



Truro Select Board Remote Meeting

Tuesday, March 7, 2023

Regular Meeting-2:30pm

REGULAR MEETING

<https://meet.goto.com/137536357>

1-866-899-4679 Access Code: 137-536-357

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: 137-536-357 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/137536357> 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—NONE

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Appointment: David Crocker, Zoning Board of Appeals Alternate

5. STAFF/ COMMITTEE UPDATES—NONE

6. TABLED ITEMS—NONE

7. SELECT BOARD ACTION

A. Review and Approval of Licensing Fees

Presenter: Darrin Tangeman, Town Manager

B. Referral of Zoning Bylaw Amendment Articles

Presenter: Darrin Tangeman, Town Manager

C. Review, Discussion, and Vote to Recommend Town Meeting Articles

Presenter: Darrin Tangeman, Town Manager

D. Review and Approve Revised Select Board Policy 35: Town Manager's Powers of Appointment and Policy 37: Procedural Relationships of Town Government Entities

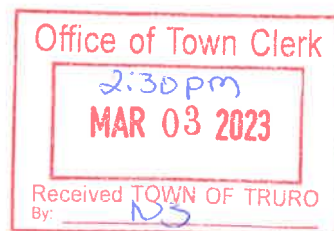
Presenter: Darrin Tangeman, Town Manager

E. Re-Introduction of Select Board Office Hours

Presenter: Susan Areson, Select Board

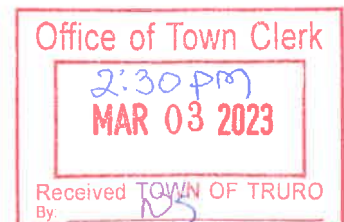
8. CONSENT AGENDA—NONE

9. Select Board Reports/Comments



10. Town Manager Report

11. Next Meeting Agenda: March 14, 2023





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 7, 2023

ITEM: Application to Serve-Zoning Board of Appeals-Alternate

EXPLANATION: David Crocker has submitted an application to serve on the Zoning Board of Appeals to fill an unexpired Alternate vacancy. This unexpired vacancy will end June 30, 2023.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Mr. Crocker will not be appointed and the ZBA will continue to have an unfilled vacancy.

SUGGESTED ACTION: *Motion to appoint David Crocker to the Zoning Board of Appeals to fill a one-year, unexpired Alternate vacancy which will expire June 30, 2023.*

ATTACHMENTS:

1. Application to Serve

Truro

Application to Serve on a Board or Committee

Last Name

Crocker

RCVD 2023MAR2 PM 12:48

First Name

Dave

ADMINISTRATIVE OFFICE

TOWN OF TRURO

Middle Initial

Email Address

Phone Number

Address (Street)

2 Eric's Rd

Address (City)

Truro

Address (State)

MA

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

Box 65, 02666

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

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?

ZBA

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

I would like to serve the town, and the Zoning Board interests me.

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

Have you read the Select Board's current Goals and Objectives?

Yes

No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

Yes

No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

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

I am a member of the Pamet Harbor Commission. I am not interested in other boards, except the ZBA.

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

I served on many boards in my professional career. I am currently on the boards of both the Pamet Harbor Commission and the Friends of the Cape Cod National Seashore.

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

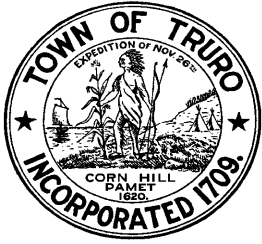
After working in the Marine Engineering field, I worked for thirty years in facilities management and operations. I have some training in drafting and experience with reading prints. I have been involved with many construction projects.

Signature

David Crocker

Date

Mar 02, 2023



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: March 7, 2023

ITEM: Entertainment License Fee Discussion

EXPLANATION:

In accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140 §181 and Ch.136 §4, the Select Board Members/Licensing Authority authorize the issuance and set fees for entertainment licenses. The fees have been reviewed in 1985, 2004, and 2018. The current entertainment licenses fee structure is attached with proposed fees including the option of a 7-day entertainment license. The fee structure was compared with Entertainment license costs in other Cape communities, and it is important to note that the fee structures for Cape towns vary widely.

Truro's current fee structure for weekday annual/seasonal licenses differentiates between events where admission is charged and those where admission is not charged.

Annual/seasonal Sundays and one day events do not differentiate. Staff recommends that fees become more uniform by making with admission and without admission fees for each type of license. The Board may wish to amend the proposed fees to its liking. Additionally, it is important to note that per Policy 53, any license rates approved would be discounted for qualifying non-profits.

The Sunday State license application and fees must accompany Sunday entertainment requests (for both one day events that fall on a Sunday and Sunday annual/seasonal) and, if approved, a 7-day entertainment license. All fees to the State are paid directly to the Commonwealth of Massachusetts. Businesses impacted by these fees are restaurants, venues, and non-profits. Truro does not require entertainment licenses for private events.

FINANCIAL SOURCE (IF APPLICABLE): Receipts are deposited into the General Fund.

IMPACT IF NOT APPROVED: The current fee schedule will remain in place.

SUGGESTED ACTIONS: *Motion to approve entertainment license fees as proposed.*

ATTACHMENTS:

1. License Fee Schedule
2. Fee Lists from Wellfleet, Provincetown, Eastham, Orleans, Dennis, and Barnstable

Entertainment Licenses
Town Fee Comparison

Current Fees		Weekday Annual/Seasonal		Sunday Annual	Sunday Annual/Seasonal		One Day		Sunday State Fees per event	Sunday State Fees Annual
Truro	No Admission Fee	\$50.00		\$50.00	\$50.00		\$50.00		\$2.00 and \$5.00	\$50.00 (1pm-12am) and \$100.00 (12am-1:00pm)
	Admission Fee	\$500.00					\$50.00			
	Non-Profit Discounts are applicable per Policy 53									
Proposed Fees		Weekday Annual/Seasonal		Sunday Annual/Seasonal	7day Annual/Seasonal	7day Annual/Seasonal	One Day			
Truro	No Admission Fee	\$120.00		\$75.00	\$140.00		\$50.00			
	Admission Fee	\$600.00		\$150.00	\$700.00		\$100.00			
	Non-Profit Discounts are applicable per Policy 53			*State license fees apply	*State license fees apply		*State license fees apply if event is held on a Sunday			
TOWN		Weekday		Sunday			One Day			
Provincetown		Weekday Live		Sunday Annual (1pm-12am)	Sunday Annual (12am-1pm)		Special Entertainment			
		\$110.00		\$50.00	\$100.00		\$50.00			
Wellfleet		Weekday		Sunday Annual			One-Day			
		\$75.00		\$50.00			\$50.00			
TOWN		Weekday		Sunday			One Day			
Orleans		Weekday		Sunday			One Day Weekday	One Day Sunday		
		\$125.00		\$100.00			\$30.00	\$25.00		
Eastham		Annual	Seasonal				One Day			
		\$250.00	\$250.00				\$50.00			
Dennis		Weekday Annual		Sunday Annual	Sunday Seasonal					
		\$100.00 (per activity)		\$100.00 (1pm-12 midnight)	\$100.00 (12 midnight -1pm)					
Barnstable		Daily Live Entertainment	Daily Non-Live Entertainment		Live Theater		One Day	One Day Non-Profit		
		\$275.00	\$75.00		\$100.00		\$50.00	\$25.00		

ADMINISTRATION –**EFFECTIVE JULY 1, 2016**

Entertainment - Sunday	\$50.00
Entertainment - Weekday	\$75.00
General Retail	\$75.00
Common Victualler	\$100.00
Innholder	\$100.00
Class II	\$125.00
Class IV	\$75.00
Flea Market	\$550.00
Charter Boat Booth	\$100.00
Liquor License Filing Fee	\$50.00
Annual - All Alcohol Restaurant	\$1,500.00
Annual - All Alcohol Package Store	\$1,500.00
Annual - Beer & Wine Restaurant	\$1,375.00
Annual - Beer & Wine Package Store	\$1,375.00
Seasonal - All Alcohol Restaurant	\$1,600.00



Town of Provincetown

LICENSE FEES

LIQUOR LICENSES	Annual	Seasonal
All Alcoholic Beverages Pouring License	1,238.00	1,634.00
All Alcoholic Package Store	1,188.00	1,452.00
Wines & Malt Beverages Pouring License	1,089.00	1,452.00
Wines & Malt Package Store	1,040.00	1,270.00
Druggist All Alcoholic Package Store	440.00	
Club (Non profit) All Alcoholic Beverages	253.00	

OTHER LICENSES		
Art Gallery (original works of art)		110.00
Class I & 11		110.00
Auctioneer		50.00
Common Carrier (transportation)	per vehicle	28.00
Common Victualer		55.00
Flea Market		550.00
Fortune Teller		50.00
Innholder		55.00
Lodging House		55.00
Marijuana Establishment (Initial)		3,000.00
Marijuana Establishment (Renewal)		1,238.00
Peddler		28.00
Pedicab		44.00
Pedicab Operator		33.00
Parking Lots		39.00
Rental of Bicycles, Motorized Bicycles and Motor Scooters		50.00
Sidewalk Artist		11.00
Taxicab		72.00
Taxi operator		44.00
Transient Vendor/Retail Shops		110.00
Vending Machine		28.00

WEEKDAY ENTERTAINMENT LICENSES		
a. Coin-operated amusement devices	per device	110.00
b. Dancing by patrons		28.00
c. Live entertainment		110.00
d. Live theater		110.00
e. Movies		110.00

SUNDAY ENTERTAINMENT LICENSES	
a) ANNUAL REGULAR HOURS: 1:00 P.M. TO MIDNIGHT	50.00
b) SPECIAL HOURS: MIDNIGHT TO 1:00 A.M.	100.00
c) INDIVIDUAL SUNDAYS – REGULAR HOURS	2.00
d) SPECIAL HOURS	5.00

Note: The above Sunday entertainment fee is paid to the Commonwealth of Massachusetts by bank or certified check - the municipal fee is half the State fee.

ADDITIONAL FEES

BUILDING INSPECTION FEES	
Clubs, restaurants, inns (All food service establishments)	40.00
Lodging houses, camps, apartments, condos, motels, inns for first 5 units	40.00
each additional unit	2.00
Theater, entertainment areas	100.00
Retail shops, art galleries	25.00
Private schools	40.00
Other places of assembly	40.00
Stables	30.00
Fire inspection of all premises	5.00
Any reason for more than one inspection of the same establishment	Double the inspection fee

OTHER FEES:	
Application for all types of licenses/Amendments/Transfers	30.00
Operating an establishment without a valid license	Double the total cost of fees
Legal advertisements	25.00
Registration of non-licensed business	30.00
Liquor application	50.00
Special liquor license to non-profit organization	25.00
Special liquor license to for-profit organization	50.00
Special entertainment license	50.00

Fees changes approved by BOS July 9, 2019

Town Clerk

Fee Schedule Effective March 22, 2021

Vital Records:

Certified copy Death Certificates	\$10.00
Certified copy Birth Certificates	\$10.00
Certified copy Marriage Certificates	\$10.00
Marriage Intentions (includes one copy of marriage certificate)	\$40.00
Burial Permits	\$10.00
Street, Voter lists (hard copy)	\$35.00
Any record supplied on disc	\$25.00
Research fee	\$20.00 per hour
Raffle Permit	\$10.00
Yard Sale Permit	\$10.00
Auction & Estate Sale Permit	\$100.00
Dog license	\$10.00 \$15.00 (Intact)
Dog License Late Fee	\$50.00
Failure to license dog	\$50.00
Business License (two year)	\$50.00
Parking fines (beaches)	\$50.00
If not paid or appealed in 21 days	\$85.00
Parking fines (beaches) handicapped space	\$150.00
By-law violations	\$50.00
Common Victualler License	\$100.00
Hawker-Peddler License	\$125.00
Entertainment Annual	\$250.00
Entertainment Seasonal	\$250.00
One Day Entertainment	\$50.00
One Day Liquor	\$25.00
Liquor – Annual Club (Elks, VFW, etc.)	\$1000.00
Liquor – Restaurant – Annual	\$1850.00
Liquor – Package Store – Annual	\$2000.00
Beer & Wine Restaurant - Annual	\$1350.00



TOWN OF ORLEANS

19 SCHOOL ROAD ORLEANS MASSACHUSETTS 02653-3699

Telephone (508) 240-3700 – Fax (508) 240-3703

www.town.orleans.ma.us

BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

BOARD OF SELECTMEN LICENSE FEES EFFECTIVE SEPTEMBER 1, 2019

<u>LICENSE TYPE</u>	<u>FEE</u>
Auto Class I	\$ 100
Auto Class II	\$ 100
Auto Class IV	\$ 100
Auto Class V	\$ 100
Taxi Cabs/Limousine	\$ 50/company \$ 15/driver
Auctioneer-Resident Yearly	\$ 50
Auctioneer Non-Resident/day	\$ 25
Hawkers/Peddler	
Annual	\$ 100
One Day	\$ 25
Transient Vendor	
Annual	\$ 100
One Day	\$ 25
Lodging House	\$ 75
Innholder	\$ 75
General License	\$ 25
Entertainment	
Annual (Mon-Sat)	\$ 125
Sunday	\$ 100
Temporary Entertainment per day	
Annual (Mon-Sat)	\$ 30
Sunday	\$ 25
Coin Operated Amusements	\$ 30/device
Billiard Table	\$ 25/table
Common Victualler	\$ 50
Temporary Common Victualler (up to 10 days)	\$ 25
House Moving Permit	\$ 100
Road Taking Application	\$ 100
Registry Recording per lot	\$ 25

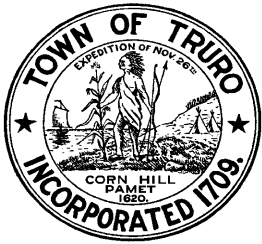
Town of Dennis Licensing Fees

Entertainment Licenses	Town Fee		State Fee	
Application Filing Fee	\$	100.00		
Weekday-Annual & Seasonal				
Live, music, dancing, etc.	\$	100.00	per activity	
Juke Box	\$	75.00	each	
Automatic Amusement Devices				
	\$	50.00	each	
Pool Table	\$	75.00	each	
Bumper Cars	\$	25.00	each	
Go Carts	\$	25.00	each	
Batting Cages	\$	50.00	each	
Motion Picture	\$	50.00	per screen	
Sunday-Annual & Seasonal				
1 p.m.-12 midnight	\$	100.00	\$	50.00
Prior to 1 p.m. (12 midnight to 1 p.m. Sunday)	\$	100.00	\$	100.00
Liquor Licenses	Town Fee			
Application Filing Fee	\$	100.00		
All Alcohol - Annual & Seasonal				
Common Victualler	\$	2,000.00		
Club	\$	2,000.00		
Inn	\$	2,000.00		
Package Store	\$	2,000.00		
Wine and Malt - Annual & Seasonal				
Restaurant	\$	1,500.00		
Club	\$	1,500.00		
Inn	\$	1,500.00		
Package Store	\$	1,500.00		
Other Licensing Fees	Town Fee			
Application Filing Fee	\$	100.00		
Junk Dealer	\$	50.00		
Playhouse	\$	50.00		
Mini Golf	\$	60.00		
Taxi (Vehicles for Hire)	\$	25.00	per car	
Yard Sale	\$	5.00		
Auto Dealers				
Class I	\$	150.00		
Class II	\$	150.00		
Class III	\$	150.00		

APPENDIX A: LICENSING FEES

CATEGORY	FEE	EXPIRATION DATE
ADMINISTRATIVE		
Application fee – licenses and permits	\$100.00	
Late Filing Fee	\$100.00	N/A
Bad Check Fee	\$25.00	N/A
MGL.c. 138		
Club, All Alcohol*	\$2,225.00	December 31
Club, Wine & Malt	\$1,725.00	December 31
Common Victualer, All Alcohol*	\$3,050.00	December 31
Common Victualer, Beer & Wine*	\$1,950.00	December 31
General On-Premises, All Alcohol, No Food	\$3,900.00	December 31
General On-Premise, Wine & Malt, No Food	\$3,400.00	December 31
Arts & Cultural, Wine & Malt, Annual	\$750.00	December 31
Arts & Cultural, Wine & Malt, Seasonal	\$1,000.00	January 15
Innholder, All Alcohol*	\$3,550.00	December 31
Innholder, Wine & Malt	\$2,450.00	December 31
Farmer-Brewery Pouring	\$3,050.00	December 31
Package Store, All Alcohol	\$3,025.00	December 31
Package Store, Beer & Wine	\$1,950.00	December 31
One-Day, All Alcohol	\$90.00	N/A
One-Day, Beer & Wine	\$40.00	N/A
One-Day, Beer Only/Wine Only	\$35.00	N/A
Pharmacist to sell alcoholic beverages	\$2,000.00	N/A
Temporary License to sell for charitable purposes	\$10.00	N/A
MGL.c. 140		
Inns and Common Victualler (Restaurants)	\$100.00	December 31
Outside Dining	\$50.00	Seasonal
Lodging Houses - 10 or more Lodgers	\$125.00	December 31
Lodging Houses - Less than 10 Lodgers	\$75.00	December 31
Nonalcoholic Beverages	\$100.00	December 31
ENTERTAINMENT		
Automatic Amusement Devices	\$100.00 each machine	December 31
Live Theatre	\$100.00	December 31
Pool Table	\$75.00 each table	December 31
Carousel	\$75.00	December 31
Daily Live Entertainment (includes Sundays)	\$275.00	December 31
Daily Non-Live Entertainment (includes Sundays)	\$75.00	December 31

Karaoke	\$100.00	December 31
One Day Entertainment (for profit)	\$50.00	N/A
One Day Entertainment (non-profits)	\$25.00	N/A
Street Performers (Town Manager)	\$0	December 31
VEHICULAR		
Auto Dealer - Class I and II	\$150.00	December 31
Open Air Private Parking Lot (Town Manager)	\$14.00/space	April 30
Narrated Bus Tours (Town Manager)	\$500.00/vehicle	December 31
Duckmobile (Town Manager)	\$500.00/vehicle	December 31
Taxicabs/Limos (Town Manager)	\$50.00/vehicle	December 31
Pedi-Cabs(Town Manager)	\$100.00/vehicle	December 31
Pedi-Cab Drivers (Town Manager)	\$50.00/driver	Seasonal
OTHER		
Junk Dealer/Secondhand Dealer	\$50.00	April 30
Fortune Tellers	\$250.00	December 31
Auctioneer – Annual (Town Manager)	\$15.00	December 31
Auctioneer – Temporary (Town Manager)	\$10.00	N/A
Non-Intoxicating Beverages	\$100.00	N/A
Storage of hazardous materials (Town Manager)	\$100.00	N/A
SPECIAL EVENTS		
One-Day, All Alcohol	\$90.00	N/A
One-Day, Beer & Wine	\$40.00	N/A
One-Day, Beer Only/Wine Only	\$35.00	N/A
One Day Entertainment (for profit)	\$50.00	N/A
One Day Entertainment (non-profits)	\$25.00	N/A
Late Filing Fee (less than 30-days prior to event)	\$25.00	
VIOLATIONS /NON-CRIMINAL CITATIONS		
Licensing Rules and Regulations	\$300.00/offense/day	
Town Manager Rules and Regulations	\$100.00/offense/day	



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 7, 2023

ITEM: Referral of Zoning Bylaw Amendments

EXPLANATION: The Planning Board, in accordance with MGL c.40A, §5 – Adoption and Change of Zoning bylaws, submitted the attached zoning amendment articles to begin the referral process. The Zoning Bylaw articles submitted by the Planning Board are:

- §10.4—Street Definition
- §40.1—Duplex Bylaw

In addition, the following proposed amendment of the Zoning Bylaw was submitted by Petition.

- §50.2.B.2—Building Gross Floor Area for the Residential District

Upon receipt of these amendments, the Select Board has **fourteen (14) days to refer** the articles to the Planning Board for public hearings. The Planning Board must then schedule a public hearing within 65-days of this referral. The public hearing has been scheduled for March 29, 2023 and will be advertised. Planning Board Chair Anne Greenbaum and Lead Petitioner Darrell Shedd have been invited to provide information about the articles.

The Board will have an opportunity to take votes to recommend the articles at a subsequent Select Board meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Pursuant to MGL c.40A, §5, Articles must be referred to and heard by Planning Board to be voted upon at Town Meeting.

SUGGESTED ACTION: *MOTION TO* refer the proposed bylaw amendments to the Planning Board for public hearing pursuant to MGL c.40A, §5.

ATTACHMENTS:

1. Memos and Articles from Planning Board
2. Citizen Petitioned Article

Elizabeth Sturdy

From: Anne Greenbaum
Sent: Thursday, February 23, 2023 1:51 PM
To: Kristen Reed; Kelly Clark
Cc: Barbara Carboni; Richard Roberts; Elizabeth Sturdy
Subject: Draft Warrant Articles
Attachments: Street Definiton memo to SB 2.23.23.2.docx; Street Def 2023 Article V15 Warrant format 2-22-2023 (1).docx; Memo to Select Board - Duplex Article 12.13.22.docx; DUPLEX BYLAW - FINAL DRAFT 12.13.22.docx

Attached are 2 draft articles for Town Meeting 2023, one addressing Street Definition and one, previously submitted, revising the Duplex Bylaw. Thank you for your attention.

Anne Greenbaum
Chair, Truro Planning Board

To: Kristen Reed: Chair Truro Select Board
From: Anne Greenbaum: Chair Planning Board
Date: February 23, 2023
Subject: Proposed Warrant Article

Attached is a proposed warrant article developed in response to the fact that there are over 160 ways in Truro that do not meet the current definition of street. This makes lots on those streets non-conforming and requires owners wanting to build/renovate on their property to go to the ZBA for a Variance. The issuance of a Variance is for a specific lot, not the street. So while it helps a specific lot owner, it does not address the issue of other lots on the same street so it is not a systemic solution. The current process to get a Way redefined as a Street has not been used.

This proposed article:

- defines several categories of ways as streets per se.
- removes the references to subdivision regulation requirements; and
- sets up a process that can be used to have a Way declared a Street and thereby decrease Variance requests to the ZBA.

There have been previous attempts to address this issue with articles being brought to Town Meeting in 2013, 2015 and 2016. We have built on the lessons learned during these efforts, spoken with people involved in that work, reached out to and gotten feedback from Town staff including Building Commissioner, Director of the DPW, and Public Safety officials. Additionally, members of the public have participated in this discussion during regular meetings and work sessions.

Thank you.

Article XX: Amend Zoning Bylaw §10.4 Definitions – Street Definition and add new Bylaw §30.11 regulating Streets and Frontage

To see if the Town will vote to modify the Zoning Bylaw by amending Section 10.4 Definitions and adding new Section 30.11 Streets and Frontage by deleting the language in ~~strike-through~~, adding the **bold underlined** wording and enumerate the street definition and frontage bylaws accordingly.

§10.4 Definitions

~~Street: A public or private way which affords access to abutting property. For the purposes of this bylaw, the terms “street”, “road”, “way” and “right of way” bear the same meaning. When a street(s) is to be used for lot frontage, the street(s) shall conform to the requirements of the Town of Truro Subdivision Regulations, Section IV, Design Standards, (b), (c) and (d) as they existed on January 1, 1980. Street(s) shall have a centerline length in excess of 100 feet. For dead end street(s), this distance shall be measured from the sideline of the layout of the road to be intersected to the opposite end of the layout of the turnaround cut de sac. Town of Truro paved streets that: (1) have a minimum layout width of 20 feet, (2) were created prior to January 1, 1980 and (3) were accepted by Truro Town Meeting, are exempt from the width requirements of the Town of Truro Subdivision Regulations, Section IV, Design Standards. These accepted public paved ways shall be deemed adequate as frontage for the issuance of building permits. The list of accepted public paved ways is available from the Town of Truro Town Clerk upon request.~~

Street: A private or public way by which vehicles and pedestrians can safely gain access to and egress from homes, places of business and other locations. For the purposes of this bylaw, the terms “street” and “road” bear the same meaning.

Travelway: the portion of a road layout designed for vehicular travel; the traveled portion of the way. For the purposes of this bylaw, the terms “Travelway” and “Traveled Way” bear the same meaning.

Roadway: refers to an existing way not yet classified as a “Street”, including the travelway and associated right-of-way on either side of the travelway.

Section 30.11 Streets and Frontage

A. Purpose:

- 1. It is the intent of this section to provide the minimum requirements for existing roadways to qualify as “Streets” in order to serve as frontage for the purposes of obtaining a building permit. A list of roadways qualified as “Streets” is to be maintained by the Town Clerk.**
- 2. All roadways submitted to the Town for qualification as “Streets” must satisfy the requirements and application process enumerated in paragraphs C through F below, except as otherwise noted.**

B. Ways Qualified as “Streets”:

1. All Town of Truro paved public ways with a 20’ minimum Right of Way width, created prior to January 1989, that have been accepted by the Truro Town Meeting and that the Town Clerk certifies are maintained and used as a public way.
2. All State roads, designated and maintained by the Commonwealth of Massachusetts.
3. A way that has been approved by the Planning Board, constructed in accordance with its subdivision plan and its associated covenants at the time of its approval and recorded at the Barnstable County Registry of Deeds.

C. Prerequisite Qualifications: these criteria are required of all roadways applying for status as “Streets”:

1. The roadway shall have a smooth graded or paved surface free of ruts, potholes or other impediments to vehicular travel to the extent that a passenger car can negotiate the road safely at a continuous speed of at least 10 mph.
2. Public Safety Clearances: In order to provide safe passage for safety and emergency vehicles roadways submitted for approval as “Streets” must satisfy the following minimum clearance requirements (See Truro General Bylaws, Chapter 1, Section 1-9-13.):
 - a. The traveled way of any street shall be no less than eight (8) feet wide.
 - b. The combined traveled way and clearance of any obstacles including vegetation shall be no less than fourteen (14) feet.
 - c. Height clearance shall be no less than fourteen (14) feet from the road surface.
3. Right-of-way location and width:
 - a. Roadways that have their right-of-ways defined as a single line crossing (dividing) one lot are not eligible for classification as “Streets”.
 - b. Utility Panels: The minimum right-of-way width shall be the width of the clear travelway (for paved roads, this dimension to be taken as outside of curb to outside of curb), plus a five (5) foot wide utility panel outboard of the travelway on each side of the travelway. Where site conditions preclude a utility panel on one side of the road, the application may include a request to the Planning Board for acceptance of a utility panel on only one side of the travelway.

4. Roadways Ineligible for Street status:

- a. Roadways (or portions thereof) wholly or partially within FEMA flood zones AE, A0, A1-30, V, VE, or V1-30.
- b. Roadways (or portions thereof) designated as “Low Lying Roads” by the Cape Cod Commission.

D. Pre-Submission Review:

1. Pre-Submission Review: Prior to submitting a completed application for Street status applicants may find it useful to review the proposed Street with the Planning Board to review general details and potential problems informally. Pencil sketches and other photos or illustrations, which need not be professionally prepared, will assist the informal discussion. A pre-submission review is strictly a voluntary procedure left to the discretion of the applicant and has no legal status.

E. Application Requirements:

1. A completed Street Certification Application form.
 - a. The application shall clearly stipulate whether the determination is for the entire length of the roadway or the roadway up to and including a specific lot located on said roadway. The specific lot shall be identified by both location address and Town Assessor’s office tax map/parcel number(s).
 - b. Applications shall include the identification of the street the roadway connects to. Roadways seeking “Street” status must be connected to previously approved street(s), that is, newly approved “Streets” cannot be isolated from other Streets and accessible only by ways that do not have Street status.
 - c. The application shall include a survey plan of the roadway and a centerline profile of the travelway, beginning from the connection point to the existing street(s). The plan shall have fully defined right-of-way boundaries capable of being fully established and identified in the field by survey. Field survey of the right-of-way shall be conducted at the applicant’s expense and a survey plan stamped by a licensed Land Surveyor shall be submitted as part of the application.
 - d. The field survey requirement in paragraph E.1.c above may be waived if: a) the roadway is already part of a subdivision plan previously approved by the Planning Board that meets all the requirements of Section 30.11, b) is stamped by a Registered Land Surveyor and c) is recorded at the Barnstable County Registry of Deeds.

- e. The application shall contain a roadway maintenance plan. The maintenance plan shall describe the nature and frequency of maintenance, the lot owner(s) financially responsible for this maintenance and how this cost will be shared. The plan shall bear the signatures of said lot owners. (This plan shall be included within the recorded plan and a signed copy of the maintenance plan shall be recorded as part of the covenant.)

- f. Future Development Considerations:

The following information shall be required as part of all Street applications and shall be sufficient, in the judgement of the Planning Board, to allow the Board to assess the potential for future development that could potentially impact future traffic volume on the applied-for Street section.
 - 1. Inventory: The application shall include a list all lots with frontage on the proposed street including: current owner, address, acreage, frontage length and tax map parcel number.

 - 2. Applications for Street status involving only a partial length of a roadway shall include an inventory (per paragraph E.1.f.1 above) of all lots that can only be accessed via the roadway in question, including all lots located beyond the limits of the Street application.

- g. Newly approved "Street" status of a roadway does not relieve the existing lot(s) from any further requirements of either Massachusetts General Law or the Truro Zoning Bylaw (as amended).

F. Approval Process:

Upon receipt of an application to grant Street status to an existing roadway the Planning Board shall make a determination of the adequacy of a street using the procedure outlined below:

- 1. Upon the filing of a completed application and prior to the public hearing said application shall be transmitted to the Fire Department, Police Department, Department of Public Works and the Building Commissioner. The Planning Board may optionally solicit additional comment from other Town Boards and Departments as it deems appropriate. Each of these departments shall conduct an on-site review of existing roadway conditions and shall have a period of 14 days from the date of the request to submit a written report of their findings, including any public safety concerns, to the Planning Board.

- 2. Prior to the opening of the public hearing, the Planning Board members shall make an on-site visit of the roadway under consideration for "Street" status.

3. Prior to the opening of the public hearing, the applicant shall show proof to the Planning Board that all parties who have a share of the ownership of the land beneath the roadway or frontage upon said roadway under consideration have been notified by certified mail.
4. Public Hearing – The Planning Board shall hold a duly noticed public hearing within forty-five (45) days of receipt of a completed application requesting the upgrade of a roadway to “Street” status. Notice shall be made no less than fourteen (14) days prior to the scheduled public hearing via regular first class mail to all the owners of properties abutting said roadway.
5. Requirements – The applicant shall show to the satisfaction of the Planning Board that the travelway has sufficient width, suitable grades, geometry and construction and is in serviceable condition to provide access for emergency vehicles as well as safe travel and adequate circulation in order to be classified as a “Street”.
6. Review Criteria: The Planning Board shall first review the application for completeness and the comments of the Town officials. In its evaluation of the roadway, the Planning Board may optionally refer to and may utilize existing road standards as outlined in the Town of Truro Rules and Regulations Governing the Subdivision of Land (as amended) and the Town of Truro General Bylaws (as amended) as guidelines. This review may include the need for guardrails, turn-outs, pavement on steep road sections, a material upgrade of the road surface in questionable terrain, provisions for drainage, etc. as necessary to insure the safety of the residents of the abutting lots of the newly approved “Street”. Such required improvements should precede “Street” status final approval or be secured by an appropriate performance guarantee per sections 2.5.4. through 2.5.7. of the Town of Truro Rules and Regulations Governing the Subdivision of Land (as amended).

G. Decision:

1. By a majority vote of the Planning Board, the petition for roadway “Street” status may be approved. The approval decision shall contain the required plan(s) and the associated covenants including the required maintenance agreement and any other stipulations the Board deems necessary.
2. The Planning Board’s Decision with findings on the determination of the adequacy of the roadway shall be filed with the Town Clerk within 30 days after the close of the hearing.
3. Any denial of “Street” status shall be accompanied by findings of fact supporting the Planning Board’s decision.
4. Appeal:
 - a. Any appeal from the decision must be filed with the Truro Zoning Board of Appeals within thirty (30) days from the date of filing with the Truro Town Clerk.
 - b. Any further appeal shall be conducted per the provisions of Massachusetts General Laws Chapter 40A, Section 17.

H. Recording:

- 1. It shall be the responsibility of the applicant to obtain a true attested copy of the decision from the Town Clerk after the thirty (30) day appeal period has lapsed or after all further appeals have been denied or dismissed. The applicant shall be responsible for recording the "Street" status decision at the Barnstable Registry of Deeds or Land Court, as applicable. Prior to the issuance of a building permit, the applicant shall present evidence of such recording to the Building Commissioner, the Truro Town Clerk, and the Truro Planning Board. The Town Clerk shall keep and maintain a list of all ways qualified as "Streets".**

(End of Article)

TO: Truro Select Board
FROM: Anne Greenbaum, Chair Truro Planning Board
DATE: December 12, 2022
RE: Draft Article for Town Meeting

The Truro Planning Board is submitting an article that would revise § 40.1 of the Zoning Bylaw - Duplex Houses and Apartments. The intent of this article is to add to the year-round rental stock by making building or redevelopment of duplexes more feasible. Specifically, this article makes the following changes:

- Makes the creation of duplexes By Right in all districts except for the Seashore & Beach Point Districts
- Decreases the required lot size from 1 acre to the current minimum lot size of 33,750 sq.ft.
- Increases the maximum size of the structure from 3,000 sq. ft to 3,600 sq. ft. Gross Floor Area
- Removes size limit on the second unit
- In keeping with the intent of the bylaw to create year-round rental opportunities
 - Requires 1 unit have a 12-month lease
 - The other unit to either be owner occupied or have a 12 month least
 - No rentals of less than 8 month are permitted
- Removes language in what was D 5 & 6 that applied to the special permit process.

In addition to the community input on the draft of this article created last year, we have received input from community members, Town Staff (Town Planner/Land Use Counsel & Health Agent), the Truro Housing Authority and the Housing Consultant.

We look forward to your feedback.

DRAFT REVISED DUPLEX BYLAW 11.30.22

§ 40.1 Duplex Houses and Apartments

- A. Purpose. For the purpose of promoting the more efficient use of land, in keeping with the protection of the quality of life and ecology, and at the same time giving relief to those with problems of obtaining adequate housing, duplexes may be created by Right the Board of Appeals (or Planning Board?) may approve a special permit authorizing the through new construction of duplex houses or the conversion of single family dwellings to 2 apartments, consistent with the following conditions.
- B. These structure, either new or conversion, are allowed in all districts except: Beach Point and Seashore District

~~B~~ C New Construction. Lots ~~of one acre~~ meeting minimum lot size of 33,750 sq ft. or more are required for new construction; the total size of the duplex structure shall not exceed 3,6000 sq. ft Gross Floor Area (definition in 10.1); the requirements of paragraph D shall be met.

~~C~~ D Conversion. Conversion of single family dwellings in any zoning district except the Seashore District and Beach Point and the Water Resource Protection District may be approved by special permit from the Board of Appeals (or Planning Board?). Lots shall meet current minimum lot area requirements; no more than one apartment in addition to the primary dwelling unit may be created from any one single family dwelling; the floor area of the secondary dwelling unit shall not exceed 50% of that of the primary dwelling unit; the floor area of the secondary dwelling unit shall not exceed 600 sq. ft.

- ~~D~~ E Requirements. All new construction or conversions shall comply with the following.
1. All applicable provisions of the building, health and safety codes, as determined by the Building Commissioner and Board of Health shall be met.
 2. One unit shall have a 12 month lease.
 3. One unit shall either be owner occupied or have a 12 month lease
 4. There shall be no rentals of less than 8 months of either unit.
 5. ~~The applicant shall demonstrate that the new construction or conversion is essential to provide needed housing.~~
 6. ~~The new construction or conversion is compatible with and will not derogate from or be detrimental to the neighborhood.~~
 7. 5. The building conforms to Section 50, Area and Height regulations of this bylaw.
 8. 6. The use is in harmony with the general purpose and intent of the bylaw.

The Town of Truro CITIZEN PETITION

Agenda Item: 7B2

April 25, 2023 Annual Town Meeting Article

In accordance with M.G.L. c. 39 § 10



INSTRUCTION TO PETITIONER

1. The Petitioner will be the contact name listed in the Warrant and should be the first registered voter to sign this petition form.
2. Before gathering signatures, please consult the Select Board's office to confirm that the language of your article is actionable. It will be voted at Town Meeting exactly as worded in your typed submission.
3. Return this citizen petition to the Town Clerk's Office when complete. A minimum of 10 signatures is required for an Annual Town Meeting article. It is suggested you obtain more than that for verification.

Date and Time received by Town Clerk/Registrar

DEADLINE: 4 PM, **February 23, 2023**

Name of
Petitioner:

DARRELL SHEDD

Address:

4 FRIENDSHIP WAY

Street & number

apartment/unit

NORTH TRURO

Truro

02652

zip code

Phone:

Work/Cell:

Email:

Proposed Warrant Article:

AMEND ZONING BYLAW SECTION 50.2.B.2 BUILDING GROSS FLOOR AREA FOR THE RESIDENTIAL DISTRICT

TO SEE IF THE TOWN WILL VOTE TO AMEND SECTION 50.2.B.2 BUILDING GROSS FLOOR AREA FOR THE RESIDENTIAL DISTRICT OF THE ZONING BYLAW BY DELETING THE LANGUAGE IN STRIKE THROUGH, REVISING THE BOLD UNDERLINED WORDING AND ENUMERATE THE BYLAW CORRECTLY ACCORDINGLY.

SECTION 50.2.B.2 BUILDING GROSS FLOOR AREA FOR THE RESIDENTIAL DISTRICT

- ~~2. SPECIAL PERMIT TO EXCEED THE TOTAL GROSS FLOOR AREA LIMIT: THE TOTAL GROSS FLOOR AREA LIMIT FOR A DWELLING AND ACCESSORY BUILDINGS ON A LOT ESTABLISHED IN SUBSECTION 50.2.B.1 MAY BE EXCEEDED, UP TO A MAXIMUM ESTABLISHED BY THIS SUBSECTION, BY SPECIAL PERMIT, AS PROVIDED IN 50.2.C AND 50.2.D NO SPECIAL PERMIT MAY BE ISSUED FOR ANY CONSTRUCTION IF THE CONSTRUCTION WOULD RESULT IN THE TOTAL GROSS FLOOR AREA EXCEEDING 4600 SQ. FT. FOR A RESIDENTIAL DISTRICT MINIMUM LOT SIZE OF 33,750 SQ. FT. (OR .775 ACRE) AND PRORATED TO 4,668 SQ. FT. FOR ONE ACRE OF LAND.~~

SPECIAL PERMIT TO EXCEED THE TOTAL GROSS FLOOR AREA LIMIT:

- a) PLUS 300 SQ. FT. FOR EACH ADDITIONAL CONTIGUOUS ACRE OF LAND OR FRACTION THEREOF PRORATED
- b) FOR LOT SIZE LESS THAN ONE ACRE, THE SQUARE FT. SHALL BE REDUCED BY 150 SQ. FT. FOR EACH HALF ACRE OR FRACTION THEREOF PRORATED
- c) PLUS A PLANNING BOARD APPROVED ACCESSORY DWELLING UNIT OF UP TO 6,000 SQ. FT.

INSTRUCTIONS TO SIGNERS

- For your signature to be valid you must be a registered voter in the Town of Truro and your signature should be written substantially as registered. If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

SIGNERS' STATEMENT

We, the undersigned registered voters of Truro, do hereby petition the Select Board to include the Article printed on the reverse side of this form in the Warrant of the 4/25/2023 Town Meeting.

	CHECK	SIGNATURE To be made in person with name as registered	PRINT NAME LEGIBLY	ADDRESS As registered to vote in Truro street, number, unit, and zip code	PRECINCT
1	✓	<i>Darrell Shedd</i>	DARRELL SHEDD	4 FRIENDSHIP WAY 02652	
2	✓	<i>Karen Shedd</i>	KAREN SHEDD	4 FRIENDSHIP WAY 02652	
3	✓	<i>Francis Johnson</i>	FRANCIS JOHNSON	14 MOSES Way	
4	✓	<i>Mark Wisotzky</i>	MARK WISOTZKY	21 TOMS HILL Rd	
5	✓	<i>Carl Brotman</i>	CARL BROTMAN	24 Toms Hill Rd	
6	✓	<i>Tanya DeLorme</i>	TANYA DE LORME	5 Friendship Way	
7	✓	<i>Pete Burnett</i>	Pete Burnett	5 Friendship Way	
8	✓	<i>Lee Scott Deering</i>	Lee Scott Deering	20 Whitnawville rd	
9	✓	<i>Carolina Marseglia</i>	CAROLINA MARSEGLIA	11 Sally's Way	
10	✓	<i>Heather MacFarland</i>	HEATHER MACFARLAND	10 SHORE ROAD	
11	✓	<i>Mary Abt</i>	MARY ABT	8 Pine Ridge RD	
12	N	<i>Tony Hodgkin</i>	TONY HODGKIN	43 POND RD.	
13	✓	<i>Patty Walsh</i>	Patty Walsh	192 Shore Rd	
14	✓	<i>Claudia Colley</i>	Claudia Colley	30 South Highland Rd	
15	✓	<i>Annie Ditacchio</i>	Annie Ditacchio	412 Shore Rd. N. Truro	
16	✓	<i>David Ditacchio</i>	David Ditacchio	412 Shore Rd N. Truro	
17	✓	<i>Cynthia A. Schmidt</i>	Cynthia A. Schmidt	4 Scrub Oak Way N. Truro	
18	//	NOTHING TO FOLLOW		//	
19					
20					

INSTRUCTIONS TO REGISTRARS

You must time stamp or write in date and time these papers are received. Check thus ✓ against the name of each qualified voter to be certified. For names not certified use the following code. Draw a line through any blank spaces not containing signatures. N – No such registered voter at that address or address is illegible; S – unable to identify signatures as that of voter because of form of signature, or signature is illegible; T – already signed same citizen petition article.

CERTIFICATION OF NAMES

At least three registrars names must be signed or stamped below:

February 21
Month and day

We certify that:

16 (sixteen)

Number of names certified (use numbers and words)

Above signatures checked ✓ are the names of qualified voters from Truro.

Kufley
Noelle A. Scoullar
Elizabeth Sturges



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 7, 2023

ITEM: Review and Vote of Annual Town Meeting Articles

EXPLANATION: Attached for review, discussion, and vote to recommend are articles from the Annual Town Meeting Warrant.

Town Counsel's review of the articles is ongoing and staff will provide an update on the status of review at the meeting. The Board may opt to consider some or all of these articles at a subsequent meeting, but it is important to be aware of the limited number of meetings available to take the votes for Town Meeting articles.

The Warrant closed for the submission of articles on February 23, 2023 at 4 pm. The deadline for financial articles was February 2, 2023. The following articles are included for consideration to vote to recommend at this evening's meeting:

- Customary Article: Authorization to Hear the Report of Multi-member Bodies
- Customary Article: Authorization to Set the Salary of the Select Board
- Customary Article: Authorization to Set the Salary of the Moderator
- Customary Article: Transfer of Funds from Free Cash to the OPEB Trust Fund
- Customary Article: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid
- Customary Article: Transfer of Funds from the Housing Stabilization Fund to the Affordable Housing Trust Fund
- Customary Article: Revolving Fund Expenditure Limits
- Citizens Petition: Comprehensive Out-Of-School Program
- Citizens Petition: Community Livability and Sustainability Article

As there has been some discussion about a potential override article related to Community Livability and Sustainability, staff requests that the Board discuss the two relevant petitioned articles and determine if the Board would like to direct staff to create a Community Livability and Sustainability article for the Select Board to present to Town Meeting and corresponding ballot question. If so directed, the Board will bring back an article for the Board to consider at a subsequent meeting.

The Board will have an opportunity to discuss the following Zoning Articles during the Agenda Item related to the referral process at tonight's meeting and/or during this agenda item:

- Zoning Article from the Planning Board: Amend Zoning Bylaw §10.4 Definitions – Street Definition and add new Bylaw §30.11 regulating Streets and Frontage
- Zoning Article from the Planning Board: Amend Zoning Bylaw §40.1 Duplex Houses and Apartments
- Zoning Article from Citizens Petition: Amend Zoning Bylaw §50.2.B.2 Building Floor Area for the Residential District

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 draft Town Meeting Articles list is also included, and the Board may wish to discuss or provide guidance to staff on any of the articles listed or articles that should be listed.

SUGGESTED ACTION:

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

AND

Motion to direct staff to create a Community Livability and Sustainability override article and associated ballot question for the Board's consideration.

ATTACHMENTS:

1. Draft Town Meeting Articles List
2. Draft Town Meeting Warrant Articles
3. Citizen Petition: Comprehensive Out-Of-School Program
4. Citizens Petition: Community Livability and Sustainability Article

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ANNUAL TOWN ELECTION

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APPENDIX A: OMNIBUS BUDGET- FISCAL YEAR 2024

APPENDIX B: CAPITAL IMPROVEMENT BUDGET OF PROJECTED CAPITAL NEEDS FY2024- FY2028

Annual Town Meeting – Tuesday, April 25, 2023

ARTICLES

Article 1: 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 2022 Annual Town Report, or take any other action relative thereto.

Requested by the Select Board

Select Board Recommendation			
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Article 2: Authorization to Set the Salary of the Select Board

To see if the Town will vote to determine and set the salary for the Select Board for Fiscal Year 2024 at \$6,000.00 per member for a total of \$30,000.00, or take any other action relative thereto.

Requested by the Finance Committee

Explanation: This is a customary article included in each Annual Town Meeting Warrant. This year's salary amount is level-funded from last year. Last year, the salary amount was increased to reflect the recommendations in the Classification and Compensation Study, to better address the amount of time spent in the position, and to be an incentive for more people from a wider range of social and economic backgrounds to run for office. It is also a form of assistance for prospective candidates who may have to arrange for childcare, transportation, or other logistical barriers to serve.

Finance Committee Recommendation			
Select Board Recommendation			

Article 3: Authorization to Set the Salary of the Moderator

To see if the Town will vote to determine and set the salary for the Town Moderator for Fiscal Year 2024 at \$500.00 per Town Meeting, or take any other action relative thereto.

Requested by the Select Board

Explanation: This is a customary article included in each Annual Town Meeting Warrant. This year's salary amount is level-funded from last year. Last year, the salary amount was increased to reflect the recommendations in the Classification and Compensation Study, to better address the amount of time spent in the position, and to be an incentive for more people from a wider range of social and economic backgrounds to run for office. It is also a form of assistance for prospective candidates who may have to arrange for childcare, transportation, or other logistical barriers to serve.

Finance Committee Recommendation			
Select Board Recommendation			

Article X: Revolving Fund Expenditure Limits

To see if the Town will vote pursuant to Section 1.1.8 of the General Bylaws to set the following spending limits Revolving Funds for Fiscal Year 2024

Revolving Fund	Spending Limit
Council on Aging	\$40,000.00
Shellfish Program	\$2,000.00

or to take any other action relative thereto.

Requested by the Finance Director

Explanation: This is a customary article required by Massachusetts General Law that sets expenditure limits annually for the Revolving Accounts established under MGL Chapter 44 Section 53E½.

Finance Committee Recommendation			
Select Board Recommendation			

Article X: Transfer of Funds from Free Cash

SECTION X: TO THE OPEB TRUST FUND

To see if the Town will vote to transfer the sum of Four Hundred Thousand Dollars and no cents (\$400,000.00) from Free Cash to the Other Post-Employment Benefits (OPEB) Trust Fund, or take any other action relative thereto.

Requested by the Select Board

Explanation: This is a customary article that began at the 2014 ATM to transfer funds into the Other Post-Employment Benefits (OPEB) Trust Fund to cover further liability in accordance with government accounting standards. This year's proposal is to transfer four hundred thousand dollars (\$400,000.00). The balance as of {{DATE}} in the fund is {{BALANCE AMOUNT}}.

Finance Committee Recommendation			
Select Board Recommendation			

**TWO-THIRDS
VOTE**

Article X: Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust Fund

To see if the Town will vote to transfer a sum of money from the Affordable Housing Stabilization Fund to the Affordable Housing Trust Fund; or to take any other action relative thereto.

Requested by the Select Board

*Explanation: At the 2021 Annual Town Meeting, voters approved Article 20: To Establish an Affordable Housing Stabilization Fund and to Dedicate a Percentage of the Local Room Occupancy Tax to Said Fund. Thirty-three percent of the Local Room Occupancy Excise Tax was authorized by Town Meeting voters to be automatically transferred to an Affordable Housing Stabilization Fund, as a Stabilization Fund is the only acceptable way under the associated section of Massachusetts General Law to dedicate these reoccurring receipts. This article is now a customary article that transfers the funds received since the last Annual Town Meeting transfer to the Affordable Housing Trust Fund so that monies can be accessed in a more timely manner when appropriate affordable housing opportunities are presented, rather than needing to wait for or call a town meeting to expend said funds. For an explanation of the various types of affordable-housing funds (existing and proposed), please see the definitions list on page **Error! Bookmark not defined.***

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 FY2024 is \${{AMOUNT}}.

Finance Committee Recommendation			
Select Board Recommendation			



Town of Truro
OFFICE OF THE TOWN CLERK
24 Town hall Rd, Truro, MA 02666 - Town Hall
Kaci Fullerton, Town Clerk
kfullerton@truro-ma.gov

RECEIPT – PETITIONS/NOMINATIONS

DATE 2.2.2023

TIME 3:40 pm

Number of Sheets Received 1

PETITION/NOMINATION: Comprehensive Out-of-school Program
Received by Nola Glatzel (Provide a brief description)

Received from: FOR Raphael Richter

CIRCLE ONE: in person by standard mail by priority mail (e.g. FedEx/UPS)

Phone number: Raphael

Em:

WILL BE READY BY (date) _____ (time) _____ AM PM

Received in the Office of the Town Clerk by Noelle Scoullar

To be returned by (Circle One) Mail Picking Up

Date and Time Picked up or Mailed: _____

Picked up or Mailed by: _____

PRINTED NAME _____	SIGNATURE _____
Return receipt: _____	
Yes	No
<u>1</u> PAGES OF PETITIONS	<u>14</u> TOTAL CERTIFIED SIGNATURES

Clifford Turley *Noelle Scoullar*

TRURO 2023 ANNUAL TOWN MEETING ARTICLE REQUEST CITIZEN PETITION

Comprehensive Out-Of-School Program:

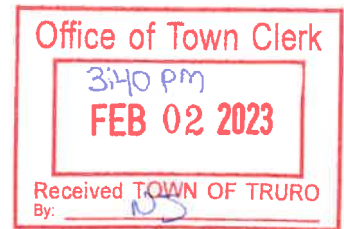
To see if the Town will vote to raise and appropriate, borrow, and/or transfer from available funds the sum of \$400,000 to pay the costs of funding and establishing a comprehensive Out-of-School Program, provided the appropriation of said funds shall be contingent on a proposition 2.5 override.

The Program shall provide services before school, after school, on vacation days, and during summer vacation for students enrolled at Truro Central School starting with the 2023-2024 school year;

The administration of this Program and the associated funds shall be overseen by the Select Board or their designee. The Program may be subcontracted via an RFP process to an outside organization at the discretion of the Select Board or their designee;

or to take any other action relative thereto.

Submitted by:



	Signature & Printed Name:	Address:
1.	✓ Raphael Richter	6 Snows Rd
2.	✓ Vicky Richter	6 Snows Rd
3.	✗ Andrew Locke	27 Perry's Rd
4.	✓ Maria Glatzel	10 Old Firehouse Rd
5.	✓ Cookie Webster	10 Old Firehouse Rd
6.	✓ Krista Edwards	12 Jallies Way, North Truro
7.	✓ Hanna McGee	4 Paines Way
8.	✓ Kait Blehm	12 N. Union Field Rd, N. Truro
9.	✓ Kolby Blehm	12 N Union Field Rd, N. Truro
10.	✓ Sarah Motta	12 Whitmanville Rd Truro MA
11.	✓ Nola Glatzel	1 depot rd, truro, ma
12.	✓ Elizabeth Costa	2 Josephs Rd Truro
13.	✗ Eric Morea	2 Josephs Rd Truro
14.	✓ Tom	6 Bridge Rd Truro
15.	✓ Amy M Smith Costa	6 Bayside Hills Rd, Truro
16.	✓ William Costa	6 Bays



Office of Town Clerk
3:40 pm
FEB 02 2023
Received TOWN OF TRURO
By: *NS*

Town of Truro
OFFICE OF THE TOWN CLERK
24 Town hall Rd, Truro, MA 02666 - Town Hall
Kaci Fullerton, Town Clerk
kfullerton@truro-ma.gov

RECEIPT – PETITIONS/NOMINATIONS

DATE 2.2.2023 TIME 3:40 pm Number of Sheets Received 1

PETITION/NOMINATION: Community Livability + Sustainability
Received by Nola Glatzel (Provide a brief description) Article
For Raphael Richter

Received from: _____
CIRCLE ONE: in person by standard mail by priority mail (e.g. FedEx/UPS)

Phone number: Raphael - _____

Email: _____

WILL BE READY BY (date) _____ (time) _____ AM PM

Received in the Office of the Town Clerk by Noelle Scoullar

To be returned by (Circle One) Mail Picking Up

Date and Time Picked up or Mailed: _____

Picked up or Mailed by: _____

PRINTED NAME _____ SIGNATURE _____

Return receipt: _____

Yes No

1 PAGES OF PETITIONS 11 TOTAL CERTIFIED SIGNATURES

Clayton Sturdy *Noelle Scoullar* *[Signature]*

TRURO 2023 ANNUAL TOWN MEETING ARTICLE REQUEST CITIZEN PETITION

Community Livability & Sustainability Article:

To see if the Town will vote to raise and appropriate, borrow, and/or transfer from available funds the sum of up to \$782,500 to pay for the costs of funding and establishing the following three Items to increase community sustainability, provided the appropriation of said funds may be contingent on a proposition 2.5 override:

Item #1 – Comprehensive Out of School Program (“COSP”)

The COSP shall provide up to \$400,000 for Out-of-School services before school, after school, on vacation days, and during summer vacation for students enrolled at Truro Central School starting with the 2023-2024 school year;

Item #2 – Childcare Voucher Program (“CVP”)

The CVP shall pay up to \$300,000 for the costs of funding a voucher system for eligible children, as outlined below, aged birth through 4 years old to attend a state-licensed child care and/or state-licensed PreK program, including any administrative fees associated with the CVP. Eligible children may receive a maximum of \$7,500 per year in direct-to-provider voucher support. Additionally, eligible children shall be those that cannot be accommodated in the Truro Central School PreK Program for any reason. Eligible children under the CVP shall be from any one of the following categories: 1) Children of Truro residents, 2) Children of Town of Truro employees, 3) Children of employees employed by a business for at least 20hrs per week with a physical location in the Town of Truro;

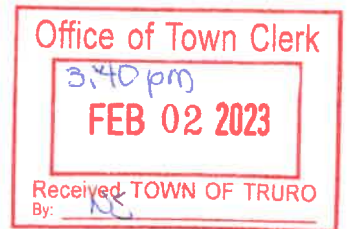
The administration of Items #1 & #2 and the associated funds shall be overseen by the Select Board or their designee. The Items identified above may be subcontracted for management individually or collectively via an RFP process to an outside organization(s) at the discretion of the Select Board or their designee;

Item #3 – Housing Coordinator Position

And further, to see if the Town will vote to fund a new Housing Coordinator position at a cost of up to \$82,500 annually; and to therefore amend the Personnel Bylaw by adding “Housing Coordinator” as a new full-time position effective July 1, 2023 and to amend Article XII – Classification/Compensation Schedules by adding “Housing Coordinator” to the “Grade 5” section;

or to take any other action(s) relative thereto.

Submitted by:



	Signature & Printed Name:	Address:
1.	✓ Raphael Richter	6 Snows Rd
2.	✓ Vida Richter	6 snows rd
3.	X Andrew Locke	27 Perry's Rd
4.	✓ Maura Glatzel	10 old firchouse
5.	✓ Cookie Hebert	10 old Prehouse
6.	✓ Krista Edwards	12 Sally's Way
7.	✓ Hanna Miegel	4 paines way
8.	✓ Kait Blehm	12 N. Union Field, N. Truro
9.	✓ Kolby Blehm	12 N. Union Field, N. Truro
10.	✓ Sarah Motta	12 whitmanville Rd Truro
11.	✓ Nola Glatzel	1 depot rd, truro
12.	✓ Tom Vire	6 Bridge R, Truro
13.		
14.		



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 7, 2023

ITEM: Review and Approve Revised Select Board Policy 35: Town Manager's Powers of Appointment and Policy 37: Procedural Relationships of Town Government Entities.

EXPLANATION: At the February 28, 2022 Select Board meeting, Town Manager Tangeman requested policy updates to Select Board policies #35 and #37. These updates pertain to the Town Manager's appointment powers and the modernization of the Town's governance model towards professional management in 2016. Last year, the Library Trustees initiated a dialogue with the Town Manager to formalize the hiring process for a future Library Director that would include the Library Trustees involvement in the applicant review and interview process. The process included the Trustees selecting one member of their body to be on the 3 person interview panel for the Library Director and assisting in the selection of candidates for the interview process. This would allow direct input by the Library Trustees in the process of recommending a candidate to the Select Board for appointment as Library Director in the future. This would also be in line with the current Director appointment process and not conflict with Charter changes to modernize our governance model to mitigate political influence and cronyism in the hiring process.

Recommended changes to Policy #35 includes language to formalize the interview and review process discussed with the Library Trustees last year. Staff recommends two minor housekeeping item revisions for Policy #37 related to a charter change in 2016 that requires updating to bring the policy into alignment with our Town Charter on the appointment process for our Library Director.

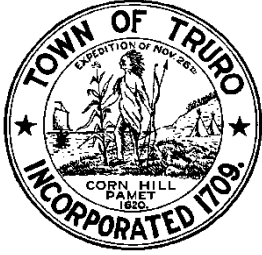
Why modernization towards professional management has been important for the Town of Truro: <https://icma.org/what-professional-city-town-and-county-managers-do>

SUGGESTED ACTION:

Motion to approve recommended changes to Select Board policies #35 and #37

ATTACHMENTS:

1. Draft Policy 35: Town Manager's Powers of Appointment
2. Draft Policy 37: Procedural Relationships of Town Government Entities.
3. Council Manager Form of Government (ICMA)



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #35

Date: Adopted December 15, 2004; Revised November 28, 2017; Revised September 13, 2022;
Revised March 7, 2023.

~~*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: **POLICY ON TOWN MANAGER'S POWERS OF APPOINTMENT**

I. Introduction

This policy is created by the Select Board in accordance with Chapter 5, Section 4 of the Truro Charter and establishes the process by which the Town Manager may exercise their powers of appointment in accordance with Chapter 5, Sections 4 and 5 of the Truro Charter, the General Laws of Massachusetts, the Truro Personnel Bylaws, and collective bargaining agreements in effect at the time of the appointment.

II. Procedures

Effective as of the date this Policy is adopted by the Truro Select Board, the Town Manager shall adhere to the following procedures when appointing personnel for permanent positions within the Town of Truro:

A. Recruitment of Candidates

- 1) When a position becomes vacant or will be vacant shortly, or a new position is created, the Town Manager shall review the existing job description for the position and determine whether it needs to be modified or updated.
- 2) If the Town Manager determines the job description needs to be modified or updated, or, in the case of a new position, created, the Town Manager shall prepare the revisions or new description. If necessary, the Town Manager shall negotiate revisions to job descriptions with the appropriate labor group before posting the vacancy.
- 3) The Town Manager shall then prepare a Notice of Permanent Vacancy. Said Notice shall include the job title, qualifications, salary and/or wages, hours of work, and applicant instructions, including a closing date for application.

- 4) The Notice of Permanent Vacancy shall be posted on the Town website, on appropriate Town bulletin boards and in at least the newspaper designated by the Select Board to post hearings and notices or as may be required by collective bargaining agreement. Such postings will occur simultaneously or successively in compliance with all collective bargaining agreements.
- 5) The Town Manager may also post the Notice of Permanent Vacancy in relevant trade and professional journals, on relevant web-sites, with employment agencies, and other employment related sites if the Town Manager determines such postings to be appropriate and/or necessary in the recruitment of candidates.
- 6) Unless constrained by collective bargaining agreements, a permanent vacancy for a department head or salaried position shall be open for a minimum of three (3) weeks. All other positions shall remain open for as long as the Town Manager deems it prudent.
- 7) A candidate shall be required to submit the requested application materials to the office of the Town Manager on or before the closing date for such submission.
- 8) Notwithstanding the provisions outlined above, in the event of an emergency and after consultation with the Select Board, the Town Manager may fill a permanent vacancy on a temporary basis without advertising.

B. Appointment of Employees

- 1) The Town Manager (or their designee) shall review all application materials submitted in response to the Notice of Permanent Vacancy and shall determine the candidates who qualify for further consideration based on merit and fitness. Residential preference points will be awarded to qualifying individuals as specified in Policy 57: Residential Preference Hiring Policy.
- 2) Qualified candidates' initial applications will complete a written exam, if an exam is deemed appropriate by the Town Manager (or their designee). Candidates with the highest scores of the written exam will proceed to an oral interview by panel. If a written exam is not deemed appropriate, the qualified candidates will participate in an oral interview by panel.
- 3) The oral interview panel and Town Manager (or their designee) will develop a list of questions that are asked to each candidate. Candidates will be scored using a Town Manager approved metric appropriate for the vacant position that will allow the panel to assign a score based on specific criteria to each applicant. The oral interview will be completed by a panel of three individuals; one or more of whom may not be a Town employee.

- 4) The Town Manager and/or their designee(s) shall then interview those candidates with the highest scores as determined by the panel interview, using the same procedures as outlined in Section B (3) of this policy. Department heads will participate on this interview panel for non-department head staff vacancies in their respective departments.
- 5) **In the case of the appointment process for the Library Director, the Library Trustees will designate one member of their body to assist the Town Manager in the review and recommendation of applicants for interviews and then participate as one of the members of the three-person interview panel with the Town Manager.**
- 6) The Town Manager shall make the final determination of the candidates' merit and fitness for the position based on the scores and shall choose an individual for appointment from the qualified candidates.
- 7) In accordance with the Town Charter, the Town Manager shall present their selection for applicable department head positions to the Select Board by consulting individually with each member of the Board prior to making an employment offer to the selected candidate.
- 8) Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks or reference verification.
- 9) In certain cases, the Town Manager may choose to maintain a certified copy of applicants and their scores from the hiring process to allow qualified applicants who perform well in the hiring process to be considered for future vacant positions.

III. Waiver of Provisions

The Town Manager in consultation with the Select Board may waive any of the foregoing requirements on a case-by-case basis.

Kristen Reed, Chair

Robert Weinstein, Vice Chair

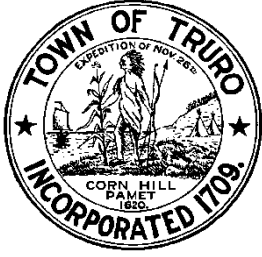
John Dundas, Clerk

Susan Areson

Stephanie Rein

Select Board
Town of Truro

DRAFT



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM # 37

Date: Adopted June 15, 2005; Revised October 10, 2017; Revised September 13, 2022; Revised March 7, 2023.

*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: **PROCEDURAL RELATIONSHIPS OF TOWN GOVERNMENT ENTITIES**

The following guidelines shall be used by the Select Board as a basis for determining the proper procedural relationships among the various entities of Town government:

Elected Multi-member Bodies:

The Select Board must operate under all budgets and By-Laws, and in conformity with all decisions made by Town Meeting.

Among elected officials, the Select Board **and** the School Committee ~~and the Board of Library Trustees~~ appoint administrative personnel.

The School Committee appoints the School Superintendent.

~~The Board of Library Trustees appoints the Library Director, who appoints library personnel in consultation with the Town Manager.~~

The Select Board appoints the Town Manager, the Police Chief and Fire Chief, Constables, and Town Counsel.

The Select Board may act only through majority vote and no Select Person has individual authority over any multi-member body or employee. Select People may represent the Board on intra-governmental multi-member bodies but may not speak for the Board without an appropriate policy decision by the Board.

The principle responsibility of the Select Board is the establishment of policy for the effective operation of the Town. This responsibility is most frequently exercised in giving direction to the Town Manager. (Such direction should be confined to the setting of goals and the establishment of policies for meeting those goals.) The administration and implementation of established goals and policies is the province of the Town Manager.

Appointed Multi-member Bodies:

The Finance Committee is appointed by the Town Moderator. The Finance Committee is responsible to Town Meeting and not to the Select Board or the Moderator.

All other non-elected multi-member bodies are appointed by, and operate under, the direction of the Select Board, in that their membership may be increased or decreased and their charges modified by the Board (as long as such modifications are consistent with the purpose for which the body has been created). An exception to the foregoing is made for statutory Boards, i.e., Boards governed by Massachusetts General Law.

Town Manager Appointments and Committee Oversight:

With the exception of school employees, all Town employees are under the direction of the Town Manager, who is the appointing authority for such employees. Although appointed by the Select Board, the Police Chief and Fire Chief receive supervision and direction from the Town Manager as well.

Merit and fitness are the sole criteria governing such appointments. The Town Manager, with the approval of the Select Board, may reorganize Town Departments and abolish or create new ones. New positions must first be funded by Town Meeting. The Manager may suspend or remove employees who serve under their direction. Neither the Select Board nor any individual Select Person may give instructions to any employee of the town, other than the Executive Assistant, acting as Secretary to the Select Board.

The Town Manager must attend all meetings of the Select Board and may attend any meeting of any multi-member body. The Manager may speak but may not vote at any such meeting.

The Town Manager may communicate directly with Town multi-member bodies regarding the implementation and administration of approved Town policies and procedures.

All multi-member bodies must obtain approval from the Select Board for any policy changes they propose. Multi-member bodies shall deal with employees who are subject to the direction and supervision of the Town Manager solely through the Town Manager, and neither the multi-member body, nor its members shall give orders to any such employee, unless otherwise indicated by Statute. Exceptions to this include the School Committee. ~~and the Library Board of Trustees.~~

Kristen Reed, Chair

Robert Weinstein, Vice Chair

John Dundas, Clerk

Susan Areson

Stephanie Rein

Select Board
Town of Truro

Council-Manager Form of Government



Frequently Asked Questions

What is the council-manager form of government, which is used today by so many cities, towns, and counties?

Council-manager government combines the strong political leadership of elected officials with the strong managerial experience of an appointed manager or administrator. All power and authority to set policy rests with an elected governing body, which includes a mayor or chairperson and members of the council, commission, or board. The governing body in turn hires a nonpartisan manager who has very broad authority to run the organization.

Born out of the U.S. progressive reform movement at the turn of the 20th century, the council-manager system was designed to combat corruption and unethical activity in local government by promoting effective management within a transparent, responsive, and accountable structure.

Since its establishment, the council-manager form has become the most popular structure of local government in the United States. The form is also widely used throughout the world in countries such as Canada, Australia, the Netherlands, New Zealand, and the United Kingdom.

How does council-manager government work?

The elected council or board represent their community and develop a long-range vision for its future. They establish policies that affect the overall operation of the community and are responsive to residents' needs and wishes.

To ensure that these policies are carried out and that the entire community is equitably served, the governing body appoints a *highly trained professional manager* on the basis of his/her education, experience, skills, and abilities (and not their political allegiances). If the manager is not responsive to the governing body, it has the authority to terminate the manager at any time.

How can council-manager government benefit my community?

A city, town, or county benefits from the council-manager form of government in a number of important ways:

1. Political power is concentrated in the *entire* governing body. The mayor and council share legislative functions
2. Policy making resides with elected officials, while oversight of the day-to-day operations of the community resides with the manager. In this way, the elected officials are free to devote time to policy planning and development

3. The manager carries out the policies established by the elected governing body with an emphasis on effective, efficient, and equitable service delivery
4. Because decisions on policy and the future of the community are made by the entire governing body rather than a single individual, council-manager governments more often engage and involve their residents in decision making. Residents guide their community by serving on boards and commissions, participating in visioning and strategic planning, and designing community-oriented local government services
5. The form is flexible enough to adapt to local needs and demands. For example, some communities elect their councils at large, while others elect them by district or by a combination of an at-large-and-by-district system. Also, the mayor can be directly elected by voters or selected by and from among the council.

What is the role of the manager under council-manager government?

The manager is hired to serve the council and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The manager prepares a budget for the council's consideration; recruits, hires, terminates, and supervises government staff; serves as the council's chief advisor; and carries out the council's policies. Council members and residents count on the manager to provide complete and objective information about local operations, discuss the pros and cons of alternatives, and offer an assessment of the long-term consequences of their decisions.

Appointed managers serve at the pleasure of the governing body. They can be fired by a majority of the council, consistent with local laws, or any employment agreements they may enter into with the council. The manager makes policy recommendations to the council for consideration and final decision. The manager is bound by whatever action the council takes, and control is always in the hands of the elected representatives of the people.

What is the role of the council?

The council is the community's legislative and policy-making body. Power is centralized in the elected council, which, for example, approves the budget and determines the tax rate. The council also focuses on the community's goals, major projects, and such long-term considerations

as community growth, land use development, capital improvement and financing, and strategic planning. The council hires a professional manager to implement the administrative responsibilities related to these goals and supervises the manager's performance.

What is the role of the mayor or chairperson?

Mayors or chairpersons in council-manager communities are key political and policy leaders, and their specific duties, responsibilities, and authorities depend on the organization's charter. In council-manager communities, typically the mayor or chairperson is a voting member of the city council who presides at council meetings, represents the city in intergovernmental relationships, appoints members of citizen advisory boards and commissions (with the advice and consent of council), assigns agenda items to committees, facilitates communication and understanding between elected and appointed officials, and assists the council in setting goals and advocating policy decisions.

What value does a professional manager contribute to a community?

Professional managers contribute value to a community because they:

- Work in partnership with elected officials to develop sound approaches to community challenges by bringing together resources to make the right things happen and produce results that matter
- Bring a community-wide perspective to policy discussions and strive to connect the past and future while focusing on the present. They help the governing body develop the long-term vision for the community that provides a framework for policy development and goal setting
- Promote ethical government through commitment to a set of ethical standards that goes beyond those required by law. Managers who are members of ICMA subscribe to the organization's Code of Ethics, which requires them to "affirm the dignity and worth of the services rendered by government and maintain...a deep sense of social responsibility as a trusted public servant"
- Encourage inclusion and build consensus among diverse interests (including those of elected officials, the business community, and citizens) by focusing on the entire community rather than the centralized interests of one or two individuals

- Promote equity and fairness by ensuring that services are fairly distributed and that administrative decisions (such as hiring and contracting) are based on merit rather than favoritism
- Develop and sustain organizational excellence and promote innovation. Professional managers focus relentlessly on efficient and equitable service delivery, policy implementation, and evaluation. They align the local government's administrative systems with the values, mission, and policy goals defined by the community and elected officials.

Does it cost more for a community to adopt the council-manager form and hire a professional manager?

Many local governments have found that their overall costs are actually reduced under competent management. Savings can come from decreased operating costs, increased efficiency and productivity, improved revenue collection, and effective use of technology. The economic health of the community may also benefit from implementation of improved business development and retention strategies.

What kinds of communities use the council-manager form of government?

In 2007, more than 3,500 (49 percent) of the 7,171 U.S. cities and towns with populations of 2,500 residents or more operated under the council-manager form. This structure is also used by more than 370 counties. More than 92 million people in the U.S. live in communities that operate under this form.

Is the council-manager form popular among larger communities?

Of the 247 U.S. cities with populations greater than 100,000 residents, 144 (58 percent) use this form of government. Larger cities and counties that use the form include:

- Broward County, Florida (pop. 1,623,000)
- Charlotte, North Carolina (pop. 540,000)
- Dallas, Texas (pop. 1,188,000)
- Fairfax County, Virginia (pop. 969,000)
- Las Vegas, Nevada (pop. 535,000)
- Mecklenburg County, North Carolina (pop. 695,000)
- Oklahoma City, Oklahoma (pop. 506,000) *(continued)*

(continued)

- Phoenix, Arizona (pop. 1,321,000)
- San Antonio, Texas (pop. 1,144,000)
- San Jose, California (pop. 894,000)
- Virginia Beach, Virginia (pop. 425,000)
- Wichita, Kansas (pop. 344,000)

How can a community adopt the council-manager form of government?

Most communities can adopt council-manager government through a charter, local ordinance, state enabling law, or by voter referendum. For information on how your community can adopt council-manager government, contact your state municipal league or association of counties. You can locate the addresses of these organizations on the Internet, or in the back section of ICMA's *Municipal Year Book*, which you may find in your local library.

Once a community adopts council-manager government, how does it choose a professional manager?

The vacancy usually is announced in the *ICMA Newsletter*, and managers, assistants, and other individuals from across the country are invited to apply. Interested parties apply directly to the council, which reviews the applications and interviews qualified candidates. ICMA makes no recommendations regarding candidates. Additional information is available in ICMA's *Recruitment Guidelines Handbook*. To download a copy, visit <http://jobs.icma.org> and click on "Recruitment Guidelines Handbook" under "Resources."

What kind of educational and professional experience do professional local government managers possess?

Nearly 67% of managers surveyed by ICMA in 2006 indicated that they had earned a master's (usually in public administration, business, or public policy), or other advanced degree. Respondents to the same survey said they had spent an average of 19 years in the local government management profession.

Do professional local government managers have a membership organization?

Yes. ICMA (the International City/County Management Association) is the premier local government leadership and management organization that serves as the

professional and educational “home” for appointed professional managers and administrators. ICMA’s membership also includes directors of state associations of local governments, other local government employees, academics, students, and concerned citizens who share the goal of improving local government.

ICMA’s mission is to create excellence in local governance by developing and fostering professional local government management worldwide. To that end, the organization provides technical assistance and publications for management professionals to help them improve their skills and increase their knowledge. ICMA also serves as a clearinghouse for the collection, analysis, and dissemination of information and data about local government.

Why is membership in ICMA important for a professional local government manager?

In addition to gaining access to valuable resources and lifelong professional development opportunities, managers who belong to ICMA are bound by its Code of Ethics, which states that every member of the organization shall act with integrity in all personal and professional matters so that they will merit the respect and trust of elected officials, employees, and the public. This stringently enforced Code specifies 12 ethical principles of personal and professional conduct, including dedication to the cause of good government.

ICMA members believe in the effectiveness of representative democracy and the value of government services provided equitably to residents within a community. ICMA members are also committed to standards of honesty and integrity that go beyond those required by the law. For more information, contact ICMA or visit <http://icma.org/ethics>.

Finally, ICMA defines professional management and recognizes individual members who are qualified by a combination of education and experience, adherence to high standards of integrity, and an assessed commitment to lifelong learning and professional development. ICMA members who meet these requirements may earn designation as an ICMA Credentialed Manager. For more information on ICMA’s Voluntary Credentialing Program, visit <http://icma.org/credentialing>.

Are there other, independent organizations that support council-manager government?

The National Civic League (NCL) is America's original advocate for community democracy. This nonprofit, nonpartisan membership organization is dedicated to strengthening citizen democracy by transforming democratic institutions. NCL accomplishes its mission through technical assistance, training, publishing, research, and promoting the All-America City Awards, America's original and most prestigious community recognition program.

Founded in 1895, NCL serves as a clearinghouse for information on methods of improving state and local government. The League's *Model City Charter*, now in its eighth edition, has endorsed council-manager government since 1915.

For further information, contact

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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board

REQUESTED MEETING DATE: March 7, 2023

ITEM: Re-Introduction of Select Board Office Hours

EXPLANATION: At the February 28, 2022 Select Board meeting, Member Areson requested that reinstatement of Select Board office hours be discussed at an upcoming meeting. Staff recommends that the Board commit to a minimum number of office hours each month and that times and locations be as consistent as possible so that the public is aware of when they can contact members. Staff will post all scheduled office hours on the Town website calendar and will coordinate with the appropriate venue to ensure that a table is available for the office hours. It is incumbent on the Board members to provide their schedules and any changes to the staff so that office hours and changes can be adequately noticed to the public. Office hours can be sent to Nicole Tudor and Noelle Scoullar in the Administration Office.

SUGGESTED ACTION:

Motion to reinstate Select Board office hours beginning immediately and to commit that each member will offer {INSERT NUMBER HERE} office hours per month.

ATTACHMENTS: None