



Truro Select Board

Tuesday, January 25, 2022

Executive Session-4:30pm

Regular Meeting-5:00pm

EXECUTIVE SESSION

<https://global.gotomeeting.com/join/167862077>

1-866-899-4679 Access Code: 167-862-077

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

Move that the Select Board enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 2 to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel; and not to reconvene in open session.

REGULAR MEETING

<https://global.gotomeeting.com/join/172358941>

1-877-309-2073 Access Code: 172-358-941

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: 172-358-941 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/172358941> Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT

2. PUBLIC HEARINGS

A. Pole Hearing Eversource- Old County Rd (Eagle Neck Creek Project)

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Appoint: Carol Bishop-Council on Aging Board

B. Interview and Appoint: Daniel Silva-Economic Development Committee

4. STAFF/ COMMITTEE UPDATES

A. Charter Review Committee: Discussion of Votes From 11.22.2021 Meeting Deliberations on Planning Board Elected vs. Appointed and Term Limits of 3 vs. 5 Years

B. Board/Committee Report: Pamet Harbor Commission- Chair Tim Silva

5. TABLED ITEMS NONE

6. SELECT BOARD ACTION

- A. Discussion and Approval of Updates of Pamet Harbor Commission and Shellfish Advisory Committee Charges
Presenter: Darrin Tangeman, Town Manager
- B. Review and Approval of Applying for SAFER Grant
Presenter: Tim Collins, Fire Chief
- C. Review and Approval of Policy 66: Town of Truro Public Communications
Presenter: Robert Weinstein, Chair
- D. Set Open and Closing Dates for 2022 Annual Town Meeting Warrant and Discussion on Potential Location and Date Postponement of the 2022 Annual Town Meeting
Presenter: Darrin Tangeman, Town Manager
- E. Review and Approve Dedication and Theme of the 2021 Annual Town Report
Presenter: Darrin Tangeman, Town Manager

7. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. None*
 - B. Review and Approve Appointment Renewals: Eric Morea-Pamet Harbor Commission
 - C. Review and Approve 2022 ABCC Seasonal Population Estimate
 - D. Review and Approve Select Board Minutes: Regular Meeting Minutes of 12.14.2021; Budget Task Force Minutes of 01.10.2022
- 8.** Select Board Reports/Comments
- 9.** Town Manager Report
- 10.** Next Meeting Agenda: Regular Meeting-February 8, 2022



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Department of Public Works

REQUESTOR: Marissa Jackson Right of Way Agent – Rights and Permits, Eversource
Jarrod Cabral, DPW Director

REQUESTED MEETING DATE: January 25, 2022

ITEM: Pole Hearing for 0 Old County Road

EXPLANATION: As part of the Eagle Neck Creek salt marsh restoration and culvert replacement project Eversource is required to remove and replace two poles and raise aerial cables, terminals, and associated facilities. This will also include Comcast and Verizon as they are connected with the existing poles.

Abutter notifications were mailed via certified, return-receipt on January 6, 2022.

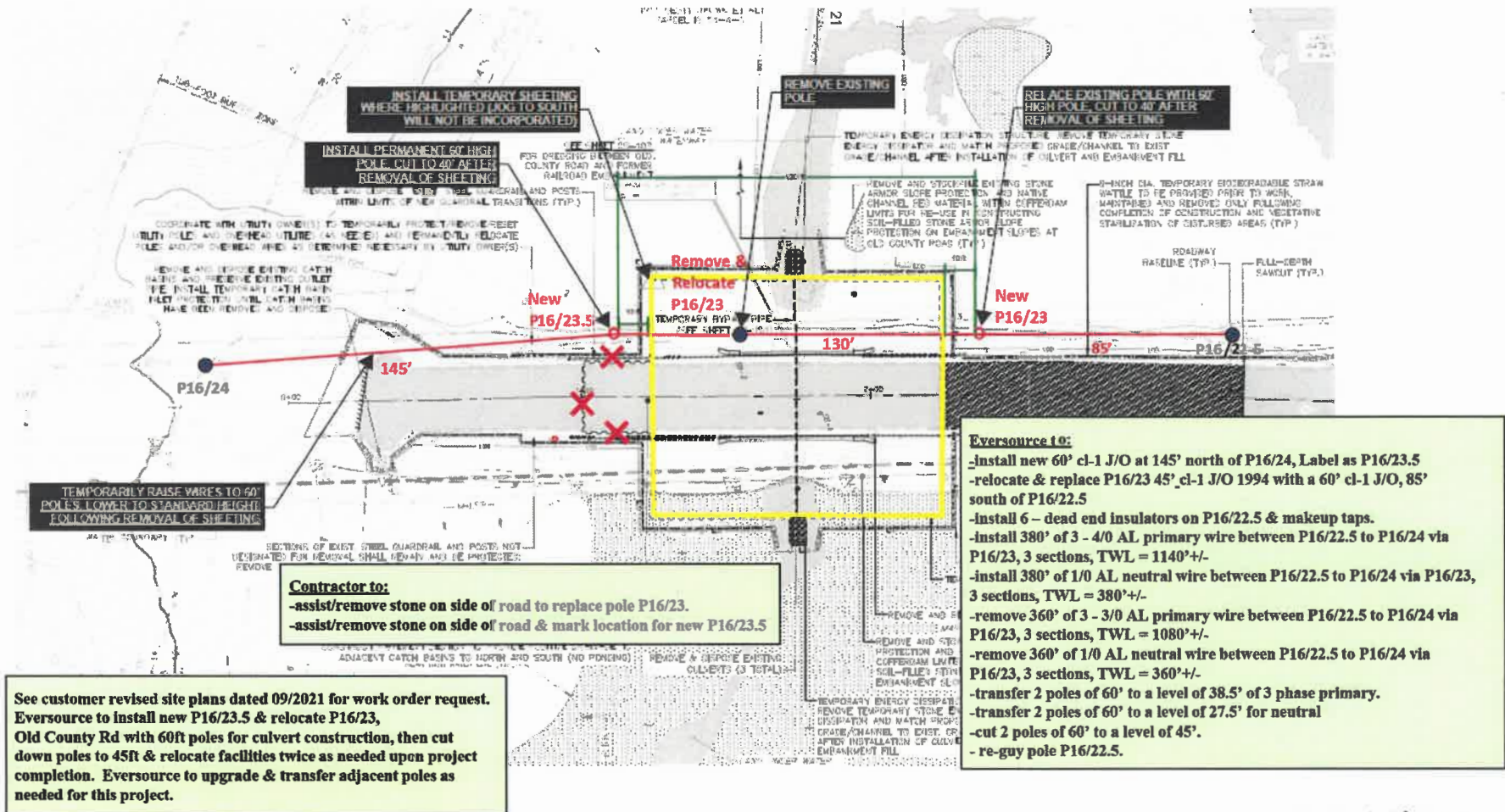
FINANCIAL SOURCE (IF APPLICABLE): 75% of the construction cost is funded by a grant awarded by the USDA. The Town's 25% share of the construction funds were appropriated/authorized under Article 12 at the 2019 Annual Town Meeting.

IMPACT IF NOT APPROVED: Project will not move forward.

SUGGESTED ACTION: *Motion to approve the removal and replacement of two poles and raise aerial cables, terminals and associated facilities at 0 Old County Road.*

ATTACHMENTS:

1. Engineering details and color map
2. Eversource Petition
3. Public Hearing Advertisement





60
1.375 Ac

68
1.188 Ac

8
112
0.070 Ac

5
0.710 Ac

109
0.900

Pole locations



60
1.375 Ac

68
1.188 Ac

8
112
0.070 Ac

5
0.710 Ac

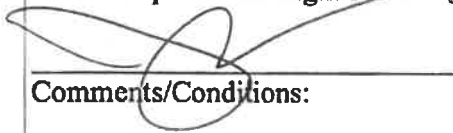
109
0.900

Pole locations

DEPARTMENT HEAD APPROVALS FOR EVERSOURCE PETITIONS

Health/Conservation Agent Signature: <hr/>	Building Commissioner Signature: <hr/>
Comments/Conditions: <hr/>	Comments/Conditions: <hr/>
Permits/Inspections needed: <hr/>	Permits/Inspections needed: <hr/>
Police Department Signature: <hr/>	Fire Department Signature: <div>Digitally signed by Timothy Collins DN: cn=Timothy Collins, o=Town of Truro, ou=Truro Fire Department, email=tcollins@truro-ma.gov, c=US Date: 2022.01.20 15:04:06 -0500</div> Timothy Collins <hr/>
Comments/Conditions: <hr/>	Comments/Conditions: <hr/> <p align="center">No Issues</p>
DPW Signature: <hr/>	OTHER: <hr/>
Comments/Conditions: <hr/>	Comments/Conditions: <hr/>

DEPARTMENT HEAD APPROVALS FOR EVERSOURCE PETITIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed: _____	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed: _____
Police Department Signature:  _____ Comments/Conditions: _____	Fire Department Signature: _____ Comments/Conditions: _____
DPW Signature: _____ Comments/Conditions: _____	OTHER: _____ Comments/Conditions: _____

DEPARTMENT HEAD APPROVALS FOR EVERSOURCE PETITIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature:  _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature: _____ Comments/Conditions:	Fire Department Signature: _____ Comments/Conditions:
DPW Signature:  _____ Comments/Conditions:	OTHER: _____ Comments/Conditions:

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS
WO# 6157918

January 13, 2022

To the Town Select Board

in **TRURO**, Massachusetts.

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY and VERIZON NEW ENGLAND INC. request permission to locate poles, wires, cables and fixtures, including the necessary anchors, guys and other such sustaining and protecting fixtures to be owned and used in common by your petitioners, along and across the following public way or ways:

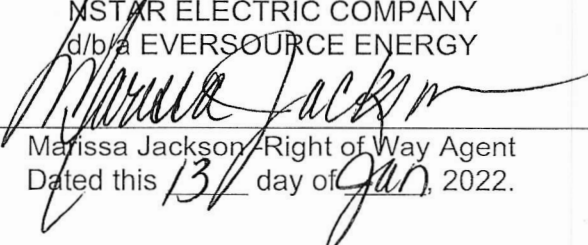
Old County Road

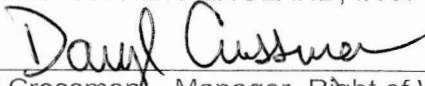
Petition to install one (1) new 60' jointly owned pole 133' north of existing P16/24. Pole will be labelled as P16/23.5. Petition to include the relocation & replacement of P16/23. The pole will be a 45' jointly owned pole and placed 81' south of existing pole P16/22.5.

Wherefore they pray that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles, wires, and cables, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan files herewith marked Plan No. **6157918** Dated **January 11, 2022**.

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

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

NSTAR ELECTRIC COMPANY
d/b/a EVERSOURCE ENERGY
By 
Marissa Jackson - Right of Way Agent
Dated this 13 day of Jan, 2022.

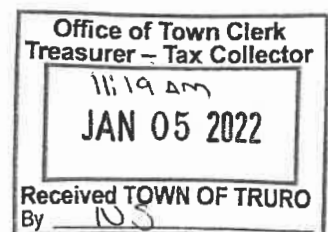
VERIZON NEW ENGLAND, INC.
By 
Daryl Crossman - Manager - Right of Way
Dated this 21 day of JAN, 2022.

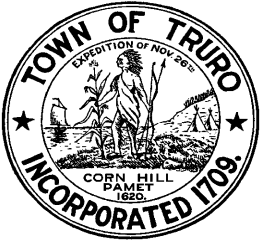


**TOWN OF TRURO
REMOTE PUBLIC HEARING
EVERSOURCE POLE HEARING**

The Truro Select Board will conduct a remote public hearing on a petition from Eversource Energy to install new 60' jointly owned pole (Eversource and Verizon own) 145' north of P16/24 and label pole as P16/23.5 and relocate and replace P16/23 with 45' jointly owned pole (Eversource and Verizon own) with a 60' J/O (Eversource and Verizon own) 80' south of P16/22.5 located on 0 Old County Road map 054 parcel 004 and map 054-005. Hearing will be held on Tuesday, January 25, 2022, at 5:00pm. To provide comment during the meeting please use this link <https://global.gotomeeting.com/join/172358941> or call in toll-free at 1-877-309-2073 and enter the access code 172-358-941 when prompted.

**Robert Weinstein, Chair
Select Board**





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 25, 2022

ITEM: Application to Serve

EXPLANATION: Carol Bishop submitted an application to serve on the Truro Council on Aging Board. There is a full, three-year, term available. If appointed, this will bring the number of members on the Truro Council on Aging Board to six.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Truro Council on Aging Board will continue to have membership vacancies.

SUGGESTED ACTION: *Motion to appoint Carol Bishop to a three-year term which expires June 30, 2025.*

ATTACHMENTS:

1. Application to Serve along with Chair's comments/approval.

Truro

Application to Serve on a Board or Committee

Last Name

Bishop

First Name

Carol

Middle Initial

Email Address

Phone Number

Address (Street)

446 RT 6

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

P. O. Box 499 North Truro 02652

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

Are you a full-time resident of Truro?

☒ Yes

☐ No

Are you registered to vote in Truro?

☒ Yes

☐ No

What Board/ Committee Are You Applying For?

Council on Aging

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

Since living on the outer cape for 23 years, I have benefited and witnessed the importance of elder services in our community. This need will continue to increase. I am a team player and fun to work with.

Have you attended a meeting of the committee listed above?

☐ Yes

☒ No

Have you read the charge of the committee?

☐ Yes

☒ No

Have you met with the chair of the committee?

☐ Yes

☒ No

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

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

town, volunteer, charity, etc.

- Lead women's weekly group at COA - Former Trustee Chair Person at a local church. - Volunteered for International Provincetown Film Festival, guest services. - Board member of Truro Community Kitchen - Volunteer for the Provincetown Soup Kitchen

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.

- As LICSW I have interfaced with many people, all ages, cultures in need of services. Most of my career was the director of mental health in correctional services, working with the courts and law enforcement. I continue to coach our senior population while facilitating support groups for decluttering.

Signature

Carol Bishop

Date

Dec 20, 2021

Noelle Scoullar

From: Daniel Schreiner [REDACTED]
Sent: Monday, January 10, 2022 10:12 AM
To: Noelle Scoullar
Cc: Nicole Tudor
Subject: Re: Application to Serve

Hi Noelle,

Sorry for the delay. I reviewed Carol's application and approve her to move forward with the process to join the COA Board.

Let me know if you have any questions.

Happy Monday, Dan

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

From: Noelle Scoullar <nscoullar@truro-ma.gov>
To: daniel.schreiner@verizon.net [REDACTED]
Cc: Nicole Tudor <ntudor@truro-ma.gov>
Sent: Mon, Jan 10, 2022 8:07 am
Subject: FW: Application to Serve

Good Morning Daniel,

Please see the request below. Let me know if you have any questions.

Thank you,
Noelle

From: Noelle Scoullar
Sent: Friday, January 7, 2022 5:19 PM
To: [REDACTED]
Cc: Nicole Tudor <ntudor@truro-ma.gov>
Subject: Application to Serve

Hi Daniel!

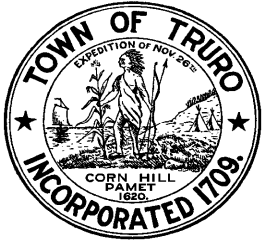
Carol Bishop has applied to serve on the COA Board.

If you could please review and then send your comments and approval via this email. I aim to place this on the January 25 Select Board agenda (with your approval and Carol's availability).

Thank you,
Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Friday, January 7, 2022 4:57 PM
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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 25, 2022

ITEM: Application to Serve

EXPLANATION: Daniel Silva submitted an application to serve on the Economic Development Committee. There is a full, three-year, term available. If appointed, the Economic Development Committee will have a full complement of members (5).

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Economic Development Committee will not fill their remaining vacancy.

SUGGESTED ACTION: *Motion to appoint Daniel Silva to an unexpired term which expires June 30, 2023.*

ATTACHMENTS:

1. Application to Serve.

Truro

Application to Serve on a Board or Committee

Last Name

Silva

First Name

Daniel

Middle Initial

J

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

3 Daniel Lane

Address (City)

North Truro

Address (State)

MA

Address (Zip Code)

02652

Mailing Address (Please indicate box number and zip code)

PO Box 430 02652

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

Are you a full-time resident of Truro?

☒ Yes

☐ No

Are you registered to vote in Truro?

☒ Yes

☐ No

What Board/ Committee Are You Applying For?

Economic Development Committee

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

As a business owner operating in the town of Truro for the past 30 years, I would like to lend my experience and perspective in shaping the future of the towns economy and development.

Have you attended a meeting of the committee listed above?

☐ Yes

☒ No

Have you read the charge of the committee?

☒ Yes

☐ No

Have you met with the chair of the committee?

☐ Yes

☒ No

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

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

town, volunteer, charity, etc.

I currently serve as Vice President of the Lower Cape Ambulance Association. I currently serve as a corporator on the Board of Corporators for Seamen's Bank. I served as a board member on the Truro Board of Fire Engineers for five years. I served on the Town of Truro volunteer fire department for 25 years. I held the ranking of Lieutenant and Captain during my tenure on the department.

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.

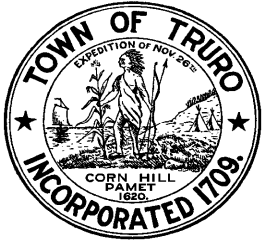
I have owned and operated Daniel J Silva Construction, Inc. for 30 years. In addition, I am a member of Tri-S, LLC owner and operator of Truro Tradesmen's Park and a member of Silvalor, LLC owner and operator of Tradesmen's Park South, Climate Controlled Storage. I feel my 30 year experience as a business owner on the outer cape equips me with a unique perspective on the town of Truro's economic needs and areas in need of improvement. My business experience in the above mentioned three businesses has given me exposure to a host of services. Providing construction services over the past 30 years I have weathered three decades of economic fluctuation which has been educational and skill building. Operating the towns only industrial park, Truro Tradesmen's Park for the past 15 years has provided a host of experiences regarding the town's economy and meeting the needs of many small business in our community. The most recent business venture, Tradesmen's Park South, is exposing me to the storage needs of Truro and our surrounding communities as well as the continued demand for small business operation needs. I note these experiences to illustrate the unique perspective on economical issues in the town that I can bring to this committee.

Signature

Daniel J Silva

Date

Jan 13, 2022



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 25, 2022

ITEM: Discussion of Votes From 11.22.2021 Meeting Deliberations on Planning Board Elected vs. Appointed and Term Limits of 3 vs. 5 Years

EXPLANATION: The Select Board has invited the Charter Review Committee to attend their meeting to provide an explanation, and to discuss, their deliberations regarding Planning Board memberships being elected or appointed and the length of terms for the Planning Board, as well as any other relevant discussions held by the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no effective communication regarding this topic between the Select Board and the Charter Review Committee.

SUGGESTED ACTION: Discussion only.

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristen Reed Vice-Chair and Susan Areson Clerk

REQUESTED MEETING DATE: January 25, 2022

ITEM: Committee Updates-Pamet Harbor Commission

EXPLANATION: The Pamet Harbor Commission Chair, Tim Silva, will speak briefly with the Select Board Members on the board's questions.

Name of Committee/Board:

Date of Presentation:

Number of Members:

Number of Vacancies:

Accomplishments for the past 12 months:

Goals for the next 12 months:

Status of goals:

Challenges in Achieving Goals:

Support required from the Select Board/Town Manager:

SUGGESTED ACTION: Discussion only



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: January 25, 2022

ITEM: Discussion of Shellfish Advisory Committee and Pamet Harbor Commission Charges and Identify Next Steps in Charge Review Process

EXPLANATION: To continue the review of charges of appointed multi-member bodies, staff prepared revisions of the Shellfish Advisory Committee charge and the Pamet Harbor Commission charge for review by the Board based on the discussion at the September 14, 2021 Select Board meeting.

The Shellfish Advisory Committee charge was last updated in June 2013 and includes areas that conflict with Town Charter. The Pamet Harbor Commission charge was last updated in 1999 and includes Charter conflicts and reference to a 1998 Town Meeting article that may be combined and edited for clarity.

Revisions were sent to the Commission and the Committee and members of both were invited to participate in tonight's discussion. Members of both committees were invited to tonight's Select Board meeting to provide feedback. The revised charges are ready for review and potential approval by the Board.

FINANCIAL SOURCE (IF APPLICABLE): N/A

SUGGESTED ACTION: *MOTION TO adopt the new charges as presented for the Pamet Harbor Commission and the Shellfish Advisory Committee.*

ATTACHMENTS:

1. Shellfish Advisory Committee Charge
2. Shellfish Advisory Committee Revised Charge
3. Shellfish Advisory Committee Charge minor edits from Committee
4. Pamet Harbor Additional Charge to the Pamet Harbor Commission
5. 1998 Annual Town Meeting Article 20: Revised Pamet Harbor Commission Charge
6. Pamet Harbor Commission Revised Charge
7. S. Areson Pamet Harbor Commission Charge



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Date: June 4th, 2013
From: Board of Selectmen
To: Shellfish Advisory Committee

In accordance with the Truro Town Charter, Chapter 6-4-4, the Board of Selectmen have unanimously voted to enact the following revised Charge:

Shellfish Advisory Committee

1. The mission of the Shellfish Advisory Committee is to work with the Shellfish Warden to promote the propagation of shellfish in the Pamet Harbor area and along the beaches of Cape Cod Bay, including the Aquaculture Development Area. The committee will also assist the Warden in Recommending to the Board of Selectmen regulations designed to control the harvesting of shellfish by license holders and non-residents in a fair and equitable manner.
2. In addition the committee shall collaborate with the Pamet Harbor Commission to develop policies for the consideration of the Board of Selectmen which are designed to foster a balanced use by the public of the natural resources of the Pamet Harbor area.
3. The committee shall submit a written evaluation of the Warden's job performance at least annually to the Town Administrator, with the first such evaluation to be filed no later than March 31, 2014. Should the Warden resign or be discharged, become disabled or die, the committee shall assist the Town Administrator in selecting a replacement.
4. The committee shall appear annually before the Board of Selectmen beginning in the last week of June, 2013 to give a verbal account of its doings.
5. The committee shall consist of five members who shall serve for staggered three-year terms. Initially, there shall be three three-year terms, two two-year terms and one one-year term. The terms shall be assigned by lot by the town Administrator. In addition there shall be two alternate members each of whom shall serve for a one year term. Alternate members shall be appointed by the Board of Selectmen annually before the commencement of the next fiscal year.

Jay Coburn, Chairman

Breon Dunigan, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Paul Wisotzky
Board of Selectmen



Agenda Item: 6A2

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Date: June 4, 2013; Revised September 14, 2021

From: Select Board

To: Shellfish Advisory Committee

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board charges the Shellfish Advisory Committee with the following:

Shellfish Advisory Committee

1. The mission of the Shellfish Advisory Committee is to work with the Shellfish Warden to promote the propagation of shellfish in the Pamet Harbor area and along the beaches of Cape Cod Bay, including the Aquaculture Development Area. The committee will also assist the Warden in recommending to the Select Board regulations designed to control the harvesting of shellfish by license holders and non-residents in a fair and equitable manner.
2. In addition the committee shall collaborate with the Pamet Harbor Commission to develop policies for the consideration of the Select Board which are designed to foster a balanced use by the public of the natural resources of the Pamet Harbor area.
3. The committee shall appear as requested before the Select Board to give a verbal account of its doings.
4. The committee shall consist of five members who shall serve for staggered three-year terms. In addition there shall be two alternate members each of whom shall serve for a one year term. Alternate members shall be appointed by the Select Board annually before the commencement of the next fiscal year.

Robert Weinstein, Chair

Kristen Reed, Vice-Chair

Susan Areson, Clerk

Stephanie Rein

John Dundas
Select Board



TOWN OF TRURO

P.O. Box 2030, TRURO, MA 02666

TEL: (508) 349-3635 FAX: (508) 349-7720

MEMORANDUM

Date: June 29, 1999

From: Board of Selectmen

To: Pamet Harbor Commission

Copy: Town Administrator, Harbormaster

Subj: **Additional Charge to the Pamet Harbor Commission**

In keeping with the "Revised Pamet Harbor Commission Charge" approved by Annual Town Meeting of April 14, 1998, copy attached hereto, and in response to our meeting of June 23, 1999, we are providing the following additional charge for your immediate guidance and action:

You are to immediately conduct a meeting(s) to provide your recommendations to the Board of Selectmen regarding the membership of the Commission. Your recommendations are to consider current and prospective members and alternates and their levels of actual or potential participation, willingness to serve, background and expertise, and so forth, in order for the Board of Selectmen to make informed decisions with regard to a future reconstituted membership.

Once the new Commission has been appointed, and in keeping with the current Annual Town Meeting approved Charge, the new Commission is to prepare a prioritized list of what they consider necessary for improvements to and maintenance of the usefulness of Pamet Harbor, for submittal to the Board of Selectmen for consideration. This prioritized list shall consider such issues as regular maintenance dredging, ramp repairs, parking lot and revetment/riprap repairs, harbor clean-up, and so forth. This effort must include regular progress briefings for the Board of Selectmen, public hearings as necessary to seek input from concerned citizens of the Town of Truro, and preparation of necessary Annual or Special Town Meeting Articles to obtain Town approval and funding if necessary. You are to consider and seek all available other sources of funding, including preparation and application for available grants.

The new Commission is also to commence planning and documentation as necessary to prepare new applications for more significant dredging or other improvements in keeping with the Pamet Harbor Management Plan, the Local Comprehensive Plan, and other applicable Massachusetts and Federal laws and regulations. This planning effort must include regular progress briefings for the Board of Selectmen, public hearings as

necessary to seek input from concerned citizens of the Town of Truro, and preparation of necessary Annual or Special Town Meeting Articles to obtain Town approval and funding if necessary. You are to consider and seek all available other sources of funding, including preparation and application for available grants.


Once recommended plans have obtained the necessary approvals (Board of Selectmen, Town Meeting, Federal, State, etc), the Commission is charged with assisting the Town in their implementation. At the point where implementation becomes a matter of daily operation, further coordination and operation will shift to the Town Administrator and Harbormaster as outlined in the currently approved Charge.


The Town Administrator, Harbormaster, and other affected Town offices, by copy hereof, are to provide any and all assistance possible to the new Commission in carrying out this revised Charge.

The Board of Selectmen appreciate your concern for the continued viability, usefulness and beauty of the Pamet Harbor, and wish to assure you of our continuing support in this regard.


Robert J. Martin, Chairman


Lloyd F. Rose, Vice-Chairman


Sally Sears-Mack, Clerk

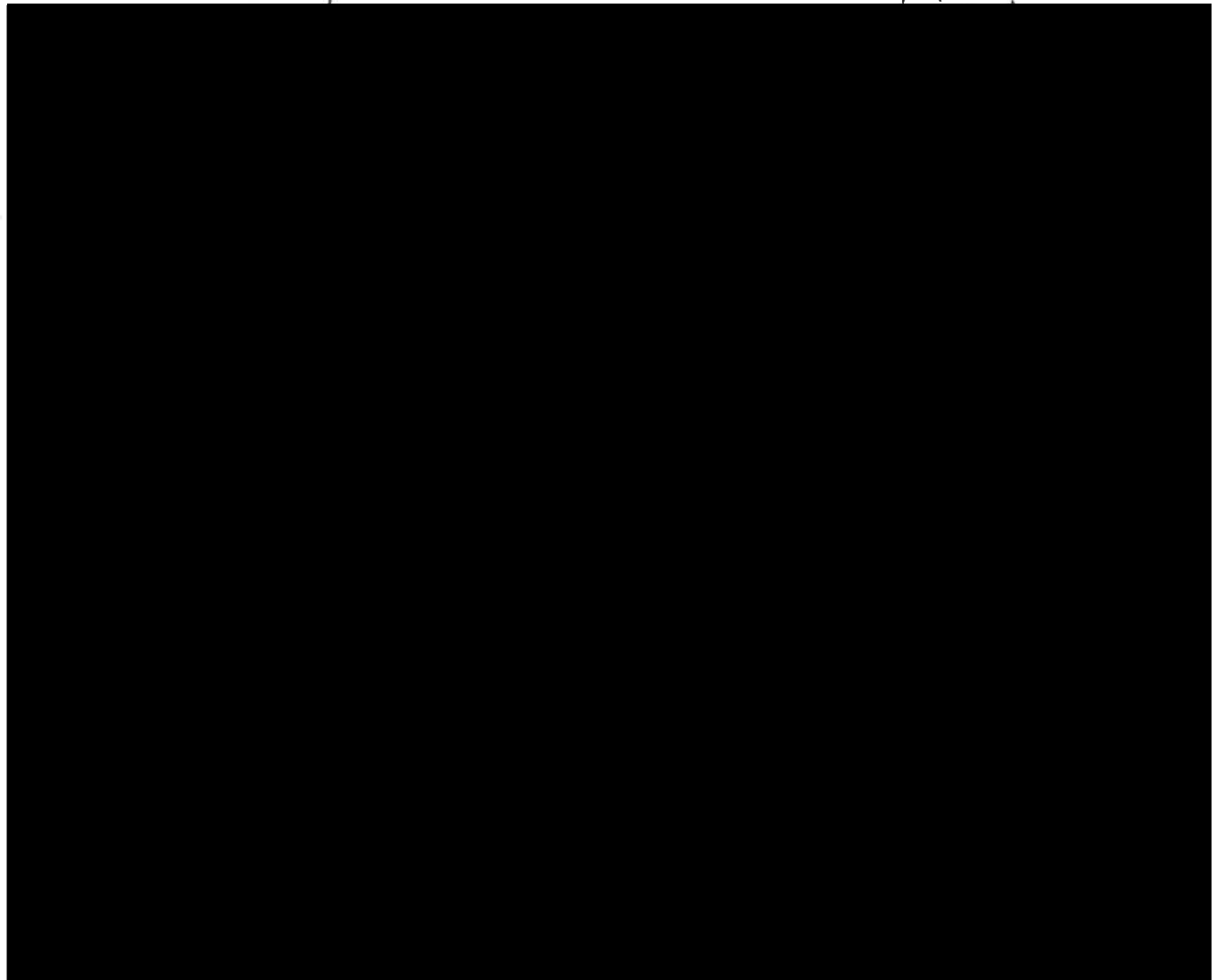

Harold A. Eastman


Suzanne Grout Thomas

Board of Selectmen
Town of Truro

ANNUAL TOWN MEETING

4/14/98



→ **ARTICLE 20. REVISED PAMET HARBOR COMMISSION CHARGE** To see if the Town will vote to amend the action taken under Article 40 of the April 13, 1977, Annual Town Meeting, which authorized the creation of a permanent Pamet Harbor Commission, by now voting to change and adopt the following charge for the Commission:

The Pamet Harbor Commission is responsible for the planning, implementation of improvements and maintenance of the usefulness of the Pamet Harbor, while protecting the water quality, public safety, visual appeal and its natural resources within the harbor planning area, in accordance with the Pamet Harbor Management Plan and the Local Comprehensive Plan as adopted by the Town.

The Pamet Harbor Commission is also responsible for the preparation and recommendation of pertinent Bylaws, regulations and fees in accordance with state and federal laws and regulations.

The Pamet Harbor Commission shall advise, and make recommendations, to the Board of Selectmen, Town Administrator and the Harbormaster on the overall state and condition of the harbor.

The Pamet Harbor Commission's budget shall be prepared by the Pamet Harbor

Commission, and shall include monies for various studies, including dredging, water quality, and other necessary expenses related to harbor planning and improvements. The Harbormaster's budget shall be prepared by the Harbormaster and shall include day to day operating expenses. Both budgets, while separate, shall be reconciled at joint meetings, and then submitted to the Town Administrator for inclusion in the annual operating budget. Pamet Harbor Commission expenditures shall be authorized by the Chairman, or the Secretary in the absence of the Chairman. The Harbormaster shall exercise the same budget authority as is expected of any Department Head.

In keeping with the Pamet Harbor Management Plan, the Local Comprehensive Plan, and other applicable Massachusetts and Federal laws and regulations and subject to the direction of the Town Administrator, the Harbormaster's authority shall include all matters related to boating safety and law enforcement; placement, tie-up and anchoring of boats; collection of fees; removal of vessels; water pollution abatement, dumping and littering; and any other applicable laws and regulations that may apply to the Pamet Harbor.

The Pamet Harbor Commission shall consist of five regular members appointed by the Board of Selectmen for three year terms arranged such that no more than two regular members' terms expire each year, and two alternate members appointed by the Board of Selectmen for one year terms.

or take any other action relative thereto.

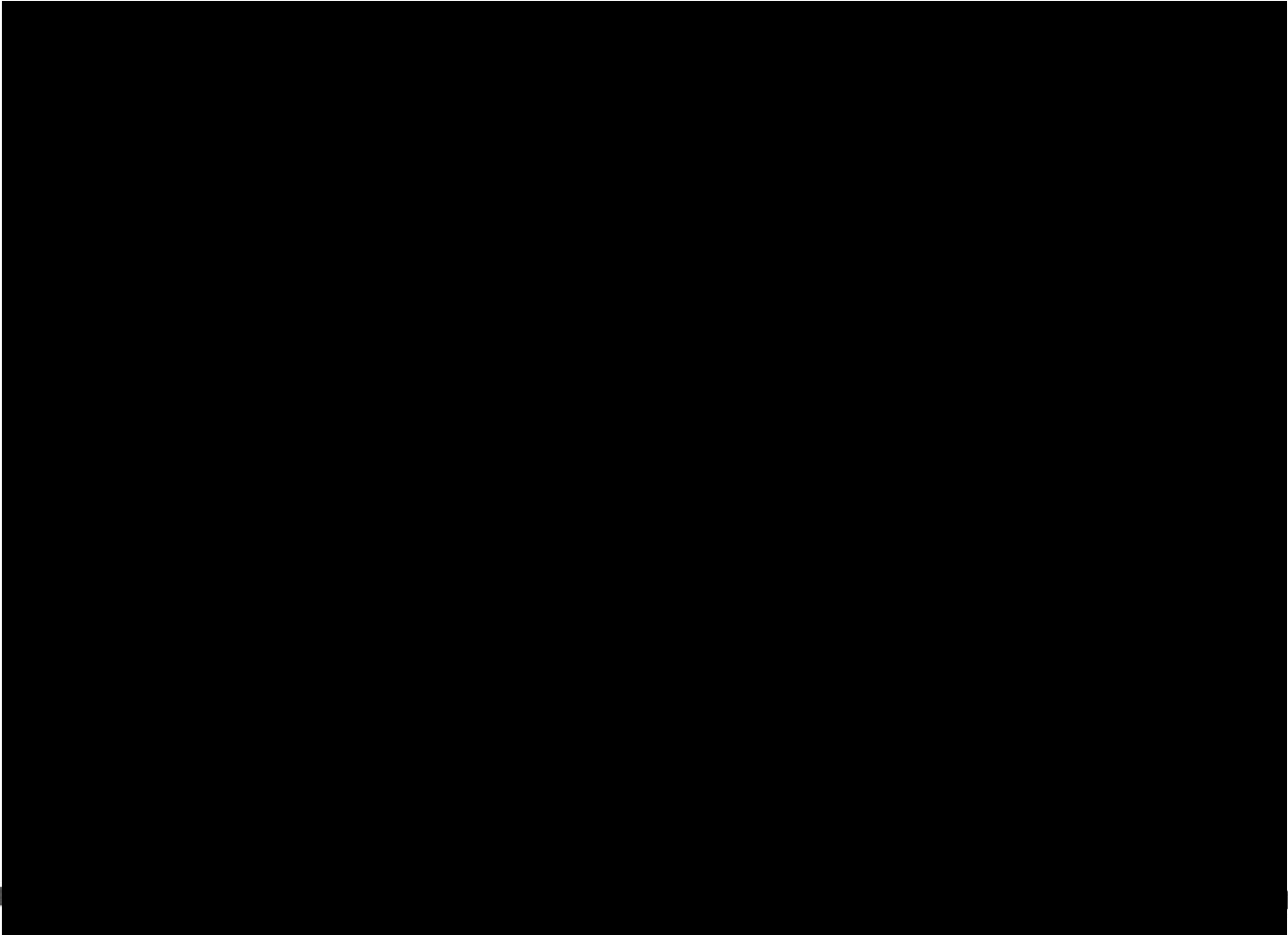
Requested by the Town Administrator

Pamet Harbor Commission Recommendation: 4-0

Board of Selectmen Recommendation: 5-0

Finance Committee Recommendation: 4-0

Note: This article amends Article 40 of the April 13, 1977 Annual Town Meeting which set specific membership, each with different appointing authorities. The Town Charter supersedes this action. In addition, a specific charge was approved that is no longer appropriate under the Town Charter form of government.



→ **ARTICLE 20. REVISED PAMET HARBOR COMMISSION CHARGE** Voted: (as moved) to amend the action taken under Article 40 of the April 13, 1977, Annual Town Meeting, which authorized the creation of a permanent Pamet Harbor Commission, by now voting to change and adopt the following charge for the Commission:

The Pamet Harbor Commission is responsible for the planning, implementation of improvements and maintenance of the usefulness of the Pamet Harbor, while protecting the water quality, public safety, visual appeal and its natural resources within the harbor planning area, in accordance with the Pamet Harbor Management Plan and the Local Comprehensive Plan as adopted by the Town.

The Pamet Harbor Commission is also responsible for the preparation and recommendation of pertinent Bylaws, regulations and fees in accordance with state and federal laws and regulations.

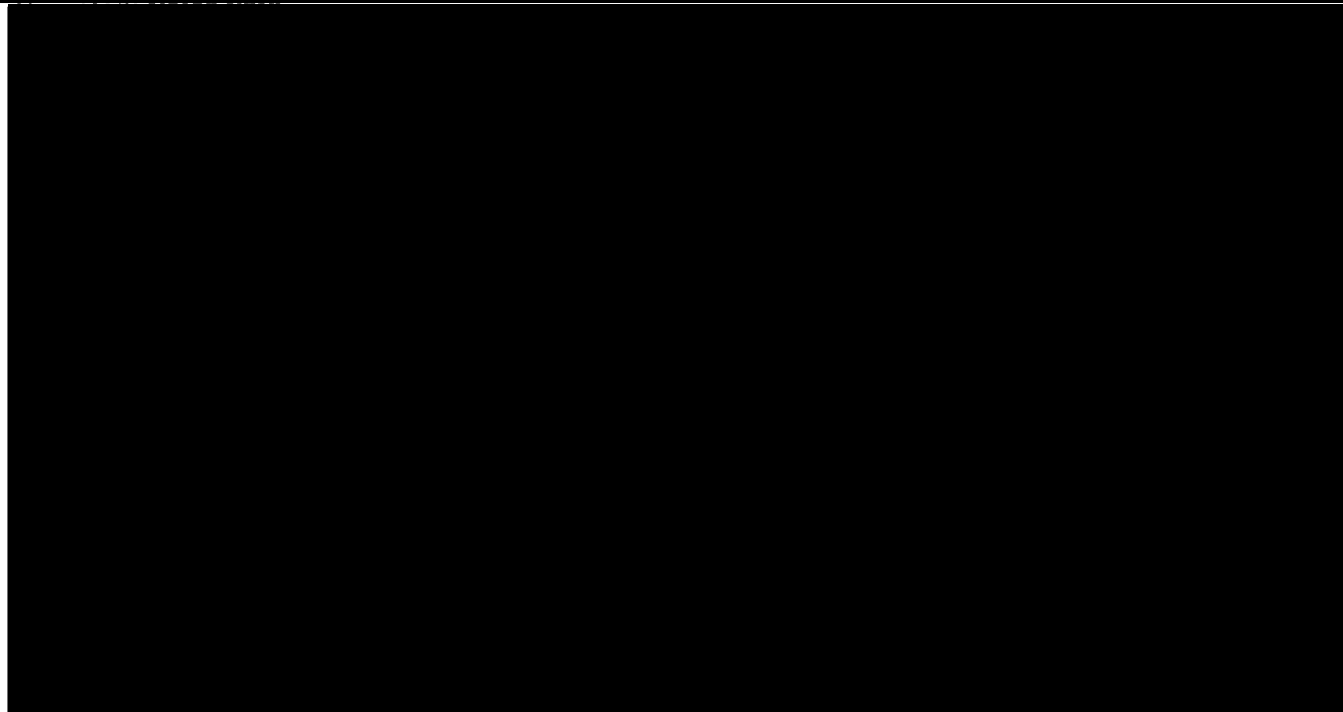
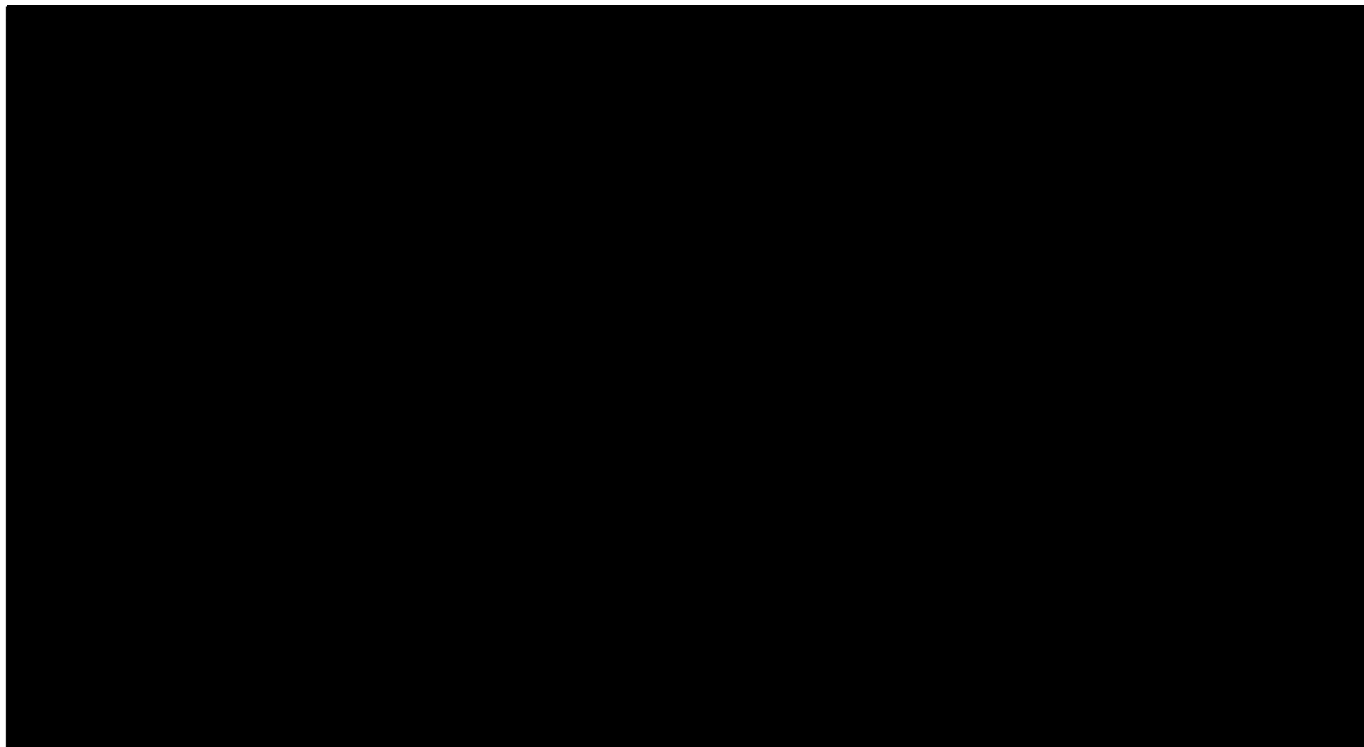
The Pamet Harbor Commission shall advise, and make recommendations, to the Board of Selectmen, Town Administrator and the Harbormaster on the overall state and condition of the harbor.

The Pamet Harbor Commission's budget shall be prepared by the Pamet Harbor Commission, and shall include monies for various studies, including dredging, water quality, and other necessary expenses related to harbor planning and improvements. The Harbormaster's budget shall be prepared by the Harbormaster and shall include day to day operating expenses. Both budgets, while separate, shall be reconciled at joint meetings, and then submitted to the Town Administrator for inclusion in the annual operating budget. Pamet Harbor Commission expenditures shall be authorized by the Chairman, or the Secretary in the absence of the Chairman. The Harbormaster shall exercise the same budget authority as is expected of any Department Head.

In keeping with the Pamet Harbor Management Plan, the Local Comprehensive Plan, and other applicable Massachusetts and Federal laws and regulations and subject to the direction of the Town Administrator, the Harbormaster's authority shall include all matters related to boating safety and law enforcement; placement, tie-up and anchoring of boats; collection of fees; removal of vessels; water pollution abatement, dumping and littering; and any other applicable laws and regulations that may apply to the Pamet Harbor.

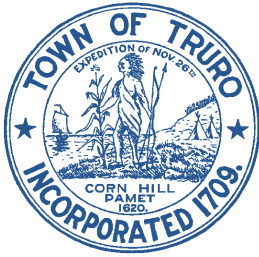
The Pamet Harbor Commission shall consist of five regular members appointed by the Board of Selectmen for three year terms arranged such that no more than two regular members' terms expire each year, and two alternate members appointed by the Board of Selectmen for one year terms.

So voted: unanimous voice vote.



ADOPTED: Annual Town Election, April 22, 1992

AMENDED: Annual Town Meeting, April 20, 1993 [Ch 181 (1993)]; Special Town Meeting, June 29, 1993 [Ch 255 (1993)]; Annual Town Meeting, April 12, 1994 [Ch 171 (1994)]; Annual Town Meeting, April 11, 1995 [Ch 23 (1996)]



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Date: Pamet Harbor Commission Charge (revised 1/21/2022)

From: Select Board

To: Pamet Harbor Commission

Re: Revised Charge

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board charges the Pamet Harbor Commission with the following:

PAMET HARBOR COMMISSION

- 1) The commission is responsible for the planning in consideration of water quality, public safety, visual appeal and natural resources of the Pamet Harbor area, in accordance with the Pamet Harbor Management Plan and the Local Comprehensive Plan, as adopted by the town.
- 2) The commission is responsible for preparing and recommending any pertinent bylaws, regulations and fees, in accordance with local, state and federal laws and regulations.
- 3) The commission shall undertake studies and/or coordinate with the Harbor Master in order to report to the Select Board on the overall condition of the harbor.
- 4) The commission may submit to the Select Board a prioritized list of what it considers necessary for improvements and maintenance of the harbor. This list shall include such issues as regular maintenance dredging, ramp repairs, parking lot and revetment / riprap repairs and harbor cleanup. Any recommended improvements shall include documentation in keeping with all other applicable local, state and federal laws and regulations governing the harbor. This effort must include regular briefings for the Select Board and public hearings as needed to seek input from Truro citizens. In order to fulfill its duties, the Commission may make recommendations to the Select Board for preparation of Annual or Special Town Meeting Articles. Any budget requests or capital improvement requests must be coordinated with the Town Manager and Public Works director as part of the annual budget process.
- 5) The commission will provide recommendations related to dredging to staff and will conduct advocacy and educational efforts to support dredging work. The commission will work, in collaboration with town staff, on planning and documentation related to other improvements, in keeping with all other applicable local, state and federal laws and regulations governing the harbor.
- 6) The commission shall consist of five regular members who serve for staggered three-year terms and two alternate members who serve one-year terms, all to be appointed by the Select Board.

Robert Weinstein, Chair

Kristen Reed, Vice Chair

Susan Areson, Clerk

Stephanie Rein

John Dundas

Select Board-Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Fire Department

REQUESTOR: Tim Collins Fire Chief

REQUESTED MEETING DATE: January 25, 2022

ITEM: Application by the Town of Truro for the Fiscal Year 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program

EXPLANATION: This grant, if awarded, would fully fund the hiring of 4 full-time paramedics for a three-year period of performance paying 100% with no match required from the Town of Truro. The Fiscal Year (FY) 2021 Staffing for Fire and Emergency Response (SAFER) Grant Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. The SAFER Program has awarded approximately \$4.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), to rehire laid off firefighters, or to retain firefighters facing layoff, as well as recruitment and retention of volunteer firefighters.

Related to this grant, Chief Collins will present on the current staffing of the department, the staffing needs of the department, and how this grant will help achieve those staffing needs. He will also address the financial benefits of applying for the program and other required actions related to meeting staffing needs.

FINANCIAL SOURCE (IF APPLICABLE): Federal Government grant.

IMPACT IF NOT APPROVED: We would not receive any funding for additional paramedics.

SUGGESTED ACTION: *Motion to approve application by the Town of Truro for the Fiscal Year 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Program.*

ATTACHMENTS:

1. Pages 3, 4 & 7 of the Notice of Funding Opportunity (NOFO) which explains the intent of the program and the fact that there is no cost match on the part of the Town for this, for a 3-year period.

https://www.fema.gov/sites/default/files/documents/fema_afg-safer-2021-nofo.pdf

A. Program Description**1. Issued By**

U.S. Department of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA)/Grant Programs Directorate (GPD)

2. Assistance Listings Number

97.083

3. Assistance Listings Title

Staffing for Adequate Fire and Emergency Response (SAFER) Grant

4. Funding Opportunity Title

Fiscal Year 2021 Staffing for Adequate Fire and Emergency Response (SAFER) Grant

5. Funding Opportunity Number

DHS-21-GPD-083-00-99

6. Authorizing Authority for Program

Section 34 of the *Federal Fire Prevention and Control Act of 1974*, Pub. L. No. 93-498, as amended (15 U.S.C § 2229a); and Section 4013 of the *American Rescue Plan Act of 2021*, Pub. L. No. 117-2

7. Appropriation Authority for Program

Department of Homeland Security Appropriations Act, 2021 (Pub. L. No. 116-260); and *American Rescue Plan Act of 2021* (Pub. L. No. 117-2)

8. Announcement Type

Initial

9. Program Category

Preparedness: Fire and Life Safety

10. Program Overview, Objectives, and Priorities**a. *Overview***

The Fiscal Year (FY) 2021 Staffing for Fire and Emergency Response (SAFER) Grant Program (hereafter referred to as the SAFER Program) is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The SAFER Program provides funding directly to fire departments and volunteer firefighter interest organizations to assist in increasing the number of firefighters to help communities meet industry minimum standards and attain 24-hour staffing to provide adequate fire protection from fire and fire-related hazards, and to fulfill traditional missions of fire departments. The SAFER Program has awarded approximately \$4.8 billion in grant funding to provide critically needed resources to hire new, additional firefighters (or to change the status of part-time or paid-on-call firefighters to full-time firefighters), to rehire laid off firefighters, or to retain firefighters facing layoff, as well as

recruitment and retention of volunteer firefighters. Information about success stories for this program can be found at [Assistance to Firefighters Grants Program | FEMA.gov](#).

The SAFER Program is part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the [DHS Strategic Plan](#), the SAFER Program supports the goal to Strengthen National Preparedness and Resilience. In awarding grants, the FEMA Administrator is required to consider:

- The findings and recommendations of the Technical Evaluation Panel;
- The degree to which an award will reduce deaths, injuries and property damage by reducing the risks associated with fire-related and other hazards;
- The extent of an applicant's need for a SAFER Program grant and the need to protect the United States as a whole; and,
- The number of calls requesting or requiring a firefighting or emergency medical response received by an applicant.

The [2018-2022 FEMA Strategic Plan](#) creates a shared vision for the field of emergency management and sets an ambitious, yet achievable, path forward to unify and further professionalize emergency management across the country. The SAFER Program supports the goal of [Readying the Nation for Catastrophic Disasters](#). We invite all of our stakeholders and partners to also adopt these priorities and join us in building a stronger Agency and a more prepared and resilient Nation.

b. Objectives

The objectives of the SAFER Program are to assist local fire departments with staffing and deployment capabilities to respond to emergencies and assure that communities have adequate protection from fire and fire-related hazards. Local fire departments accomplish this by improving staffing and deployment capabilities, so they may more effectively and safely respond to emergencies. With enhanced staffing levels, recipients should experience a reduction in response times and an increase in the number of trained personnel assembled at the incident scene.

c. Priorities

Information on program priorities and objectives for the FY 2021 SAFER Program can be found in [Appendix B – Programmatic Information and Priorities](#) of this NOFO.

11. Performance Measures

The grant recipient is required to collect data to allow FEMA to measure performance of the awarded grant in support of the SAFER Program metrics, which are tied to the programmatic objectives and priorities. In order to measure performance, FEMA may request information throughout the period of performance. In its final performance report submitted at closeout, the recipient must submit sufficient information to demonstrate it has met the performance goal as stated in its award. FEMA will measure the recipient's performance of the grant by comparing the number of items, supplies, projects, and activities needed and requested in its application with the number of items, supplies, projects, and activities acquired and delivered by the end of the period of performance using the following programmatic metrics:

application.

Further, the Authorized Organization Representative (AOR) must be a duly authorized current employee, personnel, official, staff or leadership of the recipient and ***provide an email address unique to the recipient at the time of application and upon any change in assignment during the period of performance. Consultants or contractors of the recipient are not permitted to the AOR of the recipient.***

3. Other Eligibility Criteria

a. National Incident Management System (NIMS) Implementation

SAFER Program applicants are not required to comply with NIMS to apply for SAFER Program funding or to receive a SAFER Program award. Any applicant who receives an FY 2021 SAFER Program award must achieve the level of NIMS compliance required by the Authority Having Jurisdiction (AHJ) over the applicant's emergency service operations (e.g., a local government), prior to the end of the grant's period of performance.

b. Maintenance of Effort (MOE)

There is no MOE or minimum budget requirement for the FY 2021 SAFER Program.

c. Cost Share or Match

There is no cost share or match or position cost limit for the FY 2021 SAFER Program. The award budget will not account for any voluntary committed cost sharing or overmatch. The use of an overmatch is not given additional consideration when scoring applicants.

d. Economic Hardship Waivers

Because there is no minimum budget requirement, no cost share requirement, and no position cost limit, an economic hardship waiver process is not necessary. Therefore, no economic hardship waiver process applies to the FY 2021 SAFER Program.

D. Application and Submission Information

1. Key Dates and Times

- | | |
|---------------------------------------------------|--------------------------------------|
| <i>a. Application Start Date:</i> | January 3, 2022 at 8 a.m. ET |
| <i>b. Application Submission Deadline:</i> | February 4, 2022 at 5 p.m. ET |

All applications **must** be received by the established deadline.

FEMA's Grants Outcomes System (FEMA GO) automatically records proof of timely submission and the system generates an electronic date/time stamp when FEMA GO successfully receives the application. The individual with the Authorized Organization Representative role that submitted the application will also receive the official date/time stamp and a FEMA GO tracking number in an email serving as proof of their timely submission. For additional information on how an applicant will be notified of application receipt, see the subsection titled "Timely Receipt Requirements and Proof of Timely Submission" in Section D of this NOFO.



Agenda Item: 6C

TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: January 25, 2022

ITEM: Discussion and 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 document was based on a similar policy adopted by the Town of Arlington, Massachusetts. The policy was considered by the Board in November 2021 and the Board discussed potential changes. Clerk Areson drafted a revised version based on the Board's conversation for review tonight. Staff offered some additional proposed language for the Board's consideration.

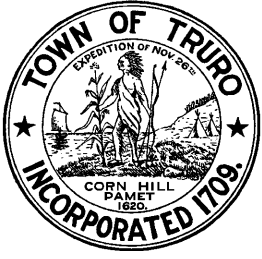
FINANCIAL SOURCE (IF APPLICABLE): N/A

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. Revised 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 January 25, 2022

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 communication policy aims to ensure that accurate and timely information about the Town of Truro is provided to the public. As the forms of communication proliferate, it is important that those who communicate on behalf of the town work in concert to promote the interests and goals of Truro.

II. POLICY

The town's website, www.truro-ma.gov is the primary vehicle for disseminating information. All communications from any Town of Truro department, board, committee or commission shall be submitted to the Town Manager for inclusion in the town newsletter, the website or any other **official town channel** of communication, including press releases, emails and social media platforms.

If a multi-member board, committee or commission wishes to distribute information via other channels, **after utilizing official town resources** the decision to do so must be:

- 1) Made by a majority vote of the members of said body;
- 2) Must be typed on Town of Truro letterhead; and
- 3) Must adhere to all applicable local, state and federal public records and record retention laws, rules, **budgetary, and procurement** regulations and policies.

If any member of a board, committee, commission or department wishes, as an individual, to communicate any information, opinion, or point of view, it is imperative that the individual make clear that the communication is personal and is not representing any board, committee, commission or department of the Town of Truro.

III. GUIDELINES AND CONSIDERATIONS

A. Intellectual Third-Party Rights. When any department, board, committee or commission posts content in any form, it must ensure that it has the right to do so and it must seek advance approval from the town manager. In the case of copyrighted works (e.g. news reports, literary expression, photos, videos, etc.), it needs to ensure that either (a) it has the copyright; (b) written permission to use the work; or (c) the use of the work is permissible under statute. Written authorization from the third-party copyright holder or owner of the material is required.

B. Privacy. Under some circumstances, videos and images of individual(s) may only be used when a written release has been obtained from the individual or from the parent or guardian if the individual is a minor. Copies of these releases should be kept on file by the department, board, committee or commission. Alternatively, agencies may alter the videos or images to effectively hide the identity of individuals if no permission has been granted.

C. Public employees, conflict of interest. The state Conflict of Interest law applies to all public employees, including volunteers. The definition of public employee – in Truro’s case, municipal employee – is broad: anyone performing services for or holding an office, position or job in a municipal agency – whether elected, appointed or contracted and whether serving with or without compensation.

The law aims to assure that municipal employees do not use their official positions to obtain any special privileges or exemptions not available to others.

The law bars municipal employees from engaging in political activity and prohibits any use of public resources in connection with such activity. In addition, town-sponsored publications – electronic or print – or social media entities may not be used for political purposes. This includes election-related and non-election-related political activity, such as one directed at influencing governmental decision-makers or one supporting or opposing a town meeting warrant article.

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 such as speaking at a public meeting, to the news media or to an organization is as an individual, not in an official capacity. Individual board or committee members should not purport to represent the opinion of that board/committee, except when specifically authorized by a recorded vote to do so.

D. Advertising, Endorsement Limitations

State procurement and ethics laws largely prohibit municipal employees or agencies from endorsing products, businesses, or vendors.

IV. CORRECTIONS (OPTION 1)

The Town of Truro is committed to providing accurate information in all of its communications. When an error in fact or misleading information appears in material disseminated by the town, the Town Manager will determine the best method to correct the misinformation on all platforms through which it was distributed as soon as is practically possible. This includes the town website and any town newsletters, town-issued press releases, Truro TV, and any social media feeds, such as Facebook, twitter, Instagram.

IV. CORRECTIONS (OPTION 2)

The Town of Truro is committed to providing accurate information in all of its communications. When an error in fact or misleading information appears in material disseminated by the town, immediate efforts will be undertaken to correct the misinformation on all platforms through which it was distributed. This includes the town website and any town newsletters, town-issued press releases, Truro TV, and any social media feeds, such as Facebook, twitter, Instagram.

Corrections will not repeat the original error, except in the rare circumstance that the correction would not be easily understood without repeating the error. (Examples below.)

A. Electronic corrections

Any misinformation on an electronic platform will be corrected online, deleting the error, and will include a note at the top of the item explaining that “an earlier version of this included incorrect information about XX.” This includes updating PDFs displayed on the website with a new version noting that a correction has been made. Posts also will be updated and corrected on social media, including Facebook, twitter and Instagram, again with a notation that a correction has been made to the earlier post. In rare cases, a social media post may be deleted.

If the electronic information is pushed out to subscribers of town information, the corrected version will be distributed via the same platforms as soon as is practically possible.

B. Print corrections

If an error is found in printed information distributed by the town to citizens, local organizations or media outlets, a corrected version will be distributed as soon as practically possible, again with the notation that the earlier version contained erroneous information.

If an error is found in a printed newsletter distributed by the town, a correction will be printed in the next possible issue of that newsletter. The correction will be placed in a spot where it has the most visibility to those who read the original item.

C. Some examples

- Online: The name of the director of the Truro XXX program was incorrect in an earlier version of this news item.
- Print: The name of the director of the Truro XXX program was incorrect in a news item printed in this newsletter last month. The correct name is Pat Doe.
- Online: The date for the public hearing on XXX was incorrect in an earlier version of this news item
- Print: The date for the public hearing on XXX was incorrect in a news item in last month’s newsletter. The correct date is/was XXX.
- Online: An earlier version of this story contained incorrect (or misleading or incomplete) statistics on the Truro Census figures. The new item below has been updated to reflect more accurate information.
- Print: A news item printed in this newsletter on DATE contained incorrect (or misleading or incomplete) statistics on the Truro Census figures. The correct (or complete or accurate) figures are XXX.

Robert Weinstein, Chair

Kristen Reed, Vice-Chair

Susan Areson, Clerk

Stephanie Rein

John Dundas

Select Board
Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: January 25, 2022

ITEM: Set Open and Closing Dates for 2022 Annual Town Meeting Warrant and Discussion on Potential Location and Date Postponement of the 2022 Annual Town Meeting

EXPLANATION: In accordance with the Truro Town Charter, Chapter 2, § 3, 2-3-4, the warrant for Town Meeting shall be opened for submission of articles 90 days before the date of the Town Meeting and shall remain open for 30 days. The Warrant will open on January 26, 2022 at 8am, with the deadline for money articles February 4, 2022 and the warrant will close on February 25, 2022 at 4:00 PM.

Staff and the Board are also monitoring the current public health situation and in the coming weeks will evaluate if the Annual Town Meeting should be held inside or if an outdoor Town Meeting would be preferred for safety purposes. If the meeting is to be held outdoors, the Select Board will consider a date to postpone the meeting to that would be warm enough. When making their decision, the Board will consider feedback from last year's Town Meeting regarding the inability for working people to attend a Saturday Town Meeting after Memorial Day. A decision to postpone does not need to be made at tonight's meeting.

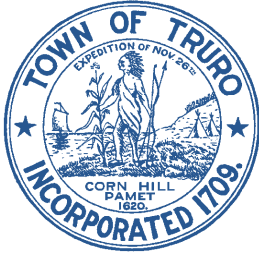
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Charter Requirements will not be met.

SUGGESTED ACTION: *Motion to open the warrant for the 2022 Annual Town Meeting on*

January 26, 2022 at 8:00 AM and to close the warrant for money articles on February 4, 2022 and for petitioned articles on February 25, 2022.

ATTACHMENTS: None



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

RESIGNATIONS 2021

Meredith Goff – Board of Health
 Adrian Cyr- Bike and Walkways
 Scott Lindell-Shellfish Advisory Committee
 Lisbeth Wiley Chapman-Historical Commission
 Maureen Cronin-Community Preservation Committee
 Deborah McCutcheon-Conservation Commission
 Denise Seager-Council on Aging Board
 John Thomas- Constable
 Raymond Cordeiro-Pamet Harbor Commission
 Claudia Tuckey-Council on Aging Board
 John Thornley-Zoning Board of Appeals
 Kevin Grunwald-Walsh Property Community Planning Committee
 Maggie Hanelt-Cape Cod Regional Technical Representative
 Jack McMahon-Conservation Commission
 Todd Schwebel-Energy Committee
 Amy Graves-Bike and Walkways Committee
 Nancy Medoff-Energy Committee

DECEASED 2021

<u>Last Name</u>	<u>First Name</u>	<u>Date of Death</u>
DICKINSON	ERNEST	1/16/2021
ORTON	ABBY	1/17/2021
CHANG	GUILLERMO	1/27/2021
BOWER	VIVIAN	2/22/2021
ROSE	DIANE	2/26/2021
WALK	JANICE	2/28/2021
ZIMMER	CHARLES	3/3/2021
WOLF	PHILIP	3/16/2021
DIETZ	JOHN	3/26/2021
MYERS	BART	4/6/2021

MANSO	PETER	4/7/2021
LISENBY	ARTHUR	5/10/2021
MODRAK	SUSAN	5/11/2021
CLARK	BRACKETT	5/12/2021
RODERICK	WARREN	5/27/2021
POWERS	MARY	6/24/2021
FRANCIS	EDGAR	7/21/2021
AIKEN	RICHARD	7/26/2021
MARQUIS	MARY	7/27/2021
ROME	STEPHEN	8/22/2021
CAGWIN	BRUCE	9/4/2021
RYAN	STEPHEN	9/9/2021
SAWYER	CARL	10/11/2021
COOPER	JONATHAN	10/14/2021
NICKERSON	LINNELL	11/6/2021
GONSALVES	KATHLEEN	11/11/2021
MOSS	SANDRA	12/2/2021
JOHNSON	RAYMOND	12/10/2021
MARTIN	THELMA	12/26/2021



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: January 25, 2022

ITEM: 2021 Annual Town Report Cover and Dedication

EXPLANATION: Each year staff requests suggestions from the Board for a cover/theme for the Annual Town Report and for the report dedication. Previous covers and themes have included Puma Park, town beaches, the Pamet River, and the elders of the community. Prior dedications of the book have been to members of the community or to staff for years of service. There have been no reported comments from the public solicitation of ideas via social media to date.

Staff offers “Planning for Truro’s Future” as a potential 2021 Annual Town Report theme. With the launch or continued efforts of many planning initiatives in 2021 the Report could highlight and celebrate these efforts that will shape Truro’s future. When the community looks back on 2021, we hope they recognize the many citizens, officials, committee members, volunteers and staff who worked diligently to plan for Truro’s future. Planning efforts during 2021 include the Local Comprehensive Plan, Walsh Property planning, economic development planning, planning and execution of environmental projects that will have long-term impacts, fire and rescue service analysis and planning, climate change preparations and planning, etc. The Report could feature drone shots of relevant areas in town, images of the groups involved in this planning efforts and other photographs related to planning efforts.

A list of individuals who passed in 2021 and resignations/ retirements is included for Board members to consider dedication of the report. Other possible dedications could include members of the community or community groups who have made outstanding contributions to Truro.

IMPACT IF NOT APPROVED: If the cover is not decided upon at this meeting it can be determined at a later meeting. The Annual Town Report must be ready two weeks prior to Annual Town Meeting.

SUGGESTED ACTION: *MOTION TO approve _____ as the cover and theme for the 2021 Annual Town Report and to dedicate the 2021 Annual Town Report to _____.*

ATTACHMENTS:



Truro Select Board

Tuesday, January 25, 2022

Regular Meeting-5:00pm

7. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. None

B. Review and Approve Appointment Renewals: Eric Morea-Pamet Harbor Commission

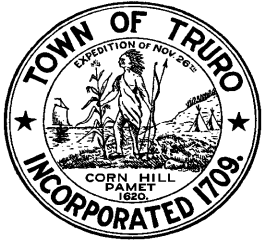
C. Review and Approve 2022 ABCC Seasonal Population Estimate

D. Review and Approve Select Board Minutes: Regular Meeting Minutes of 12.14.2021; Budget Task Force Minutes of 01.10.2022

8. Select Board Reports/Comments

9. Town Manager Report

10. Next Meeting Agenda: Regular Meeting-February 8, 2022



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 25, 2022

ITEM: Application to Serve

EXPLANATION: Eric Morea has submitted an application to be reappointed to the Pamet Harbor Commission.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Pamet Harbor Commission will continue to be down by one member.

SUGGESTED ACTION: *Motion to appoint Eric Morea as an Alternate to the Pamet Harbor Commission for a one-year term expiring June 30, 2023.*

ATTACHMENTS:

1. Application to Serve, with Chair's comments.

Truro

Application to Serve on a Board or Committee

Last Name

Morea

First Name

Eric

Middle Initial

Email Address

[REDACTED]

Phone Number

[REDACTED]

Address (Street)

2 Josephs Rd

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

PO BOX 805, Truro, MA 02666-0805

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

Are you a full-time resident of Truro?

☒ Yes

☐ No

Are you registered to vote in Truro?

☒ Yes

☐ No

What Board/ Committee Are You Applying For?

Pamet Harbor Committee

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

Been on for 15 years- just renewing application to Serve

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:

NA

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

Has been serving on this board for the last 15 years- just a simple renewal (completed by Kaci Fullerton as Noelle was out of office for signature)

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

Signature

Eric Morea

Date

Dec 17, 2021



Excellent member, shows up all
meetings. USER of Harbor
strongly suggest renew him



Consent Agenda Item: 7C

TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: January 25, 2022

ITEM: Approval of the 2022 Temporary Population Estimate for the Alcoholic Beverages Control Commission (ABCC)

EXPLANATION: Each year, the ABCC requires (under M.G.L. Ch. 138 Section 17) Towns or Cities to provide an estimate of temporary increased resident population. This population estimate is used to establish a quota for seasonal package goods stores licensed under M.G.L. c. 138 Section 15. The seasonal population estimate is 16,538*.

**The 2022 estimate was reached using the current formula, which is as follows:
2021 estimate (16,526) + (number of new single-family residence homes in 2021 (12) x 2 persons).*

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The estimate can be tabled for further review, but a figure must be submitted to the State by March 1, 2022.

SUGGESTED ACTION: *MOTION TO approve the 2022 Estimate for Temporary Increased Population Estimate to be 16,538 for the Town of Truro.*

ATTACHMENTS:

1. Estimate of the Temporary Increase Population ABCC Form 2022
2. Estimate of the Temporary Increase Population ABCC Form 2021

**COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL
COMMISSION**

95 Fourth Street, Suite 3, Chelsea, MA 02150

2021 Seasonal Population Increase Estimation Form

City / Town:

Date:

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

Date of Meeting

, estimated that the temporary increased resident population

of

City / Town Name

, as of July 10, 2021 will be

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

**COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL
COMMISSION**

95 Fourth Street, Suite 3, Chelsea, MA 02150

2022 Seasonal Population Increase Estimation Form

City / Town:

Truro

Date:

January 25, 2022

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on

January 25, 2022

Date of Meeting

, estimated that the temporary increased resident population

of

Truro

City / Town Name

, as of July 10, 2022 will be

16, 538

Estimated Population

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

Select Board Regular Meeting Minutes
Tuesday, December 14, 2021, at 5:00PM
Via GoToMeeting Platform

Consent Agenda Item: 7D1

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, Town Clerk-Kaci Fullerton, DPW Director-Jarrold Cabral, Police Chief-Jamie Calise, Charter Review Committee Member-Robert Panessiti, Charter Review Committee Vice Chair-Nancy Medoff, Charter Review Committee Member-Chris Lucy, Kevin Kuechler, Truro Delegate-Sallie Tighe, Health/Conservation Agent-Emily Beebe

Chair Weinstein called the meeting to order at 5:00pm.

Public Comment

Mr. Kuechler stated there were two reports mentioned regarding the DPW during yesterday's Budget Task Force meeting; a feasibility study from 2020 and an environmental study of Town Hall. The Select Board, and Weston and Sampson, made specific promises to answer the public's questions as the next step of the public process. Mr. Kuechler would be happy to send a summary of those promises to the Select Board and asked that they be discussed and answered over Select Board meetings in the future. The environmental survey of Town Hall affirms that Weston and Sampson has not done any soil or water sampling that reveals any contamination at the site. He also feels that the use of the words "new location" in the DPW CIP makes it appear that the choice of relocation has already been settled. If a decision has already been made, then the Town has gone against some of the promises made at the February 2020 meeting. He asked the Select Board to address these matters on future agendas.

Mr. Lucy referred to the previous speaker's commentary regarding contamination of the wells. He invited people to go back to the well testing, water testing, and site preparation that the Town did when Town Hall was rebuilt. Contamination that was found is still there. No one in Town Hall or at the DPW facility drinks the tap water, they drink bottled water.

Mr. Kuechler stated that the documents Mr. Lucy referenced are not included in the Weston and Sampson survey.

Public Hearings-None

Board/Committee/Commission Appointments-None

Staff/Committee Updates

Charter Review Committee: Discussion of votes regarding 11.22.2021 deliberation on Planning Board elected vs. appointed and deliberation on term limits of 3 vs 5 years.

Chair Weinstein has watched the recording of the 11.22.2021 Charter Review Committee meeting. The Select Board has asked for the Committee to be present so they can hear from the Committee about why that vote was taken, why they chose to co-join four groups that were

under review, and what was the underlying process by which they reached their decisions. At the most recent Town Meeting there was a desire to explore the issue of whether a board/committee should be appointed or elected and would be addressed in the future. A vote was tabled until the Charter Review Committee had a chance to make recommendations to the Select Board.

Charter Review Committee Vice Chair Medoff introduced herself. She added that members Panessiti and Lucy were also present. Member Areson asked if the Charter Review Committee had a chance to discuss this issue. Since there is not a quorum, she doesn't know if they can represent the Committee. Vice Chair Medoff stated that they had not had an opportunity to meet as a Committee. Member Panessiti doesn't see any reason why they can't walk the Select Board through the mechanics of what happened. Member Reed reminded everyone that while the Select Board would like a quorum of the Committee to be present, it is not a requirement. The Committee received an invitation from the Select Board via email and there was advance notice to attend. Member Areson thinks if Committee members want to speak as to their personal reflections on what happened, that's up to them. This is not a committee update in its traditional form. Chair Weinstein doesn't think it's inappropriate to hear from the Committee members as long as they are not representing something other than their individual take on the issue.

Vice Chair Medoff stated that the minutes of that meeting have not been approved yet, however the recording of the meeting is available for those who wish to view it. She proceeded to give her view on how things progressed on this particular matter. She spoke of a survey that was sent out to certain Boards/Committees which provided information. At the meeting in question, the data from the survey was reviewed, a motion was made to keep the three Boards/Committees in their current state and that they do not move forward with a recommendation to the Select Board. There was no discussion regarding a 3 vs 5-year term until after the motion was called, seconded, and voted. That recommendation was tabled to the following meeting being held next week. Members of the Committee looked at the data from the survey individually and as a group agreed that the data was not great. They did not go line-by-line and interpret the data.

Member Lucy stated that he had questioned the decision to not recommend. The Committee has not held any public hearings and they have not held discussions as a group. They have not invited the committees in to hear from the Chairs. They have not had a proper vetting of this process. The motion to not recommend came out of nowhere. He feels the Committee has let down the petitioner, the Select Board, and the citizens from Town Meeting. The three dissenting votes were made by the three members attending the meeting tonight. The four votes in agreement were made by the people who are not in attendance to defend their vote, and he feels that is pretty telling.

Member Panessiti stated that as dissenters of the motion their concern was reminding folks what the vote was. The vote was to recommend to the Select Board that there be no changes on those three boards. These three boards have very different dynamics and implications to the Town and lumping them all together doesn't make sense.

Chair Weinstein is troubled by the absence of the other four members. It would be useful to have the entire Committee present to discuss the matter at hand. He thinks it would be appropriate to ask for the entire Committee to attend another meeting. Through Vice Chair

Medoff, he asked that the Charter Review Committee attend the next regularly scheduled Select Board meeting and if they cannot all attend, then the following Select Board meeting should be requested. He stated that the Select Board's Office shall send out an invitation to the Charter Review Committee.

Update on storm water management projects and water quality.

- Contract with Scott Horsley who is a water resources consultant and is working with Agent Beebe and DPW Director Cabral to develop a framework for a Water Master Plan.
- Conversations have been had with an engineering firm about planning assistance for a Wastewater Needs Assessment.
- The Village Pond Water Assessment was a project that the Cape Cod Commission worked on. They have issued a report and that's been posted on the Health Department website.
- DPW Director Cabral reviewed a preliminary design of some locations they're looking at to install stormwater infrastructure along Pond Road. He also referred to locations along Cold Storage Beach parking area and further East on private property.
- A quick update on Highland Road was given. He showed the Select Board a Concept Plan for Highland Road drainage retrofit which he will be submitting to MassDOT for Phase II of the Cloverleaf Project.
- Regarding the culvert located on Truro Center Road for Pamet River, the Town has partnered with Cape Cod Conservation District to do the initial engineering study. The USDA is also a part of this and has committed to pay 75% of construction of a new culvert in this location. To get to that point, we need to partner with MassDOT.
- Mill Pond Road is around the corner from Eagle Neck Creek. Right now that's being funded by the Division of Ecological Restoration with the USDA participating in all their meetings. The idea is for the USDA to participate in 75% of the construction. He's waiting for another contract to be awarded to a consultant through DER to move onto the next phase.
- DPW Director Cabral gave quick updates on Eagle Neck Creek and East Harbor.
- Health/Conservation Agent Beebe stated that the Shorefront Management Planning Process with Provincetown, Wellfleet, and Eastham is moving forward with the Center for Coastal Studies.
- The Salt Marsh Migration process is being completed.

Kevin Kuechler asked for some clarification regarding Health/Conservation Agent Beebe's discussion on the nitrogen loading level via impervious road surfaces in the Village Pond area. Health/Conservation Agent Beebe further explained her statements. Member Reed asked for Mr. Kuechler to list his credentials, which he proceeded to do so. It was decided by both Agent Beebe and Mr. Kuechler to continue the conversation offline.

Chris Lucy stated that in Truro, the majority of Zone 1 and Zone 2 areas are based on the wells that go to Provincetown. The majority of people in Truro that have wells on their property serve their own property. He asked if there's been any discussion in Provincetown to set up any kind of a fund to assist with people installing I/A systems or upgrade their septic systems to

protect the Provincetown water system. Mr. Kuechler wished to remind the Board that we collect more than \$50,000 a year from the Provincetown water system for their use of North Union Field and he thinks it would be a great idea to start placing those funds into a fund that would take care of upgrading wastewater treatment systems.

Select Board in support of Truro Delegate Sallie Tighe voting in favor of moving forward with the next session of the Cape Cod Police Academy.

Town Manager Tangeman stated that the Regional Assembly of Delegates meets on the 15th of December to vote on transferring funds to fund the Barnstable County Police Academy. There have been some issues with funding but there's a significant demand that the region has for the Academy. Chief Calise stated that the final vote was tomorrow. On Cape Cod at the present time there's approximately 50 vacancies on police departments. 11 of those vacancies are on the Outer Cape alone. Applications are down by approximately 60%. Resignations are up 18% and retirements are up 45%. If we had to send recruits to an off-Cape academy, upwards of \$14,000 would be spent in housing costs alone. If the Cape Cod Police Academy, which was originally slated for the winter is not approved by the County anyone we send to the Academy will not return, fully trained, until 2023. If this Academy is not approved, the next available one will be in Plymouth and is nearly full. The need for a Cape Cod academy is critical. Without one, it will be costly for local departments.

Sallie Tighe introduced herself. She assured the Board that the Assembly of Delegates would be voting to recommend Ordinance 21-19.

Tabled Items-None

Select Board Action

Review and Approve 2022 Rental Registration Fee

Town Clerk, Kaci Fullerton, is bringing forth the recommendation to have the rental registration fee remain the same for 2022. The Town is potentially implementing new rental registration software which is a screening tool and an online portal for citizens to register their homes and pay through that portal. The software combs through various websites and flags addresses being rented so the Town can see what is on the market. The Town can then ensure that rentals are compliant. Town Manager Tangeman spoke to the fluctuation of homes which have registered as rentals over the past 10 years. He added that the intent for the software is to improve compliance and identify short-term rentals that have been missed in the past. The fee has been the same since 2015.

Member Dundas asked what the cost of the subscription to the software is. Town Clerk Fullerton stated that the Town would be looking at an annual subscription cost of \$10,000, which in theory would be covered by the additional revenue gained.

Member Areson clarified that the 2022 season would be the first season condominiums would be included. She asked how condominiums would be separated out from that additional revenue. Condominium owners were not charged the rental registration fee in the past. Town Manager Tangeman believes the intent would be to parse that data out.

Member Reed asked if the Town Clerk has thought about ways to try to bring properties into compliance that don't pay the fee but rent (and don't use the internet as a way to organize

their renters because they have decades-long rental history with the same tenants). Town Clerk Fullerton thinks that's a great question, and a valid concern. It will be difficult to capture compliance with every single property that's out there. Her only suggestion is that if it's a known property that gets rented out, we could mail a compliance letter to them along with the census, or with notice to renew dog licenses.

A discussion was held regarding fee increase/decrease of the rental registration. Town Manager Tangeman would like to hold off and give the software one year to analyze the amount of homes registered in 2022.

Member Areson made a motion to approve the 2022 Rental Registration fee of \$200.

Member Reed 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.

Review and Discussion of Policy 66: Town of Truro Public Communications.

Chair Weinstein's intent was for this policy to be open for discussion rather than red lining what the Board has looked at during their previous meeting. He felt it would be simpler to present his iteration. He did a quick run-through of the bullet points.

Discussion was held with the Board. Members Areson and Reed had amendments, grammatical edits and additions to the Policy. Member Dundas spoke about the policy relating to content and said that he would submit a couple of items to Chair Weinstein. Member Rein thinks they should take a deeper look at the policy and come back to it. Chair Weinstein would like to have a dedicated work session to focus on this policy.

Letter to the Barnstable County Requesting ARPA Fund Prioritization for Truro and Outer Cape.

Member Dundas provided some background regarding the draft letter in the packet.

Barnstable County has asked for a prioritization of where this funding should go. The ARPA (American Rescue Plan Act) funds were distributed with the idea that the projects should focus on water, sewer, and broadband infrastructure projects. The letter focuses on what we think the priorities are. The County was given 41 million dollars.

Member Reed had a couple of suggestions, which she elaborated on. Member Areson had some editing comments, she'll submit them to Member Dundas and Town Manager Tangeman. Member Rein agreed with Member Reed's suggestions. Chair Weinstein suggested some additions regarding broadband and the lower Cape communities.

Member Reed made a motion to accept the amended changes, authorize the Board to sign and submit the letter as soon as possible.

Member Rein seconded.

Member Areson encouraged Board members to submit any changes quickly so that the letter can be wrapped up.

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.

Implementation of Hybrid Meetings for Multi-Member Body Meeting and Review and Discuss Policy 65: Hybrid Meeting Policy.

Member Areson took all the comments people had made last week and incorporated them into the draft policy they are reviewing. She pointed out the few changes that she had made. She'd like to approve the policy tonight. She acknowledged that with the new variant she thinks it's unlikely hybrid meetings will be held any time soon. She'd like to come back to the operational protocols after discussion on this portion. Member Dundas broached the subject of what a special circumstance for a hybrid meeting would be. Member Areson specifically left that vague to allow the Town Manager to determine what could be deemed a special circumstance. Member Areson began reviewing the section regarding operational protocol and health requirements. She stated that this section had been tacked onto the draft policy. Last week, the Board agreed that it didn't really belong in the policy because it is specific to Covid. She went on to read an explanatory note which she had given to Town Manager Tangeman, who in turn emailed it to the Board. She feels that while these protocols and requirements are an important part of how the Town does business, they are more about day-to-day operation and scheduling of meetings. She's reworked what the Town Manager had included, and it might be something he'd like to adopt and post as a protocol for right now.

Chris Lucy has read through the draft policy and is wondering how it would actually work. If the Select Board has a hybrid meeting, 3 members show up to Town Hall and the other 2 are remote, some public comes to Town Hall and some show up remotely, how does it all intermingle? Town Manager Tangeman explained that the Town has installed hybrid equipment in both the Community Center and Select Board Chambers. He went on to explain how the equipment works.

Member Rein made a motion to accept Policy 65: Hybrid Meeting Policy and to allow hybrid meetings to begin as soon as January 1, 2022.

Member Areson seconded.

Roll Call Vote:

Member Areson-Aye

Member Rein-Aye

Member Reed-Aye

Member Dundas-Aye

Chair Weinstein-Aye

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

Consent Agenda

Member Areson noted a couple of amendments to the minutes.

Member Rein made a motion to accept the consent agenda with the amendments to the minutes.

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.

Select Board Reports/Comments

Member Areson stated that the Local Comprehensive Plan Committee is going to meet on Monday and they're hoping to set a schedule to lay out the public participation portion as the survey wraps up. She spoke about an interview done with Lower Cape TV who will be preparing a piece to encourage people to fill out the survey and participate in the Comprehensive Plan process.

Member Dundas wished to make a general comment of how grateful he is for the Town staff. He tries to make an effort to swing by to say hello and be brought up to speed, as he is the newest member of the Select Board. He appreciates the time all the staff takes with him.

Member Rein said that the Walsh Property Planning Committee meeting which was planned for tomorrow has been cancelled. Their next meeting will be January 12, 2022. She encouraged citizens to join the meeting. She's also looking forward to the Commission on Disabilities coming before the Select Board January 11, 2022, to inform them about a program where disabled citizens and families with disabled members will be able to apply for the work off program.

Member Reed wanted to let the Board know that as Ambassador related to their Goals and Objectives for the compensation study that a couple meetings have happened where interviews took place with potential candidates to do the compensation study.

Chair Weinstein met with the Council on Aging Board today. They are struggling with a lack of membership. They currently only have 4 of the required members. Chair Weinstein advised them that they could proceed with their meeting provided no votes were taken. He also pointed them toward the Charter Review Committee because they seem to want to have a Charter change to reduce the membership. If they could get one more person to step forward, then they could have a group of five which would allow them to conduct business with a quorum of three members. He asked for any members of the public who may be interested in serving on the Council on Aging Board to get in touch with Katherine Black or Dan Schreiner. Chair Weinstein also echoed Member Dundas' comments because he's been in touch with Town staff on a continual basis who help him work through, and gather, information that is necessary. He shared two bits of information:

- The population right now has increased almost 20%. Census figures for the year 2010 were 2,003 and according to the 2020 Census that number has climbed to 2,454.
- He also asked for information about the number of registered voters. That has increased dramatically. In 2010 there were 857 registered voters. In the most recent count this year there are 1,663.

He would hope that with the increase in registered voters, and an increase in the population in general, that people would be encouraged to step forward to fill many of the vacancies on Boards, Committees and Commissions. He also thanked the Harbor Master/Shellfish Constable as there's been great attendance at the Pamet this past (and previous) Sundays. There is a resource there that is thriving due to the efforts of Harbor Master Tony Jackett.

Town Manager Report

Town Manager Tangeman wished to thank Assistant Town Manager Clark, Town Planner Carboni, and other staff for working hard on numerous RFPs with limited staff. He thanked the Select Board for their patience.

Next Meeting Agenda: Regular Meeting-January 11, 2022

Town Manager Tangeman brought up the agenda for 1.11.2022. He reviewed the various topics. Select Board members asked to add a few topics.

Member Rein made a motion to adjourn at 8:14pm.

Member Rein seconded.

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

Respectfully submitted,

Noelle L. Scoullar

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

Public Records material of 12.14.2021

1. Communication Policy from Chair Weinstein
2. Draft Policy 66: Town of Truro Public Communications Policy
3. Letter to Barnstable County Commissioner-ARPA Funds December 2021
4. Draft Policy 65: Hybrid Meeting Policy
5. Renewal Application for 2022: Gingerbread House
6. Renewal Application for 2022: Montano's Restaurant
7. Kelp Array for Beach Point Grant Site and Truro ADA Grant Site
8. Select Board Meeting Minutes of 11.16.2021

Budget Task Force Minutes
January 10, 2022, 5:00pm meeting
Via GoToMeeting Platform

Consent Agenda Item: 7D2

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

Finance Committee: Chair-Robert Panessiti, Member-Steven Roderick

Finance Committee Absent: Vice Chair-Richard Wood, Member-Lori Meads, Member-Raphael Richter

Others Present: Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Town Accountant-Trudi Brazil, Police Chief-Jamie Calise, Fire Chief-Tim Collins, Michelle Thomas-Truro Police Department

Chair Weinstein called the meeting to order at 5:00pm.

Police

Chief Calise stated that before the Board is the proposed budget for FY 2023. It is close to being level-funded with very minimal change. It is two-tenths of one percent, or about \$4,000 different than the previous fiscal year. Consistent with years past, salaries represent the largest portion at about 89 percent of the overall budget. He wished to highlight a few items.

- There was a small increase for advertising. Staffing is the greatest challenge, so many of the increases are related to that.
- Training monies were added to include an online training platform for some of the training requirements.
- The lab fees are related to testing for a new candidate. That would include psychological testing as well as medical testing.
- With respect to travel, and training for that went down a bit.
- Academy costs for new candidates is up to \$3,900. He's budgeted for potentially two for the academy.

Member Areson pointed out that areas of the budget went down. She also asked if he could explain hourly wages and shift command pay, which Chief Calise detailed.

Finance Committee member Roderick asked for an explanation of the salary increases. Chief Calise clarified. Finance Committee member Roderick then asked the Town Manager if the percentage increase for salaries was in line with other Department Heads in other departments. Town Manager Tangeman stated the increases were aligned with other police chiefs, lieutenants, and other contracting officers in adjacent communities. In some cases the amount was less. Finance Committee member Roderick was more interested in knowing if other Department Heads in Truro got the same increase. Town Manager Tangeman stated that the positions are different, and he would not make comparisons between them. He has a market survey of all the senior positions on the Cape that helped inform decisions based on contracts of senior administrators in the Town.

Finance Committee Chair Panessiti reminded people that we are undergoing a compensation study across all departments and that to lose employees to a neighboring town is unacceptable. He noted that some events aren't happening this fiscal year, and asked, as we look forward in the budget was the Chief able to "Rob Peter to pay Paul" a bit. He also noticed that the overtime number is pretty solid, compared to last year. His understanding is that we lost a few officers this year and he asked if the Chief

would be able to manage that number within the budget given his constraints of staff, etc. Chief Calise went into detail about the tremendous staffing challenges being experienced across law enforcement, not just on the Cape, but statewide and nationally. The overtime isn't as much of a worry as is filling the positions. He just lost two officers that went to neighboring departments that had a greater salary. The National Police Foundation is seeing that 86 percent of the nation's law enforcement agencies reported staffing shortages over the past year. He spoke to the high cost of living, very few housing options and minimally competitive wages.

Member Dundas had a question about demographics of recruits. He asked if the Chief is seeing people moving from a previous vocation or is he seeing recruits that are coming straight out of college or straight out of the academy. Chief Calise stated that what he is seeing, because of excessive vacancies, is not many applicants at all and only a few of the ones that do apply have a college degree or training. He has not seen many recruits coming in as a second career.

Chair Weinstein noted that in the Chief's written preparation the fact that Massachusetts passed a police reform bill (Chapter 253 of the Massachusetts section laws that dates from 2020 and wondered if, going forward, that act has future potential expenses associated with it? Chief Calise said that there are many impacts financially on the Town. All impacts have not been identified because of the rollout process itself. Chair Weinstein's second question had to do with the anticipated cost increases or decreases and his focus on the outmoded dispatch equipment that the Department has. He noticed that the dollar amount includes a 7 percent pricing increase. He wonders if the 7 percent isn't being hopeful given the fact that the Town Meeting will occur well beyond the 90-day quote period and he hopes that when it comes time to put a warrant article together, the Chief will be prepared to hone in on a realistic number. Chief Calise stated that the dispatch system they have is original to the building and is almost 30-years old. Parts have become outdated and deteriorate. Replacement parts are harder to find. He did reach out to get a quote. Once a quote is received, it's good for 90 days, and then after that we're subject to any increases. That 7 percent increase that went into effect should be good for one year. Chair Weinstein asked if there would be any cost in terms of training to use the new equipment? Chief Calise said that the software will be the same. Town Manager Tangeman added that this would come out of the Capital Stabilization Fund. Town Accountant Brazil stated the current balance in the Capital Expenditure Stabilization Fund is \$533,000.

Member Reed joined the meeting at approximately 5:34pm.

Member Reed asked if there have been any suggestions or problem solving being discussed among the other chiefs in other communities that could be part of the Compensation Study when it's in full swing. Chief Calise said the group discusses this regularly. Everyone is in the same predicament. All options are on the table, but with the reform law, which is such a stringent session act, it puts a greater strain on the staffing challenge he's seeing.

Fire & Rescue

Chief Collins began his presentation of the FY 2023 budget.

- They have an increase of roughly \$81,000 compared with that of last year's budget. Two big areas of increase were salaries, which account for almost 78 percent of the increase and an increase to the Fire Academy training of 18 percent.
- There is a substantial increase to fuel costs. Last year they were budgeting at \$3.00 per gallon and this year it's at \$4.00 per gallon.
- Fees for licensing have increased.
- The Department has attempted to digitize a lot of training, recordkeeping, and scheduling programs. Certain programs that were initially paid for by gifts and grants have been put into this budget as they become more permanent.

Member Areson asked the Chief to speak more about what is included in the increase. Chief Collins stated that four additional firefighters at step one and firefighter/EMT/paramedic are not included in the budget and would be addressed on an override. Town Manager Tangeman stated that they wanted to present the operational budget and present a discussion on the four firefighters at a future meeting. For this meeting, the budget is focusing on continuing operations. Questions were asked about sick time and where in the budget that was located.

Member Dundas noted that Chief Collins listed training as one of the problems. He asked for an explanation, which Chief Collins went into.

Chair Weinstein asked about the per diem line item. He sees the FY2023 budget of \$60,000 and noted that last year it was \$51,000. A note with that line item states this is to allow staffing increases and overage during high call volumes with a breakdown of 480 hours. Chief Collins stated the 480 hours is mutually exclusive if they were to bring on four additional staff. The increase of \$9,000 is partly because they received wage increases. With this contract, per diem's were bumped up to the entry level that his current firefighters are at.

Finance Committee Chair Panessiti asked the Chief to talk about staffing challenges. Chief Collins said that the people applying have no qualifications. The applicant pool is not what it was. This is a nationwide problem, and he echoes Chief Calise's statement that recruitment and retention are down. Finance Chair Panessiti asked him to speak about what happens if he is short-staffed and someone calls in sick. How is that accommodated? Chief Collins stated it's accomplished two ways. They can try and utilize overtime to fill those positions, they can try to plug them in with per diems, or there is mandated overtime which can be problematic.

Member Areson wanted to make people aware that Lower Cape Ambulance is not included in this budget. That is an entirely separate budget.

Finance Committee Member Roderick asked, in regard to the salaries and wages how does the Chief feel Truro is doing? There seems to be huge competition between towns to recruit. Chief Collins believes we've made steps in the right direction. He would hold off until he sees the results of the salary study. He feels the increases in the contractual agreement were very well received by members of the department. Finance Committee Member Roderick then asked if there was a training program for EMTs to go into certification for paramedics. Chief Collins said that it is not part of the current budget, but the Town Manager has mentioned that it'll be discussed at another time.

Chair Weinstein had a question about line item 529000 which shows an increase of \$2500 for equipment testing. He stated that in the past there have been issues where there was a company whose sole job was hose testing. He wants to be sure that if there's an advantage to co-joining with the company that does that testing, that it happens at a time when they're not being called back if they're already in this neighborhood.

Finance Committee Chair Panessiti asked if Chief Collins and/or Town Manager Tangeman sees coming to the Town Meeting this year with a separate override request for staffing? Chief Collins said his wish is yes. He runs two per shift right now. There was an incident where in a two-week period he lost 38 percent of the Fire Department staff to other towns. Town Manager Tangeman stated that they will come to the Budget Task Force at a future date in January to discuss the proposal for four firefighters. He listed multiple reasons.

Member Reed asked how Chief Collins has been most intimately impacted as a department by the pandemic and running on a staff that is not sufficient to the needs provided. Chief Collins stated that for anyone in public safety or on a frontline basis, Covid wears on staff. People are concerned they will bring Covid home to their families. Some have young children; some have elderly parents. It wears on your stock level of equipment, frustration and ability.

Chair Weinstein was looking at Item D which talks about recommended efficiencies. Upcoming, there will be an ask for two new fire engines. He thinks it's important to be cognizant that we have around

3300, maybe closer to 3500 single family residential buildings in Town. There is a necessity to keep equipment updated. Chair Weinstein also asked how much the Fire Chief thought it would impact in a positive direction, our ability to secure and retain the personnel that are necessary if we are actually competitive. Chief Collins thinks compensation is a big portion, but there are other factors that will keep or recruit people to the department. The work environment, the equipment and the staff all factor into that.

Member Areson asked about training costs. Town Accountant Brazil explained that in terms of the Fire Department, training costs are strictly borne by the town. Chief Collins stated that there is no charge to send someone to the Fire Academy. That is subsidized by the insurance industry. Where the Town incurs a cost is that we have to pay them their salary and housing costs (or mileage). The only other option would be to provide a vehicle, but you'll still incur some costs for meals, etc.

Emergency Management

Chief Collins stated that the only change in the budget from 2022 to 2023 is that they need inventory and to potentially increase the supplies provided in the shelter trailer. We have an agreement with the Town of Provincetown that they maintain the shelter and Truro maintains the supplies. Finance Committee Chair Panessiti noted that a lot of the supplies expire each year, and that's why it has to be replaced. He asked if there were medical or food items that could be donated, or does it get wasted each year? Chief Collins doesn't think we'd want to get into donating expired items. Finance Committee Chair Panessiti meant items which could be donated prior to expiration. Chief Collins will look into that.

Member Reed made a motion to adjourn at 6:20pm.

Member Areson seconded.

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

There was no quorum of the Finance Committee, therefore no need to make a motion to adjourn.

Respectfully submitted,

Noelle L. Scoullar

Darrin Tangeman
Under the Authority of the Truro Select Board

Public Records material of 1.10.2022

1. Truro Police Department Memorandum
2. Police Department Budget Request
3. Truro Fire Department Memorandum
4. EMS Budget Request

TEMA Budget Request

