



Truro Select Board

Tuesday, October 26, 2021

Regular Meeting-5:00pm

REGULAR MEETING

<https://global.gotomeeting.com/join/499250117>

1 866 899 4679, Access Code: 499-250-117

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-866-899-4679 and enter the following access code when prompted: 499-250-117 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser:** <https://global.gotomeeting.com/join/499250117>. 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

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint: David Crocker to the Pamet Harbor Commission
- B. Interview and Appoint: David Crocker to the Zoning Board of Appeals
- C. Interview and Appoint: Christopher Roberts to the Cable and Internet Advisory Committee

4. STAFF/ COMMITTEE UPDATES

- A. Meet Finance Director: Treasurer/ Collector of Taxes Alex Lessin

5. TABLED ITEMS NONE

6. SELECT BOARD ACTION

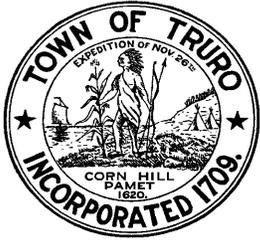
- A. Babe's Bakery Common Victualer License
Presenter: Claudia Boespflug, Owner of Babe's Bakery, Terence Johnson, Manager of Babe's Bakery
- B. Approval of the Conversion of the Truro Emergency Rental Assistance Program to a Regular Rental Assistance Program
Presenter: Betty Gallo, Truro Housing Authority Member
- C. Request from Truro Housing Authority for Up to \$30,000 Allocation from the Truro Affordable Housing Trust Fund to Contract a Consultant for the Development of a Housing Needs Assessment
Presenter: Betty Gallo, Truro Housing Authority Member
- D. Authorization Request from the Truro Housing Authority to Submit a Funding Request on Behalf of the Select Board to the Community Preservation Committee for the Truro Affordable Housing Trust Fund
Presenter : Betty Gallo, Truro Housing Authority Member
- E. Review and Approve the 2022 Select Board Meeting Calendar
Presenter: Darrin Tangeman, Town Manager
- F. Review and Approve the Annual Municipal Calendar for 2022 Annual Town Meeting and Fiscal Year 2023 Budget Preparation
Presenter : Darrin Tangeman, Town Manager

- G. Discussion and Approval of Walsh Property Community Planning Committee Charge to Replace Process Design Plan
Presenter: Darrin Tangeman, Town Manager, and Barbara Carboni, Town Planner and Land Use Counsel
- H. Review and Approve the Contract for East Harbor/Eagle Neck Creek Culvert Replacement Project
Presenter: Jarrod Cabral, Public Works Director

7. **CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
 - 1. Curb Cut Application 587 Shore Road-Perachio
 - 2. Letter of Support for Stretch Code
 - B. Review and Approve Appointment Renewals: Taxation Aid Committee Appointment, A. Lessin.
 - C. Review and Approve Select Board Minutes: Select Board Regular Meeting 7.27.2021; Select Board Regular Meeting 8.10.2021; Select Board Work Session 10.8.2021
- 8. Select Board Reports/Comments
 - 9. Town Manager Report
 - 10. Next Meeting Agenda: Regular Meeting-November 9, 2021

*****NOTE: Meetings on November 16th and December 7th will begin at 5:30 pm to allow for the Select Board to meet on a regularly scheduled Board of Health meeting date.**



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Application to serve on both the Pamet Harbor Commission and the Zoning Board of Appeals

EXPLANATION: David Crocker submitted an application to serve on the Pamet Harbor Commission as a full member, and also to serve on the Zoning Board of Appeals as an alternate.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicant will not be able to participate as a voting member of either the Pamet Harbor Commission or the Zoning Board of Appeals.

SUGGESTED ACTION:

Motion to appoint David Crocker to the Pamet Harbor Commission as a full member with a term expiring June 30, 2024.

Motion to appoint David Crocker to the Zoning Board of Appeals as an alternate member with a term expiring June 30, 2022.

ATTACHMENTS:

1. Application to Serve with Chair's comments from Pamet Harbor Commission.
2. Chair's comments from Zoning Board of Appeals.

Truro

Application to Serve on a Board or Committee

Last Name

Crocker

First Name

David

Middle Initial

A

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

2 Eric's Rd

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 65, Truro, MA 02666

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

RECD 2021 SEP 17 AM 7:55
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?

Pamet Harbor Commission

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

I use the harbor regularly and am interested in it's management.

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:

I would like to serve on the Zoning Board of Appeals as an alternate member.

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

I have served on many committees through my career, for my employers and also with professional associations. I'm currently on the board of the Friends of the Cape Cod National Seashore.

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

I have been a boater all my life. I have a degree in Marine Engineering from Mass. Maritime Academy and an MBA from Providence College. I worked for nine years as a marine engineer and 34 years as a facilities engineer.

Signature

David Crocker

Date

Sep 17, 2021

9/23/21

Mr Crocker seems to be a
interesting person for the PHC.
Lets Give him a try

Tim Silva PHC Chair

Noelle Scoullar

From: Elizabeth Sturdy
Sent: Monday, October 4, 2021 11:23 AM
To: Noelle Scoullar
Subject: FW: Alternate position

Importance: High

From: [REDACTED]
Sent: Monday, October 4, 2021 11:22 AM
To: Elizabeth Sturdy <ESturdy@truro-ma.gov>
Subject: Alternate position

Hi Elizabeth,

Please forward these comments to the Select Board.

Members of Truro Select Board,

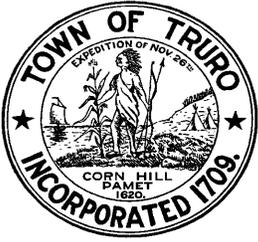
David Crocker has applied to become an Alternate on the Zoning Board of Appeals.

I spoke with David by phone recently. He explained his background and his interest in serving the Town in this volunteer position. I believe he understands the responsibilities of the position and has expressed willingness to be active in fulfilling those. I recommend him to be approved as Alternate.

Sincerely,

Art Hultin, ZBA Chairman

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Application to Serve: Cable and Internet Advisory Committee

EXPLANATION: Christopher Roberts submitted an application to serve on the Cable and Internet Advisory Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Mr. Roberts will be unable to serve on the Committee as a voting member.

SUGGESTED ACTION: *Motion to appoint Christopher Roberts to the Cable and Internet Advisory Committee for a three-year term expiring June 30, 2024.*

ATTACHMENTS:

1. Application to Serve-Christopher Roberts
2. Chair's Endorsement

Truro

Application to Serve on a Board or Committee

Last Name

Roberts

First Name

Christopher

Middle Initial

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

4 Highview Lane

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO Box 400, 02652

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

ROUT 20 (11/10/2021)
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?

Cable & Internet Advisory Committee

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

I have an extensive (30+ years) background in information technology and communications. In my last corporate role as part of PepsiCo's CTO team I was responsible for telephony systems and communication circuits for North America. I am "retired" from IT but keep up on all of the latest technologies and trends. My wife, son and I moved full-time to Truro in 2019. We own two shops in Provincetown (Puzzle Me This and Provincetown General Store). Our son is in 2nd grade at TCS. Now that we are established in our new hometown we wish to participate more in the community.

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:

I am interested in other boards & committees that have to do with technology and communications. The

Cape Cod Regional Tech. School Board item also caught my eye and I plan to research what it is about. I would be open to others if I felt I could contribute.

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

I've worked on many committees and teams throughout my professional career. I've served as a team member, as well as a team lead and committee executive/sponsor. Most of these had to do with specific technology and communications projects and programs at my places of employment. I also participated and led volunteer teams for specific give back efforts (United Way, nature preserve cleanup, etc). My last corporate role was with PepsiCo. I spent my 15 year career there leading and managing teams of IT professionals and program & project managers.

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 am a certified Project Management Professional (PMP). I was fortunate in being able to pivot from corporate professional to entrepreneur after 30 years of working within the media, banking, and consumer packaged goods industries. My wife and I own and operate several retail stores in Provincetown and online. My business and entrepreneur experience could also serve the committee well.

Signature

Christopher Roberts

Date

Oct 07, 2021

Noelle Scoullar

From: Mary Abt [REDACTED]
Sent: Tuesday, October 12, 2021 8:09 AM
To: Noelle Scoullar
Subject: Re: Application to Serve on Cable & Internet Advisory Committee

Yes, Christopher Roberts sounds like a great candidate for CAIC.
Mary Abt

The entire content of this email message is confidential. This also applies to any files attached to it. If you have received this email and it was not for you, make sure to immediately notify the sender by email and afterwards delete this email from your system. Disclosing, copying, distributing, or taking any action in reliance to the email content is strictly prohibited.

On 10/08/2021 8:31 AM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Mary,

Christopher Roberts has submitted an application to serve on the CAIC. Please review and approve, either via email or on the application.

Thank you!

Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Friday, October 8, 2021 8:11 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458

This communication may contain privileged or other confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate that to the sender and delete the copy you received. When writing or responding, please remember that the Secretary of State's Office has determined that email is a public record. Please take notice: All e-mail communications sent or received by persons using the Town of Truro network may be subject to disclosure under the Massachusetts Public Records Law (M.G.L. Chapter 66, Section 10) and the Federal Freedom of Information Act



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Meet Finance Director: Treasurer/ Collector of Taxes Alex Lessin

EXPLANATION: Alex Lessin, newly appointed Finance Director: Treasurer/ Collector of Taxes will be present to introduce himself to the Board and the Community.

SUGGESTED ACTION: *None-discussion only*

ATTACHMENTS:

1. Press Release- Appointment of New Town of Truro Finance Director



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

PRESS RELEASE

FOR IMMEDIATE RELEASE: October 12, 2021



Appointment of new Town of Truro Finance Director

The Town of Truro is pleased to announce that Alex Marini Lessin is appointed to the role of Finance Director: Treasurer and Collector of Taxes. Mr. Lessin previously served as the Director of Finance and Administration for the City of Somerville's Water & Sewer Department, overseeing two independent enterprise funds totaling \$42 million in annual expenditures and a \$500 million-dollar ten-year capital investment plan. Prior to his work with the Water & Sewer Department, Mr. Lessin served as Principal Analyst for SomerStat in the Mayor's Office of Innovation and Analytics where he worked on the performance management team to integrate data into City decision-making. Mr. Lessin also served as Business Analyst and

Accountant for Somerville's Traffic and Parking Department and as Payroll Manager for Grassroots Campaigns, Inc.

Mr. Lessin graduated from the University of Maryland with a Bachelor's degree in government and politics and received a dual Master of Business Administration and Master of Public Policy from Brandeis University.

Mr. Lessin will join Truro to lead the finance team comprising the Accounting Department, Assessing Department and Treasurer and Collector Department. In his new role, he will be responsible for managing municipal funds and debt service, financial forecasting, and serving as the custodian of tax title properties and collection of money due to the Town. Additionally, he will assist in the development of the annual budget, implement a number of new finance technology initiatives, provide regular financial reports to the Town Manager and will help refine and codify the Town's financial policies.

Finance Director Lessin will assume his responsibilities with the Town of Truro on October 18, 2021 and will fill the position that previously was held by Interim Town Treasurer Mary McIsaac after the retirement of long-serving Treasurer/ Collector/ Clerk Cynthia Slade in July 2020.

Contact:

Darrin, Tangeman, Town Manager

Town of Truro

PO Box 2030

Truro, MA 02666

dtangeman@truro-ma.gov

(509) 349-7004 x111

Fax (508) 349-5505



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Approval of 2021 Seasonal License Renewal: Babe’s Bakery Inc (65 Shore Road)

EXPLANATION: At the October 12, 2021 meeting, the Select Board removed the approval of Babe’s Bakery, Inc. Seasonal Common Victualer (food) license from the Consent Agenda for further discussion. The Board expressed concerns that it does not appear that Babe’s Bakery operates or has operated in recent years for any significant amount of time and wished to invite the owner of Babe’s to a meeting for further discussion. An invitation was extended to the owner, Claudia Boespflug. Ms. Boespflug indicated that either she or Terrance Johnson, Manager of Babe’s Bakery, will be present in her stead. Health/ Conservation Agent Emily Beebe and Town Planner and Land Use Counsel Barbara Carboni will be present to provide further information as requested by the Board.

Below is the general information associated with the request for the seasonal license:
There is one 2021 seasonal license renewal application and supporting documentation for review and approval by the Select Board as the Local Licensing Authority.

The Health Department License review and issuance was on 9/17/2021.

If you approve this for renewal, the license will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 §2	Common Victualer-Cook, Prepare & Serve Food	Babe’s Bakery Inc.

IMPACT IF NOT APPROVED: The license will not be issued.

SUGGESTED ACTION: MOTION TO approve a 2021 Seasonal Common Victualer (food) for Babe's Bakery Inc. upon compliance with all regulations and receipt of the necessary documents and fees.

ATTACHMENTS:

1. Renewal Application for 2021: Babe's Bakery Inc. (65 Shore Road)
2. Property Record Card for Babe's Bakery

2021



Town of Truro Board of Health

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

HEALTH DEPARTMENT TOWN OF TRURO

JUN 28 2021

RECEIVED BY:

#2021-100A FS 2021-100B Caterer

PAID 53-7346/2021

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

New Renewal

Section 1 - License Type

Type of License: Food Service Common Victualer

Type of Food Service Establishment:

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

Section 2 - Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS)

Business Name: BABE'S BAKERY INC

Owner Name: CLAUDIA BUESFELG Email Address:

Mailing Address: P.O. Box 352 NORTH TRURO MA 02652

Phone No:

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

Name: TERENCE JOHNSON Email Address:

Mailing Address: P.O. Box 352 NORTH TRURO MA 02652

Phone No: 24 Hour Emergency:

Section 3 - Business Operation Details

Number of Seats: Inside: 36 Outside: 12 Number of Employees:

Length of Permit: Annual Seasonal Operation

Hours of Operation: 8 To 12

Days Closed Excluding Holidays:

If Seasonal: Approximate Dates of Operation: 10/16/21 To 10/17/21

Lynne Budnick

From: Lynne Budnick
Sent: Tuesday, June 29, 2021 3:11 PM
To: claudia boespflug
Subject: Babes Bakery - additional documents required

Good afternoon Claudia,

Thank you for your business application for : **Babes Bakery**.

In addition to the items you have listed on the application as to be delivered when you arrive, we will need an updated Liability Certificate from your insurance company for your application submission. Please have your insurance carrier fax or email us the updated certificate.

Your licensing will be on hold until all documents have been received and it will then be forwarded to the Health Agent for review.

Best regards,

Lynne G. Budnick

Lynne G. Budnick

Principal Office Assistant/Building/Conservation/Health
Town of Truro
P.O. Box 2030
24 Town Hall Road
Truro, MA 02666
Phone: (508) 349-7004, ext. 131
Direct Line: (508) 214-0920
Fax: (508) 349-5508





Fire Protection Systems Annual Test Report

TRURO FIRE RESCUE
Truro Public Safety Facility
166 Route 6 Truro, MA 02666

FIRE PROTECTION SYSTEMS ANNUAL TEST REPORT

BUSINESS NAME Babe's Bakery **Babe's Bakery**
OWNER/MANAGER CLAUDIA BOESPFUGL
ADDRESS 65 SHORE RD.
PHONE # 508 481 7457 NUMBER OF UNITS 1
CONTACT PERSON _____
ADDRESS _____

TESTING COMPANY FIRE EQUIPMENT, INC. **Fire Equipment Included**
TESTING ELECTRICIAN/TECHNICIAN: MIKE ROUBENKO
COMPANY PHONE # (508) 795-3473 HOME PHONE # (774) 487-7647
LICENSE # 5342 **5342**

The fire protection system (including, but not limited to, fire alarm, fire extinguishers, fire hose systems, fire extinguishers, fire alarm systems, etc.) of the above mentioned business address, were tested. (CERTIFIED) the said system of the system were found to be, as corrected to be, fully operational.

COMMENTS IN CONFORMANCE WITH CODE
In compliance with code

DATE OF CERTIFICATION: 8/2/21 BY: MIKE ROUBENKO
Signature of Licensed Electrician

Date of certification 8/2/21

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

Number: 2021 – 100A

Fee \$75.00

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

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

Whose place of business is **Terence Johnson, mgr., d/b/a Babe's Bakery**
63 Shore Rd

Type of business and any restrictions **Restaurant**

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

Permit Expires: **December 31, 2021**

Date Issued:
9-16-2021

Seating: 48


Emily Beebe, R.S.,
Agent for the Truro Board of Health

Number: 2021-100C

Fee \$10.00

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

Bakery License

This is to Certify that **Terence Johnson, Manager, d/b/a Babes' Bakery Inc.**
63 Shore Rd

IS HEREBY GRANTED A LICENSE

For **a bakery**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires **December 31, 2021** unless sooner suspended or revoked.

Date **9/17/2021**



Emily Beebe, R.S.,
Agent for the Truro Board of Health

Number: 2021-100B

Fee \$50.00

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

In accordance with provisions of Chapter 111, Section 127A of the Massachusetts General Laws, Regulations established by the Massachusetts Department of Public Health (105 CMR 590.00) and the provisions of Chapter 111, Section 31 of the Massachusetts General Laws, Regulations established by the Truro Board of Health (Section X) a permit is hereby issued to:

Terence Johnson, mgr.

Whose place of business is: **Babe's Bakery**

Type of business and any restrictions **Food Caterer**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2021**

Date Issued: **9/17/2021**



Emily Beebe, R.S.,

Agent for the Truro Board of Health



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Babe's Bakery Inc

Address: 69 SHORE RD

City/State/Zip: NO. TRURO MA 02628 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: FIRE SIDE INSURANCE

Insurer's Address: 10 SHANK PAINTER RD. P.O. Box 760

City/State/Zip: PROVINCETOWN MA, 02657

Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 08/24/2021

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

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

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

Signature: [Signature] Date: May 30/2021

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):
 1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
 6. Other _____

Contact Person: _____ Phone #: _____

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

TERENCE JOHNSON

Allergen Awareness Certification (attach copy):

TERENCE JOHNSON

Has your menu changed from last year? Yes No

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

Section 4 - Attestation

Attestation

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

Signature of Applicant:

Date:

June 17/2021

Application Checklist:

- Food Service Permit Application
- Smoke Detector/Fire Protection Certification *Will comply at arrival ✓*
- Workers Compensation Affidavit/Certificate of Insurance
- Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report *Will comply upon arrival July 20/2021 ✓*
- Copy of Service report of mechanical washing equipment (Dishwasher)
- Copy of ServSafe Certification and Allergy Awareness *ON FILE*
- Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more) *ON FILE*

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____



HEALTH DEPARTMENT
TOWN OF TRURO

JUN 29 2021

RECEIVED BY:

TRURO FIRE RESCUE
Truro Public Safety Facility
344 Route 6 Truro, MA 02666

HEALTH DEPARTMENT
TOWN OF TRURO

SEP 01 2020

RECEIVED BY:

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: BARRE'S Bakery INC

OWNER/MANAGER: CLAUDIA BOESPFLUG

ADDRESS: 69 SHORE RD NO. TRURO MA 02652

PHONE: [REDACTED] NUMBER OF UNITS:

CONTACT PERSON: CLAUDIA BOESPFLUG

ADDRESS: P.O. Box 352 NORTH TRURO MA 02652

TESTING COMPANY: RALPH J. PERRY

TESTING ELECTRICIAN/TECHNICIAN: Justin Bease #5209

COMPANY PHONE #: HOME PHONE #: 774-487-7011

LICENSE #:

The fire protection system (s) including, but not limited to, (Sprinkler Systems) (Range Hood Systems) (Fire Extinguishers) (Type I II III Fire Alarm Systems) (C.O. Detectors) at the above mentioned business address, were tested, (CERTIFIED) the add parts of the systems, were found to be, or corrected to be, fully operational.

COMMENTS: Extinguishers / Hood System / Smoke Detector OK

DATE OF CERTIFICATION: 8/20/2020 BY: [Signature]
Signature of Licensed Electrician

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

ServSafe
National Restaurant Association

ServSafe® CERTIFICATION

TERENCE JOHNSON

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

5439
CERTIFICATE NUMBER

5439
EXAM FORM NUMBER

8/5/2019
DATE OF EXAMINATION

8/5/2024
DATE OF EXPIRATION

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



#0855

Sherron Brown
Sherron Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with ANSI...

The ServSafe logo are trademarks of the NRAEF, National Restaurant Association® and the arc design

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: TERENCE JOHNSON

Certificate Number: 4084476

Date of Completion: 8/23/2019

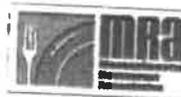
Date of Expiration: 8/23/2024



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

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

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org

NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/30/21

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

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

PRODUCER FIRESIDE INSURANCE AGENCY INC #10 Shank Painter Cmn POB 760 Provincetown, MA 02657-0760		CONTACT NAME: PHONE (A/C No. Ext): (508)487-9044 FAX (A/C. No.): (508)487-0649 E-MAIL ADDRESS: firesideinsurance@hotmail.com	
INSURED BABE'S INC CLAUDIA BOESPFLUG PO BOX 352 NORTH TRURO, MA 02652		HEALTH DEPARTMENT TOWN OF TRURO JUN 30 2021 RECEIVED BY:	
		INSURER(S) AFFORDING COVERAGE NAIC #	
		INSURER A: NAUTILUS INS CO	
		INSURER B: NORFOLK & DEDHAM	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL COVERAGES (INSR. WVD)	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		[REDACTED]	06/04/21	06/04/22	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 100,000
						MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC					PRODUCTS - COMPROP AGG \$ 2,000,000
	OTHER:					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (EA ACCIDENT) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED. RETENTIONS					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N <input type="checkbox"/>	N/A	08/24/20	08/24/21	PER STATUTE OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>				E.L. EACH ACCIDENT \$ 100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$ 100,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

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

BABES, INC
 FEIN #04-2731260
 69 SHORE RD
 NORTH TRURO, MA 02652

CERTIFICATE HOLDER

TOWN OF TRURO
 TOWN HALL
 TRURO, MA 02666

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

TAX STATUS REQUEST FOR LICENSING

Date 6/29/2021

Request is coming from the Selectmen's Office _____ Health Office X

Owner's Name:

Business Name Babes Restaurant

Residential Address : 63 Shore Rd

Map and Parcel : 36-78

Please verify whether the Real Estate and Personal Property taxes to this property are up to date for the current fiscal year.

All set ✓

Molly Jenkins

Tax Collector's Signature

6/29/2021

Date

Key: 968

Town of TRURO - Fiscal Year 2022

9/15/2021 10:15 am SEQ #: 920

LEGAL

CURRENT OWNER				PARCEL ID				LOCATION			
BOESPFLUG REALTY TR TRS: BOESPFLUG CLAUDIA PO BOX 352 NO TRURO, MA 02652-0352				36-78-0				63 SHORE RD			
TRANSFER HISTORY				DOS	T	SALE PRICE		BK-PG (Cert)			
BOESPFLUG REALTY TR				08/20/1982	99			3540-336			

CLASS	CLASS%	DESCRIPTION			BN ID	BN	CARD	
0310	50	MULTI-USE COM				1	1 of 4	
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%
09-14S	05/12/2009	99	ALL OTHER		06/08/2010	JH	100	100
06-084	04/18/2006	10	ALL OTHERS	3,465	05/02/2007	RJM	100	100
05-122	08/09/2005	10	ALL OTHERS	4,500	04/17/2006	RJM	100	100
94-84	07/17/1994	4	REHAB	12,200	01/01/2000		100	100

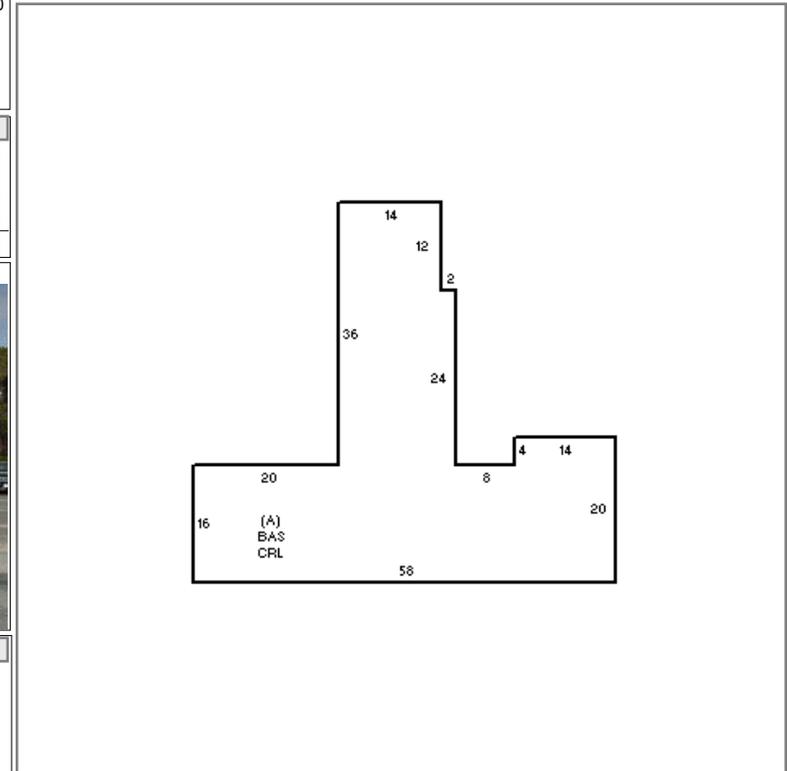
LAND

CD	T	AC/SF/UN	Nbhd	Inf1	Inf2	ADJ BASE	SAF	Inf3	Lpi	VC	CREDIT AMT	ADJ VALUE	
103	S	33,750	R6A 1.00	1	1.00	1	1.00	306,000	1.00	1	1.00	C01 0.90	237,130
203	A	1.625	R6A 1.00	1	1.00	1	1.00	61,020	1.00	1	1.00	C01 0.90	99,160

TOTAL	2.400 Acres	ZONING	L6A	FRNT	0	ASSESSED	CURRENT	PREVIOUS
Nbhd	RT 6A/NTC	NOTE			LAND	336,300	329,700	
Inf1	NO ADJ		BUILDING	82,800	84,700			
Inf2	NO ADJ		DETACHED	6,800	6,800			
			OTHER	126,400	101,500			
				TOTAL	552,300	522,700		

DETACHED

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	
SN2	G+	1.25	G 0.90	WOOD-3X4 OVA	2009	12	52.63	600
SHF	A	1.00	A 0.75	12X12	1970	144	14.49	1,600
SHF	A	1.00	A 0.75	12X12	1970	144	14.49	1,600
SHF	A	1.00	A 0.75	9X14	1970	126	14.49	1,400
APV	A	1.00	A 0.75		1970	3,000	0.70	1,600



BUILDING

BUILDING	CD	ADJ	DESC	MEASURE	10/24/2011	DF
MODEL	5		CIM	LIST	10/24/2011	EST
STYLE	39	1.92	RESTAURANT [100%]	REVIEW	11/14/2011	DF
QUALITY	-	0.90	AVE-/LOW+ [100%]			
FRAME	1	1.00	WOOD FRAME [100%]			

BLDG COMMENTS
BABE'S RESTAURANT

YEAR BLT	1950	SIZE ADJ	1.075	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	236,564
NET AREA	1,536	DETAIL ADJ	1.669	FOUNDATION	1	PIER	1.00	A	CRL	N	CRAWL SPACE	1,536		13.70	21,043	CONDITION ELEM	CD
\$NLA(RCN)	\$154	OVERALL	1.000	EXTERIOR WALL	2	CLAP BOARD	1.00	A	BAS	L	BASE AREA	1,536	1950	140.31	215,521		
CAPACITY				ROOF STRUCTURE	1	GABLE	1.00										
STORIES	1	ADJ	1.00	ROOF COVER	1	ASPH/COMP SHIN	1.00										
% HEATED	0		1.00	FLOORING	2	SOFTWOOD	0.95										
% A/C	0		1.00	INT FINISH	3	WOOD PANEL	1.07										
% SPRINKLERS	0		1.00	H.V.A.C.	13	NONE	0.90										
				FUEL SOURCE	8	NONE	1.00										
				COMPLEX	0		1.00										
EFF.YR/AGE 1975 / 45																	
COND 65 65 %																	
FUNC 0																	
ECON 0																	
DEPR 65 % GD 35																	
RCNLD \$82,800																	

Key: 968

Town of TRURO - Fiscal Year 2022

9/15/2021 10:15 am SEQ #: 921

LEGAL

CURRENT OWNER		PARCEL ID	LOCATION			
BOESPFLUG REALTY TR TRS: BOESPFLUG CLAUDIA PO BOX 352 NO TRURO, MA 02652-0352		36-78-0	63 SHORE RD			
TRANSFER HISTORY		DOS	T	SALE PRICE	BK-PG (Cert)	

CLASS	CLASS%	DESCRIPTION			BN ID	BN	CARD
0310	50	MULTI-USE COM				2	2 of 4
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st %

LAND

CD	T	AC/SF/UN	Nbhd	Inf1	Inf2	ADJ BASE	SAF	Inf3	Lpi	VC	CREDIT AMT	ADJ VALUE

TOTAL	ZONING	FRNT	ASSESSED	CURRENT	PREVIOUS
Nbhd	NOTE		LAND	69,500	
Inf1		BUILDING			
Inf2		DETACHED			
			OTHER		
			TOTAL		

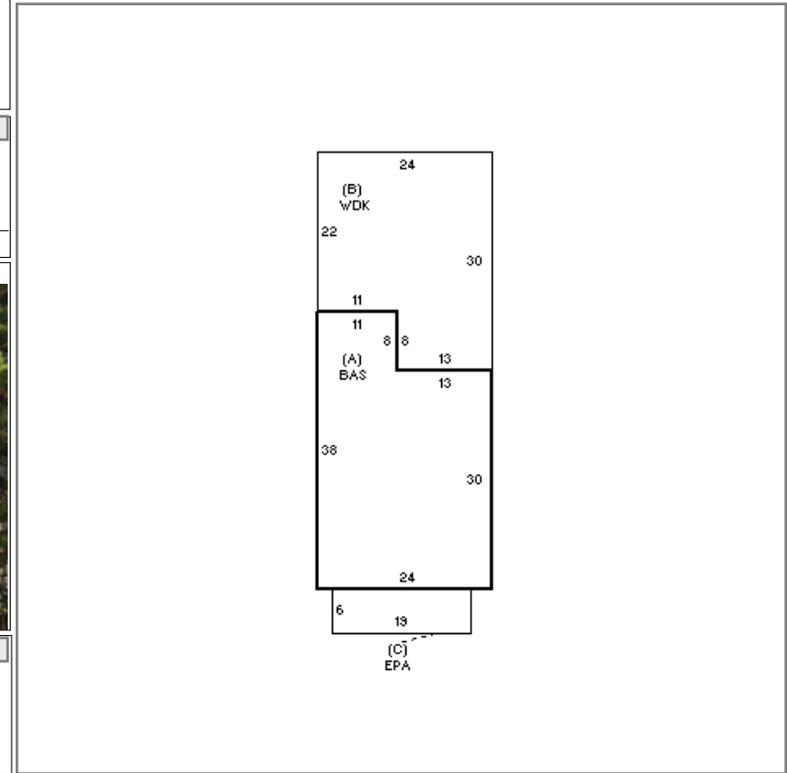
DETACHED

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD



BLDG COMMENTS

COTTAGE 65



BUILDING

BUILDING	CD	ADJ	DESC	MEASURE	10/24/2011	DF
MODEL	1		RESIDENTIAL	LIST	10/24/2011	EST
STYLE	6	0.90	COTTAGE/BUNG [100%]	REVIEW	11/14/2011	DF
QUALITY	-	0.75	AVE-/LOW+ [100%]			
FRAME	1	1.00	WOOD FRAME [100%]			

YEAR BLT	1950	SIZE ADJ	1.050	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	128,637
NET AREA	808	DETAIL ADJ	1.000	FOUNDATION	1	PIER	1.00	A	BAS	L	BAS AREA	808	1950	132.68	107,209	CONDITION ELEM	CD
\$NLA(RCN)	\$159	OVERALL	0.890	EXT. COVER	2	CLAPBOARD	1.00	B	WDK	N	ATT WOOD DECK	632		19.66	12,425		
CAPACITY		UNITS	ADJ	ROOF SHAPE	1	GABLE	1.00	C	EPA	N	ENCL PORCH	114		60.56	6,904		
STORIES(FAR)		1	1.00	ROOF COVER	2	WOOD SHINGLES	1.01										
ROOMS		4	1.00	FLOOR COVER	2	SOFTWOOD	1.00										
BEDROOMS		3	1.00	INT. FINISH	3	WOOD PANEL	1.00										
BATHROOMS		1	1.00	HEATING/COOLING	7	FL./WALL FURN.	0.98										
FIXTURES		3	\$2,100	FUEL SOURCE	2	GAS	1.00										
UNITS		1	1.00														
																EFF.YR/AGE	1965 / 55
																COND	46 46 %
																FUNC	0
																ECON	0
																DEPR	46 % GD 54
																RCNLD	\$69,500

Key: 968

Town of TRURO - Fiscal Year 2022

9/15/2021 10:15 am SEQ #: 922

LEGAL

CURRENT OWNER				PARCEL ID				LOCATION			
BOESPFLUG REALTY TR TRS: BOESPFLUG CLAUDIA PO BOX 352 NO TRURO, MA 02652-0352				36-78-0				63 SHORE RD			
TRANSFER HISTORY				DOS	T	SALE PRICE		BK-PG (Cert)			

CLASS	CLASS%	DESCRIPTION			BN ID	BN	CARD	
0310	50	MULTI-USE COM				3	3 of 4	
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%

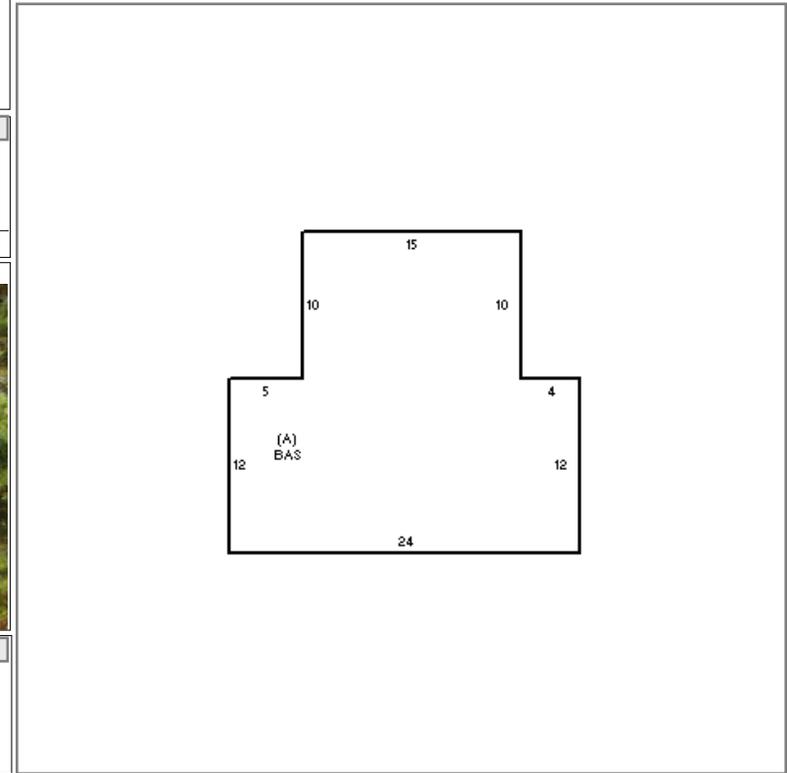
LAND

CD	T	AC/SF/UN	Nbhd	Inf1	Inf2	ADJ BASE	SAF	Inf3	Lpi	VC	CREDIT AMT	ADJ VALUE

TOTAL	ZONING	FRNT	ASSESSED	CURRENT	PREVIOUS
Nbhd	NOTE		LAND	30,700	
Inf1		BUILDING			
Inf2		DETACHED			
			OTHER		
			TOTAL		

DETACHED

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD



BUILDING

BUILDING	CD	ADJ	DESC	MEASURE	10/24/2011	DF
MODEL	1		RESIDENTIAL	LIST	10/24/2011	EST
STYLE	6	0.90	COTTAGE/BUNG [100%]	REVIEW	11/14/2011	DF
QUALITY	-	0.75	AVE-/LOW+ [100%]			
FRAME	1	1.00	WOOD FRAME [100%]			

BLDG COMMENTS
COTTAGE 67

YEAR BLT	1950	SIZE ADJ	1.000	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN
NET AREA	438	DETAIL ADJ	1.000	FOUNDATION	1	PIER	1.00	A	BAS	L	BAS AREA	438	1950	124.95	54,727
\$NLA(RCN)	\$130	OVERALL	0.880	EXT. COVER	2	CLAPBOARD	1.00								
CAPACITY			UNITS	ADJ	ROOF SHAPE	1	GABLE	1.00							
STORIES(FAR)		1	1.00	ROOF COVER	1	ASPHALT SHINGLE	1.00								
ROOMS		3	1.00	FLOOR COVER	2	SOFTWOOD	1.00								
BEDROOMS		1	1.00	INT. FINISH	3	WOOD PANEL	1.00								
BATHROOMS		1	1.00	HEATING/COOLING	7	FL./WALL FURN.	0.98								
FIXTURES		3	\$2,100	FUEL SOURCE	2	GAS	1.00								
UNITS		1	1.00												

TOTAL RCN	56,827
CONDITION ELEM	CD
EFF.YR/AGE	1965 / 55
COND	46 46 %
FUNC	0
ECON	0
DEPR	46 % GD 54
RCNLD	\$30,700

Key: 968

Town of TRURO - Fiscal Year 2022

9/15/2021 10:15 am SEQ #: 923

LEGAL

CURRENT OWNER				PARCEL ID				LOCATION				
BOESPFLUG REALTY TR				36-78-0				63 SHORE RD				
TRS: BOESPFLUG CLAUDIA				TRANSFER HISTORY				DOS	T	SALE PRICE	BK-PG (Cert)	
PO BOX 352												
NO TRURO, MA 02652-0352												

CLASS	CLASS%	DESCRIPTION				BN ID	BN	CARD	
0310	50	MULTI-USE COM					4	4 of 4	
PMT NO	PMT DT	TY	DESC	AMOUNT	INSP	BY	1st	%	

LAND

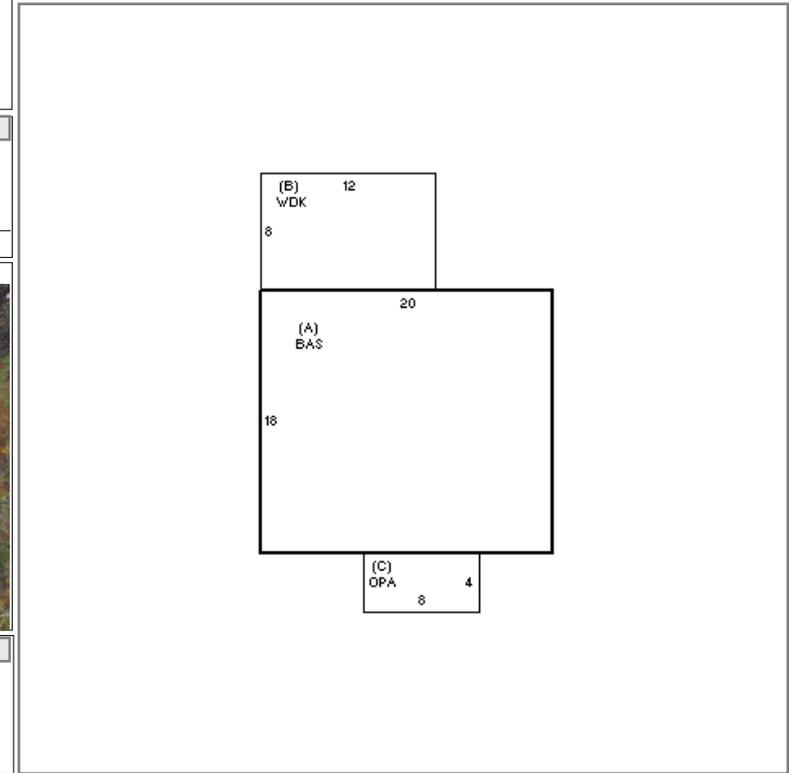
CD	T	AC/SF/UN	Nbhd	Inf1	Inf2	ADJ BASE	SAF	Inf3	Lpi	VC	CREDIT AMT	ADJ VALUE

TOTAL	ZONING	FRNT	ASSESSED	CURRENT	PREVIOUS
Nbhd	NOTE		LAND	26,200	
Inf1		BUILDING			
Inf2		DETACHED			
			OTHER		
			TOTAL		

DETACHED

TY	QUAL	COND	DIM/NOTE	YB	UNITS	ADJ PRICE	RCNLD	PHOTO
								10/24/2011





BUILDING

BUILDING	CD	ADJ	DESC	MEASURE	10/24/2011	DF
MODEL	1		RESIDENTIAL	LIST	10/24/2011	EST
STYLE	6	0.90	COTTAGE/BUNG [100%]	REVIEW	11/14/2011	DF
QUALITY	-	0.75	AVE-/LOW+ [100%]			
FRAME	1	1.00	WOOD FRAME [100%]			

BLDG COMMENTS
COTTAGE 63

BUILDING

YEAR BLT	1950	SIZE ADJ	1.000	ELEMENT	CD	DESCRIPTION	ADJ	S	BAT	T	DESCRIPTION	UNITS	YB	ADJ PRICE	RCN	TOTAL RCN	48,499
NET AREA	360	DETAIL ADJ	1.000	FOUNDATION	1	PIER	1.00	A	BAS	L	BAS AREA	360	1950	117.85	42,425	CONDITION ELEM	CD
\$NLA(RCN)	\$135	OVERALL	0.830	EXT. COVER	2	CLAPBOARD	1.00	B	WDK	N	ATT WOOD DECK	96		26.77	2,570		
CAPACITY		UNITS	ADJ	ROOF SHAPE	1	GABLE	1.00	C	OPA	N	OPEN PORCH	32		43.87	1,404		
STORIES(FAR)		1	1.00	ROOF COVER	1	ASPHALT SHINGLE	1.00										
ROOMS		3	1.00	FLOOR COVER	2	SOFTWOOD	1.00										
BEDROOMS		1	1.00	INT. FINISH	3	WOOD PANEL	1.00										
BATHROOMS		1	1.00	HEATING/COOLING	13	NO HEAT	0.93										
FIXTURES		3	\$2,100	FUEL SOURCE	8	NONE	1.00										
UNITS		1	1.00														
																EFF.YR/AGE	1965 / 55
																COND	46 46 %
																FUNC	0
																ECON	0
																DEPR	46 % GD 54
																RCNLD	\$26,200



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Housing Authority

REQUESTOR: Betty Gallo on Behalf of Kevin Grunwald, Chair, Truro Housing Authority

REQUESTED MEETING DATE: October 26, 2021

ITEM: Request to convert the Emergency Rental Assistance Program (ERAP) to a Regular Rental Assistance Program

EXPLANATION: No Truro resident has applied for the Truro Emergency Rental Assistance Program (ERAP), yet the 2015 Truro Housing Needs Assessment found that almost 90 of the 200 Truro renters were facing extreme rent burden (50% or more of their income went for rent). The situation has not gotten better. We have spoken to a number of people about why no one has applied and have worked with the Homeless Prevention Council (HPC) to design a program that addresses those reasons. We believe that one of the reasons was the amount of state and federal funds available during the pandemic. Many of those programs have ended, including the Federal and State eviction moratoriums.

We are proposing that we convert the ERAP to a regular rental assistance program and change the amount that a resident can receive for rent from \$6,000 over 24 months to \$350 to \$600 a month and the length of time they can remain on the program to up to 3 years. We are also asking the Select Board to amend the Town's contract with the HPC to allocate additional funding for outreach from \$1,000 to \$2,500 and increase the monthly amount billed to the program from \$93 to \$125 per person receiving rental assistance for the first 5 clients on the program then \$100 per month for the next five people getting rental assistance. We are ending the requirement that the recipient demonstrate lost income for a COVID- related reason. A much more aggressive outreach effort is also in the works.

FINANCIAL SOURCE (IF APPLICABLE): Truro has allocated \$50,000 from the Housing Trust Fund for this program, and we are not looking for any additional funding at this time. We do hope

you all would be willing to allocate additional funds for assistance, if it is needed.

IMPACT IF NOT APPROVED: The rental assistance program will not be modified to best meet the needs of Truro renters and the individuals in need may not have access to the funds that will help them afford to rent in Truro.

SUGGESTED ACTION: Motion to authorize the proposed changes to the rental assistance program and approval of a new contract with HPC that includes the provisions described and to authorize the Town Manager to sign the new contract.

ATTACHMENTS:

1. Explanation of the Proposal
2. ERAP Contract with HPC
3. Updated Program Proposal
4. Proposed New Contract—To be provided prior to the meeting

Agenda Item: 6B1

PROPOSED NEW RENTAL ASSISTANCE PROGRAM

Reasons that people have not applied:

Mara and I have talked to people including the Truro School Social Worker, Council on Aging Outreach Coordinator, Outer Cape Navigator program and other organizations (including CDP), other towns with ERAP, HPC, etc. The reasons that they believe that people haven't applied included: Federal and State Programs and other local rental assistance programs were meeting the needs. Most of these programs have expired. (Eviction Moratorium, increased unemployment payments, COVID relief, etc.) The Child Tax Credit should help some households but will not meet the needs of most households.

There was concern that there was confusion caused by the term "Emergency Rental Assistance" Some people read that to mean that the assistance was short term. Some people, especially the elderly, felt they could not show that their need for housing assistance was directly related to the COVID.

Despite our outreach efforts as well as the outreach efforts of HPC, people hadn't heard about the program. COVID obviously played a part in this-people were not gathering in places like the library, COA, Rec Center etc. but it may have also been the flyer that we were using was not clear about eligibility requirements. In addition, almost all our outreach was basically done with flyers. Also people had to call a number to get in touch with HPC, which could have been a deterrent, especially for people for whom English is not their first language. The Outer Cape Navigator Program which has had some success with their rental assistance program, has someone in the community one day a week at the COA or Food Delivery post. They could begin the process of filling out an application in person.

The landlord must agree to the terms of the program and sign an agreement with HPC and with the tenant. They are also required to submit a W-9 tax form. This arrangement is true for all rental assistance programs we know of. There may be a number of reasons landlords may not want to sign these agreements or file W-9s.

I also talked to the people in charge of the Wellfleet rental assistance programs. They had an ERAP as well as a regular rental assistance program that has been in effect for a number of years. They also did not have any applicants apply for ERAP but have 4 or 5 people using their rental assistance program. I also got their application for that program as well talked to one of the people running it. HPC also administers their rental assistance programs.

Changes to the program:

The applicant will no longer be required to show their need for assistance is related to a decrease in income due to COVID. And the program title will not have the word Emergency in the title, it will simply be called the Truro Rental Assistance Program.

The amount and time a recipient could receive rental assistance would change from up to \$6,000 in 24 months to from \$350-\$500 a month depending on the applicant's financial situation, family size, rent, fuel costs, etc. The recipient can receive the assistance for up to 3 years. The amount of the assistance and length of time the recipient can receive assistance will be determined by changes in the recipient's financial circumstances. HPC will determine the amount and length of the assistance.

Marketing: We will be changing the flyers about the program to make provisions of the program clear. HPC will have an outreach worker who will come to Truro on a regular basis to meet with people to let them know about the program and help them begin the process of filling out the application. We hope the Town of Truro will advertise the program on the Town website, in Truro Talks and e-mails to residents, etc. We will continue to post flyers at the post office, supermarkets, and town buildings. We will ask the schools and COA and food pantry and people who are delivering meals to residents to hand out the flyers about the program. We are open to any additional ideas about how we can get the word out to residents.

Mara and I met with HPC yesterday they have at least two people who have contacted them who are likely to be eligible for this program.

Funding: We don't plan to ask the town for more than the \$50,000 they have already allocated but do want to be sure they are willing to allocate more money if there is such a need.



Scope of Services: Emergency Rental Assistance Program (ERAP)

Client: Town of Truro

Dates of Service: 12/15/2020 through 12/14/2021

Services Provided by Homeless Prevention Council:

Services specific to ERAP:

- **Review application documents and make changes as needed or required by the Town of Truro.** Print and distribute flyers at various town locations and displayed in Town Hall.
- **Post Rental Assistance Program opportunities in various locations and using media and virtual meeting opportunities.**
- **Receive and review application documents during the time allotted and ongoing.**
- **Operate as the main contact for people seeking rental assistance.** Take calls; explain the purpose of the program and those individuals must have an identified rental in the Town of Truro. Help with applications to process them quickly and efficiently.
- **Provide budget planning and financial review of cases as a part of the process.** HPC works with our clients to be sure they are working on a budget that helps them to live within their means or identify ways to support their specific challenges.
- **Housing Stability and Success:** We believe that everyone deserves a safe and healthy home. The primary goal of HPC's program is to make sure the residents maintain their housing once they move in. This means we do everything we can to help residents understand their leases, secure the

resources to pay rent, meet other basic needs, and otherwise succeed in healthy, stable housing.

- **Accessing Opportunities/ Information and Resource Referrals:** HPC case managers are knowledgeable about a vast network of community partners and resources. The assigned case manager will work on-site and be available to meet one-on-one with residents to connect them with resources that meet their specific needs.
- **Advocacy and Benefits Assistance:** Case managers are skilled at navigating bureaucratic systems on behalf of residents. They can assist with completing applications for housing, employment, benefits, and education and help residents advocate for themselves with employers, schools, and public agencies.

Billing:

HPC will bill the Town of Truro monthly based on the number of households accessing assistance at a rate of \$93.75/household. There will be an initial fee for program setup and marketing of \$1,000.00. ERAP funds disbursed by HPC will be reimbursed by the Town of Truro on an as-billed basis.

Homeless Prevention Council, Inc. and the Town of Truro agree to the proposed services and billing as detailed above, which will commence on 12/15/2020 and end on 12/14/2021.

Homeless Prevention Council, Inc.

Name: Hadley Luddy

Signature:  _____

Title: Chief Executive Officer

Date: 12/17/2020

Town of Truro

Name: _____

Signature: _____

Title: _____

Date: _____

Agenda Item: 6B3

TRURO EMERGENCY RENTAL ASSISTANCE PROGRAM UPDATED

The Truro Emergency Assistance Program will be available to Truro residents who are renting year-round and have a household Income of less than 100% of the AMI. The income of dependent high school or college students will be exempted from household income.

~~[The applicant must show that their financial need is related to a loss of income is COVID related.]~~

The program can be used to pay for first and last month rent; arrears and rent subsidy for up to one year.

The maximum amount an applicant can receive from this program is ~~[\$6,000 in a 12 month period]~~ \$350 to \$600 a month depending on the financial need of the applicant for up to 3 years. The Administrator will determine the amount and length of assistance for which the applicant qualifies.

The payment will go to the landlord and there must be a signed agreement between the landlord and the applicant for the applicant to receive rental assistance.

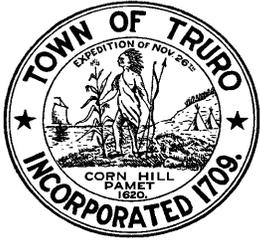
The Administrator of the Program will conduct an EXPANDED marketing campaign to inform Truro residents about this Program and other programs for which they are eligible. THE CAMPAIGN WILL INCLUDE VISITS TO TRURO TO MEET WITH POTENTIAL APPLICANTS AND ASSIST THEM IN BEGINNING THE APPLICANT PROCESS.

The Administrator of the Program will provide case management for applicants and explore all available funding for rental assistance and use the rental assistance program that is most appropriate for that applicant's needs.

The Administrator of the program will help the applicant fill out the application and gather the documents needed to determine if the applicant is eligible for the Program. There will be a one-to-one meeting between the Administrator with the applicant.

The Administrator will work to ensure that the resident can maintain their housing. They will help residents to understand their leases, secure resources to pay their rent, meet basic needs and succeed in maintaining health, stable housing.

THE ADMINISTRATOR SHALL BE PAID \$125 PER HOUSEHOLD FOR THE FIRST 5 HOUSEHOLDS THAT RECEIVE ASSISTANCE; \$100 PER HOUSEHOLD FOR THE NEXT 5 HOUSEHOLDS AND \$95 PER HOUSEHOLD FOR EACH HOUSEHOLD OVER 10 HOUSEHOLDS THAT RECEIVE ASSISTANCE. THE ADMINISTRATOR SHALL RECEIVE BETWEEN \$1,000 TO \$2,500 FOR OUTREACH EFFORTS.



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Housing Authority

REQUESTOR: Betty Gallo on behalf of Kevin Grunwald, Chair, Truro Housing Authority

REQUESTED MEETING DATE: October 26, 2021

ITEM: Request for Funding from the Truro Housing Trust for a Housing Needs Assessment

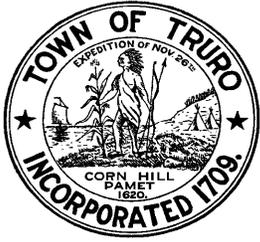
EXPLANATION: The last Housing Needs Assessment was published in September 2015 and relied on information from the 2010 census and the American Community survey from 2009-2013. A lot has happened in the intervening years. The housing crisis has gotten considerably worse on the Cape; housing prices have increased substantially; and, year-round rental housing has been bought by part-time residents or is being used for short term rentals. The Housing Authority believes that the information from a new housing needs assessment will be very helpful to the Walsh Property Committee and the Local Comprehensive Plan Committee. We believe that this information to be useful to the Select Board as it works on its objectives for fiscal year 2021-22 and 2022-23. An allocation from the Truro Affordable Housing Trust of up to \$30,000 for contracting a consultant for the development of a Housing Needs Assessment is requested.

FINANCIAL SOURCE (IF APPLICABLE): We are requesting this be funded by the Truro Affordable Housing Trust Fund.

IMPACT IF NOT APPROVED: The Town and various committees will have less information to inform decisions related to housing.

SUGGESTED ACTION: *Motion to approve the request from the Truro Housing Authority to allocate up to \$30,000 from the Truro Affordable Housing Trust Fund to contract a consultant for the preparation of a Truro Needs Assessment.*

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Housing Authority

REQUESTOR: Betty Gallo on behalf of Kevin Grunwald, Chair of the Truro Housing Authority

REQUESTED MEETING DATE: October 26, 2021

ITEM: Authorization Request from the Truro Housing Authority to Submit a Funding Request on Behalf of the Select Board to the Community Preservation Committee for the Truro Affordable Housing Trust Fund

EXPLANATION: The Truro Housing Authority requests that the Truro Select Board authorize the Truro Housing Authority to submit a grant application to the Community Preservation Committee (CPC) for funding for the Truro Affordable Housing Trust Fund and authorize the Chair of the Truro Housing Authority to sign and submit such application for the upcoming CPC funding round. The Truro Housing Authority regularly submits such grants on behalf of the Truro Affordable Housing Trust Fund. The Truro Housing Authority voted to request authorization for this grant application at the Thursday October 21, 2021 meeting. Betty Gallo, Truro Housing Authority Member will be present at the Select Board meeting to provide further details related to this request. The deadline for submitting the grant application to the CPC is November 1, 2020.

FINANCIAL SOURCE (IF APPLICABLE): Community Preservation Act Funds

IMPACT IF NOT APPROVED: A CPC application will not be submitted and the Affordable Housing Trust Fund may not have the funds to pay for important housing initiatives.

SUGGESTED ACTION: *Motion to authorize the Truro Housing Authority to submit an application to the CPC for funding for the Truro Affordable Housing Trust Fund in the upcoming funding round.*

ATTACHMENTS

1. Project narrative

PROJECT NARRATIVE

Agenda Item: 6D1

This application requests funding in the amount of \$300,000 on behalf of The Truro Affordable Housing Trust for the purpose of Community Housing. This Trust was established by Massachusetts General Law 274 of the Acts of 2002. The funds of this Trust can be used for a variety of activities that create, support and preserve affordable housing. The Community Preservation enabling legislation has provisions specifically for the CPC to fund Trusts. In Truro, the members of the Select Board serve as the trustees.

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

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

While requests for CPC funds for the Affordable Housing Trust have previously been modest, the rationale for requesting this amount is to build up an ongoing pool of funds that are quickly accessible for time-sensitive affordable housing initiatives so that Truro can take advantage of these opportunities as they arise.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Select Board 2022 Meeting Calendar

EXPLANATION: Before the Board is the proposed 2022 meeting schedule for regular meetings and possible work sessions. Please note that the calendar does not include proposed work sessions for July, August and December, as had been the practice in recent years. Additionally, the regular meeting typically scheduled for the 4th Tuesday in December is moved to the 3rd Tuesday to avoid meeting between Christmas and New Year's Eve.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be a formalized calendar of meetings for the Select Board.

SUGGESTED ACTION: *Motion to approve the 2022 Select Board Meeting Calendar.*

ATTACHMENTS:

1. 2022 Select Board Meeting Calendar

Truro Select Board Meeting Schedule - 2022

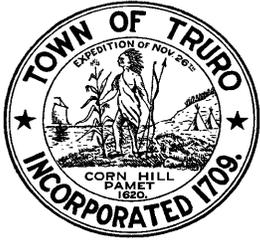
<u>HEARING/MEETING</u> (Tuesday, unless otherwise noted)	<u>Possible Work Session Dates</u> (Time TBD)
January 11	January 18
January 25	
February 8	February 15
February 22	
March 8	March 15
March 22	
April 12	April 19
Annual Town Meeting April 26	Annual Town Meeting April 26
Annual Town Election May 10	Annual Town Election May 10
May 11 (Wednesday)	May 17
May 24	
June 14	June 21
June 28	
July 12	None
July 26	
August 9	None
August 23	
September 13	September 20
September 27	
October 11	October 18
October 25	
November 8	November 15
November 22	
December 13	None
December 20	

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: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: October 26, 2021

ITEM: Approval of the Annual Municipal Calendar for 2022 ATM and Fiscal Year 2023 Budget Preparations

EXPLANATION: For your review, discussion and vote is the Annual Municipal Calendar for 2022 ATM and Fiscal Year 2023 Budget Preparations. The calendar defines key dates for the annual budget process and Town Meeting preparations, as outlined in Chapter 2 and Chapter 7 of the Truro Town Charter. The Town Moderator will be sent this calendar for review and any comments will be relayed to the Board at the meeting.

The Budget Task Force calendar will be prepared for a subsequent board meeting upon approval of the Annual Municipal Calendar.

SUGGESTED ACTION: MOTION TO *approve the Annual Municipal Calendar for 2022 ATM and Fiscal Year 2023 Budget Preparations.*

ATTACHMENTS:

1. Annual Municipal Calendar for 2022 ATM and Fiscal Year 2023 Budget Preparations



TOWN OF TRURO

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

October 26, 2021

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

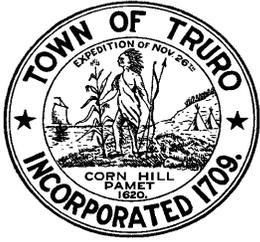
From: Darrin Tangeman, Town Manager

Re: Annual Municipal Calendar for 2022 ATM and Fiscal Year 2023 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2022 Annual Town Meeting and the Fiscal 2023 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2022 Annual Town Meeting will be held on Tuesday, April 27, 2022.

- | | |
|----------------------|--|
| Oct. 27, 2021 | Select Board preliminary discussion on FY2023 budget |
| Nov. 1, 2021 | CPC deadline for application for possible funding at the 2022 ATM |
| Oct. 18, 2021 | Budget templates sent to Department Heads/ Committee Chairs |
| Oct. 18, 2021 | Finalize Select Board Budget Message |
| Nov. 12, 2021 | All budgets and CIP requests must be turned into the Town Manager, Finance Director, and Town Accountant by close of business. |
| Dec. 13, 2021 | Budget Task Force Meetings Begin |
| Jan. 11, 2022 | Select Board review of budget and CIP and submit to Finance Committee (<i>Per Truro Charter – on or before January 15</i>) |
| Jan. 11, 2022 | Select Board vote to open the Warrant for the 2022 Annual Town Meeting, effective January 25, 2022. |
| Jan. 25, 2022 | Annual Town Meeting Warrant Opens |

Jan. 28, 2022	All Annual Town Reports must be submitted electronically to Kaci Fullerton (kfullerton@truro-ma.gov), Noelle Scoullar (nscoullar@truro-ma.gov), and/or Nicole Tudor (ntudor@truro-ma.gov)
Jan. 31, 2022	Nomination Papers available at Clerk's Office for Annual Town Election
Feb. 4, 2022	Deadline for Money Articles
Feb. 8, 2022	Draft FY2023 Town and School Budgets, CIP presented to the Select Board and Finance Committee
Feb. 26, 2022	Annual Town Meeting Warrant Closes/Last day for Petitioned Articles at 4:00pm
Mar. 8, 2022	FY2023 "final" Budget and CIP and draft Warrant presented to Select Board for review and approval
Mar. 22, 2022	Last day to file nomination papers with the Registrar
Mar. 22, 2022	Last day for Finance Committee to submit letter to voters on FY2023 Budget/CIP for including in the Town Meeting Warrant
Mar. 22, 2022	Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2023 Budget/CIP, etc., for inclusion in the Town Meeting Warrant
Mar. 25, 2022	Warrant to the Printer
Apr. 6, 2022	Last Day to Register to Vote for Annual Town Meeting and Annual Town Election
Apr. 7, 2022	Last day to object or withdraw nomination papers
Apr. 12, 2022	Post Warrant
Apr. 13, 2022	Budget Public Hearing, Pre-Town Meeting and Candidates Night
Apr. 26, 2022	Annual Town Meeting, 6:00 pm – Location to Be Determined
May 10, 2022	Annual Town Election, 7:00 am – 8:00 pm Location to Be Determined



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager, and Barbara Carboni, Town Planner and Land Use Counsel

REQUESTED MEETING DATE: October 26, 2018

ITEM: Discussion and Approval of Walsh Property Community Planning Committee Charge to Replace Process Design Plan

EXPLANATION: As the Select Board has recently discussed at regular meetings, procedural changes to the way the Walsh Property Community Planning Committee (WPCPC) operates were made, including the role of the facilitator in the work of the Committee. Staff, including Town Manager Tangeman, Town Planner & Land Use Counsel Carboni, and Assistant Town Manager Clark, worked with WPCPC Co-Chairs Paul Wisotzky and Fred Gaechter to prepare a draft charge for the WPCPC that will address these changes, will replace the existing Final Draft Process Design and will provide the WPCPC with a charge that is more comparable to charges for other Town committees. The draft charge is before the Board for review and approval.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Process Design Plan will continue to serve as the guiding document for the Walsh Property Community Planning Committee.

SUGGESTED ACTION: *Motion to approve the charge for the Walsh Property Community Planning Committee and to replace the Final Draft Process Design with the new charge.*

ATTACHMENTS:

1. Draft Walsh Property Community Planning Committee Charge
2. Walsh Property Community Planning Committee Final Draft Process Design



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Walsh Property Community Planning Committee Charge

Adopted: October 26, 2021

In accordance with the Truro Town Charter, Section 6-4-4, and Article 11 of the April 30, 2019 Annual Town Meeting, the Select Board hereby establishes the Walsh Property Community Planning Committee as an ad-hoc committee.

PURPOSE:

At the 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 Select Board 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.

APPROACH:

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 (needs, 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 as well as data that describes the current and future needs of the Town and region, the WPCPC will develop and evaluate a range of options, and ultimately prepare a plan for the use(s) of the property to be presented to Town Meeting.

The Chairs will primarily use consensus, but voting might be used as a default if it is apparent that consensus cannot be achieved at appropriate times in the process, as they see fit.

MEMBERSHIP:

The WPCPC will be composed of fifteen members and membership may be decreased by an even number of seats by a vote of the Select Board, so that an uneven number of seats remain in accordance with Town Charter, Section 6-2-5. As the appointing body, the Select Board will interview and appoint new prospective members. Reappointments will also require appointment by the Select Board. The Select Board will strive to appoint and maintain a

complement of members who collectively reflect the balanced and broad range of perspectives, experiences and demographics of Truro. 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.

Although they are selected to help reflect and inform a set of experiences, expertise and demographics, members will serve as individuals, rather than as official liaisons or representatives to any particular group or issue. Collectively, the WPCPC to the best extent possible will reflect the multitudes of perspectives and points of view as well as the demographic composition of the Town of Truro.

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 on the WPCPC should demonstrate the 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 and stay focused on what is best for the Town of Truro and not their own particular interests.

The WPCPC will be an official Town body, and all members will be subject to state and Town regulations governing such Town bodies, including conflicts of interest law and the Open Meeting Law.

The WPCPC may request, and the Select Board may appoint, liaisons, from the Select Board or from other entities, in accordance with Policy 34: Selectmen Liaison Policy. Liaisons will serve as a conduit of information and a point of contact to and from their respective board and will not have voting authority on the WPCPC.

STAFFING AND RESOURCES:

The Town Manager will determine appropriate staffing for the WPCPC. Town of Truro staff and departments will serve as technical advisors to the WPCPC, as needed and requested by the participants, through the Town Manager. Technical advisors will help members and the public understand 1) existing site conditions and opportunities/constraints on development, 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 or contracted consultants.

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 through their committee chair(s) from the Select Board in coordination with the Town Manager to enlist additional expertise.

Robert Weinstein, Chair

Kristen Reed, Vice-Chair

Susan Areson, Clerk

Stephanie Rein

John Dundas

Truro Select Board

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.

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

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

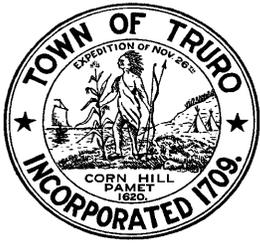
Public Evaluation Workshop

- 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: Department of Public Works

REQUESTOR: Jarrod Cabral, DPW Director

REQUESTED MEETING DATE: October 26, 2018

ITEM: East Harbor and Eagle Neck Culvert Replacement and Salt Marsh Restoration

EXPLANATION: The East Harbor Culvert replacement is the phase two portion of the project to replace the culvert between Shore Rd and Route 6. The Eagle Neck Creek culvert project will be replacing two failed 36" culverts with an 8'x8' box culvert at the intersection of Old County Rd, Mill Pond Road, Abby Lane and Stick Bridge Rd. The contract between the selected bidder, MIG Corporation, and the Town of Truro to install and furnish all labor, materials, and equipment to perform all operations required for the culvert repair at East Harbor and Eagle Neck Creek Restoration projects is included in your packet. Approval of the contract by the Board is required to proceed with the work. Public Works Director Jarrod Cabral will be present at the meeting to provide further information and to answer questions about the contract and projects.

FINANCIAL SOURCE (IF APPLICABLE): East Harbor funding was appropriated at Town Meeting in April 2017. Funding was appropriated for Eagle Neck Creek at Town Meeting in April of 2012 and 2019. Note: All preliminary engineering for Eagle Neck Creek was funded by the Division of Ecological Restoration, and 75% of the Construction cost will be funded by the USDA.

IMPACT IF NOT APPROVED: Projects will not move forward

SUGGESTED ACTION: *Motion to approve the contract for work at Eagle Neck Creek and East Harbor between MIG and the Town of Truro and authorize the Town Manager to sign.*

ATTACHMENTS:

1. Contract

AGREEMENT TO INSTALL, AND FURNISH ALL LABOR, MATERIALS EQUIPMENT TO PERFORM ALL OPERATIONS REQUIRED FOR THE CULVERT REPAIR AT EAST HARBOR AND EAGLE NECK CREEK RESTORATION PROJECT

The following provisions shall constitute an Agreement between the Town of Truro, acting by and through its Board of Selectmen, hereinafter referred to as "Town," and of MIG Corporation, Inc with an address One Acton Place, Suite 200 Acton MA 01720 hereinafter referred to as "Contractor", effective as of the 26th day of October, 2021. In consideration of the mutual covenants contained herein, the parties agree as follows:

ARTICLE 1: SCOPE OF WORK:

The Contractor shall perform all work and furnish all services necessary to provide the Town with the repair of the East Harbor culvert pipe, and Eagle Neck Creek Salt Marsh Restoration, in accordance with the Contract Documents (defined herein as all Drawings, Specifications other documents contained in the September 2021 Project Manual) set forth in the Invitation for Bids issued by the Town on September 17, 2021, which is hereby incorporated herein by reference and shall be part of this Agreement.

ARTICLE 2: TIME OF PERFORMANCE:

The Contractor shall complete all work and services required hereunder within 260 calander days of the Town's Notice to Proceed to Contractor.

ARTICLE 3: PERFORMANCE OF THE WORK

- A. Direction of the Work: The Contractor shall supervise and direct the Work, using his best skills and attention which shall not be less than such state of skill and attention generally rendered by the contracting profession for projects similar to the Project in scope, difficulty and location. The Contractor shall maintain adequate supervisory personnel at the project site during the performance of the Work. He shall be solely responsible for all construction means, methods, techniques, sequences and procedures and for coordinating all portions of the Work under the Agreement.

- B. Responsibility for the Work: (1) The Contractor shall be responsible to the Owner for the acts and omissions of his employees, subcontractors and their agents and employees, and other persons performing any of the work under a contract with the Contractor. This obligation shall also extend to the presence on the site of suppliers of materials or equipment, their employees, contractors, and agents engaged in the work.
- (2) The Contractor shall not be relieved from his obligations to perform the Work in accordance with the Contract Documents either by the activities or duties of the Owner in its administration of the Agreement, or by inspections, tests or approvals required or performed by persons other than the Contractor.
- C. Permits and Fees: Unless otherwise expressly provided, the Contractor shall secure and pay for all permits and fees, licenses and inspections necessary for the proper execution and completion of the Work which are customarily secured after execution of the Agreement and which are legally required at the time the bids are received, and the same shall at all times be the property of the Owner and shall be delivered to the Owner upon completion of the Project.
- D. Notices, Compliance With Laws: (1) The Contractor shall give all notices and comply with all federal, state and local laws, ordinances, rules, regulations and lawful orders of any public authority bearing on the performance of the work. The Contractor shall provide the Owner with reproductions of all permits, licenses and receipts for any fees paid. The Owner represents that it has disclosed to the Contractor all orders and requirements known to the Owner of any public authority particular to this Agreement.

(2) If the Contractor observes that any of the Contract Documents are at variance with applicable laws, statutes, codes and regulations in any respect, he shall promptly notify the Owner in writing, and any necessary changes shall be accomplished by appropriate modification.

(3) If the Contractor performs any work which he knows or should know is contrary to such laws, ordinances, rules and regulations, and without such notice to the Owner, he shall assume full responsibility therefor and shall bear all costs attributable thereto.

(4) In the performance of the work, the Contractor shall comply with all applicable federal, state and local laws and regulations including those relating to workplace and employee safety. The Contractor shall notify the Owner immediately of any conditions at the place of the work which violate said laws and regulations and shall take prompt action to correct and eliminate any such violations.

E. **Project Superintendent:** The Contractor shall employ a competent superintendent and necessary assistants who shall be in attendance at the Project site at all times during the progress of the Work. The superintendent shall represent the Contractor and all communications given to the superintendent shall be as binding as if given to the Contractor. Important communications shall be confirmed in writing. Other communications shall be so confirmed on written request in each case.

F. **Progress Schedule:** The Contractor, immediately after being awarded the Contract, shall prepare and submit for the Owner's information an estimated progress schedule for the Work. The progress schedule shall be related to the entire Project to the extent required by the Contract Documents, and shall provide for expeditious and practicable execution of the work.

- G. **Protection of the Work and Owner's Property:** The Contractor shall at all times safely guard the Owner's property from injury or loss in connection with this Agreement. He shall at all times safely guard and protect his own work, and that of adjacent property from damage. The Contractor shall replace or make good any such damage, loss or injury. The Contractor shall clean the work area and restore it to its original condition upon completion of the work.
- H. **Quality of the Work:** The Contractor shall perform the work in a good, workmanlike manner. The Contractor hereby guarantees that the entire work constructed by him under the Agreement will meet fully all requirements thereof as to quality of workmanship and materials. The Contractor hereby agrees to make at his own expense any repairs or replacements made necessary by defects in materials or workmanship supplied to him that become evident within one (1) year after the date of the final payment, and to restore to full compliance with the requirements set forth herein any part of the work constructed hereunder, which during said one (1) year period is found to be deficient with respect to any provisions of the Contract Documents. The Contractor also agrees to hold the Owner harmless from claims of any kind arising from damage due to said defects. The Contractor shall make all repairs and replacements promptly upon receipt of written orders for same from the Owner. If the Contractor fails to make the repairs and replacements promptly, the Owner may do the work and the Contractor shall be liable to the Owner for the cost thereof.
- I. **Warranty:** Prior to final payment, the Contractor shall deliver to the Owner all manufacturers' warranties, together with such endorsements or assignments as are necessary to ensure to the Owner the full rights and benefits of such warranties.

ARTICLE 4: COMPENSATION:

The Town shall pay the Contractor for the performance of the work outlined in Article 1 above the contract sum of \$4,124,400.00. The Contractor shall submit invoices to the Town for services rendered, which will be due 30 days following the satisfactory performance of the Services.

ARTICLE 5: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement or repeated herein:

1. This Agreement.
2. Amendments, or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.
4. Invitation for Bids addenda and Contract Documents issued by the Town.
5. National Park Service Special Use Permit.
6. Contractor's Bid and the attachments thereto.
7. Prevailing Wage Rates

In the event of conflicting provisions, those provisions most favorable to the Town shall govern.

ARTICLE 6: CONTRACT TERMINATION:

The Town may suspend or terminate this Agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement.
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the Town that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

Either party may terminate this Agreement at any time for convenience by providing the other party written notice specifying therein the termination date which shall be no sooner than thirty (30) days from the issuance of said notice. Upon receipt of a notice of termination from the Town, the Contractor shall cease to incur additional expenses in connection with the

Agreement. Upon such termination, the Contractor shall be entitled to compensation for all satisfactory work completed prior to the termination date as determined by the Town. Such payment shall not exceed the fair value of the services provided hereunder.

ARTICLE 7: INDEMNIFICATION:

The Contractor shall defend, indemnify and hold harmless the Town and its officers, agents, and all employees from and against claims arising or alleged to arise directly or indirectly from the contract. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and income tax laws. Further, the Contractor shall defend, indemnify and hold harmless the Town with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement. This shall not be construed as a limitation of the Contractor's liability under the Agreement or as otherwise provided by law.

ARTICLE 8: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds.

ARTICLE 9: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 10: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the Town.

ARTICLE 11: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the Town and Contractor. Further, such amendments or

changes shall be in writing and signed by officials with authority to bind the Town. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

ARTICLE 12: INDEPENDENT CONTRACTOR:

The Contractor acknowledges and agrees that it is acting as an independent contractor for all work and services rendered pursuant to this Agreement and shall not be considered an employee or agent of the Town for any purpose.

ARTICLE 13: INSURANCE:

The Contractor shall be responsible to the Town or any third party for any property damage or bodily injury caused by it, any of its subcontractors, employees or agents in the performance of, or as a result of, the work under this Agreement. The Contractor and any subcontractors used hereby certify that they are insured for workers' compensation, property damage, personal and product liability. The Contractor and any subcontractor it uses shall purchase, furnish copies of, and maintain in full force and effect insurance policies in the amounts here indicated.

1. Worker's Compensation, and related coverage under Paragraphs 5.04.A.1 and A.2 of the Contract Document General Conditions:
 - a. State: Statutory
 - b. Applicable Federal (e.g., Longshoreman's): Statutory
 - c. Employer's Liability:

\$100,000 Each Accident
\$500,000 Disease-Policy
Limit
\$100,000 Disease-Each
Employee

2. Contractor's General Liability under Paragraphs 5.04.A.3 through A.6 of the Contract Document General Conditions which shall include Contractors Protective, Products,

and Completed Operations and Contractual Liability (c.u., collapse and underground coverage to be included.):

- a. General Aggregate: \$2,000,000
- b. Products and Completed Operations Aggregate \$2,000,000
- c. Personal and Advertising Injury \$1,000,000
- d. Each Occurrence Limit: \$1,000,000
- e. Fire Damage Limit: \$50,000
- f. Medical Payments: \$5,000

3. Automobile Liability under Paragraph 5.04.A.6 of the Contract Document General Conditions:

- a. Combined Single Limit for Bodily Injury
and Property Damage: \$1,000,000

4. Owner's Protective Liability coverage required by Paragraph 5.05.A of the Contract Document General Conditions shall provide coverage for not less than the following amounts:

- a. Each occurrence: \$1,000,000
- b. Aggregate: \$3,000,000

5. Builder's Risk and Installation Floater Coverage: Limit equal to the total insurable value of all materials and equipment to be built and/or installed.

6. Insurance Carrier Requirements: Financial Performance Rating "A" by A.M. Best Company.

7. Additional Insured:

- a. Town of Truro, MA
- b. United States of America

c. Fuss & O'Neill, Inc.”

8. Policies shall be in compliance with requirements of Special Park Condition 26 of the Special Use Permit issued by the National Park Service; the permit number shall be included on the policy.
9. Contractor shall purchase and maintain property insurance upon the Work at the Site in the amount of the full replacement cost thereof. Contractor shall be responsible for any deductible or self-insured retention. The insurance shall:
 - a. include the interests of Owner, Contractor, Subcontractors, Engineer and any other individuals or entities identified herein, and the officers, directors, partners, employees, agents, and other consultants and subcontractors of any of them each of whom is deemed to have an insurable interest and shall be listed as an insured or additional insured;
 - b. in addition to the individuals and entities specified, include as additional insureds, the following:

Town of Truro

United States of America
 - c. be written on a Builder's Risk "all-risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss and damage to the Work, temporary buildings, false work, and materials and equipment in transit and shall insure against at least the following perils or causes of loss: fire, lightning, extended coverage, theft, vandalism, and malicious mischief, earthquake, collapse, debris removal, demolition occasioned by enforcement of Laws and Regulations, water damage (other than caused by flood), and such other perils or causes of loss as may be specifically required by the Supplementary Conditions;
 - d. include expenses incurred in the repair or replacement of any insured property (including but not limited to fees and charges of engineers and architects);

- e. cover materials and equipment stored at the Site or at another location that was agreed to in writing by Owner prior to being incorporated in the Work, provided that such materials and equipment have been included in an Application for Payment recommended by Engineer;
- f. allow for partial utilization of the Work by Owner;
- g. include testing and startup; and
- h. be maintained in effect until final payment is made unless otherwise agreed to in writing by Owner, Contractor, and Engineer with 30 days written notice to each other additional insured to whom a certificate of insurance has been issued.

Prior to commencement of any work under this Agreement, the Contractor shall provide the Town with Certificates of Insurance complying with the above requirements and which include a thirty day notice of cancellation to the Town.

ARTICLE 14: WAGE RATES

Prevailing Wage Rates as determined by the Commissioner of the Department of Labor and Workforce Development under the provisions of Massachusetts General Laws, Chapter 149, Section 26 to 27G, as amended, apply to this project. It is the responsibility of the Contractor to provide the Town with certified payrolls and to comply with all requirements of the above-cited statutes.

The schedules of prevailing wage rates are included in the Contract Documents.

ARTICLE 15: SEVERABILITY:

If any term or condition of this Agreement or any application thereof shall to any extent be held invalid, illegal or unenforceable by the court of competent jurisdiction, the validity, legality, and enforceability of the remaining terms and conditions of this Agreement shall not be deemed affected thereby unless one or both parties would be substantially or materially prejudiced.

ARTICLE 16: ENTIRE AGREEMENT:

This Agreement, including all documents incorporated herein by reference, constitutes the entire integrated agreement between the parties with respect to the matters described. This Agreement supersedes all prior agreements, negotiations and representations, either written or oral, and it shall not be modified or amended except by a written document executed by the parties hereto.

ARTICLE 17: COUNTERPARTS:

This Agreement may be executed in any number of counterparts, each of which shall be deemed to be a counterpart original.



Truro Select Board

Tuesday, October 26, 2021

Regular Meeting-5:00pm

7. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Curb Cut Application 587 Shore Road-Perachio
2. Letter of Support for Stretch Code

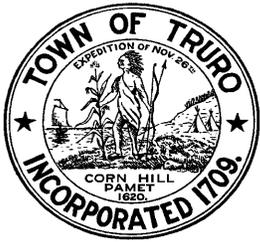
B. Review and Approve Appointment Renewals: Taxation Aid Committee Appointment, A. Lessin.

C. Review and Approve Select Board Minutes: Select Board Regular Meeting 7.27.2021; Select Board Regular Meeting 8.10.2021; Select Board Work Session 10.8.2021

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: Regular Meeting-November 9, 2021



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Application for Curb Cut Permit

EXPLANATION: The owners of 587 A, B, and C Shore Road originally were approved for a curb cut on February 11, 2020. Due to a change in materials being used, and a change in topography, another application is required. Per the DPW Director's memorandum, the materials added were 20 yards of base material and 7 yards of shell.

The DPW Director, Chief of Police, and Heath/Conservation Agent have all approved.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicants will not have permission to install the proposed curb cut.

SUGGESTED ACTION: *Motion to approve the curb cut at 587 Shore Road.*

ATTACHMENTS:

1. Application for a Curb Cut Permit
2. Memorandum by DPW Director
3. Email correspondence
4. Ladue Land Surveying Document

EXHIBIT 1

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

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

Date: 9-17-21

ROAD SELECTMEN (0084)
ADMINISTRATIVE OFFICE
TOWN OF TRURO

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

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Owners Name(s) (Please Print): John + Karen Perachio

Address: 587 Shore Rd

Phone Number: 

Email Address: 

Curb Cut Street Location: 587 A, B, & C

Affected Town or State road: Shore Rd.

Truro Assessor's Map Number: 175 Parcel Number: 5-2-0

Name of contractor: _____

Contractor Phone Number: _____

Contractor Email: _____

Reason/explanation: Access to new cottages

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

Applicant's Signature: John Perachio Karen Perachio

Owner's Signature (if different): _____ Date: 9-17-21

Owner's Address (if different): _____

Director, Department of Public Works Preliminary Approval:

Approved Disapproved Not Applicable

Director, Department of Public Works

Date

30 Sep 2021

Chief of Police Approval:

Approved Disapproved Not applicable

Chief of Police

Date

30 Sep 2021

Health and Conservation Agent:

Approved Disapproved

Health & Conservation Agent

Date

10/12/2021

Board of Selectmen Approval:

Approved Disapproved

Chairman, Board of Selectmen

Date

Planning Board Approval (if required):

Approved Disapproved Not Applicable

Chairman, Planning Board

Date

Building Commissioner Approval:

Approved Disapproved

Building Permit Number _____

Building Commissioner

Date

Mass Highway Referral (if required):

Date Forwarded _____

Signature

Director, Department of Public Works Declaration of Compliance:

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

Director, Department of Public Works Date

Building Commissioner Final Approval:

Approved Disapproved

Certificate of Occupancy _____

Building Commissioner

Date



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Memorandum

To: Darrin Tangeman, Town Manager
From: Jarrod J. Cabral, Department of Public Works Director
Date: September 30, 2020
Subject: Curb Cut – 587 Shore Road

The original curb cut application for this property was approved February 11, 2020. Due to the change in materials being used and change in topography another application is required to be submitted and approved. The materials added were 20 yards of base material and 7 yards of shell. The applicant will also install a cape cod asphalt berm to contain stormwater and sediment runoff.

Sincerely,
Jarrod J. Cabral
Director
Department of Public Works
Truro MA 02666

Jarrold Cabral

From: Jarrod Cabral
Sent: Friday, September 10, 2021 2:26 PM
To: [REDACTED]
Cc: Rich Stevens; Emily Beebe; Arozana Davis; Lynne Budnick
Subject: RE: 587 Shore- driveway and curb cut and Order of Conditions
Attachments: 587 approved Curb Cut.pdf; Cape Cod Berm.pdf; Curb Cut app.pdf; Existing conditions.pdf; Current Conditons 2 .jpg

Good afternoon, Attached you will find your previous approved curb cut application, along with specification for a cape cod asphalt berm, and a picture of existing conditions. In addition you will need to complete a new curb application to be approved staff and the Select Board for the following reasons. Please note: The asphalt berm still needs to be installed I'm happy to meet with you onsite at your convenience.

When there is an alteration to an approved curb cut it triggers a new application. It seems that you have added additional base material along with shell to your driveway. Please indicate the increase in elevation to your driveway as this will have an effect in storm water run-off from your driveway. Please also list the type of base material, and list the shell as an additional driveway material on your new application.

Thanks - Jarrod

From: Emily Beebe <EBeeBe@truro-ma.gov>
Sent: Tuesday, September 7, 2021 10:11 AM
To: [REDACTED]
Cc: Jarrod Cabral <jcabral@truro-ma.gov>; Rich Stevens <rstevens@truro-ma.gov>
Subject: 587 Shore- driveway and curb cut and Order of Conditions

Hi John,

Our office has been in discussion with DPW director Jarrod Cabral, and our Building Commissioner Richard Stevens about the details of your curb cut and several items that require your attention:

- 1) The approved layout for the 2 driveways show them as discreet and separate. There was no request for or approval of crushed stone along shore road;
- 2) The fill material/topsoil over the leaching area and covering disturbed areas is not approved and must be removed. Beachgrass is the approved planting in your Order of conditions, and shall be planted in all disturbed areas. Lawn is not allowed/turf is not allowed;
- 3) Rental signs indicate that the property is possibly being occupied without a certificate of occupancy; Mr. Stevens indicated that a list of items have been emailed to be satisfied prior to the issuance of the CO;
- 4) A berm to hold the gravel/grade on the east curb cut is required;

Once these items and the issues identified by Mr. Stevens have been addressed, you are required to file for your certificate of compliance from the Conservation Commission to close the project and have the Order removed from your deed. Please contact us with any questions- email is best.

Thanks very much,
Emily Beebe

Emily Beebe, RS
Truro Health & Conservation Agent
24 Town Hall Road
Truro, MA 02666

Exhibit 5A

SURVEY PLAN REFERENCE:
PLAN BOOK 191 PAGE 17 F1

SITE AND SEWAGE PLAN
PREPARED BY EAST CAPE ENGINEERING INC.
DATED 9-11-2017 REV. 10-30-2017
ELEVATION DATUM IS NAVD 88

BENCHMARK
TOP OF CONC. BOUND
EL. 6.85' N.A.V.D.88

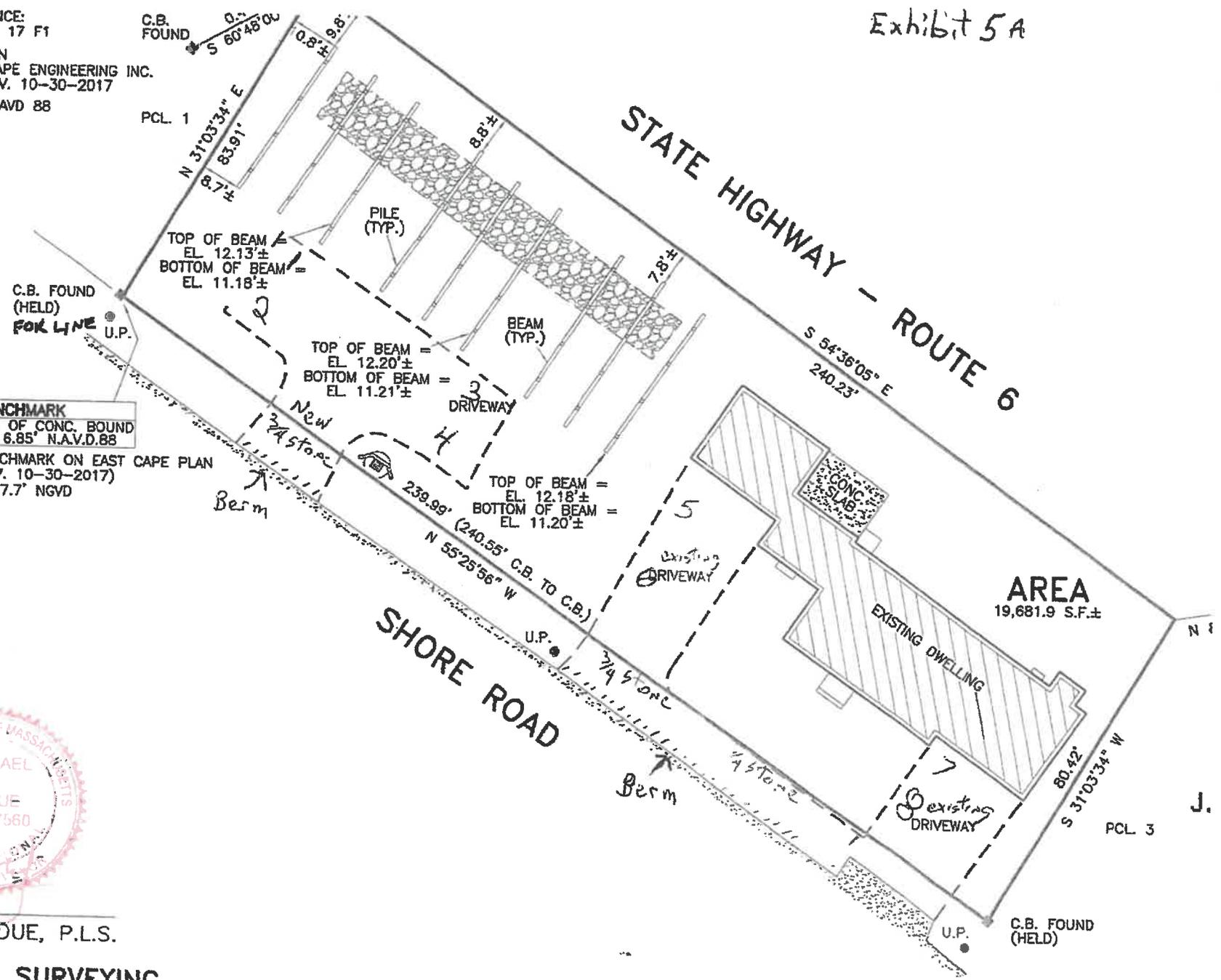
BENCHMARK ON EAST CAPE PLAN
(REV. 10-30-2017)
EL. 7.7' NGVD



MICHAEL LADUE, P.L.S.

LADUE LAND SURVEYING

MICHAEL LADUE, P.L.S.
51 CAPTAINS VILLAGE LANE
BREWSTER, MA 02631



October XX, 2021

Secretary Kathleen A. Theoharides
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

Dear Madame Secretary,

The undersigned represent chief executive/administrative officers of Massachusetts cities and town deeply engaged in the battle against climate change. We strongly support the Commonwealth's commitment to achieve net zero emissions by 2050 as well as the interim goals required by this year's "Next Generation Roadmap for Massachusetts Climate Policy." This and more has to be done. Fires in California, floods in Germany, and record June temperatures at home remind us of the urgency of our situation. As the recent IPCC report on Climate Change in 2021 shows, we are now well past the 11th hour.

The Next Generation Roadmap legislation signed by the Governor in March requires DOER to develop a specialized stretch energy code that includes net-zero building performance standards and a definition of a net-zero building. The statute lays out an ambitious process of public engagement as the Department develops the required code. We welcome the opportunity to participate in this process.

At the outset, we strongly believe that both the statute and practical reality call for a true net zero stretch code. The specialized stretch code is optional. No municipality is required to adopt it, and not everyone will. But for the towns and cities ready to lead the way, the stretch code promulgated by DOER must be strong enough to get the job done. Nothing less than net zero will suffice. The municipalities that opt in are eager to be the Commonwealth's test kitchen. They need bold policies to test.

A true net zero stretch code must cover all residential and commercial buildings. It must foster high performance building envelopes, such as those contemplated by Passive House standards. It must promote electrification, and at the very least provide the municipalities who opt in with clear authority to prohibit on-site combustion in new building and major rehabilitation. Moreover, since time is of the essence, any phase-in period must be short and supported by clear and convincing evidence.

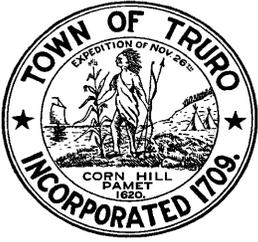
There are many ways of reaching our goal and that of the statute. We welcome the chance to engage in discussion about means. As local governments, we understand the importance of pragmatism. It is essential, however, that the path chosen leads to the right destination.

We appreciate your enthusiasm and professionalism and that of your staff. We hope that the process you are beginning will result in a code that will maintain Massachusetts's place as a national leader in the fight against global warming. Other jurisdictions, including California and

the District of Columbia, have moved decisively in this direction, and we do not wish the Commonwealth to be left behind. We strongly support the process that is unfolding and look forward to providing any assistance we can.

Respectfully,

[Signatories]



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 26, 2021

ITEM: Review and Approve Finance Director Lessin to the Taxation Aid Committee

EXPLANATION: With the hiring of the Town's new Finance Director, the Interim Town Treasurer will no longer be on the Taxation Aid Committee. Finance Director Lessin's appointment will fill that position on the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will not be a staff representative on the Committee.

SUGGESTED ACTION: *Motion to appoint Alex Lessin, Finance Director: Treasurer/ Collector of Taxes, to the Taxation Aid Committee until no longer employed by the Town of Truro.*

ATTACHMENTS: None

Select Board Regular Meeting Minutes
Tuesday, July 27, 2021, at 5:15pm
Via GoToMeeting Platform

Consent Agenda Item: 7C1

Select Board Members Present: Chair-Robert Weinstein, Vice Chair-Kristen Reed, Clerk-Susan Areson, Member-John Dundas,

Select Board Members Absent: Member-Stephanie Rein

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Health/Conservation Agent-Emily Beebe, Board of Health Chair-Tracey Rose, Ron Fichtner, Joan Holt, Casey Boyd Marsh, ZBA Member-Heidi Townsend, ZBA Member-Darrell Shedd, Virginia Frazier, Nancy Medoff, Myles Mackay, Housing Authority Chair-Kevin Grunwald

Public Comment

Mr. Fichtner wished to make a comment regarding the state of Covid as the Country is experiencing a spike. He discussed the Covid spike happening in Provincetown. He encouraged folks to read the Truro Newsletter and also encouraged Town Hall staff to update its advisory on the website to reflect the current state of reality.

Ms. Holt added that the CDC has named Barnstable County as one of the hot spots.

Public Hearings

Public Hearing to Discuss the Town's FY21 Regional CDBG Application.

Cassie Boyd Marsh introduced herself. She is with Bailey Boyd Associates who is the Town's Grant Administrator for the current Community Development Grant. She is here to talk about the FY21 program but wished to start by giving an update on the program that just ended and the program that's just starting.

The FY21 application is now open, available and is due early September. The Town of Truro has the opportunity for apply for another 1.3 million dollars of funding. She then discussed the housing rehabilitation program and the childcare subsidy program. She gave summaries and updates on both. Member Areson asked how the waiting list (which Ms. Marsh mentioned in her summary) works. Ms. Marsh stated it was first come, first served. The process is also the same for the childcare subsidy program as well.

Chair Weinstein asked if there was a formula for how the funds are allocated to the different communities or was it related to the number of applicants and the timeliness in which the applicant applies. Ms. Marsh explained the process.

Member Reed made a motion to submit an FY21 regional CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.

Member Areson seconded.

Roll Call Vote:

Member Dundas-Aye

Member Areson-Aye

Member Reed-Aye

Chair Weinstein-Aye

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

Member Reed made a motion to allocate \$40,000 of CDBG Miscellaneous income as a contingency fund.

Member Areson seconded.

Roll Call Vote:

Member Areson-Aye

Member Dundas-Aye

Member Reed-Aye

Chair Weinstein-Aye

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

Board/Committee/Commission Appointments

Interview and Appoint Heidi Townsend, Darrell Shedd and Virginia Frazier-Zoning Board of Appeals.

ZBA Member Townsend stated that after her 2 years as an alternate on the ZBA, when a full-time member opening presented itself she wished to apply.

Chair Weinstein thought the Board could consider both Ms. Townsend and Mr. Shedd at the same time, but with separate motions.

ZBA Member Shedd stated that as an alternate for 2+ years, he very much enjoys working on the Board. He looks forward to serving as a full member.

Member Areson made a motion to appoint Heidi Townsend to a three-year term on the Zoning Board of Appeals expiring June 30, 2024.

Member Reed seconded.

Roll Call Vote:

Member Areson-Aye

Member Dundas-Aye

Member Reed-Aye

Chair Weinstein-Aye

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

Member Areson made a motion to appoint Darrell Shedd to a three-year term on the Zoning Board of Appeals expiring June 30, 2024.

Member Reed seconded.

Roll Call Vote:

Member Reed-Aye

Member Dundas-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Virginia Frazier introduced herself and gave a short summary of her background. Member Reed has spoken with Ms. Frazier previously and recommended she apply to serve.

Member Dundas made a motion to appoint Virginia Frazier to an Alternate, one-year term on the ZBA expiring June 30, 2022.

Member Reed seconded.

Roll Call Vote:

Member Areson-Aye

Member Reed-Aye
Member Dundas-Aye
Chair Weinstein-Aye
So voted; 4-0-0, motion carries.

Interview and Appoint: Alan Garelick and Myles Mackay-Council on Aging Board.

Mr. Mackay introduced himself. He is looking forward to joining the Board and feeling a sense of community.

Member Reed made a motion to appoint Myles Mackay to serve on the Council on Aging Board for a three-year term expiring June 30, 2024.

Member Areson seconded.

Roll Call Vote:

Member Dundas-Aye

Member Reed-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Mr. Garelick was not present at the meeting. Chair Weinstein suggested tabling the interview to a future agenda.

Interview and Appoint: Susan Kurtzman-Commission on Disabilities.

Assistant Town Manager Clark stated that something had come up with Ms. Kurtzman, and staff has rescheduled her for the first meeting in August.

Interview and Appoint: Nancy Medoff-Economic Development Committee.

Ms. Medoff introduced herself. She grew up in the hospitality industry and proceeded to give a brief summary of her work experience. She feels there is a tremendous opportunity for strategic growth in Truro. She is very passionate about the town. Member Dundas asked what she would do on the Committee. Ms. Medoff laid out a plan of who she would speak with, and also spoke about elongating the season. She mentioned thinking about what other tourism could draw people to Truro.

Member Reed made a motion to appoint Nancy Medoff to the Economic Development Committee for a three-year term expiring June 30, 2024.

Member Dundas seconded.

Roll Call Vote:

Member Dundas-Aye

Member Reed-Aye

Member Areson-Aye

Chair Weinstein-Aye

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

Staff/Committee Updates

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

Member Dundas stated that as previously mentioned to the Chair, he had to depart the meeting at this time.

Health/Conservation Agent Beebe started giving a summary of where we stand right now with the case cluster associated with Provincetown.

- As of this morning, there are 765 cases that are linked to this cluster. 157 of those are out of State residents. Some cases within the 765 total number have resolved.
- 82% of those cases have been symptomatic, and as of the Massachusetts cases 74% are known to be fully vaccinated. 92 cases were reported in Barnstable County over the weekend, with 14 in Nantucket. Currently in Provincetown, there are a total of 115 active cases. Truro has 23 active cases. (Active cases means cases in isolation. That number will go down as cases resolve.)
- The cases have been associated with 30 businesses in Provincetown.

What's happening?

- Testing is being done in Provincetown, and across the Cape.
- All Outer Cape Health Services offices are testing. Free testing is also available at the Provincetown Veterans Community Center on Mayflower St. and is open from 10-3, every day, and that will run through the end of August. This site also offers vaccinations for folks looking to get the vaccine.

Additional Testing that's Happening Now:

- Testing is rather broad. The Department of Public Health is recommending that anybody who is in close contact with one of these cluster cases, regardless of whether they are vaccinated or not, be tested.
- Here in Truro, our Fire Department staff does testing for Town of Truro staff and Truro Central School staff.
- The Health Department is working alongside the Wellfleet Health Department and will pick up some Binax kits to make available to businesses in Truro and Wellfleet.

Health/Conservation Agent Beebe then moved along to speak about masking.

- Truro's mask order has been in place since April 2020. It requires anybody coming into a Truro public building to be masked regardless of their vaccination status. It also goes to the next level to support Truro businesses.
- The CDC's update today has several different pieces to it. She ran through that update.

Member Reed requested that everything Health/Conservation Agent Beebe mentioned, especially in relation to businesses, be sent out to the businesses.

Chair Weinstein asked if Health/Conservation Agent Beebe had any guidance for businesses in paying attention to occupancy. Health/Conservation Agent Beebe stated that was why she wanted a dialogue with restaurants. An email will be going out to the Chamber, which will reach business owners.

Board of Health Chair Rose spoke about keeping the mask mandate in order to give business owners the authority to require mask wearing and having the Town of Truro back them up.

Board/Committee Report: Housing Authority

Chair Grunwald introduced himself and wished to give a summary of what the Housing Authority has been doing.

- Provided ongoing support to the Cloverleaf project.
- Started a Covid emergency rental assistance program.
- Began a community engagement program.
- Assisted in the refinancing of the deed for an affordable housing project.
- Vetted any Annual Town Meeting Articles that related to housing.

- Submitted applications both on behalf of the Affordable Housing Trust and the Housing Authority-Community Preservation Committee for funding for their affordable housing trust and housing consultant.

Chair Grunwald also gave an overview of the Housing Authority’s goals and challenges. In terms of what the Housing Authority needs from the Select Board, Chair Grunwald stated that it’s important that they continue to provide affirmative support for affordable housing initiatives in Truro. Administrative support is important to the Housing Authority. They have a consultant, funded with CPC funding, and the Town Planner has gotten more involved.

Member Reed wished to ask about the connection between Truro Housing Authority and the Walsh Property, and how they are communicating. Chair Grunwald said that there is no formal connection, but they have a Housing Authority member who is also on the Walsh Property Community Planning Committee. He expects that when the WPCPC gets more specific in terms of planning that there will be an opportunity and an interest in providing input regarding the type of housing that may appropriately go on that property.

Select Board Action

Review and Approve Remote Meeting Guidelines to Add to Handbook

Member Areson brought up a couple of items which she thought should be added, and also the location of which the remote meeting guidelines would be added to the handbook. Member Reed included some wording as well, regarding turning off other technology while attending a virtual meeting and also a section regarding dressing and acting like you would at an in-person meeting.

Chair Weinstein pointed out some corrections to language throughout the handbook.

Member Areson made a motion to adopt the proposed remote meeting language with the amendments suggested by Member Reed, Chair Weinstein, and Member Areson and to insert the adopted language after the quorum section in the Town of Truro Boards, Committees, and Commissions Handbook and to make the edits in the handbook that were discussed.

Member Reed seconded.

Roll Call Vote:

Member Areson-Aye

Member Reed-Aye

Chair Weinstein-Aye

So voted; 3-0-0, motion carries.

Presentation of Town Manager Critical Information Requirements

Town Manager Tangeman spoke about a process that helps set expectations for communications between himself and the Select Board, and himself and staff. He explained the charts and asked if this would cover what they would like to be communicated on. Discussion was held regarding different topics to include, and items which needed more clarity.

Election Vote Counting (Tabulator) Discussion

Member Reed began the discussion by stating that at Town Meeting, lots of people had left when the vote for the Tabulator was on the table. The vote happened, and it was very close. She received a call from the press wanting her to make comments on Article 43 and she did not feel comfortable doing that because she was not quite sure what a vote “no” was for. Based on the materials presented, a “no” vote was communicating to the Select Board that people did not want to recommend discontinuing the use of the hand crank. She wished to confirm she was understanding that correctly. In addition, with the close vote, she asked her colleagues how they felt regarding if it was worth a discussion amongst the

Select Board. If they had an agenda item where they talked about the tabulator, had a presentation on it, and then gave townspeople the opportunity to speak, would the Board be amenable? Member Areson thinks that would be a good idea, as she believed there was a lot of confusion around this. Chair Weinstein agreed. Town Manager Tangeman stated he could bring the Town Clerk to explain the cost, time, accuracy, and security of the system itself. A representative from the company could also attend to answer any technical questions.

Truro Newsletter

Chair Weinstein raised the issue at a previous meeting. The Truro Newsletter has at least a decade of history. In the past it's been a voice that has been paid for by the Town. Prior to Town Meeting, it was brought to his attention that the newsletter included something which he felt was inappropriate. The topic pertained to an insertion instructing people how to vote on Articles at the most recent Town Meeting. It has been clarified that the Town is no longer supporting this financially, and it is no longer available on the Town website. He suggested that a disclaimer be prominently displayed that this is a private entity which is covered broadly by free speech.

Member Reed wished to impress upon people that when they want to know about things happening with the Town in real time they should go to the Truro website. She asked for details regarding the funding of the newsletter. How much was it and when did the funding stop because she was concerned of a potential Fair Campaign Act violation. Member Areson is uncomfortable discussing a private non-profit. She does not think it's the Select Board's role. Member Reed clarified to state she was concerned with 2020, not 2021. There were Article recommendations in an August 2020 edition. She would like the Assistant Town Manager to answer whether the newsletter was receiving funding from the Town at that time. Assistant Town Manager Clark stated that the last payment was October 2020. Shortly thereafter was when Interim Town Manager Calise and herself met with Mr. Boyle from the eNewsletter where they discussed making the separation clear. Member Reed would like to explore next steps regarding a potential violation. She is not necessarily asking the Select Board to take an action, but she's making the Board aware that she is going to look into this further.

Review and Approve Revised Select Board Policy #53 Guidelines for Reducing or Waiving Town Fees and Expenses for Nonprofit Organizations

Chair Weinstein wonders if it would be appropriate to forestall any action until there is a full complement of the Board. Member Reed stated that based upon the comments of her colleagues at their last meeting she would be comfortable voting on this today. Member Areson agrees with Member Reed and also brought up a question regarding non-profits offering alcohol for free. Discussion was held regarding fees for events offering alcohol for free vs events charging for alcohol. The language within the policy was also discussed.

Member Areson made a motion to approve the revised Select Board Memorandum Policy #53 with the edits discussed about charging for alcohol.

Member Reed seconded.

Roll Call Vote:

Member Areson-Aye

Member Reed-Aye

Chair Weinstein-Aye

So voted; 3-0-0, motion carries.

Consent Agenda

Member Areson made a motion to approve the Consent Agenda with the stipulation that staffers check to determine on the Alcohol Licenses for the events whether the public would be charged a fee or not for the alcohol.

Member Reed seconded.

Roll Call Vote:

Member Areson-Aye

Member Reed-Aye

Chair Weinstein-Aye

So voted; 3-0-0, motion carries.

Select Board Reports/Comments

Chair Weinstein was part of a team which was put together to secure the services of a consultant for our comprehensive plan. Five candidates were interviewed, and one candidate was unanimously selected. Member Areson mentioned that a Local Comprehensive Plan Committee meeting was being held on Monday, and she asked if the consultant would be hired and in place by then. Town Manager Tangeman plans on making the selection tomorrow and then sending the award letter, so he hopes the consultant will be on board by the meeting.

Town Manager Report

None

Next Meeting Agenda: August 6th Goals and Objectives Work Session, and August 10th Regular Meeting

Discussions were held regarding when the Board would like to start their executive session on August 10th, and also regarding what topics on the regular session agenda should be moved to another agenda. Member Reed would like to get a Walsh Property Community Planning Committee update on a future agenda.

Member Reed made a motion to adjourn at 8:10pm.

Member Areson seconded.

So voted; 3-0-0, motion carries.

Respectfully submitted,

Noelle L. Scoullar

Darrin K. Tangeman

Under the Authority of the Truro Select Board

Public Records material of 07.27.2021

1. Bailey Boyd Associates, Inc. Memo
2. Public Hearing Notice
3. Applications to Serve; Heidi Townsend, Darrell Shedd, Virginia Frazier
4. Applications to Serve; Alan Garelick, Myles Mackay

5. Application to Serve; Susan Kurtzman
6. Application to Serve, and resume; Nancy Medoff
7. Town of Truro Boards, Committees, and Commissions Handbook
8. Town Manager Critical Information Requirements Chart
9. Printout of MGL Chapter 54, Section 34
10. 2021 Annual Town Meeting, Article 43 Action
11. Policy #53; Draft Revised Policy #53; June 12, 2018- Select Board Meeting Minutes
12. One Day Entertainment Application and Commonwealth of Massachusetts License
13. Non-profit status proof
14. Truro Center for the Arts at Castle Hill revised Application
15. One Day Alcohol License Applications; Truro Center for the Arts at Castle Hill and Pamet Harbor Yacht Club
16. Select Board Meeting Minutes of May 25, 2021

Select Board Regular Meeting Minutes
Tuesday, August 10, 2021, at 5:00pm
Via GoToMeeting Platform

Consent Agenda Item: 7C2

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

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Health/Conservation Agent- Emily Beebe, Susan Kurtzman, Ron Fichtner, Chair Human Services Committee-Martin Thomas

Public Comment

Mr. Fichtner wished to make a comment. He would like it posted on the Town website the definition of what an “active” case is, and what would be the criteria of when that case is no longer considered active.

Public Hearings-None

Board/Committee/Commission Appointments

Interview and Appoint: Susan Kurtzman-Commission on Disabilities

Ms. Kurtzman introduced herself and spoke about her desire to join the Commission on Disabilities.

Member Reed made a motion to appoint Susan Kurtzman to a three-year term with the Commission on Disabilities expiring June 30, 2024.

Member Rein seconded.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Interview and Appoint: Alan Garelick-Council on Aging Board

Mr. Garelick was not present. Member Reed asked if this was his third absence, to which other Board members stated it was his second. It was decided to place the interview onto the next Select Board agenda with the proviso that if Mr. Garelick appeared during this meeting they would accommodate him.

Staff/Committee Updates

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

Health/Conservation Agent Beebe introduced herself. She proceeded to give an update.

- Activity rippling from the July 4 period has presented the community with positive test results.

- The Board of Health has issued a masking order amendment including masks being worn at all public establishments as well as outdoor gatherings of 100 persons or more in a public space. The amendment also tightened up guidance for indoor settings, such as restaurants and motels.
- The Board of Health also reviewed the request to hold in-person meetings, indoors, by Boards, Committees, Commissions. The recommendation is not to move meetings indoors at this time. It's recommended that if a meeting is to be held in person, that the meeting be conducted outdoors. That location must be handicapped accessible, in a location that can be recorded, and where the committee and the public can be adequately spaced from one another.

Town Manager Tangeman interjected to say that he's asking any board, committee, or commission that is going to meet to have all unapproved minutes at the first item on their agenda to be in compliance with the Open Meeting Law.

- Truro currently has 5 active cases. Provincetown has 14 active cases.
- She also took the time to explain what classifies a case as being "resolved".
- She reminded people that testing is available for free in Provincetown, every day, from 10-3 at the Veterans Memorial Community Center through August 21. Vaccines are also available at that site, as well as through Outer Cape Health.
- Antigen test kits are available at Town Hall for any business in Truro.

Chair Weinstein asked how an "active" case was categorized. Emily confirmed that a case was considered "active" with a positive test result.

Board/Committee Report: Human Services Committee

The Chair of the Human Services Committee, Marty Thomas, introduced himself. He stated that the committee fared pretty well through the past year. He explained that they do not meet year-round, that they only meet in the Fall. They received 19 RFPs last year from service organizations of which the committee granted funding to 16 of those. They made a concerted effort this year to eliminate the agencies who they were funding, but at a very small amount. Those receiving small amounts of funding were not providing much service to the Town of Truro. The 16 agencies received a total of \$46,850. Member Areson asked if Chair Thomas could give the audience an idea of some of the grants, and organizations they do fund, and the services that they provide for Truro residents. She continued, asking if the committee had any challenges and what support the Select Board could offer. Chair Thomas gave some examples of agencies who they have funded. He stated that a lot of agencies are asking if the application can be done electronically. As a group, the committee thinks that is a good idea. He asked if that were feasible and how the Select Board could help. Town Manager Tangeman stated that staff could support that ask.

Tabled Items-None

Select Board Action

Approve FY2022 Cost of Living Increase for Non-Union Employees and Associated Classification & Compensation Scale

Town Manager Tangeman stated that while in executive session the Select Board voted unanimously to approve Chief Calise's contract. He then provided some context about changes for this year in relation to the FY2022 reclassification and compensation scale.

Member Dundas made a motion to approve a 2% cost of living adjustment, and a one-time non-base building payment of \$500 to all permanent, full-time, non-union employees, and a one-time non-base building payment of \$250 to all permanent, part-time, non-union employees as defined in the FY22

Classification and Compensation Scale, for non-union employees, including those permanent non-school employees with individual employment contracts that were effective prior to July 1, 2021, and for said adjustment to be applied retroactively for all current employees to the beginning of the fiscal year beginning July 1, 2021, and to approve the realignments as proposed in the FY22 Classification & Compensation Scale.

Member Reid seconded.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Present, Review and Approve Town Manager Critical Information Requirements

Town Manager Tangeman stated that the Board has the most current format plus the additions from the previous meeting with Board members Weinstein, Areson, and Reed. This was brought back so Members Dundas and Rein could give comments and recommendations. Discussion was held and explanations of items were reviewed.

Member Reed made a motion to approve the Town Manager Critical Information Requirements as presented with the suggestions from Member Areson including, “only the department head level” as an amendment.

Member Rein seconded.

Assistant Town Manager Clark asked a clarifying question which Member Reed answered.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Review and Approve Revised Policy 10: Access to Town Counsel

Town Manager Tangeman went through the policy to show amendments, additions, and strikethroughs. Chair Weinstein noted an error in a MA General Law Chapter and asked that it be corrected. He also expressed concern over having to have a meeting of the Board every time a matter came up to approve a request to approach Town Counsel. He believes it's unnecessary and proposed new language. Town Manager Tangeman explained to the Board the reasons why this policy was being revised.

Member Areson made a motion to adopt the revised Policy 10: Access to Town Counsel with the amendments proposed by Chair Weinstein.

Member Reed seconded.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Review and Approve Committee Policy #65

Member Reed talked about one addition she wished to be considered. Member Areson would like to hear from other Board members. Member Dundas and Member Rein have no additions.

Member Reed made a motion to adopt and electronically sign the Policy 65: Committee Policy with the amendment referencing the handbook.

Member Dundas seconded.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Consent Agenda

Member Reed made a motion to approve the consent agenda as printed.

Member Areson seconded.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Select Board Reports/Comments

Member Reed stated the Board had an email from Joan Holt, dated August 6, 2021, requesting that they consider a Policy 54 violation. Member Reed wished to create clarity that Policy 54 is not a mechanism for the public to file complaints against members currently sitting on boards, committee, commissions. If the Board agreed, she'd like staff to send a response to Ms. Holt explaining that Policy 54 is not a mechanism, and that they've received her email and it's been noted. Policy 54 is not an appropriate way to proceed with her complaint. Member Reed wished to give an update based on the discussion the Board had regarding the Truro Newsletter. Upon investigation it was determined that there was a conflict-of-interest violation. In order to move forward she proposed working with staff to create a memo to send to all volunteers on boards, committees, and commissions.

Member Rein gave a summary of a meeting held with the Climate Action Committee, Assistant Town Manager Clark, and Town Manager Tangeman. She also touched upon the community outreach sessions that the Climate Action Committee has been holding. She updated the Board on the Walsh Property Community Planning Committee site visit to the Walsh property.

Chair Weinstein thanked Public Safety, the Bike and Walkways Committee, and everyone who made the Pan Mass Challenge event safe. He stated activities on the Metropolitan Planning Organization have been curtailed due to Covid. He gave some notes on projects he thinks people should pay attention to.

- Transportation Improvement Program-Main Street and Route 6 in Wellfleet.
- Transportation Improvement Program-Intersection of Route 6 and Shank Painter Road in Provincetown.

Town Manager Report

Town Manager Tangeman spoke about three items he wished to convey to the Board.

- He sat down with a coordinator of the Pan Mass Challenge to discuss what can be improved for next year. Concerns were conveyed about Castle Road.
- The Climate Action Committee reached out to him to hold a work session with the Select Board and Staff to assist with the climate action plan they are creating.
- They are looking at reviewing Goals and Objectives at a second Select Board work session. Some potential dates were discussed.

Next Meeting Agenda: August 24, 2021-Regular Meeting, Work Session Date-TBD

Town Manager Tangeman went over the topics on the August 24th agenda.

Member Reed made a motion to adjourn at 6:55pm

Member Dundas seconded.

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

Respectfully submitted,

Noelle L. Scoullar

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

Public Records material of 08.10.2021

1. Application to Serve-Susan Kurtzman
2. Application to Serve-Alan Garelick
3. Town Manager Critical Information Requirements
4. Policy Memorandum #10 and Revised Policy Memorandum #10
5. Draft Policy on Committees
6. Water Service Application-9 Highland Road
7. One Day Entertainment Application/Sunday Commonwealth of Massachusetts License (Vinegrass)
8. (2) One Day Entertainment Applications (Truro Vineyards)
9. One Day Alcohol License Application and Charity Wine License Application (Truro Historical Society)
10. Shellfish License Renewal Application (Dana Pazolt), Aquaculture Regulations, 2021 Annual Report, current Pazolt 5-year Aquaculture License, 2021 Propagation Permit
11. June 8, 2021 Select Board Meeting Minutes

DRAFT

**Truro Select Board
Friday, October 8, 2021
In-Person Work Session**

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

Climate Action Committee Members Attending: Carol Harris-Chair, Bob Higgins-Steel-Vice Chair, Fred Gaechter

Attending: Town Manager Darrin Tangeman, Assistant Town Manager Kelly Clark, Town Planner and Land Use Counsel Barbara Carboni, Health/ Conservation Agent Emily Beebe, Town Accountant Trudi Brazil

**TRURO SELECT BOARD
JOINT WORK SESSION WITH
THE CLIMATE ACTION
COMMITTEE**

Discussion on Community Climate Action Plan for Truro, Impact of Climate Change in Truro, Addressing Climate Change in Truro, and Select Board & Town Departments Role in Addressing Climate Change

Select Board Chair Robert Weinstein opened the Select Board Meeting at 10:49 am. He announced that the Select Board met in Executive Session before this meeting and voted 5-0-0 to ratify the Memorandum of Agreement and Collective Bargaining Agreement with the Truro Permanent Firefighters Local 5281. He invited Climate Action Committee (CAC) Chair Carol Harris to open her committee's meeting.

CAC Chair Harris opened the meeting of the Climate Action Committee and provided an introduction to the work session. The Select Board and the CAC engaged in discussion about how to approach the issue of climate change and what role the CAC should play. There were comments about programs currently offered and how to assist individuals with lower incomes.

CAC Vice-Chair Higgins Steel offered an overview of the Stretch Code and an update on when it may take effect. CAC Chair Harris posed the question of "how do we ingrain climate change into the decision-making processes of the Town?" and a conversation ensued. Health & Conservation Agent Beebe provided some examples of some of the initiatives that are being undertaken at a regional level. Town Manager Tangeman discussed ways that Town Offices could implement climate change considerations in various decision-making processes, including purchasing and evaluations. He also discussed the importance of considering development and housing needs when discussing climate change mitigation efforts.

The group held a brief discussion about EV charging stations and best locations. Town Planner and Land Use Counsel Carboni noted that the Cape Cod Commission has a very comprehensive climate action plan that should be considered. They also discussed the best way for the CAC to communicate their needs to the Select Board. Vice-Chair Reed requested that the CAC provide

recommendations to the Select Board by submitting agenda items to be reviewed. She also recommended that the CAC participate in various conversations that the Board has where CAC feedback may be helpful. Chair Weinstein asked that the CAC provide regular Committee updates at Select Board meetings.

Next Steps

Vice-Chair Reed requested a solar presentation during a Select Board meeting that could provide information to the public.

CAC Chair Harris made a plug for the need for recruiting members and perhaps expanding membership if there is interest.

CAC Member Gaechter requested that the Board provide some notice of topics that will be discussed as they often result in the need to research. He provided an example to explain the types of topics that might need further research.

CAC Vice-Chair Higgins-Steele moved to adjourn the meeting of the Climate Action Committee at 12:21pm. CAC Member Gaechter seconded. Motion Passes 3-0-0.

SELECT BOARD WORK SESSION ON FY2023 BUDGET DIRECTION

Discussion of FY2023 Budget Process, Considerations/ Directions and Budget Message

Town Manager Tangeman provided a brief overview of the proposed FY2023 budget process and opened the conversation up to the Select Board for feedback. Clerk Areson requested that the new Finance Director be introduced at a Select Board meeting and offered that the School Committee should be asked to send a representative to all of the Budget Task Force meetings.

The Board expressed the desire to include the School employees in the Classification & Compensation Analysis. There was discussion about the best way to approach this conversation. A more general conversation about trends of the of school were discussed.

A brief review of the FY22 Budget Task Force time schedule prompted a conversation about FY23 timing for these meetings. Town Accountant Brazil gave a brief overview of the current tax rate and FY22 budget, as well as trends and what to expect during the FY23 budget process. Clerk Areson requested that financial reports be more available to the public. Town Manager Tangeman noted that the Finance Committee will receive a report of budget actuals in the next month or so that will also be made available to the public. He also indicated that the Town's financial transparency software will be implemented soon.

Town Manager Tangeman offered a draft FY23 Budget Message. The Select Board provided feedback on what should be included in the Budget Message. Chair Weinstein advocated for the budget narrative to tie into the goals and objectives and explained how important it is for the public to understand how policy affects the budget. There was consensus from the Board that staff should be directed not to budget to expand services beyond pre-pandemic levels in FY23. The Board offered feedback about how to manage committee budget requests as well.

Adjournment

Select Board Chair Weinstein asked for a motion to adjourn. Vice-Chair Reed moved to adjourn the Work Session at 1:42 pm. Member Rein seconded the Motion. Motion Passes 5-0-0. The meeting adjourned at 1:42 pm.

Respectfully submitted,

Kelly Clark, Assistant Town Manager

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

Public Records material of 10/08/2021

1. Workshop: Truro Select Board & Truro Climate Action Committee Overview
2. FY2022 Budget Task Force Meeting Schedule
3. Draft FY2023 Budget Message