. Member Reed asked Town Manager Tangeman a question regarding funding the first year of the pilot program through free cash. Town Manager Tangeman stated there is the possibility of a pilot program that allows for determining what the administrative costs, community demand and capacity of local licensed day care

facilities would be. Member Worthington would be in favor of delaying and doing more research. Member Rein is intrigued by a pilot program. Member Reed stated that they have heard from constituents regarding a need for day care. Mr. Richter explained that what is being proposed should be separated from the PreK discussion as it's a separate program. It's for residents and employees of the Town that have a hard time staying at their jobs because of the challenges of child care. Member Areson's concern is that once you have a pilot program, they don't often go away. She does not feel they have enough information. She thinks that if there is extra money, it should go toward expanding the PreK program at Truro Central School.

Superintendent Gradone and Incoming Superintendent Costigan provided an update on the School Committee's decisions on the PreK program.

Finance Committee Chair Panessiti stated that the Finance Committee will be meeting tomorrow night where they will be discussing this Article as well. There are broader economic implications. He acknowledged people had concerns about this program not being needs-based, but some programs just need to be tried.

More discussion was held among the Select Board members, and it was agreed to defer discussion on this Article until the May 11, 2021 meeting.

Community Preservation Act Articles

Article 10: Community Preservation Act-Section 1: Contribution to the Affordable Housing Trust Fund

Member Reed made a motion to recommend Article 10: Community Preservation Act-Section 1: Contribution to the Affordable Housing Trust Fund as printed in the Warrant.

Member Rein 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.

Section 2: Housing Consultant

Member Reed made a motion to recommend Article 10: Community Preservation Act-Section 2: Housing Consultant as printed in the Warrant.

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.

Section 3: Preservation of Highland House Museum Permanent Collection

Member Areson made a motion to recommend Article 10: Community Preservation Act-Section 3: Preservation of Highland House Museum Permanent Collection as printed in the Warrant.

Member Reed seconded.

Roll Call Vote:

Member Reed-Aye

Member Rein-Aye

Member Areson-Aye

Member Worthington-Aye

Chair Weinstein-Aye

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

Section 4: Edgewood Farm Historic Preservation Project Phase 5

Member of the CPC, Susan Howe, stated that she believes this is the last phase for Edgewood Farm. Mr. Lucy asked how much money Edgewood Farm has used of CPC funds. Town Accountant Brazil stated that up to this point there has been \$300,000 of CPA funding dedicated to the Edgewood Farm restoration project.

Member Areson made a motion to recommend Article 10: Community Preservation Act-Section 4: Edgewood Farm Historic Preservation Project Phase 5 as printed in the Warrant.

Member Worthington seconded.

Roll Call Vote:

Member Rein-Nay

Member Areson-Aye

Member Reed-Nay

Member Worthington-Aye

Chair Weinstein-Nay

So voted; 2-3-0, motion does not carry.

Section 5: Puma Park Enhancement

Member Reed made a motion to recommend Article 10: Community Preservation Act-Section 5: Puma Park Enhancement as printed in the Warrant.

Member Rein seconded.

Roll Call Vote:

Member Reed-Aye

Member Worthington-Aye

Member Rein-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Section 6: Payomet Drive-In

CPC Member Howe stated that the Committee met and decided that this was a legitimate recreation project, and recreation projects are one of the four items CPC funds are used for. Member Areson said that if Payomet does not have a long-term lease she does not think they should be putting Town CPA money into improvements on property that Payomet doesn't own. CPC Member Howe stated that the Committee decided to place the requirement into the contract that in order to receive the funds Payomet would need to secure a long-term lease. Member Areson also wished to confirm that the stage would be available for others to use, and CPC Member Howe confirmed that others could use it. Finance Committee Chair Panessiti listed their concerns.

Member Areson made a motion to recommend Article 10: Community Preservation Act-Section 6: Payomet Drive-In as printed in the Warrant.

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.

Section 7: Administrative Support

Member Reed made a motion to recommend Article 10: Community Preservation Act-Section 7: Administrative Support as printed in the Warrant.

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.

Section 8: Open Space Reserve

Member Areson made a motion to recommend Article 10: Community Preservation Act-Section 8: Open Space Reserve as printed in the Warrant.

Member Reed seconded.

Roll Call Vote:

Member Reed-Aye

Member Worthington-Aye

Member Rein-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Section 9: Budgeted Reserve

Town Accountant Brazil clarified the purpose of having a budgeted reserve.

Member Reed made a motion to recommend Article 10: Community Preservation Act-Section 9: Budgeted Reserve as printed in the Warrant.

Member Rein 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.

Land Conveyance Articles

Article 11: Authorization to Convey Town Property to the Truro Conservation Trust

Member Areson made a motion to recommend Article 11: Authorization to Convey Town Property to the Truro Conservation Trust as printed in the Warrant.

Member Reed seconded.

Roll Call Vote:

Member Reed-Aye

Member Worthington-Aye

Member Rein-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Article 12: Accept Deed in Lieu of Foreclosure-135 South Pamet Road

Member Reed made a motion to recommend Article 12: Accept Deed in Lieu of Foreclosure-135 South Pamet Road as printed in the Warrant.

Member Areson seconded.

Roll Call Vote:

Member Rein-Aye

Member Areson-Aye

Member Worthington-Aye

Member Reed-Aye

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

General Bylaw Articles

Article 14: Amend General Bylaws, Chapter 3 Municipal Single-Use Plastic Bottle Ban

Member Reed recused herself from this Article.

Mr. Lucy asked if this would apply to food trucks. Assistant Town Manager Clark confirmed that this would apply to food trucks at the Farmers Market and other Town- owned properties. This would apply to unflavored, non-carbonated water, so options for food truck vendors would be to sell flavored water, sparkling water and/or boxed/canned water.

Member Areson made a motion to recommend Article 14: Amend General Bylaws, Chapter 3 Municipal Single-Use Plastic Bottle Ban as printed in the Warrant.

Member Worthington seconded.

Roll Call Vote:

Member Rein-Aye

Member Areson-Aye

Member Worthington-Aye

Chair Weinstein-Aye

So voted; 4-0-1 (Member Reed abstained), motion carries.

Article 17: Charter Amendment to Sections 3-1-1 and 6-4-2-Petitioned Article

Member Rein asked if the Charter Review Committee planned on voting on this Article. Chair Panessiti stated the Charter Review Committee will not be voting on any changes to the Charter at this time. They are awaiting responses from a survey.

Member Areson made a motion to recommend Article 17: Charter Amendment to Sections 3-1-1 and 6-4-2-Petitioned Article as printed in the Warrant.

Member Reed seconded.

Chair Weinstein respects what Charter Review Committee Chair Panessiti said and the position of the Charter Review Committee. He would strongly advocate for this for the following reasons:

- He's conducted a survey of other communities in Barnstable County and Truro is in the minority for having an elected Planning Board. He thinks it is ill-advised to have an elected body that is often "rowing in a different direction."
- There is no vetting process for anyone who chooses to run for election.
- The elected term is for five years and the process to remove someone from a board like this is very cumbersome.

Planning Board Chair Greenbaum wished to respond.

- The study which was referred to about Barnstable County Planning Boards was also conducted by Town Planner Ribeiro. She gave the Board more information regarding the study results Town Planner Ribeiro received.
- Planning Board members run unopposed because we have a challenging time getting people to step up and volunteer. These positions take a lot of work.
- She thinks the argument that appointed boards are vetted in a way that elected boards are not doesn't totally hold true. There are times where the Select Board does a rigorous vetting process but there are many times that, according to their agenda, they don't. Between January 14, 2020, and April 13, 2021, there were 56 people who came before the Select Board to be interviewed and appointed or reappointed. She does not think the vetting argument works. We have to do a better job of recruiting more people, so we have elections that are contested.

Roll Call Vote:

Member Rein-Abstained

Member Reed-Abstained

Member Areson-Nay

Member Worthington-Nay

Chair Weinstein-Aye

So voted; 1-2-2, motion does not carry.

Article 18: Amend the Local Room Occupancy Excise Tax-Petitioned Article

A rooms tax proposed options spreadsheet was shown.

Finance Committee Chair Panessiti stated that the Finance Committee feels strongly that this should be at 6 percent. Member Areson is not in favor of raising it to 6 percent. She is committed to the Housing Stabilization Fund, but the Town's budget keeps going up and she thinks they should be conservative and would be in favor of an increase to 5.25 percent. Member Reed believes this is an opportunity to support an effort regarding the housing crisis and she's in favor of the 6 percent proposal. Town Manager Tangeman stated that the Town will continue to struggle to staff the Town if we don't address some issues in the future. Having a good conversation with the Housing Authority about 1.5 months ago brought that concern to the forefront for him. Member Areson is aware there is a housing crisis. She

believes we should be prudent with the budget and is happy to put more money towards a Housing Stabilization Fund, but she is not in favor of going up to 6 percent. Chair Weinstein would strongly advocate for moving to 6 percent.

Member Reed made a motion to recommend Article 18: Amend the Local Room Occupancy Excise Tax-Petitioned Article as printed in the Warrant.

Member Rein seconded.

Roll Call Vote:

Member Rein- Aye

Member Reed- Aye

Member Areson-Nay

Member Worthington-Aye

Chair Weinstein-Aye

So voted; 4-1-0, motion carries.

Article 19: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Excise Tax to Said Fund-Petitioned Article.

Finance Committee Chair Panessiti explained that the Finance Committee is in support of this Article for the same reasons as Article 18.

Member Reed made a motion to recommend Article 19: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Excise Tax to Said Fund-Petitioned Article as printed in the Warrant.

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.

Article 38: Tax Transparency of Financial Articles in Excess of \$50,000.00-Petitioned Article

Member Areson made a motion to recommend Article 38: Tax Transparency of Financial Articles in Excess of \$50,000.00-Petitioned Article as printed in the Warrant.

Member Reed seconded.

Roll Call Vote:

Member Reed-Aye

Member Rein-Aye

Member Worthington-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Article 39: Project Accounting & Quarterly Reporting on Total Expenditures over \$75,000-Petitioned Article

Town Manager Tangeman spoke with the petitioner and believes there is the intent to amend this Article because there is already a mechanism (ClearGov) to conduct this reporting. Implementation is planned for the next fiscal year. The amendment will likely be congruent with the software the Town intends to implement. Member Areson would be comfortable abstaining or taking no vote and then explaining at Town Meeting if it becomes necessary to explain why the Board took that action.

Member Areson made a motion to recommend Article 39: Project Accounting & Quarterly Reporting on Total Expenditures over \$75,000-Petitioned Article as printed in the Warrant.

Member Reed seconded.

Roll Call Vote:

Member Reed-Abstained

Member Rein-Abstained

Member Areson-Abstained

Member Worthington-Abstained

Chair Weinstein-Abstained

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

Review and Approve Request to Complete Test Drags to Inform Commercial Shell Fishing Permitting Recommendations.

Shellfish Advisory Chair Smith explained that he is before the Board to ask for their support on exploring the potential for Truro commercial fishermen that are residents here in the winter months to commercially harvest wild shellfish from boats using rakes and nets. They are not looking for a year-round fishery, just a winter month fishery. Shellfish Constable Jackett and the Shellfish Advisory Committee have a good understanding of the shellfish types we have in the shell fishing area because we can get to those on foot. The same is not true for species offshore. Shellfish Constable Jackett added that if the Select Board gives permission for the test drags he suggests sending a letter to the Division of Marine Fisheries requesting the permission to use Mike Rego and his boat to conduct the test drags. Shellfish Advisory Committee Chair Smith answered some questions from the Board.

Member Worthington made a motion to approve a series of test drags within the Town waters of Cape Cod Bay, pending consultation with the Division of Marine Fisheries, to capture and record the findings the findings contained within each test drag and provide a summarization of the findings.

Member Reed 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.

APCC Letter of Support

Health/Conservation Agent Beebe explained the APCC letter of support and that the Board of Health would like the support of the Select Board.

Member Reed made a motion to approve, electronically sign and send to the Barnstable County Commissioners the letter of support for the Association to Preserve Cape Cod's proposal to lower the interest rate of the Community Septic Management Program to zero percent.

Member Areson seconded.

Roll Call Vote:

Member Worthington-Aye

Member Areson-Aye

Member Reed-Aye

Member Rein-Aye

Chair Weinstein-Aye

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

American Rescue Act Funds Cape Cod Distribution Letter

Town Manager Tangeman stated the intent of this letter is to seek assistance from the Select Board in identifying a Select Board member who could assist the Town staff in drafting a letter to our County Commissioners in relation to the distribution of American Rescue Act Funds for the Town. The Town is currently scheduled to be allocated \$198,100.00. It's based upon the very outdated 2010 census and does not really reflect the current situation within the Town. We have had a significant demographic change since 2010. Member Reed nominated Member Areson.

Member Rein made a motion to authorize Susan Areson to work with the Town Manager and staff to bring recommendations for actions regarding the American Rescue Act Funds distribution to the Select Board at a future meeting date.

Member Reed 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.

Consent Agenda

Member Areson made a motion to approve the Consent Agenda as printed in the packet.

Member Reed seconded.

Roll Call Vote:

Member Worthington-Aye

Member Areson-Aye

Member Reed-Aye

Member Rein-Aye

Chair Weinstein-Aye

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

Select Board Reports/Comments

- Member Rein wished to correct a statement made by Shellfish Advisory Chair Smith that rototilling the earth brought up nutrients. She stated that as an avid "no-shell" farmer, she knows rototilling does not bring nutrients back. It does change the soil structure. The Climate Action Committee continues to meet and work diligently on the greenhouse inventory and all the other things in their Charge.

- Member Reed stated that she's made her changes to the Board, Committee, Commission handbook and she's checking in with staff regarding previous discussions about making a section on the website that holds the handbook and other complimentary documents. She also noted that Governor Baker made an announcement about reopening. She thinks it would be important to have Health/Conservation Agent Beebe do a short update at the May 11th meeting about what that means, along with guidelines for the community.
- Member Areson attended the last Cape Cod Selectman's Association meeting and wanted to call attention to 2 items. #1-The County Commission website has a presentation on water quality by Silent Spring which includes new regulations that went into effect April 1. #2-Andrew Gottlieb, from APCC, did a presentation on pond surveys that they are doing this year in all 15 towns. The APCC website has information on that. As far as the handbook goes, she made all the changes necessary. One piece missing is on remote meetings. She informed the Board about the meeting which took place between the Historical Commission and the people who came before the Select Board looking to establish an Indigenous Peoples Committee.
- Chair Weinstein spoke about the last couple of miles of the Cape Cod Rail Trail being constructed. He has received many inquiries and he wished to point out that the MPO does not have the authority over the construction of the rail trail. The Division of Conservation and Recreation holds that authority.

Town Manager Report

Town Manager Tangeman stated they are intending on having a work session on Thursday in relation to multi-member body consolidation. He reviewed the draft agenda for their May 11 meeting. Chair Weinstein requested to hold an executive session prior to the regular meeting on May 11 regarding the complaint forwarded from the Planning Board.

Member Reed made a motion to adjourn at 8:19pm

Member Areson 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.

Respectfully submitted,

Noelle L. Scoullar

Darrin K. Tangeman-Town Manager
Under the Authority of the Truro Select Board

Public Records material of 04.27.2021

1. Application to Serve-Sallie Tighe
2. 2021 Draft Annual Town Meeting Warrant
3. Memorandum from Shellfish Advisory Committee Chair-Dan Smith

4. Regulations for the taking of shellfish, sea worms, eels and crabs
5. Letter of Support from Truro BOH on APCC proposal
6. Draft letter of support from Select Board on APCC proposal
7. A Role for Barnstable County-By Andrew Gottlieb
8. Application for Entertainment License-Captain's Choice
9. Renewal Applications for 2021: Jules Besch Stationers; Cape Cod Treasure Chest; Accent on Design; Adventure Bound Camping Resort at Horton's; Blackfish Restaurant; Terra Luna Restaurant; Highland Links Golf Course
10. Bank subordination form with Memo-Bailey Boyd
11. Draft Select Board Minutes of 3.16.2021

DRAFT

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

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark,

Chair Weinstein opened the meeting at 4:00pm.

He stated it was incumbent upon the Board to review the existing Committees and their charges. There may be some Committees they can combine because some have commonalities.

Multi-member bodies consolidation discussion

Member Areson offered a couple suggestions on how to move forward. She also added that once their work was completed, they should hold a Public Hearing, in addition to notifying Board and Committee Chairs, so everyone who wishes to chime in has the opportunity to do so.

Town Manager Tangeman stated that there are currently 39 multi-member boards. The last one that dissolved was two or three years ago. For every committee created there is the potential for it to take more staff time and more dollars from the budget. Assistant Town Manager Clark would like to see the charges written out more clearly and look for where committees overlap or for where a charge is obsolete. Another recommendation from Town Manager Tangeman would be if a consolidation of two committees were to take place, all members from both committees would comprise the “new” consolidated committee and then a hold would be placed on filling vacancies that occurred so that natural attrition would occur until the committee came back to a membership of 5, or whatever appropriate membership number is identified.

Discussion on policy for the creation of multi-member entities in the future

Discussion was held amongst the Board regarding different things to look at during the design of a policy regarding the creation of a multi-member body such as:

- Cost
- Necessary staff support
- How long such a committee might need to exist in order to complete its mission
- What would be the criteria of creating a committee?
- Number of body members
- Regularity of meetings
- Consideration of the scope of committee
- Recommendation that committees do an annual review of their charge to make sure they’re on track

Discussion about current multi-member body consolidation

Member Areson would like to spend one work session on Board of Health, Recycling, and Water Resources Oversight. Those are important issues for the Town. The Board of Health has a huge workload already and the Select Board might want to look at sub-committees of the Board of Health.

Member Areson also suggested that there are committees that revolve around similar things, such as Beach, Recreation, and Bike & Walkways, or Board of Health and Water Resources. The Board may want to have separate meetings or approach it in a way where like committees that may have a potential for consolidation would be discussed in detail at one meeting.

Members Reed and Areson agreed to work on formulating a policy to bring to the Select Board.

Chair Weinstein mentioned that the Climate Action Committee and the Energy Committee both have commonalities, along with the Building Committee. That grouping could be another work session to discuss.

Member Reed brought up the possibility of the Recreation, Beach, Concert Committee and Bike and Walkways consolidating.

The Board reviewed the current list of boards, committees, and commissions.

Member Worthington suggested eliminating the Boards that were dead and gone: Herring River Restoration, PAYT Committee and PTRAC. She also has some concerns about consolidating Pamet Harbor Commission and Shellfish Advisory Committee. She's been a part of both committees for a long time, and she feels they have very separate agendas and goals.

Chair Weinstein stated that the Concert Committee had been mentioned a few times and asked if that could be linked with the Cultural Committee. Member Areson pointed out that the Cultural Council has special State statutes that apply.

Member Reed asked if there were any positives to consolidating the Pamet Harbor Commission and Shellfish Advisory Committee. Member Worthington believes that the people on the Pamet Harbor Commission would want to skip the shellfish meeting and vice versa.

Discussion was then held regarding the next work session agenda. Items were to include:

- A review of a proposed policy draft
- Consolidation of Recreation Commission, Beach Commission, and/or Bike and Walkways Committee (and other boards/committees which may fall under the recreation umbrella).
- Review of a list of defunct committees or committees which have outlived their usefulness.

Chair Weinstein wishes to invite the Chairs of the Recreation Commission, Beach Commission, and the Bike and Walkways Committee to this meeting. Member Reed would also like to include the Concert Committee in the discussion.

The second work session would be for:

- Board of Health, Recycling Committee and Water Resources Oversight Committee

Member Areson suggested the third work session could be for Pamet Harbor and Shellfish, and then any other Committees that may crop up along the way.

More discussion was held regarding the Select Board liaisons getting in touch with the Chairs of these committees, prior to the work sessions, to inform them of what is being discussed and to ask the chairs to work with the Board toward a mutually agreeable decision.

Member Reed asked if the Board wanted to talk about the case study related to the Native American Committee. Member Areson stated that where discussion was left on Tuesday was she would go back to Helen McNeil-Ashton, and the rest of the group, and tell them about the Board's discussion. She has not done that yet but will within the next few days. She thinks the Board should put that on a future agenda. Because this group came to the Select Board, Member Areson thinks the opportunity should be given to them to voice their opinion on whether they would be agreeable to a larger, overarching

committee or whether it should be a committee specifically for indigenous people. The Select Board could then decide what action they wanted to take.

May 18, 2021, from 3-5pm, was chosen as the date for their next work session.

The work session adjourned at 5:52pm.

Respectfully Submitted,

Noelle L. Scoullar

Darrin K. Tangeman-Town Manager
Under the Authority of the Truro Select Board

DRAFT

DRAFT

Consent Agenda Item: 7C3

**Truro Select Board
Thursday, September 14, 2021
5:00 pm
Remote Meeting**

Select Board Members Attending: Robert Weinstein-Chair, Kristen Reed-Vice-Chair, Susan Areson-Clerk, Stephanie Rein, John Dundas

Regrets: None.

Attending: Town Manager Darrin Tangeman, Assistant Town Manager Kelly Clark, Town Clerk Kaci Fullerton, MaryEllen Kimball, Peter Herridge, Kathleen Walker, Mark Farber, Brian Boyle, Bob Higgins-Steele, Chris Clark, Andrew Scherding, Anne Greenbaum

TRURO SELECT BOARD REGULAR MEETING

Select Board Chair Robert Weinstein opened the Select Board Meeting at 5:11 pm and provided remote meeting instructions.

Public Comment

None.

Board/Committee/Commission Appointments

John Dundas applied to serve on the Provincetown Water and Sewer Board, noting his experience and his interest in the Board. Member Rein moved to appoint John Dundas as Truro's representative on the Provincetown Water and Sewer Board for a three-year term expiring June 30, 2024. Vice-Chair Reed seconded. Roll Call: S. Rein, Aye; K. Reed, Aye; S. Areson, Aye; R. Weinstein, Aye. Motion passes, 4-0-0. J. Dundas recused.

MaryEllen Kimball applied to serve on the Beach Advisory Committee. She cited her background and experience. Member Rein moved to appoint MaryEllen Kimball to the Beach Advisory Committee for a three-year term expiring June 30, 2024. Clerk Areson seconded. Roll Call: S. Rein, Aye; J. Dundas, Aye; S. Areson, Aye; K. Reed, Aye; R. Weinstein, Aye. Motion passes, 5-0-0.

Staff/ Committee Updates

Chair of the Energy Committee Brian Boyle provided a Board/ Committee Report with support from Mark Farber, Energy Committee Member. Mr. Boyle and Mr. Farber identified the Committee's history, current status and accomplishments and goals of the Committee. The Committee highlighted Truro's Green Community designation and provided a status update on the sale of net metering credits and solar installation at the Transfer Station. They fielded questions from the Board on electric vehicles and outreach on energy-efficient building materials. The Committee also responded to questions from Chris Clark, member of the public, regarding regional initiatives and geo-thermal energy.

Select Board Action*Discussion of Shellfish Advisory Committee and Pamet Harbor Commission Charges and Identifying Next Steps in Charge Review Process*

Town Manager Tangeman outlined the draft revisions made to the Shellfish Advisory Committee and the Pamet Harbor Commission charges. He noted that the charges were revised to bring them into compliance with the Town Charter and to provide clarity. Assistant Harbormaster and member of the Shellfish Advisory Committee Gary Sharpless provided comment on the revisions and offered other suggestions for inclusion in the charges. Board members provided feedback on the charges and requested that staff add their revisions and send the newly revised charges to the two committees so that the committees can consider the changes and make comment for a subsequent Board meeting.

Discussion on Revision to Policy 54: Standards of Professional Conduct

Town Manager Tangeman provided an overview of areas that should be considered for future revisions of Policy 54: Standards of Profession Conduct. Vice-Chair Reed provided specific areas to address. Member Rein also expressed a need for clarity of the process. Clerk Areson stated a need for more polite and civil discourse, particularly from board and committee members. There was consensus from the Board that the policy needs specific protocols and more clarity.

It was agreed that an appropriate next step would be scheduling a work session to work on the policy.

Consent Agenda

- A. *Review/Approve and Authorize Signature:*
 - 1. *Single Precinct Authorization Form and Vote of Adoption*
 - 2. *LCCAT Agreement*
 - 3. *Event Notification Form for SOS Cape Cod Triathlon*
- B. *Review and Approve Appointment Renewals: Ann Courtney-Concert Committee*
- C. *Review and Approve Select Board Minutes: March 23, 2021; September 9, 2021*

Clerk Areson offered amendments to the minutes. Chair Weinstein questioned areas of the LCCAT agreement and requested that notifications be sent to individuals on the backroads that may impacted by the SOS Cape Cod Triathlon. Andrew Scherding, organizer of the SOS Cape Cod Triathlon event, responded that signage will be posted on the roads.

Clerk Areson moved to approve the consent agenda with the revisions to the LCCTV agreement and the corrections to the minutes as specified in the meeting. Vice-Chair Reed seconded. Roll Call: S. Rein, Aye; J. Dundas, Aye; S. Areson, Aye; K. Reed, Aye; R. Weinstein, Aye. Motion passes, 5-0-0.

Select Board and Town Manager's Reports and Next Meeting Agenda

Member Rein provided an update on Walsh Property Community Planning Committee and on the Commission on Disabilities' Puma Park Project. She also met with the Beach Advisory Committee and is coordinating between the Beach Advisory Committee and Commission on Disabilities on replacement of the beach accessibility mats.

Member Dundas noted that the School Committee will be meeting soon and he is coordinating a meeting with the Superintendent. Clerk Areson updated on the Board on the progress of the Local Comprehensive Plan Committee and Community Preservation Committee (CPC). She highlighted the mini-grant program that the CPC will be offering. She asked about the delay of the Walsh Property Community Planning Committee recordings and noted that volunteers are needed for the Food Pantry. She also posed a question about resuming Town services. Vice- Chair Reed shared that she is attending discussions about Horton's and the Host Community Agreement, but that she cannot provide an update at this time. She also commented that she has relayed a constituent's concerns about portable restrooms to Town staff. Chair Weinstein provided a general progress update on the Board's Goals & Objectives process and noted his concern that the Cape Cod National Seashore is not providing more of a contribution in the current litigation at the Campground. He also acknowledged the passing of Truro resident, Bruce Cagwin, who served on Town committees including the School Committee.

Town Manager Tangeman announced that the Town's Newsletter launched and acknowledged Nicole Tudor and Kaci Fullerton for their work on it. The newsletter will replace the Town Manager's Report. He also announced the launch of the childcare voucher program and provided an update on the various procurement processes in progress, prior to reviewing the upcoming meeting agenda.

Adjournment

Select Board Chair Weinstein asked for a motion to adjourn. Vice- Chair Reed moved to adjourn the meeting at 8:00 pm. Clerk Areson seconded. Motion passes, 5-0-0. The meeting adjourned at 8:01 pm.

Respectfully submitted,

Kelly Clark, Assistant Town Manager

Darrin Tangeman, Town Manager
Under the Authority of the Truro Select Board

Public Records material of 09/14/2021

1. Application to Serve: Provincetown Water & Sewer Board- John Dundas
2. Application to Serve and Chair Endorsement: Beach Advisory Committee- MaryEllen Kimball
3. Shellfish Advisory Committee Charge
4. Shellfish Advisory Committee Revised Charge
5. Pamet Harbor Additional Charge to the Pamet Harbor Commission
6. 1998 Annual Town Meeting Article 20: Revised Pamet Harbor Commission Charge
7. Pamet Harbor Commission Revised Charge

8. Boards and Committees List with Inception Date and Charges
9. Policy 54: Standards of Professional Conduct
10. Policy 31: Written Complaints and Communication
11. MIIA Best Practices: Code of Conduct Policy for Elected and Appointed Officials
12. Memo from KP Law re: Policy #54 Complaint, Robert Weinstein, Chair Truro Select Board Subject
13. Does First Amendment Protect the Censuring of Politicians?- New York Times
14. Town of Truro State Data Release Packet with map and materials
15. Local Election Districts Review Commission: Town of Truro Re-Precincting
16. Single Precinct Authorization Form
17. Executive Summary from Attorney Hewig of KP Law
18. LCCAT Agreement
19. ATTACHMENTS:
20. Event Notification Form
21. Application for Permit for Organized Bike and Road Races (approved by Department Heads and Town Manager)
22. Application to Serve and Chair Endorsement: Concert Committee- Ann Courtney
23. Minutes of March 23, 2021
24. Minutes of September 9, 2021