



**Truro Select Board Regular Meeting**  
**Remote Meeting via GoToMeeting**  
**Tuesday, October 11, 2022**  
**Executive Session-4:00pm**  
**Regular Meeting-5:00pm**

**EXECUTIVE SESSION**

<https://meet.goto.com/758644949>

1-866-899-4679 Access Code: 758-644-949

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

*Move that the Select Board enter into Executive Session for the following purposes:*

- 1. in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 6, to consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body (and the chair so declares); and*
- 2. in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 7 to comply with, or act under the authority of, any general or special law (Massachusetts General Law, Chapter 30A, §22 (f)(g)(Open Meeting Law), specifically, to review and approve and determine whether continued nondisclosure of the following executive session meeting minutes is warranted: September 27, 2022; and not to reconvene in open session.*

**REGULAR MEETING**

<https://meet.goto.com/946704125>

1-866-899-4679 Access Code: 946-704-125

This will be a remote meeting. Citizens can view the meeting on Channel 18 in Truro and on the web on the "Truro TV Channel 18" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call in toll free at 1-866-899-4679 and enter the following access code when prompted: 946-704-125 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/946704125> 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 – NONE**

**3. INTRODUCTION TO NEW EMPLOYEES**

- Introduction of Sergeant Gordon T. Gibbons
- Introduction of Dispatch Telecommunicator Christina Coleman

**4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS – NONE**

TOWN OF TRURO  
3:24 PM

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TOWN CLERK

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**5. STAFF/ COMMITTEE UPDATES**

**6. TABLED ITEMS – NONE**

**7. SELECT BOARD ACTION**

- A. Review and Approve Professional Services Agreement Between GHD and Town of Truro for a Comprehensive Wastewater Management Plan  
Presenter: Emily Beebe, Health & Conservation Agent
- B. Review and Approve FY2024 Budget Guidance Letter  
Presenter: Alex Lessin, Finance Director: Treasurer/ Collector
- C. Review and Approve FY2024 Budget Task Force Schedule  
Presenter: Alex Lessin, Finance Director: Treasurer/ Collector
- D. FY2023 Select Board Goals and Objectives Quarterly Progress Report  
Presenter: Darrin Tangeman, Town Manager
- E. Appointment of Community Services Director  
Presenter: Darrin Tangeman, Town Manager

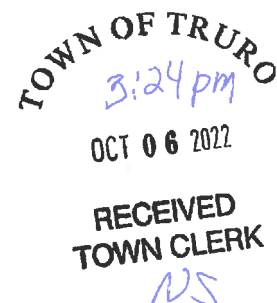
**8. CONSENT AGENDA**

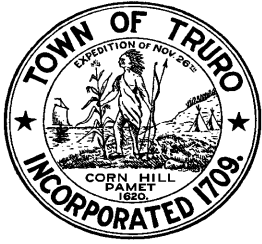
- A. Review/Approve and Authorize Signature:
  - 1. DPW Surplus
  - 2. Sunday Entertainment License-Truro Vineyards October 30<sup>th</sup>
- B. Review and Approve State Election Warrant and Posting
- C. Review and Approve 2023 Select Board Meeting Schedule
- D. Review and Approve Appointment of Community Services Director
- E. Review and Approve Select Board Minutes: May 17, 2022 Regular Meeting Minutes

**9. Select Board Reports/Comments**

**10. Town Manager Report**

**11. Next Meeting Agenda: Joint Meeting with Provincetown on October 24, 2022; Regular Meeting October 25, 2022 at 3:00 pm**





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Police

**REQUESTOR:** Jamie M. Calise, Chief of Police

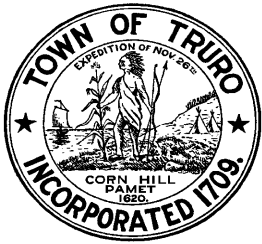
**REQUESTED MEETING DATE:** October 11, 2022

**ITEM:** New Employee Introductions

**EXPLANATION:** Sergeant Gordon T. Gibbons and Dispatch Telecommunicator Christina Coleman will be introduced to the Select Board and the community.

**SUGGESTED ACTION:** None

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Health and Conservation

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

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

**ITEM:** Review and Approve Professional Services Agreement Between GHD and Town of Truro for a Comprehensive Wastewater Management Plan

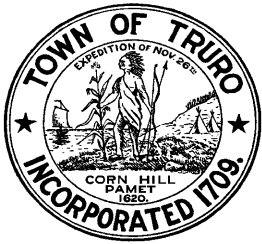
**EXPLANATION:** A contract proposing commencement of the first two phases of work to develop our three-phase Comprehensive Wastewater Management Plan is before the Board for approval. The Comprehensive Wastewater Management Plan will be generally based on and meet the requirements of the Massachusetts DEP "Guide to Comprehensive Wastewater Management Planning" dated January 1996 (for comprehensive wastewater management plans). A scope of work is included in Exhibit A of the Agreement. Health & Conservation Agent Beebe will be available to answer questions and provide further information about the Plan and related contract.

**FINANCIAL SOURCE (IF APPLICABLE):** ARPA- Round 1 funding total \$139,000

**IMPACT IF NOT APPROVED:** This will impact property owners throughout town who are trying to plan septic upgrades.

**SUGGESTED ACTION:** *Motion to approve and authorize the Town Manager to sign the Professional Services Agreement between GHD and the Town of Truro for a Comprehensive Wastewater Management Plan.*

**ATTACHMENTS:** Professional Services Agreement from GHD is under review and will be provided.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Finance

**REQUESTOR:** Alex Lessin, Finance Director: Treasurer/ Collector

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

**ITEM:** Review and Approve FY2024 Budget Guidance Letter

**EXPLANATION:** In accordance with Chapter 7 of the Truro Charter, budget preparations begin this month. It is traditional for budget guidance to be issued by the Select Board to the departments and multi-member bodies to provide direction in the budget preparation process. Staff has prepared a draft budget guidance document for the Board to consider.

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

**IMPACT IF NOT APPROVED:** There will not be Select Board-issued budget guidance issued in advance of budget preparations.

**SUGGESTED ACTION:** *Motion to approve the draft budget guidance letter and to authorize the Finance Department to transmit the letter to the budget preparers with the FY2024 budget materials.*

**ATTACHMENTS:** Draft FY2024 Budget Guidance Letter



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Office of the Select Board**

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

**To:** All Town Boards & Committees & Department Heads  
**From:** Select Board  
**Date:** October 11, 2022  
**RE:** FY 2024 Budget Guidelines

This memo summarizes the Select Board's FY 2024 budget goals and provides guidance for budget development. As in prior years, the Select Board intends to recommend a balanced operating budget that avoids the need for a Proposition 2 ½ override.

As in years past, the Select Board has requested a narrative summarizing each department's budget. Budgets are policy documents at their core; this is an opportunity to highlight the most critical elements of your areas of responsibilities and the critical services and programs you provide for our Town.

Your budget narratives should include the following areas of focus:

- **Overview:** General area of responsibility and overview of major programs and services of your department or committee.
- **Status Update:** Status of key initiatives from the previous and current year and any need to carry these into the next fiscal year.
- **Anticipated Cost Increases or Decreases:** Significant changes from the previous year that the Select Board and Budget Task Force should be aware of that will impact your 2024 budget.
- **Select Board Goals and Objectives:** Where applicable, name and identify where these budgetary requests fulfill one or more of the Select Board 2023 Goals and Objectives.
- **Requested Staffing Changes:** Needs for increases/decreases/maintenance of staffing levels. (Note: if you are requesting new positions or programs, please do not include them in your budget proposal. Instead, please complete the attached Position Justification Form for new personnel.
- **Sustainability:** Name and identify where budget requests or ongoing projects meet the Town's goals for addressing current and potential future impacts of climate change.
- **Recommended Efficiencies:** Efficiencies that have or could be implemented in any capital, program, service, personnel, or operational requirement.
- **COVID/Epidemic Impacts:** Specific, remaining epidemic impacts on daily operations that have a fiscal and or/budgetary impact
- **Digitization and Technology:** Any opportunities or needs for digitization or technology improvements to improve programs or services.
- **Revenues:** Review fees associated with your programming and services (if any) and recommend if these fees could be modified, or new fees instituted. A list of fees charged and when they were last updated will be helpful. Provide justification and comparison of fees with similar Town's on the Cape.
- **Capital Planning:** Ensure that any relevant multi-member bodies have been integrated into the process of Capital requests prior to presenting options and costs in your budget.

The Board recognizes that the overall price of goods and services (aka inflation) continues to rise. At the same time, the Town is bound by the limits of a 2.5% increase in property taxes. Therefore, as you prepare your budgets this year, we are asking you to take a hard look at the services you provide and the cost to provide those services. You should continue to provide essential municipal services that respond to the evolving needs of our community in the most cost effective and efficient manner possible. **Overall, we ask that you craft budgets that provide for level delivery of existing programs and services.** Providing level delivery may need to include an analysis on the potential increase in cost due to inflation on capital, programs, and/or services. As you begin this process, please consider the following questions:

- Is your department providing services that our citizens need and expect? Are these services that the Town is statutorily required to provide?
- Is your department providing a level of service that meets community demand?
- Is your department or operation doing too much of one thing and not enough of another? Where do we need to reallocate or balance resources?
- Is your department budgeting for items that you don't need -- or a level of service that no longer is required -- and because of this returning unexpended funds at the end of the year?

If the evolving needs of citizens indicate a need for increased services in certain areas please propose this in your budgets. On the flip side, if there are programs and services that are no longer as relevant and/or where there is decreased demand, please identify these as well. In both cases, highlight the changes in your budget narrative and provide data/rationale that supports your request. Please expect any changes to be discussed during the Budget Task Force meetings.

As you know, one of the primary goals of the Select Board is community sustainability, so we ask that you examine community sustainability within your departments. Are there current programs and services that you believe contribute to maintaining or enhancing the viability of our year-round community in Truro? Are there programs, services or initiatives that we currently do not offer that you believe would help us accomplish this goal? Part of this focus includes looking 3 – 5 years out. Should we be laying the groundwork for programs or services that you see as becoming essential and important in the near future?

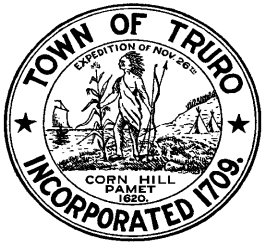
While collaborating or partnering with our neighboring Towns may not lead to budget savings, we ask that you keep an eye to regional efforts that are responsive to community need and the sustainability of our region.

The Board continues to examine Town fees and will consider needed changes. We ask that you to take a comprehensive look at the fees in your departments. We welcome any recommended changes.

Each department head should submit budget requests that meet the guidelines summarized above. We ask that you pay special attention to the narrative that accompanies the budget so that you can fully address the issues and questions outlined in this memo. The more that you explain in your narrative, the more focused and productive our conversations in the Budget Task Force will be.

The Select Board is greatly appreciative of our partnership in serving our community and the needs of our citizens. We are grateful for the dedication, expertise and professionalism of the entire Town Staff. We approach the budget process as a team effort and look forward to working together as we move into FY2024.

Thank you in advance for your thoughtful and creative attention to the FY 2024 budget development process.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Finance

**REQUESTOR:** Alex Lessin, Finance Director: Treasurer/ Collector

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

**ITEM:** Review and Approve FY2024 Budget Task Force Schedule

**EXPLANATION:** For the Board's review is a proposed schedule for the Budget Task Force's review of the FY2024 draft budget. In recent years, the Board opted to have varying start times of these meetings to allow community members with conflicting schedules to have an opportunity to participate. With limited community involvement, staff suggests trying to standardize meeting times in the hope that a regular meeting schedule would solicit more community participate. The proposed schedule starts slightly earlier than previous years to target earlier budget completion. Staff attempted to deconflict this schedule with major events and religious and other holidays but Select Board feedback is necessary to assist in determining if any events or holidays were not adequately accounted for. Meetings will continue to be livestreamed on Channel 18/ Truro TV.

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

**IMPACT IF NOT APPROVED:** The Board may opt to consider the schedule at a subsequent meeting, however, the earlier the Board determines a schedule, the sooner the dates can be advertised to the public.

**SUGGESTED ACTION:** *Motion to approve the schedule for the Fiscal Year 2022 Budget Task Force meetings with the start times indicated by the Board.*

**ATTACHMENTS:** Proposed FY2024 Budget Task Force Meeting Schedule





# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

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

## Budget Task Force –Preliminary Meeting Schedule – FY2024 Budget

All meetings on the following dates are to commence via GoToMeeting

**Tuesday, December 6, 2022 at 8:30 am**

Revenue Projections

Board and Committee Budgets/ Budget Requests

**Tuesday, December 13, 2022 at 8:30 am**

Police

Fire & Rescue

Emergency Management

**Tuesday, January 3, 2023 at 8:30 am**

CIP/ DPW

Harbor/Shellfish

**Tuesday, January 10, 2023 at 8:30 am**

Building/Inspections

Health/Conservation

Recreation & Beach

Council on Aging

**Tuesday, January 17, 2023 at 8:30 am**

Finance

Admin

Clerk

Information Technology

**Tuesday, January 24, 2023 at 8:30 am**

School

Library

**Tuesday, January 31, 2023 at 8:30 am**

Overall Budget

Outstanding and unresolved items

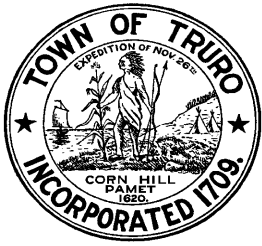
**Tuesday, February 14, 2023 at 8:30 am**

Reserved for outstanding Budget discussions

**Tuesday, February 14, 2023 at 5:00 pm**

Draft FY2024 Town & School Budgets and CIP presented to the Select Board and Finance Committee

DRAFT



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

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

**ITEM:** FY2023 Select Board Goals and Objectives Quarterly Progress Report

**EXPLANATION:** The first quarter of FY2023 closed on September 30, 2022. An update on the progress of the FY2023 Select Board Goals & Objectives will be presented. The FY2023 Goals & Objectives Quarter 1 Progress Report includes partial updates and the Board Ambassadors for each objective may provide additional updates during this agenda item. Board members may also wish to discuss next steps related to the objectives.

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

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

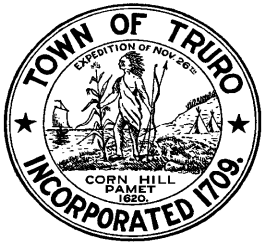
**SUGGESTED ACTION:** *No action needed. The Board may wish to vote on next steps in achieving some of the objectives if so inclined.*

**ATTACHMENTS:** FY2023 Goals & Objectives Quarter 1 Progress Report

Obj #	Objective	Goal(s) Addressed	Select Board Ambassador	Present Status	Next Steps
1	To maintain vital EMS services on the Outer Cape the Select Board will support a workplan and synchronized transition plan to include 1) establish a plan and timeline for the Town to provide EMS services without the auxiliary support of Lower Cape with the support of a consultant; 2) hire the four paramedics approved at Annual Town Meeting; 3) collaborate with Lower Cape Ambulance Association and Provincetown to meet the plan and timeline and prepare a contract that will facilitate this plan and timeline; 4) evaluate potential areas for regionalization.	D, E	Robert Weinstein	Override presented for (4) firefighter/ paramedics at 2022 Town Meeting and Town Election ballot. Study complete. Report presented at April 12, 2022 Select Board Meeting. Staff members are meeting regular with Provincetown staff members and members of Lower Cape Ambulance to identify short- and long- term transition plans.	
2	The Select Board will direct staff to apply for ARPA funds for the Broadband Needs Assessment Study by October 1, 2022.	A, D, E	John Dundas	Staff is preparing the application for ARPA funds.	
3	The Select Board will review all Town owned land to assess possibilities for municipal use, housing, economic development open space, and/or possible disposition to be completed by October 1, 2022. <b>(CONTINUED)</b>	A, B	Kristen Reed	The Select Board held a work session to discuss the use of Town-owned in August and then voted in a regular meeting to designate 25 South Highland Road for permanent placement of Town-owned structures for the purpose of Town employee housing and to begin a master planning process for 0 Quail Ridge Road. In September, the Board voted to commit \$433,824 of Affordable Housing Trust Funds for the purpose of moving Town-owned and donated housing structures to 25 South Highland Road and to authorize the Town Manager to initiate the relocation of the structures.	Continue to prioritize needs and identify potential parcels to meet said needs.
4	The Select Board will review the efficacy of and the participation in the childcare voucher program by November 30, 2022 and will make recommendations for the 2023 Annual Town Meeting and the FY2024 budget process By December 31, 2022.	A, D, E	Stephanie Rein	Voucher Program administration procured and first half applications are currently being accepted. The deadline to apply for the first half funds is October 31, 2022. After the first half application period is closed and applications are processed and approved, the administrator will provide a report.	Include a public hearing on a November agenda requesting public feedback on the program and reporting on the first half of the program. Determine if any other data is required to inform the FY2024 budget process.
5	The Select Board will support and encourage projects that protect and restore our coastal environment including these current and ongoing projects: A) Pamet River Tidal Flow Restoration and Watershed Study B) East Harbor Culvert Replacement C) Mill Pond and Eagle Creek Repairs and Improvement D) Little Pamet Watershed Study and Culvert Repair E) Coastal Management <b>(CONTINUED)</b>	C	Stephanie Rein	A-D) Updates on environmental projects are provided by the DPW Director during the staff updates portion of Select Board meetings periodically. Highlight: Old County Road/Eagle Neck Creek Bridge reopened on 10/7/22. Final touches will be made next week pending weather. This includes landscaping and marker painting on the roadway. DPW staff will also work on the installation of new guardrails. A jobsite walkthrough with our funding partners for this project is scheduled for 11 a.m. Monday, October 17, 2022. E) The final project report for the Outer Cape project "increasing coastal resiliency through Intermunicipal Shoreline management" was issued by the Center for Coastal Studies on June 14, 2022. Deliverables for phase 2 include assessment to identify locations for potential salt-marsh migration; an inventory of the low lying roads in the 4 town project area; development of a regional sand banking database; and, development of management approach for the littoral cells of our shoreline; each of these topics were developed as an interactive geospatial dataset in the Regional Shoreline Management geodatabase. In spring of 2022, the CCS held 3 public outreach sessions about the underlying processes that drive coastal change. The Outer Cape towns are partnering with the Center for Coastal Studies to continue the Shorefront Management project and have submitted an application for a third CZM Coastal Resiliency grant. The municipal staff team continues to look for other grant sources to develop the organizational framework for the management plan itself.	Public Works Director Cabral and Health/ Conservation Agent Beebe continue to monitor and move forward these projects.
6	To improve Town employee recruitment and retention the Select Board will implement and integrate the findings of the comprehensive compensation analysis and enter into associated Collective Bargaining Agreement negotiation and Non-union personnel reclassifications.	A, D	Kristen Reed	Analysis is complete and will be presented at the end of June 2022. Implementation plans and CBA negotiations are in progress.	
7	The Select Board will work with the Walsh Property Community Planning Committee and the Local Comprehensive Plan Committee to build on areas of common ground and build consensus on the specific initiatives and a more general vision for Truro with special consideration of the Housing Needs Assessment and Housing Production Plan.	A, B, C, D, E	Susan Areson	The Talk to Us, Truro Community Survey culminated in a joint meeting to review the survey results in April, which was very productive and collaborative. Staff anticipates that chairs of LCP, WPCPC, EDC, and Housing Authority will work together in some capacity moving forward. The Housing Needs Assessment and Housing Production Plan are expected to be complete this fall.	Once the 2 housing plans are complete this fall, a 2-step process is proposed: 1) The Board liaisons to the LCPC and WPCPC should meet with the chairs of WPCPC, LCPC and Housing Authority to outline recommendations and 2) A work session should be held to discuss the recommendations with the full SB and representatives of WPCPC, Housing Authority and LCPC.
8	The Select Board will work with the Housing Authority and the Housing Consultant to develop a Housing Playbook by June 30, 2023	A, B, D, E	Kristen Reed	Preliminary discussions held to determine if the Playbook could be included as part of the Housing Needs Assessment that is being prepared by the consultant.	Continue to work with the consultant and the THA to determine logistics of preparing the playbook.

9	Upon completion of the Local Comprehensive Plan, the Select Board and Town Manager will work jointly to create a Town mission statement. (Continued into FY2023) <b>(CONTINUED)</b>	D	Susan Areson	Pending completion of the LCP.	Begin process in winter/spring 2023 (LCP to go to 2023 Annual Town Meeting)
10	The Select Board will provide support to and collaborate with the Climate Action Committee and the Energy Committee in the creation of a Climate Action Plan for the Town of Truro, as well as to work with the Climate Action Committee to develop a policy memorandum that facilitates and guides progress in all relevant areas toward a "Net Zero Truro" by 2050, and will ask for updates at least twice per year. The Board will also revise the charges of the Energy Committee and the Climate Action Committee to incorporate the directives from Article 53 of the 2022 Annual Town Meeting.	A, C, D, E	Stephanie Rein	A Work Session with the CAC was held on October 8, 2021. The CAC drafted a list of objectives from the Workshop.	Ambassador will work with CAC to draft a policy memorandum that will be presented to the Select Board for review and discussion. Ambassador will draft revised charges of CAC and EC to include directives from Article 53.
11	The Select Board will submit a letter each to the Planning Board and the Economic Development Committee by December 31, 2022 outlining the Select Board's priorities in housing, zoning, land use and economic development in an effort facilitate collaboration and joint efforts. <b>(CONTINUED)</b>	A, B, C	John Dundas	An Economic Summit was presented by the Economic Development Committee and members of the Select Board attended.	A work session should be held early in FY2023 to discuss these priorities and to outline a letter that will be drafted by the Ambassador and will be presented to the Board for review and discussion at a subsequent meeting.
12	The Select Board will review the Senior Needs Assessment, invite feedback from the community on specific programs and services requested, and explore the feasibility and the cost and social impact of expanding services and programs for seniors to inform the FY2024 budget process. (Continued into FY2023) <b>CONTINUED</b>	A, D, E	Stephanie Rein	No progress--FY2023 Objective	Ambassador will review existing Senior Needs Assessment and programming and will determine if an updated assessment should be completed. May begin dialogue with Community Services Director and COA Board in fall 2022 about information needed.
13	The Select Board will hold joint work sessions with participation from the Truro Housing Authority, Planning Board and Zoning Board of Appeals to develop housing initiatives that will diversify the range of seasonal, year-round and transitional housing for people of varying income levels and will develop related articles for the 2023 Annual Town Meeting. The Select Board will provide an update on these efforts at least semi-annually.	B, D	Susan Areson	A round table session was led by Ambassador Areson in March that included the chairs of the Planning Board, the Zoning Board of Appeals, and the Truro Housing Authority, plus the Town Manager and the Town Planner/ Land Use Counsel. The group determined the framework for collaboration in the future and met a second time in this fiscal year and discussed ideas for expanding housing availability.	Round tables will continue so that any proposed 2023 Town Meeting articles can be prepared and/or discussed. Select Board direction on how to proceed in a way that does not duplicate the work being done elsewhere is needed so a work session or agenda item should be added to a subsequent meeting. It is recommended to add a member of the EDC in the ad hoc group.
14	The Select Board will initiate a revised cost estimate of a multi-phased approach for a new Department of Public Works Facility at a yet to be determined site in the FY2024- FY2028 Capital Improvement Plan. By December 31, 2022, the Town Manager will work with the Public Works Director to welcome the public to site visits of the current Public Works Facility via in-person visits and virtual visits.	D	Robert Weinstein	Staff secured revised cost estimates and presented on three locations to the Select Board.	The Board will need to deliberate on the potential locations and choose a path forward so that a revised cost estimate for the facility can be presented at a Budget Task Force Meeting for discussion on how to best proceed with financial planning for this project.
15	The Select Board will promote the Local Comprehensive Planning Committee and process along with the work of the Economic Development Committee and encourage community participation and will provide regular updates. <b>(CONTINUED)</b>	A, D	Susan Areson	Ambassador regularly attends meetings of the LCPC and EDC and provides updates. The Talk to Us Truro Community Survey was completed and results presented to the groups. An Economic Development Committee Economic Summit was held on June 16, 2022 and forums targeting different sectors of the economy were held. The LCPC prepared and is distributing postcards for more public feedback. An in-person forum was held on Oct. 15.	Ambassador will continue current efforts.
16	The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance. <b>(CONTINUED)</b>	E	Susan Areson	Preliminary discussions held at Board Meetings. In progress.	Ambassador will finalize the draft revised policies for consideration by the Board and the Board can work to identify potential ways to increase compliance.
17	Through the Town of Truro representatives to the Provincetown Water & Sewer Board, the Select Board will encourage steps toward full cycle water usage for Provincetown and Truro, and a status report will be given at least annually at the Select Boards' joint meeting. The Town's Water Resources Consultant may be invited to participate.	A, C, D, E	John Dundas	Ambassador appointed to Provincetown Water & Sewer Board. Joint Water Meeting scheduled for October 24, 2022. Staff of Provincetown and Truro have started meeting to discuss capacity and planning to build capacity for the municipal water line.	Ambassador will begin to draft objectives/ steps to help encourage full cycle water usage. Further next steps will likely be identified at the joint meeting on 10/24.

18	<i>The Select Board will provide resources in the FY2023 budget to increase the digitization of town services and records, and address cybersecurity and will lay the groundwork for a five-year digitization and cyber security plan that will be initiated in FY2024. The Select Board Ambassador working with the Town Manager and IT Director will provide an outline to present at a Select Board meeting prior to beginning the FY2024 Budget Process.</i>	A, D, E	John Dundas	Town Clerk Fullerton submitted grants for digitization and records storage to the CPC and the Community Compact Grant Program. Digitization efforts included in the 2022 Annual Town Meeting Warrant: Clerk/ Planning record digitization, additional financial transparency and budgeting software modules, building permit software, and CPA request for digitizing Town records.	Prior to the start of the FY24 budget process, department heads will identify department functions that are digitized and will prioritize areas that should be digitized in the future to develop the five-year plan.
19	<i>The Select Board will develop and implement a "Civility Pledge" that will be read at the beginning of all meetings of the Select Board and all Select Board- appointed boards, committees and commissions, and will request that elected boards do the same. (Continued into FY2023)</i> <b>CONTINUED</b>	D, E	Susan Areson	The Select Board discussed an initial version of the pledge. Ambassador Areson prepared a revised version that is ready for review and further discussion.	Discussion and adoption at a future meeting.
20	<i>The Select Board will task the Economic Development Committee with inviting the Massachusetts Cultural Council to present to the Select Board, Economic Development Committee and the Truro Cultural Council on the process of creating a designated cultural district in Truro. (Continued into FY2023)</i>	A	Kristen Reed	Town Planner Carboni, Member Areson and Chair Reed have been communicating with the EDC and the Massachusetts Cultural Council and are reviewing the materials provided by the MCC. An MCC representative visited Truro to get a visual of the area that may be considered to be designated as a cultural district.	Town Planner Carboni will put together a packet for the working group of the EDC Chair and Member Areson and Chair Reed with examples from the MCC and any available information from other planners.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Darrin Tangeman, Town Manager

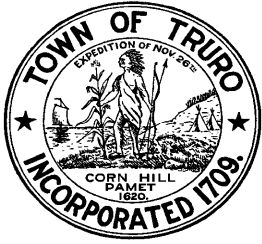
**REQUESTED MEETING DATE:** October 11, 2022

**ITEM:** Appointment of Community Services Director

**EXPLANATION:** Town Manager Darrin Tangeman will present his appointment for the Community Services Director to the Select Board in accordance with Truro Charter 5-4-2.

**SUGGESTED ACTION:**

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** DPW

**REQUESTOR:** Darrin K. Tangeman

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

**ITEM:** DPW Surplus

**EXPLANATION:** The following is a list of surplus items for the DPW:

1988 International Roll off Truck – Shall be returned to the Government Surplus Program.

2006 – E250 Van

2000 – Sterling dump truck with sander and plow

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

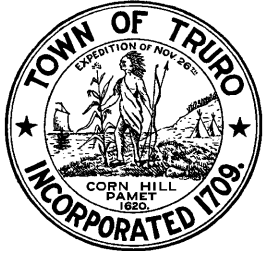
**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** *MOTION TO authorize the Town Manager to surplus the 1988 Rolloff Truck, 2006 E250 van, and 2000 Sterling dump truck with sander and plow; and to disposed of said items pursuant to section H paragraph 3 & 4 in Select Board Policy #67.*

**ATTACHMENTS:**

1. Policy #67





# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## SELECT BOARD POLICY MEMORANDUM #67

Date: Adopted May 17, 2022, rev 9/13/2022

*\* This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **SURPLUS POLICY**

### **Disposal of Surplus Supplies**

- A. This Policy applies to all tangible property of the Town, except real property, having resale or salvage value, but identified as:
- Surplus – excess or no longer required or needed
  - Obsolete – no longer functions for its intended purpose
  - Replaced – the Town has replaced the item with a new or updated item.

Property that falls under these categories will be referred to as “surplus” in the remainder of this policy.

- B. All department heads must provide written notice to the Town Manager of any surplus supplies. The Town Manager shall determine how and where such surplus supply is to be stored pending disposal or other disposition by the Town and shall inform the department head of such determination.
1. In the case of surplus property owned by the School Department, including obsolete educational materials, the Superintendent or their designee shall submit a list of surplus materials to the School Committee and the Town Manager annually for their review. The School Committee shall determine if the identified property is valued at \$10,000.00 or greater, in which case the property must be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B, Section 15. If the School property is valued at less than \$10,000.00, the School Committee shall ensure the property is disposed of as provided herein.

- C. The Town Manager shall solicit interest in the surplus property from all other departments of the

Town to determine if there is an alternate use of it. In the event any the property can be used by any other department, and the Town Manager determines that such alternate use is in the best interests of the Town, the Town Manager may make such property available for use by that department.

Additionally, The Town Manager may solicit interest in the surplus property from other communities or other governmental agencies. In the event any of the property can be used by another governmental entity, and the Town Manager determines that such alternate use is in the best interests of the Town, the Town Manager may make such property available for use by that entity by sale, swap, or other conveyance.

- D. If no other Town department or government entity expresses an interest in the surplus property, the Town Manager shall determine if the identified property is valued at \$10,000.00 or greater, in which case the property must be disposed of as surplus in conformance with the procedures of General Laws Chapter 30B, Section 15.
- E. If the Town Manager determines that the value of the surplus property at less than \$10,000.00, the Town Manager may dispose of the surplus property as provided herein.
- F. If the Town Manager determines that the surplus property has no resale or salvage value, the Town Manager shall dispose of such property at the least cost to the Town, e.g., if the property has become obsolete, or the property requires work to be done prior to sale that would be equal to or more than the likely value thereof, the item may be recycled, or if that is not possible, disposed of as waste.
- G. For surplus property that has a resale or salvage value, where it is determined that no other department has an interest in the property, the property may be disposed of pursuant to the procedure set forth in subsection I below.
- H. The Town Manager, in their discretion, may elect one of the following methods of disposal, with the objective of yielding the greatest return for the Town:
  - 1. Solicit written or oral bids from at least two (2) companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
  - 2. Hold a "tag sale" at which surplus property shall be offered to the public by advertising the sale in a newspaper of general circulation in the Town, and by posting notice of the sale on the Town website at least seven (7) calendar days prior to the sale; or
  - 3. Advertise the surplus property for sale on the Town's website and/or on any responsible internet site that offers such property for sale at least fourteen (14) calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a bid shall be submitted to the Town, and shall prescribe the format in which a bid shall be submitted (written and delivered to a prescribed address, by e-mail, by fax or otherwise).
  - 4. In all cases, the surplus property shall be sold to the person offering the highest purchase price, net of any off-set or costs conditioning the prospective buyer's offer.

5. In the case of vehicles or equipment, the Town Manager may authorize the use of the vehicle for 'trade in' value toward its replacement. All payments should be made either by check payable to the Town of Truro or by verification that the agreed upon trade-in value has been credited towards the purchase of replacement vehicle or equipment. The Town Manager will sign a Bill of Sale or Purchase Order after confirmation of payment or verification of agreed upon credit for trade value and prior to the successful bidder/purchaser taking possession of the surplus item.
6. With respect to surplus public safety equipment, the police and fire Chiefs will provide written notice to the Town Manager that disposal of same comports with this policy and other applicable law.
7. If the Town does not receive a bid or offer to purchase the surplus property pursuant to any of the above-referenced methods, the Town Manager may dispose of the property as waste, or in any other manner consistent with law.



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Kristen Reed, Chair



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John Dundas, Clerk



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Robert Weinstein, Vice-Chair



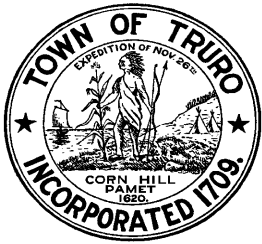
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Susan Areson



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Stephanie Rein  
Select Board-Town of Truro



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

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

**ITEM:** Approval of Entertainment License for Sunday Entertainment at Truro Vineyards

**EXPLANATION:** MGL Chapter 140 § 181 provides local authority to license performance events. Entertainment Application for review and approval are below:

- Halloween Sunday Funday, Sunday October 30<sup>th</sup>, 3pm-5pm, Truro Vineyards, 11 Shore Rd, DJ Live amplified music

The Entertainment Application has been reviewed by the Chief of Police and approved.

The completed Public Entertainment on a Sunday, State application is included, as there is a requirement to apply to the State through the Department of Public Safety with the noted time, date and type of entertainment for any Sunday entertainment held within the Commonwealth.

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

**IMPACT IF NOT APPROVED:** Entertainment will not be held for this event.

**SUGGESTED ACTION:** *MOTION TO approve Entertainment License for*

- Halloween Sunday Funday, Sunday October 30<sup>th</sup>, 3pm-5pm, Truro Vineyards, 11 Shore Rd, DJ Live amplified music

*And authorize the Chair to sign the applications.*

**ATTACHMENTS:**

1. One Day Entertainment Application and Public Entertainment on a Sunday State application



# 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](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

RCVD 2022SEP30 PM2:40  
ADMINISTRATIVE OFFICE  
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

Kristen Roberts Truro Vineyards of Cape Cod  
Name of Applicant Business/Organization Name  
PO Box 834 North Truro, MA 02652  
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

Kristen Roberts [Redacted] kristen@trurovineyardsofcapecod.com  
Contact Person Phone Number Email

#### INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address  
Phone Number Email Address

#### EVENT INFORMATION

Sunday October 30th, 2022 Halloween Sunday Funday  
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)  
Hours of Event (from - to) 3-5

Truro Vineyards 11 Shore Road North Truro, MA 02652 Event is:  Indoor  Outdoor Event  
Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Kristen Roberts 7 Castle Road Truro, MA 02666 [Redacted]  
Property Owner Name and Address Phone number

Seating Capacity: \_\_\_\_\_ Occupancy Number: \_\_\_\_\_

\_\_\_\_\_  
Name of Caterer (if applicable) 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) DJ

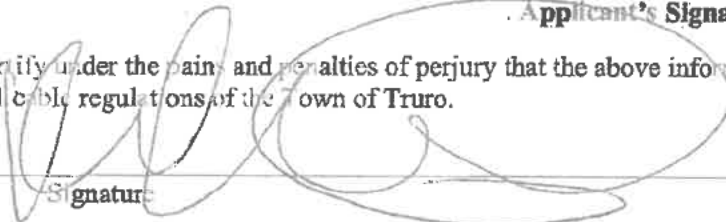
Amplified System:  Yes  No

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.



9/30/2022  
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 

Date 10/5/2022

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

THE COMMONWEALTH OF MASSACHUSETTS  
 Town OF Truro



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

# LICENSE

For  
**PUBLIC ENTERTAINMENT ON SUNDAY**

The Name of the Establishment is Truro Vineyards of Cape Cod in or on the property at No. \_\_\_\_\_  
11 Shore Road NORTH TRURO, MA 02652 (address)

The Licensee or Authorized representative, \_\_\_\_\_ 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
10/30/22	3-5	Halloween Sunday Funday

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:** Town Clerk

**REQUESTOR:** Kaci Fullerton, Town Clerk

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

**ITEM:** State Election Warrant and Posting of Warrant

**EXPLANATION:** State Election Warrant to be approved and signed by the members of the Select Board to be posted in accordance with State laws and Local Charter.

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

**IMPACT IF NOT APPROVED:** Could cause critical operational obstacles to moving forward with the State Election Laws.

**SUGGESTED ACTION:** *MOTION TO electronically sign the State Primary Election Warrant and the Posting of the Warrant*

**ATTACHMENTS:**

1. State Primary Election Warrant
2. Posting the Warrant for the State Primary Election



COMMONWEALTH OF MASSACHUSETTS
WILLIAM FRANCIS GALVIN
SECRETARY OF THE COMMONWEALTH

WARRANT FOR 2022 STATE ELECTION

SS.

To the Constables of the Town of Truro.

GREETINGS:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Elections to vote at:

Town of Truro, Community Center – precinct 1
Truro Community Center
7 Standish Way
North Truro, MA 02652

On TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2022, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

Table listing various state offices and their corresponding districts, including Governor, Attorney General, Secretary of State, Treasurer, Auditor, Representative in Congress, Councillor, Senator in General Court, Representative in General Court, District Attorney, Sheriff, County Commissioners, and Barnstable Assembly Delegates.

QUESTION 1: PROPOSED AMENDMENT TO THE CONSTITUTION

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on June 12, 2019 (yeas 147 – nays 48); and again on June 9, 2021 (yeas 159 – nays 41)?

SUMMARY

This proposed constitutional amendment would establish an additional 4% state income tax on that portion of annual taxable income in excess of \$1 million. This income level would be adjusted annually, by the same method used for federal income-tax brackets, to reflect increases in the cost of living. Revenues from this tax would be used, subject to appropriation by the state Legislature, for public education, public colleges and universities; and for the repair and maintenance of roads, bridges, and public transportation. The proposed amendment would apply to tax years beginning on or after January 1, 2023.

**A YES VOTE** would amend the state Constitution to impose an additional 4% tax on that portion of incomes over one million dollars to be used, subject to appropriation by the state Legislature, on education and transportation.

**A NO VOTE** would make no change in the state Constitution relative to income tax.

## **QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

### **SUMMARY**

This proposed law would direct the Commissioner of the Massachusetts Division of Insurance to approve or disapprove the rates of dental benefit plans and would require that a dental insurance carrier meet an annual aggregate medical loss ratio for its covered dental benefit plans of 83 percent. The medical loss ratio would measure the amount of premium dollars a dental insurance carrier spends on its members' dental expenses and quality improvements, as opposed to administrative expenses. If a carrier's annual aggregate medical loss ratio is less than 83 percent, the carrier would be required to refund the excess premiums to its covered individuals and groups. The proposed law would allow the Commissioner to waive or adjust the refunds only if it is determined that issuing refunds would result in financial impairment for the carrier.

The proposed law would apply to dental benefit plans regardless of whether they are issued directly by a carrier, through the connector, or through an intermediary. The proposed law would not apply to dental benefit plans issued, delivered, or renewed to a self-insured group or where the carrier is acting as a third-party administrator.

The proposed law would require the carriers offering dental benefit plans to submit information about their current and projected medical loss ratio, administrative expenses, and other financial information to the Commissioner. Each carrier would be required to submit an annual comprehensive financial statement to the Division of Insurance, itemized by market group size and line of business. A carrier that also provides administrative services to one or more self-insured groups would also be required to file an appendix to their annual financial statement with information about its self-insured business. The proposed law would impose a late penalty on a carrier that does not file its annual report on or before April 1.

The Division would be required to make the submitted data public, to issue an annual summary to certain legislative committees, and to exchange the data with the Health Policy Commission. The Commissioner would be required to adopt standards requiring the registration of persons or entities not otherwise licensed or registered by the Commissioner and criteria for the standardized reporting and uniform allocation methodologies among carriers.

The proposed law would allow the Commissioner to approve dental benefit policies for the purpose of being offered to individuals or groups. The Commissioner would be required to adopt regulations to determine eligibility criteria.

The proposed law would require carriers to file group product base rates and any changes to group rating factors that are to be effective on January 1 of each year on or before July 1 of the preceding year. The Commissioner would be required to disapprove any proposed changes to base rates that are excessive, inadequate, or unreasonable in relation to the benefits charged. The Commissioner would also be required to disapprove any change to group rating factors that is discriminatory or not actuarially sound.

The proposed law sets forth criteria that, if met, would require the Commissioner to presumptively disapprove a carrier's rate, including if the aggregate medical loss ratio for all dental benefit plans offered by a carrier is less than 83 percent.

The proposed law would establish procedures to be followed if a proposed rate is presumptively disapproved or if the Commissioner disapproves a rate.

The proposed law would require the Division to hold a hearing if a carrier reports a risk-based capital ratio on a combined entity basis that exceeds 700 percent in its annual report.

The proposed law would require the Commissioner to promulgate regulations consistent with its provisions by October 1, 2023. The proposed law would apply to all dental benefit plans issued, made effective, delivered, or renewed on or after January 1, 2024.

**A YES VOTE** would regulate dental insurance rates, including by requiring companies to spend at least 83% of premiums on member dental expenses and quality improvements instead of administrative expenses, and by making other changes to dental insurance regulations.

**A NO VOTE** would make no change in the law relative to the regulations that apply to dental insurance companies.

### **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

#### **SUMMARY**

This proposed law would increase the statewide limits on the combined number of licenses for the sale of alcoholic beverages for off-premises consumption (including licenses for “all alcoholic beverages” and for “wines and malt beverages”) that any one retailer could own or control: from 9 to 12 licenses in 2023; to 15 licenses in 2027; and to 18 licenses in 2031.

Beginning in 2023, the proposed law would set a maximum number of “all alcoholic beverages” licenses that any one retailer could own or control at 7 licenses unless a retailer currently holds more than 7 such licenses.

The proposed law would require retailers to conduct the sale of alcoholic beverages for off-premises consumption through face-to-face transactions and would prohibit automated or self-checkout sales of alcoholic beverages by such retailers.

The proposed law would alter the calculation of the fine that the Alcoholic Beverages Control Commission may accept in lieu of suspending any license issued under the State Liquor Control Act. The proposed law would modify the formula for calculating such fee from being based on the gross profits on the sale of alcoholic beverages to being based on the gross profits on all retail sales.

The proposed law would also add out-of-state motor vehicle licenses to the list of the forms of identification that any holder of a license issued under the State Liquor Control Act, or their agent or employee, may choose to reasonably rely on for proof of a person's identity and age.

**A YES VOTE** would increase the number of licenses a retailer could have for the sale of alcoholic beverages to be consumed off premises, limit the number of “all-alcoholic beverages” licenses that a retailer could acquire, restrict use of self-checkout, and require retailers to accept customers’ out-of-state identification.

**A NO VOTE** would make no change in the laws governing the retail sale of alcoholic beverages.

#### **QUESTION 4: REFERENDUM ON AN EXISTING LAW**

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on May 26, 2022?

#### **SUMMARY**

This law allows Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a standard driver's license or learner's permit if they meet all the other qualifications for a standard license or learner's permit, including a road test and insurance, and provide proof of their identity, date of birth, and residency. The law provides that, when processing an application for such a license or learner's permit or motor vehicle registration, the registrar of motor vehicles may not ask about or create a record of the citizenship or immigration status of the applicant, except as otherwise required by law. This law does not allow people who cannot provide proof of lawful presence in the United States to obtain a REAL ID.

To prove identity and date of birth, the law requires an applicant to present at least two documents, one from each of the following categories: (1) a valid unexpired foreign passport or a valid unexpired Consular Identification document; and (2) a valid unexpired driver's license from any United States state or territory, an original or certified copy of a birth certificate, a valid unexpired foreign national identification card, a valid unexpired foreign driver's license, or a marriage certificate or divorce decree issued by any state or territory of the United States. One of the documents presented by an applicant must include a photograph and one must include a date of birth. Any documents not in English must be accompanied by a certified translation. The registrar may review any documents issued by another country to determine whether they may be used as proof of identity or date of birth.

The law requires that applicants for a driver's license or learner's permit shall attest, under the pains and penalties of perjury, that their license has not been suspended or revoked in any other state, country, or jurisdiction.

The law specifies that information provided by or relating to any applicant or license-holder will not be a public record and shall not be disclosed, except as required by federal law or as authorized by Attorney General regulations, and except for purposes of motor vehicle insurance.

The law directs the registrar of motor vehicles to make regulations regarding the documents required of United States citizens and others who provide proof of lawful presence with their license application.

The law also requires the registrar and the Secretary of the Commonwealth to establish procedures and regulations to ensure that an applicant for a standard driver's license or learner's permit who does not provide proof of lawful presence will not be automatically registered to vote.

The law takes effect on July 1, 2023.

**A YES VOTE** would keep in place the law, which would allow Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a driver's license or permit if they meet the other requirements for doing so.

**A NO VOTE** would repeal this law.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
(month)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select Board of Truro Massachusetts

\_\_\_\_\_  
Kaci A. Fullerton  
Truro Town Clerk

\_\_\_\_\_  
Constable

Posted: \_\_\_\_\_  
Published Provincetown Independent: \_\_\_\_\_

**POSTING OF THE WARRANT**

In conformity with Section 2.3.5 of the Truro Town Charter, you are hereby directed to serve these warrants, by posting duly-attested copies in Town Hall, the United States Post Offices, two other public places in Truro and two other public places in North Truro, fourteen days, at least, before the date of said meeting.

Hereto fail not and make due return of the warrants, together with your doings thereon, to the Town Clerk, at time and place of said meetings. Given unto our hands this 11 Day of October in the Year of our Lord, Two Thousand and Twenty-Two.

We, the members of the Select Board of the Town of Truro, have read the warrant for the State Election to be held from 7:00 am to 8:00 pm on November 8, 2022, at the Truro Community Center, 7 Standish Way, North Truro, MA 02652.

Acting in capacity of the Select Board we do hereby grant approval of and permission for the above mentioned warrant.

\_\_\_\_\_  
Kristen M. Reed, Chair

\_\_\_\_\_  
Robert M. Weinstein, Vice-Chair

\_\_\_\_\_  
John Dundas, Clerk

\_\_\_\_\_  
Susan Areson

\_\_\_\_\_  
Stephanie J. Rein

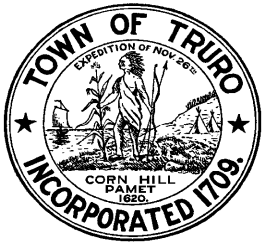
A true copy, attest:

Kaci A. Fullerton  
Town Clerk, Town of Truro

Select Board: I have served this warrant by posting duly attested copies thereof at the following places: Truro Post Office, N. Truro Post Office, Truro Public Safety Facility, Truro Public Library, Truro Transfer Station, Truro Central School, Truro Community Center, and Truro Town Hall.

\_\_\_\_\_  
Constable

\_\_\_\_\_  
Date



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

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

**ITEM:** Select Board 2023 Meeting Calendar

**EXPLANATION:** Before the Board is the proposed 2023 meeting schedule for regular meetings and possible work sessions. The Board may wish to offer amendments to the meeting schedule to deconflict the following holidays which fall on Tuesdays:

Ramadan- Impacts 3/28, 4/4, 4/18

Passover- Impacts 4/11

Hanukah- Impacts 12/12

Additionally, the Board may wish to deconflict the periods around Thanksgiving and/ or at the end of December when travel often occurs. There may also be holidays or events that were not considered.

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

**IMPACT IF NOT APPROVED:** There will not be a formalized calendar of meetings for the Select Board at this time. This could be approved at a subsequent meeting.

**SUGGESTED ACTION:** *Motion to approve the 2023 Select Board Meeting Calendar*

*OR*

*Motion to amend the 2023 Select Board Meeting Calendar as follows {insert amendments here} and to approve the calendar as amended.*

**ATTACHMENTS:**

1. Draft 2023 Select Board Meeting Calendar

**Truro Select Board Meeting Schedule - 2023**

<b><u>HEARING/MEETING</u></b> <b>(Tuesday, unless otherwise noted)</b>	<b><u>Possible Work Session Dates</u></b> <b>(Time TBD)</b>
January 10	January 17
January 24	
February 14	February 21
February 28	
March 14	March 21
March 28	
April 11	April 18
<b>Annual Town Meeting April 25</b>	<b>Annual Town Meeting April 25</b>
<b>Annual Town Election May 9</b>	<b>Annual Town Election May 9</b>
May 10 (Wednesday)	May 16
May 23	
June 13	June 20
June 27	
July 11	None
July 25	
August 8	None
August 22	
September 12	September 19
September 26	
October 10	October 17
October 24	
November 14	November 21
November 28	
December 12	December 19
December 26	

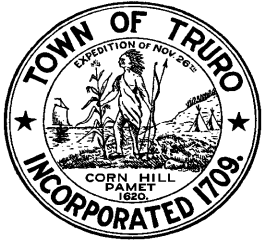
Regular meeting for the Truro Select Board begins at **5:00 pm**.

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

**MEETING DATES AND TIMES ARE SUBJECT TO CHANGE**

Please check the Town Website [www.truro-ma.gov](http://www.truro-ma.gov) for any changes in the schedule.





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

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

**ITEM:** Consent Agenda- Appointment of Community Services Director

**EXPLANATION:** This is an action item and it was inadvertently duplicated and listed as a consent agenda item as well. No further action needed.



## TOWN OF TRURO

### SELECT BOARD

Meeting Minutes

May 17, 2022 – 6:00 pm

REMOTE SELECT BOARD MEETING

Via GoToMeeting Platform

**Members Present (Quorum):** Kristen Reed (Chair); Robert Weinstein (Vice Chair); John Dundas (Clerk); Sue Areson; Stephanie Rein

**Members Absent:**

**Other Participants:** Darrin Tangeman – Town Manager; Kelly Sullivan Clark – Assistant Town Manager; Alex Lessin – Finance Director/Treasurer/Collector of Taxes; Chief Jamie Calise – Truro Police Chief; Tim Collins – Fire and Rescue Chief

The remote meeting convened at 6:01 pm, Tuesday, May 17, 2022, by Select Board Chair Weinstein who announced that this was a remote meeting which is being broadcast live on Truro TV Channel 18 and is being recorded. Chair Weinstein also provided information as to how the public may call into the meeting or provide written comment.

Chair Weinstein introduced the Members of the Select Board and Town staff present.

**Public Comment**

Chair Weinstein opened the public comment portion of the meeting to the members of the public and Chair Weinstein recognized the following individuals:

Jan Worthington, a Truro resident, commented about the need for firefighter/paramedics in Truro and inquired as to what the staffing plan will be once Lower Cape Ambulance Association (LCAA) no longer exists in 2023.

Susan Howe, a Truro resident, commented that she hoped that Town leadership would understand the need for a fulltime Director for the Council on Aging.

Anne Greenbaum, a Truro resident, and Chair of the Planning Board, commented on behalf of the Planning Board to reiterate the invitation to reset the working relationship with the Select Board.

**Public Hearings**

None

### **Introduction to New Employees**

None

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

Interview and Appoint: Lindsey White – Recreation Advisory Committee

Chair Weinstein welcomed Ms. White and Ms. White introduced herself. Ms. White provided her professional background experience and her purpose to serve on the Recreation Advisory Committee. Members stated their support for Ms. White's appointment.

**Member Rein made a motion to appoint Ms. White to the Recreation Advisory Committee for a 2-year term expiring on June 30, 2024.**

**Member Areson seconded the motion.**

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

### **Staff/Committee Updates**

Town Manager Update: Vacancies on Boards/Committees

Town Manager Tangeman provided a recommendation as to get incumbents serving on Boards/Committees more engaged and to obtain their paperwork in advance of the expiration of their terms. Town Manager Tangeman added that expiring positions will be posted publicly so interested individuals may apply. Several Members commented on the need to schedule a work session so the Board/Committee appointment process may be discussed. Several members of the public also offered comments as to how to make the appointment process more welcoming and inclusive. Chair Weinstein said the Members will schedule a work session to further discuss.

### **Tabled Items**

None

### **Select Board Action**

A. Election of Select Board Officers (Chair, Vice-Chair and Clerk); Presenter: Bob Weinstein, Chair

Chair Weinstein thanked everyone for their support but stated that he had made the decision not to be considered for Chair of the Select Board. Chair Weinstein announced his support and nomination for Vice Chair Reed to serve as Chair. Several of the Members stated their support as well as their opposition to Chair Weinstein's nominee. Members then discussed the necessity for the Select Board to be more inclusive to reduce the divisiveness that exists in Truro as well as treat everyone with courtesy, civility, and respect. Members collectively agreed that the Select Board must exude better leadership and be a governing body that sets the example for the entire community. Several members of the community expressed their concerns about several Members of the Select Board.

**Chair Weinstein made a motion to appoint Vice Chair Reed as Chair of the Select Board.  
Member Rein seconded the motion.  
So voted, 3-2, the motion carries.**

**Chair Reed nominated Member Weinstein to serve as the Vice Chair of the Select Board.  
Member Rein seconded the motion.  
So voted, 3-2, the motion carries.**

**Vice Chair Weinstein nominated Member Dundas to as serve as Clerk of the Select Board.  
Member Areson seconded the motion.  
So voted, 5-0, motion carries.**

B. Review and Approve Select Board Liaison List; Presenter: Chair, Select Board

Chair Reed suggested that due to the late start of tonight's meeting that the Members only discuss the liaison roles which they wish to relinquish or switch with another Member. A brief discussion occurred, and Members agreed to voluntarily retain the liaison roles which they currently hold. A brief review of the List of Liaison Assignments occurred, led by Chair Reed, and there were several Members who replaced other Members in specific liaison roles to help another Member.

**Member Rein made a motion to approve the revised List of Liaison Assignments.  
Vice Chair Weinstein seconded the motion.  
So voted, 5-0, motion carries.**

C. Proposal for Goals & Objectives Process; Presenter: Chair, Select Board

Chair Reed suggested that the goals and objectives not achieved last year be retained for this year. Members briefly discussed the process for goals and objectives to include a more detailed discussion that would occur at a work session on June 21, 2022.

**Vice Chair Weinstein made a motion to hold a Select Board work session for June 21st to finalize the draft of Select Board FY2023 goals and objectives in advance of a public hearing.  
Member Rein seconded the motion.  
So voted, 5-0, motion carries.**

D. Review and Adopt Select Board Policy 67: Surplus Policy; Presenter: Alex Lessin, Finance Director/Treasurer/Collector of Taxes

Finance Director Lessin provided a review to the Members as this policy is a requirement under Massachusetts General Law in addressing tangible supplies and rolling stock vehicles less than \$10,000 in value. Members discussed the policy and Town Manager Tangeman confirmed that Town Planner/Land Use Counsel Barbara Carboni, Police Chief Jamie Calise, and Town staff (to include Truro Central School) had also vetted this policy as it is a "best practice."

**Vice Chair Weinstein made a motion to adopt an electronically signed Select Board Policy 67: Surplus Policy.  
Member Dundas seconded the motion.  
So voted, 5-0, motion carries.**

E. Request to Declare Police Vehicle as Surplus; Presenter: Jamie Calise; Police Chief

Chief Calise presented a request to declare a police vehicle, a 2017 Dodge Durango, as surplus. A brief discussion ensued among Members and Chief Calise regarding the scheduling of replacement vehicles and the impact of supply chain delays due to the global pandemic.

**Member Rein made a motion to declare the police department's 2017 Dodge Durango (#735) be declared as surplus and authorize the Town Manager to dispose of the vehicle in accordance with Select Board Policy 67: Surplus Policy.**

**Member Dundas seconded the motion.**

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

F. Letter to Holtec International Regarding Pilgrim Nuclear Power Station Decommissioning; Presenter: Stephanie Rein, Select Board

Member Rein read aloud the letter written in opposition to any release of radioactive water into Cape Cod Bay as part of the decommissioning plan of the Pilgrim Nuclear Power Station (PNPS) that was shut down permanently on May 31, 2019. Members thanked Member Rein for her efforts in the preparation of the letter.

**Vice Chair Weinstein made a motion to approve the Letter to Holtec International regarding its plan to release radioactive water into Cape Cod Bay as part of the PNPS' decommissioning plan.**

**Member Dundas seconded the motion.**

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

G. Select Board Approval of Burn Permit Fees; Presenter: Tim Collins, Fire & Rescue Chief

Chief Collins provided background information and the factors considered in recommending a \$25 burn permit fee. Response costs to nuisance fires and the cost of additional overtime for personnel over the last year were the deciding factors to implement the \$25 burn permit fee. This will be an online process. Members supported Chief Collins in his efforts as it may result in nearly \$7,000 of additional revenue for the Town. Chief Collins added that this would be an annual one-time fee for the open burning season that runs from January 15 – May 1.

**Member Rein made a motion to approve the \$25 burn permit fee.**

**Member Dundas seconded the motion.**

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

H. Jams Market – New Transient Vendor and Common Victualer License; Presenter: Scott Cloud, Owner/Manager

Chair Reed recused herself from this license consideration and Vice Chair Weinstein led the discussion. Vice Chair Weinstein noted that Mr. Cloud's paperwork was in order, and he was supportive of the license approval. Assistant Town Manager Clark confirmed that the paperwork was in order and all fees were collected.

**Member Dundas made a motion to approve the 2022 New Transient Vendor and Common Victualer License for Jams, Inc. upon compliance and collection of all associated fees.**

**Member Rein seconded the motion.**

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

**Consent Agenda**

Chair Reed rejoined the meeting and recognized Member Rein who announced that she would recuse herself from the Truro Educational Farmers Market and High Dunes Craft Cooperative actions. Member Rein also noted that she was not in attendance at the work session on 3/18/22 so she will not vote on those minutes.

Chair Reed recognized Member Dundas who said that he did not attend the regular meeting on 3/29/22 in its entirety so he would not vote on those minutes.

A. Review/Approve and Authorize Signature:

Application for Entertainment License: 20 Summers at Truro Vineyards

Event Notification Form for MassDOT – New England Endurance Events

Application for Entertainment License: Truro Educational Farmers Market

Application for Entertainment License: Payomet, Inc.

Host Community Agreement Extension for High Dunes Craft Cooperative

B. Review and Approve Appointment Renewals:

None

C. Review and Approve 2022 Seasonal Business Licenses:

Hillside Farmstand and Accent on Design – Transient Vendor

Blackfish Restaurant – Common Victualer

D. Review and Approve Select Board Minutes

3/8/22 Regular Meeting Minutes

3/18/22 Work Session Minutes

3/29/22 Regular Meeting Minutes

**Member Dundas made a motion to approve the consent agenda as printed with the noted recusals and the noted minute edits.**

**Member Rein seconded the motion.**

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

### Select Board Reports/Comments

Member Rein said that she wanted to encourage the public to visit Puma Park and use the newly installed multi-generational equipment. Member Rein thanked the DPW staff for its efforts. Member Rein also thanked the Town staff for their hard work during the Town meeting as they made everyone as comfortable as possible in cold temperatures and strong winds.

Member Areson said that the Local Comprehensive Planning Committee (LCPC) is working on several upcoming events to obtain community input. There will be several outreach events/community forums starting during the 2<sup>nd</sup> to 3<sup>rd</sup> week of June 2022 to start this process.

Member Dundas announced that the Provincetown Water & Sewer Board met this past week and is scheduling a joint meeting with the Provincetown and Truro Select Boards in the fall. The topic will be how to recycle all the treated water back into Truro in a more efficient way. Member Dundas thanked the Law Enforcement Safety Office (LESO) for their quick actions yesterday responding to a medical emergency at a neighbor's home. According to the neighbor's doctor and nurse, the LESO's response time saved this individual's life. The teams work hard and train hard to serve the community.

Vice Chair Weinstein commented on the civility and public behavior that was mentioned earlier in tonight's meeting. On a positive note, Vice Chair Weinstein thanked the Town's staff for their hard work in the preparation and execution of the Town meeting. Vice Chair Weinstein said that he was appalled at the booing directed towards the district's state representative and that he was alarmed at the "fake news" that appeared in the Provincetown Banner regarding the issues surrounding the Cloverleaf Project.

Chair Reed reiterated all the positive comments regarding Town meeting and expressed gratefulness for the Town staff. Chair Reed thanked all who ran for elected office in Truro and voted in the elections.

### Town Manager Report

Town Manager Tangeman covered the following items: the Lower Cape Ambulance Association (LCAA) ceasing operations on July 1, 2023, and the process for the way forward to ensure a deliberate transition; his commitment to fill the vacancy at the Council of Aging (COA) and noted that he will provide an update at a later meeting; and finally, the Summer Recreation Program issues and noted that he will provide an update at the next meeting. Town Manager Tangeman reviewed the agenda for the next Select Board meeting with input from the Members.

**Vice Chair Weinstein made a motion to adjourn at 8:26 pm.**

**Member Dundas seconded the motion.**

**Chair Reed adjourned the meeting without a roll call vote.**

Respectfully submitted,



Alexander O. Powers  
Board/Committee/Commission Support Staff