



Truro Select Board Hybrid Meeting

Tuesday, October 10, 2023

Executive Session-4:15pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION-4:00PM

<https://us02web.zoom.us/j/81789128768>

1-646-931-3860 Meeting ID: 817 8912 8768

This will be an in-person meeting, with the option for remote participation for Board members and/or the invited participants. 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 closed to the public once the Board votes to enter into Executive Session. Access to the open session portion of this meeting will be available in person and via the link/phone number listed above, but will not be livestreamed on Channel 8 or Truro TV.

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) 1 to discuss the reputation, character, rather than professional competence, of an individual, or to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual.*

REGULAR MEETING

<https://us02web.zoom.us/j/81903086492>

1-305-224-1968 Meeting ID: 819 0308 6492

This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" 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 at 1-305-224-1968 and enter the following access code when prompted: 819 0308 6492 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser: <https://us02web.zoom.us/j/81903086492>** 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.

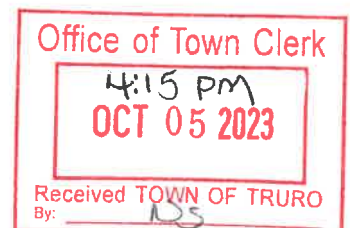
1. PUBLIC COMMENT

- A. Moderator's Announcements for Special Town Meeting
Presenter: Paul Wisotzky, Town Moderator

2. PUBLIC HEARINGS – NONE

3. INTRODUCTION TO NEW EMPLOYEES

- A. Julie Cataldo, Fire & EMS Administrator
Presenter: Tim Collins, Truro Fire Chief



4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Appointment to Board of Registrars

Note: Candidates have until October 10, 2023 at noon to submit applications. Applications will be sent to the Board and posted to the website shortly after the deadline.

5. STAFF/ COMMITTEE UPDATES

A. Update Investigation, Susan Areson Complaint

Presenter: Lauren Goldberg, KP Law Attorney

B. Presentation and Discussion on Voter Registration Residency

Presenters: Elisabeth Verde, Town Clerk, and Lauren Goldberg, KP Law Attorney

C. Public Works Facility Update

Presenter: Jarrod Cabral, Public Works Director

6. TABLED ITEMS – NONE

7. SELECT BOARD ACTION

A. Discussion and Approval of Letter to Healey-Driscoll Administration on Partnership Efforts

Presenter: Kristen Reed, Select Board Chair

B. Review and Discuss Public Comment Policy

Presenter: Kristen Reed, Select Board Chair

C. Review and Possible Approval of Agreement for Services-Metasource, LLC.

Presenter: Darrin Tangeman, Town Manager

D. Review and Approve Special Town Meeting Motions and Additional Movers of Articles

Presenter: Darrin Tangeman, Town Manager

8. CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Grant Administrator Contract for the Community Development Block Grant (CDBG) Program

2. Barnstable County Dredge Letter regarding dredging the Pamet Harbor

3. APPROVE APPOINTMENT Board of Registrars Elisabeth Verde

B. Review and Approve Appointment Renewals: None

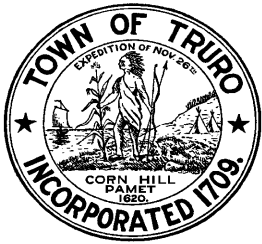
C. Review and Approve Select Board Minutes: Select Board Regular Minutes of 6.27.2023

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Fall Special Town Meeting October 21, Regular Meeting October 24, 2023





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Paul Wisotzky, Town Moderator

REQUESTED MEETING DATE: October 10, 2023

ITEM: Announcements for Special Town Meeting

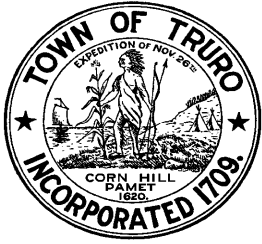
EXPLANATION: Paul Wisotzky, Town Moderator, will provide announcements to inform the Select Board and citizens of Truro regarding the Special Town meeting being held at Truro Central School on Saturday, October 21, 2023, at 10:00am (check in time begins at 9:00am).

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Important messaging regarding the Special Town Meeting may not be conveyed.

SUGGESTED ACTION: NONE

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: October 10, 2023

ITEM: Introduction of New Employee

EXPLANATION: Fire Chief Timothy Collins will present new employee Julie Cataldo, Fire & EMS Administrator to the Select Board and the citizens of Truro.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: N/A

ATTACHMENTS: N/A



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: October 10, 2023

ITEM: Board of Registrars Appointments

EXPLANATION:

MGL Chapter 51, Section 18 reads: “Registrars of voters shall be so appointed that the members of the board shall represent the two leading political parties, and in no case shall an appointment be so made as to cause a board to have more than two members, including the city or town clerk, of the same political party.”

With the recent resignations of Noelle Scoullar, Michael Kaelberer, and Town Clerk Kaci Fullerton, the Board of Registrars has only one member remaining on the Board, Elizabeth Sturdy (D)(term expiring June 30, 2026).

As the Town Clerk, I am required to be appointed to the Board of Registrars. As a registered Democrat, I would be one of two Democrats on the Board. My application and request for appointment are included in the Board’s Consent Agenda for tonight’s meeting since that appointment is required. The other two seats should be filled by Republicans so that the two leading political parties are equally represented. An advertisement for openings was posted and applications received by Tuesday, October 10th at noon will be considered for appointment. Applications will be sent to the Board and posted to the website shortly after the deadline.

The Select Board is the appointing authority.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Vacancies will remain, and the town will not be in compliance with MA General Law.

SUGGESTED ACTION: MOTION TO appoint {insert name here} to the Board of Registrars for an unexpired three-year term ending on March 30, 2024 {insert name here} to an unexpired three-year term ending on March 30, 2025.

ATTACHMENTS:

1. MGL Chapter 51, Sections 15, 17 and 18
2. Applications to Serve (TO BE PROVIDED AFTER NOON ON TUESDAY, OCTOBER 10th).

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VIII	ELECTIONS
Chapter 51	VOTERS
Section 15	BOARD OF REGISTRARS IN CERTAIN CITIES AND TOWNS; APPOINTMENT; TERM OF OFFICE

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk

need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

Part I ADMINISTRATION OF THE
GOVERNMENT

Title ELECTIONS

VIII

Chapter VOTERS
51

Section BOARD OF REGISTRARS IN
17 CERTAIN CITIES; APPOINTMENT;
TERM OF OFFICE

Section 17. In every city, other than one having a board of election commissioners or an election commission, which, by vote of the city council, approved by the mayor, accepts the provisions of this section, or has accepted corresponding provisions of earlier laws, or which is now subject to similar provisions of law, there shall be a board of registrars of voters, consisting of four persons, who shall be appointed by the mayor with the approval of the board of aldermen. When a board of registrars is first appointed after the acceptance of the provisions aforesaid, two registrars shall be appointed in February or March following such acceptance for terms respectively of three and four years, beginning with April first next ensuing. The city clerk of such city shall cease to be a member of the board of registrars on April first, but the remaining two members of the existing board of registrars whose terms do not then expire shall continue to hold office for their respective terms of one and two years. In February or March of every year after such first appointments, there shall in like manner be appointed one registrar of voters for the term of four years, beginning with April first following. The board so constituted shall annually in April organize by electing one of its members as clerk, who shall perform all the duties of a city clerk when acting as clerk of the board of registrars.

Part I ADMINISTRATION OF THE
GOVERNMENT

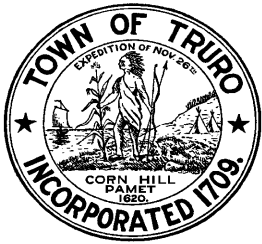
Title ELECTIONS

VIII

Chapter VOTERS
51

Section POLITICAL REPRESENTATION BY
BOARD OF REGISTRARS
18

Section 18. In the original and in each succeeding appointment and in filling vacancies, registrars of voters shall be so appointed that the members of the board shall represent the two leading political parties, and in no case shall an appointment be so made as to cause a board to have more than two members, including the city or town clerk, of the same political party.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Lauren Goldberg, Managing Partner, K.P. Law (Town Counsel)

REQUESTED MEETING DATE: October 10, 2023

ITEM: Update Investigation, Susan Areson Complaint

EXPLANATION: On June 16, 2023, in open session at Select Board Member Areson's request, the Select Board voted 3-2 to have Town Counsel seek a third-party investigator to investigate a complaint from an anonymous registered voter and resident of the Town of Truro that Select Board member, Susan Areson had violated the Town of Truro Charter and Massachusetts Open Meeting Law.

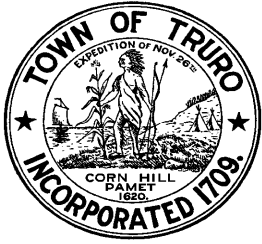
Lauren Goldberg, Managing Partner for K.P. Law (Town Counsel), will provide an update on the investigation to the Select Board and community.

FINANCIAL SOURCE (IF APPLICABLE): Legal Budget

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION:

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Elisabeth Verde, Town Clerk; Lauren Goldberg, Managing Partner, K.P. Law (Town Counsel)

REQUESTED MEETING DATE: October 10, 2023

ITEM: Presentation and Discussion of Town of Truro Voter Registration Residency Requirements.

EXPLANATION: There have been a number of inquiries in the last two months regarding changing voter registration for the purpose of participating in Town Meeting and voting in potential follow-on ballots. There have also been individuals publicly soliciting non-resident voters to change their voter registration without providing the appropriate legal background or ramifications of illegally or incorrectly registering to vote in the Town of Truro.

The Town Clerk and Town Counsel will provide a presentation to provide information to the community outlining the legal residency requirements for registering to vote and the process for voter registration challenges if someone believes that a registered voter of Truro has illegally or incorrectly registered to vote in the Town of Truro.

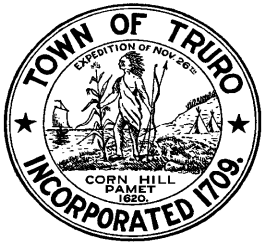
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Voters may register illegally or incorrectly with the Town of Truro

SUGGESTED ACTION: Discussion only

ATTACHMENTS:

1. Memo outlining residency requirements for voter registration and voter registration challenges.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: October 10, 2023

ITEM: Public Works Facility Update

EXPLANATION: Staff will provide a general update on the Public Works Facility and answers to recent questions.

The DPW Director will also be providing DPW office hours to answer any questions regarding the Public Works project, and any other projects the public would like to learn more about. The DPW office hours will be every Friday from 2:00pm – 4:00pm at the Community Center through October 20, 2023.

A virtual tour of the current DPW Facility is available here: <https://vimeo.com/manage/videos/857634946>



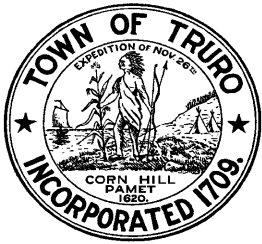
Photo: A still from the DPW Facility Virtual Tour featuring Jarrod Cabral, Public Works Director, and Emily Beebe, Health & Conservation Agent

FINANCIAL SOURCE (IF APPLICABLE): Staff update only.

IMPACT IF NOT APPROVED: Staff update only.

SUGGESTED ACTION: Staff update only.

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristen Reed, Select Board Chair

REQUESTED MEETING DATE: October 10, 2023

ITEM: Discussion and Approval of letter to Healey-Driscoll Administration on Partnership Efforts

EXPLANATION: The Healey-Driscoll Administration is collecting feedback on changes to state programs and regulations that would benefit municipalities, and how the Commonwealth can better partner with cities and towns. The suggestions may involve providing relief from an administrative burden we face, revising the way a specific grant program operates, adding a new tool to make management more efficient and effective, or any other ideas we have. The feedback will not only inform how the Administration makes changes to state programs and regulations in the future, but also guide Lieutenant Governor Driscoll's listening tour in municipalities across Massachusetts.

Chair Reed and staff drafted a letter for the Board's consideration highlighting some of the challenges Truro faces and ways the Administration may be able to help. At tonight's meeting, the Board will consider if any changes should be made, and will vote to send the letter to the appropriate recipients, including the Healey-Driscoll Administration via Michael Fishbein at the Collins Center (Michael.Fishbein@umb.edu) and the Massachusetts Select Board Association via MSA President Andy Hogeland, at andyhogeland@gmail.com, who will also be coordinating a response.

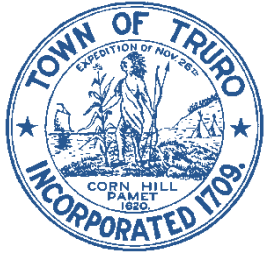
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Healey-Driscoll Administration will not be made aware of Truro's ideas and suggestions.

SUGGESTED ACTION: *MOTION TO send the Letter on Partnership Efforts to the Healey-Driscoll Administration and other appropriate contacts.*

ATTACHMENTS:

1. Draft Letter to the Healey-Driscoll Administration on Partnership Efforts



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

October 10, 2020

Governor Maura Healey

Lieutenant Governor Kim Driscoll

Massachusetts State House

24 Beacon St.

Office of the Governor, Room 280

Boston, MA 02133

C/O Michael Fishbein, U-Mass Boston Collins Center for Public Management (Michael.Fishbein@umb.edu)

Dear Governor Maura Healey and Lieutenant Governor Kim Driscoll,

The Truro Select Board is grateful for your request for ideas and suggestions regarding ways that your administration can partner with our municipality. Truro is making headway on important initiatives thanks to the Commonwealth's partnership including the Cloverleaf Community Housing project and associated waterline expansion and Innovative/Alternative Septic System installation and the removal and rehabilitation of cottages that once blighted the Walsh Property that will, upon completion, serve as employee housing on other Town-owned property. We have important challenges to tackle in the next few years and hope that your administration can work with us to find opportunities to address these challenges together.

We respectfully request your administration's assistance with the following initiatives:

Include Land Acquisition Funding in Grant Opportunities: In the current One Stop Program, it does not appear that any of the grants can be used to acquire land. In Truro, we have opportunities with the Noons' Property—a large, underdeveloped parcel offered for sale to the Town, and the potential for other future acquisitions that would be game changing for housing and economic developments. Recognizing that our taxpayers are already stretched thin in light of our most recent overrides for EMS Services and Community Sustainability Packages (childcare vouchers for birth to 5, free pre-K, and Out-of-School-Time programming for school-aged children), we could benefit from State grant opportunities to reduce the impact on taxpayers for these acquisitions.

Allow Waivers of "Run Requirements" for Paramedics: Massachusetts has a paramedic shortage that is exacerbated on the Cape and is even worse on the Outer Cape. Presently, paramedics from other states and even paramedics from other regions within the Commonwealth are required to complete a minimum of 30 ambulance runs (15 of those needing to be Advanced Life Support runs) while they have Temporary Authorization to Practice, in order to receive Full Authorization to Practice so that they can make runs without

the need for another paramedic. This is required for relocating medics that have many years (and in some case decades) and hundreds of runs in their experience. This requirement places an unnecessary burden on experienced medics and communities like Truro who need to get medics hired and able to perform Advanced Life Support as soon as possible to fill shifts. Experienced medics having to complete these requirements in January in Truro, for example, may not receive their Full Authorization for months due to the seasonality of the community. And medics hired close to the summer season aren't able to do runs independently during the busiest time of year when we need those medics most frequently. Allowing experienced paramedics to provide run lists from other towns, cities and counties and waiving this requirement for them would be critical in helping communities like Truro address this shortage. These lists are readily available, could be reviewed by the accepting region and a waiver could be granted.

Assistance in Facilitating a Conversation with the Department of Interior Regarding the North Truro Airforce

Base: This is a previously developed area that is currently underutilized by the Federal government and is ripe with opportunity for housing and economic development. Your administration could be beneficial in advocating for the federal government to either transfer the property to the Town or at least allow the Town some opportunity for input into revitalizing the area.

The Last Mile on Cape Cod: We are excited to hear more about the broadband funding that is available and hope that "a last mile" project similar to the one in Western Mass could be completed for Truro and the Outer Cape. Presently Truro is incredibly underserved with a lot of properties not having access to broadband because of the lack of density in certain areas of town, particularly within the bounds of the National Seashore. As Truro strives to encourage a sustainable community, broadband will be an essential part of encouraging business development, providing access to what is now broadly considered a basic utility, and ensuring safety throughout the community. Lack of broadband has significant impacts in Truro because of the oceanside beaches which attracts much tourism (and dangerous marine life) but does not have cellular service and has very minimal radio service for first responders in the event of an emergency. Expanding broadband increases the ability to expand cellular service in these areas.

Make Remote Meetings Permanent: Your extension of the temporary provisions pertaining to the Open Meeting Law to March 31, 2025 that allows public bodies to continue holding meetings remotely is very much appreciated. This provision allows individuals with medical conditions, childcare barriers, work barriers, and transportation barriers to participate on our local boards and committees. We would encourage you to make these provisions permanent to allow for the continued participation of these individuals that allow our boards and committees to be more inclusive and diverse.

Funding for Municipal Capital Infrastructure: In Truro, much like other communities in the Commonwealth, municipal buildings and infrastructure are reaching end-of-life and will require major rehabilitation or complete rebuilds. We implore your administration to include grant funding that could be used to offset these major capital projects. In Truro, a new public works facility is urgently needed so that the public works department can continue to provide the high quality first response and work that the community requires. Supplementing this project with State funding would reduce the burden on taxpayers.

Encourage Effective Communications and Collaboration Between All State Departments and Municipalities:

While many State departments are responsive and collaborate regularly with municipalities, there are some that are more difficult to get to the table. With Route 6 running the length of our community and serving as the most

traversed road in Truro, MassDOT is an important part of addressing stormwater runoff in town. They also have a road access application that is particularly challenging to use and results in a very slow turnaround of permits. Additionally, it is very challenging to receive responses to inquiries related to permits. We would welcome any efforts your administration can undertake to encourage all departments to work with municipalities and we suggest that a permitting portal that could be used for multiple State departments and that is as user-friendly and comprehensive as the Community One Stop for Growth Portal may be a way to increase efficiency.

Time-of-Year Restrictions Related to Dredging: Annual maintenance dredging is a critical part of our local blue economy and provides safety and navigability for our boaters. Similar to most other Cape communities, Truro's time-of-year restrictions result in a very small window to perform annual maintenance dredging. Between bad weather days that often accompany the designated short window and the shared demand for the Barnstable County Dredge, communities are often unable to be accommodated by the Dredge during the course of the season. Loosening of the time-of-year restrictions to increase the windows in all communities would help to allow more communities to be dredged each season, benefiting our local economy and reducing safety concerns related to shoaling.

In just eight months your administration has already accomplished so much and we look forward to working with you to continue to serve our shared constituents. We appreciate the opportunity to provide you with our ideas and suggestions and would welcome the opportunity to host one of your listening sessions in our community.

Respectfully submitted,

Truro Select Board Members

Kristen Reed, Chair

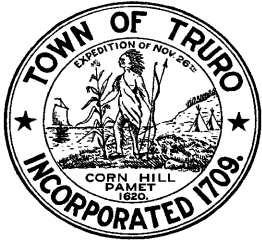
Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein

CC: Massachusetts Select Board Association, MSA President Andy Hogeland (andyhogeland@gmail.com)



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kristen Reed, Select Board Chair

REQUESTED MEETING DATE: October 10, 2023

ITEM: Review and Discussion of Public Comment Policy

EXPLANATION: In light of the March 7, 2023 Massachusetts Supreme Judicial Court ruling about a public comment policy, Chair Reed reviewed Select Board Policy 59: Public Comment, Selectmen Reports, and Selectmen Comments, and crafted a revised policy. Due to the need to balance the need to provide an opportunity for the public to provide comment and to ensure the ability of the Board to conduct its business in an orderly fashion, Town Counsel is comprehensively reviewing this draft revised policy. If staff receives feedback prior to the meeting, the feedback will be shared with the Board. If Town Counsel's review is not complete in time for the meeting, the Board may wish to discuss the merits of the revised policy and reserve its vote for a subsequent meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No changes will be made to Policy 59: Public Comment, Selectmen Reports, and Selectmen Comments and will be out of alignment with the SJC ruling.

SUGGESTED ACTION: MOTION TO approve Revised Policy 59: Public Comment, Select Board Reports, and Select Board Comments and to electronically sign.

OR

MOTION TO include this agenda item on a subsequent meeting agenda upon completion of Town Counsel's review of the draft policy.

ATTACHMENTS:

1. Draft Revised Policy 59: Public Comment, Select Board Reports, and Select Board Comments
2. Policy #59: Public Comment, Selectmen Reports, and Selectmen Comments



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

SELECT BOARD POLICY MEMORANDUM #59

Date: January 24, 2017; September 13, 2022, October 10, 2023

Subject: **PUBLIC COMMENT, SELECT BOARD REPORTS AND SELECT BOARD COMMENTS**

PURPOSE:

The purpose of this policy memorandum is to define and provide structure to the Public Comment, Select Board Reports and Select Board Comments elements of regular Select Board Meetings.

POLICY:

Public comment is for bringing matters of public interest to the attention of the Board. The Board welcomes concise statements on matters that are within the purview of the Board. The Board hereby adopts this policy: to provide members of the public a fair opportunity to speak; to ensure compliance with the Open Meeting Law and other legal obligations; and to facilitate the orderly conduct of the Board's meetings.

At the Board's discretion, matters raised under Public Comment may be directed to the Town Manager or other appropriate staff member to provide information, or may be placed on a future agenda, allowing all varied viewpoints the opportunity to be represented before the Board takes action, or the Select Board may take no action on the public comments. While the Board and/or Town Manager will not typically respond to citizen comments or questions posed at Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if they deem it appropriate. Further, should the Chair believe that an issue or question falls outside the purview of the Select Board they may direct it to the appropriate person or body so that the matter is Select Board Policy on Public Comments given proper consideration.

Any member of the Select Board can request that an issue raised during public comment be placed on a future agenda for further consideration. Any personal remarks or interrogation or any matter that appears on the regular agenda are not appropriate for Public Comment.

APPLICABILITY:

This policy applies to all persons wishing to speak at a Board meeting. The Board, at the Chair's discretion, may provide the following opportunities to speak during the meeting: (i) at a "Public

Comment” period generally scheduled at the beginning of a meeting; and (ii) at designated periods for comment on topics identified on the Board’s agenda. Please note that in accordance with Select Board Policy 56: Work Sessions, comments from the public will not be taken during work sessions.

PROCEDURES:

- a. During regular meetings, the Board will typically schedule time for a “Public Comment” comment period at or near the beginning of its meetings. “Public Comment” is a limited forum to comment on topics within the Board’s jurisdiction and not otherwise listed on the Board’s agenda. To ensure compliance with the Open Meeting Law, privacy laws, and other legal obligations, Board members can not engage with a speaker or with each other during “Public Comment” periods.
- b. The Board may also provide time for public comment on topics identified on the Board’s agenda. Comments during such periods are limited to those related to the specific topic under deliberation. Any member of the Select Board can request that an issue raised during public comment be placed on a future agenda for further consideration.
- c. Please note that the select Board will not read letters or statements from other individuals into the public record. However, if authorized by the Chair, the public is welcome to either personally provide their own comment or designate someone else to deliver the comments on their behalf.
- d. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Chairperson so that they can be entered into the record of that meeting.
- e. Each comment period shall not exceed 15 minutes and each speaker shall not exceed three minutes, unless otherwise determined by the Chair. If there are a large number of citizens attending for Public Comment, the Chair may require each person to register on a sign-up sheet available at the entrance to the Select Board Meeting Room. In this instance, speakers will be acknowledged by the Chair in the order in which their names appear on the sign-up sheet.
- f. All comments shall be addressed to or through the Chair or acting Chair of the Board.
- g. All speakers are encouraged to present their remarks in an orderly and peaceable manner, without disruption to other speakers. Persons wishing to provide comments to the Board shall raise their hand and wait to be acknowledged by the Chair. Once acknowledged by the Chair, the speaker shall verbally identify themselves by name, provide their address and indicate if they are a registered voter prior to commenting.
- h. Speakers who are also members of Boards, committees or commissions should clearly identify whether comments made reflect positions of said Board, committee or commission or whether the comments only reflect the view of the speaker.
- i. Members of the public are not permitted to interrupt or speak during a meeting unless authorized by the Chair. The Chair shall provide at least one verbal warning to a speaker if they make a disruptive comment or engage in disruptive conduct. If, after at least one verbal warning, the speaker persists in

making disruptive comments or engaging in disruptive conduct, the Chair may end that person's privilege of address for that meeting, and after 3 warnings of disruption can be removed. Violence or threats of violence may result in immediate removal without further warning.

j. The Board welcomes valuable input from the public at appropriate times during the meeting with recognition from the Chair at his/her sole discretion. The Chair reserves the right to terminate speech which is not protected under the United States Constitution and the Massachusetts Declaration of Rights because it constitutes the use of profanity; discriminatory or defamatory statements; vulgarity; true threats; comments or conduct that violate the law; and other comments; engages in conduct that disrupts other speakers or conduct that interfere with the Board's business during its current meeting.

DISCLAIMER:

Public Comment is not intended to be a discussion, debate, or dialogue between or among citizens and the Select Board. Comments made during the Public Comment period do not reflect the views or positions of the Board. Because of free speech principles, the Board does not have authority to prevent all speech that may be upsetting and/or offensive made during the Public Comment period.

DEFINITIONS:

In-person Meeting: A meeting of a public body that is open and physically accessible to the public, with all participants physically present together in the same place, not on internet, conference call, or video conference.

Hybrid Meeting: A meeting conducted with a subset of the participants attending the meeting in person, while other participants are provided an adequate alternative means of joining the meeting, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time.

Remote Meeting: A meeting conducted with all members of the public body and public participants attending remotely through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time.

SELECT BOARD REPORTS:

Select Board Reports are an opportunity for each member of the Board to report on official activities in their role as Select Board that have occurred between meetings. This includes reporting on meetings attended as a Select Board Liaison, other meetings representing the Town of Truro and Select Board Office Hours. Select Board Reports will be placed at the end of each agenda of a regular Select Board Meeting. Members are encouraged to keep their remarks to no more than three minutes and focus on matters raised that are in the purview of the Select Board. If an issue or question raised during Select Board Reports can be addressed quickly by another member of the Board or by the Town Manager that will be allowed. However, the Board may not begin a substantive discussion or deliberate on an issue

raised during Select Board Reports unless that issue has been included on that meeting's posted agenda. If not, the member can request that issue be placed on a future agenda.

SELECT BOARD COMMENTS:

Select Board comments differ from Select Board Reports in that they are an opportunity for individual members to comment on issues or activities affecting or concerning them individually that are relevant to Town affairs. This includes responding to community feedback directed solely at them or reporting on activities in the community where they participate as a citizen and not as an elected official. If a member is responding to written communication or a specific document, they will include that in their remarks so that it can be entered into the record of that meeting. Members will refrain from using Select Board comments as an opportunity to respond to or address an individual. Select Board comments will be included at the end of each agenda of a regular Select Board Meeting. Members are encouraged to keep their remarks to no more than three minutes.

In both Select Board Reports and Select Board Comments, members will abide by the Standards of Professional Conduct outlined in Policy Memorandum #54 attached to this document.

REGULATORY / STATUTORY REFERENCES

Massachusetts G.L. c.30A, §20.

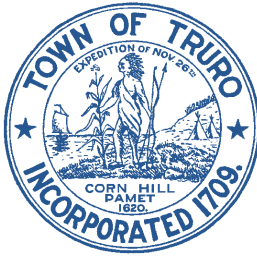
Kristen Reed, Chair

Susan Areson, Vice-Chair

John Dundas, Clerk

Robert Weinstein

Stephanie Rein
Select Board-Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

POLICY MEMORANDUM #59

Date: 24 January 2017; 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: **PUBLIC COMMENT, SELECTMEN REPORTS
AND SELECTMEN COMMENTS**

The purpose of this policy memorandum is to define and provide structure to the Public Comment, Select Board Reports and Select Board Comments elements of regular Board of Selectmen Meetings.

PUBLIC COMMENT:

The Select Board believes that the public should have an opportunity to comment on issues that affect the Town and are within the scope of the Board's responsibilities. Therefore the Select Board will begin each regular meeting with Public Comment as a way to engage and hear from the Truro community. Work session meetings will not include Public Comment as articulated in Policy Memorandum #56. The Public Comment period will abide by the rules of the Massachusetts Open Meeting Law. Public Comment should not exceed 15 minutes. However, time for Public Comment can be extended at the discretion of the Chair or by a vote of the Board. Speakers will be encouraged to keep their remarks to no more than three minutes. If there are a large number of citizens attending for Public Comment, the Chair may require each person to register on a sign-up sheet available at the entrance to the Select Board Meeting Room. In this instance, speakers will be acknowledged by the Chair in the order in which their names appear on the sign-up sheet.

Public Comment is not intended to be a discussion, debate, or dialogue between or among citizens and the Select Board. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of the Select Board business. While the Board and/or Town Manager will not typically respond to citizen comments or questions posed at Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if they deem it appropriate. Further, should the Chair believe that an issue or question falls outside the purview of the Select Board they may direct it to the appropriate person or body so that the matter is

given proper consideration. Any member of the Select Board can request that an issue raised during public comment be placed on a future agenda for further consideration.

The Chair will begin each Public Comment period outlining the guidelines contained in this Policy Memorandum. The Chair will call on citizens who wish to provide Public Comment. Speakers will first identify themselves by their full name and address at the commencement of their remarks. Speakers will address all comments to the Board as a whole and not one individual member. Discussions between speakers and members of the audience will not be allowed. Speakers will be courteous in their language and presentation. Speakers must be respectful and constructive in their remarks and will refrain from personal attacks and the use of profanity. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with the Chairperson so that they can be entered into the record of that meeting.

SELECTMEN REPORTS:

Select Board Reports are an opportunity for each member of the Board to report on official activities in their role as Select Board that have occurred between meetings. This includes reporting on meetings attended as a Select Board Liaison, other meetings representing the Town of Truro and Select Board Office Hours. Select Board Reports will be placed at the end of each agenda of a regular Select Board Meeting. Members are encouraged to keep their remarks to no more than three minutes and focus on matters raised that are in the purview of the Select Board. If an issue or question raised during Select Board Reports can be addressed quickly by another member of the Board or by the Town Manager that will be allowed. However, the Board may not begin a substantive discussion or deliberate on an issue raised during Select Board Reports unless that issue has been included on that meeting's posted agenda. If not, the member can request that issue be placed on a future agenda.

SELECTMEN COMMENTS:

Select Board comments differ from Select Board Reports in that they are an opportunity for individual members to comment on issues or activities affecting or concerning them individually that are relevant to Town affairs. This includes responding to community feedback directed solely at them or reporting on activities in the community where they participate as a citizen and not as an elected official. If a member is responding to written communication or a specific document, they will include that in their remarks so that it can be entered into the record of that meeting. Members will refrain from using Select Board comments as an opportunity to respond to or address an individual. Select Board comments will be included at the end of each agenda of a regular Select Board Meeting. Members are encouraged to keep their remarks to no more than three minutes.

In both Select Board Reports and Select Board Comments, members will abide by the Standards of Professional Conduct outlined in Policy Memorandum #54 attached to this document.

Kristen Reed

Kristen Reed, Chair

Robert Weinstein

Robert Weinstein, Vice-Chair

John Dundas

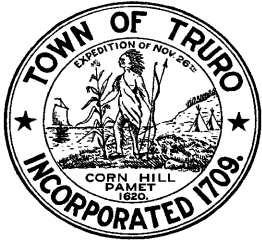
John Dundas, Clerk

Susan Areson

Susan Areson

Stephanie Rein

Stephanie Rein
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: October 10, 2023

ITEM: Metasource, LLC Agreement for Services for a total amount not to exceed one hundred and seventeen thousand (\$117,000).

EXPLANATION: On March 2, 2023, the Town issued a Request for Proposals for Records Management, Storage and Archiving Services of Town records. There was an evaluation process and Metasource, LLC was selected as the most advantageous proposal. The project will entail physically removing selected records from Town property to a facility in Norwood, MA, for scanning into a searchable database of digitized Town records. The physical records will then be returned to Town Hall to be stored or potentially destroyed if compliant with the records retention schedule. This will create an online database that will be accessible to the public and easier for staff to search. This is the start of a project that is expected to continue in coming years.

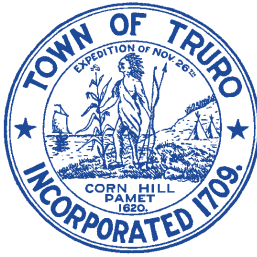
FINANCIAL SOURCES: Community Compact State Grant in the amount of \$80,000.00
2023 Free Cash Transfer to Town Clerk in the amount of \$37,000.00

IMPACT IF NOT APPROVED: Project will not move forward and the Town will lose the State Grant in the amount of \$80,000.00.

SUGGESTED ACTION: *Motion to approve Metasource, LLC Agreement for Services and authorize the Town Manager to sign on the Board's behalf.*

ATTACHMENTS:

1. Metasource, LLC Agreement for Services
2. Technical Proposal (Exhibit A)
3. Price Proposal (Exhibit B)



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Agreement for Services Records Management, Storage and Archiving Services

The undersigned agent of MetaSource, LLC., with a corporate address at 1400 Providence Highway, Suite 3150, Norwood, MA 02062 and an office at 1400 Providence Highway, Suite 3150, Norwood, MA 02062 (“Consultant”), and the Town of Truro, acting by and through its Town Manager (“Town”), agree to the following terms with respect to services to be provided by the Consultant to the Town relating to Records Management, Storage and Archiving services (“Project”) for the Town, such Project further described in the attached Scope of Services (Exhibit A) Technical/Price Proposals (Exhibit B).

1. Period for Performance. The period for performance shall commence upon October 11, 2023 and shall expire October 11, 2024. This period may be terminated earlier by either party pursuant to the terms herein, or extended at the discretion of the Town.
2. Scope of Services. The Consultant shall perform all work and furnish all services necessary to provide the Town with Records Management, Storage and Archiving services as described in the Town’s Request for Proposals (RFP) dated February 23, 2023, incorporated by reference herein, and in accordance with the Technical Proposal, attached as Exhibit B and incorporated herein. In providing services, Consultant will use that degree of care and skill ordinarily exercised under similar circumstances by individuals providing such services in the same or similar locality for similar projects.
3. Fees. The Town shall pay the Consultant for the performance of services described in the Scope of Services, above, on a lump sum basis for a total amount not to exceed one hundred and seventeen thousand (\$117,000). The Consultant shall bill the Town monthly for services provided based on percentage complete. Payment of approved invoices shall be remitted within thirty (30) days.
4. Deliverables. The Consultant shall provide the Deliverables described in the Scope of Services and Work Plan in the Consultant’s Proposal.
5. Meetings with Town staff. The Consultant will attend meetings and work with Town staff as described in the Scope of Services through the Period for Performance. It is anticipated that some of these meetings may be remote (virtual), but others may be in-person, subject to the requirements of the Truro Board of Health.
6. Ownership of Documents and Public Records. It is understood that the Town may distribute documents provided by Consultant without limitation, and may be required to

make copies of documents available to the public under the Freedom of Information Act or the Massachusetts Public Records Laws. The final documents prepared under this Agreement shall become the property of Town upon completion of the services and payment in full of all monies due to Consultant.

7. RESERVED.

8. Insurance. The Consultant shall be liable to the Town for any property damage or bodily injury arising from the services performed under this Agreement by the Consultant, its subconsultants, employees or agents. The Consultant, and any subconsultants, are required to purchase and maintain insurance policies, as enumerated and in the amounts indicated below, in effect at all times during the Period of Performance, in connection with all services performed under this Agreement. The Town of Truro shall be listed as an additional insured on all such policies by way of blanket additional insured endorsement (except for Workers Compensation, Employer’s Liability and Professional Liability). The Consultant shall provide applicable Certificate of Insurance to the Town.

Workers Compensation	Per statute
Employer’s Liability Insurance	\$1,000,000
Comprehensive General Liability	
Personal Injury	\$ 500,000 per occurrence
Bodily Injury	\$1,000,000 in the aggregate
Property Damage	\$1,000,000 in the aggregate
Comprehensive Automobile Liability	
Bodily Injury	\$1,000,000 combined single limit
Property Damage plus Comprehensive Liability	\$ 200,000 per accident \$ 500,000 in the aggregate
Professional Liability	\$10,000,000 on a claims-made basis
Crime	\$10,000,000 total limit including Employee Theft & Computer Fraud or Fraudulent Transfer

Prior to commencement of work under this Agreement, the Consultant shall provide the Town with Certificates of Insurance which include the Town as an additional named insured and which include a provision of thirty days’ notice to the Town of any material amendment or cancellation.

9. Compliance with Applicable Law. In providing the services described in this Agreement, and in activity related to the Project, the Consultant shall comply with all applicable federal, state and local laws in effect at the time services are rendered.
10. Expenses and Taxes. The Consultant is responsible for all costs associated with: 1) travel relating to the Project; 2) preparation of materials relating to the Project, including but not limited to the Deliverables described in the Consultant's Proposal; and 3) all taxes and contributions required by federal, state, and local law.
11. Indemnification.

The Consultant will indemnify, hold harmless and defend the Town of Truro, and its officers, boards, and employees, from and against all claims, damages and liability to the extent caused by Consultant's negligent acts, errors or omissions, or its representatives or agents, in the course of the services performed.

Professional Liability: The Consultant will indemnify and hold harmless the Town of Truro, and its officers, boards, and employees, from and against all damages and liability to the extent caused by Consultant's negligent acts, errors or omissions, or its representatives or agents, in the course of the services performed.

12. Entire Agreement. This Agreement for Services, including documents incorporated herein, represents the entire Agreement between the parties regarding the Project.
13. Changes to Agreement. This Agreement or any of its terms may be amended only by written agreement signed by both parties.
14. Assignment of Agreement. This Agreement may not be assigned without prior written agreement of the parties.
15. Termination of Agreement. Both parties have the right to terminate this Agreement at any time without cause or reason. To exercise this right, the terminating party shall provide written notice, by certified mail or other trackable delivery service, to the other party at the address provided in the Notices section below. The termination date is the date such notice is received. In the event of a termination by either party, the Town shall pay the Consultant for all services provided through the termination date in accordance with the Agreement, and the Consultant shall provide the Town with all work product completed as of such date. The Consultant shall not perform additional work or otherwise incur additional expenses after the termination date.
16. Good Faith. Should any disagreement arise between the parties with respect to the Project or this Agreement, both parties will endeavor in good faith to resolve such disagreement to mutual satisfaction.
17. Governing Law. This Agreement is governed by the laws of the Commonwealth of

Massachusetts.

18. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed a counterpart original.
19. Severability. If any provision of this Agreement is declared unenforceable or invalid by any court of competent jurisdiction, the remaining provisions shall continue to be binding on the parties.
20. Notices. Any notice required to be sent under the Agreement shall be sent by certified mail or other trackable delivery service to the following addresses:

To the Town:
Darrin K. Tangeman, ICMA-CM
Town of Truro
PO Box 2030
24 Town Hall Road
Truro, MA 02666

To the Consultant:
Mark Ridder, Vice President and General
Counsel
Kathy Berger, Senior Business Development
1400 Providence Highway, Suite 3150
Norwood, MA 02062

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be executed on the day and year first written above.

FOR METASOURCE, LLC.

Randy Powell, Vice President

Date

FOR THE TOWN:

Date

Proposal to provide:

Records Management, Storage and Archiving Services Technical Proposal

Provided for:

Town of Truro

Prepared by:



metasource

Kathy Berger
Senior Director, Business Development
1400 Providence Highway, Suite 3150
Norwood, MA 02062
603.370.0673 | kberger@metasource.com

March 31, 2023



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Cover Letter

Cover letter: indicating the Respondent's interest and ability to complete the Scope of Services contained in this RFP. The cover letter should also:

- *acknowledge all addenda issued*
- *be signed by a duly authorized representative of the Respondent*

Please see the following page.





March 31, 2023

Darrin Tangeman, Town Manager
Town of Truro
24 Town Hall Road, P.O. Box 2030
Truro, MA 02666

Dear Mr. Tangeman:

Thank you for the opportunity for MetaSource, LLC (MetaSource) to submit this proposal to the Town of Truro (the Town) to provide *Records Management, Storage and Archiving* services. Through this procurement, the Town is seeking to create a web-based historical records archive for internal use and public access. Components of this project include document review, categorization, digitization, and relevant indexing to support web-based records searching capabilities for both the Town and public access. The Town will select a vendor-partner based on the firm's qualifications and relevant experience, technical approach, performance abilities, and pricing.

With the stated scope of work falling directly into our core service offerings, MetaSource is confident of our position to deliver the project experience, technical expertise, security, quality, and technology that the Town requires.

MetaSource is also bidding on the Town's Historic Record Preservation and Archiving Services RFP. Should we be fortunate enough to be selected for both engagements, the Town will benefit both in terms of cost and efficiency:

- 1. Our hosted MetaStor® archival platform can be used to store the resulting images for both contracts for a single monthly fee.**
- 2. Our assigned project manager will oversee both projects simultaneously.**
- 3. A dual-support model managed by MetaSource ensures enhanced operational accountability, direct and centralized communication, and no "finger pointing" between multiple vendors.**
- 4. Concurrent discovery and due diligence tasks will shorten the Town's implementation timeline.**
- 5. The Town essentially receives a turnkey solution, from implementation through ongoing support.**

As the Town conducts its evaluation of potential partners, we are confident that it will take note of MetaSource's:

- ✓ Thorough understanding of the stated requirements;
- ✓ Extensive experience and expertise supporting similar projects;



- ✓ Ability to provide best-practice recommendations;
- ✓ Outstanding reputation with our clients;
- ✓ Partnership approach to support;
- ✓ Local presence to provide personalized customer service; and
- ✓ That those attributes set us apart from our competitors.

Throughout proposal evaluation and contract negotiations, Kathy Berger will serve as the Town's primary point of contact:

Kathy Berger, Senior Director of Business Development
1400 Providence Highway, Suite 3150, Norwood, MA 02062
603.370.0673 | kberger@metasource.com

In compliance with RFP requirements, MetaSource acknowledges addenda A and B.

Within this document we have addressed each RFP requirement and have also provided additional related information to assist the Town with its evaluation of MetaSource's capabilities. We look forward to a favorable review of this response and stand ready to support the Town's digital archive project.

Regards,

Randy Powell

Signer ID: SVM4NF46K9
Randy Powell, Vice President
MetaSource, LLC



Profile

Profile: a description of the Respondent's company and services offered. If the Respondent is a team, a description of the relevant services provided by each company. The Profile should include:

- *legal name of company and all contact information*
- *principal place of business and any local offices*
- *number of years in business and services offered*
- *representative clients and description of engagements completed over the past five years*

About MetaSource

As a trusted business process outsourcing and digital transformation partner with 30+ years of experience, MetaSource (legal name: MetaSource, LLC) offers a full suite of proven solutions such as document scanning services, digital mailroom, document management software, business process automation, AP automation, and compliance services.

Built on decades of experience, MetaSource's competence is proven through successful, long-term engagements with:

- ✓ A variety of government clients ranging from smaller towns to very large departmental agencies
- ✓ The largest court systems in the nation
- ✓ 14 housing finance agencies
- ✓ Major debt relief companies
- ✓ Industry-leading insurance companies
- ✓ Top-ten credit card issuers and consumer finance lenders
- ✓ Some of the nation's largest home builders
- ✓ 800+ mortgage clients (15% to 20% of all loans serviced in the U.S.)

MetaSource has eight company-owned facilities in North America (headquartered in Salt Lake City, Utah) and is staffed by an outstanding group of 1,000+ professionals. Our leadership is tenured with large-scale and complex operations experience. We utilize best-in-class technology that is driven by strong operating systems and application-tested best practices. MetaSource brings the Town the right combination of large-company resources and a local, personalized customer service approach.

Processing Facility

Our conveniently located, local operations center in Norwood specializes in public-sector digitization contracts and brings the Town the following key capabilities:

- A robust security program, including compliance with and certification to SOC 2 Type II audit requirements
- Adherence to strict corporate-mandated physical and electronic security directives
- Established infrastructure, equipment, systems, security, and quality methodologies

MetaSource At-A-Glance

-  Decades of combined key management staff experience
-  Standardized, yet flexible, operating platforms & processes
-  PCI-DSS, SOC 2 Type 2, HIPAA, & CJIS compliant
-  Six Sigma-based quality management program
-  Robust business continuity & crisis preparedness capabilities
-  Fiscal viability to support long-term client growth needs
-  Digitization expert processing 200 million+ documents annually



- Proven production workflow systems, extensive reporting capabilities, and documented audits and controls
- Proven management and technical teams and a fully trained and stable workforce

We welcome the Town to visit our Norwood operations center for a first-hand view of our production and security capabilities.

To simply say we are industry-leading experts would not suffice, as the real testament would be the trust that numerous agencies have placed in us. A sampling of some of MetaSource’s Northeast public-sector clients includes:

- | | |
|---|---|
| ▪ Town of Shrewsbury, Massachusetts | ▪ Town of Kennebunk, Maine |
| ▪ Town of Medford, Massachusetts | ▪ City of Philadelphia, Pennsylvania |
| ▪ City of Cambridge, Massachusetts | ▪ New York State Unified Court System |
| ▪ Office of the Attorney General, Massachusetts | ▪ New York State Office of Attorney General |
| ▪ Taunton Housing Authority, Massachusetts | ▪ City of White Plains, New York |
| ▪ Town of Sudbury, Massachusetts | ▪ County of Franklin, PA Court System |
| ▪ Town of North Attleboro, Massachusetts | ▪ City of Hyattsville, Maryland |

We are selected to support client scanning/capture needs based on our:

- ✓ Industry qualifications and experience
- ✓ Key management staff expertise
- ✓ Proposed solution thoroughness
- ✓ Ability to quickly ramp to deadline
- ✓ Security robustness
- ✓ Cost-effectiveness
- ✓ Local presence

MetaSource Exceeds the Town’s Experience Selection Criteria

MetaSource brings extensive expertise that matches the Town’s “highly advantageous” evaluation criteria through our decades of experience. A sampling of our municipal clients includes:

- Cambridge, Shrewsbury, Medford, Sudbury, and North Attleboro, MA
- Hyattsville, MD
- Philadelphia, PA
- White Plains, NY
- Kennebunk, ME
- Newport Beach, Burbank, Beverly Hills, Long Beach, and Riverside, CA

MetaSource brings core competencies in records management solutions, specializing in scanning/conversion, data capture, digital mailroom, and web-based and off-cloud content management solutions. We process a variety of agency document types, many of which require strict confidentiality, including historical records, building/safety drawings, parcel/subdivision maps, plans, student records, permits, applications, personnel/payroll records, case files, court records, inspection documentation, manuals, vital records, photographs, patient records, public hearing exhibits, business files, etc.



Our proposed project principal, Michael Burchianti, has been integral to the success of the implementation and ongoing support of our public-sector projects, most notably with the cities and towns of Cambridge, Shrewsbury, Medford, and Sudbury. He will be supported by an experienced group of additional account management and operational staff.

Contact Information

Senior Director, Business Development Kathy Berger will serve as the Town's primary point of contact throughout the procurement process. Her contact information is provided below.

1400 Providence Highway, Suite 3150
Norwood, MA 02062
603.370.0673 | kberger@metasource.com



Personnel and Statement of Qualifications

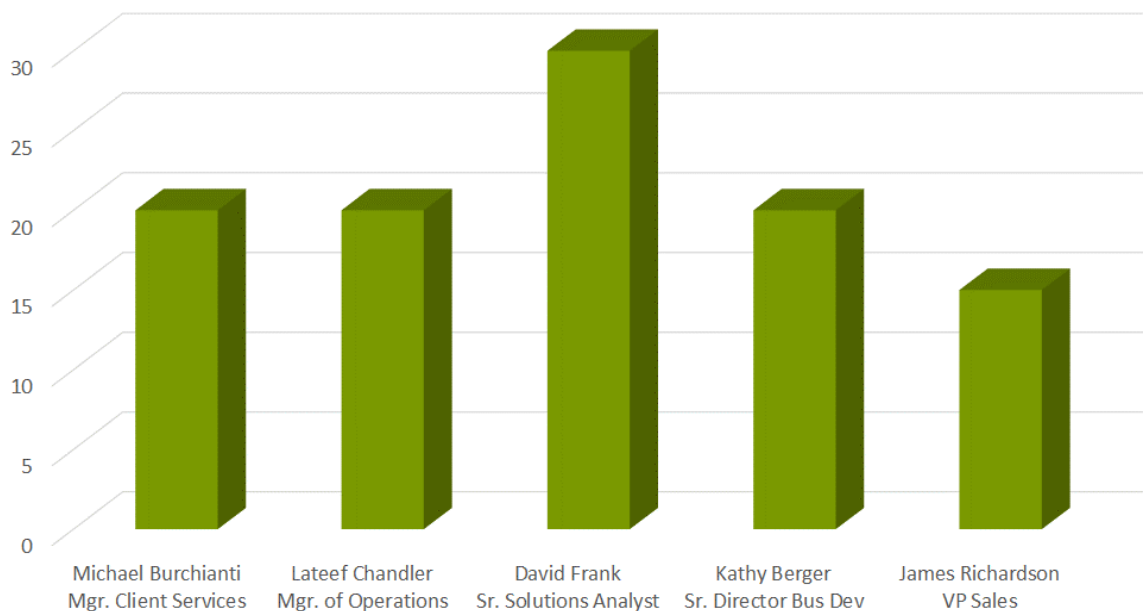
Personnel and Statement of Qualifications: Please identify and describe the qualifications of the key personnel who will be responsible for providing services to the Town under contract. This should include, for each such person:

- *description of specific credentials and experience*
- *number of years of experience providing relevant services*
- *description of experience providing services similar to those described in this RFP*

Only the most seasoned industry professionals will manage and support this contract, with a dedicated team from start to finish. Their level of expertise with capture and archival projects enables MetaSource to ensure success through enhanced foresight and control of all implementation and operational processes. Our experienced digital transformation professionals save clients tens to hundreds of thousands of dollars annually and help organizations reduce records storage costs by an average of 20%.



MetaSource Key Management Staff: 100+ combined years' experience



Biographies of key management staff are provided below. To ensure continuity and high-quality output, all assigned project team members will be in place throughout the life of the contract. Should any named resource be unavailable at time of contract award, similarly credentialed staff will be assigned.

- Michael Burchianti, Manager of Client Services. As the manager of client services, Michael Burchianti sets up and reviews the project scope, budget, and timeline of all work that is to be performed. He remains involved in overseeing each project through to completion with the help of his project management team. A 20-year veteran at MetaSource, Mr. Burchianti always focuses on the quality of the work while staying within the established budget and timeframe.



Project role: Project principal

- Lateef Chandler, Manager of Operations. Responsible for overseeing our Norwood production operations, Lateef Chandler's experience as a document management information technology manager spans 20 years. He has provided application installation, training, and ongoing support for hundreds of clients, consistently achieving record-high customer satisfaction rankings.

Project role: Operations support and transportation management

- David Frank, Senior Solutions Analyst. Recognized throughout the AppEnhancer community as an expert on the product suite, David Frank has been actively involved with AppEnhancer software since 1993. He has worked closely with product managers, engineering, development, and support teams throughout this time to help make AppEnhancer the product set that it is today. Throughout his career, Mr. Frank has:
 - Provided technical expertise for the vast array of OpenText software offerings to internal account executives and current/prospective clients
 - Participated in AppEnhancer focus group sessions supporting future planning
 - Conducted and participated in web presentations (demonstration of both standard and customized needs)
 - Delivered AppEnhancer training to partners
 - Supported technical issue resolution with the OpenText AppEnhancer support team

Project role: MetaStor (proposed archive platform) configuration, deployment, and support

- Kathy Berger, Senior Director, Business Development. Kathy Berger is a trusted digital transformation advisor for the delivery of data and document automation solutions. She has had a 20-year front-row seat to the evolution of digital adoption, from document scanning to complex content management projects for every industry vertical. With a passion for white-glove service for every person and project, Ms. Berger rolls up her sleeves and helps prioritize, plan, and implement systematic solutions with a consultative approach. She has served on the ARMA Boston Chapter board as treasurer for the past four years.

Project role: Contract negotiations and overall client satisfaction

- James Richardson, Vice President, Sales. James Richardson brings a 15-year technical and business development background in outsourced mailroom services and document scanning, business process improvement, and workflow automation. With superior leadership and communication skills, he can communicate complicated and technical concepts at appropriate levels for all audiences. Mr. Richardson is an AIIM ECM Practitioner, Accredited Payables Solution Consultant (APSC), and a FileBound Certified Professional with training in HIPAA, Frevvo E-Forms software, and PSIGEN document capture software.

Project role: Project monitoring and escalation support

Operational Support Staff

MetaSource offers the Town at-the-ready production staff; hiring cycles are not required. The number of FTEs to be assigned will be based upon volumes processed. All employees will undergo extensive Town



project-specific training prior to being assigned to process incoming work. Only operators that achieve 100% accuracy during training sessions will be assigned to live production. And, while working on Town documents, they will be under continuous monitoring to ensure that agreed-upon accuracy and quality SLAs are met. Root causes for errors encountered will be analyzed and remediated; corrective actions instituted could include, but not be limited to, re-training of specific employees, training document revisions, system changes, modifications to processes or procedures, or the addition of table lookup/validation steps. MetaSource's gated operator certification process is not simply a training process, this is our way of knowing that every person assigned to a project is capable of doing the work and that they have a clear understanding of the impact of the quality on our clients.



Approach to Work and Work Plan

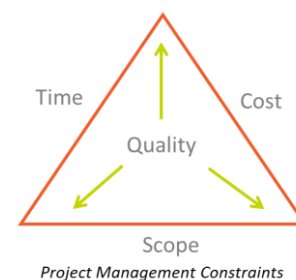
Approach to Work and Work Plan: Please describe how the Respondent plans to approach and complete the work described in each category of the Scope of Services, including:

- *Scanning Town records*
- *Creation of searchable digital archive*
- *Providing public access to digital records*
- *A timeline should be included*

Project Management Methodology

Our project management methodology balances the three universal project constraints of time, cost, and scope while always maintaining the highest quality. MetaSource understands that the success of this project is dependent on a standard, structured program management methodology to ensure:

1. The Town's business goals and technical, quality, and security requirements are accurately captured
2. The solution is implemented on time with minimal risk
3. The Town receives maximum return for its investment in MetaSource resources



Town Participation

While MetaSource will take the lead in each implementation step, we will require Town input, review, and signoff to minimize project risk and ensure our developed solution program precisely fits the Town's required business needs. To ensure a successful project implementation, we will request the following (non-inclusive) support from the Town:

- Resources to support the project kickoff meeting and development of training material
- Input from SME resources to define current business flows and ensure the correct definition of expected project outcome during due diligence
- Input from technical staff to provide input related to business rules and standards to be followed
- Input from SMEs related to any quality issues (this allows MetaSource to quickly identify quality/production level variances and highlight areas requiring additional training, modification to system configuration, or other corrective actions)
- Availability of project management staff to review and sign off on all requirements documents and testing results

Project Timeline

Based on our experience, the most critical factor in a speedy implementation is receiving rapid communication on questions and data sets returned to our clients. With open, accurate, and timely communication channels, we confirm that live production for the Town would be initiated within 30 days or less of contract award. The preliminary timeline below depicts the first month of the project.



Town of Truro - First-month timeline	Month 1			
	W1	W2	W3	W4
Develop SOW and sign agreement				
Gather project requirements; create BRD				
Review and sign off on BRD				
Create initial work sample				
Client review				
Conduct training				
Perform end-to-end system training				
Conduct client user acceptance training				
Implement solution and conduct pilot operations				
Sign-off				
Initiate production ramp-up				
Full-volume production				

Note: MetaSource is also bidding on the Town’s Historic Record Preservation and Archiving Services RFP. Should we be fortunate enough to be selected for both engagements, concurrent discovery and due diligence tasks will shorten the Town’s implementation timeline.

Pre-Production Tasks

Project Initiation

In initiating this project with the Town:

1. MetaSource will meet with the Town to capture detailed specifications and re-review the documents to be processed. This is a complimentary service to the Town in order to ensure successful project outcomes.
2. During specification capture, MetaSource will provide a budget illustration based on existing contract line items.
3. This will be followed by pilot operations to test the solution. The pilot, deployed in a production environment, would be comprised of actual live work at low volumes. It will test all agreed upon service levels (e.g., image quality, data accuracy, output, upload, workflow) prior to full ramp and production. MetaSource will not proceed without Town sign-off.
4. After the pilot, MetaSource will provide a finalized budget and timeline to the Town, followed by a formalized statement of work and business requirements document (described below).

Statement of Work and Business Requirements Document Development

The statement of work (SOW) and business requirements document (BRD) will serve as the foundation of all project requirements. The executed SOW will reiterate the details of all contracted services to be provided (“what we will do”) and include the project’s functional and technical specifications.

The BRD, based on the SOW, will thoroughly describe “how” we will deliver the solution and include details related to infrastructure, resources, and operational requirements that must be in place for a successful solution program. It lists the business rules and associated business and technical requirements that MetaSource must comply with in order to meet our contractual requirements with the Town.



When a question or issue arises within a standard workday, the BRD would provide appropriate guidance to MetaSource for taking Town-approved action to reach a resolution. The BRD also serves as a common understanding between the Town and MetaSource; the Town may use it as a reference to ensure that agreed upon services and turnaround times are being met.

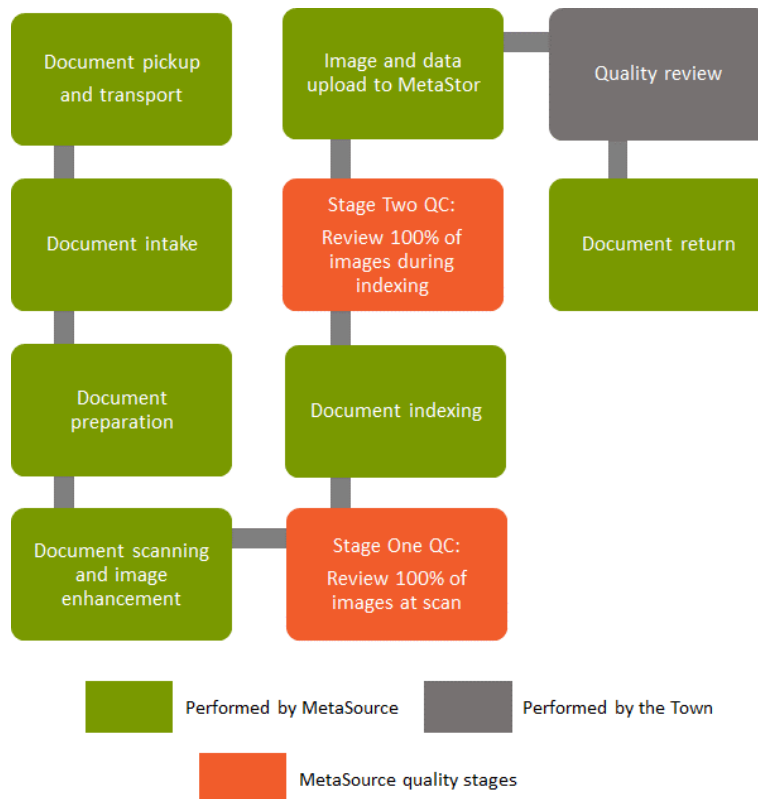
Playbook Development

Because the lack of standardization can impact consistent output delivery, MetaSource will develop and leverage a “playbook” of repeatable processes to support Town operations. The playbook will include roles and responsibilities, policies and procedures, workflows, checklists, templates, forms, and various other job aids.



Preliminary Technical Approach

The technical solution presented within this section is preliminary in nature; it is based upon our current understanding of the Town’s stated requirements and experience with similar engagements. MetaSource’s solutions are developed and configured during our due diligence process for each project; final technical solutions and all procedures are captured in a BRD as described previously. Although MetaSource has a standard, repeatable, and optimized methodology developed and managed using Six Sigma controls, we understand that each client is different and has unique business requirements. Our methodology, however, enables us to quickly customize our processes and procedures to provide solutions that will be tailored specifically to the Town’s business needs.



Document Pickup and Transport

The pickup/transportation preparation process includes the following steps:

1. Boxes will be packed by Town staff and staged for shipment.
2. The Town will prepare a box-level shipping manifest of documents to be processed.
3. MetaSource will schedule each pickup and leverage the services of a bonded and insured third-party carrier (one of our long-term partners) for transport.
4. The carrier will arrive onsite, and using the Town-created shipping manifest, confirm each box is present, and load each box into the vehicle.
5. Both the Town and the carrier will sign and date the shipping manifest. No documents will leave the Town site until the shipment is reconciled and agreed upon.

Pickup schedules will be jointly agreed-to by the Town and MetaSource.

Document Intake

Upon arrival at our Norwood operations center, boxes will be unloaded and immediately brought into a secured area with controlled access for intake. Boxes will be checked into the system by scanning the box numbers and confirming receipt of the physical box.

We provide a comprehensive chain-of-custody program, supported by technology and refined operational processes, to address the highest demands on the transfer of documents from client sites to our facilities. MetaSource's Production Control System (PCS) is our enabling technology used to receive, track, and report on the scanning process. PCS provides real-time information on the status of documents, time to process, volume, delivery, resources available, resources needed, and all other points of information. PCS will provide a detailed audit trail of all Town records and data within our possession. It will reconcile all Town records and establish accountability of records from initial pickup and transport through receipt, processing, and disposition.

File Retrievals

MetaSource understands that the Town may have the need to access documents during the conversion process. For records within our possession, we will pull and fulfill any Town document request within 24 hours of the receipt of the request. Once the Town issues a request for a file/document/record, MetaSource will prioritize the processing of the requested item and provide an electronic copy (scan on demand) of the file. Delivery can also include the return of the physical document. The proximity of our Norwood operations center to the Town will help ensure expedited file retrievals for physical documents.

Document Preparation

While specific document preparation business rules will be confirmed with the Town during requirements capture, standard tasks include:

- Remove paper clips, staples, and other bindings from papers
- Unroll and flatten any papers
- Repair documents and clear tape tattered edges
- Tape of partial sheets to carrier sheets
- Create photocopies of fragile documents as necessary



- Insert barcode separator sheets to identify each document type/start and end of each individual document set

Document Scanning

MetaSource uses state-of-the-art software to scan paper documents and capture digital images. Documents will be scanned at a minimum of 300 DPI, in black & white or color depending upon the source document. Special book scanning equipment will be used for bound volumes; book spines will remain intact. We adhere to the following ANSI/AIIM, ANSI American Society for Quality (ASQ), and ISO imaging and library standards for document preparation and image processing:

- ANSI/AIIM TR15-1997: Planning Considerations, Addressing Preparation of Documents for Image Capture – for document preparation
- ANSI/AIIM MS44-1988 (R1993): Recommended Practice for Quality Control of Image Scanners – for scanner quality control, to ensure continued maintenance of an established level of quality
- ANSI/AIIM TR19-1993: Electronic Imaging Display Devices – for selecting imaging devices
- ANSI/AIIM MS55-1994: Recommended Practice for the Identification and Indexing of Page Components (Zones) for Automated Processing in an Electronic Image Management (EIM) Environment – for zoned OCR quality control
- ANSI/AIIM TR34-1996: Sampling Procedures for Inspection by Attributes of Images in Electronic Image Management (EIM) and Micrographics Systems or ANSI Z1.4 Systems – for sampling rules and quality assurance sampling rules on image quality control
- ANSI/ASQ Z1.4-2003: Sampling Procedures and Tables for Inspection by Attributes – for quantifying performance
- ANSI/ASQ Z1.9-2003: Sampling Procedures and Tables for Inspection by Variables for Percent Nonconforming – for quantifying performance
- ANSI/NISO Z39.85-2007: The Dublin Core Metadata Element Set for Defining Metadata Elements – for resource descriptions
- ISO 19005-1: Document Management–Electronic Document File Format for Long Term Preservation – for storage (PDF/A)

Image Enhancement

After scanning, each image will be imported to the MetaSource image enhancement module, where it will undergo the following automated image cleanup processes:

- De-skewing, de-speckling, orientation, and smear removal
- Blank back side page recognition and removal (based upon predetermined pixel counts/threshold settings)
- Separator sheet removal
- Background smoothing
- Contrast adjustment

Document Indexing/Data Capture

MetaSource and the Town will work together to identify indexing parameters for each project in the collection. We will capture how the Town currently accesses physical documents and “mimic” that



hierarchy for a digital environment (“electronic filing cabinet”). Currently the Town envisions indexing by department, year, and topic. Indexing will be performed using a key-from-image model.

Quality Inspection

MetaSource will incorporate multiple levels of quality inspection throughout processing: 100% image inspection at scanning and 100% inspection at indexing QC.

- 100% image inspection at scanning. Our scanning software is an advanced application that, among other capabilities, reviews each and every image as it is captured for overlap, skew, etc., and automatically flags document exceptions for immediate correction – resulting in significantly less rescans downstream in the quality control process.
- 100% image inspection at indexing quality control (QC). Operators will review every image and all index data on the screen during the QC review process. They will:
 - Verify all pages have been scanned from front to back
 - Ensure every page is complete, clear, and as readable as the source page
 - Ensure every page is right reading

The QA module displays every page, and the operator has the ability to perform full page/screen review on any page to verify its quality and detail.

Our final quality control step is to compare the final output to the documents received to ensure that each document is imaged/indexed.

Output Delivery

Images and data will be uploaded to MetaStor, the Town’s new web-based archive provided by MetaSource. Images will be in text-searchable PDF format (excluding handwritten documents). Additional information about MetaStor is provided later on in this section.

Note: MetaSource is also bidding on the Town’s Historic Record Preservation and Archiving Services RFP. Should we be fortunate enough to be selected for both engagements, images from that project can also be stored within MetaStor for a single monthly fee.

Town Quality Check

The Town will perform a quality check on the images/data delivered by MetaSource using benchmarked samples. Any deficiencies identified will be repaired or replaced by MetaSource within an agreed-upon schedule, and at no additional charge.

Document Return

Following scanning, MetaSource will provide secure short-term document storage within our Norwood operations center to accommodate the Town’s QC activities. This will be followed by return to the Town. Per the Town’s stated requirements, files will be re-placed into boxes in the order found and documents will not require restapling.

Norwood offers a clean, dry, heat/humidity-controlled, and vermin-free storage environment with camera monitoring. Documents will be stored in original boxes, off the floor, on sturdy shelving. Access



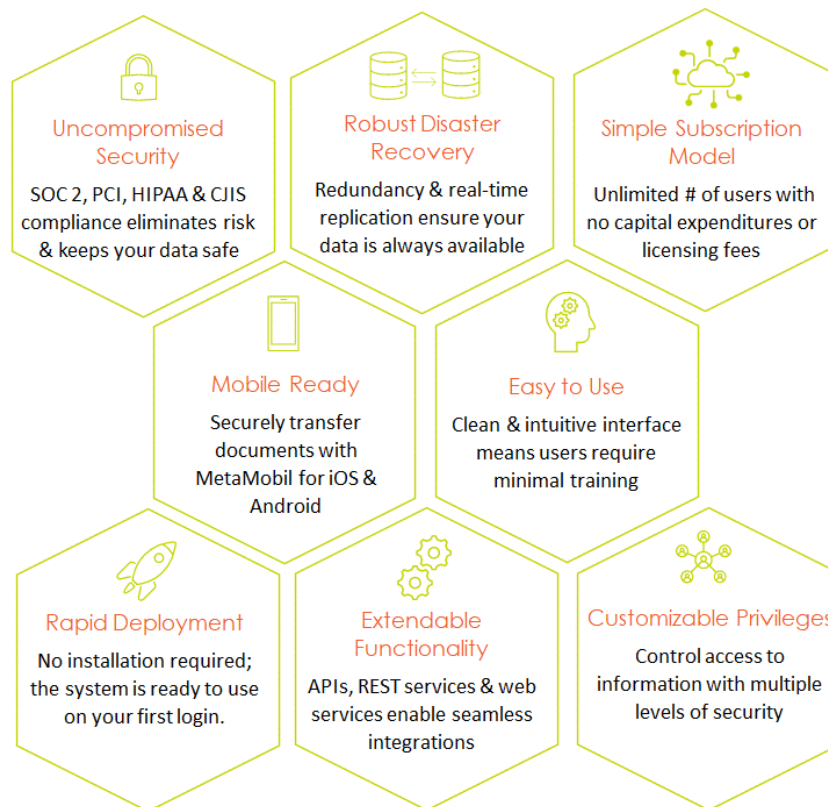
to documents will be based on least privilege; specifically, if an employee has no reason to access documents to perform his/her job function, access will be denied.

Creation of a Searchable Archive of Digitized Town Records

Digitized Town records will be stored in MetaStor, our hosted version of the OpenText AppEnhancer repository platform. With MetaStor, the Town's estimated 50 users can securely store and access documents internally (remotely or in the office), as well as share documents with the public.

For Phase 1 of the project, MetaSource recommends leveraging MetaStor for internal use only, followed by public access in Phase 2. Because many failed technology initiatives are a direct result of lack of user buy-in, MetaSource is confident that this incremental approach will bring maximum value in terms of adoption and usability for the Town.

MetaStor provides *any document, anywhere, at any time* via the web with all the functionality of a premise-based content management and workflow system.



Cloud-Based Security and Disaster Recovery

Because MetaStor is hosted by the same highly secure MetaSource infrastructure that has been thoroughly vetted by major financial institutions and service companies, it provides an extremely high level of security to meet compliance and business recovery objectives. MetaStor also has full support for inbuilt secure socket layers (SSL), along with site-specific security measures such as IP address limiting, session source persistence, and more. We perform data at rest encryption in conjunction with physical SAN security to address major storage administrator security concerns.

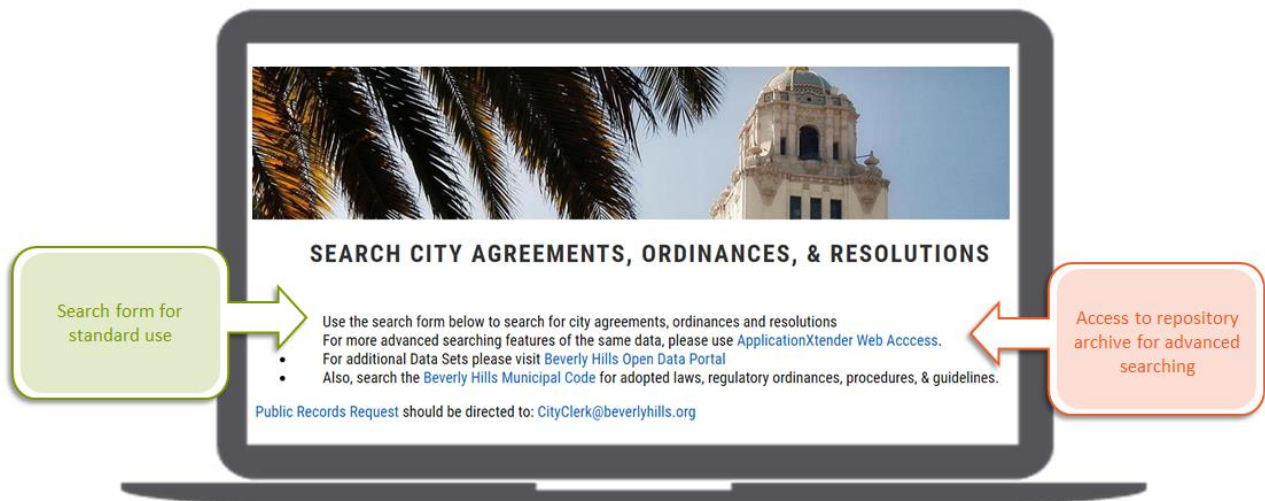


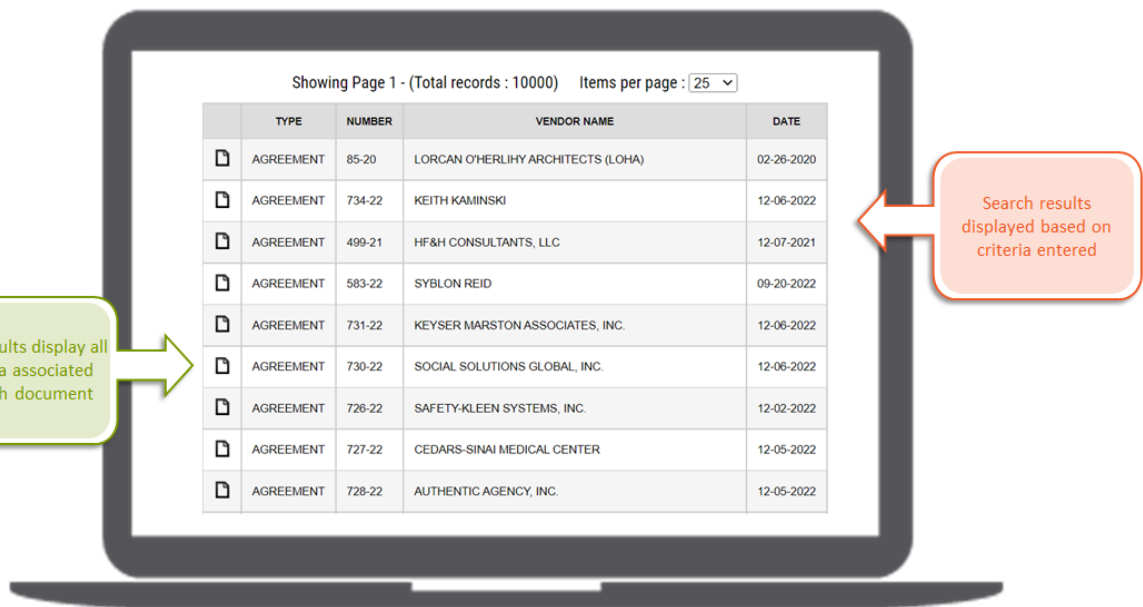
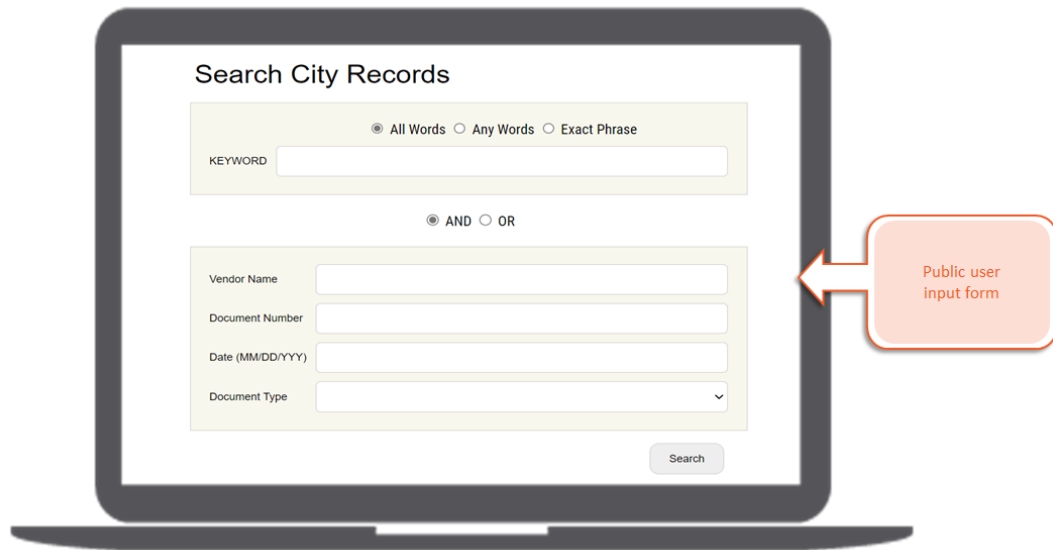
MetaSource’s robust business continuity strategies mean that Town data is safe from loss. Through the use of redundant networks, server clusters, and storage arrays, MetaSource eliminates the potential of hardware failures affecting availability. Backup power sources and redundant high-speed data lines mean no interruption in service or accessibility. Town data will be backed up several times a day through an advanced strategy that ensures all data is written to multiple media devices within hours of being uploaded. A set of these high-capacity media will then be moved offsite on a daily basis and placed in a remote, secure, fireproof vault for safekeeping.

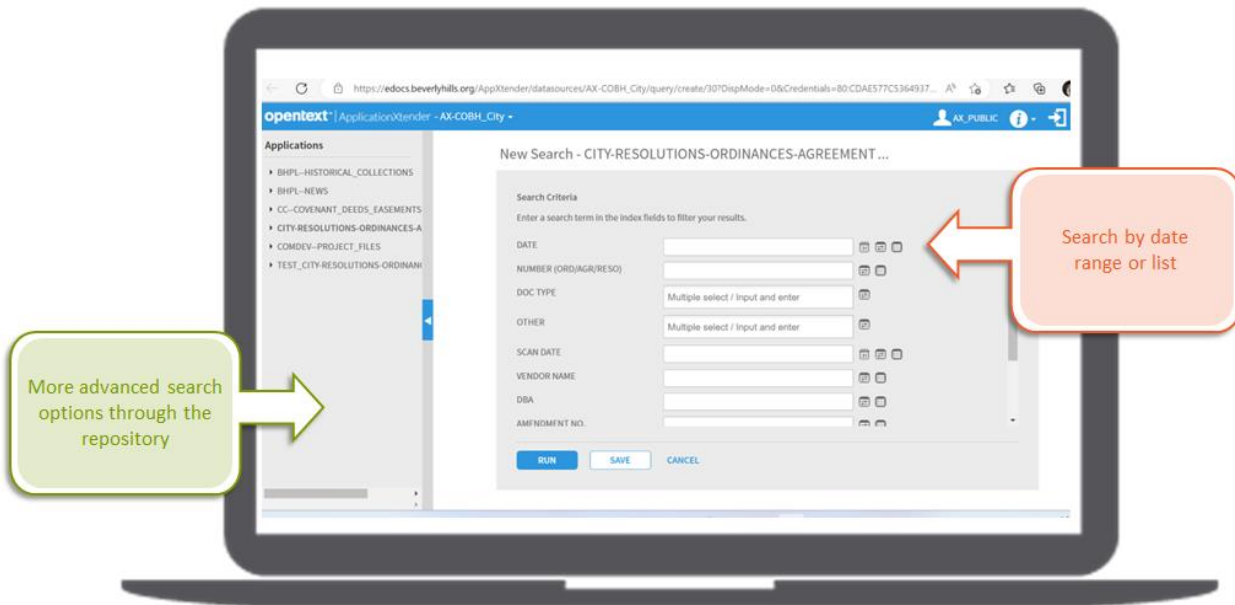
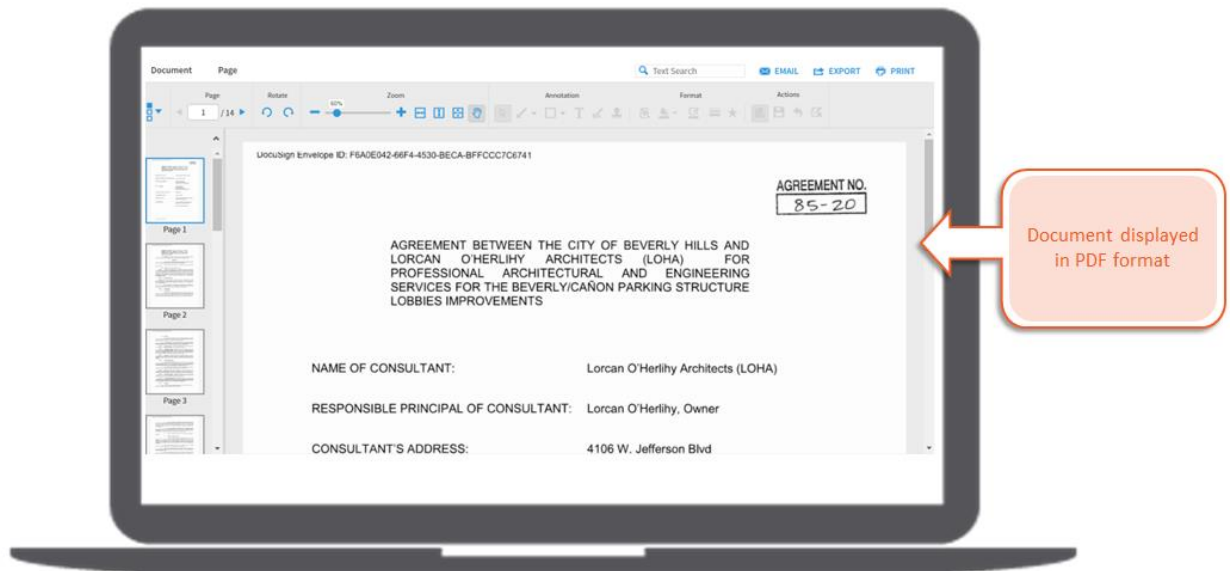
Public Access to the Archive

MetaSource provides two options to facilitate public access: through a search form or, for more advanced searching, through web access to MetaStor. Examples of both options can be demonstrated through our solution for the City of Beverly Hills. While the City has an on-premise environment, they provide content to City employees, a separate data source for the Police Department, and applications that have been allowed for public consumption. Screen shots of the options are presented below, and the Town can view the site itself at the following link:

www.beverlyhills.org/cityclerk/agreementsordinancesresolutions/web.jsp?DOCQUERY=&action=search







The archive will be accessible to the public through a specific user ID (e.g., TRURO_PUBLIC) which would be part of the scripting to be done to provide content to the public. The TRURO_PUBLIC user would be limited to capabilities such as display and export.

Town Training

MetaSource will provide train-the-trainer sessions (onsite or via webinar) that fully cover the administration and use of MetaStor. We will also provide application training and general knowledge transfer as part of the deployment. Our approach to client training ensures that Town staff is fully prepared to perform their jobs using MetaStor, whether an administrator or a user. Because MetaStor



was designed with user experience as a top priority with a clean and intuitive user interface, Town end users should require minimal training.

Technical Support

MetaSource’s standard support hours are from 8 am to 7 pm ET, Monday through Friday. All requests are routed through our help desk in multiple communication methods which includes email, phone, or the internal service desk. Once the request is received, it will be logged into the MetaSource ticketing system and assigned a ticket number. To track and prioritize issues, we utilize sophisticated help desk ticketing software that provides alerts to appropriate internal individuals/teams advising of current issues, their severity, and needed timeline to resolution. Our standard technical support levels, outlined below, can be adjusted to meet Town-specific requirements.

Severity	Definition	Contact Frequency	Problem Resolution
1	<p>Severe problem preventing customer or workgroup from performing critical business functions:</p> <ul style="list-style-type: none"> Production data corruption (data loss, data unavailable) Production system crash or hang Production systems significantly impacted Production system and/or data is at high risk of potential loss or interruption Production system workaround is required immediately 	Daily	Continuous business days
2	<p>Customer or workgroup able to perform job function, but performance of job function degraded or severely limited:</p> <ul style="list-style-type: none"> Production system adversely impacted Non-production data corruption (data loss, data unavailable) Non-production system crash or hang Non-production system and/or data is at high risk of potential loss or interruption Non-production system workaround is required immediately Development system(s) is inoperative 	Every other day	Continuous business days
3	<p>Customer or workgroup performance of job function is largely unaffected:</p> <ul style="list-style-type: none"> Production or development system has encountered a non-critical problem or defect and/or questions have arisen on product use 	Weekly	As-required business days
4	<p>Minimal system impact; includes feature requests and other non-critical questions:</p> <ul style="list-style-type: none"> No customer business impact Requests for enhancements 	Monthly	As-required business days



Description of Relevant Projects

Description of Relevant Projects: Please describe projects completed or in progress that are comparable and relevant to the services sought in this RFP. Where projects include public access to archived records, please provide links and any other information required for access to such records.

MetaSource processes a variety of agency document types, many of which require strict confidentiality, including historical records, building/safety drawings, parcel/subdivision maps, plans, student records, permits, applications, personnel/payroll records, case files, court records, inspection documentation, manuals, vital records, photographs, patient records, public hearing exhibits, business files, etc. A sampling of some of MetaSource's Northeast public-sector clients includes:

Our experience, expertise, and dedication serve as both proof and a promise to provide the Town with the solution and partnership needed.

- Town of Shrewsbury, Massachusetts
- Town of Medford, Massachusetts
- City of Cambridge, Massachusetts
- Office of the Attorney General, Massachusetts
- Taunton Housing Authority, Massachusetts
- Town of Sudbury, Massachusetts
- Town of North Attleboro, Massachusetts
- Town of Kennebunk, Maine
- City of Philadelphia, Pennsylvania
- New York State Unified Court System
- New York State Office of Attorney General
- City of White Plains, New York
- County of Franklin, PA Court System
- City of Hyattsville, Maryland

We are selected to support client scanning/capture needs based on our:

- ✓ Industry qualifications and experience
- ✓ Key management staff expertise
- ✓ Proposed solution thoroughness
- ✓ Ability to quickly ramp to deadline
- ✓ Security robustness
- ✓ Cost-effectiveness
- ✓ Local presence

We invite the Town to view a similar solution implemented for the City of Beverly Hills at the following link:

www.beverlyhills.org/cityclerk/agreementsordinancesresolutions/web.jsp?DOCQUERY=&action=search

While the City has an on-premise environment, they provide content to City employees, a separate data source for the Police Department, and applications that have been allowed for public consumption.



Additional, Value Added Services

Additional, Value Added Services: Please identify any value added services that the Respondent could provide to the Town (at no cost) in addition to those described in the Scope of Services. There is no requirement to do so, but such additional services may differentiate the respondent and improve the overall evaluation of the Technical Proposal

MetaSource Differentiators and Value for the Town

As a major, tenured outsourcing firm, MetaSource has performed multi-scaled conversion of highly sensitive documents for 30 years. But delivering **meaningful value** is what drives MetaSource and is a key attribute that makes us stand out from our competitors. Our ability to deliver meaningful value for the Town is built around the following components.

White-Glove Service the Town Can Rely on

MetaSource works hard to earn client business and goes above and beyond to keep it. Our commitment to the Town is service delivery that exceeds expectations, strategic partnership, and shared goals to drive maximum value. From start to finish, we will work with the Town to ensure that the strictest attention to detail is paid to its digital solution needs.

Our Commitment to the Town:

Subject matter expertise every step of the way

- Time-leveraged delivery
- Budget-conscious approach
- Digital capture best practices
- Local support

- The Town will have a single point of contact through a dedicated project manager to assist with its scanning needs and monitor all projects.
- Formally documented status/progress reports will ensure that the Town remains constantly apprised of project schedule and budget, as well as any identified risks or issues to accurately assess project health.
- We also offer a clear and proactive escalation path that includes the sponsorship of our executive team to ensure complete project success for the Town.

We are located two hours from the Town – enabling us to provide local and personalized support.

Consultative Support and Best-Practice Sharing with the Town

We understand how public-sector budgetary and business needs intersect and create solutions that take both into account. From start to finish, we will work with the Town to ensure that the strictest attention to detail is paid to its document scanning project and identify the best solutions that give the Town the highest levels of usability and quality based on its budget.

The assessment and capture of the Town's business needs will be provided at no cost.

MetaSource's solution analysis and storyboarding started immediately upon our RFP review and onsite visit. Some initial best practices and recommendations we'd like to share with the Town include:

- A phased approach to MetaStor functionality deployment – internal use followed by public access
- The use of menu service items and budget assessment and allocation throughout the contract to ensure high value for the Town's investment



- The use of MetaSource’s PCS tracking platform to ensure full chain of custody of the Town’s historical documents

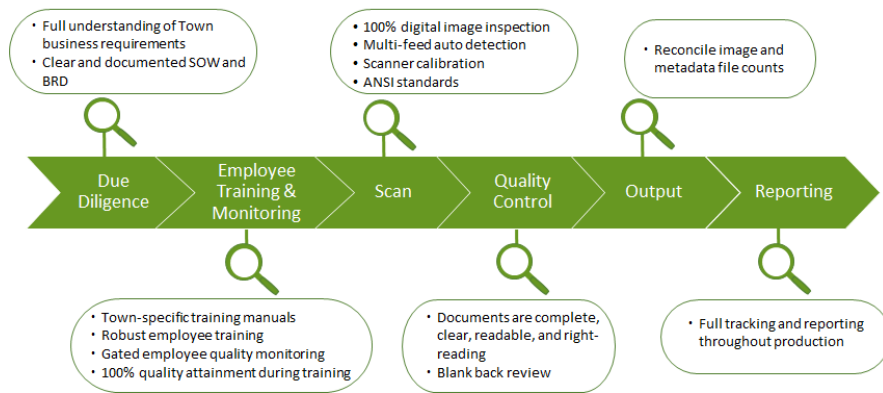
✓ Full Protection of Town Documents and Data

We offer the Town extensive risk mitigation capabilities and full protection of its documents and data.

- Audited to and compliant with SOC 2 Type 2, and HIPAA requirements, MetaSource has achieved a 100% approval rate during frequent security audits by the largest insurers and credit card issuers in the world.
- MetaSource has completed the CJIS Security Policy and self-certification/self-attestation and is in full compliance with all published CJIS mandates and regulations.
- Our tracking and reporting platform reconciles all records and establishes accountability from initial document pickup throughout processing and document disposition. MetaSource’s real-time production reporting captures exactly how many documents were received and processed, their status within production, and when complete.

✓ Extremely High Levels of Quality


MetaSource brings the Town a proven quality methodology that starts at requirements capture and extends through employee training and accuracy monitoring, tiered inspections during conversion, and robust SLA reporting. Our ability to provide these high levels of accuracy is based upon the inclusion of multiple quality checkpoints:



✓ Large-Company Strength Complemented by Small-Company Agility

MetaSource brings the strength, depth, and breadth of a large public company – delivering the resources and infrastructure necessary to execute on our proposal. We also possess the fiscal viability to provide the Town with superior deliverables stand behind our performance claims. These capabilities, when coupled with the appreciation, customer focus, and flexibility inherent to a mid-sized private firm, enables MetaSource to respond to the Town’s needs with agility. That agility translates directly to enhanced communication, full transparency, less layers of decision-making and “red tape,” and, ultimately, enables the Town to gain the benefits and efficiencies of successful projects that exceed expectations.



 **Full Commitment to the Town's Success**

MetaSource is a trusted, forward-thinking partner dedicated to improving our clients' operational and digital capabilities. Both during initial discovery sessions and throughout our relationship, we will brainstorm with the Town, make best-practice recommendations, and identify value-driven solution approaches. We can support the Town's immediate digital needs, and also looks forward to sharing additional transformative and efficiencies with the Town such as workflow automation, exception handling, e-Forms, and digital signature functionality to further enhance the Town's internal operations.



References

References: Please provide a list of all clients to whom the Respondent has provided services similar to those identified in this RFP since January 1, 2017, including name, contact information, and type of engagement. Respondents may, but are not required to use the Reference Form attached as Appendix C.

MetaSource supports thousands of clients, from small to large, and it would be very lengthy to present them all. We do, however, present the following local municipal references.

Client Name	City of Cambridge
Contact	Paula Crane, Deputy City Clerk or Stewart Won, Principal Clerk (City Clerk's Office)
City and State	Cambridge, MA
Phone	617.349.4260
Email	pcrane@cambridgema.gov or swon@cambridgema.gov
Years Served	March 2022 to present
Description of Services	MetaSource is providing backfile conversion services for legacy documentation (historical documents) for the City Clerk department, uploading to its SharePoint Content Management Solution.

Client Name	Town of Shrewsbury
Contact	Andy Truman, Town Engineer/Engineering & Conservation Division Manager
City and State	Shrewsbury, MA
Phone	508.841.8412
Email	atruman@shrewsburyma.gov
Years Served	March 2022 to present
Description of Services	This project is a multi-departmental backlog with a content management solution implementation. MetaSource is underway with the Building Department and Planning & Economic Development departments.

Client Name	Harvard University
Contact	Dwayne Liburd, Archivist
City and State	Cambridge MA
Phone	617.495.2461
Email	dliburd@hmdc.harvard.edu
Years Served	2021 to present
Description of Services	MetaSource provides scanning and indexing of the university's archived records.

Client Name	Taunton Housing Authority
Contact	"Marty" Amarily Mercado, Operations Administrator
City and State	Taunton, MA
Phone	508.823.6308 X212
Email	amercado@tauntonhousing.com
Years Served	February 2022 to present
Description of Services	MetaSource is providing a backfile conversion of Housing Authority documentation.



Certifications

Certifications: Please complete and sign the following Certifications attached as Appendix A:

- *Certificate of Non-Collusion*
- *Certificate of Authority (corporation or LLC)*
- *Certificate of Tax Compliance*

These forms are provided on the following pages.





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 110 or 124 Fax: 508-349-5505

Certificate of Non-Collusion

Description of Bid/Proposal: Records Management, Storage and Archiving Services

Date of Bid: March 31, 2023

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Randy Powell

Randy Powell, Vice President

(Name of Person Signing Bid or Proposal)

MetaSource, LLC

(Name of Business)

This form must accompany bid/proposal





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

Certificate of Authority (Limited Liability Companies Only)

Instructions: Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

MetaSource, LLC

(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the Town of Truro.

2. The LLC is organized under the laws of the state of: Delaware.

3. The LLC is managed by (check one) a Manager or by its Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

<u>Name</u>	<u>Title</u>
Randy Powell	Vice President

5. **Signature:** Randy Powell
Signer ID: QVM4NF46K9...

Printed Name: Randy Powell

Printed Title: Vice President

Date: 03/27/2023





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 110 or 124 Fax: 508-349-5505

REVENUE ENFORCEMENT AND PROTECTION CERTIFICATION (REAP)

Pursuant to M.G.L. Ch. 62C, Section 49A, I certify under the Penalties of Perjury That I Have Filed All Mass. State Tax Returns and Paid ALL Mass. State and Town Taxes Required under Law.

Company Name: MetaSource, LLC

Street and No: 1400 Providence Highway, Suite 3150

City or Town: Norwood

State: MA Zip Code: 02062

Telephone: 603.370.0673

Social Security or Federal Identification Number: 26-0771758

Certified by State Office of Minority and Women Business Assistance (SOMWBA): N/A

Date of Certification: _____

Failure to complete this form may result in rejection of bid.

Randy Powell

Authorized Signature

03/27/2023

Date



Proposal to provide:

Records Management, Storage and Archiving Services Price Proposal

Provided for:

Town of Truro

Prepared by:



metasource

Kathy Berger
Senior Director, Business Development
1400 Providence Highway, Suite 3150
Norwood, MA 02062
603.370.0673 | kberger@metasource.com

March 31, 2023



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Price Proposal Form

Price Proposal Form

RFP/Project Name Records Management, Storage and Archiving Services

Record Management, Storage and Archiving Services, Town of Truro

Name and Contact Information of Respondent (include name, address, phone # and email)

MetaSource, LLC

603.370.0673

Kathy Berger, Senior Director, Business Development

Phone

1400 Providence Highway, Suite 3150

Norwood, MA 02062

kberger@metasource.com

Name & Address

Email

Proposed Price

Provide the total fee for each Phase identified in the Scope of Services, payable in accordance with RFP and contract documents.

Phase 1: Review of stored materials

Phase 2: Categorization and indexing of records

Phase 3: Digitization of appropriate records and re-storage of scanned materials. Creation of searchable archive of digitized Town records

Phase 4: Creation of Records management system for internal use and creation of portal for public access of Town Records.

Please see the pricing provided within this proposal.

Exceptions and Conditions

Attach additional pages noting any exceptions to the RFP conditions included in your response.

Statements and Certifications

By signing and submitting this form, the Respondent certifies the following:

- The proposed price are a firm and binding offer by the Respondent/Proposer to the Town.
- The proposed price is consistent with and contemplates the terms and conditions in the RFP, unless specific exceptions or conditions are noted and attached.
- The proposed price is valid for a period of at least 90 days from the due date of the Response.
- The signer is a duly authorized representative of the Respondent

Randy Powell

03/27/2023

Signature

Date

Randy Powell

Vice President

Print Name

Print Title



Records Management, Storage and Archiving Services

Project Overview

MetaSource’s estimate for records management and digitization services is below. We understand that the budget for the entire project is not to exceed \$ 117,000.

The estimate is based on the onsite meeting scope review and discussion. A MetaSource project manager will provide oversight for the concurrent services described for this project, as well as reporting on a regular basis to include:

- Images delivered
- Boxes remaining
- Budget run rate
- Questions and feedback

Note: If MetaSource is chosen as the successful vendor for the Town for both this RFP and the Historic Record Preservation and Archiving Services RFP, a single project manager will provide services for both projects. This will ensure the best communication and project facilitation results for the Town.

MetaSource will provide transportation, and document digitization services. The Town will box documents as needed. MetaSource will only charge for services actually rendered (e.g., number of pages actually digitized, etc.).

Services Unit Price Menu

MetaSource is pleased to include a comprehensive price menu for digitization services.

Service	Unit	Unit Price
Digitization Services Project Set up- one-time fee	Per project	\$ 500.00
Project Manager	Per hour	\$ 185.00
Scanning business sized documents, Includes up to 2 fields per folder for indexing	Per image	\$.12
Scanning “comingled” oversized documents (larger than 11” X 17”)	Per image	\$ 2.50
Scanning just oversized documents (larger than 11” X 17”)	Per image	\$ 1.95
Scanning bound books, if needed	Per image	\$ 2.25
Heavy document preparation, over 2 hours per box	Per hour	\$ 150.00
Scanning Microfilm per 35MM roll	Per roll	\$ 2.50
Upload of digitized images to MetaStor	Per upload	No charge
Secure, FTP transmission of digital images if different repository	Each	\$ 15.00
Transportation, per trip. One return trip of all digitized books	Per trip	TBD
File retrievals during digitization. One retrieval per day included	Per retrieval	\$ 20.00



Estimated Project Cost

The estimated initial project cost is based on documents reviewed in the addenda and during the onsite visit. MetaSource will only invoice for actual services rendered. The estimate is based on the RFP addendum page counts and may be considered “phase one” of the digitization project.

Qty	Description	Unit Price	Unit	Total Price
50	Project Management Oversight	\$185.00	Hour(s)	\$9,250.00
5	Project setup fee- one time for document scanning projects	\$500.00	Each	\$2,500.00
3,775	Scanning - Annual Reports (est. 3,775 images, need to be unbound), 15 boxes, avg. 2,500 images/box and 19 boxes of "comingled" documents, avg. 2,000 images/box	\$0.12	Image(s)	\$453.00
1,520	Oversized Document Scanning-19 boxes of "comingled" documents, avg. 80 images/box	\$2.50	Image(s)	\$3,800.00
0	Oversized Document Scanning - just large format documents	\$1.95	Image(s)	\$0.00
0	Scanning Bound Book, if needed	\$2.25	Image(s)	\$0.00
100	Heavy document preparation charge for boxes requiring over 2 hours to prepare. Unbinding for bound books.	\$36.00	Hour(s)	\$3,600.00
4	Scanning - Microfilm, 4, 35MM rolls of Microfilm	\$150.00	Each	\$600.00
0	Delivery Protection Plan (required). No charge for upload to MetaStor. Alternative digital delivery is secure, FTP Transmission. Price for sFTP is displayed.	\$15.00		\$0.00
1	Transportation- return of boxes to Town of Truro	\$850.00		\$850.00

Subtotal	\$21,053.00
Sales Tax	
Total	\$21,053.00

MetaStor Cloud Repository

MetaStor is a cloud repository providing online, fingertip access to documents. Authorized users can search, retrieve, route, and manage documents from anywhere on any device. The clean, intuitive interface requires little training to use. When appropriate, the Town will be able to add a public portal to the Town website to allow public access to electronic documents.

The pricing below is based on a three-year contract. The monthly cost includes unlimited users, upgrades and unlimited usage. A statement of work estimate for the creation of application interfaces or the public portal will be created after a discovery call. Our Professional Services team will determine the number of professional services hours, scope, and timeline for the project.

Please note MetaStor can be utilized for online storage and retrieval of scanned documents for both this RFP and the RFP for Historic Record Preservation and Archiving Services.

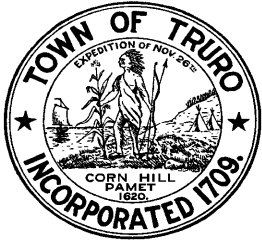


MetaStor Pricing

Qty	Description	Unit Price	Unit	Total Price
36	Cloud repository for storage and retrieval of digitized documents. MetaStor Cloud Document Management. Unlimited users, unlimited applications, unlimited access. Monthly price is based on a 3-year agreement. Includes 25 GB of storage	\$600.00	Month(s)	\$21,600.00
0	Additional storage, 50 GB per month	\$850.00	Month(s)	\$0.00
0	Additional storage, 100 GB per month	\$1,375.00	Month(s)	\$0.00
1	Installation and training for Town of Truro users. Includes "Train the Trainer" and user support documentation	\$2,500.00	Project	\$2,500.00
0	Professional Services - Discovery, creation, installation and training for a public portal interface on the Town of Truro website. Per hour service, SOW after Discovery call	\$265.00	Hour(s)	\$0.00

Subtotal	\$24,100.00
Sales Tax	
Total	\$24,100.00





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: October 10, 2023

ITEM: Review and Approve Special Town Meeting Motions and Additional Movers of Articles

EXPLANATION: Staff prepared motions for the October 21, 2023 Special Town Meeting and plugged in the movers of articles that were assigned at the September 26, 2023 Board meeting. In light of the Select Board's 0-5-0 votes on the three petitioned articles that occurred at that meeting, motions to "indefinitely postpone" the three petitioned articles are included. Anne Greenbaum, Lead Petitioner of Article 13, indicated that she planned to move to postpone indefinitely, however, the Board may wish to assign its members to move to indefinitely postpone any of the three petitioned articles, if needed.

Town Counsel John Giorgio has reviewed and approved all motions. Articles 1, 3, and 4 are still under review by Bond Counsel and staff will report on any feedback received by Bond Counsel at the meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Motions will not be approved by the Board in advance of Special Town Meeting unless another Select Board meeting is called.

SUGGESTED ACTION: MOTION TO approve the motions as presented and allowing Bond Counsel to make any non-substantive changes necessary to comport with the law and to assign movers of the petitioned articles as discussed.

ATTACHMENTS:

1. Draft Motions for STM 2023

Town of Truro

SPECIAL TOWN MEETING WARRANT

SATURDAY, OCTOBER 21, 2023
9 a.m. Check-In | 10 a.m. Start
Truro Central School

TRANSPORTATION & CHILDCARE AVAILABLE

*Reservations required. Please call the
Community Services Department to sign up by
Tuesday, October 17, 2023.*

(508) 413-9507

*Assistive listening devices (ALD) and material
in alternative formats may be arranged.
Please call Town Hall before 10/17/23.
(508)349-7004 x 110 or x 124*



SCAN ME



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TRURO CENTRAL SCHOOL DEBT EXCLUSION ARTICLE

TWO-THIRDS VOTE

Article 1: Borrowing Authorization for Truro Central School HVAC and Roof Repairs

I move that the Town appropriate One Million Four Hundred Thousand Dollars (\$1,400,000), to pay costs associated with engineering services, construction, and repairs related to the HVAC system and roof repairs at Truro Central School, including, but not limited to, the flat rubber roof with associated components, all HVAC ventilation components and heating system and controls, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to p M.G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. No sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes issued pursuant to this vote from the limitations imposed by M.G.L. c. 59, §21C (Proposition 2 1/2).

MOVER: Susan Areson

DEPARTMENT OF PUBLIC WORKS FACILITY ARTICLES

TWO-THIRDS VOTE

Article 2: Authorization of Use of 340 Route 6 for Public Works Facility

I move that the Town transfer the care, custody and control of a parcel of land, with all improvements thereon, located at 340 Route 6, Truro, containing 2.693 acres, more or less, being Parcel ID No. 039-323, and being a portion of the premises described in an Order of Taking recorded with the Barnstable County Registry of Deeds in Book 7197, Page 177 from the Select Board or other board or officer having custody thereof for a police station or a fire station or other purposes for which such parcel is currently held, to the Select Board for a public works facility and general municipal purposes.

MOVER: Robert Weinstein

TWO-THIRDS VOTE

Article 3: Borrowing Authorization for the Engineering and Construction of Public Works Facility

I move that the Town appropriate Thirty-Five Million Dollars (\$35,000,000), to pay costs of engineering and constructing a new Department of Public Works Facility, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to p M.G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. No sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes issued pursuant to this vote from the limitations imposed by M.G.L. c. 59, §21C (Proposition 2 1/2), and further authorize the Select Board and/or Town Manager to apply for and accept any Federal, State, County or other funds that may be available for this purpose and to enter into any agreements for acceptance of any such grants or funds which shall be used to offset the total appropriation authorized herein.

MOVER: Kristen Reed

TWO-THIRDS VOTE**Article 4: Borrowing Authorization for the Engineering of Public Works Facility**

I move that the Town appropriate Three Million Five Hundred Thousand Dollars (\$3,500,000.00), to pay engineering costs of a new Department of Public Works Facility, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to p M.G.L. c. 44, §7(1), or any other enabling authority, and to issue bonds or notes of the Town therefor. No sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes issued pursuant to this vote from the limitations imposed by M.G.L. c. 59, §21C (Proposition 2 1/2), and further authorize the Select Board and/or Town Manager to apply for and accept any Federal, State, County or other funds that may be available for this purpose and to enter into any agreements for acceptance of any such grants or funds which shall be used to offset the total appropriation authorized herein.

MOVER: John Dundas

WALSH PLANS

**Article 5: Adoption of Walsh Property Community Planning Committee
Recommendations**

I move that the Town adopt the recommendations of the Walsh Property Community Planning Committee (WPCPC) for uses of the Walsh Property, as contained in the WPCPC Report and Recommendations dated September 13, 2023, and as printed in the Warrant.

MOVER: Local Comprehensive Plan Committee Chair

Article 6: Establish an Ad Hoc Walsh Property Advisory Committee

I move that the Town establish an Ad Hoc Walsh Property Advisory Committee to be charged as printed in the Warrant.

MOVER: Stephanie Rein

LOCAL COMPREHENSIVE PLAN

Article 7: Adoption of Local Comprehensive Plan

I move that the Town adopt an updated Local Comprehensive Plan for Truro which has been developed by the Local Comprehensive Plan Committee, a copy of which plan is on file at the Town Clerk's office and posted on the Town's website, to constitute Truro's Local Comprehensive Plan as defined in Section 9 of the Cape Cod Commission Act (Chapter 716 of the Acts of 1989).

MOVER: Walsh Property Community Planning Committee Co-Chairs

SENIOR PASS NON-BINDING RESOLUTION

Article 8: Advisory Vote on Implementation of a Senior Pass Pilot Program

I move to recommend by way of a non-binding advisory vote that the Select Board research a Senior Pass Pilot Program that results in elimination or reduction of fees for transfer station access and beach permits for Truro property owners and resident seniors of an age to be determined and as defined by the Select Board on a one-year pilot program basis that would be effective in Fiscal Year 2025. The terms, requirements and costs of this Program shall be determined by the Select Board and shall require Board of Health approval as appropriate and may be contingent on an appropriation vote at the 2024 Annual Town Meeting. The administration of the program shall be overseen by the Select Board or its designee.

MOVER: Susan Areson

GENERAL BYLAW ARTICLES

Article 9: Amend General Bylaws to Add New Chapter IX Stormwater Management by Drainage, Erosion and Sediment Control

I move to amend the General Bylaws of the Town of Truro by adding new Chapter IX Stormwater Management by Drainage, Erosion and Sediment Control and renumbering the subsequent Chapters of the Bylaw accordingly by adding new language as printed in the Warrant.

MOVER: John Dundas

Article 10: Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts

I move to amend the General Bylaws of the Town of Truro Chapter IV Public Safety, by adding a new Section 8, Curb Cuts by adding new language as printed in the Warrant.

MOVER: Robert Weinstein

ZONING BYLAW ARTICLES

TWO-THIRDS VOTE

Article 11: Amend Zoning Bylaw §30.8(B) Special Permits

I move to amend the Zoning Bylaw Section 30.8(B), Special Permits as printed in the Warrant.

MOVER: Kristen Reed

TWO-THIRDS VOTE

Article 12: Amend Zoning Bylaw §40.1 Duplex Houses and Apartments; and §30.2 Use Table

I move to amend Section 40.1, Duplex Houses and Apartments, and Section 30.2, Use Table, of the Zoning Bylaw as printed in the Warrant.

MOVER: Planning Board Chair

PETITIONED ARTICLES

Article 13: Article to Continue Community Involvement in the Walsh Design and Development Process- Petitioned Article

I move to postpone this article indefinitely.

MOVER: Lead Petitioner OR {Select Board Member}

**Article 14: DPW Campus Design and Development Project for Town Hall Hill-
Petitioned Article**

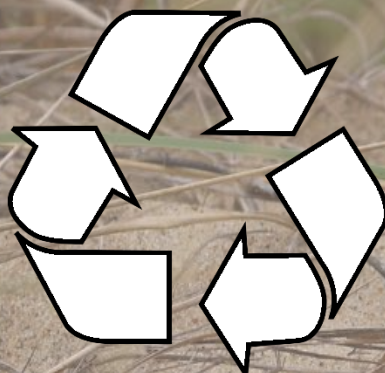
I move to postpone this article indefinitely.

MOVER: Lead Petitioner OR {Select Board Member}

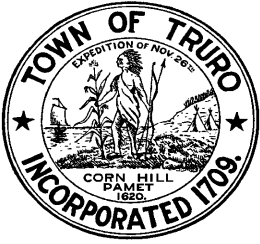
Article 15: Senior Pass Program- Petitioned Article

I move to postpone this article indefinitely.

MOVER: Lead Petitioner OR {Select Board Member}



PLEASE CONSIDER RECYCLING THIS DOCUMENT



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: October 10, 2023

ITEM: Approval of the FY22/23 Community Development Block Grant (CDBG) Administration Agreement with Bailey Boyd Associates

EXPLANATION: A Request for Proposals (RFP) for the FY22/23 CDBG Grant Administration was duly advertised and opened on September 28, 2023, at 12:00pm. Bailey Boyd Associates was the only respondent. Bailey Boyd Associates has provided this service for many years and does an excellent job resulting in no issues with the State on the management of this grant.

FINANCIAL SOURCE (IF APPLICABLE): Administrative Expenses allowed under the CDBG Grant that was recently awarded to the Town.

IMPACT IF NOT APPROVED: The Town will not have a grant manager.

SUGGESTED ACTION: *Motion to approve the FY22/23 CDBG Grant Administration Agreement with Bailey Boyd Associates and to authorize the Chair to electronically sign.*

ATTACHMENTS:

1. Legal Ad Notice
2. Grant Administration Contract and Notice of Award

TOWN MANAGER

REQUEST FOR PROPOSALS – GRANT ADMINISTRATION CDBG PROGRAM GRANT

The Town of Truro is requesting proposals for grant administration services for its CDBG FY22/23 CDBG Program that includes housing rehabilitation and childcare subsidies in the towns of Truro, Eastham and Provincetown.

Copies of the detailed Request for Proposals may be obtained from the office of the Town Manager. Interested firms qualified in the field of grant administration shall submit proposals to the Town Administrator at Truro Town Hall, 24 Town Hall Road, PO Box 2030, Truro, MA 02666 by **SEPTEMBER 28, 2023, AT 12:00 NOON.**

Minimum qualifications are: five years of successful experience in grant administration, including projects of similar scale and scope; and evidence of suitable insurance coverage for such services. Selection criteria are included in the detailed Request for Proposals. Respondents must comply with all applicable civil rights and employment opportunity laws. The Town of Truro reserves the right to reject any or all proposals, to waive any informalities in the proposals received, and to accept the proposal which best meets the criteria set by the Town.

Darrin Tangeman, Town Manager

Published: Provincetown Independent,
September 14 & September 21, 2023

AGREEMENT

BY AND BETWEEN

TOWN OF TRURO

AND

BAILEY BOYD ASSOCIATES, INC.

THIS AGREEMENT, was made as of the 10th day of October, 2023 by and between the Town/City of Truro, Massachusetts (hereinafter referred as the MUNICIPALITY) and Bailey Boyd Associates, Inc. hereinafter referred to as the CONSULTANT).

WITNESSETH THAT:

WHEREAS, the MUNICIPALITY of Truro, Massachusetts has entered into an agreement with the Commonwealth of Massachusetts' (hereinafter "Commonwealth") Executive Office of Housing and Livable Communities (hereinafter "EOHLC"), Massachusetts Community Development Block Grant Program (hereinafter "Mass. CDBG") to undertake a community development program of Housing Rehabilitation and Childcare Subsidies (hereinafter "Program") pursuant to the Housing and Community Development Act of 1974 (hereinafter "Act"), as amended, and regulations thereunder, and

WHEREAS, professional services relating to the implementation and administration of the Program are sought to assist the MUNICIPALITY in the timely achievement of its Mass. CDBG Housing Rehabilitation & Childcare Subsidy Grant Program objectives.

NOW, THEREFORE, THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF CONSULTANT:** The MUNICIPALITY hereby engages the CONSULTANT to perform the services set forth herein and the CONSULTANT hereby accepts the engagement.

2. **SCOPE OF SERVICES:** The CONSULTANT shall perform the necessary services as described in the approved proposal to the MUNICIPALITY of Truro, which is attached hereto and incorporated by reference herein as Attachment A as may be amended from time to time.

3. **RESPONSIBILITY OF THE MUNICIPALITY:** The MUNICIPALITY shall assume responsibility for assisting the CONSULTANT insofar as possible for the purpose of efficiency and furnishing the CONSULTANT with information needed to satisfactorily complete the services.

3.1 The MUNICIPALITY shall designate a project representative authorized to work with the CONSULTANT with respect to the project. The MUNICIPALITY'S representative is Darrin Tangeman. TELEPHONE 508-349-7004 x111.

4.1 **REPORTING:** The CONSULTANT will submit written reports to the MUNICIPALITY on the status of the professional services, according to the schedule and dates specified below, or at other times as required by an information request or reporting requirement of Mass. CDBG.

REPORT: CDBG Quarterly Report

DATE DUE: 15th day of each new quarter through grant closeout

5. SUBCONTRACTS: No subcontracts may be awarded by the CONSULTANT, the purpose of which is to fulfill in whole or in part the services required of the CONSULTANT, without prior written approval of the MUNICIPALITY and EOHLC.

The CONSULTANT shall use its best efforts to ensure that it will not knowingly use funds under this contract to purchase, or enter into contracts to purchase, any equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of a system that is subject to 2 CFR § 200.216. In the event the CONSULTANT identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system that is subject to 2 CFR § 200.216, during Contract performance, the CONSULTANT shall alert the MUNICIPALITY as soon as possible and shall provide information on any measures taken to prevent recurrence.

6. TIME OF PERFORMANCE: The services of the CONSULTANT are to commence on or about October 10, 2023 and shall be undertaken and completed in sequence as to assure their expeditious completion.

6.1 All services required hereunder shall be completed by 6/30/25.

7. PAYMENTS AND COMPENSATION: The MUNICIPALITY will pay the CONSULTANT a total fee in amount not to exceed Two Hundred Twenty-Five Thousand Dollars (\$225,000), with no reimbursements for out-of-pocket expenses, based on invoices submitted in a form approved by the MUNICIPALITY and according to the "Method and Schedule of Compensation," found as Attachment B.

8. GENERAL PROVISIONS:

8.1 RETENTION OF RECORDS: The CONSULTANT shall maintain in accordance with 2 CFR Part 200.333, and any Mass. CDBG regulations, procedures or guidelines, those books, records, and other documents, including but not limited to payroll records, and purchase orders that are sufficient to document that activities carried out were in accordance with this Agreement, and the primary objectives of the Act, and any other applicable laws and regulations. Such records shall contain all information pertaining to grant awards, authorizations, obligations, unobligated balances, assets, liabilities, outlays and income. The CONSULTANT shall maintain such records for a period of seven (7) years from the date of expiration of this Agreement, or if such records become the subject of audit findings, they shall be retained until such findings have been resolved, whichever is later.

8.1.1 PROGRAM INCOME: If the CONSULTANT's services under this Agreement includes the tracking, reporting, or utilizing of funds considered to be program income, CONSULTANT will track, report and utilize any and all such program income generated through CDBG funded activities as required by Mass. CDBG.

8.1.1. PHOTOGRAPHIC DOCUMENTATION (for construction projects only): CONSULTANT shall submit photographs to the MUNICIPALITY of all construction projects assisted with CDBG funds, illustrating conditions prior to, during, and at completion of the project. Photographs are to be submitted at the time of grant closure.

8.2 ACCESS TO RECORDS: The CONSULTANT shall make all books, accounts, records, reports, files, and other papers, things or property, that relate to its activities under this Agreement, available at all reasonable times for inspection, review, and audit by EOHLC, their authorized representatives, authorized representatives of the U.S. Department of Housing and Urban Development (hereinafter "HUD"), the Inspector General of the United States, or of the Commonwealth, the Auditor of the Commonwealth, and the Attorney General of the United States, or of the Commonwealth reserves the right of the Governor or his designee, the Secretary of Administration and Finance, and the State Auditor and his designee, at reasonable times and upon reasonable notice, to examine the books, records, and other compilative data of the CONSULTANT which pertain to the performance of the provisions and requirements of this Agreement, as provided by Executive Order 195.

8.3. TERMINATION: The MUNICIPALITY may terminate the contract, for cause, upon fifteen (15) days written notice to the CONSULTANT. In case of termination, all finished and unfinished documents and records of the CONSULTANT relating to the Program shall become the property of the MUNICIPALITY. This Section 8.3 of this Agreement shall be superseded by federal HUD regulations and directives which outline provisions for termination for convenience and for termination in whole or in part pursuant to 2 CFR § 200.340.

8.3.1 In the event of termination, the CONSULTANT will be compensated for services provided to the date of termination, according to the "Method and Schedule of Compensation," Attachment B.

8.4 AMENDMENTS: This Agreement may be amended provided such amendment is in writing and executed by the parties to this Agreement, and receives approval from EOHLC prior to its effective date.

8.5 NON-DISCRIMINATION: The CONSULTANT shall adhere to the requirements set forth in Title VI of the Civil Rights Act of 1964 (Public Law 88-352), and the regulations issued pursuant thereto by HUD; Title VIII of the Civil Rights Act of 1968 (Public Law 90-284), as amended; section 109 of the Housing and Community Development Act of 1974, and the HUD regulations issued pursuant thereto (24 CFR 570.601); Federal Executive Order 11063, as amended by Executive Order 12259 and the HUD regulations issued pursuant thereto (24 CFR 107); The Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); Section 402 of the Veterans of the Vietnam Era Act (for projects of \$10,000 or more); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794); Massachusetts General Laws Chapter 151B Section 1 et seq.; State Executive Order 478; Mass. CDBG regulations, procedures or guidelines; and all other applicable federal and state laws, regulations, guidelines and executive orders.

The CONSULTANT shall not discriminate against any employee or applicant for employment because of race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. The CONSULTANT shall take affirmative action to ensure that qualified applicants for employment are employed, and that employees are treated during employment, without regard to their race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The CONSULTANT shall state that all qualified applicants will receive consideration for employment without regard to race, color, religious creed, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, status as a veteran or any other basis prohibited by law.

8.6 PROCUREMENT STANDARDS: The CONSULTANT shall adhere to the requirements set forth in Mass. CDBG regulations and the Massachusetts CDBG Program Operations Manual, as applicable, as well as procedures and guidelines with respect to standards governing procurement, and any applicable provisions of Commonwealth laws and regulations relative thereto, including Chapter 30, section 39M; Chapter 149, section 44A through 44J; Chapter 484 of the Acts of 1984; and Chapter 30B. All procurement transactions without regard to dollar value shall be conducted in a manner that provides maximum free and open competition. It is national and state policy that the recipient take affirmative steps to award a fair share of contracts taken to assure that small and minority owned businesses are utilized when possible as sources of supplies, equipment, construction and services. The CONSULTANT shall maintain records sufficient to detail the process for procurement.

8.7 EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11478, "Further Amendments to Executive Order 11478, Equal Employment Opportunity in the Federal Government, and Executive Order 11246 Equal Employment Opportunity," and implementing

regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

8.8 EMPLOYMENT OPPORTUNITIES: Where applicable, the CONSULTANT shall comply with provisions of Section 3 of the Housing and Community Development Act of 1968 (12 U.S.C. 1701u) and the HUD regulations issued pursuant thereto (24 U.S.C. 135), which shall serve as guidance for the implementation of said section.

8.9 FAIR HOUSING: In addition to the laws and regulations set forth herein with respect to ensuring fair housing opportunities, the CONSULTANT shall adhere to the provisions of State Executive Orders 215 and 526.

8.10 LABOR STANDARDS: Where applicable, the CONSULTANT shall adhere to the provisions of Section 110 of the Act, and the Massachusetts General Laws Chapter 149 sections 26 to 27D inclusive (as amended by Chapter 484 of the Acts of 1984). In the case of the rehabilitation of commercial property, or rehabilitation of residential property designed for residential use of eight or more families, the CONSULTANT shall adhere to the Federal Labor Standards Provisions (HUD Handbook 1344.1), the requirements of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et. seq.) and the Copeland Anti-Kickback Act.

8.11 CONFLICT OF INTEREST: The CONSULTANT shall adhere to the mandates of the Massachusetts Conflict of Interest Statute, M.G.L. c.268A, the federal Conflict of Interest Provisions at 24 CFR 570.489 and the federal Hatch Act, 5 U.S.C. ss 1501 et seq.

8.12 DOMESTIC PREFERENCES FOR PROCUREMENTS: Pursuant to 2 CFR § 200.322, the CONSULTANT should, to the greatest extent practicable under this Agreement and as appropriate and to the extent consistent with law, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States. The CONSULTANT shall include this requirement in agreements with subgrantees, including all contracts and purchase orders for work or products under this Agreement.

8.13 COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND REGULATIONS, AND CDBG REGULATIONS, PROCEDURES, AND GUIDELINES: All activities authorized by this Agreement shall be subject to and performed in accordance with the provisions of the MUNICIPALITY's Grant Agreement with EOHLC and all its attachments (including, where relevant, Section 4.14, Flood Disaster Protection, 4.15, Historic Preservation, 4.16, Additional Environmental Requirements, 4.17, Lead Paint Hazards, and 4.18 Relocation Assistance), all applicable federal, state, and local laws and regulations, including but not limited to any applicable regulations issued by HUD published in 24 CFR Part 570, as may be amended from time to time. The CONSULTANT shall comply with the provisions of 2 CFR Part 200, "Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards," and all applicable State and local laws and regulations, including but not limited to those specifically stated herein, any additional regulations, procedures or guidelines as may be established or amended by EOHLC.

9. AVAILABILITY OF FUNDS: The compensation provided by this Agreement is subject to the continued availability of federal funds for Mass. CDBG, and to the continued eligibility of the Commonwealth and the MUNICIPALITY to receive such funds.

10. INDEMNIFICATION: The CONSULTANT shall indemnify, defend, and hold the MUNICIPALITY harmless from and against any and all claims, demand, liabilities, actions, causes of actions, cost and expenses caused by or arising out of the CONSULTANT's breach of this Agreement or the negligence or misconduct of the CONSULTANT, or the agents or employees.

11. LICENSES: The CONSULTANT shall procure and keep current any licenses, certifications, or permits required for any activity to be undertaken as part of the Scope of Services, Attachment A, as required by federal, state or local laws or regulations, and shall comply with the provisions of 2 CFR Part 200.325 with respect to any bonding or other insurance requirements.

12. CONFIDENTIALITY: The CONSULTANT will protect the privacy of, and respect the confidentiality of information provided by, program participants, the MUNICIPALITY, and EOHLC, consistent with applicable federal and Commonwealth laws and regulations, including M.G.L., C. 66A, regarding access to public records, M.G.L. c. 93H; M.G.L. c. 66 sec. 17A and any applicable regulations, including without limitation, 801 CMR 3.00: Privacy and Confidentiality and 201 CMR 17.00: Standards for the Protection of Personal Information of Residents of the Commonwealth.

The CONSULTANT certifies that the CONSULTANT has reviewed and shall comply with all information security programs, plans, guidelines, standards and policies that apply to the work to be performed under this Agreement, that the CONSULTANT shall communicate these provisions to and enforce them against its subcontractors, and that the CONSULTANT shall implement and maintain any other reasonable and appropriate security procedures and practices necessary to protect personal information to which the CONSULTANT is given access as part of this Agreement, from unauthorized access, destruction use, modification, disclosure, or loss.

The CONSULTANT understands and agrees that only those individuals who must access personal data for the performance of their job duties under CDBG are authorized to access such personal data. These authorized individuals shall not use or disclose this data for purposes other than those required to fulfill their job duties under CDBG. Pursuant to the above, the CONSULTANT acts as a holder of personal data and the CONSULTANT certifies that it and its authorized employees shall comply with all Federal and State laws and regulations applicable to the data, including but not limited to M.G.L. c. 66A, M.G.L. c. 93H, and M.G.L. c. 66 sec. 17A. The MUNICIPALITY and the CONSULTANT shall not use any of the foregoing data for any purpose described in Section 603(d)(1) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(d)(1)) or in any manner that would cause EOHLC, the MUNICIPALITY, or the CONSULTANT to be considered a "consumer reporting agency" under Section 603(f) of the federal Fair Credit Reporting Act (15 U.S.C. § 1681a(f)).

The CONSULTANT and its employees shall generally not conduct Massachusetts CDBG program business through or send confidential Massachusetts CDBG program business information to the employee's personal email account. In addition, the CONSULTANT will promptly notify EOHLC in the event of any security breach including the unauthorized access, disbursement, use or disposal of the Massachusetts CDBG program business records and information. In the event of a security breach, the CONSULTANT will cooperate with the MUNICIPALITY, EOHLC, and their authorized representatives and will provide access to any information necessary to respond to the security breach.

13. COPYRIGHT: No material prepared in whole or in part under this Agreement shall be subject to copyright in the United States of America or in any other country except with the prior written approval of Mass. CDBG.

14. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT: If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the MUNICIPALITY or the CONSULTANT wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the CONSULTANT will comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

15. CLEAN AIR ACT (42 U.S.C. 7401-7671q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251-1387), AS AMENDED: If the amount of the contract or subgrant exceeds \$150,000, the CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency.

16. ENERGY POLICY AND CONSERVATION ACT (42 U.S.C. 6201): Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan must be issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

17. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689): A contract (see 2 CFR 180.220) must not be made with parties listed on the government-wide Excluded Parties List System in the System for Award Management (hereinafter "SAM"), in accordance with the United States Office of Management and Budget guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The MUNICIPALITY is not currently debarred or suspended by the federal or state government under any law or regulation. The CONSULTANT certifies that neither it nor any of its subcontractors are currently debarred or suspended by the federal or state government under any law or regulation.

18. BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352): Contractors, including both the MUNICIPALITY and the CONSULTANT, that request or receive an award of \$100,000 or more must file the required certification set out in Appendix A to 45 CFR Part 93. Each tier must certify to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The CONSULTANT shall herewith provide the MUNICIPALITY the certification set out in Appendix A to 45 CFR Part 93.

19. CLOSEOUT: The CONSULTANT shall follow such policies and procedures with respect to close-out of any associated grant as may be required by Mass. CDBG.

20. CERTIFICATE OF TAX COMPLIANCE: The following Certificate of Tax Compliance must be completed and submitted as part of this Agreement:

<p>Certificate of Tax Compliance</p> <p>Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties of perjury that to the best of his/her knowledge and belief I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.</p> <p>Contractor: By: _____ (signature of authorized representative & title) _____ (date)</p>
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21. SEVERABILITY: If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby, and all other parts of this Agreement shall nevertheless be in full force and effect.

IN WITNESS THEREOF, the MUNICIPALITY and the CONSULTANT have executed this AGREEMENT under seal in triplicate as of the date above written.

Approvals and Signatures

By: TOWN/CITY OF TRURO:	By: BAILEY BOYD ASSOCIATES, INC.
Authorized Signatory Date	name Date
<u>Certification as to Availability of Funds:</u>	<u>Approval of Contract as to Form:</u>
Town/City Accountant Date	Town Counsel/City Solicitor Date
<u>Approval of Contract as to Appropriate Procurement Method</u>	
Town/City Procurement Officer Date	

ATTACHMENT A: SCOPE OF SERVICES FOR GRANT ADMINISTRATOR

The Grant Administrator shall perform the necessary administrative services as presented in the Town's FY 22/23 CDBG Application activity and RFP for grant administration. These services will include:

- grant start-up which includes preparation of grant administration contracts, submission for funding source approval, assistance with procurement of housing rehab subgrantee, completion of special conditions, environmental review, publication of legal notices, meetings with town staff including Town Manager, director of planning, town accountant and treasurer, secure office and meeting space for sub-grantee, training of sub-grantee staff, review of all program regulations, marketing materials and documentation including applications, closing documents, deed restrictions, etc., review of grant bank accounts, request for release of funds, project start-up including initial procurement and initial set up of OCDGMS system
- kick off meeting then daily phone call(s) with sub-grantee to resolve program issues, client problems and construction questions. Monthly consultation with sub-grantee to include review of client matrix, oversight of all program activities, review and approval of all case files previous to closings and during construction, review of work write-ups, marketing, income qualification, beneficiary coordination, contractor selection, work inspection, and all other program implementation and follow-up issues
- daily or weekly input to OCDGMS system
- formal quarterly monitoring of sub-grantee to include review of all written materials and program files
- coordination and submission of quarterly reports
- review and submission of any single case waivers or program amendments and extensions
- set up, advertise, and coordinate interim public hearing
- monthly audit of program bank accounts
- monthly drawdown, tracking of funds and preparation of warrant request for program funds
- assistance with subordination agreements
- coordination and representation in all funding source monitorings
- participation in town audit of grant programs
- completion of bid documentation, program procurement, hiring, and all other documentation required by the funding source or the Town
- coordination with other housing agencies
- coordination with other participating funding sources
- oversight and implementation of grievance procedure
- report to Town Select Board at least twice during the grant period
- meeting with Town Manager regarding program issues
- meetings with local housing committees and housing authorities regarding program
- completion and/or oversight of all other administrative and program issues
- final close-out of program including all funding source requirements and final monitoring of program

CHILDCARE SUBSIDY PROGRAM

- Program start-up
- Marketing of childcare subsidy program through the media, childcare providers, schools and the community
- Development and distribution of childcare flyers, applications, income documentation guidance
- Development of childcare provider rules and paperwork for acceptance and payment
- Regular meetings with childcare providers
- Income documentation of all applicants
- Assist families in completing applications and securing childcare
- Final approval of all applicants
- Training sessions for providers
- Regular monitoring of participant attendance
- Regular monitoring of childcare providers for licenses, adherence to program rules
- Emergency assistance to families in crisis regarding childcare needs
- Quarterly meeting with all providers
- Recruitment of providers and families in Community Development Advisory Committee
- Report to the Town Select Board
- Quarterly Reports
- Participation in childcare meetings throughout the community, as appropriate

ATTACHMENT B: METHOD & SCHEDULE OF COMPENSATION

FY22/23 Application Preparation: \$6,000

Project start-up: approximately \$10,107 based upon salaries and reimbursable costs

- grant start-up which includes procurement of sub-grantee, sub-grantee and administration contracts, completion of special conditions, preparation and advertisement of environmental review, preparation and payment for publication of legal notices, meetings with town staff including town manager, accountant and treasurer, training of sub-grantee staff, review of all program regulations, marketing materials and documentation including applications, self-declarations, etc., review of program content and schedule, request for release of funds, project start-up including initial procurement and initial set up of OCDGMS system

Staff responsible: Grant Administrator, Fiscal Administrator, Childcare Subsidy Coordinator, Clerk/Bookkeeper

Monthly grant administration: \$9,466 per month for 21 months (approximation, based upon salaries and monthly reimbursable costs)

- daily phone call(s) with sub-grantee to resolve program issues, marketing and client questions. Weekly meetings with sub-grantee to include review of client matrix, oversight of all program activities, review and approval of all case files previous to closings, review of marketing, income qualification, beneficiary coordination, consultant procurement, and all other program implementation and follow-up issues
- daily or weekly input to OCDGMS system
- formal quarterly monitoring of sub-grantee to include review of all written materials and program files
- coordination of quarterly reports
- review and submission of any program amendments or extensions
- set up, advertise, and coordinate interim public hearing
- monthly audit of bank account
- monthly drawdown, tracking of funds and preparation of warrant request for program funds
- coordination and representation in all funding source monitoring
- participation in town audit of grant programs
- completion of bid documentation, program procurement, hiring, and all other

documentation required by the funding source or the Town

- oversight and implementation of grievance procedure
- report to all participating Boards of Selectmen at least twice during the grant period meeting with Town Manager monthly regarding program issues
- meetings with local housing committees regarding program
- day-to-day operation of childcare subsidy program
- completion and/or oversight of all other administrative and program issues.

Staff responsible: Grant Administrator, Fiscal Administrator, Childcare Subsidy Coordinator, Clerk/Bookkeeper

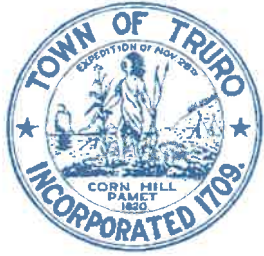
Project close-out: \$10,107 (approximate, based upon salaries and final reimbursable costs)

- Final close-out of program including all funding source requirements and final monitoring of program
- Participation in town audit for two fiscal years

Staff responsible: Grant Administrator, Fiscal Administrator, Childcare Subsidy Coordinator, Clerk/Bookkeeper

- Estimate is based upon grant administration salaries and reimbursement for line item expenses associated with the administration of this grant which will vary monthly based upon actual line item costs***

TRURO FY22/23 CDBG Grant Administration			
Personnel:	Grant Administration	Childcare Subsidy	Total
Grant Administrator	\$71,000	\$0	\$71,000
Fiscal Administrator	\$56,000	\$0	\$56,000
Clerk/Bookkeeper	\$9,200	\$4,000	\$13,200
Childcare Subsidy Program Manager	\$0	\$14,500	\$14,500
Taxes & Fringe:			
Grant Administrator	\$24,140	\$0	\$24,140
Fiscal Administrator	\$19,040	\$0	\$19,040
Clerk/Bookkeeper	\$644	\$280	\$924
Childcare Subsidy Program Manager	\$0	\$4,930	\$4,930
Total Personnel	\$180,024	\$23,710	\$203,724
Program Delivery:			
Memberships/Publications	\$400	\$25	\$425
Training & Education	\$250	\$25	\$275
Travel	\$2,750	\$190	\$2,940
Accounting/disbursements	\$0	\$0	\$0
Legal Services	\$200	\$0	\$200
Advertising	\$200	\$0	\$200
Printing	\$300	\$100	\$400
Communications	\$2,000	\$200	\$2,200
Supplies & Materials	\$1,000	\$300	\$1,300
Maintenance & Repairs	\$500	\$0	\$500
Audit	\$0	\$0	\$0
Computer & related expenses	\$1,750	\$150	\$1,900
Equipment	\$0	\$0	\$0
Professional Services	\$0	\$0	\$0
Other- Insurance, Utilities	\$4,626	\$300	\$4,926
Application Preparation (FY22/23)	\$6,000	\$0	\$6,000
Total Program Delivery	\$19,976	\$1,290	\$21,266
TOTAL PRICE PROPOSAL	\$200,000	\$25,000	\$225,000



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004 , Extension: 110 or 124 Fax: 508-349-5505

October 3, 2023

Cassie Boyd, President
Bailey Boyd Associates Inc.
9 Hillside Road
Scituate, MA 02066

Re: Notice of Award for FY23 CDBG Grant Administration

Dear Ms. Boyd,

I am happy to inform you that the Town of Truro has accepted your request for proposal for Grant Management Services for the FY23 CDBG Grant Administration. This item will be placed on the October 10, 2023, meeting Agenda of the Select Board.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the owner within 5 days. Dated this October 3, 2023.

If you should have any questions regarding this, please feel free to contact me at extension #111.

Thank you for your interest in the Town of Truro.

Sincerely,

Darrin Tangeman
Town Manager

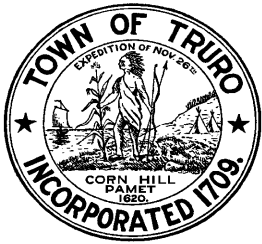
ACCEPTANCE OF NOTICE OF AWARD

Receipt of the above NOTICE OF AWARD is hereby acknowledged by Cassie Boyd Marsh
this the sixth day of October, 2023.

By Cassie Boyd Marsh

Title President, Bailey Boyd Associates

Employer Identification Number 26-4419902



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Select Board

REQUESTOR: Robert Weinstein, Member

REQUESTED MEETING DATE: October 10, 2023

ITEM: Barnstable County Dredge Letter regarding dredging the Pamet Harbor

EXPLANATION: The Pamet Harbor Committee requested that the Select Board send a letter to the Barnstable County Dredge regarding the scheduling of dredging the Pamet Harbor. The County dredging is vital to the management and safety of the harbor for all boaters including the Harbormaster's ability to patrol the waters within the harbor and area bay waters. With a support letter addressed to the County and copying local elected officials, it is hoped that the Dredge will adhere as closely as possible to the draft schedule to prioritize Truro's need for dredging.

FINANCIAL SOURCE (IF APPLICABLE): Dredging is paid for by the Pamet Harbor Dredge account and Massachusetts' Dredging Grant program funds.

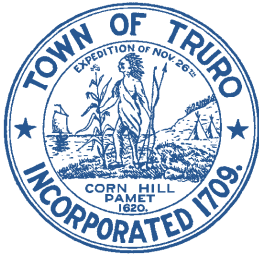
IMPACT IF NOT APPROVED: Without a letter addressing the scheduling issue there is concern the dredging will fall behind another season, impacting harbor safety and boating transportation as Truro's only local port.

SUGGESTED ACTION: MOTION TO approve and electronically sign the draft Barnstable County Dredge program letter.

ATTACHMENTS:

- 1) Draft letter to Barnstable County Dredge Program for Select Board signature.

Check Box if the Department Head has been made aware of this Agenda Request



TOWN OF TRURO

Office of the Select Board

P.O. Box 2030, Truro, MA 02666

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

October 10, 2023

Barnstable County Dredging
Attention: Kenneth Cirillo, Director Dredge Department
Barnstable County Complex
3195 Main Street
Barnstable, MA 02630

Dear Director Cirillo,

Truro has been on an annual maintenance dredging program since 1998. We have prepared the necessary permits and funding every year.

This year the Barnstable County dredge was scheduled to dredge Pamet Harbor in January. The dredge was delayed until April, which required the town to obtain special permission from the state to dredge outside of the time-of-year window. Again, the dredge was delayed and Pamet Harbor was not dredged. The state generously allowed the town to complete a contract amendment so that the Massachusetts Dredging Grant money received for the 2022-2023 season could be used in the 2023-2024 season.

Truro depends on annual dredging for the health and safety of the river and its boaters. There is serious erosion inside the north jetty and beach replenishment with the dredging spoils would help alleviate this. Without dredging, shallow areas in our channel can limit access at low tide, which affects commercial fishermen, charter fishing boats as well and recreational boaters.

Presently, Truro is included on the draft dredge schedule for dredging to occur beginning December 17, 2023. We would appreciate your help to ensure that annual maintenance dredging is completed as close to that time as possible to avoid missing a second year of maintenance dredging, likely resulting in the loss of our Massachusetts' Dredging Grant. We look forward to partnering with you to ensure that Pamet Harbor is dredged in a timely manner this year.

Sincerely,

Truro Select Board Members

Kristen Reed, Chair

Susan Areson, Vice-Chair

John Dundas, Clerk

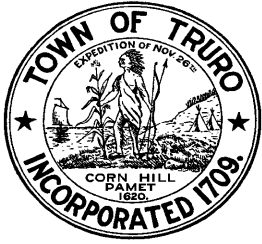
Robert Weinstein

Stephanie Rein

Cc: Representative Sarah Peake
Senator Julian Cyr

Consent Agenda Item : 8A2b

DRAFT 2023 - 2024 BARNSTABLE COUNTY DREDGE SCHEDULE								
Town	Dredging Location	DREDGE	Estimated Volume	Receiving Site	Estimated Pipeline Length (feet)	Booster Required	Is The Project Permitted (Y or N or P (Pending))?	Start Date (County - Scheduled)
Barnstable	Cotuit Bay Embayment Channel	Sand Shifter	472	Eastern end of Dead Neck	7,500	Y	Pending	11/15/23
	Cotuit Bay Entrance Channel	Sand Shifter	18,178	Eastern end of Dead Neck	8,500	Y	Pending	11/15/23
Bourne	South Channel	Cod Fish II	4,800	Bassett Island	3,000	N	Pending	12/01/23
	Taylor Point	Cod Fish II	0	Electric Ave. Beach	1,500	N	Pending	
Falmouth	Falmouth Harbor Entrance Channel	Cod Fish II	1,200	Surf Beach	3,500	N	Pending	11/1/23
	Great Pond Embayment Channel	Cod Fish II	5,000	Menauhant Beach or Bristol Beach	3,500	N	Pending	11/7/23
	Bournes Pond Entrance Channel	Cod Fish II	3,500	Menauhant Beach	1,500	N	Pending	11/20/23
	Eel River Approach Channel	Cod Fish II	1,000	Menauhant Beach	3,000	N	Pending	4/1/24
	Great Pond Inlet	Cod Fish II	1,000	Inn Seasons Beach	1,100	N	Pending	4/10/24
	Green Pond Inlet	Cod Fish II	1,000	Acapasket Beach	1,200	N	Pending	4/20/24
Yarmouth	Bass River Entrance Channel	Sand Shifter	1,235	Bass River Beach	3,500	N	Pending	10/1/23
	Bass River Approach Channel	Sand Shifter	3,745	Bass River Beach	2,500	N	Pending	10/1/23
	Parkers River	Sand Shifter	3,000	Thatcher Town Beach		N	Pending	1/1/24
Chatham	Stage Harbor	Sand Shifter	25,000	Cockle Cove & Hardings Beach	11,500	Y	Y	1/15/24
Truro	Pamet Harbor/Mooring Basin	Cod Fish II	3,000	Corn Hill Beach	2,600	N	Y	12/17/23
	Pamet Harbor/Inlet	Cod Fish II	1,500	Corn Hill Beach	2,600	N	Y	12/17/23
	Pamet Harbor/Approach Channel	Cod Fish II	500	Corn Hill Beach	2,600	N	Y	12/17/23
Dennis	Sesuit Harbor	Cod Fish II	10,000	Cold Storage Beach	1,600	N	Y	1/15/24
Mashpee	Popponeset Approach Channel	Sand Shifter	6,000	Popponeset Spit/Wading Place	6,600	Y	Y	9/1/23
	Popponeset Approach Channel	Cod Fish II	5,000	Popponeset Spit	5,000	N	Y	2/1/24
Harwich	Allen Harbor	Sand Shifter	9,000	Pleasant Street Beach	3,500	N	Y	4/1/24
	Wychmere Harbor	Sand Shifter	1,200	Bank Street/Wychmere YC	7,500	N	Y	4/20/24
	Round Cove	Sand Shifter	5,000	Bay Road Beach & Wequassett Beach	2,000	N	Y	1/1/24
	Estimated Volume		110,330					



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: October 10, 2023

ITEM: Review/ Approve Appointment of Elisabeth Verde, Town Clerk, to Board of Registrars

EXPLANATION:

MGL Chapter 51, Section 18 reads: “Registrars of voters shall be so appointed that the members of the board shall represent the two leading political parties, and in no case shall an appointment be so made as to cause a board to have more than two members, including the city or town clerk, of the same political party.”

With the resignation of Town Clerk Kaci Fullerton, the Clerk’s seat on the Board of Registrars is unfilled. As the Town Clerk, I am required to be appointed to the Board of Registrars. As a registered Democrat, I would be one of two Democrats on the Board. My application and request for appointment are included.

The Select Board is the appointing authority.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Vacancy will remain, and the town will not be in compliance with MA General Law.

SUGGESTED ACTION: MOTION TO appoint Town Clerk Elisabeth Verde to the Board of Registrars for a three-year term ending on March 30, 2026.

ATTACHMENTS:

1. MGL Chapter 51, Sections 15, 17 and 18
2. Application to Serve- Town Clerk Elisabeth Verde

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VIII	ELECTIONS
Chapter 51	VOTERS
Section 15	BOARD OF REGISTRARS IN CERTAIN CITIES AND TOWNS; APPOINTMENT; TERM OF OFFICE

Section 15. Except as provided in section seventeen, there shall be in every city, other than one having a board of election commissioners or an election commission, and in every town a board of registrars of voters consisting of the city or town clerk and three other persons who shall, in a city, be appointed by the mayor, with the approval of the aldermen, and in a town, by a writing signed by the selectmen and filed with the town clerk. When a board of registrars is first appointed, the registrars shall be appointed in February or March for terms respectively of one, two and three years, beginning with April first following. In February or March in every year after the original appointment, one registrar shall be appointed for the term of three years, beginning with April first following.

As the terms of the several registrars expire, and in case a vacancy occurs in the board of registrars of voters, the selectmen or the appointing authority shall so appoint their successors that as nearly as possible the members of the board shall represent the two leading political parties, as defined in section one of chapter fifty; provided, that a city or town clerk

need not be enrolled in a political party; and provided further, that in no case shall an appointment be made as to cause a board to have more than two members, including the city or town clerk, of the same political party. Every such appointment shall be made in a town by the selectmen or the appointing authority from a list to be submitted to them by the town committee of the political party from the members of which the position is to be filled, containing the names of three enrolled members of such party resident in the town, selected by a majority vote at a duly called meeting, at which a quorum is present, of such committee; and every member of a board of registrars of voters shall serve until the expiration of his term and until his successor has qualified; provided, however, if the chairman of the town committee has not submitted such list to the selectmen or the appointing authority within forty-five days after a notification to said chairman by certified mail, the selectmen or the appointing authority shall make said appointment without reference to such a list.

Part I ADMINISTRATION OF THE
GOVERNMENT

Title ELECTIONS

VIII

Chapter VOTERS
51

Section BOARD OF REGISTRARS IN
17 CERTAIN CITIES; APPOINTMENT;
TERM OF OFFICE

Section 17. In every city, other than one having a board of election commissioners or an election commission, which, by vote of the city council, approved by the mayor, accepts the provisions of this section, or has accepted corresponding provisions of earlier laws, or which is now subject to similar provisions of law, there shall be a board of registrars of voters, consisting of four persons, who shall be appointed by the mayor with the approval of the board of aldermen. When a board of registrars is first appointed after the acceptance of the provisions aforesaid, two registrars shall be appointed in February or March following such acceptance for terms respectively of three and four years, beginning with April first next ensuing. The city clerk of such city shall cease to be a member of the board of registrars on April first, but the remaining two members of the existing board of registrars whose terms do not then expire shall continue to hold office for their respective terms of one and two years. In February or March of every year after such first appointments, there shall in like manner be appointed one registrar of voters for the term of four years, beginning with April first following. The board so constituted shall annually in April organize by electing one of its members as clerk, who shall perform all the duties of a city clerk when acting as clerk of the board of registrars.

Part I ADMINISTRATION OF THE
GOVERNMENT

Title ELECTIONS

VIII

Chapter VOTERS
51

Section POLITICAL REPRESENTATION BY
BOARD OF REGISTRARS
18

Section 18. In the original and in each succeeding appointment and in filling vacancies, registrars of voters shall be so appointed that the members of the board shall represent the two leading political parties, and in no case shall an appointment be so made as to cause a board to have more than two members, including the city or town clerk, of the same political party.

Truro

Application to Serve on a Board or Committee

Last Name *Verde*

First Name *Elisabeth*

Middle Initial *C*

Email Address *everde@truro-ma.gov*

Phone Number *508-214-0923*

Address (Street) *N/A*

Address (City)

Address (State)

Address (Zip Code)

Mailing Address (Please indicate box number and zip code)

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?

No

RCUB 20230012 04/20/21
ADMINISTRATIVE OFFICE
TOWN OF TRURO

- Yes
- No

What Board/ Committee Are You Applying For?

Board of Registrars

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

M&L requirement for Town Clerk

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
- N/A

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:

N/A

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

Provincetown ZBA, Recreation Commission, PTA, Provincetown Schools Site Council and Provincetown Business Guild.

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.

Over ten years in local government.

Signature 

Date 10/2/23

June 27, 2023, Regular Meeting (Hybrid)

Via Zoom Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, DPW Director Jarrod Cabral, Town Moderator Paul Wisotzky, Finance Director Alex Lessin, Town Accountant Trudi Brazil, Principal Assessor Jon Nahas, Director of Community Services Damion Clements, Harbormaster Tony Jackett, IT Director David Wennerberg, Fire Chief Tim Collins, Police Chief Jamie Calise, Health and Conservation Agent Emily Beebe, Town Planner/Land Use Counsel Barbara Carboni, Library Director Tricia Ford, Beth Dietz (Applicant to Serve), Christine Markowski (Applicant to Serve), Tyler Medley (Applicant to Serve), John Slater (Truro Voter), Rich Wood (Truro Voter), Steven Herbert (Truro Voter), Karen Ruymann (Truro Voter), Joan Holt (Truro Voter), Christine Winder (Truro Voter), Jack Riemer (Truro Voter), Ken Oxtoby (Co-Chair of the Walsh Property Community Planning Committee and Applicant to Serve), Billy Goedicke (Truro Resident), Vida Richter (School Committee Chair), Peter Cook (School Committee Vice Chair), Edwige Yingling (School Committee Member), Chris Lucy (Truro Voter), Chelsea Loughran (Truro Resident), Ed Kinsella (Truro Resident), David Reid (Attorney for the Cranberry Hill Homeowners Association), Deborah Rivlin (Truro Resident)

Chair Reed called the meeting to order at 4:00 pm and read the information for the public to access the meeting and participate. Chair Reed introduced the Members and Town staff present.

PUBLIC COMMENT

Chair Reed recognized the following individuals who made individual public comments on topics not on this evening's agenda: Mr. Slater, Mr. Wood, Mr. Herbert, Ms. Ruymann, Ms. Holt, and Ms. Winder.

Chair Reed recognized Member Weinstein who commented on those who act irresponsibly on social media and who mislead residents who have limited access to information regarding the roles and responsibilities of the Town Manager and Department heads as it damages the community.

PUBLIC HEARINGS

A. Select Board FY'2024 Goals and Objectives Hearing with Town Moderator Paul Wisotzky

Town Moderator Wisotzky led the annual public hearing on the Select Board FY'2024 Goals and Objectives with the Members, Town staff, and the public. This is a requirement under the Town Charter.

Town Moderator Wisotzky reviewed the objective of the hearing, the sequence of events for this evening's hearing, and how the Select Board FY'2024 Goals and Objectives evolved. After the Members and Department heads discuss the FY'2024 Goals and Objectives, there will be an opportunity for the

public to comment. Town Moderator Wisotzky noted that members of the public must state whether they are a resident, voter, or neither when they were recognized to comment.

Town Moderator Wisotzky and Members reviewed and discussed the following highlighted “*significantly completed*” objectives with the appropriate Department heads: Emergency Management Services, Town-owned property, the award of a \$900,000 grant, staff housing update on 25 S. Highland Road and 71 N. Pamet Road, the Childcare Voucher Program, the ongoing Report on Recharge and Watershed, and the completion of the Compensation Classification Study.

Town Moderator Wisotzky then recognized the following members of the public to comment on the previously discussed highlighted topics: Ms. Holt and Mr. Riemer.

Town Moderator and Members then reviewed and discussed the “*proposed*” objectives for FY’2024 as well as “*current*” objectives with updated progress reports for FY’2023 with the appropriate Department heads: the Needs Assessment for Persons with Disabilities, the joint work sessions among the Housing Authority, Planning Board and ZBA to develop housing initiatives, the Provincetown Water and Sewer Board, the Select Board will appoint a task force of local experts and staff to examine recurrent revenue generation options resulting in a detailed report and recommendations for both short-term and long-term implementation to the Select Board by April 1, 2024, the East Harbor Project, the Eagle Neck Creek Culvert Replacement and Salt Marsh Restoration, Little Pamet, Mill Pond, Truro Center Road, and Beach Point.

After the aforementioned objectives were discussed, Town Moderator Wisotzky recognized the following members of the public who wished to comment: Mr. Riemer, Ms. Holt, Co-Chair Oxtoby, and Mr. Goedicke.

Town Moderator Wisotzky thanked the Members, Town staff, and the volunteers who serve the community.

Chair Reed made a motion to close the public hearing at 5:45 pm.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Dundas – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

Following the vote, Chair Reed announced that the Members will meet this Thursday to consider the comments which were made this evening. The Members will then take a vote on the Goals and Objectives and then prioritize them.

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. School Committee: Beth Dietz; Christine Markowski; Tyler Medley; Kenneth Oxtoby

Chair Reed invited Chair Richter, Vice Chair Cook, and Member Yingling (remote) to join the Select Board members at the table and introduce themselves. Chair Reed announced that this will be a joint appointment due to the resignation of an elected School Committee member in March 2023. Chair Reed also noted that there was another recent departure from the School Committee but that vacancy has been posted and applicants continue to apply so there will be no interviews for that position this evening. Chair Reed then announced the process for the joint appointment.

Chair Richter then announced that Tyler Medley had withdrawn his application due to a family emergency.

Chair Reed then led the interviews of the following individuals with the Select Board members and School Committee members: Ms. Dietz, Ms. Markowski, and Mr. Oxtoby.

Once the interviews were completed, Chair Reed polled the School Committee and Select Board members with their rank order of the candidates from 1 to 3 with 1 being the top candidate. The Members unanimously ranked the candidates as follows: 3 (Ms. Markowski), 2 (Ms. Dietz), and 1 (Mr. Oxtoby). Members then commented on Mr. Oxtoby's experience and his qualifications to serve. Several of the Members encouraged Ms. Dietz and Ms. Markowski to consider applying for the other vacancy.

Chair Reed then invited Ms. Dietz to come forward and confirm that she would like to be considered as an applicant for the final School Committee vacancy. Ms. Dietz confirmed her interest and Ms. Markowski withdrew her application. Chair Reed stated that Mr. Medley was interested in the role as well. Chair Reed invited Chair Richter to make a motion to appoint Kenneth Oxtoby to the School Committee.

School Committee Chair Richter made a motion to appoint Kenneth Oxtoby as a Member to the School Committee for a term expiring at Annual Town Election 2024.

School Committee Vice Chair Cook seconded the motion.

Roll Call Vote:

School Committee Chair Richter – Aye

School Committee Vice Chair Cook – Aye

School Committee Member Yingling - Aye

Vice Chair Areson – Aye

Member Dundas – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

So voted, 8-0-0, motion carries.

After the vote, Mr. Oxtoby thanked the joint Members for his appointment to serve on the School Committee. The School Committee members then departed the meeting.

STAFF/COMMITTEE UPDATES

None

TABLED ITEMS

None

SELECT BOARD ACTION

A. Community Sustainability Program Implementation (Out-of-School Time Program)
Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman presented two courses of action (including the hiring of 3.5 year-round employees) which the Members needed to discuss and decide upon. Members had a lengthy discussion regarding the courses of action following the presentation.

Chair Reed asked Director of Community Services Division Clements for his staff recommendation and he did.

Town Manager Tangeman, Assistant Town Manager Clark, and Members discussed how other Cape Cod towns are executing their respective Out-of-School Time Programs and how those communities staff those programs through the utilization of parents, contractors, and nonprofits.

Chair Reed recognized Mr. Lucy who commented on this matter.

Chair Reed made a motion to direct Town staff to proceed with recruitment of 3.5 year-round staff to operate the Out-of-School Time Program.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Nay

Member Dundas – Aye

Member Weinstein - Nay

Member Rein - Aye

Chair Reed – Aye

So voted, 3-2-0, motion carries.

B. Public Works Facility Update, Discussion and Possible Vote on Site Location
Presenter: Jarrod Cabral, Public Works Director and Darrin Tangeman, Town Manager

Chair Reed recognized DPW Director Cabral who stated that the DPW had another Open House today that was attended by 3 individuals resulting in good conversations.

DPW Director Cabral then presented a review of the DPW Feasibility Study, reviewed the updated New DPW Facility Comparison of Site Costs, and then made his recommendation for the Select Board to move forward with 340 Route 6 for the new DPW Facility.

Chair Reed and Members discussed with DPW Director Cabral their individual views on which option was the best for the new DPW Facility.

Chair Reed recognized the following members of the public who commented on this matter: Ms. Loughran, Mr. Kinsella, Attorney Reid, and Ms. Rivlin.

Member Weinstein made a motion to select 340 Route 6 as the site of the future Public Works facility and to proceed with next steps including discussions of funding mechanisms, formation of an Ad Hoc Building Committee, and timing, as appropriate.

Member Dundas seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Dundas – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Truro Graduation Letter to High School Seniors

B. Grant Agreement Authorization: Authorization to Enter into a Grant Agreement with the USDA for the Mill Pond Culvert Replacement Project

C. Review and Approve Appointment Renewals: Amy Rogers, Commission on Disabilities; Larry Lown, Conservation Commission; Susan Roderick, Bike and Walkways Committee; Amy Rolnick, Historical Commission; Richard Larkin, Historical Commission

D. Review and Approve Select Board Minutes: Regular Meeting Minutes of 4.11.2023.

Chair Reed made a motion to approve the Consent Agenda as printed in the packet with the amendment by the Chair to remove Richard Larkin’s reappointment to the Historical Commission as his paperwork had not been received but he can be reappointed at a later date once his paperwork is received and the suggested edit from Member Areson regarding the Truro Graduation Letter to High School Seniors.

Member Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Areson – Aye

Member Dundas – Aye

Member Weinstein - Aye

Member Rein - Aye

Chair Reed – Aye

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

SELECT BOARD REPORTS/COMMENTS

Member Rein reminded the public that the Walsh Property Community Planning Committee (WPCPC) has a meeting tomorrow evening, Wednesday, June 28, 2023, at 6 pm. Please attend and it is an opportunity to have the public’s voices heard.

Member Weinstein said that he had nothing to report this evening.

Member Dundas reminded individuals who conduct business on the Town's domain to complete the quarterly cybersecurity training. Member Dundas also suggested that it would be appropriate to attach a Truro coin to Truro's graduation letters to high school seniors.

Vice Chair Areson reported that the Local Comprehensive Planning Committee had a meeting today and will review goals and objectives with Town staff by next month. The goal is to have a final draft to the Select Board and the public by the end of the summer so they can comment. Vice Chair Areson met with newly appointed School Committee Chair Richter and Vice Chair Areson would like to include the School Committee, in the fall, to the Select Board's Committee Updates on the meeting agenda. Vice Chair Areson briefly discussed Select Board hours and locations.

Chair Reed reminded the public of the upcoming Select Board meetings this week. Chair Reed also let the public know that there are cases of positive COVID-19 in Truro and provided information where residents can receive a COVID-19 vaccine or booster.

TOWN MANAGER REPORT

Town Manager Tangeman reiterated his office hours to meet with the members of the public by appointment on non-holiday Mondays from 2:30 pm to 4 pm. Town Manager Tangeman noted that the upcoming Select Board meetings this week are posted.

Member Dundas made a motion to adjourn at 8:15 pm.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein – Aye

Member Dundas - Aye

Member Areson - Aye

Member Rein - Aye

Chair Reed – Aye

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

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

Kristen Reed, Chair

Susan Areson, Vice Chair

John Dundas, Clerk

Stephanie Rein, Member

Robert Weinstein, Member

Public Records Material Attachments

Legal Notice

Public Hearing Legal Advertisement

FY2023 Select Board Goals & Objectives Progress Update

FY2024 Draft Select Board Goals & Objectives Document

FY2024 Draft Objectives List

Application to Serve – Beth Dietz

Application to Serve – Christine Markowski

Application to Serve – Tyler Medley

Application to Serve – Kenneth Oxtoby

Draft Graduation Letter

USDA Application for Federal Assistance

USDA Budget Narrative

Application to Serve – Amy Rogers

Application to Serve – Larry Lown

Application to Serve – Susan Roderick

Application to Serve – Amy Rolnick

Application to Serve – Bart Mitchell

Application to Serve – Richard Larkin