



# Truro Select Board

Tuesday, February 22, 2022

**Regular Meeting-5:00pm**

## REGULAR MEETING

<https://meet.goto.com/601741293>

1-877-309-2073 Access Code: 601-741-293

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: 601-741-293 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser:**

<https://meet.goto.com/601741293> Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

### 1. PUBLIC COMMENT

### 2. PUBLIC HEARINGS

### 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Appoint: Isadora Medley to the Bike and Walkways Committee

### 4. STAFF/ COMMITTEE UPDATES

A. Board/Committee Report: Planning Board- Anne Greenbaum, Chair

B. DPW Facility Update-Jarrold Cabral, Public Works Director

C. Staff Update: COVID-19 and Updated Masking Rule & Order- Emily Beebe, Health/ Conservation Agent

### 5. TABLED ITEMS NONE

### 6. SELECT BOARD ACTION

A. Review and Approve Walsh Property Bond Plan

Presenter: Alex Lessin, Finance Director; Treasurer/ Collector of Taxes; Fred Gaechter and Paul Wisotzky, Walsh Property Community Planning Committee Co-Chairs

B. Review and Possible Approval of Revised Policy 28: Curb Cut Policy

Presenter: Chair, Robert Weinstein

C. Review and Possible Approval of Curb Cut Applications for 33 Old County Road and 42 Great Hollow Road

Presenter: Jarrod Cabral, Public Works Director

D. Eversource Community Storm Information Briefing and Questions and Answers

Presenter: Ronit Goldstein, Eversource Community Relations

E. Review and Approve Declaration of Native Beach Rights and Associated Fee Waiver

Presenter: Helen McNeil Ashton

F. Review and Vote to Recommend Select Town Meeting Articles

Presenter: Darrin Tangeman, Town Manager

G. Discussion of Drafting a Letter to Oppose Pilgrim Nuclear Power Plant's Plan to Release Radioactive Water into Cape Cod Bay

Presenter: Select Board Member, Stephanie Rein

**7. CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. One Day Entertainment Licenses-Captain's Choice

B. Review and Approve Appointment Renewals: Alex Lessin- Cape Cod Municipal Health Group Alternate Delegate; Anthony Jackett- Shellfish Constable

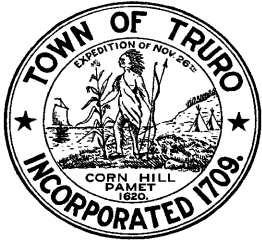
C. Review and Approve 2022 Seasonal Business Licenses- Jobi Pottery (Transient Vendor)

D. Review and Approve Select Board Minutes: Budget Task Force Minutes of 1.18.2022; Budget Task Force Minutes of 1.24.2022

**8.** Select Board Reports/Comments

**9.** Town Manager Report

**10.** Next Meeting Agenda: Executive Session- March 1, 2022; Regular Meeting- March 8, 2022



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Application to Serve

**EXPLANATION:** Isadora Medley submitted an application to serve on the Bike and Walkways Committee. The Chair recommends this appointment.

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

**IMPACT IF NOT APPROVED:** The Committee only has three members at this time. Not approving this applicant will leave the Bike and Walkways Committee with an incomplete membership.

**SUGGESTED ACTION:** *Motion to Appoint Isadora Medley to the Bike and Walkways Committee for a three-year term expiring June 30, 2025.*

**ATTACHMENTS:**

1. Application to Serve with Chair endorsement.

**Truro**

*Application to Serve on a Board or Committee*

**Last Name**

*Medley*

**First Name**

*Isadora*

**Middle Initial**

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*4 Hopkins Way*

**Address (City)**

*North Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02652*

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

*PO Box 1131 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?**

*Truro Bike and Walkway Committee (BWWC)*

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

*I am an avid biker and walker who loves Truro and is committed to the future of safe recreation in our town. I grew up here, learning to ride without training wheels in the Corn Hill parking lot when I was little. Now that I live here as an adult, I want to do my part to make Truro a safe and fun place for bikers and pedestrians. My dream would be to extend/connect the Cape Cod Rail Trail from South Wellfleet all the way to Provincetown, through Truro. I am heartened by the work the committee has done recently, especially the extension of the Pilgrim Springs bike trail.*

**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.**

Professionally I'm a Creative Director in advertising at Fidelity Investments. I've been writing professionally since I graduated college, and my everyday job is to collaborate with designers, strategists, developers, and people from all different parts of the business to deliver creative campaigns. I have experience leading brainstorming sessions and love solving a problem as part of a team.

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

I graduated UMass Amherst in 2009 with a Communications degree and have worked in advertising ever since. I was Treasurer of the NRHS Class of '05, a server at The Wellfleet Beachcomber, and have helped facilitate my family's Logan Dunne Memorial Scholarship with Beanstock Coffee since inception in 2013.

**Signature**

*Isadora Medley*

**Date**

*Jan 26, 2022*

## Noelle Scoullar

---

**From:** Susan Roderick [REDACTED]  
**Sent:** Wednesday, February 2, 2022 6:27 PM  
**To:** Noelle Scoullar  
**Cc:** Nicole Tudor  
**Subject:** Re: FW: Application to Serve-Isadora Medley-BWWC

Yes, I approve. I feel she is perfect for the BWWC Sue

On Wed, Feb 2, 2022 at 3:07 PM Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)> wrote:

Good Afternoon Susan,

Take a look at this new application to serve and reply back with your comments/approval in order to place this applicant on an upcoming Select Board agenda.

Thank you,

Noelle

**From:** Noelle Scoullar  
**Sent:** Tuesday, February 1, 2022 9:20 AM  
**To:** Susan Roderick [REDACTED]  
**Cc:** Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>  
**Subject:** Application to Serve-Isadora Medley-BWWC

Morning Susan,

Attached is an application to serve on the BWWC. Please review and send your comments/approval asap.

As soon as I receive your comments, I will schedule an interview with the Select Board for the applicant.

Thank you!

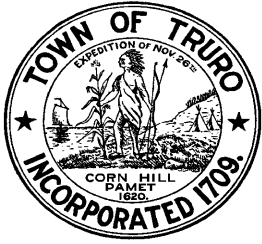
Noelle

**From:** [scans@smtp.truro-ma.gov](mailto:scans@smtp.truro-ma.gov) <[scans@smtp.truro-ma.gov](mailto:scans@smtp.truro-ma.gov)>  
**Sent:** Tuesday, February 1, 2022 9:02 AM  
**To:** Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>  
**Subject:** Message from Mail Room KM\_C458

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Committee Updates-Planning Board

**EXPLANATION:** The Planning Board Chair, Anne Greenbaum, 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:*

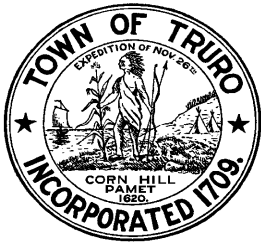
*Goals for the next 12 months:*

*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:** Public Works

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** DPW Facility Update

**EXPLANATION:** DPW Director Cabral will provide an update on the DPW feasibility study. The update will focus on costs associated with using Snow’s Field as a public water supply and with locating a new DPW facility at 24 Town Hall Road.

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

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

**SUGGESTED ACTION:** None

**ATTACHMENTS:**

- 1. DPW Memorandum
- 2. Scope of Work
- 3. Walsh Fit Test



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## Memorandum

**To:** Darrin Tangeman, Town Manager  
**From:** Jarrod J. Cabral, Department of Public Works Director  
**Date:** Feb 17, 2022  
**Subject:** DPW Feasibility Study

- Cost associated with a new DPW facility remaining at 24 Town Hall Rd: Temporary facilities would be needed for an estimated 18 Month construction period. Our consultant is recommending a budget of \$250,000, and possibly three temporary locations would be needed to support operations. Operational needs will include...
  - Temporary location for vehicles, machines, personnel – Transfer Station – DEP & BOH permitting required, NPS would need to be notified of the temporary change in use. The depositing of yard waste would need to be suspended during the 18-month construction period.
  - Mobile office / break room with temporary power
  - Temporary power for engine lock heaters
  - Portable Bathroom facilities
  - Multiple storage containers
  - Temporary garage space would need to be located, and possibly leased for vehicle maintenance. If a location cannot be found, we may need to consider erecting a temporary structure to house maintenance operations which could add an additional \$100,000
  - Temporary location, for snow removal operations would need to be located (possibly DOT but not recommended)
  - Contract with local fuel station for gas and diesel for all Town vehicles
  - Staff time, and subcontractor time to setup and break down
- Additional water/well/environmental study costs associated with remaining at 24 Town Hall Road:
  - Well survey \$60,000 to possibly relocate existing well.
  - Recommended phase two environmental study \$32,000. If contaminants are found indicative of a release, we would be obligated to report it to DEP and the conduct any additional assessment and or cleanup are required by DEP cost is unknown.
  - Buried tank for fire suppression \$50,000
- Associated costs with developing Snows Field as a public water supply location:
  - Well survey \$60,000
  - Engineering Estimate pending with EPG
  - Buried tank for fire suppression \$50,000 located at 24 Town Hall Road
  - EPG Estimated Construction cost \$500,000
  - Pending comments from DEP on Zone 1 usage 100' radius is minimum

- total costs with utilizing our current location: \$892,000 – \$992,000
  
- Walsh property fit test:
  - The recommended site is site two on the slides
  - Just to the East is a Natural Heritage priority habitat area
  - Water supply and septic would need to be coordinated with the existing Walsh structures
  - Roadway would need to be developed to support larger vehicles and Machinery
  - Added cost for fire suppression tank

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



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## Memorandum

**To:** Darrin Tangeman, Town Manager  
**From:** Jarrod J. Cabral, Department of Public Works Director  
**Date:** Feb 17, 2022  
**Subject:** DPW Feasibility Study

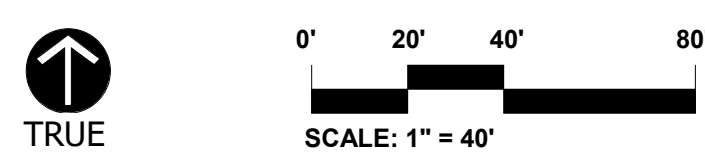
- **Well Survey Scope of work:** Town Hall Site and Snows Field - Cost \$60,000 each location
  - Assess different options reviewing existing information such as geologic mapping, GIS data base information.
  - Install test pit
  - Perform pump test plan
  - Test well yield and water quality
  - Complete new source approval permitting
  
- **Phase II:** Based on the results of the phase 1 study Weston & Sampson identified the following recognized environmental conditions (RECs) for the Site: \$32,000
  - The historic use of the Site as a fueling station and vehicle maintenance facility.
  - The potential for impacts to the subsurface in the area of the subgrade hydraulic lift.
  - The presence of fill material behind the DPW administration office and maintenance garage.
  - The presence of filled automobile service pits in main garage. Perform one day of Geoprobe drilling to assess oil conditions in areas of concern.
  - Dig Safe and interior boring clearance prior to drilling. Interior boring clearance via concrete coring and Vector Excavation techniques.
  - Assume 10 to 12 borings will be advanced to maximum depth of 10 to 15 feet below grade surface. Assume groundwater will not be encountered and monitoring wells will not be required.
  - Borings will be advance in the following areas: garage hydraulic lift and service pits, potential fill areas behind buildings, fueling station, areas of potential soil export.
  - Collect and field screen soil samples. Based on field screening select samples from each area for select laboratory analyses. Soil analysis will include Extractable and Volatile Petroleum Hydrocarbons (EPH/VPH), Polynuclear Aromatic Hydrocarbons (PAHs), Volatile and Semi-volatile Organic Hydrocarbons (VOC/SVOCs), Polychlorinated Biphenyls (PCBs), total metals and general chemistry (pH, reactivity, ignitability, conductivity).

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



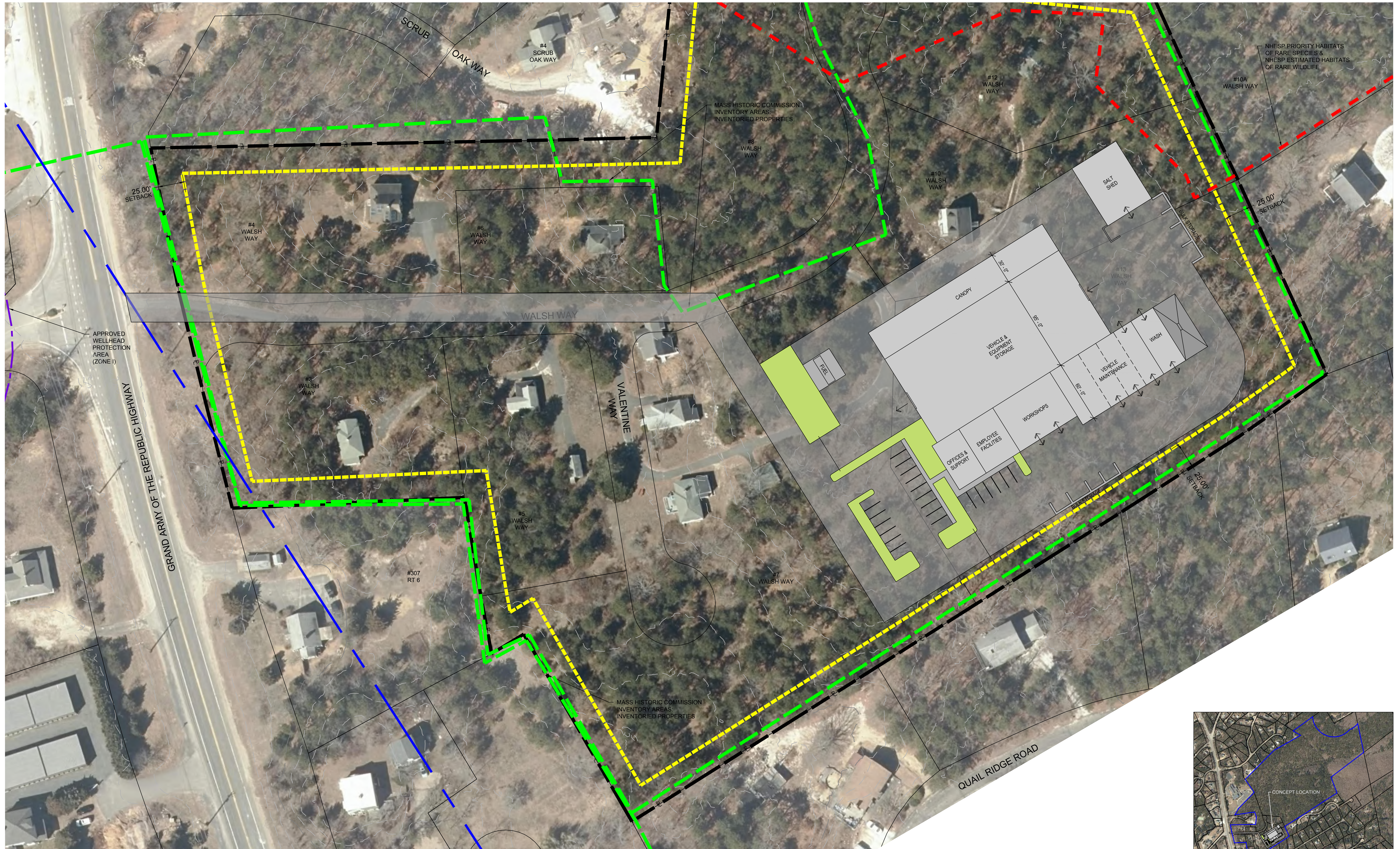
**PROGRAM - SQUARE FOOTAGE:**

|  |  |
|--|--|
| OFFICES & OFFICE SUPPORT AREAS<br>= 1,525 SF |  |
| EMPLOYEE FACILITIES<br>= 1,936 SF            |  |
| WORKSHOPS<br>= 3,192 SF                      |  |
| VEHICLE MAINTENANCE<br>= 5,532 SF            |  |
| WASH BAY<br>= 1,380 SF                       |  |
| VEHICLE & EQUIPMENT STORAGE<br>= 18,953 SF   |  |



CONCEPTUAL SITE LAYOUT 1 - WALSH SITE

NEW PUBLIC WORKS FACILITY  
TRURO, MA



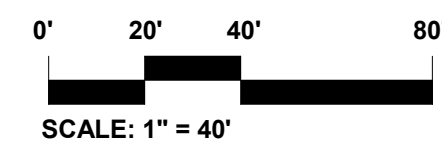
SITE KEY  
SCALE: 1" = 800'



CONCEPTUAL SITE LAYOUT 2 - WALSH SITE

NEW PUBLIC WORKS FACILITY  
TRURO, MA





CONCEPTUAL SITE LAYOUT 3 - WALSH SITE

NEW PUBLIC WORKS FACILITY  
TRURO, MA





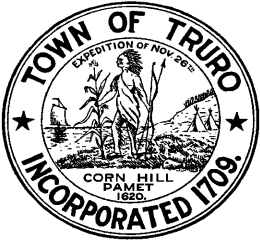


0' 20' 40' 80'  
SCALE: 1" = 40'

CONCEPTUAL SITE LAYOUT 4 - WALSH SITE

NEW PUBLIC WORKS FACILITY  
TRURO, MA





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Health & Conservation

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

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** COVID-19 and Updated Masking Rule & Order Staff Report

**EXPLANATION:** Health & Conservation Agent, Emily Beebe will give a staff report on the current COVID-19 situation, including the recently revised Board of Health Rule & Order related to masking and changes to other public health requirements that are presently under consideration.

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

**SUGGESTED ACTION:** *None-discussion only.*

**ATTACHMENTS:**

1. None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** Feb 22, 2022

**ITEM:** Review and Approve Walsh Property Bond Plan

**EXPLANATION:** Finance Director: Treasurer/Collector Alex Lessin will present financing scenarios provided by the Town's Financial Advisor, Hilltop Securities. He presented these scenarios to the Walsh Property Community Planning Committee as the various bonding options may have an impact on the Committee's planning efforts. Co-Chairs, Paul Wisotzky and Fred Gaechter, of the Walsh Property Community Planning Committee will be present to provide feedback from the Committee on the bonding scenarios.

Although the Treasurer is tasked with securing bonds for the Town's debt service, Town Manager Tangeman and Finance Director: Treasurer/ Collector of Taxes Lessin would like the Board to understand the options as there are land use implications related to the bonding options.

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

**IMPACT IF NOT APPROVED:** Potential increase to financing cost.

**SUGGESTED ACTION:** *Move to recommend that the Finance Director secure financing that provides maximum flexibility for future uses of the Walsh Property while limiting financial risk to the Town.*

**ATTACHMENTS:**

1. Presentation to Walsh Committee from February 16, 2022

# Walsh Land Acquisition Long Term Financing

February 16, 2022

Alex Marini Lessin

Finance Director: Treasurer/Collector



# The Town is Converting its Short-term Note into a Long-term Bond in March


- In May of 2019, Truro borrowed \$4,700,000 in short-term notes (called **Bond Anticipation Notes** aka BAN's) to finance the purchase the 69 Acre property.
- The Town needs to convert the BAN to long term debt in order to avoid excessive costs.
- Depending on the use of the property, the Town can convert to taxable or tax-exempt bonds. Tax-exempt bonds offer savings to investors because the interest is not taxed.

# Public Usage Qualifies for Tax Exempt Bonds; Private Use Must Meet Several Threshold Tests\*\*

\*\*All choices subject to review by bond counsel

| Public Use   | Eligible, but Requires Further Analysis  | Private use  |
|--|--|--|
| <ul style="list-style-type: none"><li>• Recreation</li><li>• Open space</li><li>• Town/school facilities</li><li>• Town infrastructure</li></ul> | <ul style="list-style-type: none"><li>• Town-owned building leased for affordable rental housing</li></ul> | <ul style="list-style-type: none"><li>• Selling land for private use, such as housing development, senior care facility, childcare or healthcare facility, theater, etc.</li></ul> |

# Classifying Portion of Land for Public Purpose Could Lead to Cost Savings

|  | <b>Blended tax-exempt and taxable (lowest cost)</b> | <b>All taxable (higher cost, flexibility)</b> | <b>Waiting to Bond until 2023 (highest cost, least benefit)</b> |
|---|---|---|---|
| Annual tax impact in fiscal year 2023 home valued at \$700,000                    | \$107   | \$110   | \$126   |
| Total cost to Town over 20 years (not adjusted for inflation)                     | \$6,057,329   | \$6,175,017                                   | \$6,674,000   |

“Blended” options means \$1,500,000 as tax-exempt and \$3,200,000 as taxable. Assumes a portion of land is used for public purpose.

# Appendix

1. Debt service FY23-FY42 for blended choice, borrowing in March 2022
2. Debt service FY23-FY42 for taxable choice, borrowing in March 2022
3. Debt service FY24-FY43 for taxable choice, borrowing in March 2024



# Debt service for blended tax exempt and taxable bonds

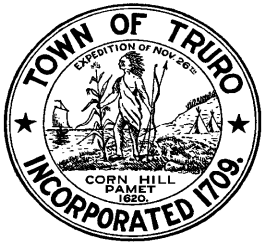
| Town of Truro, Massachusetts                          |                     |                     |                              |
|---|---------------------|---------------------|------------------------------|
| \$4,700,000 Walsh Property Bonds dated March 29, 2022 |                     |                     |                              |
| Assumes 20 Years, Equal Principal                     |                     |                     |                              |
| *Interest Estimated - Subject to Change*              |                     |                     |                              |
| Fiscal Year   | Principal           | Interest            | Estimated Total Debt Service |
| 2023  | \$ 235,000          | \$ 124,704          | \$ 359,704                   |
| 2024  | 235,000             | 123,263             | 358,263                      |
| 2025  | 235,000             | 116,775             | 351,775                      |
| 2026  | 235,000             | 110,288             | 345,288                      |
| 2027  | 235,000             | 103,800             | 338,800                      |
| 2028  | 235,000             | 97,313              | 332,313                      |
| 2029  | 235,000             | 90,825              | 325,825                      |
| 2030  | 235,000             | 84,338              | 319,338                      |
| 2031  | 235,000             | 77,850              | 312,850                      |
| 2032  | 235,000             | 71,363              | 306,363                      |
| 2033  | 235,000             | 64,875              | 299,875                      |
| 2034  | 235,000             | 58,388              | 293,388                      |
| 2035  | 235,000             | 51,900              | 286,900                      |
| 2036  | 235,000             | 45,413              | 280,413                      |
| 2037  | 235,000             | 38,925              | 273,925                      |
| 2038  | 235,000             | 32,438              | 267,438                      |
| 2039  | 235,000             | 25,950              | 260,950                      |
| 2040  | 235,000             | 19,463              | 254,463                      |
| 2041  | 235,000             | 12,975              | 247,975                      |
| 2042  | 235,000             | 6,488               | 241,488                      |
|   | <u>\$ 4,700,000</u> | <u>\$ 1,357,329</u> | <u>\$ 6,057,329</u>          |

# Debt service for taxable bonds

| Town of Truro, Massachusetts                          |                     |                     |                              |  |  |
|---|---------------------|---------------------|------------------------------|--|--|
| \$4,700,000 Walsh Property Bonds dated March 29, 2022 |                     |                     |                              |  |  |
| Taxable   |                     |                     |                              |  |  |
| *Interest Estimated at 3.00% - Subject to Change*     |                     |                     |                              |  |  |
| Fiscal Year   | Principal           | Interest            | Estimated Total Debt Service |  |  |
| 2023  | \$ 235,000          | \$ 135,517          | \$ 370,517                   |  |  |
| 2024  | 235,000             | 133,950             | 368,950                      |  |  |
| 2025  | 235,000             | 126,900             | 361,900                      |  |  |
| 2026  | 235,000             | 119,850             | 354,850                      |  |  |
| 2027  | 235,000             | 112,800             | 347,800                      |  |  |
| 2028  | 235,000             | 105,750             | 340,750                      |  |  |
| 2029  | 235,000             | 98,700              | 333,700                      |  |  |
| 2030  | 235,000             | 91,650              | 326,650                      |  |  |
| 2031  | 235,000             | 84,600              | 319,600                      |  |  |
| 2032  | 235,000             | 77,550              | 312,550                      |  |  |
| 2033  | 235,000             | 70,500              | 305,500                      |  |  |
| 2034  | 235,000             | 63,450              | 298,450                      |  |  |
| 2035  | 235,000             | 56,400              | 291,400                      |  |  |
| 2036  | 235,000             | 49,350              | 284,350                      |  |  |
| 2037  | 235,000             | 42,300              | 277,300                      |  |  |
| 2038  | 235,000             | 35,250              | 270,250                      |  |  |
| 2039  | 235,000             | 28,200              | 263,200                      |  |  |
| 2040  | 235,000             | 21,150              | 256,150                      |  |  |
| 2041  | 235,000             | 14,100              | 249,100                      |  |  |
| 2042  | 235,000             | 7,050               | 242,050                      |  |  |
|   | <u>\$ 4,700,000</u> | <u>\$ 1,475,017</u> | <u>\$ 6,175,017</u>          |  |  |

# Debt service for taxable bonds (Starting FY24)

| Town of Truro, Massachusetts                      |                     |                     |                              |
|---|---------------------|---------------------|------------------------------|
| \$4,700,000 Walsh Property Bonds dated March 2023 |                     |                     |                              |
| Taxable   |                     |                     |                              |
| *Interest Estimated at 4.00% - Subject to Change* |                     |                     |                              |
| Fiscal Year                                       | Principal           | Interest            | Estimated Total Debt Service |
| 2024  | \$ 235,000          | \$ 188,000          | \$ 423,000                   |
| 2025  | 235,000             | 178,600             | 413,600                      |
| 2026  | 235,000             | 169,200             | 404,200                      |
| 2027  | 235,000             | 159,800             | 394,800                      |
| 2028  | 235,000             | 150,400             | 385,400                      |
| 2029  | 235,000             | 141,000             | 376,000                      |
| 2030  | 235,000             | 131,600             | 366,600                      |
| 2031  | 235,000             | 122,200             | 357,200                      |
| 2032  | 235,000             | 112,800             | 347,800                      |
| 2033  | 235,000             | 103,400             | 338,400                      |
| 2034  | 235,000             | 94,000              | 329,000                      |
| 2035  | 235,000             | 84,600              | 319,600                      |
| 2036  | 235,000             | 75,200              | 310,200                      |
| 2037  | 235,000             | 65,800              | 300,800                      |
| 2038  | 235,000             | 56,400              | 291,400                      |
| 2039  | 235,000             | 47,000              | 282,000                      |
| 2040  | 235,000             | 37,600              | 272,600                      |
| 2041  | 235,000             | 28,200              | 263,200                      |
| 2042  | 235,000             | 18,800              | 253,800                      |
| 2043  | 235,000             | 9,400               | 244,400                      |
|   | <u>\$ 4,700,000</u> | <u>\$ 1,974,000</u> | <u>\$ 6,674,000</u>          |



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** DPW

**REQUESTOR:** Jarrod J. Cabral, DPW Director

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Select Board Policy 28: Curb Cuts

**EXPLANATION:** At a previous Select Board meeting, the Board decided that Chair Weinstein would draft revisions to Select Board Policy 28: Curb Cuts. Chair Weinstein collaborated with staff to revise the existing curb cut policy to provide clarification and address the future needs of the Town.

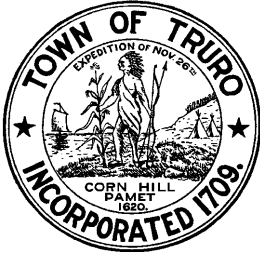
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Policy will not be changed.

**SUGGESTED ACTION:** *MOTION TO approve the proposed changes to Select Board Policy 28 Curb Cuts.*

**ATTACHMENTS:**

1. Existing Select Board Policy #28: Curb Cut Policy
2. Proposed Select Board Policy #28: Curb Cut Policy
3. Curb Cut Application Highlighted References
4. Curb Cut Process



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #28

Date: Adopted June 6, 2000, revised 9/22/04, 2/28/06, 6/13/06, 10/13/07

Subject: **CURB CUT POLICY**

### 1. Introduction

Due to the continuing growth in construction activity in Truro and the associated growth in curb cuts, the Board of Selectmen has established the following Curb Cut Policy in order to address inherent safety concerns.

This policy is intended to provide control over access to Town or State owned roads and uniformity of requirements and standards of construction for every curb cut request. Upon inspection by the Director of the Department of Public Works, there may be additional construction requirements imposed for a particular situation, but none that would be contradictory to the Subdivision Control Laws as outlined in MGL Chapter 41, Sections 81K through 81GG, or the Town of Truro Rules and Regulations governing the Subdivision of Land (Rules and Regulations), Sections 3.6.2, 3.6.6, 4, Table 1 and Section 1.5.

### 2. Policy

Alteration of existing curb cut(s) and/or requests for additional curb cuts off of a Town or State owned road(s) shall cause an applicant to file a Curb Cut Permit (CCP). Any application for a building permit that includes a proposed curb cut on property off a Town or State owned road will first require an approved CCP. The approved CCP must be provided to the Truro Building Commissioner prior to or at the time of requesting a building permit. No such building permit will be issued without an approved CCP. Additionally, a final certificate of occupancy for the construction will not be issued unless the conditions of the CCP have been met.

The Truro Board of Selectmen will refer any Town concerns regarding proposed curb cuts on State owned roads to the Massachusetts Highway Department for consideration.

The curb cut construction requirements of this Policy will be applicable to new construction, existing structures, and renovations thereto.

### 3. Action

Application for a CCP will be made on approved forms available at Town Hall or the Department of Public Works. A copy of the current (as of this date) CCP application form is attached as Exhibit 1. The applicant for

a CCP, or his/her agent, will be available to the Director of the Department of Public Works and the Chief of Police to enable a site inspection and to answer any questions regarding the CCP application.

The Planning Board approval/sign off is required for approved subdivision roads on Town or State roads and for endorsed Site Plan Review on Town or State roads.

All curb cuts shall be located and constructed in such a manner so as to **preclude**:

- a. Damage to the Town or State road either at the time of construction or in the future;
- b. Drainage from private property onto the Town or State road;
- c. Introduction of sand, soils, or other materials onto the Town or State road; and
- d. Any other potential hazard to public safety as may be identified by the Director of the Department of Public Works and/or the Chief of Police.

All curb cuts will comply with the Town of Truro construction requirements, as noted on the attached information sheet and shown as Exhibit 2; the design standards shown under the Rules and Regulations, Section 2.5.8; the Mass Highway permit requirements as applicable; and/or as required by the Director of the Department of Public Works.

All applications for a curb cut and approval of performance conditions on Town roads shall be subject to review, including a site visit by the Director of the Department of Public Works and the Chief of Police, prior to approval. The Director shall make recommendations on each application, based upon the Town's construction requirements as outlined above, such as location, materials to be used, catch basin(s) location(s), and so forth, if required. All such required construction will be at the applicant's expense. The Chief of Police will review the application site to ascertain that the curb cut will not be detrimental to traffic flow and the public's safety.

Final approval by the Director of the Department of Public Works shall be made only after approval by the Planning Board, if required, after completion of all construction, and after a final inspection by the Director of the Department of Public Works has been made. Final written approval shall become a part of the property records maintained by the Building Commissioner, and shall be completed prior to the issuance of a certificate of occupancy.

The Board of Selectmen may waive any requirements of this policy, at their sole discretion, when such waiver is deemed to be in the best interests of, and at no cost to, the Town of Truro.

#### **4. Enforcement**

Failure to comply with this policy shall result in one or more of the following actions:

- a. A refusal to issue a building permit (permit approval) and/or a certificate of occupancy (permit compliance);

- b. A request to Mass Highway for disapproval of the applicant's request for a permit to enter a State Highway; and/or
- c. A penalty of \$300.00 for each violation through the non-criminal disposition process as outlined in the Truro General Bylaws. Each day a violation exists shall be considered a new violation.

**2. Process**

Following is an outline of the chronological process to be used for conformance to this Policy:

- a. Applicant submits an approved application for a Curb Cut Permit.
- b. Director of the Department of Public Works performs a site visit, attaches his recommendations to the Board of Selectmen, and forwards the completed curb cut application to the Chief of Police.
- c. The Chief of Police performs a site visit; he notes his approval/disapproval of the application based on safety considerations and forwards the application to the Board of Selectmen.
- d. Board of Selectmen approves/disapproves the application w/wo conditions and forwards the results to the applicant. If the application is disapproved, the process starts over again with a revised application reflecting the reason(s) for disapproval.
- e. Upon the approval of the Board of Selectmen, applicants whose curb cut applications are tied to a building permit will proceed as below:
  - 1. Applicant includes the approved Curb Cut Permit to his/her application for a building permit.
  - 2. Construction occurs.
  - 3. Property owner or his/her agent applies for a certificate of occupancy.
  - 4. Director of the Department of Public Works performs a site visit to determine compliance with the conditions of the Curb Cut Permit and informs the Building Commissioner, in writing, that the conditions have or have not been met. If the latter, the applicant will be informed of what actions are required to meet the conditions of the Curb Cut Permit and that they must be completed prior to the issuance of a certificate of occupancy.

\_\_\_\_\_  
Alfred Gaechter, Chairman

\_\_\_\_\_  
Gary Palmer, Vice-Chairman

\_\_\_\_\_  
Christopher R. Lucy, Clerk

\_\_\_\_\_  
Curtis Hartman

\_\_\_\_\_  
Janet W. Worthington  
Board of Selectmen  
Town of Truro

**EXHIBIT 1**

TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT

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

Date: \_\_\_\_\_

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

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Curb Cut Street Location: \_\_\_\_\_

Affected Town or State road: \_\_\_\_\_

Truro Assessor's Map Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name of contractor: \_\_\_\_\_

Reason/explanation: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

Owner's Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address (if different): \_\_\_\_\_



**Director, Department of Public Works Preliminary Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Not Applicable

\_\_\_\_\_  
Director, Department of Public Works

\_\_\_\_\_  
Date

**Chief of Police Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Not applicable

\_\_\_\_\_  
Chief of Police

\_\_\_\_\_  
Date

**Board of Selectmen Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Date

**Planning Board Approval (if required):**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Not Applicable

\_\_\_\_\_  
Chairman, Planning Board

\_\_\_\_\_  
Date

**Building Commissioner Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved Building Permit Number \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

**Mass Highway Referral (if required):**

Date Forwarded \_\_\_\_\_

\_\_\_\_\_  
Signature

**Director, Department of Public Works Declaration of Compliance:**

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

\_\_\_\_\_  
Director, Department of Public Works

\_\_\_\_\_  
Date

**Building Commissioner Final Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved Certificate of Occupancy \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

## EXHIBIT 2

### TOWN OF TRURO CURB CUT DESIGN AND CONSTRUCTION REQUIREMENTS

General: Any owner of property abutting Town or State roads shall, before beginning any construction, make written application to the Board of Selectmen, in duplicate. The application will be accompanied by a plan showing the following:

1. Complete plans drawn to scale on the property in question, including the location of property lines and all existing driveways, using a scale of no less than 40' = 1".
2. Indication of any drive that is to be altered or closed.

The following additional requirements must be met and agreed upon by the applicant/owner:

1. The applicant must furnish a list of all materials, including any necessary signs, to be part of any construction within the Town or State layout.
2. All work and material shall meet the standards of the Town of Truro and/or the Mass Highway requirements, if applicable.
3. Any alterations to the original application shall require a new permit.
4. All curb cuts and street approaches will be inspected during and after construction, and the Town has the right to stop work until such time as any objectionable conditions are corrected at the applicant/owner's expense.
5. The cost of any/all construction and maintenance of any work to take place within the Town or State layout; all materials and labor; and any work specified and approved by the Board of Selectmen, shall be borne by the applicant/owner, their grantees, successors and assignees.

#### Design and Construction Requirements:

Driveways should be located to the best advantage with regard to the road alignment, profile, sight distance conditions, road safety, and so forth.

The standards call for not more than one (1) curb cut for any one property. A variance may be granted by the Board of Selectmen, subject to an individual need.

The radius of a private driveway may not extend beyond the private owner's property line without the abutting owner's written consent.

All driveways or private road entrances or exits shall be hot mixed and bermed, oiled, or hardened with such materials to the road/property sideline so as to prevent erosion of such driveway/private road entrance or exit which would cause sand or material to be washed onto Town or State roads. This should be completed as soon as possible, weather permitting.



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## POLICY MEMORANDUM #28

Date: Adopted June 6, 2000, revised 9/22/04, 2/28/06, 6/13/06, 10/13/07

Subject: **CURB CUT POLICY**

### 1. Purpose

Due to the on-going construction activity in Truro and the associated growth in curb cuts, the Select Board established the following Curb Cut Policy in order to address inherent safety concerns, and to protect Town roads, infrastructure, and public safety.

This policy is intended to provide control over access to Town or State-owned roads and uniformity of requirements and standards of construction for every curb cut request. Upon inspection by the Director of the Department of Public Works, there may be additional construction requirements imposed for a particular situation, but none that would be contradictory to the Town of Truro Rules and Regulations governing the Subdivision of Land (Rules and Regulations), Sections 3.6.3, 3.6.4, 3.6.8, *Design Standards*, Appendix 2, Table 1 and Section 1.5, with particular attention to grade requirements; or to the Town of Truro General Bylaws, Chapter 1, Sections 8, *Soil Removal*, 1.8.1. through 1.8.5, and Chapter 1, Section 9, *Private and Public Ways and Places*, 1.9.13 through 1.9.13.5; and the Subdivision Control Laws, Mass. General. Laws Chapter 41, Sections 81K through 81GG.

### 2. Policy

All new curb cuts off of a Town or State-owned Road(s), and all alterations of existing curb cut(s) off of such Roads, shall require a Curb Cut Permit (CCP). Any application for a building permit that includes a proposed curb cut on property off of a Town or State-owned Road will first require an approved CCP. The approved CCP must be provided to the Truro Building Commissioner prior to or at the time of requesting a building permit. No such building permit will be issued without an approved CCP. Additionally, a final certificate of occupancy for the construction will not be issued unless the conditions of the CCP have been met. All storm water runoff and sediment must be contained on the applicant's property so as not to negatively impact Town roads and/or infrastructure.

The requirements of this Policy are applicable to all curb cuts, including 1) curb cuts associated with new construction; 2) curb cuts created in the absence of new construction; and 3) modification of existing curb cuts

The Truro Select Board will refer any Town concerns regarding proposed curb cuts on State-owned roads to the Massachusetts Department of Transportation (DOT) for consideration.

### 3. Standards

All curb cuts shall be located and constructed in such a manner to **preclude**:

- a. Damage to the Town or State Road either at the time of construction or in the future.
- b. Drainage from private property onto the Town or State Road.
- c. Introduction of sand, soils, or other materials onto the Town or State Road; and
- d. Any other potential hazard to public safety as may be identified by the Director of the Department of Public Works, the Building Commissioner the Chief of Police, and/or the Fire Chief.

All curb cuts shall comply with the Town of Truro construction requirements contained in the Exhibit 2 to this Policy; the Town of Truro Rules and Regulations governing the Subdivision of Land (Rules and Regulations), Sections 3.6.3, 3.6.4, 3.6.8, *Design Standards*, Appendix 2, Table 1 and Section 1.5, with particular attention to grade requirements; the Town of Truro General Bylaws, Chapter 1, Sections 8, *Soil Removal*, 1.8.1. through 1.8.5, and Chapter 1, Section 9, *Private and Public Ways and Places*, 1.9.13 through 1.9.13.5; permit requirements of the Massachusetts Department of Transportation as applicable; and as required by the Director of the Department of Public Works. **A copy of the above Subdivision of Land Rules and Regulations, Sections 3.6.3, 3.6.4, 3.6.8 and *Design Standards*, Appendix 2, Table 1, are attached as Exhibit 3.**

All applications for a curb cut and approval of performance conditions on Town roads shall be subject to review, including a site visit by the Director of the Department of Public Works, the Building Commissioner, the Chief of Police, and the Fire Chief prior to approval. The Director shall make recommendations on each application, based upon the Town's construction requirements as outlined above, such as location, grade of driveway, materials to be used, catch basin(s) location(s), and so forth, if required. All such required construction will be at the applicant's expense. The Chief of Police will review the application site to ascertain that the curb cut will not be detrimental to traffic flow and the public's safety.

Final approval by the Director of the Department of Public Works shall be made only after approval by the Planning Board, if required, after completion of all construction, and after a final inspection by the Director of the Department of Public Works has been made. Final written approval shall become a part of the property records maintained by the Building Commissioner and shall be completed prior to the issuance of a building permit, and a certificate of occupancy.

The Select Board may waive any requirements of this policy, at their sole discretion, when such waiver is deemed to be in the best interests of public safety, and at no cost to, the Town of Truro. In waiving strict compliance, The Select Board may impose such alternative conditions as will serve substantially the same objective as the standards or rules waived.

### 4. Process

Application for a CCP shall be made on approved forms available at Town Hall Building Department or the Department of Public Works. A copy of the current application form is attached as Exhibit 1. The applicant for a CCP, or his/her agent, shall be available to the Director of the Department of Public Works and the Building Commissioner and the Chief of Police and the Fire Chief to enable a site inspection and to answer any questions regarding the CCP application.

NOTE: Planning Board approval/sign off is required for approved subdivision roads on Town or State roads and for endorsed Site Plan Review on Town or State roads.

The following process shall be observed for all curb cut applications:

For all new curb cuts:

- a. Prior to or concurrently with an application for a building permit, an applicant shall submit a complete application for a Curb Cut Permit to the Building Department, in compliance with the above-stated requirements. The Building Department shall distribute copies of the application to the Department of Public Works; the Chief of Police; the Fire Chief; and the Conservation Agent. *If no construction is associated with the proposed Curb Cut, an application must still be submitted prior to any work on such Curb Cut.*
- b. The Building Commissioner, Chief of Police, Fire Chief and, where applicable, the Conservation Agent (“Departments”) shall each perform a site visit and indicate approval or disapproval of the application, including any recommended conditions for approval or other comment.
- c. The Departments shall forward their determinations and any recommended conditions or other comment to the Director of the Department of Public Works.
- d. The Director of the Department of Public Works shall review all comment from the above Departments; perform a site visit; indicate approval or disapproval of the application, including any recommended conditions for approval or other comment; and submit all comment to the Select Board.
- e. The Town Manager shall review the application and Department comment prior to submission to the Select Board.
- f. The Select Board shall approve or disapprove the application, imposing any conditions on an approval deemed necessary for public safety.
- g. If the application is disapproved, the applicant may reapply with a revised application addressing the reason(s) for disapproval.
- h. Following issuance of a Curb Cut permit related to building construction:
  1. The applicant shall include the approved Curb Cut Permit to any application for a building permit.
  2. Following completion of construction, the applicant shall apply for a certificate of occupancy.
  3. Prior to issuance of a certificate of occupancy by the Building Department, the Director of the Department of Public Works shall perform a site visit to determine compliance with the conditions of the Curb Cut Permit. The Director shall inform the Building Commissioner, in writing, whether such conditions have been met. No certificate of occupancy shall issue unless and until the conditions of the Curb Cut permit have been met.

For modifications to existing curb cuts:

- a. Prior to performing any modification to an existing curb cut, an applicant shall submit a complete application for a Curb Cut permit to the Building Department in compliance with the above-stated requirements. The Building Department shall distribute a copy of the applications to the Department of Public Works.
- b. The Building Commissioner and the Director of the Department of Public Works shall each perform a site visit to review proposed changes to the existing curb cut..
- c. The Building Commissioner and the Director of Public Works shall approve or disapprove the application, imposing any conditions on an approval deemed necessary for public safety.

**5. Enforcement**

Failure to comply with this policy shall result in one or more of the following actions:

- a. A refusal to issue a building permit (permit approval) and/or a certificate of occupancy (permit compliance).
- b. A request to Massachusetts Department of Transportation for disapproval of the applicant's request for a permit to enter a State Highway; and/or
- c. A penalty of \$300.00 for each violation through the non-criminal disposition process as outlined in the Truro General Bylaws. Each day a violation exists shall be considered a new violation, unless substantial progress or unforeseen delays can be demonstrated by the applicant.

\_\_\_\_\_  
, Chairman

\_\_\_\_\_  
, Vice-Chairman

\_\_\_\_\_  
, Clerk

\_\_\_\_\_

\_\_\_\_\_  
Board of Selectmen  
Town of Truro

**EXHIBIT 1**

TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT

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

Date: \_\_\_\_\_

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

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Owners Name(s) (Please Print): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Curb Cut Street Location: \_\_\_\_\_

Affected Town or State Road: \_\_\_\_\_

Truro Assessor's Map Number: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Name of contractor: (please print) \_\_\_\_\_

Contractor Phone Number: \_\_\_\_\_

Contractor Email: \_\_\_\_\_

Reason/explanation: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_

Owner's Signature (if different): \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Address (if different): \_\_\_\_\_

**Department Approvals**

**Building Commissioner Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Building Permit Number \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

**Chief of Police Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Not applicable

\_\_\_\_\_  
Chief of Police

**Fire Chief Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Not applicable

\_\_\_\_\_

\_\_\_\_\_  
Date

**Health and Conservation Agent:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Health & Conservation Agent

\_\_\_\_\_  
Date

**Director, Department of Public Works:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Not Applicable

\_\_\_\_\_  
Director, Department of Public Works

\_\_\_\_\_  
Date

**Town Manager :**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

**Select Board Approval:**

\_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

\_\_\_\_\_  
Chair, Select Board

\_\_\_\_\_  
Date



**ADDITIONAL APPROVALS (if required)**

**Planning Board Approval (if required):**

\_\_\_\_\_ *Approved*      \_\_\_\_\_ *Disapproved*      \_\_\_\_\_ *Not Applicable*

\_\_\_\_\_  
*Chair, Planning Board*

\_\_\_\_\_  
*Date*

**Mass Highway Referral (if required):**

*Date Forwarded* \_\_\_\_\_

\_\_\_\_\_  
*Signature*

**CERTIFICATION OF COMPLIANCE/FINAL APPROVAL**

**Director, Department of Public Works Declaration of Compliance:**

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

Director, Department of Public Works    Date \_\_\_\_\_

**Building Commissioner Final Approval:**

\_\_\_\_\_ *Approved*      \_\_\_\_\_ *Disapproved*      Certificate of Occupancy \_\_\_\_\_

\_\_\_\_\_  
*Building Commissioner*

\_\_\_\_\_  
*Date*

## **EXHIBIT 2**

### **TOWN OF TRURO CURB CUT DESIGN AND CONSTRUCTION REQUIREMENTS**

**General:** Any owner of property abutting Town or State roads shall, before beginning any construction, make written application to the Select Board, in duplicate. The application will be accompanied by a plan showing the following:

1. Complete plans drawn to scale on the property in question, including the location of property lines and all existing driveways, using a scale of no less than 40' = 1", topography and grade of driveway served by the curb cut must be included.
2. Indication of any drive that is to be altered or closed.
3. For all new construction projects or new curb cuts, a complete set of engineered stamped plans must be submitted.

The following additional requirements must be met and agreed upon by the applicant/owner:

1. The applicant must furnish a list of all materials, including any necessary signs, to be part of any construction within the Town or State layout.
2. All work and material shall meet the standards of the Town of Truro and/or the Mass Department of Transportation requirements, if applicable.
3. Any alterations to the original application shall require a new permit. All curb cuts must be completed within one year of the approved curb cut application, or an extension request will be required to be submitted in writing to the Building Department, and the Department of Public Works.
4. All curb cuts and street approaches will be inspected during and after construction, and the Town has the right to stop work until such time as any objectionable conditions are corrected at the applicant/owner's expense. The Department of Public Works must be contacted upon completion.
5. The cost of any/all construction and maintenance of any work to take place within the Town or State layout; all materials and labor; and any work specified and approved by the Select Board, shall be borne by the applicant/owner, their grantees, successors, and assignees.

#### **Design and Construction Requirements:**

Driveways should be located to the best advantage with regard to the grade, road alignment, profile, sight distance conditions, road safety, and so forth. Submit a written narrative describing the means and method of construction supporting the above-mentioned requirements.

The standards call for not more than one (1) curb cut for any one property. A variance may be granted by the Select Board, subject to site-specific need.

The radius of a private driveway may not extend beyond the private owner's property line without the abutting owner's written consent. A proposed driveway may not directly abut an existing neighbor's driveway without abutting owners written consent, and a variance from the Select Board.

All driveways or private road entrances or exits shall be hot mixed and bermed, oiled, or hardened with such materials to the road/property sideline so as to prevent erosion of such driveway/private road entrance or exit which would cause sand or material to be washed onto Town or State roads. This should be completed as soon as possible, weather permitting. Submit a written narrative describing means and method of storm water runoff and sediment/erosion control.

Driveways shall comply with The Town of Truro Rules a Regulations Governing the Subdivision of Land sections 3.6.3, 3.6.4, 3.6.8, *Design Standards*, Appendix 2, Table 1 and Section 1.5., and the Town of Truro General Bylaws, Chapter 1, Section 8, *Soil Removal*, 1.8.1 through 1.8.5, and Chapter 1 Section 9, *Private and Public Ways and Places*, 1.9.13. through 1.9.13.5.

### 3.6 Street Design

#### 3.6.1 Layout

- a. Streets shall be designed to provide direct and convenient access to the site for normal traffic and emergency vehicles, while still respecting the natural contours of the land.
- b. Streets shall be continuous unless the Board waives this requirement.
- c. Provision shall be made for the proper projection of streets to adjoining property, which is not subdivided.
- d. The intersection of a proposed subdivision road and an access road shall be located no less than one hundred fifty (150) feet from the intersection of any other road on the same side of the access road.
- e. All lots within the subdivision shall have their access from the subdivision road.

**3.6.2 Intersections** Street intersections shall be laid out at right angles unless the Board waives this requirement; in no case shall a street intersect another street at less than sixty (60) degrees. Property lines at intersections shall be rounded to provide a curb radius on the roadway of not less than twenty (20) feet, except where the angle of the intersection varies more than ten (10) degrees from a right angle, in which case the curve connecting the acute angle may be less and the opposite radius must be correspondingly greater.

#### 3.6.3 Curb Cuts

- a. The applicant must remove any existing granite curb/edging or berm located within the area of the proposed street to facilitate the construction of the street. All material will then be removed from the layout of the access road and properly stored or disposed of at the expense of the applicant.
- b. The subdivision street must be constructed on a negative grade from the edge of the hardened surface of access road to the access road layout line and graded in such a manner that no ponding of water occurs within the access road layout. The applicant shall be responsible for the disposal of all surface water from the development and its roads. If such run-off or ponding occurs within three years of the date of final release of covenant or other performance guarantee for the subdivision, the applicant shall be responsible for its correction.
- c. The applicant shall be responsible for a period of three years following the date of final release of covenant or other performance guarantee for the subdivision for the portion of the proposed street located within the layout of the access road, and shall routinely inspect it for deficiencies such as settling, heaving, cracks and so forth. Any such deficiencies shall be corrected at the applicant's cost and to the written satisfaction of the Massachusetts or Town Department of Public Works, whichever may apply.

**3.6.4 Sight Distances** For subdivision roads intersecting access roads, the sight distance in each direction shall not be less than three hundred (300) feet; however, when intersecting Route 6, the sight distance in each direction shall be no less than four hundred seventy-five (475) feet.

**3.6.5 Access** Subdivisions containing a total of thirty (30) or more lots shall provide more than a single access from an existing street. For this purpose, "total number of lots"

includes the lots fronting on pre-existing subdivision roads used for access to the proposed subdivision as well as new proposed lots.

### **3.6.6 Dead-end streets**

- a. The length of dead-end streets should not exceed one thousand (1000) feet, and the dead-end street shall include at the end a turnaround having a property-line diameter of at least eighty (80) feet. Length of the street shall be measured along the centerline to the end of the turnaround.
- b. Any easement obtained for turn-around purposes at the end of a temporary dead-end street shall terminate upon construction of the extension.

**3.6.7 Adjacent properties** Proposed subdivision roads shall be separated from subdivision boundaries by a screening buffer of twenty-five (25) feet width or more. This buffer is to consist of naturally occurring vegetation; however, if this area is disturbed it must be replanted preferably with native vegetation and shown on a plan in accordance with Section 2.5.2.c.15.

**3.6.8 Design Standards** Refer to Table 1 in Appendix 2.

### **3.7 Rural Road Alternative**

Where approval is sought for a subdivision on land of a rural or sensitive nature, the Board may, at its discretion, waive strict compliance with the requirements of Section 3.6.8 in order to allow roads servicing not more than four (4) dwellings to be more in keeping with the rural landscape. In granting a waiver the Board will consider the following factors before granting a waiver of the standard road requirements: length of the road; design of the road and its compatibility with bordering permanent open space, scenic amenity, any other conservation measures; public safety; the adequacy of the proposed surface to withstand the expected intensity of vehicular traffic upon build-out of the subdivision; the provision of pull-offs, the applicant's willingness to resurface following the construction of residences; provisions for protecting the road surface during the construction of residences; and the long-term adequacy of any homeowner's maintenance agreement to protect the proposed surface; and applicable covenants restricting future density increases. *(Amended 8/19/14)*

### **3.8 Rights-of-way for access**

When rights-of-way are used for access to one or more lots, the road surface in those rights-of-way are to be constructed according to the specifications in the table of Section 3.6.8.

### **3.9 Adequate Access to the Site**

The Board may disapprove a plan if it determines that access roads to the subdivision are inadequate to carry the volume of traffic reasonably anticipated. The applicant shall show to the satisfaction of the Board that the roads and ways to and from the proposed subdivision shall be adequate to provide emergency medical, fire and police protection as well as safe travel and adequate circulation for the projected volume of traffic including, but not limited to a way or

**APPENDIX 2**

**TABLE 1**

**Recommended Geometric Design Standards for Subdivisions**

| <b>DESIGN ELEMENTS</b>  | <b>Type A</b>                        | <b>Type B</b>                        | <b>Type C</b>                        | <b>Type D &amp; E</b>                |
|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <b>Roadway layout</b>   |                                      |                                      |                                      |                                      |
| Minimum right-of-way width  | 40 feet                              | 40 feet                              | 40 feet                              | 40 feet                              |
| Minimum Roadway width – not including berms                           | 14 feet                              | 18 feet                              | 20 feet                              | 22 feet                              |
| Shoulder width (each side of roadway)                                 | 4 feet                               | 4 feet                               | 4 feet                               | 4 feet                               |
| <b>Horizontal Alignment</b>   |                                      |                                      |                                      |                                      |
| Minimum radius at street centerline                                   | 125 feet                             | 125 feet                             | 290 feet                             | 290 feet                             |
| <b>Vertical Alignment</b>   |                                      |                                      |                                      |                                      |
| Clear sight distance from 4'-6" to 4" above pavement                  | 200 feet                             | 200 feet                             | 350 feet                             | 350 feet                             |
| Minimum vertical curve  | 100 Feet                             | 150 feet                             | 200 feet                             | 200 feet                             |
| <b>Grade(1)</b>   |                                      |                                      |                                      |                                      |
| Maximum grade   | 8%                                   | 8%                                   | 8%                                   | 8%                                   |
| Minimum grade   | 1%                                   | 1%                                   | 1%                                   | 1%                                   |
| Maximum grade, within 30' from intersection                           | 2%                                   | 2%                                   | 2%                                   | 2%                                   |
| <b>Intersection Standards</b>   |                                      |                                      |                                      |                                      |
| Minimum intersection angle  | 60°                                  | 60°                                  | 60°                                  | 85°                                  |
| Minimum centerline offset   | 125 feet                             | 125 feet                             | 200 feet                             | 200 feet                             |
| Minimum curb (or edge of roadway) radius                              | 20 feet                              | 20 feet                              | 30 feet                              | 30 feet                              |
| <b>Dead-end Street</b>  |                                      |                                      |                                      |                                      |
| Maximum length  | 1,000 feet                           | 1,000 feet                           | 1,000 feet                           | Not allowable                        |
| Minimum radius of circular turnaround, to curb or to edge of pavement | 40 feet                              | 40 feet                              | 40 feet                              | n/a                                  |
| <b>Pavement and Storm Frequency Standards</b>                         |                                      |                                      |                                      |                                      |
| Unpaved(2)  | 6" T-Base<br>3" crushed Stone        | n/a                                  | n/a                                  | n/a                                  |
| Pavement, compacted thickness   | 3" total<br>1½" binder<br>1½" finish | 3" total<br>1½" binder<br>1½" finish | 4½" total<br>2½" binder<br>2" finish | 4½" total<br>2½" binder<br>2" finish |
| Base, compacted thickness   | 8" total<br>4" sub-base<br>4" base   | 8" total<br>4" sub-base<br>4" base   | 12" total<br>6" sub-base<br>6" base  | 12" total<br>6" sub-base<br>6" base  |
| Storm frequency for drainage calculations                             | 50 years                             | 50 years                             | 50 years                             | 50 years                             |
| Storm frequency for cross culverts sizing                             | 50 years                             | 50 years                             | 50 years                             | 50 years                             |

n/a - Not applicable. (1) The maximum grade for all roads shall be a maximum of 8%. The "Maximum Grade" may be waived, but cannot exceed 10%, for a distance of one hundred (100) feet. (2) Although unpaved roads may be accepted as access under these regulations, they will not be considered for acceptance as a town road unless reconstructed.

## 1.5 Waivers of Strict Compliance

Strict compliance with the requirements of these Rules and Regulations may be waived when, in the judgment of the Board, such action is in the public interest and not inconsistent with the purpose and intent of the Subdivision Control Law. In waiving strict compliance, the Board may impose such alternative conditions as will serve substantially the same objective as the standards or rules waived. Any such request(s) for waiver(s) from the Rules and Regulations must be submitted by the applicant to the Board in writing and shall explain how granting the waiver(s) would be in the public interest and not inconsistent with the intent and purpose of the Subdivision Control Law. Only such waivers as have been approved by the Board in writing shall be effective and binding upon the Board. *(Amended 9/13/11 & 8/19/14)*

## 1.6 Definitions

As used in these Rules and Regulations, the following terms shall have the meaning indicated. Terms and words not defined therein but defined in M.G.L. c. 41, shall have the meaning given herein, unless a contrary intention clearly appears.

Abutter: Those landowners immediately bordering the proposed subdivision, those landowners immediately bordering the immediate abutters, and those landowners located across the streets and ways bordering the proposed subdivision.

Access Road: A way or ways used for vehicular access to land to be divided by a Definitive Subdivision plan, or by an Approval Not Required Plan.

Applicant: An owner, agent, representative or assignee who is authorized to propose and/or develop the proposed subdivision.

Approval Not Required Plan (ANR):

1. A plan that does not show a division of land a plan on which no more than one lot is shown as a building lot, or a plan showing lots having frontage, of a least the length required by the zoning by-laws, on:
  - (a) a town way or a county, state, or federal highway that permits access from the frontage shown on the plan, or
  - (b) a way which the town clerk certifies is maintained and used as a public way, or
  - (c) a way that the Board approved as acceptable for providing access to or within the subdivision that is shown on a plan approved and endorsed in accordance with The Subdivision Control Law, or
  - (d) a way that was in existence when The Subdivision Control Law became effective in Truro and that has, in the opinion of the Board, sufficient width, suitable grades, and adequate construction to provide for the needs of vehicular traffic in relation to the proposed use of the land abutting thereon or served thereby and for the installation of municipal services to serve such land and the buildings erected or to be erected thereon.

2. Conveyances or other instruments adding to, taking away from, or changing the size and shape of, lots in such a manner as not to leave any lot so affected without the frontage above set forth, or
3. The division of a tract of land on which two or more buildings were standing when the subdivision control law went into effect in the Town of Truro into separate lots on each of which one of such buildings remains standing, shall not constitute a subdivision.

Board: The Planning Board of the Town of Truro.

Definitive Subdivision Plan: A plan of a proposed subdivision or resubdivision of land drawn in a manner suitable for recording at the Barnstable County Registry of Deeds or the Massachusetts Land Court and that shows the information and design elements as required by these Rules and Regulations.- A Definitive subdivision Plan is also sometimes hereinafter referred to as a “Definitive Plan.”

Engineer: A professional engineer registered with the Commonwealth of Massachusetts.

General Laws: The Commonwealth of Massachusetts General Laws (M.G.L.), with all additions and amendments. In case of a rearrangement of the General Laws, any citation of particular sections of the General Laws shall be applicable to the corresponding sections in the new codification.

Land Surveyor: A professional land surveyor registered with the Commonwealth of Massachusetts.

Lot: shall mean an area of land in one ownership, with definite boundaries, used, or available for use, as the site of one or more buildings.

Preliminary Subdivision Plan: As defined in M.G.L. c. 41, §81L, and as follows: a plan of a proposed subdivision or resubdivision of land that shows the information and design elements as required by these Rules and Regulations for such a plan. A Preliminary Subdivision Plan is also sometime hereinafter referred to as a “Preliminary Plan.”

Road/Street:

- Type A: A street that services 1-4 lots.
- Type B: A street that services 5-10 lots
- Type C: A street that in the opinion of the Board is used to service abutting lots and is not intended for use by through traffic, and shall include any street servicing 11-20 lots.
- Type D: A street collecting traffic from several Type B streets, and shall include any street servicing 21-30 lots.
- Type E: A street or road which in the opinion of the Board is being used or will be used as a thoroughfare between different sections of the Town, or which will be used as a principal access to a business or industrial subdivision, and shall include any street servicing more than 30 lots.



## 3.6 Street Design

### 3.6.1 Layout

- a. Streets shall be designed to provide direct and convenient access to the site for normal traffic and emergency vehicles, while still respecting the natural contours of the land.
- b. Streets shall be continuous unless the Board waives this requirement.
- c. Provision shall be made for the proper projection of streets to adjoining property, which is not subdivided.
- d. The intersection of a proposed subdivision road and an access road shall be located no less than one hundred fifty (150) feet from the intersection of any other road on the same side of the access road.
- e. All lots within the subdivision shall have their access from the subdivision road.

**3.6.2 Intersections** Street intersections shall be laid out at right angles unless the Board waives this requirement; in no case shall a street intersect another street at less than sixty (60) degrees. Property lines at intersections shall be rounded to provide a curb radius on the roadway of not less than twenty (20) feet, except where the angle of the intersection varies more than ten (10) degrees from a right angle, in which case the curve connecting the acute angle may be less and the opposite radius must be correspondingly greater.

### 3.6.3 Curb Cuts

- a. The applicant must remove any existing granite curb/edging or berm located within the area of the proposed street to facilitate the construction of the street. All material will then be removed from the layout of the access road and properly stored or disposed of at the expense of the applicant.
- b. The subdivision street must be constructed on a negative grade from the edge of the hardened surface of access road to the access road layout line and graded in such a manner that no ponding of water occurs within the access road layout. The applicant shall be responsible for the disposal of all surface water from the development and its roads. If such run-off or ponding occurs within three years of the date of final release of covenant or other performance guarantee for the subdivision, the applicant shall be responsible for its correction.
- c. The applicant shall be responsible for a period of three years following the date of final release of covenant or other performance guarantee for the subdivision for the portion of the proposed street located within the layout of the access road, and shall routinely inspect it for deficiencies such as settling, heaving, cracks and so forth. Any such deficiencies shall be corrected at the applicant's cost and to the written satisfaction of the Massachusetts or Town Department of Public Works, whichever may apply.

**3.6.4 Sight Distances** For subdivision roads intersecting access roads, the sight distance in each direction shall not be less than three hundred (300) feet; however, when intersecting Route 6, the sight distance in each direction shall be no less than four hundred seventy-five (475) feet.

**3.6.5 Access** Subdivisions containing a total of thirty (30) or more lots shall provide more than a single access from an existing street. For this purpose, "total number of lots"

## **SECTION 3: DESIGN STANDARDS**

### **3.1 General**

The design of proposed roads and lots should be developed so as to protect the natural landscape, control erosion, and protect and, when possible, enhance natural features of the land.

Subdivision plans shall comply with the following minimum design standards. Applicants are encouraged to exceed these minimum standards whenever possible. The Board may waive or moderate its minimum standards when it deems circumstances so warrant.

### **3.2 Conformance with zoning**

The size, shape, frontage and use of all lots shown on a subdivision plan, and the buildings constructed thereon, shall comply with applicable zoning regulations.

### **3.3 Respect for natural landscape**

Proposed roads and lot configuration should be designed with the goal of minimizing the volume of cut and fill, flood damage, the area over which vegetation will be disturbed, the number of mature trees (generally 10 inches in diameter, measured 4½ feet above existing grade) and specimen trees removed, and the extent of waterways altered or relocated. Consideration should be shown for the protection of natural features, such as large trees, water-courses, ponds, wetlands, beaches, dunes, scenic views and points, historic spots, and similar community assets.

### **3.4 Monuments**

Monuments shall be installed and shown by a Land Surveyor on the final, as-built subdivision as follows:

**3.4.1** Monuments shall be installed on both sides of the street, at intersections, at all points of change in direction or curvature, and no less frequently than one monument every five hundred (500) feet for straight sections. Monuments shall be installed at each angle point.

**3.4.2** All monuments shall be of reinforced concrete or granite, five (5) inches by five (5) inches by thirty (30) inches. Monuments shall be set so that the top of the monument is at least six inches above the level of the adjacent ground.

**3.4.3** No MassHighway Bounds or other set bounds are to be disturbed or removed. If disturbed or missing, the bound(s) must be reset or replaced by a Registered Land Surveyor and at the developer's expense. All procedures and materials must be in compliance with Massachusetts Design and Construction Standards.

### **3.5 Utilities**

Except when crossing under the improved road surface, all utility wires, pipes, and tubing shall be underground and located within the road layout but outside the edge of the improved road surface.

includes the lots fronting on pre-existing subdivision roads used for access to the proposed subdivision as well as new proposed lots.

### **3.6.6 Dead-end streets**

- a. The length of dead-end streets should not exceed one thousand (1000) feet, and the dead-end street shall include at the end a turnaround having a property-line diameter of at least eighty (80) feet. Length of the street shall be measured along the centerline to the end of the turnaround.
- b. Any easement obtained for turn-around purposes at the end of a temporary dead-end street shall terminate upon construction of the extension.

**3.6.7 Adjacent properties** Proposed subdivision roads shall be separated from subdivision boundaries by a screening buffer of twenty-five (25) feet width or more. This buffer is to consist of naturally occurring vegetation; however, if this area is disturbed it must be replanted preferably with native vegetation and shown on a plan in accordance with Section 2.5.2.c.15.

**3.6.8 Design Standards** Refer to Table 1 in Appendix 2.

### **3.7 Rural Road Alternative**

Where approval is sought for a subdivision on land of a rural or sensitive nature, the Board may, at its discretion, waive strict compliance with the requirements of Section 3.6.8 in order to allow roads servicing not more than four (4) dwellings to be more in keeping with the rural landscape. In granting a waiver the Board will consider the following factors before granting a waiver of the standard road requirements: length of the road; design of the road and its compatibility with bordering permanent open space, scenic amenity, any other conservation measures; public safety; the adequacy of the proposed surface to withstand the expected intensity of vehicular traffic upon build-out of the subdivision; the provision of pull-offs, the applicant's willingness to resurface following the construction of residences; provisions for protecting the road surface during the construction of residences; and the long-term adequacy of any homeowner's maintenance agreement to protect the proposed surface; and applicable covenants restricting future density increases.

*(Amended 8/19/14)*

### **3.8 Rights-of-way for access**

When rights-of-way are used for access to one or more lots, the road surface in those rights-of-way are to be constructed according to the specifications in the table of Section 3.6.8.

### **3.9 Adequate Access to the Site**

The Board may disapprove a plan if it determines that access roads to the subdivision are inadequate to carry the volume of traffic reasonably anticipated. The applicant shall show to the satisfaction of the Board that the roads and ways to and from the proposed subdivision shall be adequate to provide emergency medical, fire and police protection as well as safe travel and adequate circulation for the projected volume of traffic including, but not limited to a way or

ways having sufficient width, suitable grades and adequate construction to provide for vehicular traffic. The Board may require appropriate and reasonable improvements in adjacent streets and ways to minimize congestion, to ensure safe and adequate access to the proposed subdivision, and to ensure safe and adequate vehicular and pedestrian travel. Improvements that the Board may require in adjacent and nearby streets and ways shall include, but not be limited to grade adjustments and realignments of horizontal and vertical curves; corrections of drainage deficiencies; and widening of streets and ways; and/or the Board may require the applicant to dedicate a strip of land for the purpose of widening the abutting public way to a width at least as great as that required within the subdivision and to make physical improvements to and within such public way to the same standards required within the subdivision. Any such dedication of land for purpose of widening the way and any such work performed within such public way shall be made only with permission and design approval of the governmental agency having jurisdiction over such way, and all costs of any such widening or construction shall be borne by the applicant.

The Board may require that a secondary access be provided for any size subdivision for demonstrated reasons of public safety and convenience. Vehicular access shall meet the Minimum Design Standards described in Section 3.6.8. The applicant shall show to the satisfaction of the Board the legal right to pass and repass over such access way or ways and the legal right to install underground utilities in the proposed location.

**APPENDIX 2**  
**TABLE 1**

**Recommended Geometric Design Standards for Subdivisions**

| DESIGN ELEMENTS   | Type A                        | Type B      | Type C      | Type D & E    |
|---|-------------------------------|-------------|-------------|---------------|
| <b>Roadway layout</b>   |                               |             |             |               |
| Minimum right-of-way width  | 40 feet                       | 40 feet     | 40 feet     | 40 feet       |
| Minimum Roadway width – not including berms                           | 14 feet                       | 18 feet     | 20 feet     | 22 feet       |
| Shoulder width (each side of roadway)                                 | 4 feet                        | 4 feet      | 4 feet      | 4 feet        |
| <b>Horizontal Alignment</b>   |                               |             |             |               |
| Minimum radius at street centerline                                   | 125 feet                      | 125 feet    | 290 feet    | 290 feet      |
| <b>Vertical Alignment</b>   |                               |             |             |               |
| Clear sight distance from 4'-6" to 4" above pavement                  | 200 feet                      | 200 feet    | 350 feet    | 350 feet      |
| Minimum vertical curve  | 100 Feet                      | 150 feet    | 200 feet    | 200 feet      |
| <b>Grade(1)</b>   |                               |             |             |               |
| Maximum grade   | 8%                            | 8%          | 8%          | 8%            |
| Minimum grade   | 1%                            | 1%          | 1%          | 1%            |
| Maximum grade, within 30' from intersection                           | 2%                            | 2%          | 2%          | 2%            |
| <b>Intersection Standards</b>   |                               |             |             |               |
| Minimum intersection angle  | 60°                           | 60°         | 60°         | 85°           |
| Minimum centerline offset   | 125 feet                      | 125 feet    | 200 feet    | 200 feet      |
| Minimum curb (or edge of roadway) radius                              | 20 feet                       | 20 feet     | 30 feet     | 30 feet       |
| <b>Dead-end Street</b>  |                               |             |             |               |
| Maximum length  | 1,000 feet                    | 1,000 feet  | 1,000 feet  | Not allowable |
| Minimum radius of circular turnaround, to curb or to edge of pavement | 40 feet                       | 40 feet     | 40 feet     | n/a           |
| <b>Pavement and Storm Frequency Standards</b>                         |                               |             |             |               |
| Unpaved(2)  | 6" T-Base<br>3" crushed Stone | n/a         | n/a         | n/a           |
| Pavement, compacted thickness   | 3" total                      | 3" total    | 4½" total   | 4½" total     |
|   | 1½" binder                    | 1½" binder  | 2½" binder  | 2½" binder    |
|   | 1½" finish                    | 1½" finish  | 2" finish   | 2" finish     |
| Base, compacted thickness   | 8" total                      | 8" total    | 12" total   | 12" total     |
|   | 4" sub-base                   | 4" sub-base | 6" sub-base | 6" sub-base   |
|   | 4" base                       | 4" base     | 6" base     | 6" base       |
| Storm frequency for drainage calculations                             | 50 years                      | 50 years    | 50 years    | 50 years      |
| Storm frequency for cross culverts sizing                             | 50 years                      | 50 years    | 50 years    | 50 years      |

n/a - Not applicable. (1) The maximum grade for all roads shall be a maximum of 8%. The "Maximum Grade" may be waived, but cannot exceed 10%, for a distance of one hundred (100) feet. (2) Although unpaved roads may be accepted as access under these regulations, they will not be considered for acceptance as a town road unless reconstructed.

## **APPENDIX 3**

### **FORMS**

- 1-7-2 **Prohibited Uses:** No person or persons may use water from the Provincetown Water System to (a) fill or cure any swimming pool without express permission in writing from the Provincetown Water and Sewer Board, or (b) attach any over or underground sprinkler system to the municipal water system supplying their property.
- 1-7-3 **Use of Municipal Fire Hydrants:** Fire hydrants attached to the municipal water system may be used for municipal purposes only. Hydrants shall be operated by an agent of the Provincetown Water Department or an officially appointed fire person of the Town.
- 1-7-4 **Penalty and Enforcement:** Violations of this Bylaw shall, for each offense, not exceed the maximum penalty as specified by Massachusetts General Laws, Chapter 40, Section 21, as amended, or the Provincetown Water Department Rules and Regulations as amended. This Bylaw shall be enforced by the Truro Police Department which may be assisted by the Provincetown Water Department.
- 1-7-5 By attaching to the Provincetown Water System, Truro residents are agreeing to subject themselves to the Provincetown Water Department Rules and Regulations, as amended from time to time by the Provincetown Water Department, and as enforced by the Truro Police Department as assisted by the Provincetown Water Department.

## **Section 8 SOIL REMOVAL**

- 1-8-1 The removal of topsoil, loam, sand, gravel, clay, hardening, subsoil, and earth from any parcel of land not in public use in the Town of Truro except as hereinafter provided, shall be allowed only after a written permit therefore is obtained from the Building Commissioner.
- 1-8-2 Issuing a permit under this Bylaw, the Building Commissioner may impose such conditions as it may deem necessary for adequate protection of the neighborhood and the town. Any condition imposed by the Town shall be attached to and made part of the permit. The Town may, in addition, require a bond, certified check or other security in compliance with said conditions, or as evidence of good faith to the completion of any proposed construction. The Town may further impose reasonable conditions as to the methods of removal, the re-establishment of ground levels and grades, and the planting of the area as to suitable cover. The Town may, after a public hearing on proof of violation of any condition revoke any permits so issued. No permit shall be issued under the provisions of this Bylaw for a period of more than three years.
- 1-8-3 Notwithstanding the provisions of the above, the Building Commissioner shall issue a permit for the removal of topsoil, loam, sand, gravel, clay, hardening, subsoil, and earth from any parcel in the town where such removal is necessarily incidental to and in connection with the construction of a road or other facility involving a permanent change in the use of the land. The Building Commissioner shall issue no permits unless they are reasonably satisfied that the construction will be completed.

1-6-4-4 Condominiums, Apartments and other group uses.

- A. Condominiums, apartment houses, hotels, motels, boarding or lodging houses, dormitories, inns, nursing homes or similar entities shall have their street numbers posted on a sign located in front of the property, visible from the nearest named street, road or way and on the aforementioned structures if deemed appropriate by the Truro Police Department.
- B. Unit numbers shall be assigned by the owner or developer in accordance with regulations.
- C. All units shall be clearly identified by letter or number.
- D. Shopping centers, malls, plazas, business complexes or similar entities shall have street numbers and unit numbers posted on each unit/business entity not otherwise required by this chapter. There shall be a sign posted at the entrance to the complex/business, visible from the nearest named street, road or way.

1-6-5 **Compliance Required, Violations and Penalties**

1-6-5-1 Every owner of a building shall be required to post, in accordance with the provisions of this section, the street number or unit number, as the case may be, assigned to such building(s) within thirty days (30) after receiving such notice of such assignment(s), in accordance with the provisions of this section. Any owner who fails to post the street number or unit number as required, to keep such number posted, or to maintain such number in a legible condition shall be subject to a penalty as described in Appendix A of this document. Each day such number is not so posted, kept posted or maintained in a legible condition shall constitute a separate offense.

1-6-5-2 Any person who unlawfully removes, defaces or conceals said street or unit numbers posted under this section shall be subject to a penalty as described in Appendix A of this document.

**Section 7 PROVINCETOWN WATER SYSTEM  
CONSERVATION**

1-7-1 **Non-Essential Use:** From May 1st through October 31st of each year, no person or persons served by the Provincetown Water System shall use municipal water for the purpose of (a) lawn sprinklers, sprinkler hose or unattended watering of any kind, (b) washing of automobiles, buildings, windows, sidewalks, etc., or ( c ) as a coolant in a central air conditioning system.



**1-9-13 Public Safety Clearing.** In order to provide safe passage for safety and emergency vehicles and personnel the following standards/requirements for the clearing of vegetation of private ways (“roadways”) and driveways in excess of fifty (50) feet in length, shall be met:

1-9-13-1 The traveled way of any roadway or driveway shall be no less than eight (8) feet wide.

1-9-13-2 The combined traveled way and clearance of any obstacles including vegetation shall be no less than fourteen (14) feet.

1-9-13-3 Height clearance shall be no less than fourteen (14) feet from the road surface.

1-9-13-4 If boundaries do not allow full compliance with 1-9-13-1 and 1-9-13-2, then the required width shall be reduced to the full width the current physical boundaries allow.

1-9-13-5 Compliance Required. Violations and Penalties: Every roadway and driveway in excess of fifty (50) feet shall be in compliance with these requirements within one (1) year of the date of adoption, May 2, 2014. Those roadways and driveways not in compliance shall be subject to a penalty as described in Appendix A of these general bylaws.

*(4/2013 [eff 8-5-2013])*

## **Section 10 SUNDOWN CLAUSE**

Any encumbered but unexpended balance of an appropriation made for a specific purpose, except appropriations made through Capital or Debt Exclusion votes and/or proceeds from bonds or notes, shall be transferred to surplus revenue two years after the date the appropriation becomes available. Unexpended balances may be transferred earlier to surplus revenue upon receipt of a statement that the specific purpose has been accomplished and that no liabilities remain, unless any balance is earlier transferred to another use by town meeting vote, or unless a date is otherwise specified in the original appropriation vote.

The Board of Selectmen may, by majority vote, extend the expiration date upon written request from the responsible department on a year to year basis for a period not to exceed a total of five years from the date of the availability of the appropriation.

Any amount encumbered through a valid contract/Purchase Order does not fall under this by-law, only the unencumbered balance.

This by-law does not apply to funds appropriated with capital or debt exclusion votes, to funds held in trust, to funds held for a designated purpose under specific statutory authority, to funds appropriated for revolving funds, enterprise funds, or reserve funds, to the proceeds of bonds, notes and grants, to funds received as gifts, or to funds held in the stabilization fund. .

*(4/2012 [eff 11/21/2012])*

## **Section 11 TAX EXEMPTION FOR AFFORDABLE ACCESSORY DWELLING UNITS**

### **A. Applicability**

Pursuant to Chapter 306 of the Acts of 2014, Affordable Accessory Dwelling Units permitted in accordance with §40.2 of the Truro Zoning Bylaw occupied by income eligible households and rented for an amount not to exceed the fair market rents established by the United States Department of Housing and Urban Development shall be exempt from taxation under Chapter 59 of the General Laws provided they meet the following qualifying factors.

### **B. Exemption Calculation**

The exemption shall be equal to the tax otherwise owed on the property based on the assessed value of the property, including ADUs, multiplied by the square footage of the living space of all dwelling units on the property that are restricted to occupancy by low or moderate income households, divided by the total square feet of structures on the property. For a property with a single dwelling unit, the exemption allowed shall not exceed 50% of the tax otherwise owed. For purposes of determining the assessed value of the property, if by income approach to value, the assessment shall assume that all housing units are rented at fair market rent as determined by the US Department of Housing and Urban Development. To be eligible for exemption, the housing unit shall be leased to a low or moderate income household at such rents for the entire fiscal year for which the exemption is sought.

### **C. Affordability Requirements**

1. Households leasing and occupying the affordable dwelling unit shall upon initial application and annually thereafter on the first of September in each calendar year, submit to the Town or its agent the documentation necessary to confirm their eligibility to occupy the dwelling unit. Specifically, all dwelling units must be rented to those meeting the following guidelines for a low or moderate-income family: (1) low income families having an income not exceeding eighty (80) percent of the Barnstable County median family income, and (2) moderate income families having an income between eighty (80) and one hundred twenty (120) percent of the Barnstable County median family income and, as determined by the United States Department of Housing and Urban Development (HUD) Published Income Guidelines, as they may from time to time be amended.
2. Maximum rents shall be established in accordance with Fair Market Rental Guidelines published from time to time by the United States Department of Housing and Urban Development (HUD). Property owners are required to submit to the Town or its agent information on the rents to be charged. Each year thereafter on the first of September, they shall submit to the Town or its agent information on annual rents to be charged. Forms for this purpose shall be provided by the Town. Rents may be adjusted upward and shall be adjusted downward annually in accordance with adjustments to the Fair Market Rental Guidelines. (4.2017 [eff 10.20.2017])



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## Curb Cut Continuity

Curb Cut applications can be found online on the Town website under the DPW website, and the Building Department website.

Completed Curb Cut applications can be submitted to the Building Department Clerk, or the Town Administrative Assistants for routing to the appropriate Department Heads for review and preliminary approval. Department Heads - DPW Director Police Chief, Health and Conservation Agent, and Building Commissioner.

Once approved by the Department Heads the application is routed back to the Administrative Assistants to be scheduled for a Select Board meeting for final approval.

Once the application is approved by the Select Board the applicant will be notified by the Administrative Assistants following the Select Board meeting.

After the curb cut is completed the applicant is responsible for contacting the Building Department, or Department of Public Works for approval of the completed curb cut. Final approval is required by the Building Commissioner and DPW Director.

Curb Cut application is required for ...

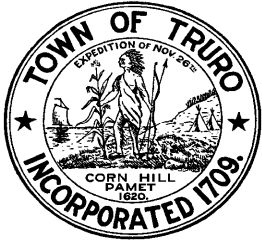
Any new construction that abuts a Town Road

Any alteration of a driveway that abuts a Town Road (this includes resurfacing for maintenance).

A Town Road Listing is posted in the Building Department for the Building Department Clerk to review when accepting permit applications. A Town Road Listing can also be found on the DPW website and on the Town Planner Website. All Town Roads are color coated green on the listing.

Please note: No Building permits can be issued without an approved curb cut application.

No Occupancy permit can be issued without a final approved curb cut application.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Two Curb Cut Applications

**EXPLANATION:** Curb Cut Applications for 33 Old County Road and 126 Old County Road were removed from the Consent Agenda at the February 8, 2022 Select Board Meeting for future discussion. The applicant at 126 Old County Road has requested the application be considered at the March 8, 2022 meeting. Staff and the applicant for 33 Old County Road request that the application for 33 Old County Road be considered at the March 8, 2022 meeting as well, which would allow the applicant to try to reduce the grade of the driveway to bring it into compliance with the Subdivision Regulations.

A Curb Cut Application for 42 Great Hollow Road was submitted. The application has been disapproved by DPW Director, Chief of Police, and Health/Conservation Agent. More information on this curb cut is included in the packet.

Public Works Director Cabral will be available to answer questions related to this agenda item.

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

**IMPACT IF NOT APPROVED:** Curb cut will not be permitted.

**SUGGESTED ACTION:** *Motion to approve/disapprove the curb cut for 42 Great Hollow Road.*

**ATTACHMENTS:**

1. DPW Director Memo

2. Curb Cut Application for 33 Old County Road with plans.
3. Curb Cut Application for 42 Great Hollow Road with plans.
4. Conservation Plant List
5. Letter from Ann Courtney regarding 42 Great Hollow Road.
6. Letter from Kathleen Hull regarding 42 Great Hollow Road.
7. Letter from Jack and Joellen Farley regarding 42 Great Hollow Road.
8. Letter from Jeff Blum regarding 42 Great Hollow Road.
9. Letter from Jane Roderick and Susan Brink regarding 42 Great Hollow Road.
10. Letter from Ellen Cassedy regarding 42 Great Hollow Road.
11. Letter from Kirsten Hansen and Gary Godinho regarding 42 Great Hollow Road.
12. Letter from Janet London regarding 42 Great Hollow Road.
13. Letter from Leo Vannoni regarding 42 Great Hollow Road.
14. Letter from Robert Hult regarding 42 Great Hollow Road.



# TOWN OF TRURO

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

## Memorandum

---

**To:** Darrin Tangeman, Town Manager  
**From:** Jarrod J. Cabral, Department of Public Works Director  
**Date:** Feb16, 2022  
**Subject:** Curb Cuts

---

### 42 Great Hollow:

Recommended mitigation plantings for disturbed site restoration:

Location to be planted is the area from the parking lot curb cut towards the house.

Costal hair grass 40% coverage using plugs

Pennsylvania sedge 40% coverage using plugs

Bayberry 3 Gallon

Beach plum 3 Gallon

Bearberry 1 gallon

Plant shrubs/bearberry in clumps of 2-3 see attached guidance.

Plants will need to be watered this year so the homeowner will need to follow up with the watering.

Recommended time to complete planting - 60 days

Sincerely,

Jarrold J. Cabral

Director

Department of Public Works

Truro MA 02666

**EXHIBIT 1**

**TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT**

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

Date: 11/17/2021

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

RECV'D 20220121 09:55  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

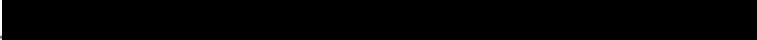
The applicant(s) hereby make application for a curb cut as follows:

E. WESLEY CHAPMAN  
SUSAN I CHAPMAN

Owners Name(s) (Please Print): AVP REALTY TRUST

Address: 42 GREAT HOLLOW ROAD

Phone Number: 

Email Address: 

Curb Cut Street Location: GREAT HOLLOW ROAD

Affected Town or State road: GREAT HOLLOW RD / BEACH PUBLIC PARKING

Truro Assessor's Map Number: 42 Parcel Number: 309

Name of contractor: WES CHAPMAN

Contractor Phone Number: 508-237-6352

Contractor Email: W@WE

Reason/explanation: PLEASE SEE ATTACHED

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

Applicant's Signature: 

Owner's Signature (if different): \_\_\_\_\_ Date: 01/29/2022

Owner's Address (if different): \_\_\_\_\_

Application for a Curb Cut Permit  
Page 2

**Director, Department of Public Works Preliminary Approval:**

Approved  Disapproved  Not Applicable

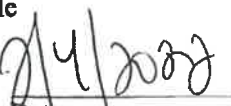
  
\_\_\_\_\_  
Director, Department of Public Works

\_\_\_\_\_  
Date

**Chief of Police Approval:**

Approved  Disapproved  Not applicable

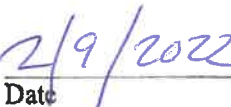
  
\_\_\_\_\_  
Chief of Police (see DPW memo)

  
\_\_\_\_\_  
Date

**Health and Conservation Agent:**

Approved  Disapproved

  
\_\_\_\_\_  
Health & Conservation Agent

  
\_\_\_\_\_  
Date

**Board of Selectmen Approval:**

Approved  Disapproved

\_\_\_\_\_  
Chairman, Board of Selectmen

\_\_\_\_\_  
Date

**Planning Board Approval (if required):**

Approved  Disapproved  Not Applicable

\_\_\_\_\_  
Chairman, Planning Board

\_\_\_\_\_  
Date

**Building Commissioner Approval:**

Approved  Disapproved

Building Permit Number \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

**Mass Highway Referral (if required):**

Date Forwarded \_\_\_\_\_

\_\_\_\_\_  
Signature

**Director, Department of Public Works Declaration of Compliance:**

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

\_\_\_\_\_  
Director, Department of Public Works Date

\_\_\_\_\_  
Date

**Building Commissioner Final Approval:**

Approved  Disapproved

Certificate of Occupancy \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date





# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## Memorandum

---

**To:** Darrin Tangeman, Town Manager  
**From:** Jarrod J. Cabral, Department of Public Works Director  
**Date:** Feb 1, 2022  
**Subject:** Curb Cut – 42 Great Hollow - Comments

---

The proposed curb has already been installed and it abuts a parking space at Great Hollow Beach. The homeowners have a primary curb cut that access the entire lot now. The homeowners expressed to me that they would use the curb cut as a pathway for package delivery, propane delivery, and possible access to the beach.

It is important to note that propane delivery trucks are equipped with a 125' hose to accomplish delivery on almost any type of site. As far as a walkway or pathway for deliveries the existing driveway appears suitable to accommodate deliveries. In addition, the homeowners currently have a private staircase that leads to the beach for access. I also have concerns regarding exposing the town to liability if the Town were to approve a curb cut that abuts a parking space.

NOTE: There was no indication during the Building, and Health, Department application review process that would have triggered a curb cut application.

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



RECREATION & BEACH DEPARTMENT

## Memo

**To:** Darrin Tangeman, Town Manager

**From:** Damion Clements, Recreation/Beach Director

**cc:**

**Date:** February 1, 2022

**Re:** Curb Cut – 42 Great Hollow Rd

---

Concerning the request of a curb cut at 42 Great Hollow Rd, I have a few concerns:

1. The proposed curb cut was already installed and abuts (2) parking spaces in the Town of Truro's Great Hollow Beach parking lot. This lot only has (22) parking spaces, which are dedicated to Town of Truro Beach Sticker holders from the 3<sup>rd</sup> Saturday in June to Labor Day.
2. This parking lot becomes quite busy in the summer, and I'm concerned that beach patron's vehicles may be damaged in the delivery of propane.
3. Vehicles delivering packages and propane will be illegally parking in a lot that is already limited.
4. Great Hollow Beach attracts families with children as well as individuals with limited physical mobility, due to the easy access to benches. I worry about the increased traffic of delivery vehicles and having to turn around in this lot.

Sincerely,  
Damion Clements  
Director  
Truro Recreation & Beach Department





32.86

33.47

2.36

35.36

Curb Cut

90.91

9.95

49.64

Propane tank

121.76

(7)

136.93

16.93

82.67

42

309

69.41

2.280 Ac

79.30

40

191

1.209 Ac

## Noelle Scoullar

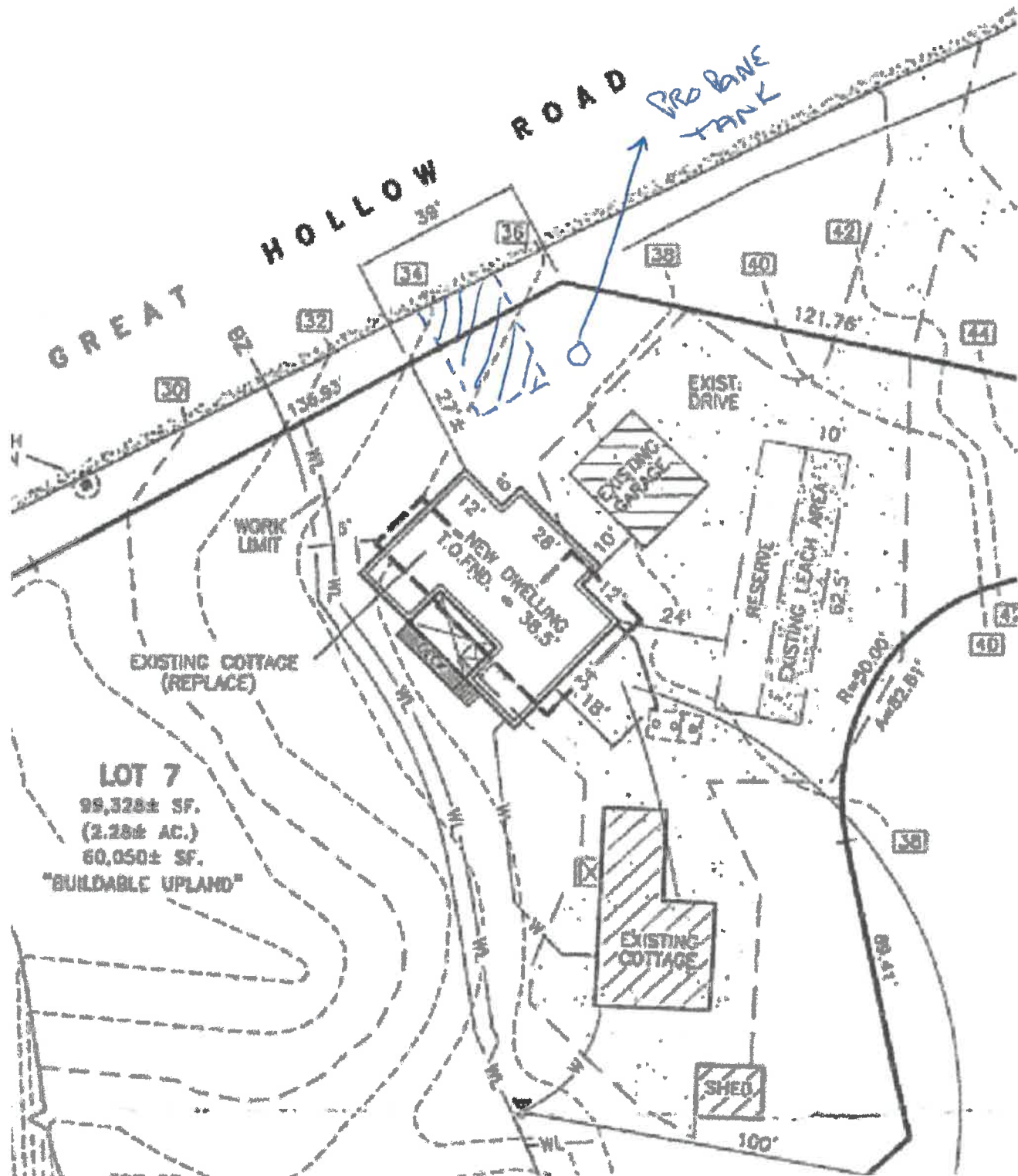
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**From:** Jarrod Cabral  
**Sent:** Tuesday, February 1, 2022 8:28 AM  
**To:** Jarrod Cabral



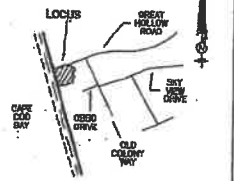


Sent from my iPhone



**LOCUS**

(NO SCALE)



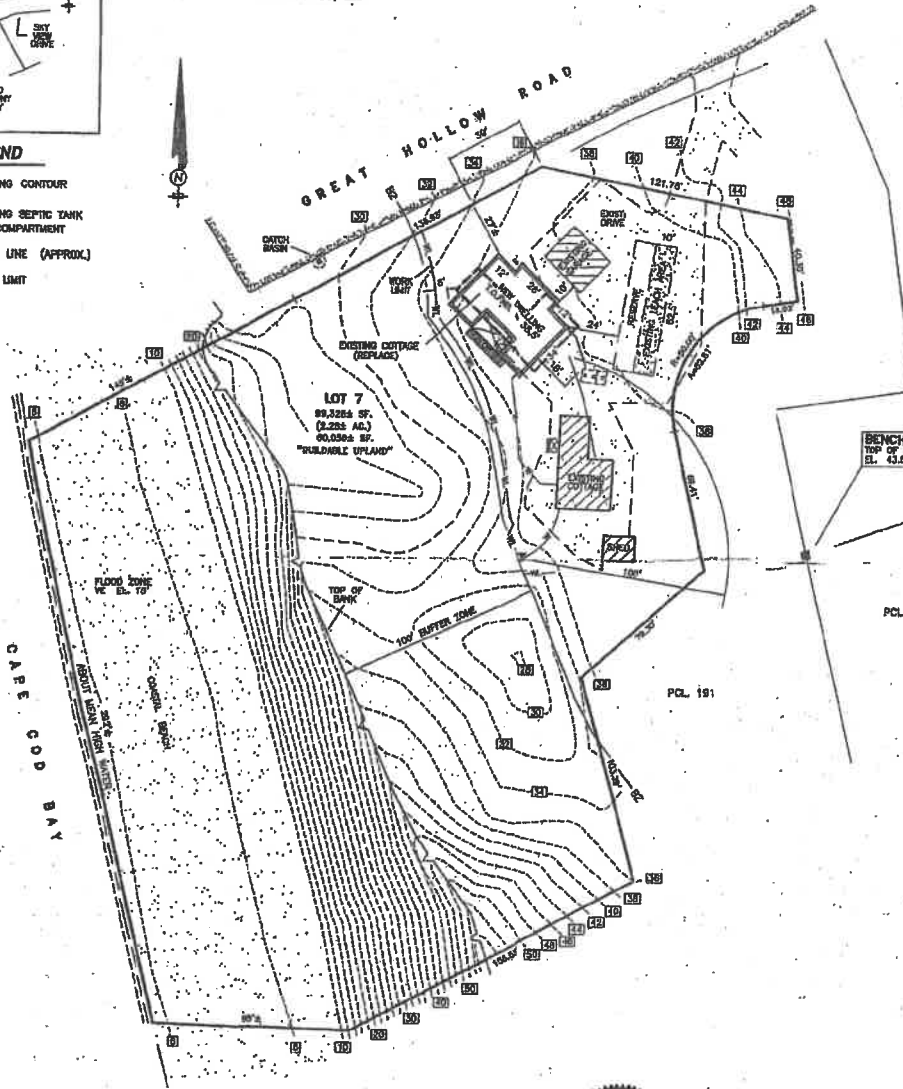
**PLAN REFERENCES:**

CERTIFICATE: 215513  
LOT 7 L.C.P. 24854-C

SEE REFERENCE PLAN PREPARED BY FELCO, INC.  
SITE & SEWAGE PLAN DATED REVISED 12-4-12  
FOR MBO-300, LLC

**LEGEND**

- - - EXISTING CONTOUR
- EXISTING SEPTIC TANK 2 COMPARTMENT
- W- WATER LINE (APPROX.)
- WL- WORK LIMIT



**GENERAL NOTES**

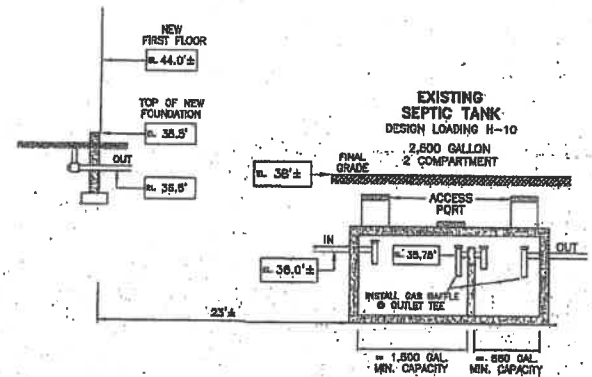
1. ALL CONTRACTORS AND/OR INSTALLERS ARE RESPONSIBLE FOR PROVIDING AND MAINTAINING A SAFE WORK AREA.
2. CONTRACTORS AND/OR INSTALLERS: VERIFY ALL UTILITY LOCATIONS PRIOR TO CONSTRUCTION.
3. CONTRACTORS AND/OR INSTALLERS: VERIFY ALL WASTE LINE LOCATIONS PRIOR TO CONSTRUCTION.
4. CONSTRUCTION DETAILS TO BE IN ACCORDANCE WITH STATE SANITARY CODE 310 CMR 18.000 AND TOWN BOARD OF HEALTH REQUIREMENTS.
5. ELEVATION DATUM IS FROM  U.S.G.S. QUAD. MAP.  N.G.V.D.
6. MUNICIPAL WATER IS AVAILABLE  YES  NO
7. ANY ALTERATIONS TO DESIGN MUST BE APPROVED BY FELCO, INC. AND TOWN BOARD OF HEALTH.

**DESIGN**

EXISTING  
2 (3) BEDROOM COTTAGES  
8 BEDROOM DESIGN  
CARGAGE GRINDER  NO  YES  
FLOW RATE = 680 GAL/DAY  
SEPTIC TANK SIZING:  
680 x 2.0 = 1,320 GAL/DAY 1ST COMPARTMENT  
680 x 1.0 = 680 GAL/DAY 2ND COMPARTMENT  
USE: 2,500 GAL - 2 COMPARTMENT (EXIST.)  
LEACHING FACILITY CALCULATIONS:  
PERCOLATION RATE IS < 8 MIN/INCH 1 CLASS  
SIDEWALL (S.F.) = 250 x 0.74 = 677 GAL/DAY  
BOTTOM (S.F.) = 825  
EXISTING  
(5) 4.5' x 8.5' LEACH CHAMBERS  
W/ STONE AS SHOWN IN DETAIL  
= 62.5' LONG x 10' WIDE x 2' DEEP

**CONSTRUCTION NOTES**

1. EXISTING COTTAGE TO BE REMOVED AND REPLACED WITH NEW DWELLING.
2. NEW DWELLING TO BE CONNECTED TO EXISTING SEPTIC SYSTEM.
3. WORK LIMIT TO BE STAKED SILT FENCE.



SECTION VIEW - SEPTIC SYSTEM COMPONENTS, (N.T.S.)

BUILDING DEPARTMENT  
TOWN OF TRURO  
SEP 02 2020  
RECEIVED BY:

**SITE & SEWAGE PLAN**

LOCUS: 42 GREAT HOLLOW ROAD  
TRURO, MA  
PREPARED FOR: WES & SUSAN CHAPMAN  
P.O. BOX 1850  
WELLFLEET, MA 02667  
REFERENCE: ASSER'S MAP 42 PARCEL 309  
SCALE: 1" = 40' DATE: 8-30-2020  
SHEET No. 1 OF 1 JOB No. 12055



**FELCO, INC.**  
ENGINEERING - LAND SURVEYING  
P.O. BOX 1349 ORLEANS, MA 02653  
(508) 255-2141 WWW.FELCOENGINEERING.COM

ALL WELLS NOT SHOWN EXCEED 200' FROM LOCUS SEWAGE.  
VERIFY ZONING AND UTILITY SETBACK DIMENSIONS PRIOR TO CONSTRUCTION.  
THIS PLAN IS FOR SEWAGE DESIGN ONLY AND IS NOT INTENDED TO BE A SURVEY PLOT PLAN.

9-1-2020



Key: 6789

Town of TRURO - Fiscal Year 2022

9/15/2021 10:15 am SEQ #: 4.311

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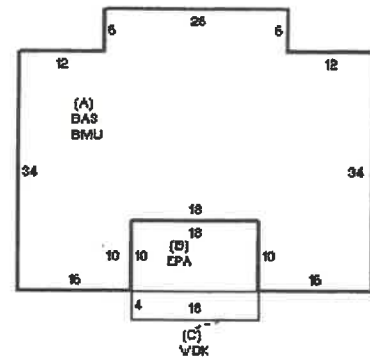
| CURRENT OWNER  |   |          |      | PARCEL ID  |      |            |                 | LOCATION           |     |      |            |           |
|--|---|----------|------|------------|------|------------|-----------------|--------------------|-----|------|------------|-----------|
| AVP REALTY TRUST<br>CHAPMAN E WESLEY & SUSAN I<br>PO BOX 1860<br>WELLFLEET, MA 02667 |   |          |      | 42-309-0   |      |            |                 | 42 GREAT HOLLOW RD |     |      |            |           |
| TRANSFER HISTORY   |   |          |      | DOS        | T    | SALE PRICE | BK-PG (Cert)    |                    |     |      |            |           |
| AVP REALTY TRUST   |   |          |      | 02/28/2018 | QS   | 1,200,000  | (215513)        |                    |     |      |            |           |
| M B O-J G O LLC  |   |          |      | 12/18/2008 | J    | 3,500,000  | (187580)        |                    |     |      |            |           |
| FAO SUNSET LLC &   |   |          |      | 12/18/2008 | J    |            | (175492+187580) |                    |     |      |            |           |
| CD   | T | AC/SF/UN | Nbhd | Inf1       | Inf2 | ADJ BASE   | SAF             | Inf3               | Lpl | VC   | CREDIT AMT | ADJ VALUE |
| 100  | A | 0.775    | 11   | 1.00       | 65   | 0.85       | 1               | 1.00               |     |      |            | 951,730   |
| 300  | A | 1.505    | 11   | 1.00       | 65   | 0.85       | 1               | 1.00               | WF2 | 7.00 |            | 141,060   |

| CLASS    | CLASS%     | DESCRIPTION   |              |         | BN ID      | BN | CARD    |
|----------|------------|---------------|--------------|---------|------------|----|---------|
| 1090     | 100        | MULTIPLE NSES |              |         |            | 1  | 1 of 2  |
| PMT NO   | PMT DT     | TY            | DESC         | AMOUNT  | INSP       | BY | 1st %   |
| 20-244   | 09/02/2020 | 5             | DEMO         |         | 10/28/2020 | LG | 100 100 |
| 20-244   | 09/02/2020 | 1             | SINGLE FAM R | 300,000 | 12/29/2020 | LG | 20 20   |
| SS2014-6 |            | 50            | SPLIT SUB    |         | 02/18/2013 | BE | 100 100 |
| 12-285   | 11/08/2012 | 6             | SHED         |         | 12/18/2012 | BE | 100 100 |
| 12-286   | 11/07/2012 | 7             | GARAGE       |         | 11/14/2013 | FC | 100 100 |

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| TOTAL | 2.280 Acres | ZONING   | RES | FRNT | 0 | ASSESSED  | CURRENT   | PREVIOUS  |
|-------|-------------|--|-----|------|---|-----------|-----------|-----------|
| Nbhd  | NORTH TRURO | N FY14 SPLIT FROM 42/191, WATERFRONT/FY11 ACRG<br>O DECR PER 2009 SUBD +2010 SPLIT/MERGE W/45-1.<br>T INFL1=PROXIMITY TO TOWN BEACH<br>E |     |      |   | LAND      | 1,092,800 | 1,092,800 |
| Inf1  | 65%         | BUILDING   |     |      |   | 104,400   | 59,400    |           |
| Inf2  | NO ADJ      | DETACHED   |     |      |   | 13,800    | 13,700    |           |
|       |             | OTHER  |     |      |   | 60,500    | 47,500    |           |
|       |             | TOTAL  |     |      |   | 1,271,500 | 1,213,400 |           |

| TY  | QUAL | COND | DIM/NOTE     | YB   | UNITS | ADJ PRICE | RCNLD  |
|-----|------|------|--------------|------|-------|-----------|--------|
| BCH | SV   | 1.00 | SV 1.00      |      | 1     | 0.00      |        |
| DGF | G    | 1.18 | G 0.90 20*24 | 2012 | 480   | 25.62     | 11,100 |
| SHF | G    | 1.18 | G 0.90 12*15 | 2012 | 180   | 16.60     | 2,700  |



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| BUILDING | CD | ADJ  | DESC             | MEASURE | 12/29/2020 | LG |
|----------|----|------|------------------|---------|------------|----|
| MODEL    | 1  |      | RESIDENTIAL      | LIST    |            |    |
| STYLE    | 16 | 1.30 | NEW STYLE (100%) | REVIEW  |            |    |
| QUALITY  |    | 1.00 | (100%)           |         |            |    |
| FRAME    |    | 1.00 | (100%)           |         |            |    |

BLDG COMMENTS  
Bldg Name=Clam #1

| YEAR BLT   | 2020  | SIZE ADJ   | 1.020 | ELEMENT         | CD | DESCRIPTION     | ADJ     | S | BAT | T | DESCRIPTION     | UNITS | YB   | ADJ PRICE | RCN     |
|------------|-------|------------|-------|-----------------|----|-----------------|---------|---|-----|---|-----------------|-------|------|-----------|---------|
| NET AREA   | 1,876 | DETAIL ADJ | 1.000 | FOUNDATION      | 3  | CONTIN WALL     | 1.00    | A | BMU | N | BSMT UNFINISHED | 1,676 |      | 51.62     | 88,514  |
| \$NLA(RCN) | \$311 | OVERALL    | 1.300 | EXT. COVER      | 1  | WOOD SHINGLES   | 1.00    | A | BAS | L | BAS AREA        | 1,676 | 2020 | 242.41    | 406,286 |
|            |       |            |       | ROOF SHAPE      | 1  | GABLE           | 1.00    | B | EPA | N | ENCL PORCH      | 180   |      | 108.84    | 19,590  |
|            |       |            |       | ROOF COVER      | 1  | ASPHALT SHINGLE | 1.00    | C | WDK | N | ATT WOOD DECK   | 72    |      | 64.48     | 4,642   |
|            |       |            |       | FLOOR COVER     | 1  | HARDWOOD        | 1.00    |   | ODS | O | OUT DOOR SHOWER |       |      | 0.00      |         |
|            |       |            |       | INT. FINISH     | 2  | DRYWALL         | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | HEATING/COOLING | 1  | FORCED AIR      | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | FUEL SOURCE     | 2  | GAS             | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | STORIES(FAR)    | 1  |                 | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | ROOMS           | 6  |                 | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | BEDROOMS        | 3  |                 | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | BATHROOMS       | 2  |                 | 1.00    |   |     |   |                 |       |      |           |         |
|            |       |            |       | FIXTURES        | 7  |                 | \$4,800 |   |     |   |                 |       |      |           |         |
|            |       |            |       | UNITS           | 1  |                 | 1.00    |   |     |   |                 |       |      |           |         |

|                |            |
|----------------|------------|
| TOTAL RCN      | 521,933    |
| CONDITION ELEM | CD         |
| EFF.YR/AGE     | 2020 / 0   |
| COND           | 0 0 %      |
| FUNC           | 80 UC      |
| ECON           | 0          |
| DEPR           | 80 % GD 20 |
| RCNLD          | \$104,400  |

Key: 6789

Town of TRURO - Fiscal Year 2022

9/15/2021 10:15 am SEQ #: 4,312

LEGAL LAND

| CURRENT OWNER  |  | PARCEL ID | LOCATION           |            |              |  |
|--|--|-----------|--------------------|------------|--------------|--|
| AVP REALTY TRUST<br>CHAPMAN E WESLEY & SUSAN I<br>PO BOX 1860<br>WELLFLEET, MA 02667 |  | 42-309-0  | 42 GREAT HOLLOW RD |            |              |  |
| TRANSFER HISTORY   |  | DOS       | T                  | SALE PRICE | BK-PG (Cert) |  |

| CLASS  | CLASS% | DESCRIPTION   | BN ID | BN     | CARD   |    |     |   |
|--------|--------|---------------|-------|--------|--------|----|-----|---|
| 1090   | 100    | MULTIPLE HSES |       | 2      | 2 of 2 |    |     |   |
| PMT NO | PMT DT | TY            | DESC  | AMOUNT | INSP   | BY | 1st | % |

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

| TOTAL | ZONING | FRNT     | ASSESSED | CURRENT | PREVIOUS |
|-------|--------|----------|----------|---------|----------|
| Nbhd  | NOTE   |          | LAND     | 60,500  |          |
| Inf1  |        | BUILDING |          |         |          |
| Inf2  |        | DETACHED |          |         |          |
|       |        |          | OTHER    |         |          |
|       |        |          | TOTAL    |         |          |

| TY | QUAL | COND | DIM/NOTE | YB | UNITS | ADJ PRICE | RCNLD |
|----|------|------|----------|----|-------|-----------|-------|
|----|------|------|----------|----|-------|-----------|-------|



| BUILDING | CD | ADJ  | DESC                | MEASURE | 11/9/2018 | LG |
|----------|----|------|---------------------|---------|-----------|----|
| MODEL    | 1  |      | RESIDENTIAL         | LIST    | 11/9/2018 | JN |
| STYLE    | 6  | 0.90 | COTTAGE/BUNG [100%] | REVIEW  | 5/27/2011 | MR |
| QUALITY  | A  | 1.00 | AVERAGE [100%]      |         |           |    |
| FRAME    | 1  | 1.00 | WOOD FRAME [100%]   |         |           |    |

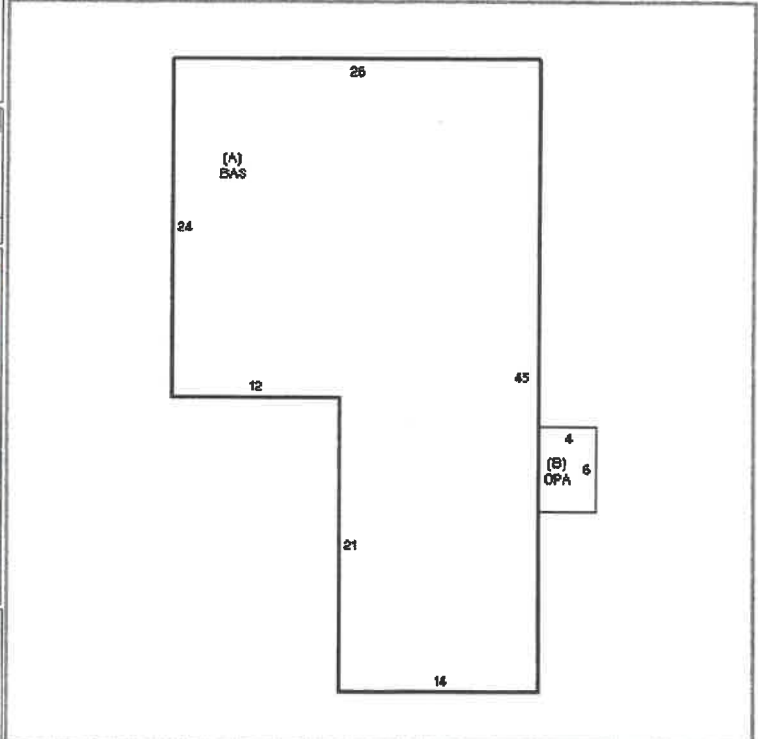
BLDG COMMENTS  
Bldg Name=Oyster #2

| YEAR BLT     | 1930  | SIZE ADJ   | 1.050   |
|--------------|-------|------------|---------|
| NET AREA     | 918   | DETAIL ADJ | 1.000   |
| \$NLA(RCN)   | \$173 | OVERALL    | 0.850   |
| CAPACITY     |       | UNITS      | ADJ     |
| STORIES(FAR) |       | 1          | 1.00    |
| ROOMS        |       | 5          | 1.00    |
| BEDROOMS     |       | 3          | 1.00    |
| BATHROOMS    |       | 1          | 1.00    |
| FIXTURES     |       | 3          | \$2,100 |
| UNITS        |       | 1          | 1.00    |

| ELEMENT         | CD | DESCRIPTION     | ADJ  |
|-----------------|----|-----------------|------|
| FOUNDATION      | 3  | CONTIN WALL     | 1.00 |
| EXT. COVER      | 1  | WOOD SHINGLES   | 1.00 |
| ROOF SHAPE      | 1  | GABLE           | 1.00 |
| ROOF COVER      | 1  | ASPHALT SHINGLE | 1.00 |
| FLOOR COVER     | 2  | SOFTWOOD        | 1.00 |
| INT. FINISH     | 5  | OTHER           | 1.00 |
| HEATING/COOLING | 5  | ELECTRIC        | 0.95 |
| FUEL SOURCE     | 3  | ELECTRIC        | 1.00 |

| S | BAT | T | DESCRIPTION     | UNITS | YB   | ADJ PRICE | RCN     |
|---|-----|---|-----------------|-------|------|-----------|---------|
| A | BAS | L | BAS AREA        | 918   | 1930 | 168.98    | 155,108 |
| B | OPA | N | OPEN PORCH      | 24    |      | 78.10     | 1,874   |
|   | ODS | O | OUT DOOR SHOWER |       |      | 0.00      |         |

|                |            |
|----------------|------------|
| TOTAL RCN      | 159,080    |
| CONDITION ELEM | CD         |
| EFF.YR/AGE     | 1950 / 70  |
| COND           | 62 62 %    |
| FUNC           | 0          |
| ECON           | 0          |
| DEPR           | 62 % GD 38 |
| RCNLD          | \$60,500   |



DETACHED

BUILDING



**CAPE COD COOPERATIVE EXTENSION**  
**PO Box 367**  
**Barnstable, MA 02630**  
**508 375-6690 (www.capecodextension.org)**

**Trees & Shrubs for Coastal Environments:** Plants for this section were selected based on their ability to successfully grow in coarse soils and windy environments, and for salt spray tolerance. Plants marked with ★ will tolerate **direct coastal exposure**.

Soil Moisture

W = wet  
M = moist  
D = dry

Sun

SU = sun  
PS = part shade  
SH= shade

IND = Indicator status

OBL = Obligate  
FACW = Facultative wetlands  
FAC = Facultative  
FACU = Facultative uplands

Symbols

! = Possible pests  
# = stoloniferous  
OC = On Center  
c = caliper

| Shrubs, low                       |                        |      |   |   |   |    |    |    |           |           |           |           |
|-----------------------------------|------------------------|------|---|---|---|----|----|----|-----------|-----------|-----------|-----------|
| Scientific Name                   | Common Name            | IND  | W | M | D | SU | PS | SH | H x W     | Salt Tol. | Opt. size | Spacing   |
| ★ <i>Arctostaphylos uva-ursi</i>  | bearberry              |      |   |   | X | X  |    |    | 12" x 4'  | Yes       | 4" pot    | 12" OC    |
| ★ # <i>Comptonia peregrina</i>    | sweet fern             | FACU |   | X | X | X  | X  |    | 2' x 3'   | Yes       | 1-2 G     | 30"–36"OC |
| <i>Gaylussacia spp.</i>           | huckleberry            |      |   | X | X |    | X  | X  | 1.5' x 3' |           | sod       | 3' OC     |
| <i>Hypericum densiflorum</i>      | dense St. John's wort  | FAC  | X | X | X | X  |    |    | 4' x 4'   | Yes       | 1 G       | 3' OC     |
| <i>Kalmia angustifolia</i>        | sheep laurel           |      |   | X | X | X  | X  |    | 2' x 2'   |           | 2 G       | 3' OC     |
| ! ★ <i>Juniperus horizontalis</i> | creeping juniper       |      |   | X | X | X  |    |    | 12" x 4'  | Yes       | 1-3 G     | 3'–5' OC  |
| ★ <i>Prunus maritima</i>          | beach plum             |      |   | X | X | X  | X  |    | 1-8' x 5' | Yes       | 5 G.      | 5' OC     |
| <i>Rosa carolina</i>              | pasture rose           |      |   | X | X | X  | X  |    | 3' x 3'   |           | 1 G       | 4' OC     |
| <i>Viburnum acerifolium</i>       | maple-leaved arrowwood |      |   | X | X | X  | X  |    | 6' x 4'   |           | 2'-3'     | 5'-6' OC  |

| Shrubs, medium                   |                        |       |   |   |   |    |    |    |          |           |           |           |
|----------------------------------|------------------------|-------|---|---|---|----|----|----|----------|-----------|-----------|-----------|
| Scientific Name                  | Common Name            | IND   | W | M | D | SU | PS | SH | H x W    | Salt Tol. | Opt. size | Spacing   |
| <i>Aronia arbutifolia</i>        | red chokeberry         | FACW  |   | X | X | X  | X  |    | 6' x 5'  |           | 1'-2'     | 4 -6' OC  |
| * <i>Baccharis halimifolia</i>   | groundsel tree         | FACW  | X | X |   | X  |    |    | 6' x 6'  | Yes       | 1 G       | 4' OC     |
| <i>Cephalanthus occidentalis</i> | buttonbush             | OBL   | X | X |   | X  |    |    | 6' x 6'  |           | 2'-4'     | 5'-8' OC  |
| <i>Clethra alnifolia</i>         | sweet pepperbush,      | FAC+  |   | X | X | X  | X  | X  | 6' x 6'  |           | 1 G       | 4' OC     |
| <i>Cornus amomum</i>             | silky dogwood          | FACW  |   | X |   | X  | X  |    | 6' x 6'  |           | 2'-3'     | 4'-6' OC  |
| <i>Hamamelis virginiana</i>      | witch hazel            | FAC-  |   | X | X | X  | X  |    | 15' x 5' |           | 2'-4'     | 5' OC     |
| <i>Ilex glabra</i>               | inkberry               | FACW+ |   | X |   | X  | X  |    | 6' x 6'  | Yes       | 5 G       | 4'-5' OC  |
| <i>Ilex verticillata</i>         | winterberry            | FACW+ | X | X | X | X  | X  |    | 10' x10' | Yes       | 2'-4'     | 4'-6' OC  |
| ! <i>Juniperus communis</i>      | pasture juniper        |       |   |   | X | X  |    |    | 5' x 8'  | Yes       | 1 G       | 4'-5' OC  |
| <i>Lindera benzoin</i>           | spicebush              | FACW- |   | X |   |    | X  |    | 6' x 6'  |           | 2 G       | 4'-5' OC  |
| <i>Myrica gale</i>               | sweet gale             | OBL   | X |   |   | X  | X  |    | 4' x 4'  |           | 2 G       | 4'-5' OC  |
| * <i>Myrica pensylvanica</i>     | northern bayberry      | FAC   | X | X | X |    | X  |    | 9' x 9'  | Yes       | 3 G       | 4' OC     |
| <i>Rhododendron viscosum</i>     | swamp azalea           | OBL   | X | X |   | X  |    |    | 5' x 5'  |           | 3'-4'     | 4'-5' OC  |
| # <i>Rhus aromatica</i>          | fragrant sumac         |       |   | X | X | X  | X  |    | 6' x 10' |           | 2 G       | 4' OC     |
| # <i>Rhus glabra</i>             | smooth sumac           |       |   | X | X | X  |    |    | 10' x 0' | Yes       | 2'-4'     | 4' OC     |
| <i>Rosa palustris</i>            | swamp rose             | OBL   | X |   |   | X  | X  | X  | 7' x ?   |           | 1 G       | 4' OC     |
| <i>Sambucus canadensis</i>       | common elderberry      | FACW- | X | X |   | X  | X  | X  | 6' x 6'  |           | 2 G       | 4' OC     |
| <i>Vaccinium corymbosum</i>      | highbush blueberry     | FACW- |   | X | X | X  | X  |    | 6' x 6'  |           | 2 G       | 6' – 8'OC |
| <i>Viburnum cassinoides</i>      | Witherod viburnum      |       |   | X | X | X  | X  |    | 6' x 6'  |           | 2 G       | 6' OC     |
| <i>Viburnum dentatum</i>         | arrowwood              | FACW- |   | X | X | X  | X  |    | 8' x 8'  | Yes       | 2 G       | 6' OC     |
| <i>Viburnum nudum</i>            | Smooth witherod        |       |   | X |   | X  | X  |    | 6' x 6'  |           | 2 G       | 6' OC     |
| <i>Viburnum trilobum</i>         | Am. Cranberry viburnum | FACW  |   | X |   | X  | X  | X  | 6' x 6'  |           | 2 G       | 6' OC     |

| Shrubs, tall              |                 |      |   |   |   |    |    |    |          |           |           |         |
|---------------------------|-----------------|------|---|---|---|----|----|----|----------|-----------|-----------|---------|
| Scientific Name           | Common Name     | IND  | W | M | D | SU | PS | SH | H x W    | Salt Tol. | Opt. size | Spacing |
| <i>Alnus serrulata</i>    | smooth alder    | OBL  | X | X |   | X  |    |    | 15' x15' |           | 2'-3'     | 8' OC   |
| ! <i>Kalmia latifolia</i> | mountain laurel | FACU |   | X | X | X  | X  | X  | 10' x10' |           | 2 G       | 6' OC   |
| # <i>Rhus copallina</i>   | shining sumac   |      |   |   | X | X  | X  |    | 20' x20' |           | 2 G       | 5' OC   |

|                         |                |  |  |  |  |   |   |  |  |          |     |     |       |
|-------------------------|----------------|--|--|--|--|---|---|--|--|----------|-----|-----|-------|
| ★ # <i>Rhus typhina</i> | staghorn sumac |  |  |  |  | X | X |  |  | 25' x25' | Yes | 2 G | 6' OC |
|-------------------------|----------------|--|--|--|--|---|---|--|--|----------|-----|-----|-------|

| Trees, small (understory)      |                   |       |   |   |   |    |    |    |          |           |            |           |
|--------------------------------|-------------------|-------|---|---|---|----|----|----|----------|-----------|------------|-----------|
| Scientific Name                | Common Name       | IND   | W | M | D | Su | PS | Sh | H x W    | Salt tol. | Opt. size  | Spacing   |
| <i>Amelanchier canadensis</i>  | shadbush          | FAC   | X | X |   |    | X  | X  | 15' x 5' | Yes       | 4'-6'      | 8'-12'OC  |
| ! <i>Cornus florida</i>        | flowering dogwood |       |   | X | X | X  | X  | X  | 20' x20' |           | 1½"-2" c   | 12'-15'OC |
| <i>Crataegus crus-galli</i>    | cockspur hawthorn |       |   | X | X | X  | X  |    | 20' x 0' |           | 1½"-2" c   | 12'-15'OC |
| ! <i>Ilex opaca</i>            | American holly    |       |   | X |   | X  | X  |    | 30' x 5' |           | 4'-5'      | 12'-15'OC |
| !★ <i>Juniperus virginiana</i> | eastern red cedar | FACU  |   | X | X | X  |    |    | 35' x 5' | Yes       | 4'-6'      | 8'-10' OC |
| <i>Magnolia virginiana</i>     | sweetbay magnolia | FACW+ | X | X |   | X  | X  | X  | 20' x20' |           | 3'-4'      | 15'-20'OC |
| <i>Ostrya virginiana</i>       | ironwood          | FACU- |   | X | X |    | X  | X  | 25' x20' |           | 1½" - 2" c | 20' OC    |
| <i>Sassafras albidum</i>       | sassafras         | FACU- |   | X | X | X  | X  |    | 25'x25"  |           | 1½"-2" c   | 20' OC    |

| Trees, tall (canopy)           |                      |       |   |   |   |    |    |    |          |           |           |           |
|--------------------------------|----------------------|-------|---|---|---|----|----|----|----------|-----------|-----------|-----------|
| Scientific Name                | Common Name          | IND   | W | M | D | Su | PS | Sh | H x W    | Salt tol. | Opt. size | Spacing   |
| <i>Acer rubrum</i>             | red maple            | FAC   | X | X | X | X  | X  |    | 40' x30' |           | 2"-3" c   | 20' OC    |
| <i>Betula nigra</i>            | river birch          | FACW  | X | X |   | X  | X  |    | 40' x35' |           | 2" c      | 20' OC    |
| <i>Celtis occidentalis</i>     | hackberry            | FACU  |   | X | X | X  | X  |    | 30' x35' | Yes       | 2" c      | 20' OC    |
| <i>Chamaecyparis thyoides</i>  | Atlantic white cedar | OBL   | X | X |   |    | X  |    | 50' x20' |           | 5'-8'     | 20' OC    |
| <i>Fagus grandifolia</i>       | American beech       | FACU  |   | X |   | X  | X  |    | 60' x60' |           | 2"-3" c   | 30' OC    |
| <i>Fraxinus americana</i>      | white ash            |       |   | X |   | X  | X  |    | 50' x40' |           | 2"-3" c   | 25'-30'OC |
| <i>Fraxinus pennsylvanica</i>  | green ash            | FACW  |   | X |   | X  | X  |    | 50' x30' |           | 2"-3" c   | 25'-30'OC |
| <i>Liriodendron tulipifera</i> | tulip poplar         |       |   | X |   | X  | X  |    | 70' x50' |           | 2"-3" c   | 35'-40'OC |
| <i>Nyssa sylvatica</i>         | tupelo               | FACW- | X | X | X | X  | X  |    | 50' x30' |           | 2"-3" c   | 15'-20'OC |
| ★ ! <i>Picea glauca</i>        | white spruce         |       |   | X | X | X  |    |    | 40' x20' | Yes       | 5'-6'     | 20'-25'OC |

|                             |                   |       |   |   |   |   |   |  |          |     |             |            |
|-----------------------------|-------------------|-------|---|---|---|---|---|--|----------|-----|-------------|------------|
| <i>Picea mariana</i>        | black spruce      | FACW- | X | X |   | X |   |  | 40' x20' |     | 5'-6'       | 20'-25' OC |
| ! <i>Pinus strobus</i>      | white pine        | FACU  |   | X | X | X |   |  | 80' x40' |     | 4'-8'       | 20'-25' OC |
| ! <i>Quercus alba</i>       | white oak         |       |   | X |   | X |   |  | 60' x40' |     | 2½"-3"<br>c | 20' OC     |
| ! <i>Quercus bicolor</i>    | swamp white oak   | FACW+ | X | X |   | X | X |  | 60' x50' |     | 2½"-3"<br>c | 25' OC     |
| ! <i>Quercus coccinea</i>   | scarlet oak       |       |   | X |   | X |   |  | 50' x40' |     | 2½"-3"<br>c | 20' OC     |
| ! <i>Quercus prinus</i>     | chestnut oak      |       |   |   | X | X | X |  | 60' x60' |     | 2½"-3"<br>c | 25' OC     |
| ! <i>Quercus rubra</i>      | northern red oak  | FACU- |   | X | X | X | X |  | 60' x60' |     | 2½"-3"<br>c | 25' OC     |
| ! * <i>Quercus velutina</i> | black oak         |       |   | X | X | X |   |  | 60' x50' | Yes | 2½"-3"<br>c | 25' OC     |
| <i>Salix nigra</i>          | black willow      | FACW+ | X | X |   | X | X |  | 35' x20' |     | 8'-10'      | 20' OC     |
| ! <i>Tilia americana</i>    | American basswood | FACU  |   | X |   |   | X |  | 60' x40' |     | 2"-3" c     | 20' OC     |

## Fresh Water Resource Buffer Zone Trees & Shrubs Lakes, Ponds, & BVW

### Soil Moisture

W = wet

M = moist

D = dry

### Sun

SU = sun

PS = part shade

SH = shade

### IND = Indicator status

OBL = Obligate

FACW = Facultative wetlands

FAC = Facultative

FACU = Facultative uplands

### Symbols

! = possible pests

# stoloniferous

OC = On Center

c – caliper

### Shrubs, low

| Scientific Name                  | Common Name      | IND  | W | M | D | SU | PS | SH | H x W     | Salt tol. | Opt. size | Spacing    |
|----------------------------------|------------------|------|---|---|---|----|----|----|-----------|-----------|-----------|------------|
| * <i>Arctostaphylos uva-ursi</i> | bearberry        |      |   |   | X | X  |    |    | 12" x 4'  | Yes       | 4" pot    | 12" OC     |
| <i>Aronia melanocarpa</i>        | black chokeberry | FAC  | X | X | X | X  |    |    | 6' x 6'   | Yes       | 1 -2 G    | 4'-6' OC   |
| *# <i>Comptonia peregrina</i>    | sweet fern       |      |   | X | X | X  | X  |    | 3' x 4'   | Yes       | 1 -2 G    | 30"-36" OC |
| <i>Gaylussacia spp.</i>          | huckleberry      | FACU |   | X | X |    | X  | X  | 1.5' x 3' |           | sod       | 3' OC      |

|                                  |                            |      |  |   |   |   |   |   |  |           |     |        |           |
|----------------------------------|----------------------------|------|--|---|---|---|---|---|--|-----------|-----|--------|-----------|
| <i>Hypericum densiflorum</i>     | dense St. John's wort      |      |  | X | X | X |   |   |  | 4' x 4'   |     | 1 G    | 3' OC     |
| !★ <i>Juniperus horizontalis</i> | creeping juniper           |      |  | X | X | X |   |   |  | 12" x 4'  | Yes | 1 -3 G | 3' -5' OC |
| <i>Rosa carolina</i>             | pasture rose               |      |  | X | X | X | X |   |  | 3' x 3'   |     | 1 G    | 4' OC     |
| # <i>Rubus odoratus</i>          | purple flowering raspberry |      |  | X |   |   | X | X |  | 5' x ?'   |     | 1 G    | 3' -4' OC |
| <i>Spiraea alba</i>              | narrow-leaved meadowsweet  | FAC+ |  | X |   | X | X |   |  | 5' X 3'   |     | 1 G    | 2'-3' OC  |
| <i>Spiraea latifolia</i>         | broad-leaved meadowsweet   | FAC+ |  | X |   | X | X |   |  | 5' X 3'   |     | 1 G    | 2' -3' OC |
| <i>Vaccinium angustifolium</i>   | late lowbush blueberry     |      |  | X | X | X | X |   |  | 2-3' X 2' |     | 1 G    | 3' OC     |
| <i>Viburnum acerifolium</i>      | maple-leaved arrowwood     |      |  | X | X |   | X | X |  | 6' X 4'   |     | 2'-3'  | 6' OC     |

| Shrubs, medium                      |                           |       |   |   |   |    |    |    |           |           |           |           |
|-------------------------------------|---------------------------|-------|---|---|---|----|----|----|-----------|-----------|-----------|-----------|
| Scientific Name                     | Common Name               | IND   | W | M | D | SU | PS | SH | H x W     | Salt tol. | Opt. size | Spacing   |
| <i>Aronia arbutifolia</i>           | red chokeberry            | FACW  |   | X | X | X  | X  |    | 6' x 5'   |           | 1' -2'    | 4' -6' OC |
| <i>Cephalanthus occidentalis</i>    | buttonbush                | OBL   | X | X |   | X  |    |    | 6' x 6'   |           | 2' -4'    | 5' -8' OC |
| <i>Cornus amomum</i>                | silky dogwood             | FACW  |   | X |   | X  | X  |    | 6' x 6'   |           | 2' -3'    | 4'-6' OC  |
| <i>Hamamelis virginiana</i>         | witch hazel               | FAC-  |   | X | X | X  | X  |    | 15' x15'  |           | 2' -4'    | 5' OC     |
| <i>Ilex verticillata</i>            | winterberry holly         | FACW+ | X | X | X | X  | X  |    | 10' x10'  | Yes       | 2' -4'    | 4' -6' OC |
| <i>Juniperus communis</i>           | pasture juniper           |       |   |   | X | X  |    |    | 5' x 8'   | Yes       | 1 G       | 4' -5' OC |
| <i>Lindera benzoin</i>              | spicebush                 | FACW- |   | X | X |    | X  |    | 6' x 6'   |           | 2 G       | 4' -5' OC |
| <i>Rhododendron maximum</i>         | rose bay rhododendron     |       |   | X |   |    | X  | X  | 15' x 15' |           | 2' - 4'   | 10' OC    |
| <i>Rhododendron periclymenoides</i> | pink azalea, pinxterbloom | FAC   | X | X |   |    | X  |    | 6' x 6'   |           | 1' -2'    | 6' OC     |
| <i>Rhododendron viscosum</i>        | swamp azalea              | OBL   | X | X |   | X  |    |    | 6' x 6'   |           | 3' -4'    | 4' -5' OC |
| # <i>Rhus aromatica</i>             | fragrant sumac            |       |   |   | X | X  | X  |    | 6' x 6'   |           | 2 G       | 4' OC     |
| # <i>Rhus glabra</i>                | sweet or smooth sumac     |       |   | X | X | X  |    |    | 10' x10'  | Yes       | 2' -4'    | 4' OC     |
| <i>Rosa palustris</i>               | swamp rose                | OBL   | X |   |   | X  | X  | X  | 7' x ?'   |           | 1 G       | 4' OC     |
| <i>Sambucus canadensis</i>          | common elderberry         | FACW- | X | X |   | X  | X  | X  | 6' x 6'   |           | 2 G       | 4' OC     |
| <i>Vaccinium corymbosum</i>         | highbush blueberry        | FACW- |   | X | X | X  | X  |    | 6' x 6'   |           | 2 G       | 6' -8' OC |

|                             |                            |      |  |   |   |   |   |  |  |         |     |     |       |
|-----------------------------|----------------------------|------|--|---|---|---|---|--|--|---------|-----|-----|-------|
| <i>Viburnum cassinoides</i> | witherod                   |      |  | X |   | X | X |  |  | 5' x 5' |     | 2 G | 6' OC |
| <i>Viburnum dentatum</i> )  | arrowwood                  | FAC  |  | X | X | X | X |  |  | 8' x 8' | Yes | 2 G | 6' OC |
| <i>Viburnum nudum</i>       | smooth witherod            |      |  | X |   | X | X |  |  | 6' X 6' |     | 2 G | 6' OC |
| <i>Viburnum trilobum</i>    | Am. cranberrybush viburnum | FACW |  | X |   | X | X |  |  | 8' X 8' |     | 2 G | 6' OC |

### Shrubs, tall

| Scientific Name           | Common Name                  | IND  | W | M | D | SU | PS | SH | H x W     | Salt tol. | Opt. size | Spacing |
|---------------------------|------------------------------|------|---|---|---|----|----|----|-----------|-----------|-----------|---------|
| <i>Alnus serrulata</i>    | smooth alder                 | OBL  | X | X |   | X  |    |    | 15' x 15' |           | 2'-3'     | 8' OC   |
| <i>Corylus americana</i>  | American hazelnut or filbert |      |   | X |   | X  | X  |    | 10' x 8'  |           | 3'-4'     | 8' OC   |
| ! <i>Kalmia latifolia</i> | mountain laurel              | FACU |   | X | X | X  | X  | X  | 10' x 10' |           | 2 G       | 6' OC   |
| # <i>Rhus copallina</i>   | shining or winged sumac      |      |   |   | X | X  | X  |    | 20' x 20' | Yes       | 2 G       | 5' OC   |
| # <i>Rhus typhina</i>     | staghorn sumac               |      |   |   | X | X  |    |    | 25' x 25' | Yes       | 2 G       | 6' OC   |
| <i>Salix discolor</i>     | pussy willow                 | FACW |   | X | X | X  | X  |    | 15' x 15' |           | 5'-6'     | 10' OC  |

### Trees, small (understory)

| Scientific Name                 | Common Name            | IND   | W | M | D | SU | PS | SH | H x W     | Salt tol. | Opt. size  | Spacing     |
|---------------------------------|------------------------|-------|---|---|---|----|----|----|-----------|-----------|------------|-------------|
| <i>Amelanchier arborea</i>      | downy serviceberry     |       |   |   | X | X  | X  |    | 20' x 15' |           | 6' -8'     | 15' OC      |
| <i>Amelanchier canadensis</i>   | serviceberry, shadbush | FAC   |   | X | X |    | X  | X  | 20' x 12' | Yes       | 6' -8'     | 12' OC      |
| <i>Amelanchier laevis</i>       | smooth serviceberry    |       |   | X | X | X  | X  |    | 25' x 18' |           | 6' - 8'    | 15' OC      |
| <i>Carpinus caroliniana</i>     | American hornbeam      |       |   | X |   |    | X  | X  | 35 x 30'  |           | 3" c       | 15' OC      |
| <i>Cornus alternifolia</i>      | alternate-leaf dogwood |       |   | X | X |    | X  | X  | 15' x 20' |           | 8'         | 15' OC      |
| ! <i>Cornus florida</i>         | flowering dogwood      |       |   | X | X | X  | X  | X  | 20' x 20' |           | 1½" -2" c  | 12' -15' OC |
| <i>Crataegus crus-galli</i>     | cockspur hawthorn      |       |   | X | X | X  | X  |    | 20' x 20' |           |            |             |
| <i>Ilex opaca</i>               | American holly         |       |   | X |   | X  | X  |    | 30' x 25' |           | 4' -5'     | 12'-15' OC  |
| ! * <i>Juniperus virginiana</i> | eastern red cedar      | FACU  |   | X | X | X  |    |    | 25' x 25' | Yes       | 4' -6'     | 8'-10 OC    |
| <i>Ostrya virginiana</i>        | ironwood               | FACU- |   | X | X |    | X  | X  | 25' x 20' |           | 1½" - 2" c | 20' OC      |



|                          |           |       |  |   |  |   |   |  |           |  |              |        |
|--------------------------|-----------|-------|--|---|--|---|---|--|-----------|--|--------------|--------|
| <i>Sassafras albidum</i> | sassafras | FACU- |  | X |  | X | X |  | 25' x 25' |  | 1½"– 2"<br>c | 20' OC |
|--------------------------|-----------|-------|--|---|--|---|---|--|-----------|--|--------------|--------|

### Trees, tall (canopy)

| Scientific Name                | Common Name          | IND   | W | M | D | Su | PS | Sh | H x W     | Salt tol. | Opt. size  | Spacing    |
|--------------------------------|----------------------|-------|---|---|---|----|----|----|-----------|-----------|------------|------------|
| <i>Acer rubrum</i>             | red maple            | FAC   | X | X |   | X  | X  |    | 40' x 30' |           | 2"-3" c    | 20' OC     |
| <i>Betula nigra</i>            | river birch          | FACW  | X | X |   | X  | X  |    | 40' x 35' |           | 2" c       | 20' OC     |
| <i>Celtis occidentalis</i>     | hackberry            | FACU  |   | X | X | X  | X  |    | 30' x 35' | Yes       | 2" c       | 20' OC     |
| <i>Chamaecyparis thyoides</i>  | Atlantic white cedar | OBL   | X | X |   |    | X  | X  | 50' x 20' |           | 5' -8'     | 20' OC     |
| <i>Fagus grandifolia</i>       | American beech       |       |   | X |   | X  | X  |    | 60' x 60' |           | 2"-3" c    | 30' OC     |
| <i>Fraxinus americana</i>      | white ash            |       |   | X |   | X  | X  |    | 50' x 40' |           | 2"-3" c    | 25'-30' OC |
| <i>Fraxinus pennsylvanica</i>  | green ash            | FACW  | X | X |   | X  | X  |    | 50' x 30' |           | 2"-3" c    | 25'-30' OC |
| <i>Liriodendron tulipifera</i> | tulip tree           |       |   | X |   | X  | X  |    | 70' x 50' |           | 2"-3" c    | 35'-40' OC |
| <i>Nyssa sylvatica</i>         | black gum, sourgum   | FACW- | X | X | X | X  | X  |    | 50' x 30' |           | 2'-3" c    | 15'-20' OC |
| ★! <i>Picea glauca</i>         | white spruce         |       |   | X | X | X  |    |    | 40' x 20' | Yes       | 5'-6'      | 20'-25' OC |
| ! <i>Picea mariana</i>         | black spruce         | FACW- | X | X |   | X  |    |    | 40' x 20' |           | 5'-6'      | 20'-25' OC |
| ! <i>Pinus strobus</i>         | white pine           |       |   | X | X | X  |    |    | 80' x 40' |           | 4'-8'      | 20'-25' OC |
| ! <i>Platanus occidentalis</i> | American sycamore    |       | X | X |   | X  | X  |    | 75' x 75' |           | 3" c       | 25'-30' OC |
| ! <i>Quercus alba</i>          | white oak            |       |   | X |   | X  |    |    | 60' x 40' |           | 2½" – 3" c | 20' )C     |
| ! <i>Quercus bicolor</i>       | swamp white oak      | FACW+ | X |   |   | X  | X  |    | 60' x 50' |           | 2½"-3" c   | 25' OC     |
| ! <i>Quercus coccinea</i>      | scarlet oak          |       |   | X |   | X  |    |    | 50' x 40' |           | 2½"-3" c   | 20' OC     |
| ! <i>Quercus rubra</i>         | northern red oak     | FACU- |   | X | X | X  | X  |    | 60' x 60' |           | 2½"-3" c   | 25' OC     |
| ! <i>Quercus stellata</i>      | post oak             |       |   | X |   | X  |    |    | 60' x60'  |           | 2½"-3" c   | 25' OC     |
| !★ <i>Quercus velutina</i>     | black oak            |       |   | X | X | X  |    |    | 60' x 60' | Yes       | 2½"-3" c   | 25' OC     |
| <i>Salix nigra</i>             | black willow         | FACW+ | X | X |   | X  | X  |    | 35' x 20' |           | 8'-10'     | 20' OC     |
| <i>Tilia americana</i>         | American basswood    | FACU  |   | X |   |    | X  |    | 60' x 40' |           | 2"-3" c    | 20' OC     |

## Consent Agenda Item: 6C5

To: Select Board  
From: Ann and Richard Courtney  
Subject: Great Hollow Curb cut  
Date: February 15, 2022

We are writing to oppose the curb cut on Great Hollow Road in the middle of the beach parking lot.

1. The owners illegally and maliciously cut and destroyed a coastal bank in direct violation of the water protection act and Truro's own Conservation Commission.
2. This illegal cut exacerbated the severe erosion problem at Great Hollow Beach.
3. This action denies Truro citizens and visitors a parking space at a beach parking lot that frequently fills with cars.
4. Using that coastal dune illegal cut as a driveway is a threat to public safety.

We believe any curb cut into a fragile coastal dune should be denied. Furthermore the owners should be fined and required to reconstruct and replant the coastal dune.

Ann Courtney  
Richard Courtney  
7 High Ridge Rd  
Truro

Noelle Scoullar

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**Subject:** FW: [Truro MA] 42 Gt Hollow cut into public parking lot (Sent by Kathleen Hull, Khull@longnook.com)

**From:** Contact form at Truro MA <[cmsmailer@civicplus.com](mailto:cmsmailer@civicplus.com)>  
**Date:** February 15, 2022 at 8:55:00 PM EST  
**To:** Kristen Reed <[KReed@truro-ma.gov](mailto:KReed@truro-ma.gov)>  
**Subject:** [Truro MA] 42 Gt Hollow cut into public parking lot (Sent by Kathleen Hull, [REDACTED])  
**Reply-To:** [REDACTED]

Hello kreed,

Kathleen Hull ([REDACTED]) has sent you a message via your contact form (<https://www.truro-ma.gov/user/1393/contact>) at Truro MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.truro-ma.gov/user/1393/edit>.

Message:

Dear Kristen,

I've been a property owner in Truro for 26 years and am also a Truro voter.

Great Hollow Beach is our go-to beach, walkable and drive-able. I can't quite believe that a neighbor wants a private driveway access from their property to the public parking lot!

They already have a driveway to Great Hollow Rd, just a few yards east, a shared driveway. Back in the day when that property was called Sunset Acres, there was only ever one driveway, and that driveway did not involve the public parking lot.

My husband and I consider this unpermitted driveway an overreach that also endangers visitors to the parking lot. Who expects a driveway in the middle of a very small parking area? It's ridiculous, in my opinion.

Thanks for serving for our community,

Kathleen Hull  
Hart Road, Bearberry, and Hilltop Roads

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To: Selectboard, Director of DPW, Chief of Police

From: Jack and Joellen Farley

Re: Curb Cut at Great Hollow Beach

We are writing in opposition to the curb cut application for 42 Great Hollow Road.

In direct violation of town by laws (Selectman memo # 28), the residents of 42 Great Hollow Road have taken the liberty to install a curb cut, bypassing existing rules and by-laws. They have installed a driveway without application, regard for conservation issues, or regard for the public safety.

Our main concern is for the safety of the public, especially small children who frequent the beach. Backing out of that cut between two parked cars or trucks would be a disaster waiting to happen since the sight line will be blocked by the parked vehicles. As you know, this beach has limited parking and is almost always full to capacity with families in the summer. Why should the wishes of one individual take precedence over the safety of the majority?

Therefore, we strongly advise against issuing the permit.

Jack and Joellen Farley

2 Bluefin Lane Truro

PS It seems to us that the owners have been in violation of your Selectboard's Memorandum #28 for making a cut without a permit. According to the memo a violation carries a fine of \$300.00 per day.

**Noelle Scoullar**

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**From:** Jeffrey Blum [REDACTED]  
**Sent:** Tuesday, February 15, 2022 10:16 PM  
**To:** Nicole Tudor; Noelle Scoullar  
**Subject:** Re: Curb cut on Great Hollow Road

My apologies, I mistyped one of your addresses. Jeff Blum

On Tue, Feb 15, 2022 at 10:12 PM Jeffrey Blum [REDACTED] wrote:

**To:** Select Board  
**From:** Jeff Blum  
**Subject:** Great Hollow Curb cut  
**Date:** February 15, 2022

My wife and I own 3 High Ridge Road, near Great Hollow Beach. I am writing to oppose the curb cut on Great Hollow Road in the beach parking lot. I am offended that the owners would make the curb cut without authorization, in violation of the water protection act and the Truro Conservation Commission. This curb cut into a fragile coastal dune should be denied. The owners should be fined and required to reconstruct the coastal dune.

I don't write this on my own personal behalf; we walk to the beach. But our town is known for its beauty and its land conservation, and this action by a property owner who has built substantial new structures in a high-impact, high-visibility area violates both of those.

This action also exacerbates the severe erosion problem at Great Hollow Beach. It denies Truro citizens and visitors a parking space at the public beach parking lot. Using the cut as a driveway is a threat to public safety. Please take strong action to protect our town's future.

Thank you.

Sincerely,  
Jeff Blum  
3 High Ridge Road  
Truro, MA 02666

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**Noelle Scoullar**

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**From:** Jane Roderick [REDACTED]  
**Sent:** Tuesday, February 15, 2022 4:13 PM  
**To:** Noelle Scoullar  
**Cc:** Nicole Tudor  
**Subject:** Great Hollow Curb cut

To: Truro Select Board  
From: Jane Roderick and Susan Brink  
Date: February 15, 2022

We are writing to object to the curb cut on Great Hollow Road in the Great Hollow Beach Parking Lot. I have already made a public comment regarding this at a beach commission meeting. Shortly after that, a Jersey barrier was placed in the parking lot blocking an illegal driveway.

Said Driveway was installed:

Without a permit

By cutting down dune vegetation

Blocking a public parking space

Without need (there is plenty of parking on the legal entrance area to the property.)

It was actually quite astonishing that it took public outcry for the driveway to be blocked. When it was first cut and used by contractors, it should have been stopped but we thought, ok, they are going to fix it and replace the vegetation after construction completes. However, when the edges were constructed and stones were put down, why was the project not stopped? There should have been fines issued. The owner should be made to restore the dune.

I don't believe it is fair to the residents of Truro to give up a parking space when it is unnecessary. There is sufficient access to the property. It has been suggested that it was a delivery access. That seems like an unnecessary reason as well. The gas and oil companies have plenty of room to come around the house from the other side.

We hope that the Select Board will move to stop this curb cut and ask that the property owners to correct the damage that has been done.

Sincerely,  
Jane Roderick and Susan Brink

Sent from my iPad

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**Noelle Scoullar**

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**From:** Ellen Cassedy [REDACTED]  
**Sent:** Tuesday, February 15, 2022 7:57 PM  
**To:** Noelle Scoullar; Nicole Tudor  
**Subject:** Curb cut on Great Hollow Road

**To:** Select Board  
**From:** Ellen Cassedy  
**Subject:** Great Hollow Curb cut  
**Date:** February 15, 2022

I am a homeowner at 3 High Ridge Road near Great Hollow Beach. I am writing to oppose the curb cut on Great Hollow Road in the beach parking lot. I am offended that the owners would make the curb cut without authorization, in violation of the water protection act and the Truro Conservation Commission. This curb cut into a fragile coastal dune should be denied. The owners should be fined and required to reconstruct the coastal dune.

This action exacerbates the severe erosion problem at Great Hollow Beach. It denies Truro citizens and visitors a parking space at the public beach parking lot. Using the cut as a driveway is a threat to public safety.

Thank you.

Sincerely,  
Ellen Cassedy  
3 High Ridge Road  
Truro, MA 02666

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**Noelle Scoullar**

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**From:** Kirsten Hansen <[REDACTED]>  
**Sent:** Wednesday, February 16, 2022 9:48 AM  
**To:** Noelle Scoullar; Nicole Tudor  
**Cc:** Gary Godinho  
**Subject:** Great Hollow Curb Cut

Noelle, Nicole,

We are members of the Sky High Neighborhood Association and writing to oppose the curb cut on Great Hollow Road.

As you know, erosion has been a significant issue at Great Hollow over the past year as well as many other areas in Truro.

We would like to see the area where the curb was cut restored to protect the dune and area for all residents to enjoy.

Thank you,  
Kirsten Hansen  
Gary Godinho

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**Noelle Scoullar**

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**From:** Janet London [REDACTED]  
**Sent:** Thursday, February 17, 2022 7:03 AM  
**To:** Jarrod Cabral; Jamie Calise; Tim Collins; Tim Collins; Noelle Scoullar  
**Subject:** Cur cut #42 Great Hollow Road

I am writing in agreement with the letter written in detail by Jack Farley ;  
Thank you for your consideration in this matter . Janet London #13 Hart Road N. Truro

From: Jack and Joellen Farley  
Re: Curb Cut at Great Hollow Beach

"We are writing in opposition to the curb cut application for 42 Great Hollow Road. In direct violation of town by laws (Selectman memo # 28), the residents of 42 Great Hollow Road have taken the liberty to install a curb cut, bypassing existing rules and by-laws. They have installed a driveway without application, regard for conservation issues, or regard for the public safety.

Our main concern is for the safety of the public, especially small children who frequent the beach. Backing out of that cut between two parked cars or trucks would be a disaster waiting to happen since the sight line will be blocked by the parked vehicles. As you know, this beach has limited parking and is almost always full to capacity with families in the summer. Why should the wishes of one individual take precedence over the safety of the majority?

Therefore, we strongly advise against issuing the permit.

Jack and Joellen Farley  
2 Bluefin Lane Truro

PS It seems to us that the owners have been in violation of your Selectboard's Memorandum #28 for making a cut without a permit. According to the memo a violation carries a fine of \$300.00 per day."

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**Noelle Scoullar**

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**From:** Leo Vannoni <[REDACTED]>  
**Sent:** Thursday, February 17, 2022 8:08 PM  
**To:** Noelle Scoullar  
**Subject:** Great Hollow Curb Cut

Hi Noelle, I hope you are keeping well this winter. I am submitting this note for consideration at the Board's meeting scheduled for February 22, 2022

Thank you

To: Select Board  
From: Honora Nominee Trust Leo S. Vannon, Trustee, et. al.  
Subject: Great Hollow Curb cut, ,  
Date: February 17, 2022

We are writing to oppose the curb cut on Great Hollow Road in the middle of the beach parking lot.

1. The owners illegally and maliciously cut and destroyed a coastal bank in direct violation of the water protection act and Truro's own Conservation Commission.
  2. This illegal cut exacerbated the severe erosion problem at Great Hollow Beach.
  3. This action denies Truro citizens and visitors a parking space at a beach parking lot that frequently fills with cars.
  4. Using that coastal dune illegal cut as a driveway is a threat to public safety.
- We believe any curb cut into a fragile coastal dune should be denied. Furthermore the owners should be fined and required to reconstruct and replant the coastal dune.

Respectfully,

The Trustees of the Honora Nominee Trust  
Leo S. Vannoni  
Theresa McNamara-Moreira  
Patricia McNamara-Vannoni  
Romeo Moreira

6 High Ridge Road  
Truro

--  
Leo S. Vannoni  
121 Loring Road  
Winthrop, MA 02152 USA

**From:** [Jarrod Cabral](#)  
**To:** [Darrin Tangeman](#)  
**Cc:** [Kelly Clark](#)  
**Subject:** FW: 42 Great Hollow rd  
**Date:** Friday, February 18, 2022 8:05:06 AM

---

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

From: robert hult [REDACTED]  
Sent: Friday, February 18, 2022 8:02 AM  
To: Jarrod Cabral <[jcabral@truro-ma.gov](mailto:jcabral@truro-ma.gov)>; Tim Collins <[TCollins@truro-ma.gov](mailto:TCollins@truro-ma.gov)>  
Subject: 42 Great Hollow rd

>

- > Please consider this as an opposition vote to the proposed curb cut at the Great Hollow beach parking area.
- > Seems unnecessary and not in the best interests of public safety.
- > Thank you
- > Bob & Paula Hult
- > 9 Hart rd
- > Truro

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## Noelle Scoullar

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**From:** DAVID CLIVE [REDACTED]  
**Sent:** Saturday, February 19, 2022 3:27 PM  
**To:** Noelle Scoullar  
**Subject:** Great Hollow Beach Parking Lot

Dear Ms. Scoullar—

I am a homeowner in the neighborhood of Great Hollow Beach. I am writing to convey my displeasure at the appropriation of one of the beach parking spaces for private home access. That space now opens onto a walkway leading to a private residence. A concrete barrier has been placed to prevent anyone from parking there.

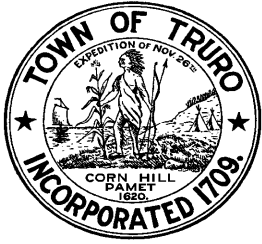
To deprive Truro homeowners and visitors to Great Hollow Beach the use of one of the few available parking spaces there seems an unfair and, frankly, questionable action. I believe this issue will be discussed at the upcoming Select Board meeting and, since I won't be in attendance, I wanted to make my feelings known.

Thank you for your attention.

Sincerely,

David M. Clive

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# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Robert Weinstein, Select Board Chair

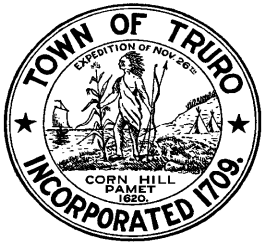
**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Eversource Community Storm Information Briefing and Questions and Answers

**EXPLANATION:** At the request of Chair Weinstein, Eversource Community Relations Ronit Goldstein will provide a briefing on community storm information, including an overview of storm operations, recommended preparations, and contact information for the public to report outages. After her briefing, Ms. Goldstein will be available to answer questions from the public.

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

**ATTACHMENTS:**  
None



# TOWN OF TRURO

## Select Board Agenda Item

**BOARD/COMMITTEE/COMMISSION:** None

**REQUESTOR:** Helen McNeil-Ashton

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Native Beach Access Declaration

**EXPLANATION:** The requestor of this agenda item, Helen McNeil-Ashton asks that the Select Board approve the Truro Tribal Rights Beach Access Declaration included in the packet. Town Counsel KP Law reviewed the Declaration and advised that the Declaration is in proper legal form, would not be construed as ceding certain property rights of the Town, and would not require Town Meeting action. Ms. McNeil Ashton met with the Truro Beach Advisory Committee and the Committee voted in favor of the Tribal Rights proposal with the condition that it was approved by Town Counsel and that the procedures for Tribal members acquiring a sticker or pass are established by the Recreation & Beach Director. It is important to note that there is not a charge for use Town-owned beaches, only for beach parking.

Recreation & Beach Director Clements recommends that the following language be added to the Beach Rules and Regulations to memorialize the fee waiver:

*Members of the Wampanoag Nation shall recreate, to include beach fires where permitted, on beaches owned or managed by the Town of Truro without cost or fee after presenting a valid and current Tribal Card to the Truro Beach Office.*

Ms. McNeil-Ashton notes the following: Members of the Wampanoag Nation, the people who lived in Truro for thousands of years, currently have aboriginal rights to hunt, fish and trap on public land in Massachusetts but they cannot go to public beaches in Truro to recreate or swim. Following the example set by Eastham in 2020, this declaration remedies this lack.

**FINANCIAL SOURCE (IF APPLICABLE):** There is expected to be only minimal revenue loss by waiving these fees.

**IMPACT IF NOT APPROVED:** Continued denial of access.

**SUGGESTED ACTION:** *Motion to approve the Native Beach Access Declaration and waive Town Beach parking fees and fire permit fees for active members of the Wampanoag Nation or other Native Americans and add the following language to the Beach Rules and Regulations*

*“Members of the Wampanoag Nation shall recreate, to include beach fires where permitted, on beaches owned or managed by the Town of Truro without cost or fee after presenting a valid and current Tribal Card to the Truro Beach Office” and to permit the Recreation & Beach Director to determine the appropriate way to verify tribal membership for the purposes of waiving fees.*

**ATTACHMENTS:**

1. Proposal for Truro Tribal Rights Beach Access Declaration

## **Proposal for Truro Tribal Rights Beach Access Declaration**

**Agenda Item: 6E1**

"The Truro Select Board, on behalf of the citizens of Truro, returns to the people of the Wampanoag Nation now and forever their custom and practice to recreate on beaches owned or managed by the Town of Truro without cost or fee upon presentation of a current Tribal Card. The right to recreate includes making beach fires where permitted by the Town and within the numbers permitted.

This declaration recognizes the Mashpee Wampanoag tribe's stewardship of the land and resources of Cape Cod for over 12,000 years and honors their continuing presence. It adds to the ancient and aboriginal claim of Native peoples in Massachusetts to hunt, fish and trap the wildlife of this land the right to recreate at beaches owned or managed by the Town of Truro."

Signed by the following Truro voters and part-time residents:

Ellen Anthony

Jim Bisceglia

Stephanie Costigan

Pam and Ron Fichtner (p/t)

Holly Gardner

Bob, Joan and Michael Holt

Susan Howe

Richard Larkin (p/t)

Joan Marshall

Martha Magane

Helen McNeil-Ashton

Cherie Mittenhall

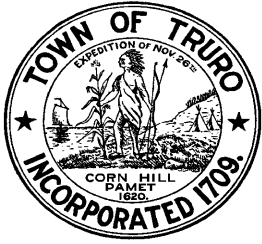
Rosalind Pace

Lynne Ready

Jim Summers

Carole Iris Wolf





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Review and Vote of Annual Town Meeting Articles

**EXPLANATION:** Attached for review, discussion and vote to recommend are select articles from the Annual Town Meeting Warrant. The articles presented for tonight's discussion are customary articles that do not change much from year to year; a transfer from the Capital Stabilization fund for the purchase of public safety dispatch consoles. The Board may opt to consider some or all of these articles at a subsequent meeting, with the understanding that there are presently two regularly scheduled meetings between tonight and the time that the Warrant needs to go to the printer. An additional meeting in March may be required to ensure enough time to vote on all of the Warrant articles.

As a reminder, the Warrant closes for the submission of articles on February 25, 2022 at 4 pm. The deadline for financial articles was February 4, 2022.

The form of vote is positive, motion to recommend, and will be recorded in the warrant as # of yes votes - # of no votes - # of abstentions in favor, e.g. 5-0-0 in favor. Once the votes are completed, they will be added to the draft Warrant. Article numbers will be assigned as the Warrant is finalized.

The articles for consideration this evening are:

- Authorization to Hear the Report of Multi-member Bodies
- Transfer of Funds from Capital Stabilization Fund for Public Safety Consoles
- Council on Aging Revolving Fund
- Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid

**SUGGESTED ACTION:**

*Motion to recommend {insert article title here} as printed.*

**ATTACHMENTS:**

1. Draft 2022 Annual Town Meeting Warrant Article List
2. Town Meeting Articles for Consideration at 2/22/22 Meeting

INTRODUCTION

GREETING

CUSTOMARY & FINANCIAL ARTICLES

Authorization to Hear the Report of Multi-member Bodies

Authorization to Set the Salary of the Select Board

Authorization to Set the Salary of the Moderator

Amendments to the FY2022 Operating Budget Funded by Free Cash (Snow and Record Binding)

FY2023 Omnibus Budget Appropriation

Transfer of Funds from Free Cash (Tax Rate, OPEB, Cap Stabilization Fund, General Stabilization Fund, Building Permitting Software, Reserve Fund Transfer)

Transfer of Funds from Capital Stabilization Fund to Purchase Police Dispatch Console

Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust

Council on Aging Revolving Fund

Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid

Fund a Childcare Voucher Program and Preschool Expansion

Action on Walsh Cottages

LAND CONVEYANCE

Forgiving Back Taxes for Walsh Property

REAUTHORIZATION OF BORROWING

East Harbor Borrowing

Excess Bond Proceeds

Reappropriate Solar Panel Funds to Electric Vehicle Charging Stations

OVERRIDE

Expansion of Firefighter/ Emergency Medical Services Program

AMEND PERSONNEL BYLAW

Amend Personnel Bylaw re: Buybacks and Longevity Date

Amend Personnel Bylaw re: PTO and Holidays for Employees Working Outside of Traditional Workweek

ACCEPTANCE OF MASSACHUSETTS GENERAL LAW

Acceptance of MGL Chapter 71, Section 37M

Acceptance of MGL re: Check Tailings

MGL Chapter 44, Section 55C: Municipal Affordable Housing Trust

COMMUNITY PRESERVATION ACT ARTICLES

Community Preservation Act

GENERAL BYLAW ARTICLES

ZONING BYLAW ARTICLES

CHARTER ARTICLES

Amend Budget Task Force Compilation

Amend School and Town Relationship per Acceptance of MGL Chapter 71, Section 37M

Genderless Language Changes

HOME RULE PETITION ARTICLES

Real Estate Transfer Fee

Tax Workoff Program for Persons with Disabilities

PETITIONED ARTICLES

ADVISORY ARTICLES

ANNUAL TOWN ELECTION

POSTING OF THE WARRANT

APPENDIX A: OMNIBUS BUDGET- FISCAL YEAR 2023

APPENDIX B: CAPITAL IMPROVEMENT BUDGET OF PROJECTED CAPITAL NEEDS FY2023- FY2027

**ARTICLES FOR VOTE AT 2/22/22 SB MEETING**

**Article X: Authorization to Hear the Report of Multi-member Bodies**

To see if the Town will vote to hear reports of any multi-member body, whose annual report was not published in the 2021 Annual Town Report, or take any other action relative thereto.

Requested by the Select Board

|                             |  |  |  |
|-----------------------------|--|--|--|
| Select Board Recommendation |  |  |  |
|-----------------------------|--|--|--|

|                                   |
|-----------------------------------|
| <p><b>TWO-THIRDS<br/>VOTE</b></p> |
|-----------------------------------|

**Article X: Transfer of Funds from Capital Stabilization Fund for Public Safety Consoles**

To see if the Town will vote to transfer the sum of two hundred fifty thousand dollars (\$250,000) from the Capital Stabilization Fund to replace two Public Safety dispatch consoles; or to take any other action relative thereto.

Requested by the Police Chief

*Explanation: The Communications Center of the Truro Public Safety Facility requires two replacement dispatch consoles. A dispatch console is a computerized system that creates a critical link between dispatchers and public safety personnel. In addition to providing for direct contacts with local police, fire, and emergency medical workers, dispatch consoles allow for rapid communication between the town and outside public safety agencies. A high level of interoperability is vital when internal or external resources are needed, or if mutual aid is required.*

*Dispatch consoles effectively manage trunked radio systems, and they integrate a variety of critical communications functions. Some key examples of these integrated systems are the police and fire records management systems, state and federal databases, E911, and mobile data terminals.*

*The two present dispatch consoles are original to the Truro Public Safety Facility, which was constructed in 1993. They were state of the art at the time of their purchase and installation but are now nearly obsolete due to their age and constantly evolving technology. Moreover, their long-term use has resulted in the natural deterioration of many of the consoles' components. Replacement parts are exceedingly difficult to locate, and in some cases, no longer available. Equipment issues are occurring with greater frequency, and a catastrophic failure in the present system is imminent due to its age. The scarcity of replacement parts renders the success of future repairs uncertain.*

*Typical dispatch consoles last approximately 15 years, so the present systems have provided nearly twice their intended use. Expanded dispatch functions and technological needs have made modern consoles mechanically and technologically superior. They are built for the rigors of constant use and integrate easily with the upgraded state 911 system format and other software updates. Moreover, replacement of these consoles is consistent with (1) the Select Board's stated long term and strategic planning goal of guaranteeing the future health and well-being of our community and (2) its objective of increasing digitization of town services and records while addressing cybersecurity concerns. The proposed replacement systems have improved dependability, such as no single point of failure,*

enhanced security measures at the software level, and simple integration with present radio and records management systems.

In anticipation of this project, the town has made recent yearly transfers to Capital Stabilization Fund totaling \$533,059.86 as of December 31, 2021. The anticipated cost of the project is less than half of the present balance that has been set aside.

The vendor's state contract discount that will be applied to the town will be \$29,598.16. The cost estimate includes the required hardware and software, engineering, training, delivery and installation of equipment and materials, and furniture associated with the project. Specifically, it includes 2 Scout EX Consoles (Motorola Avtec Scout 4.9), with the following for each position: 2 LED 22" display monitors, 2 USB desk Mics, 2 PTT footswitches, 4 USB dual speakers, 2 USB Jack boxes, and 2 Switches. Additionally, all furniture for the console positions is included in the estimate.

|                                   |  |  |  |
|-----------------------------------|--|--|--|
| Finance Committee Recommendation  |  |  |  |
| Board of Selectmen Recommendation |  |  |  |

**Article X: Council on Aging Revolving Fund**

To see if the Town will vote pursuant to Section 1.1.8 of the General Bylaws to set the spending limit for the COA Revolving Fund for Fiscal Year 2023 at forty thousand dollars (\$40,000.00); or to take any other action relative thereto.

Requested by the Town Accountant

*Explanation: This is a customary article required by Massachusetts General Law that sets expenditure limits for the Council on Aging Revolving Fund.*

|                                  |  |  |  |
|----------------------------------|--|--|--|
| Finance Committee Recommendation |  |  |  |
| Select Board Recommendation      |  |  |  |

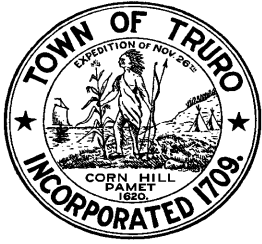
**Article X: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid**

To see if the Town will vote to appropriate all sums provided to the Town pursuant to the Chapter 90 Highway Assistance Program of the Massachusetts Department of Transportation for purposes consistent with said program; or to take any other action relative thereto.

Requested by the Town Accountant

*Explanation: The amount of the Chapter 90 funds to be awarded to Truro by the State for FY2023 is \$XXX,XXX.*

|                                  |  |  |  |
|----------------------------------|--|--|--|
| Finance Committee Recommendation |  |  |  |
| Select Board Recommendation      |  |  |  |



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Stephanie Rein, Select Board

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Discussion of Drafting a Letter to Oppose Pilgrim Nuclear Power Plant's Plan to Release Radioactive Water into Cape Cod Bay

**EXPLANATION:** Member Rein requested that the Board consider drafting a letter to oppose the Pilgrim Nuclear Power Plant's plan to release radioactive water into Cape Cod Bay.

The company that owns Pilgrim, Holtec International included "overboarding" the water from the spent fuel pool and other systems, which means releasing it into the bay, as one of their options for getting rid of the material, although Attorney General Maura Healey has stated that Pilgrim's permits prohibit the release of radioactive into Cape Cod Bay. While Holtec has committed to not releasing any water into the bay in 2022, the Select Board may wish to draft a letter to Holtec and to State legislators in opposition of future water release.

Cape Cod Bay is integral to Truro's local blue economy, local food sources, recreation, and tourism. The proposal has unknown impacts on the aquifer; could threaten the health of our citizens, visitors, and marine and coastal life; and could threaten the local economy.

A letter from the Brewster Select Board is included to serve as an example of a letter that could be drafted to oppose the release of the radioactive water.

**SUGGESTED ACTION:**

*Move to appoint {insert Select Board member's name} to work with staff to craft and send a letter on behalf of the Select Board opposing Pilgrim Nuclear Power Plant's plan to release radioactive water into Cape Cod Bay and authorizing the use of the Board's electronic signatures to sign the letter.*

**ATTACHMENTS:**

Brewster Select Board Letter to Holtec and State officials



## Town of Brewster

2198 Main Street  
Brewster, MA 02631-1898  
Phone: (508) 896-3701  
Fax: (508) 896-8089

Office of:  
Select Board  
Town Administrator

Kelly Trice, President  
Holtec Decommissioning International  
1 Holtec Boulevard  
Camden, NJ 08104

January 10, 2022

Dear Mr. Trice:

**The Town of Brewster Select Board strongly opposes any plan by Holtec to release radioactive water from the decommissioned Pilgrim Nuclear Power Plant into Cape Cod Bay at any time in the future.**

Your published plan to release radioactive water into Cape Cod Bay, an environmentally-fragile area, presents an ecological and economic threat to the Town of Brewster, located on Cape Cod Bay, Brewster's residents, and visitors.

Your website states:

"Decommissioning is the process by which nuclear power plants are **safely retired from service**. The progression involves decontaminating the facility to reduce residual radioactivity, dismantling the structures, **removing contaminated materials to appropriate disposal facilities** and releasing the property for other uses. The owner remains accountable to the NRC until decommissioning has been completed and the agency has terminated its license."<sup>1</sup>

Your website further states:

"Contaminated materials can be disposed of in two ways: decontaminated on site or removed and shipped to a waste processing, storage or disposal facility."<sup>2</sup>

Your proposal to discharge radioactive water into Cape Cod Bay is inconsistent with your own corporate assertions. Discharging radioactive water into Cape Cod Bay, designated as a State Ocean Sanctuary in 1970, will threaten the thousands of people who depend on Bay waters for aquaculture, recreation, business, and residential

---

<sup>1</sup> <https://holtecinternational.com/company/divisions/hdi/our-fleet/pilgrim/>

<sup>2</sup> <https://holtecinternational.com/company/divisions/hdi/our-fleet/pilgrim/>

purposes, and the discharge is a threat to the Bay's animal, finfish and shellfish populations as well as coastal and marine habitats.

We strongly oppose your proposal to discharge radioactive water into Cape Cod Bay and urge you to determine a safe and responsible method to manage the contaminated water at issue.

Sincerely,

*CABingham*

---

Cindy Bingham, Chair

*David Whitney*

---

David Whitney, Vice Chair

*Edward B Chatelain*

---

Ned Chatelain, Clerk

*Mary Chaffee*

---

Mary Chaffee

*Kari A. Hoffmann*

---

Kari Hoffmann

CC: Governor Charlie Baker  
State Senator Julian Cyr  
State Representative Sarah Peake  
State Representative Timothy Whelan





# Truro Select Board

Tuesday, February 22, 2022

**Regular Meeting-5:00pm**

## 7. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. One Day Entertainment Licenses-Captain's Choice

B. Review and Approve Appointment Renewals: Alex Lessin- Cape Cod Municipal Health Group  
Alternate Delegate; Anthony Jackett-Shellfish Constable

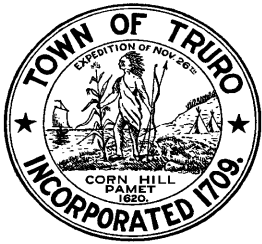
C. Review and Approve 2022 Seasonal Business Licenses-Jobi Pottery (Transient Vendor)

D. Review and Approve Select Board Minutes: Budget Task Force Minutes of 1.18.2022; Budget Task  
Force Minutes of 1.24.2022

8. Select Board Reports/Comments

9. Town Manager Report

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



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** May 11, 2022

**ITEM:** Approval of Sunday One Day Entertainment Licenses for Captain's Choice Restaurant at 4 Highland Rd

**EXPLANATION:** MGL Chapter 140 § 181 provides local authority to license these events. The One Day Sunday Entertainment Application for review and approval are for the following Sundays: 5/29, 6/12, 6/19, 7/3, 7/17, 7/31, 8/7, 8/21, and 9/4/2022 from 3-5pm to be held at Captain's Choice restaurant at 4 Highland Road. The entertainment requested is for a live band. The application has been reviewed by both the Health Agent and the Chief of Police.

The completed Public Entertainment on a Sunday State applications are included, as there is a requirement to apply to the State through the Department of Public Safety with times, dates, and types of entertainment for any Sunday entertainment held within the Commonwealth.

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

**IMPACT IF NOT APPROVED:** Captain's Choice will not be able to have entertainment.

**SUGGESTED ACTION:** *MOTION TO approve the Sunday One Day Entertainment Licenses for Captain's Choice for Sundays 5/29, 6/12, 6/19, 7/3, 7/17, 7/31, 8/7, 8/21, and 9/4/2022 from 3-5pm to be held at Captain's Choice restaurant at 4 Highland Road and Authorize the Chair to sign the applications.*

**ATTACHMENTS:**

1. One Day Entertainment Application and Public Entertainment on a Sunday State application approved by Chief of Police



# TOWN OF TRURO

## Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

REVISED FEBRUARY 2009  
TOWN OF TRURO  
TOWN OF TRURO

### Application for an Entertainment License

Weekday  Saturday  Sunday

\*Please complete the Commonwealth's Public Entertainment on Sunday Application

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

#### BUSINESS/ORGANIZATION INFORMATION

Kristi Wageman Captain's Choice  
Name of Applicant Business/Organization Name

4 Highland Rd. N. Truro  
Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box)  Yes  No

If yes, proof of Non-profit status must accompany this application

Kristi Wageman 508.237.9521  
Contact Person Phone Number

Kristi@captainschoicetruro.com  
Email

#### INDIVIDUAL APPLICANT INFORMATION

Kristi Wageman PO Box 1072 N. Truro  
Individual's Name Mailing Address

508.237.9521 Same  
Phone Number Email Address

#### EVENT INFORMATION

5/29, 6/12, 6/19, 7/3, 7/17, 7/31, 8/7, 8/21, 9/4 Summer music  
Day(s)/Date(s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 3-5 PM

Captain's Choice 4 Highland Event is:  Indoor  Outdoor Event  
Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Chris King 508.237.1512  
Property Owner Name and Address Phone number

Seating Capacity: 40 Occupancy Number: 84

Name of Caterer (if applicable) n/a Approximate number of people attending

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected?  Yes  No

Will there be a One Day Alcohol License  Yes  No

If yes; you must also apply for a One Day Alcohol License

Will there be Police Traffic Control?  Yes  No

**ENTERTAINMENT INFORMATION**

Type of Entertainment: Please check the appropriate boxes.

Dancing:  By Patron  By Entertainers  No Dancing

Music:  Recorded  Juke Box  Live  No Music

Number of Musicians & Instruments (Type) 1-5 vocals, guitar, drums  
Amplified System:  Yes  No

Shows:  Theater  Movies  Floor Show  Light Show  
 No Show

Other:  Video Games  Pool/Billiard Tables (Please indicate quantity) \_\_\_\_\_

**Applicant's Signature**

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Kristi A. Way  
Signature

1.28.22  
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Select Board.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Select Board to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

**Office Use Only**

Fee \$50.00

**APPROVAL**

License No. \_\_\_\_\_

Select Board \_\_\_\_\_ Meeting Date \_\_\_\_\_

Police Department [Signature] Date 2/10/2022

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

**THE COMMONWEALTH OF MASSACHUSETTS  
OF**



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

**LICENSE**

The Name of the Establishment is Captain's Choice <sup>For</sup> **PUBLIC ENTERTAINMENT ON SUNDAY** in or on the property at No. 4 Highland Rd. N. Truro (address)

The Licensee or Authorized representative, Kristi Wageman in accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

| DATE | TIME | Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion |
|------|------|--|
| 5/29 | 3-5  | live band  |
| 6/12 | 3-5  | live band  |
| 6/19 | 3-5  | live band  |

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

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

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

**Do not write in this box**

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

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

**THE COMMONWEALTH OF MASSACHUSETTS  
OF**

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

**LICENSE**

For  
**PUBLIC ENTERTAINMENT ON SUNDAY**

The Name of the Establishment is Captain's Choice in or on the property at No. 4 Highland Rd. N. Truro (address)

The Licensee or Authorized representative, Kristi Wageman in

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

| DATE | TIME | Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion |
|------|------|--|
| 7/3  | 3-5  | live band  |
| 7/17 | 3-5  | live band  |
| 7/31 | 3-5  | live band  |

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

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

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

**Do not write in this box**

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

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

**THE COMMONWEALTH OF MASSACHUSETTS  
OF**



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

**LICENSE**

The Name of the Establishment is Captain's Choice For **PUBLIC ENTERTAINMENT ON SUNDAY** in or on the property at No. 4 Highland Rd N Truro (address)

The Licensee or Authorized representative, Kristi Wageman in

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

| DATE | TIME | Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion |
|------|------|--|
| 8/7  | 3-5  | live band  |
| 8/21 | 3-5  | live band  |
| 9/4  | 3-5  | live band  |

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

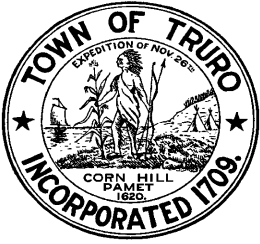
**Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00**

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

**Do not write in this box**

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

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



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Appointment of Finance Director Alex Lessin, to the Cape Cod Municipal Health Group as an alternate representative for the Town of Truro.

**EXPLANATION:** Appointing Finance Director Lessin as an alternate will ensure that Truro will be represented at the CCMHG meetings should our representative, Town Manager Tangeman, be unable to attend.

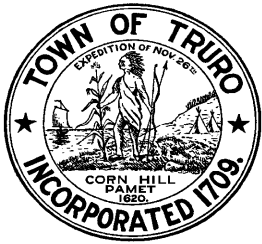
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** In the instance that our regular representative cannot attend a CCMHG meeting, Truro will not have a spokesperson.

**SUGGESTED ACTION:** *Motion to appoint Alex Marini Lessin to the Cape Cod Municipal Health Group as an Alternate member for a term which will expire on June 30, 2025.*

**ATTACHMENTS:** None





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Reappointment of Shellfish Warden, Anthony Jackett.

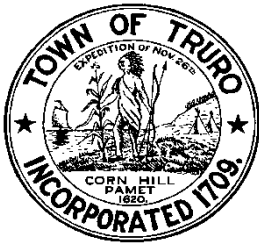
**EXPLANATION:** Shellfish Warden's appointment slip must be updated for another three years to provide accurate information to the Division of Marine Fisheries (DMF) regarding the shellfish department's staffing levels and participation in the Massachusetts Shellfish Officers Association (MSOA) training course. Mr. Jackett has completed the MSOA Certification Course and a copy of the certification has been provided to DMF. The Shellfish Warden is appointed for three year terms by the Select Board per MGL Chapter 130, Section 98.

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

**IMPACT IF NOT APPROVED:** DMF will not have current information on our Shellfish Department's staff.

**SUGGESTED ACTION:** *Motion to appoint Anthony Jacket as Truro's Shellfish Warden for a three-year term expiring June 30, 2025.*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** February 22, 2022

**ITEM:** Approval of Renewal of 2022 Business Licenses: Transient Vendor-Jobi Pottery/Retro Truro

**EXPLANATION:** The Transient Vendor Licenses are under the authority of the Select Board as Local Licensing Authorities.

If you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary fees, proof of taxes paid in full for the current fiscal year and prior approval of the Food Service Licenses by the Health Agent or Board of Health, if applicable. Jobi Pottery does not receive a license from the Health Department. There were no reported issues with these establishments in 2022.

| Mass General Law | Licenses & Permits Issued by Select Board           | Names of Businesses             |
|------------------|---|---------------------------------|
| Chapter 140 § 2  | <b>Common Victualer</b> -Cook, Prepare & Serve Food |                                 |
| Chapter 101 § 2  | <b>Transient Vendor</b><br>(Seasonal Retail)        | <b>Jobi Pottery/Retro Truro</b> |

**IMPACT IF NOT APPROVED:** The applicants will not be issued their Licenses to operate.

**SUGGESTED ACTION:** *MOTION TO approve the 2022 seasonal Transient Vendor for Jobi Pottery upon compliance with all regulations and receipt of the necessary fees.*

**ATTACHMENTS:**

1. Renewal Application for 2022: Jobi Pottery/Retro Truro



BOARD OF SELECTMEN  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

# TOWN OF TRURO

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

## LICENSE APPLICATION: Condominiums, Cottage Colonies, Motels, Campgrounds, Lodging, Gas Station/Retail Service, Transient Vendor

### Section 1 – License Type & Hours of Operation

Please check the appropriate box the best describes the license type(s).

New       Renewal

FACILITY:                      # UNITS

HOURS OF OPERATION:

Motel                              \_\_\_\_\_

Annual                       Seasonal

Cottage Colony                      \_\_\_\_\_

Opening Date: MARCH 15, 2022

Condominium                      \_\_\_\_\_

Closing Date: December 30, 2022

Campground                      \_\_\_\_\_

Days of the Week Open: 4-7 days per week

Lodging                              \_\_\_\_\_

Transient Vendor

Gas Station (*Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289)*)

### Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) \_\_\_\_\_

SUSAN KURTZMAN  
Print Name of Applicant

Jobi Pottery / Retro Truro  
Business Name

SUSAN KURTZMAN  
Owner Name

314 Rt. 6 UNIT 3  
Street Address of Business

Po Box 2024, Truro MA 02666  
Mailing Address of Business

508 349-2303  
Business Phone Number

\_\_\_\_\_  
Business E-mail Address



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

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

**Applicant Information**

Please Print Legibly

Business/Organization Name: Jobs, Pottery / RetroTruro (Susan Kurtzman)  
Address: 314 Rt 6  
City/State/Zip: Truro MA 02666 Phone #: [REDACTED]

**Are you an employer? Check the appropriate box:**

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: Norfolk & Dedham  
Insurer's Address: Mycock Insurance Agency 608 428-3511  
City/State/Zip: P.O. Box 437 Cotuit MA 02635  
Policy # or Self-ins. Lic. # [REDACTED] Expiration Date: 12/2022

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

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

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

Signature: [Signature] Date: Feb. 15, 2022

Phone #: [REDACTED]

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

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

- 1. Board of Health
- 2. Building Department
- 3. City/Town Clerk
- 4. Licensing Board
- 5. Selectmen's Office
- 6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  
INSURANCE POLICY --- INFORMATION PAGE

INSURER:

NORFOLK & DEDHAM MUTUAL FIRE INSURANCE COMPANY  
222 AMES STREET  
DEDHAM, MA 02026

POLICY NO: [REDACTED]

RENEWAL

NCCI Company No: [REDACTED]

Account No: [REDACTED]

FEIN: [REDACTED]

ITEM 1. NAMED INSURED AND MAILING ADDRESS:

RETRO TRURO/JOBI POTTERY LLC  
PO BOX 2024  
TRURO, MA 02666

AGENT NAME AND ADDRESS:

MYCOCK INSURANCE AGENCY  
20 SCHOOL ST  
P.O. BOX 437  
COTUIT, MA 02635

AGENT NO.: 20554

LEGAL ENTITY: LIMITED LIABILITY COMPANY (LLC)

OTHER WORKPLACES NOT SHOWN ABOVE: (See Workers Compensation Classification Schedule)

ITEM 2. POLICY PERIOD: From: 07/06/2021 To: 07/06/2022

Effective 12:01 A.M. Standard Time at the Insured's mailing address.

ITEM 3. COVERAGE:

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here:

MA

B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of liability under Part Two are:

Bodily Injury by Accident: \$ [REDACTED]

Bodily Injury by Disease: \$ [REDACTED]

Bodily Injury by Disease: \$ [REDACTED]

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:

SEE ENDORSEMENT [REDACTED]

D. This Policy includes these Endorsements and Schedules:

See Schedule of Forms and Endorsements.

ITEM 4. PREMIUM: The premium for this Policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required on the Workers Compensation Classification Schedule is subject to verification and change by audit.

Minimum Premium: \$ [REDACTED]

Audit Period: ANNUAL

Total Estimated

Annual Premium: \$ [REDACTED]

Additional / Return Premium: [REDACTED]

Comments :

Issued At:

Date: 05/27/2021

Countersigned by \_\_\_\_\_

Budget Task Force Meeting  
January 18, 2022, at 10:00am  
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

**Finance Committee Members Present:** Chair-Robert Panessiti

**Others Present:** Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Town Accountant-Trudi Brazil, Finance Director-Alex Lessin, Building Commissioner-Richard Stevens, Health/Conservation Agent-Emily Beebe, COA Director-Mary Elizabeth Briscoe, Recreation/Beach Director-Damion Clements

Chair Weinstein called the meeting to order at 10:00am.

### **Building/Inspections**

Building Commissioner Stevens went through his narrative. Member Areson asked about the increase in the line item pertaining to wages. It was explained that this line item does not include the new Office Assistant wages, but encompassed step increases, increases in hourly wages and inclusion of the local Building Inspector. It also includes a dollar amount to help professionalize a new Building Commissioner should the current Commissioner decide to retire down the road.

### **Health/Conservation**

Health/Conservation Agent Beebe stated her budget was not changing significantly this year. There are no staffing changes, and they are in the process of advertising for the new Health/Conservation Assistant. The office has a new part-time Office Assistant. She then walked the Budget Task Force through her narrative. She also talked about various line items. She delved into the cost of bringing on new staff. Chair Weinstein asked about the certifications and qualifications for the two Health/Conservation Assistant positions. Health/Conservation Agent Beebe addressed the questions.

### **Recreation/Beach**

Recreation/Beach Director Clements started with his overview and then read his narrative. Next, he went through the line items and touched upon the Assistant Director position, which has been vacant since October 2020. Chair Weinstein noted that Recreation/Beach Director Clements had mentioned looking at fees and asked that he go into more detail. Recreation/Beach Director Clements is currently looking at the daily fees and the non-resident fees along with the seasonal resident beach sticker fee.

### **Council on Aging**

Council on Aging Director Briscoe began by going over her narrative. One focus is to bring the Department up to full staff. The only changes in the budget are regarding staff, which she went into greater detail on. Member Areson asked how many vehicles the COA has for transporting people to various medical appointments and activities and how many drivers. COA Director Briscoe stated that there are two vehicles (a van and a bus), one driver, and one driver in training. Member Dundas wants to see in-person activities start up again somehow. The social isolation of the elderly population is of major concern. Chair Weinstein wished to ask about the digitization portion of her narrative. He wanted to know if those efforts could require more support from the Board in terms of acquisition in

anticipation of equipment and programming. COA Director Briscoe stated that at the present time the technology that's been put into the Community Center meets their needs now. Chair Weinstein also asked about keeping people up to date with programming at the COA. Is there some kind of survey that can be done non-electronically that would allow the COA Director to assess what could be done to better serve the community? COA Director Briscoe thinks that would be a great idea. She noted that the robo-call system is not ideal. Member Areson asked how many people have signed up for it. COA Director Briscoe said that at the Senior Center, anyone who is registered in the community is in the My Senior Center software program and that allows the COA to send out those calls. People do not need to register for the calls themselves.

**Member Reed made a motion to adjourn at 11:07am.**

**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

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Darrin K. Tangeman  
Under the Authority of the Truro Select Board

**Public Records of material of 1.18.2022**

1. Building/Inspections Department 2023 Budget Request
2. Health/Conservation Department Memorandum
3. Health/Conservation 2023 Budget Request
4. Recreation/Beach Department Memorandum
5. Recreation/Beach 2023 Budget Request
6. COA Department Memorandum
7. Senior/Community Services 2023 Budget Request
- 8.



Budget Task Force Meeting Minutes  
January 24, 2022, at 10:00AM  
Via GoToMeeting Platform

## Consent Agenda Item: 7D2

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

**Select Board Members Absent:** Clerk-Susan Areson, Member-Stephanie Rein

**Finance Committee Members Present:** Chair-Robert Panessiti, Vice Chair-Richard Wood

**Others Present:** Town Manager-Darrin Tangeman, Assistant Town Manager-Kelly Clark, Town Accountant-Trudi Brazil, Finance Director-Alex Lessin, Principle Assessor-Jon Nahas, Town Clerk-Kaci Fullerton, IT Director-David Wennerberg, School Superintendent-Stephanie Costigan

Chair Weinstein called the meeting to order at 10:00am.

It was noted that Administration, IT, Assessing (and Parking Magistrate), and Town Clerk budgets would be addressed at this meeting, and the Finance topic would be continued to the next meeting.

Town Manager Tangeman gave an overview of the Select Board, Town Manager, Town Hall Operations, and Town Meeting/Town Report budgets. He touched upon the Compensation and Classification study being performed by GovHR and the Emergency Medical Services study along with the Childcare Voucher Program for two-year old children. Member Dundas asked if the Childcare Voucher Program included children of employees working for the Town of Truro, which Town Manager Tangeman confirmed. Member Dundas would like to see the numbers on participants. Town Manager Tangeman noted other initiatives being worked on.

While there are no staffing changes an Office Assistant has been helping with the Planning Office. The intent is to have that position continue, to some degree, to provide assistance to the Planning Office while assisting with licensing and permitting.

Town Manager Tangeman stated that due to the institution of remote meetings, the Executive Assistants have been coordinating and running many of those meetings. It is a misnomer that staff has experienced a reduction in work due to Covid. Their workload has actually increased. He's trying to find digitization tools that could help with the workload. Hamari is a short-term rental software which the Town is pursuing to ease the workload involved with seasonal rental registrations and also to increase compliance.

There is a new line item for Staff/Committee Support. That's to raise awareness of what the committees costs are to the Town. Typically they get a number of budget requests from committees such as the Historic Commission, the Disabilities Commission, Bikes and Walkways, Pamet Harbor Commission and Open Space Committee. This year they received a budget request from the Climate Action Committee of approximately \$12,000.

Chair Weinstein would like to reassess the stipend received by the Select Board and see it raised from \$3,000 to \$5,000 or \$5,200 annually. Member Reed noted that typically Select Board stipends have been included in Compensation and Classification Studies, to which Town Manager Tangeman confirmed. Member Dundas supports the statements made by both the Chair and Vice Chair. He thinks they should be able to come to an agreement within the Board and make a recommendation to the Town on what they think is fair compensation.

There will be a slight increase for professional development as in-person training/courses may start up again and are more expensive than remote.

Town Manager Tangeman started going through the line item amounts. In the Select Board budget, this is the first year a fully remote minute taker has been hired and that wage is reflected in their budget. Town Manager Tangeman continued reviewing the Select Board budget. Discussion was held regarding the Childcare Voucher Program.

The Town Manager budget was up next for review. Increase in staff salaries is due to some reclassification that occurred which will help with succession planning. There was a slight increase in advertising and he's working to review the agreement related to advertising to see if the Town can get a better rate. Member Dundas asked if there was a belief that we should be digitizing everything? Is the advertising budget including mailings and posters and things that should be digitized? Town Manager Tangeman explained that the average age in Truro is approximately 61 years of age. Some people are being forced into the digitization realm by the Town's online meetings. He believes the Climate Action Committee is trying to maximize outreach through paper mailings over the next 2 years. Member Dundas feels that it makes sense to digitize everything across the board.

Town Hall Operations was the next budget to review. There were no questions regarding this line-item portion of the budget. There were also no questions for the budget regarding the Annual Town Meeting and Annual Town Report budget.

### **Information Technology**

IT Director Wennerberg introduced himself. He began by reading his narrative. He gave an update on the status of current projects such as; extending the Truro public and private Wi-Fi networks into the Public Safety Facility, Public Library, and Community Center buildings, installation and testing of equipment to enable hybrid-style meetings in Town Hall and the Community Center, and resource utilization statistics have been collected on the Public Safety server. Cyber security remains a top priority. He spoke of efficiencies that have allowed the Town the ability to conduct Town meetings virtually. A short discussion was had regarding cyber security training not only among Town staff, but also Board/Committee/Commission members that have Town sponsored email addresses. Member Reed asked about the State having any training on cyber security that could be done as part of the swearing-in process. Town Manager Tangeman reiterated that there would be more cyber security training occurring this year for regulatory boards and staff. Member Reed asked if it could be a part of the on-boarding process. IT Director Wennerberg then began going through his line-item budget. Overall, there is a 2.79 percent increase over last year.

### **Town Clerk**

Town Clerk Fullerton briefly went over how the Town Clerk position has separated from the Collector/Treasurer position and explained some of the new aspects of the position. She touched upon the \$80,000 grant awarded for digitization and a request of \$106,000 to the Community Preservation Committee for phase 1 of revitalizing the records held in the vault. She noted some recommended efficiencies. Discussion was had regarding the new Hamari software which will be searching between 60-80 websites that list seasonal rentals and then will send out compliance letters to owners about registering their home for seasonal rental with the Town of Truro. Town Clerk Fullerton then went through the line-item budget.

### **Assessing**

Principal Assessor Nahas reviewed the narrative first. He talked about digitization of forms to better help the public. He then reviewed the Assessing Department's line-item budget which overall has a slight decrease from FY22 of approximately \$500.

Principal Assessor Nahas moved along to present the Parking Magistrate budget. He is recommending for FY23 that the budget remain the same.

**Member Reed made a motion to adjourn at 11:54am.**

**Member Dundas seconded.**

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

Respectfully submitted,

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Noelle L. Scoullar

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

**Public Records material of 01.24.2022**

1. Administration Budget Narrative
2. Select Board 2023 Budget Request
3. Town Manager 2023 Budget Request
4. Town Hall Operations 2023 Budget Request
5. Information Technology Department Narrative
6. IT 2023 Budget Request
7. Town Clerk Budget Narrative
8. Ele/Reg/Census 2023 Budget Request
9. Assessing Budget Narrative
10. Assessing 2023 Budget Request
11. Parking Magistrate 2023 Budget Request