



# Truro Select Board

Tuesday, November 9, 2021

Regular Meeting-5:00pm

## REGULAR MEETING

<https://global.gotomeeting.com/join/499256941>

1 877 309 2073, Access Code: 499-256-941

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-877-309-2073 and enter the following access code when prompted: 499-256-941 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/499256941> . 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. Board/Committee Report: Library Trustees

### 5. TABLED ITEMS NONE

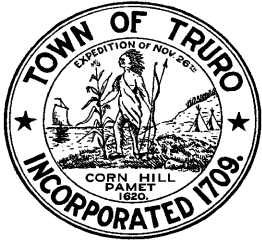
### 6. SELECT BOARD ACTION

- A. Implementation of Hybrid Meetings for Multi-Member Body Meeting and Review and Adopt Policy 65: Hybrid Meeting Policy  
Presenter: Darrin Tangeman, Town Manager
- B. Discussion of Multi-Member Body Minute Compliance  
Presenter: Darrin Tangeman, Town Manager
- C. Discussion and Possible Approval of Town of Truro Public Communications Policy  
Presenter: Darrin Tangeman, Town Manager
- D. Discussion of Town Meeting Article Regarding Making Town Charter Language Genderless  
Presenter: Kristen Reed, Vice-Chair
- E. Discussion of Potential Town Meeting Articles for Charter Changes  
Presenter: Robert Weinstein, Chair
- F. Discussion of Progress and Plan of Action for Addressing FY2022 Select Board Goals & Objectives  
Presenter: Darrin Tangeman, Town Manager

### 7. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:

1. HPC Contract
2. Bond Request for Town Clerk Kaci Fullerton
- B. Review and Approve Appointment Renewals: None.
- C. Review and Approve Select Board Minutes: Regular Meeting 08.24.2021; Regular Meeting 09.28.2021
8. Select Board Reports/Comments
9. Town Manager Report
10. Next Meeting Agenda: Regular Meeting-November 16, 2021



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** November 9, 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.

REC'D 009109P17 09/17/21  
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**

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**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,

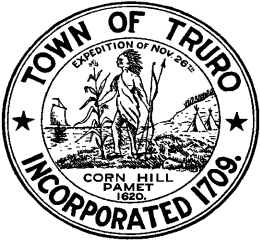
David Crocker has applied to become an Alternate on the Zoning Board of Appeals.

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

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** November 9, 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

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**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,

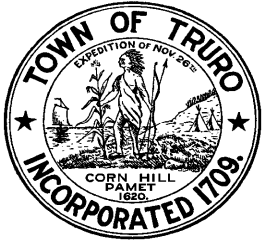
Christopher Roberts has submitted an application to serve on the CAIC. Please review and approve, either via email or on the application.

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



Agenda Item: 6A

# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Implementation of Hybrid Meetings for Multi-Member Body Meeting and Review and Adopt Policy 65: Hybrid Meeting Policy

**EXPLANATION:** Technical equipment required for offering a hybrid meeting option for multi-member bodies is installed and being tested. Prior to offering this option to multi-member bodies, staff recommends that the Select Board adopt a policy that helps to determine which bodies are eligible to implement hybrid meetings and offers uniformity in the decision making process.

Staff has reviewed the costs (monetary costs and the cost of staff resources) of offering hybrid meetings, the availability of meeting space and trained personnel, and concerns related to adherence to Open Meeting Law requirements, and has proposed a draft policy for the Board to discuss and possibly accept.

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

**IMPACT IF NOT APPROVED:** There will be no guidance allowing hybrid meetings for Town of Truro multi-member bodies.

**SUGGESTED ACTION:** *MOTION to accept Policy 65: Hybrid Meeting Policy and to allow hybrid meetings to begin as soon as December 1, 2021.*

**ATTACHMENTS:**

1. Draft Policy 65: Hybrid Meeting Policy



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004

Fax: 508-349-5505

## POLICY MEMORANDUM #65

Date: Adopted November 9, 2021

Subject: Hybrid Meeting Policy

This policy applies to all Town Boards/Committees/Commissions and their public body members. This policy aims to guide limited Town resources in a mindful and deliberate manner and ensure public health is at the forefront of strategizing compliance with Open Meeting Laws. As it stands, Senate, No. 2475 An Act relative to extending certain COVID-19 measures adopted during the state of emergency, is in place until April 1, 2022. This Hybrid Meeting Policy will follow the same timeline as the Senate No. 2475 Act.

### I. BACKGROUND

Meetings prior to Covid-19 were conducted in accordance with 940 CMR 29.00 and the Town of Truro Charter 6-2-3. Meetings were held with the quorum guidance of both the Town Charter and the State Open Meeting Law Regulation which declared that the majority of the body, including the chair, shall be physically present at the meeting location. Upon the March 12, 2020, Executive Order from Governor Baker, the requirement that a majority of the public body be physically present was suspended and meetings were facilitated remotely or in a hybrid model. Currently, regulatory Board/Committee/Commission meetings have continued to be held remotely with adequate and alternative means through use of an audio and video conferencing tool to both stream and record. Non-regulatory Boards/Committees/Commissions have held meetings remotely through use of an audio and video conferencing tool and have been recorded for posting on TruroTV. With Town Manager authorization some non-regulatory Boards/Committees/Commissions have had in-person meetings open to the public without streaming/recording. These meetings are held in ADA compliant locations and are fully accessible to the public.

There is a substantial economic commitment of Town resources in order to support a hybrid meeting. The expertise and technical skill required to support audio/visual functionality as well as be present for troubleshooting and quality control is critical to ensuring these meetings run effectively. There are also constraints and limitations due to the availability of the contracted videographer and lack of human resources to gain another videographer with the flexibility to support meetings prior to 4:00 PM. These resources are limited and should be used effectively. There are not only Town monetary resources to consider, but also the constraints and limitations on the Town's staff that include the Information Technology Department, Licensing/Permitting, and Town Clerk Department (PIO/Executive Assistants) if these resources need to be redirected toward Board/Commission/Committee staff support.

For the purposes of this Policy, the following definitions will apply:

**In-Person Meeting:** All members of the public body and the public are participating in-person.

**Remote Meeting:** All members of the public body and the public are participating remotely using the Town’s web-based video/audio conferencing software. These meetings are recorded for posting on TruroTV.

**Hybrid Meeting:** A combination of in-person and remote participation by members of the public body and the public. These meetings are held in select equipped Town of Truro meeting rooms, are recorded, and, if possible, are live-streamed.

## II. POLICY

Boards/Committees/Commissions will have the discretion to request which meetings will be held primarily in-person, or primarily remote pending an evaluation of community engagement requirements that would benefit greatly from a hybrid meeting setting. These special meetings will be approved at the discretion of the Town Manager. Public bodies who desire to conduct a hybrid meeting shall have a minimum of an in-person quorum of their Board/Committee/Commission members present and will be required to schedule with two weeks notice in order to meet operational support and planning requirements. If a quorum of members do not commit to an in-person meeting, then the Board/Committee/Commission will conduct their meeting fully remotely.

Below are the time horizons for scheduling and accommodating these models based on available resources, 940 CMR 29.00, Town staff support, and audio/visual contract support.

<u>Non-Regulatory Multi-Member Bodies</u>		<u>Regulatory/High Engagement Multi-Member Bodies</u>	
<b>Agenda Posting</b>	48 hours prior to meeting excluding Saturdays, Sundays, and Legal Holidays	<b>Agenda Posting</b>	48 hours prior to meeting excluding Saturdays, Sundays, and Legal Holidays
<b>Remote Meeting</b>	3 days prior to meeting. Each Board can use the Town Virtual ID to host, record/stream their Public body meeting. The 3 days is to allow for the I.D. to be deconflicted as needed.	<b>Fully Remote Meeting</b>	3 days prior to meeting. Each Board can use the Town Virtual ID to host, record/stream their Public body meeting. The 3 days is to allow for the I.D. to be deconflicted as needed.

<p style="text-align: center;"><b>In-Person Meeting</b></p>	<p>As long as in a location that is compliant with 940 CMR 29.00 can be posted 48 hours prior to meeting excluding Saturdays, Sundays, and Legal Holidays</p>	<p style="text-align: center;"><b>Hybrid Meeting</b></p>	<p>Shall be scheduled 14 days prior to meeting. If there is a conflict in ability to support, the Town Manager will hold discretionary power to deconflict meetings between public bodies.</p>
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### III. ACTION

1. All Boards/Committees/Commissions shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, a list of documents and other exhibits used at the meeting, the decisions made and the actions taken at each meeting, including the record of all votes, in accordance with M.G.L. c. 30A, § 22(a).
2. Minutes of all open and executive sessions shall be created and approved in a timely manner. A “timely manner” will be considered to be **within the next three public body meetings or within 30 days, whichever is later**, unless the public body can show good cause for further delay. The Attorney General encourages public bodies to approved minutes at the next meeting when possible.
3. All Boards/Committees/Commissions not in compliance with minute taking responsibilities shall be required to hold fully remote meetings that are recorded and fully accessible to the public.
4. Boards/Committees/Commissions who are in compliance with meeting minutes in accordance with M.G.L. c. 30A, § 22(a) shall have discretion of requesting in-person or fully remote meetings. Hybrid meetings will be given priority to all Regulatory/High Engagement Multi-Member Bodies with the coordination and discretion of the Town Manager.
5. Multi-member bodies desiring to hold a hybrid meeting shall make a commitment to maintain an in-person quorum. If a commitment of an in-person quorum cannot be achieved by the multi-member body, it will be at the discretion of the Town Manager to recommend a fully remote meeting in place of a hybrid session.
6. The inability to achieve an in-person quorum for a scheduled hybrid meeting for three consecutive meetings will require Town Manager approval to schedule future Hybrid meetings.
7. Regulatory/High Engagement Multi-Member Bodies who require a hybrid setting will follow *Table 1: Time Horizon Guidance* on page 1 of this Policy Memorandum to coordinate and schedule a meeting with Town Staff.

### IV. HEALTH RECOMMENDATION

In addition to physical distancing and in an effort to protect others, all members of the public inside any Town building; and inside any business requiring the wearing of masks or face-coverings, shall wear a cloth face covering that covers their nose and mouth, such as a fabric or surgical mask.



Wearing a mask is not a substitute for maintaining 6 feet of physical distancing.

**V. REGULATORY/HIGH ENGAGEMENT MULTI-MEMBER BODIES**

1. **Select Board**
2. **Planning Board**
3. **Zoning Board of Appeals**
4. **Conservation Commission**
5. **Board of Health**
6. **Local Comprehensive Planning Committee**
7. **Walsh Property Community Planning Committee**
8. **Finance Committee**
9. **Budget Task Force**

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Robert Weinstein, Chair

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Kristen Reed, Vice-Chair

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Susan Areson, Clerk

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Stephanie Rein

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John Dundas

Select Board  
Town of Truro



Agenda Item: 6B

# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Discussion of Multi-Member Body Minute Compliance

**EXPLANATION:** Staff preparations of the draft Hybrid Meeting Policy prompted a review of minute filings by multi-member bodies. Numerous multi-member bodies were identified as being severely out of compliance in their filing of minutes, which is a violation of the Open Meeting Law. The Open Meeting Law “requires public bodies to create and approve minutes in a timely manner. A “timely manner” is considered to be within the next three public body meetings or 30 days from the date of the meeting, whichever is later, unless the public body can show good cause for further delay” (Open Meeting Law Guide and Educational Materials, January 2018). Staff requests Select Board liaisons assist with encouraging multi-member bodies to seek compliance as swiftly as possible.

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

**IMPACT IF NOT APPROVED:** Town of Truro multi-member bodies will be in violation of the Open Meeting Law.

**SUGGESTED ACTION:** Liaisons contact chairs of multi-member bodies that are out of compliance in their filing of minutes and develop a plan for addressing past meeting minutes and meeting minutes moving forward.

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Discussion of and Possible Approval of Town of Truro Public Communications Policy

**EXPLANATION:** In an effort to provide accurate and timely information from the Town of Truro to the public, staff drafted a Public Communication Policy for the Board's review, discussion and potential approval. With various departments and committees striving to distribute information to the public, it is essential that clarification is provided so that information can be distributed in accordance with Truro's goals and in such a manner that is clear to the public. The policy outlines who has the authority to speak on behalf of the Town and its entities and how such communication should occur. The document is based on a similar policy adopted by the Town of Arlington, Massachusetts.

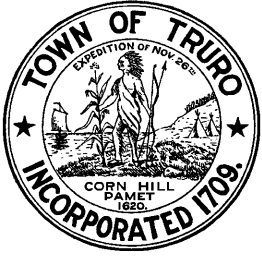
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

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

**SUGGESTED ACTION:** *Motion to adopt Policy 66: Town of Truro Public Communications Policy and to electronically sign.*

**ATTACHMENTS:**

1. Draft Policy 66: Town of Truro Public Communications Policy



Agenda Item: 6C1

# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #66

Date: Adopted November 9, 2021

Subject: **TOWN OF TRURO PUBLIC COMMUNICATION POLICY**

Effective on the above date, the Town of Truro Select Board hereby adopts the following policy and procedures to be adhered to by all Town of Truro entities, departments, employees, volunteers, special municipal employees and members of multi-member bodies.

### **I. PURPOSE**

The Town of Truro strives to provide accurate and timely information to the citizens, visitors, and stakeholders of Truro. The Town actively utilizes several Communication Channels to inform and engage its residents, businesses, elected officials, local media, and visitors. As the proliferation of these Channels improve and demand for information increases, it is vital that Town staff and members of boards and committees who engage in communications on behalf of the Town work in concert to promote the interests and goals of the Town and within relevant legal obligations. The Town of Truro Public Communication Policy establishes guidelines for the creation and use by the Town, its departments, divisions, and/or employees of available communication channels, including print (Town mailings), online (website and email lists), and other channels as they develop (social media). Traditional media outlets (print, broadcast, and online) and other independently managed channels that communicate to the public and public records laws necessitate that the Town coordinate its communication efforts. As a public Entity, the Town and its Users should abide by certain standards in the way they communicate to each other that serves all its constituents in a civil and unbiased manner.

The intended purpose behind establishing and maintaining the Town of Truro Public Communication Policy is to disseminate information from the Town to its residents to:

- Provide accurate, helpful, and timely information about the Town of Truro for the general public;
- Promote the interests of the Town in concert with Truro's goals;
- Encourage participation in Town government; and
- Provide ongoing education aimed at increasing understanding about how the Town operates.

## **II. DEFINITIONS**

*Users-* Any person who communicates on behalf of the Town in a professional capacity, including staff and designated members of boards, committees, and commissions.

*Entity-* Any Town of Truro department, board, committee, or commission.

*Communications Channel or Channel-* an Entity's information channel in which to delivery content to the public such as a website, email list, social media presence, or similar delivery mechanism.

## **III. POLICY**

The Town has an overriding interest and expectation in deciding what is "spoken" on behalf of the Town. The Town Manager will serve as the Town's primary Public Information Officer (PIO). The Town Manager may designate this role or functions of this role as the Town Manager deems appropriate. Requests from multi-member bodies to publish information through the Town website, social media pages, official Town newsletter, local newspapers, press release or any other Channel should be sent to the Town Manager's Office for official approval. Prior to sending the information to the Town Manager's Office, the multi-member body shall vote on the submission, unless the request is a routine notice or announcement, such as notice of a public hearing or the like.

The Town's website, [www.truro-ma.gov](http://www.truro-ma.gov), will remain the Town's primary and predominant public communication presence. Any official communications from any multi-member body shall be submitted to the PIO first for posting on the Town of Truro website. Information from Town entities shall always be distributed first through an official Town of Truro Channel. This provides a central location for the public to ensure that they are receiving accurate information directly from the Town of Truro. The multi-member body may also request to have the information shared via other specific Channels. The determination to distribute the information, when the information is distributed and the appropriate Channels to distribute the information is at the discretion of the PIO. Information shall not be published through non-Town Communication Channels until it has first been posted through an official Town Channel.

Whenever possible, Entities should make clear that they are maintained by the Town of Truro, MA, or Board/Commission/Committee of the Town of Truro, MA and that they follow the Truro Communication Policy. All Town Communication Channels shall adhere to applicable federal, state, and local laws, rules, regulations, and policies. All Town Communication Channels are subject to Massachusetts public records and record retention laws, rules, regulations, and policies. Any content maintained in an online format (Social Media/Website) that is related to Town business, including posted communication and communication submitted for posting, may be subject to public disclosure. The department/division administrator will maintain records in accordance with Massachusetts public records and record retention laws, rules, regulations, and policies.

The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable laws, rules, regulations, or policies and any content/comments on topics or issues not related to Town business. Any content removed based on this policy must be

retained by the site administrator who removed it in adherence to public records retention laws. Included with this record should be the date, time, and identity of the poster, when available.

The Truro Communication Policy may be updated and amended from time-to-time at the discretion of the Select Board.

#### **IV. COMMUNICATION GUIDELINES & CONSIDERATIONS**

##### *Consider Third Party Rights*

(1) Intellectual Property Rights. When the Entity posts media in any form to the public, the Entity must ensure that it has the right to post the content. In the case of copyrighted works (e.g. literary expression, photos, videos, etc.), the Entity needs to ensure that either (1) it has the copyright in the work; (2) it has permission to use to work; or (3) the use of the Entity's work is permissible under statute. For example, in the case of third party works, such as photos, before posting, the Entity should receive written authorization from the third party copyright holder.

(2) Privacy. Under some circumstances, videos and images of individual(s) may only be used when a written release has been obtained by the individual or by the parent or guardian when the individual is a minor. Copies of these releases should be kept on file by the posting Entity. Agencies may alternatively alter the videos or images to effectively hide the identity of individuals where no permission has been granted.

##### *Advertising, Endorsement Limitations*

Procurement and ethics laws largely prohibit Town employees or agencies from endorsing products, businesses, or vendors. In addition, Town resources, such as Town-sponsored Social Media entities should not be used for political purposes. Furthermore, please consider the applicability of the Conflict of Interest Law, G.L. c. 268A when requesting to publish information.

##### Who is subject to the Conflict of Interest Law?

The Conflict of Interest Law applies to all public employees, and the definition of public employee – in this case, municipal employee - is broad:

“Municipal employee: a person performing services for or holding an office, position, employment or membership in a municipal agency, whether by election, appointment, contract of hire or engagement, whether serving with or without compensation, on a full, regular, part-time, intermittent, or consultant basis, but excluding (1) elected members of a town meeting and (2) members of a charter commission. . . .”

G.L. c. 268A, s. 1. Unless expressly designated by the Select Board as a “special municipal employee,” *anyone performing services for the Town*, paid or unpaid (volunteer), is a “municipal employee” subject to the law.

##### What activities are prohibited?

Municipal employees may not “knowingly (or with reason to know) . . . use or attempt to use their official positions to secure for themselves or others unwarranted privileges or exemptions of

substantial value that are not properly available to similarly situated individuals.” G.L. c. 268A, s. 23(b)(2)(ii).<sup>1</sup> This prohibition bars use of the municipal employee’s position to engage in political activity, and bars any use of public resources in connection with such activity. “Political activity” includes both *election-related* and *non-election-related* political activity, which is an activity directed at influencing governmental decision-makers, such as supporting or opposing a town meeting warrant article.<sup>2</sup> Municipal employees may engage in *private* political activity without violating the Conflict of Interest Law. Where an impression might be given that an individual is acting in an official capacity, he or she should state that such activity (e.g., speaking at a public meeting) is in an individual, not official capacity. In addition, as a best practice, an individual board or committee member should not purport to represent the opinion of that board/committee, except when specifically authorized by a recorded vote to do so.

Resources available:

The State Ethics Commission, which enforces the Conflict of Interest Law, is available to provide confidential advice through its Attorney of the Day, who may be reached at (617) 371-9500, or through an online request form: <https://www.mass.gov/how-to/request-advice-about-how-the-conflict-of-interest-law-applies-to-you> Note that the Commission cannot provide advice regarding conduct that has already occurred, or another individual’s conduct, unless his or her permission is provided.

*Documents used to compile this policy include: Town of Arlington Public Communication Policy, State of Massachusetts Social Media Legal Guidance Toolkit, and the National League of Cities (NLC) Building Local Government Social Media Policies.*

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Robert Weinstein, Chair

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Kristen Reed, Vice-Chair

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Susan Areson, Clerk

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Stephanie Rein

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John Dundas  
Select Board  
Town of Truro

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<sup>1</sup> The activities of a municipal employee may also be subject to laws governing political campaigns and finance. G.L. c. 55 (and its interpretations by the Office of Campaign and Political Finance) prohibits the expenditure of public funds, or use of public other resources, to influence elections or ballot questions.

<sup>2</sup> While elected officials and some policy-making employees may have some leeway to engage in political activity, non-elected and non-policy-making employees *do not*.

DRAFT





Agenda Item: 6D

# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Discussion of Town Meeting Article Regarding Making Town Charter Language Genderless

**EXPLANATION:** At the October 26, 2021 Select Board meeting, Vice-Chair Reed requested an agenda item to discuss the potential inclusion of a Charter Amendment article on the 2022 Annual Town Meeting Warrant that would remove gender-related language from the Charter, thus making the document more inclusive. At the 2018 Annual Town Meeting an article in a similar vein passed (and subsequently passed at the 2019 Annual Town Election Ballot) to change the name of the “Board of Selectmen” to the more inclusive name of “Select Board.”

Vice-Chair Reed will lead the discussion about what should be included in the proposed article and the best way to craft such an article and the Charter Review Committee members were invited to tonight’s meeting. Town Counsel recommended pursuing Option 1 from Appendix C of the Truro Charter (below) as it is the more efficient and effective method to making the proposed changes.

*Changes to the charter may be proposed by an article in the Town Meeting warrant that petitions the General Court (the state legislature) to pass a special act enabling the Town to make the proposed changes to the charter. Historically, such petitions have been acted upon by the legislature in six to nine months.*

*(Article 89, Section 8 of the Amendments to the Constitution of the Commonwealth of Massachusetts)*

An example of a community that removed gender specific and binary pronouns in their City Charter is included for reference. It demonstrates alternative language that can be used (“she/he” can be replaced by “the person” or “the City Manager”, etc.).

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

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

**SUGGESTED ACTION:** *Motion to direct the Town Manager to work with Town Counsel to craft a 2022 Town Meeting Article to present to the Board that would petition the General Court to pass a special act enabling the Town to make the language in the Town Charter genderless.*

**ATTACHMENTS:**

1. City of Corvallis Oregon “Charter Amendment: Removing Gender Specific Pronouns throughout City Charter”

**CITY MANAGER**

Agenda Item: 6D1

- Report a Problem Online
- + City Hall
- City Recorder
- Election Information
- November 2021 - Ward 8 City Councilor
- November 2021 - Charter Amendment: Extending Recruiting Process Filling Vacant City Manager Position (Measure 2-131)
- November 2021 - Charter Amendment: Filling City Council Vacancies by Appointment (Measure 2-132)
- November 2021 - Charter Amendment: Removing Gender Specific Pronouns throughout City Charter (Measure 2-133)
- + Prior City Elections
- Request Public Records
- Archives
- + Communications
- + Economic Development Office
- Job Opportunities
- Administrative Procedures

## Charter Amendment: Removing Gender Specific Pronouns throughout City Charter (Measure 2-133)

At the November 2, 2021 election, Corvallis voters approved this Charter amendment. Unofficial results from Benton County Elections are as follows:

Yes	7,055	67.56%
No	3,387	32.44%
Over votes	3	
Under votes	120	
Totals	10,565	

This amendment removes gender specific and binary pronouns throughout the Corvallis City Charter without changing the meaning of the amended Charter provisions. When possible, gender specific and binary pronouns will be replaced with the noun, title or position from the same sentence, paragraph or section. Where using a pronoun is necessary, the pronouns "they" or "their" are used as the singular non-gender specific pronoun.

This amendment removes the gender specific or binary pronouns from the following Charter Sections:

Section in Charter	Pronouns Used
Section 14 (a)	"s/he" (x3)
Section 15	"his or her"
Section 19	"S/he" (x2)
Section 22	"S/he" (x5)
Section 23 (a)	"S/he" (x2)
	"her or his"
	"his or her"
Section 23 (c)(1)	"S/he"
	"her or his"
Section 23 (c)(2)	"S/he"
Section 23 (c)(3)	"S/he" (x2)
Section 23 (c)(4)	"S/he"
Section 23 (c)(5)	"S/he"
Section 23 (c)(6)	"S/he"
Section 23 (c)(7)	"S/he"
Section 23 (f)	"him or her"
Section 23 (g)	"his or her"
Section 24	"her or him"
Section 27	"s/he"
Section 31	"her or his"
Section 36	"his or her" (x2)
	"s/he"

### Explanatory Statement

This measure asks the voters of the City of Corvallis to approve amending the City of Corvallis Charter by removing the gender specific and binary pronouns ("s/he"; "his or her"; "her or his"; and "him or her") found in 32 locations in the Charter. The gender of City officers as set out in the Charter is irrelevant to the ability of the person to do the work of the City. Qualified people who do not identify their gender within the binary of male or female should not be excluded from City offices by language in the Charter. Pronoun references in the Charter are often unnecessary, and sometimes are ambiguous. Except to clarify that gender is not a qualification, this amendment will not change the substance of the charter provisions. The specific section and subsection for each proposed substitution is set out in the table below:

Section in Charter	Current	Proposed
Section 14 (a)	"s/he" (x3)	the person (all)
Section 15	"his or her"	their
Section 19	"S/he" (x2)	the Mayor (both)
Section 22	"S/he" (x5)	the Mayor (all)
Section 23 (a)	"S/he" (x2)	the City Manager (both)
	"her or his"	the City Manager
	"his or her"	the City Manager
Section 23 (c)(1)	"S/he"	the City Manager
	"her or his"	the City Manager
Section 23 (c)(2)	"S/he"	the City Manager
Section 23 (c)(3)	"S/he" (x2)	the City Manager (both)
Section 23 (c)(4)	"S/he"	the City Manager
Section 23 (c)(5)	"S/he"	the City Manager
Section 23 (c)(6)	"S/he"	the City Manager
Section 23 (c)(7)	"S/he"	the City Manager
Section 23 (f)	"him or her"	the City Manager
Section 23 (g)	"his or her"	the City Manager
Section 24	"her or him"	the person
Section 27	"s/he"	the person
Section 31	"her or his"	the Recorder's
Section 36	"his or her" (x2)	the Recorder's ; the Mayor
	"s/he"	the Mayor

Click any thumbnail image to view a slideshow



### Contact Information

501 SW Madison Avenue  
(second floor)  
541-766-6901  
city.manager@corvallisoreg.on.gov

[View Full Contact Details](#)



### Upcoming Events

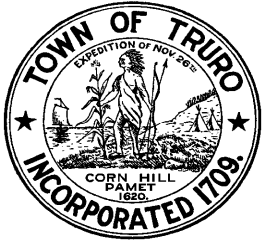
HOLIDAY: City offices closed for Veterans Day 11/11/2021 - 8:00am

HOLIDAY: City offices closed for Thanksgiving 11/25/2021 - 8:00am

HOLIDAY: City offices closed for Thanksgiving 11/26/2021 - 8:00am

[View the City Manager Calendar](#)





Agenda Item: 6E

# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Discussion of Potential Town Meeting Articles for Charter Changes

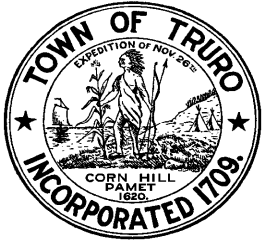
**EXPLANATION:** At the October 26, 2021 Select Board meeting, an agenda item was requested to discuss potential Charter Amendment articles for the 2022 Annual Town Meeting Warrant. The members of the Charter Review Committee were invited to tonight's meeting to join the discussion with the Board on Charter Amendment articles that may need to be considered for the upcoming Town Meeting and/or the progress of the Charter Review Committee in preparing any such articles.

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

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

**SUGGESTED ACTION:** Discussion.

**ATTACHMENTS:** None



Agenda Item: 6F

# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Discussion of Progress and Plan of Action for Addressing FY2022 Select Board Goals & Objectives

**EXPLANATION:** At the October 12, 2021 meeting, the Select Board approved the FY2022 Goals & Objectives. Typically progress reports are provided quarterly on the Goals & Objectives, however, as there are only eight months left between now and the end of the fiscal year, staff has prepared a brief update on the current status of the objectives and some suggested actions to encourage progress on the objectives. The attached document provides a starting point for discussion by the Board. Board members may have alternative ideas for addressing these objectives or may wish to brainstorm as a group to determine the best plan of action.

The Ambassadors identified for these objectives are included on the attached document. During this discussion, Ambassadors should help identify the best path forward for their objective and any resources that may be needed. Moving forward, Ambassadors should help monitor and promote progress on the objectives.

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

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

**SUGGESTED ACTION:** Discussion only.

**ATTACHMENTS:**

1. FY2022 Goals and Objective Progress and Plan of Action

Obj. #	Objective	Goal(s) Addressed	Select Board Ambassador	Present Status	Next Steps
1	<i>The Select Board will write a letter to the Cape Cod Commission providing an accurate report of the inadequacy of internet services and requesting funding and support to resolve the infrastructure deficiency by December 1, 2021.</i>	A, D, E	John Dundas	No progress	Ambassador to meet with staff and with the Cable & Internet Advisory Committee (Nov 18 at 1 pm). Will draft letter for approval at 12/7 Select Board Meeting.
2	<i>The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects: A) Pamet River Tidal Flow Restoration and Watershed Study B) East Harbor Culvert Replacement C) Mill Pond and Eagle Creek Repairs and Improvement D) Little Pamet Watershed Study and Culvert Repair E) Coastal Management</i>	C	Stephanie Rein	A) Site investigation and preliminary design analysis complete. Will be reviewing proposal and seeking funding next. B) MIG mobilizes this week to address culvert replacement between Shore Road and Rt 6. Project anticipated to be completed in May/ June 2022. Cape Cod Conservation District funding this project. C) ENC Contract recently signed and crews will mobilize later this month. A project schedule is anticipated later this month as well. Project anticipated to be completed in May/ June 2022. Mill Pond paid for by DER. Next phase (preliminary design) starts in a month. Permitting and outreach to follow. D) All preliminary analyses are complete. Next phase is final design analysis, permitting and outreach. E) Coastal Studies compiled an inventory of the low lying roads in the 4 town project area as a geospatial data layer in the Shoreline Management geodatabase. Data layer will be truthed locally by staff from each town. Shoreline Management Team will hold a round table discussion with the 4 DPW directors about a regional "sand-banking system in early December.	As part of the quarterly update process, include a brief presentation from Public Works Director Cabral/ Health & Conservation Agent Beebe on the agenda to report on progress of projects. Staff is managing the progress of these projects. There will likely be an opportunity for a Coastal Management presentation in May/ June 2022 for updates and to discuss next steps in Coastal Management process.
3	<i>The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development open space, and/or possible disposition to be completed by the end of FY2022.</i>	A, B	Kristen Reed	Principal Assessor developed a list of properties.	Schedule a Work Session to begin discussions about best uses and additional information needed.
4	<i>Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement. (Continued into FY2023)</i>	D	Susan Areson	No progress	Begin process in winter/spring 2023 (LCP to go to 2023 Annual Town Meeting)
5	<i>To maintain vital EMS services on the Outer Cape the Select Board will support a local and regional analysis of options and if needed develop proposals to present at the 2022 Annual Town Meeting.</i>	D, E	Robert Weinstein	Procurement in progress for consultant. Study to begin in December.	As portions of the report are completed, Ambassador and staff will debrief Board/ FinComm and will prepare Town Meeting Article(s) for consideration at 2022 Annual Town Meeting.
6	<i>The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by the end of FY2022 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts.</i>	A, B, C	John Dundas	No progress	A work session will be held in spring 2022 to discuss these priorities and to outline a letter that will be drafted by the Ambassador and will be presented to the Board for review and discussion at a subsequent meeting.
7	<i>The Select Board will annually hold joint work sessions with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels. The Select Board will provide an update on these efforts by the end of FY 2022.</i>	B, D	Susan Areson	No progress	Ambassador will work with staff to schedule these work sessions in January/ February so that any resulting Town Meeting articles can be prepared and/or discussed.
8	<i>To improve Town employee recruitment and retention the Select Board will support and actively participate in a comprehensive compensation analysis and then implement and integrate the findings and recommendations in the budgeting process for FY 2023</i>	A, D	Kristen Reed	Procurement in progress for consultant. Study to begin in December.	As portions of the report are completed, Ambassador and staff will debrief Board/ FinComm and solicit feedback and will prepare Budget/ Town Meeting Article(s) for consideration at 2022 Annual Town Meeting.
9	<i>The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance.</i>	E	Susan Areson	Preliminary discussions held at Board Meetings.	Ambassador will work with Staff to draft revised policies and to identify potential ways to increase compliance.

10	<i>The Select Board will explore the creation of a Municipal Housing Trust under MGL c. 44 s.55C and if agreed, prepare an article for approval at Town Meeting.</i>	A, B, D, E	Kristen Reed	No progress.	Ambassador will work with Town Planner & Land Use Counsel, Housing Consultant, and members of the Housing Authority to prepare a presentation on this article at a December 2021 Select Board Meeting. An article may be drafted for consideration for the 2022 Annual Town Meeting in January/ February 2022.
11	<i>The Select Board will promote the Local Comprehensive Planning Committee and process along with the work of the Economic Development Committee and encourage community participation and will provide regular updates.</i>	A, D	Susan Areson	Ambassador regularly attends meetings of the LCPC and EDC and provides updates.	Ambassador will continue current efforts.
12	<i>The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee in the creation of a Climate Action Plan for the Town of Truro, as well as to work with the Climate Action Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050, and will ask for updates at least twice per year.</i>	A, C, D, E	Stephanie Rein	A Work Session with the CAC was held on October 8, 2021. The CAC drafted a list of objectives from the Workshop.	Ambassador will work with CAC to draft a policy memorandum that will be presented to the Select Board for review and discussion.
13	<i>The Select Board will provide resources in the FY2023 budget to increase the digitization of town services and records, and address cybersecurity and will lay the groundwork for a five-year digitization and cyber security plan that will be initiated in FY2024.</i>	A, D, E	John Dundas	Town Clerk Fullerton submitted grants for digitization and records storage to the CPC and the Community Compact Grant Program.	Ambassador will work with Town Staff to identify any areas in the FY2023 budget that contribute to this objective. In spring 2022, department heads will identify department functions that are digitized and will prioritize areas that should be digitized in the future.
14	<i>Through the Town of Truro representatives to the Provincetown Water &amp; Sewer Board, the Select Board will encourage steps toward full cycle water usage for Provincetown and Truro, and a status report will be given at least annually at the Select Boards' joint meeting.</i>	A, C, D, E	John Dundas	Ambassador appointed to Provincetown Water & Sewer Board. Meeting held November 4, 2021.	Ambassador will begin to draft objectives/ steps to help encourage full cycle water usage. Staff to begin scheduling joint Provincetown & Truro Select Board Meeting for Water Update.
15	<i>The Select Board will review the efficacy of and the participation in the childcare voucher program and make recommendations based on findings to inform the FY2023 budget process.</i>	A, D, E	Stephanie Rein	Voucher Program administration procured and applications for first half of the year are in.	Ambassador and staff will review semi-annual report data upon its completion in January and make recommendations to the Board for related article for 2022 Annual Town Meeting.
16	<i>The Select Board will review the Senior Needs Assessment and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2024 budget process. (Continued into FY2023)</i>	A, D, E	Stephanie Rein	No progress	Ambassador will review existing Senior Needs Assessment and programming in spring 2022 and will determine if an updated assessment should be completed. Will begin dialogue with COA Director and COA Board in spring 2022 about information needed.
17	<i>The Select Board will work with the Walsh Property Community Planning Committee to build on areas of common ground and build consensus on those specific initiatives and a vision for Truro with consideration for the Local Comprehensive Plan.</i>	A, B, C, D, E	Robert Weinstein	Library Director Ford is offering a series of workshops titled "Building Bridges, not Walls."	Ambassador will work with WPCPC Liaison to encourage Committee members to register.
18	<i>The select board will work with the Local Comprehensive Plan Committee to build on areas of common ground and build consensus on those specific initiatives and a vision for Truro with consideration for the Walsh Property planning process. (Continued into FY2023)</i>	A, B, C, D, E	Susan Areson	Library Director Ford is offering a series of workshops titled "Building Bridges, not Walls."	Ambassador will work with LCP Liaison to encourage Committee members to register.
19	<i>The Select Board will develop and implement a "Civility Pledge" that will be read at the beginning of all meetings of the Select Board and all Select Board- appointed boards, committees and commissions, and will request that elected boards do the same. (Continued into FY2023)</i>	D, E	Susan Areson	No progress	Ambassador will research communities that may have a similar pledge and will draft a pledge for review and discussion at a Select Board meeting.

20	<p><i>The Select Board will initiate a revised cost estimate of a multi-phased approach for a new Department of Public Works Facility at a yet to be determined site in the FY2023- FY2027 Capital Improvement Plan.</i></p>	D	Robert Weinstein	No progress	Town Manager and Public Works Director will determine action needed to obtain a revised cost estimate for the facility. Findings will be presented at a Budget Task Force Meeting for discussion on how to best proceed with financial planning for this project.
21	<p><i>By the end of FY 2022, the Select Board will invite the Massachusetts Cultural Council to present to the Select Board, Economic Development Committee and the Truro Cultural Council on the process of creating a designated cultural district in Truro. (Continued into FY2023)</i></p>	A	Kristen Reed	No progress	Ambassador, Town Manager, and Town Planner will coordinate with the Cultural Council to schedule the presentation for the Board.





# Truro Select Board

Tuesday, November 9, 2021

Regular Meeting-5:00pm

## 7. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. HPC Contract

2. Bond Request for Town Clerk Kaci Fullerton

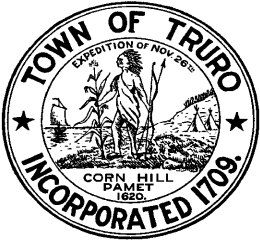
B. Review and Approve Appointment Renewals: None.

C. Review and Approve Select Board Minutes: Regular Meeting 08.24.2021; Regular Meeting 09.28.2021

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: Regular Meeting-November 16, 2021



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Agreement for Services-Truro Rental Assistance Program Administration-with Homeless Prevention Council, Inc.

**EXPLANATION:** At the October 26, 2021 Select Board Meeting, the Board approved changes to the Emergency Rental Assistance Program offered by the Town of Truro and administered by the Homeless Prevention Council, Inc. As was indicated at that meeting, a revised contract for the administration of the program with the program revisions discussed is included for the Board's review and approval.

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

**IMPACT IF NOT APPROVED:**

**SUGGESTED ACTION:** *Motion to approve the Agreement for Services with Homeless Prevention Council, Inc. for administration of the Truro Rental Assistance Program, and authorize the Town Manager to sign.*

**ATTACHMENTS:**

1. Agreement for Services



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## Agreement for Services Truro Rental Assistance Program Administration

The undersigned agent of Homeless Prevention Council, Inc., with an address of 14 Old Tote Road, Orleans, MA 02653 ("Program Administrator"), and the Town of Truro, acting by and through its Town Manager ("Town"), agree to the following terms with respect to services to be provided by the Program Administrator to the Town relating to the Truro Rental Assistance Program ("Program"), such Program further described in the attached Scope of Services (Exhibit A).

1. Period for Performance. The period for performance shall commence upon November \_\_\_\_\_, 2021 and shall expire November 1, 2022. This period may be terminated earlier pursuant to the terms herein or extended by written agreement of the parties.
2. Scope of Services. The Program Administrator shall perform all work and furnish all services necessary to administer the Truro Rental Assistance Program, as described more fully in the Scope of Services attached as Exhibit A and incorporated herein.
3. Fees. The Town shall pay the Program Administrator for the performance of services as described in the attached Scope of Services, according to the following fee structure:

Households 1-5 \$125/month each  
Households 6-10 \$100/month each  
Households 11+ \$75/month each  
Annual outreach/marketing fee of \$2,000

The Program Administrator shall bill the Town monthly for services provided. The Annual outreach/marketing fee of \$2,000 shall be payable in two installments of \$1,000, due January 1, 2022 and April 1, 2022.

Payment of approved invoices shall be remitted within thirty (30) days.

4. Deliverables. The Program Administrator shall provide quarterly reports to the Town summarizing outreach/marketing activities and services provided to participating households, such reports due January 1, 2022, April 1, 2022, July 1, 2022 and October 1, 2022. The quarterly reports shall also include a report of all data collected in the

application form, less identifying personal information such as name, address, landlord address, etc.

5. Insurance. The Program Administrator and/or all agents thereof shall maintain, at the expense of the Program Administrator and/or such agents, motor vehicle liability insurance, in effect at all times during the Period for Performance.
6. Expenses and Taxes. The Program Administrator is responsible for all costs associated with: 1) travel relating to the Program; 2) preparation of materials relating to the Program, including but not limited to the Deliverables described paragraph 4 above; and 3) all taxes and contributions required by federal, state, and local law.
7. Compliance with Applicable Law. In providing the services described in this Agreement, and in activity related to the Program, the Program Administrator shall comply with all applicable federal, state and local laws in effect at the time services are rendered.
8. Indemnification. The Program Administrator shall indemnify and hold harmless the Town of Truro, and its officers, officials, boards, and employees, from and against all claims, causes of action, suite, damages and liability of any kind which arise, or are alleged to arise out of the negligence or willful misconduct of the Program Administrator or its agents regarding the services performed.
9. Entire Agreement. This Agreement for Services represents the entire Agreement between the parties regarding the Program.
10. Changes to Agreement. This Agreement or any of its terms may be amended only by written agreement, signed by both parties.
11. Assignment. This Agreement may not be assigned without written agreement of the parties.
12. Termination of Agreement. Both parties have the right to terminate this Agreement at any time without cause or reason. To exercise this right, the terminating party shall provide written notice, by certified mail or other trackable delivery service, to the other party at the address provided below. The termination date is the date such notice is received. In the event of a termination by either party, the Town shall pay the Program Administrator for all services provided through the termination date, and the Program Administrator shall provide the Town with a final Report as described in paragraph 4 above.
13. Notices. Any notice required to be sent under the Agreement shall be sent by certified mail or other trackable delivery service to the following addresses:

To the Town:

Darrin K. Tangeman, ICMA-CM  
Town Manager  
Town of Truro  
P.O. Box 2030  
Truro, MA 02666

To the Program Administrator:

Hadley Luddy  
Chief Executive Officer  
Homeless Prevention Council, Inc.  
14 Old Tote Road  
Orleans, MA 02653

- 14. Good Faith. Should any disagreement arise between the parties with respect to the Program or this Agreement, both parties will endeavor in good faith to resolve such disagreement to mutual satisfaction.
- 15. Governing Law. This Agreement is governed by the laws of the Commonwealth of Massachusetts.
- 16. Severability. If any provision of this Agreement is declared unenforceable or invalid by any court of competent jurisdiction, the remaining provisions shall continue to be binding on the parties.

FOR HOMELESS PREVENTION COUNCIL, INC.:

*hadley luddy*  
hadley luddy (Nov 4, 2021 15:02 EDT)  
 \_\_\_\_\_  
 Hadley Luddy, Chief Executive Officer

Nov 4, 2021  
 \_\_\_\_\_  
 DATE

FOR THE TOWN:

\_\_\_\_\_  
 Darrin K. Tangeman, ICMA-CM, Town Manager

\_\_\_\_\_  
 DATE






# Final Draft contract Truro HPC

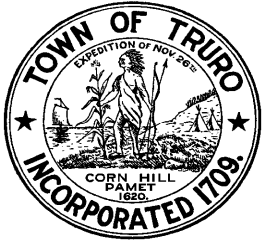
Final Audit Report

2021-11-04

Created:	2021-11-04
By:	Bridget Dickson (bridgetd@alumni.nd.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYnRqEZcXWHwD617QCCRHHBkHZb940g

## "Final Draft contract Truro HPC" History

-  Document created by Bridget Dickson (bridgetd@alumni.nd.edu)  
2021-11-04 - 6:59:16 PM GMT- IP address: 23.25.207.97
-  Document emailed to hadley luddy (hadley@hpccapecod.org) for signature  
2021-11-04 - 6:59:54 PM GMT
-  Email viewed by hadley luddy (hadley@hpccapecod.org)  
2021-11-04 - 7:00:24 PM GMT- IP address: 104.47.73.254
-  Document e-signed by hadley luddy (hadley@hpccapecod.org)  
Signature Date: 2021-11-04 - 7:02:13 PM GMT - Time Source: server- IP address: 23.25.207.97
-  Agreement completed.  
2021-11-04 - 7:02:13 PM GMT



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Town Clerk

**REQUESTOR:** Town Manager, Darrin Tangeman

**REQUESTED MEETING DATE:** November 9, 2021

**ITEM:** Request to approve the Official's Bond for Kaci Fullerton, Town Clerk in the amount of \$6,500

**EXPLANATION:** M.G.L. Chapter 41, Section 13 requires that "Every town clerk shall, within ten days after his election and thereafter, at intervals of not more than one year, so long as he continues to hold said office, give bond to the town for the faithful performance of his duties, in a form approved by the commissioner of revenue and in such sum, not less than the amount established by said commissioner, as shall be fixed by the selectmen. If he does not give bond as herein required the selectmen may declare the office vacant and fill the vacancy in the manner prescribed in section fourteen."

**FINANCIAL SOURCE (IF APPLICABLE):** FY2022 Operating Budget/Cost of Bond \$100

**IMPACT IF NOT APPROVED:** If not approved, the official will be out of compliance with M.G.L. Chapter 41, Section 13.

**SUGGESTED ACTION:** *Motion to approve and fix the sum of the foregoing Official's Bond for Kaci Fullerton, Town Clerk in the amount of \$6,500 and authorize the Town Manager to sign.*

**ATTACHMENTS:**

1. Bond documents with CAN Surety

SF MMB



Notice of Premium Due 11/03/2021

Billing Questions (888) 866-2666  
Email [info@cnasurety.com](mailto:info@cnasurety.com)

Premium \$100.00

KACI A. FULLERTON-WILLS  
% TOWN OF TRURO  
24 TOWN HALL RD.  
TRURO, MA 02666

**Amount Due** \$100.00

**Bond Detail**

Bond # 72413368 Obligor OBLIGEE ADDRESS UNKNOWN  
Company Western Surety Company  
Term Dates 11/03/2021 to 11/03/2022  
Bond Amount \$6,500.00  
Description MA Town Clerk Town of Truro

**Agent Information** Messages

Benson, Young & Downs Ins.  
Agency, LLC  
P. O. Box 559  
Provincetown, MA 02657-0559  
Phone : 508-487-0500

**Payment Instructions**



- Pay Online at [ONLINEPAY.CNASURETY.COM](https://ONLINEPAY.CNASURETY.COM)
- If paying by mail, please send payment 2 weeks prior to due date to ensure receipt  
Make check payable to CNA Surety  
Detach payment stub and return with payment

Note-Renewal documents will only be sent upon receipt of full payment

Kaci A. Fullerton-Wills  
Bond # 72413368  
Company 0601  
Agency 20-00259  
Benson, Young & Downs Ins.

**Payment Due** 11/03/2021 **Amount Due** \$100.00

CNA Surety Direct Bill  
P.O. Box 957312  
St. Louis, MO 63195-7312



Effective Date: November 3, 2021

**LOCAL OFFICIAL BOND**

Bond No. 72413368

KNOW ALL MEN BY THESE PRESENTS, That we, Kaci A. Fullerton-Wills

of Truro in the County of Barnstable and the Commonwealth of Massachusetts, as Principal, and WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota and licensed to conduct business in said Commonwealth of Massachusetts, as Surety, are held and firmly bound unto the Town ~~(City)~~

Truro in said Commonwealth of Massachusetts in the sum of Six Thousand Five Hundred and 00/100 DOLLARS (\$ 6,500.00 ), for the payment of which, well and truly made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT:

WHEREAS, the said Principal was on the 1 day of July, 2021, duly appointed \_\_\_\_\_ to the office of Town Clerk (elected or appointed) in and for the said Town ~~(City)~~: Truro

AND WHEREAS, it is provided by law that such an official shall give bond annually for the faithful performance of his duties:

NOW, THEREFORE, the condition of this obligation is such that if the said Principal shall from and after the date hereof faithfully perform all the duties of his said office, as required by law, during the period of twelve months from the date hereof or until he is relieved from office by the qualification of a successor or files a subsequent annual bond, then this obligation shall be void; otherwise, it shall remain in full force and effect.

This bond is nevertheless executed with the express understanding that upon the filing by said Principal of a subsequent annual bond as required by the statutes, this bond shall be held and remain in force to cover any failure of said Principal to faithfully perform the duties of his office between the date hereof and the effective date of said subsequent bond, but shall not apply to or cover any failure to faithfully perform the duties of his office occurring after the effective date of such subsequent annual bond.

IN WITNESS WHEREOF, the said Principal has hereunto set his hand and seal, and the said Surety has affixed its corporate seal and caused these presents to be signed in its behalf by its duly authorized attorney-in-fact (officer) this 4th day of November, 2021.

SIGNED IN THE PRESENCE OF

Alex Testin 11/4/2021  
Witness to Principal

Kaci A. Fullerton-Wills 11/4/2021 (L.S.)  
Principal

WESTERN SURETY COMPANY

By Paul T. Bruflat  
Attorney-in-Fact (Officer)  
Paul T. Bruflat, Vice President

Pat Feitkeisen  
Witness to Surety  
Countersigned

By NOT NEEDED  
Resident Agent

THE COMMONWEALTH OF MASSACHUSETTS

Town (City) of Truro

November 4<sup>th</sup>, 2021

This is to certify that the above-named Principal was duly elected (appointed) to the office

Town Clerk

in and for the Town (City) of

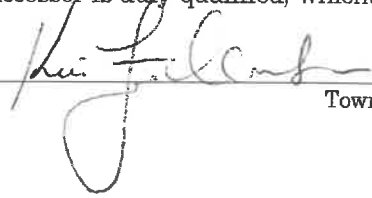
Truro

on July 1<sup>st</sup>, 2021, to a term expiring on

until no longer employed

or until his successor is duly qualified, whichever is later.

By



Town (City) Clerk

Seal

THE COMMONWEALTH OF MASSACHUSETTS

Town (City) of Truro

This is to certify that the board of selectmen (mayor and aldermen) has fixed the sum of the foregoing bond at the amount shown therein.

By

Authorized Representative

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One TOWN CLERK TOWN OF TRURO

bond with bond number 72413368

for KACI A. FULLERTON-WILLS  
as Principal in the penalty amount not to exceed: \$6,500.00.

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

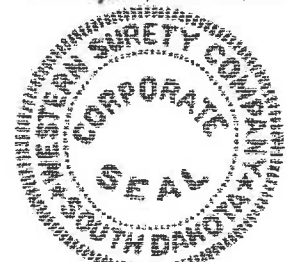
In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by  
Vice President with the corporate seal affixed this 4th day of November,  
2021.

ATTEST

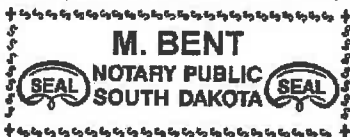
Paul Leitheiser  
P. Leitheiser, Assistant Secretary

WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss



On this 4th day of November, 2021, before me, a Notary Public, personally appeared  
Paul T. Bruflat and P. Leitheiser  
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President  
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the  
voluntary act and deed of said Corporation.



My Commission Expires March 2, 2026

M. Bent  
Notary Public

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.



Select Board Meeting Minutes  
Tuesday, August 24, 2021, at 5:00pm  
Via GoToMeeting Platform

## Consent Agenda Item: 7C1

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

**Others Present:** Town Manager Darrin Tangeman, Assistant Town Manager Kelly Clark, Town Clerk Kaci Fullerton, Principal Assessor Jon Nahas, Town Assessor Trudi Brazil, Kristen Roberts, Ron Fichtner, Cathy Haynes, Ann Greenbaum, Christopher Clark, Finance Committee Chair-Robert Panessiti, Paul Wisotzky, Fred Gaechter, Atty. Michael Fee

### Public Comment

None

### Public Hearing

#### FY2022 Tax Classification Hearing

Principal Assessor Nahas presented a review of the Fiscal Year property tax levy and classification options. Member Areson would like the presentation to be on the Truro website, to which Principal Assessor Nahas stated that it would be uploaded tomorrow morning. Mr. Fichtner noted that the number of full-time residents in Truro has decreased. He asked if that meant the Residential Tax Exemption was not working as intended and should other remedies be sought. Member Reed pointed out that when looking year by year (FY2018 through FY2021) you see an increase in the number of year-round residents that apply and qualify for the exemption. Ms. Haynes (current President of the Truro Non-Residents Taxpayers Association but speaking on behalf of herself) believes the Residential Tax Exemption is taking property taxes without due process. As non-voters, part-time residents cannot vote on fiscal matters. Part-timers support the Town at a rate of about 84% but they still have no say. She requested that this be a partnership with all members of the community. She believes the RTE should be repealed. Ms. Greenbaum wished to make a point regarding the towns with a higher RTE percentage. Those communities are highly industrial and commercial, and the burden does not completely go on other residences. Rather the burden is shifted to commercial/industrial entities. She urged the Board not to increase the percentage exemption. Principal Assessor Nahas clarified that the tax burden (in industrial communities) does not shift to those industrial or commercial entities. The burden stays within the residential classification. Mr. Clark asked for evidence that the RTE process is working to its expected benefit. Principal Assessor Nahas stated that the number of residential exemptions has grown. It's difficult to determine how many residents are part-time vs full-time. Finance Chair Panessiti made some comments regarding the overall budget. More questions were posed by citizens, which Principal Assessor Nahas answered.

Chair Weinstein closed the public comment period and opened the Board deliberations portion of the public hearing.

Both Members Areson and Dundas are in favor of keeping the exemption at 20%. Members Reed and Rein would like it raised to the percentage used by Provincetown, which is 25%. Chair Weinstein agrees with raising the exemption to 25%. He then went on to address some concerns over statements made during the public comment portion of the hearing.

**On the matter of classifying the tax rate, Member Reed made a motion to approve a residential factor of "1".**

**Member Rein seconded.**  
**Roll Call Vote:**  
**Member Dundas-Aye**  
**Member Rein-Aye**  
**Member Areson-Aye**  
**Member Reed-Aye**  
**Chair Weinstein-Aye**  
**So voted; 5-0-0, motion carries.**

**Member Reed made a motion to not grant an Open Space Discount.**  
**Member Areson seconded.**  
**Roll Call Vote:**  
**Member Dundas-Aye**  
**Member Rein-Aye**  
**Member Areson-Aye**  
**Member Reed-Aye**  
**Chair-Weinstein-Aye**  
**So voted; 5-0-0, motion carries.**

**Member Reed made a motion to not grant a Small Business Exemption within the commercial class.**  
**Member Areson seconded.**  
**Roll Call Vote:**  
**Member Dundas-Aye**  
**Member Rein-Aye**  
**Member Areson-Aye**  
**Member Reed-Aye**  
**Chair Weinstein-Aye**  
**So voted; 5-0-0, motion carries.**

**Member Reed made a motion to grant a residential exemption. If YES, in the amount of 25%.**  
**Member Rein seconded.**  
**Roll Call Vote:**  
**Member Dundas-Nay**  
**Member Areson-Nay**  
**Member Rein-Aye**  
**Member Reed-Aye**  
**Chair Weinstein-Aye**  
**So voted; 3-2-0, motion carries.**

**Member Reed made a motion to close the public hearing.**  
**Member Dundas seconded.**  
**Roll Call Vote:**  
**Member Dundas-Aye**  
**Member Areson-Aye**  
**Member Reed-Aye**  
**Member Rein-Aye**  
**Chair Weinstein-Aye**  
**So voted; 5-0-0, motion carries.**

## **Board/Committee/Commission Appointments**

### **Interview and Appoint Kristen Roberts to the Economic Development Committee**

Ms. Roberts introduced herself and gave a summary of background.

**Member Reed made a motion to appoint Kristen Roberts to the Economic Development Committee for a three-year term expiring June 30, 2022.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Dundas-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

### **Interview and Appoint Alan Garelick to the Council on Aging Board**

Mr. Garelick was not present. Chair Weinstein stated that another attempt to reach out to Mr. Garelick would be made to give him an opportunity to interview at another date.

## **Staff/Committee Updates**

None

## **Tabled Items**

None

## **Select Board Action**

### **Discussion on Progress, Direction and Potential Outcomes of Walsh Property Community Planning Committee**

WPCPC Co-Chair Wisotzky began the conversation. He would like to update the Select Board on what the Committee has done so far and then he'd like to speak about what to do moving forward.

- The Committee meets once per month, and in addition they have had one site visit.
- They have taken the time to get to know one another and learned how to work in a consensus model.
- They have developed an initial community outreach strategy. They developed a set of questions with a small flyer which they will be distributing as they ask people questions in a one-on-one setting.
- Staff has been working with the Committee to develop an internet-based outreach and education tool called Bang the Table.
- Items are being consolidated on their webpage.

The Committee is meeting tomorrow and needs input from the Select Board. The majority of the agenda is to take the Select Board's feedback and put that into a work plan.

Co-Chair Gaechter stated that the committee is ready to transition to some different ways of operation and bring in some technical support, potentially in the form of a design and engineering firm.

Member Reed thought it would be good to establish a baseline of all the studies that are in process. She added that it would be helpful to know what is working and what is not working. Town Manager Tangeman spoke about the survey and analysis of the existing homes on the property today. We do not have a true feasibility or understanding of what the cost would be to renovate the buildings. He stated

the scope of work to initiate that process (to get a firm on board to do that analysis) is nearly complete. As far as the rest of the property, there are a lot of questions regarding the terrain and buildability of the property. There is an engineering necessity.

As far as what's working, Co-Chair Gaechter stated that there is a desire by all participants to get moving. What's not working is that they don't have a clear path forward as to what their next steps are. Member Areson is all in favor of providing whatever technical assistance is needed. What she doesn't want to lose sight of is that there was a lot of skepticism when the Town was buying the property and the first community meeting was held. There is thinking that the Select Board and Town staff are going to drive what happens to this property. The Board assured citizens that this would be an organic process driven by the Committee to present to the Town (including the Select Board), options for the property. She is reluctant to tell the Co-Chairs where to go, other than to say she thinks they are doing well and that the technical support is owed.

Member Rein would advocate for the Committee to meet more than once a month. As liaison, she stated that the Committee is in need of more direction as to what the Select Board wants them to bring to the town meeting. More technical support is also needed.

More discussion was held regarding where the Town stands with the review which was in process regarding the buildings on the property and what the financial constraints might be of hiring a firm that would address and help the Committee going forward.

Planner Carboni stated that the information that the Committee needs to move forward is this technical information on how the property can be used. The Committee cannot move forward until it gets this information. There are a number of firms that have an array of expertise that would be useful. Her next step would be a scope of services to specify what the Town is looking for. Member Reed asked if it would be appropriate for the Select Board to recommend that the Walsh Property Working Group (comprised of both Co-Chairs, the Town Manager, the Town Planner and Member Rein) work on an RFP process. Chair Weinstein believes that is sensible. Member Reed proceeded, stating that a goal would be to have a technical report for Town Meeting and to give Town Meeting an opportunity to talk about what to do with the buildings, based upon that technical report.

#### **Presentation and Discussion on Use of Election Tabulator**

Town Clerk Fullerton gave a presentation on the use of an election tabulator. The presentation outlined the following:

- ImageCast Precinct (2) Optical Scanner
- Population/Election Trends
- Cost of Running Election
- Concerns
- Funding
- Example Video

A question-and-answer period followed. Chair Weinstein would like to hold a public hearing to invite the community to take advantage of the presentation. Member Dundas believes we should move forward with the application for the grant. It's a great opportunity for the Town. We can still present to the Town, but not stop the process of applying for the grant. Member Reed agrees.

#### **Discussion on Revisions to Policy 54: Standards of Professional Conduct**

Member Areson would like to postpone this discussion to a later date as no action would be taken at this meeting, and Mr. Fee has been waiting to discuss the extension of the Host Community Agreement with High Dunes Craft Cooperative. Board members agreed, and this item will be placed onto the next agenda.

**Review and Approve Extension of Host Community Agreement-High Dunes Craft Cooperative**

Atty. Fee explained that pursuant to the agreement there was a term which expires on the 10<sup>th</sup> of September. That agreement contemplated having an option for the Board to extend that term if, for some circumstances, High Dunes Craft Cooperative were unable to obtain all the permits needed to proceed. Covid slowed the application at the Cannabis Control Commission, but they finally received their provisional license in June 2021. What's next is to apply to the Planning Board for Site Plan Review as well as to the Zoning Board of Appeals for a Special Permit.

Member Rein recused herself.

**Member Areson made a motion to extend the Host Community Agreement, with a finding of good cause, for two years to expire on September 10, 2023, and to authorize the Town Manager to sign the extension on the Board's behalf.**

**Member Reed seconded.**

**Roll Call Vote:**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Dundas-Aye**

**Member Rein-Recused**

**Chair Weinstein-Aye**

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

**Discussion and Approval of Conflict-of-Interest Memo and Campaign Finance Law Memo for Multi-member bodies.**

Town Manager Tangeman went through the memo for the Board. Planner & Land Use Counsel Carboni zeroed in on the "election-related and non-election-related political activity" section and elaborated. Member Reed would like the Board to consider approving the placement of this memo into the Employee Handbook, minus the first paragraph. Member Areson believes there would need to be some wordsmithing to place it within the handbook.

**Member Reed made a motion to approve the memo being distributed to all members of Boards, Committees, Commissions, and Volunteers in the Town of Truro.**

**Member Dundas seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Dundas-Aye**

**Member Reed-Aye**

**Member Areson-Aye**

**Chair Weinstein-Aye**

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

**Consent Agenda**

Town Manager Tangeman asked to pull the Lower Cape Community Access Television Agreement from the Consent Agenda. An error was identified, and he would like to bring the agreement back at the next meeting.

**Member Areson made a motion to approve items B and C on the Consent Agenda.**



**Member Reed seconded.**

**Roll Call Vote:**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Rein-Aye**

**Member Dundas-Aye**

**Chair Weinstein-Aye**

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

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

Member Areson has been listening to the One Cape Summit. It is available online. There is great material there and she encouraged members of the public and members of many Town boards to watch.

Member Dundas attended a School Committee meeting and was duly impressed. He is attending another meeting of the School Committee tomorrow.

### **Town Manager Report**

Town Manager Tangeman thanked staff for the tropical storm preparation.

### **Next Meeting Agenda**

Assistant Town Manager Clark pulled up the agenda for September 14, 2021. Town Manager Tangeman went through the topics. Member Dundas asked whether the County and State response regarding Hurricane Henri was sufficient and did Town Manager Tangeman need anything from the Select Board. Town Manager Tangeman stated the County met twice a day and provided weather and storm updates. He felt they provided good weather tracking. At the State level the Governor put out some guidance to leave the Cape on Saturday morning and not be in the path of the storm. He thinks the State and County were proactive in providing information.

**Member Reed made a motion to adjourn at 8:30pm**

**Member Areson seconded.**

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

Respectfully submitted,

Noelle L. Scoullar

---

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

**Public Records material of 08.24.2021**

1. FY2022 Tax Classification Hearing
2. Recommendations from BOA
3. State Tax Form LA-4
4. FY2022 Truro Residential Exemption Statistics
5. Application to Serve-Kristen Roberts
6. Application to Serve-Alan Garelick
7. Walsh Committee Process Design Plan
8. MGL Chapter 54, Section 34
9. Presentation on ImageCast Precinct Device
10. Policy 54
11. Policy 31
12. Letter from Michael Fee of Pierce & Mandell, P.C.
13. Host Community Agreement-High Dunes Craft Cooperative
14. Draft Memo-Conflict of Interest and Campaign Finance Law
15. LCCAT Agreement
16. Applications to Serve; Dan Traub, Pat Wheeler, John Bloom, Gary Sharpless, Mark Wisotzky

**Select Board 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, DPW Director Jarrod Cabral, Principal Assessor Jon Nahas, Town Planner Barbara Carboni, Library Director Tricia Ford, Town Accountant Trudi Brazil, Town Moderator Monica Kraft, Recreation/Beach Director Damion Clements, Paul Wisotzky, Board of Health Chair Tracey Rose, Local Comprehensive Plan Committee Chair Christopher Clark, Climate Action Committee Chair Carol Harris, Police Chief Jamie Calise, Building Commissioner Rich Stevens, COA Director Mary-Elizabeth Briscoe, Health/Conservation Agent Emily Beebe, IT Director David Wennerberg, Bob Higgins-Steele, Jack Riemer, Anne Greenbaum, Chris LaMarco

**Public Comment**

None

**Public Hearings**

**FY2022 Select Board Goals & Objectives**

Chair Weinstein introduced Paul Wisotzky, who served as a facilitator for three work sessions that the Select Board held. Mr. Wisotzky went through the work session process and the revamping of the Goals and Objectives. The Select Board created 21 objectives.

Moderator Kraft will moderate this public hearing. Each Select Board member will read either 4 or 5 objectives. After each reading, she will ask for comments by other Select Board members and then by the public. The Select Board took turns reading each of the objectives. Select Board members and then the public made comments and asked questions.

Town Manager Tangeman then went over the next steps. The Select Board will take in the comments from the public that just occurred and look to see if the current goals and objectives will be modified. The Board will then prioritize the goals/objectives.

**Member Reed made a motion to close the Public Hearing.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Dundas-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

**Staff/Committee Updates**

**COVID-19 Staff Report**

Health/Conservation Agent Beebe provided an update on the Board of Health relative to Covid. On September 14<sup>th</sup> the Board of Health voted to amend their masking rule and order. Masking is now recommended, not required, by all vaccinated people inside business establishments. Masking for all persons, regardless of vaccination status, is mandatory inside public buildings. Health/Conservation

Agent Beebe continued to give examples of where masking was still required. She spoke briefly about the approval of booster shots. A question-and-answer period ensued.

**Tabled Items**-None

### **Select Board Action**

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

Town Manager Tangeman stated that recently there had been some changes to the facilitation of the WPCPC along with a resignation of a member. That brings up 3 topics that he's seeking Select Board guidance on:

- With the resignation of the Committee member there are now 15 members seated on the Committee. The Committee's present total membership is 17. He asked the Board to consider reducing the membership size to a more manageable number.
- With the change in facilitation the Committee is now managed by two Chairs. The former facilitator has been asked to take a reserve role. He recommended modifying the process design plan to reflect the new facilitation model. That can be brought to the Select Board in the future.
- All Committee appointments expire in October 2021 so all reappointments will need to be considered at the next meeting.

Discussion among the Select Board was held on all three topics.

- A decision was made to wait for their next meeting to see how many people apply to be reappointed before determining how many members the WPCPC should eventually have.
- The Select Board will handle interviewing/appointing prospective members going forward.

**Member Reed made a motion to decrease the membership of the Walsh Property Community Planning Committee to 15, to direct staff to bring membership decrease requests to the Select Board in sets of two as vacancies occur on this Committee and make amendments to the Process Design Plan and bring back to the Select Board at an October meeting and update the Charge to make the Select Board the appointing authority.**

**Member Rein seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Dundas-Aye**

**Member Reed-Aye**

**Chair Weinstein-Aye**

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

#### **Discussion on Select Board meeting Dates for October, November, and December 2021**

Town Manager Tangeman went over topics and dates for Select Board work sessions. He deferred to the holiday schedule in regard to setting dates for the two regular meetings held around Thanksgiving and Christmas. Friday, October 8<sup>th</sup> there will be a meeting with the Climate Action Committee along with a budget direction discussion. A prioritization of Goals and Objectives will be held on the October 12<sup>th</sup> meeting.

#### **Declaration of September being Suicide Prevention Month**

Member Rein read the proclamation aloud.

**Member Areson made a motion to recognize September as Suicide Prevention Month.**

**Member Reed seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Dundas-Aye**

**Chair Weinstein-Aye**

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

### **Board/Committee/Commission Appointments**

#### **Interview and Appoint Chris LaMarco to the Economic Development Committee**

Mr. LaMarco introduced himself. He is a local business owner, and he gave reasons for his interest in joining the Committee. Member Reed asked if he could speak to some ideas he'd like to see exist in Truro from an economic development standpoint. Mr. LaMarco would like to see more local businesses stick around and also stay open year-round. He briefly touched upon an idea about combining businesses to keep businesses open. Member Dundas thanked Mr. LaMarco for being in the fitness business. He asked if he finds participation is something being encouraged up and down the Cape. Mr. LaMarco absolutely sees an increase, but there is a group of people still leery of being in a gym.

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

**Member Rein seconded.**

Member Areson noted an inconsistency with the expiration dates of appointments for other members of the Economic Development Committee and recommended revisiting those at another meeting.

**Roll Call Vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Dundas-Aye**

**Chair Weinstein-Aye**

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

### **Consent Agenda**

Member Areson had one correction in the minutes of 9.14.21. Member Rein had one correction in the minutes of 4.27.21.

**Member Reed made a motion to approve the consent agenda with the edits to the minutes as mentioned.**

**Member Areson seconded.**

**Roll Call Vote:**

**Member Rein-Aye**

**Member Areson-Aye**

**Member Reed-Aye**

**Member Dundas-Aye**

**Chair Weinstein-Aye**

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

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

Member Dundas reported that he met with the Cemetery Commission today. We have relied on the Chair, Robert Masson, for 24 years. Member Dundas, Chair Masson, and Town Manager Tangeman also met last week.

Member Reed continues to meet, as a representative of the Select Board for the Horton's litigation and the Host Community Agreement. They hope to have something for the Board sooner rather than later. Member Areson has attended two Local Comprehensive Plan Committee meetings over the last two weeks to come up with a questionnaire she has referenced during the Goals and Objectives portion of the meeting. The survey will go out and serve the needs of three Committees: Walsh Property Community Planning Committee, Truro Housing Authority, and the Local Comprehensive Plan Committee. She also wanted to thank the volunteers with the Provincetown Center for Coastal Studies. She ran into them on an ocean beach this weekend where they were conducting a beach cleanup. It reminded her that Truro used to hold beach cleanup days and she's hoping we can return to that in the future.

Member Rein thanked Town staff and Department Heads for the time and energy it took to work on the Goals and Objectives work session.

Chair Weinstein agreed with Member Rein. Last week he attended a public hearing sponsored by the Massachusetts Department of Transportation and the Wellfleet Select Board regarding the pending work for the intersection of Main Street and Route 6. There were plans presented by the engineers of the DOT. Chair Weinstein gave a brief overview of said plans. Wellfleet is also on schedule for pavement resurfacing from the Eastham Town line to the Truro Town line.

### **Town Manager Report**

Town Manager Tangeman brought up a clarification to the discussion earlier regarding expiration of appointment dates for the Economic Development Committee and stated the date of expiration was June 30, 2024. If the Board decides at a later date to dissolve the Committee, that can be done. He also said that there had been two applications submitted recently for beach cleanups that they are in the process of approving.

### **Next Meeting Agenda**

Town Manager Tangeman spoke about items that were on the October 12 agenda; executive session, work session and regular meeting.

**Member Reed made a motion to adjourn at 7:51pm.**

**Member Rein seconded.**

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

Respectfully submitted,

Noelle L. Scoullar

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Darrin Tangeman, Town Manager

Under the Authority of the Truro Select Board

### **Public Records material of 09.28.2021**

1. Application to Serve-David Crocker and Chair comments
2. Application to Serve-Christopher Roberts and Chair comments

3. Press Release-Alex Marini Lessin
4. Renewal Application-Babe's Bakery
5. Property Record Card-Babe's Bakery
6. ERAP Contract explanation, ERAP current contract, updated program proposal
7. Project narrative for Truro Housing Authority to submit application to CPC for funding for the Truro Affordable Housing Trust Fund
8. 2022 Truro Select Board Meeting Schedule
9. Annual Municipal Calendar for 2022 ATM and Fiscal Year 2023 Budget Preparations
10. Draft Walsh Property Community Planning Committee Charge
11. Walsh Property Community Planning Committee Final Draft Process Design
12. Contract between MIG and Town of Truro
13. Application for a Curb Cut-587 Shore Road
14. Memo and emails re: 587 Shore Road
15. Select Board Regular Meeting Minutes 7.27.2021