



Truro Select Board Hybrid Meeting

Tuesday, March 12, 2024

Executive Session-4:15pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION

<https://us02web.zoom.us/j/81007346096>

1-646-931-3860 Meeting ID: 810 0734 6096

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 purpose:

- (1) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a) 7 to comply with, or act under the authority of, any general or special law (Massachusetts General Law, Chapter 30A, §22 (f)(g)(Open Meeting Law), specifically, to review and approve and determine whether continued nondisclosure of the following executive session meeting minutes is warranted: December 12, 2023; January 9, 2024; and February 27, 2024; and not to reconvene in open session.*

REGULAR MEETING

<https://us02web.zoom.us/j/83585282009>

1-305-224-1968 Meeting ID: 835 8528 2009

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: 835 8528 2009 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/83585282009>** Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comment so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

1. PUBLIC COMMENT

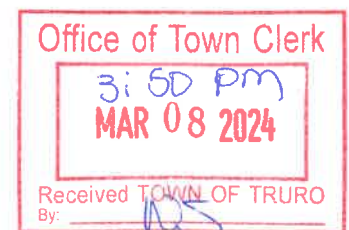
2. PUBLIC HEARINGS – NONE

3. INTRODUCTION TO NEW EMPLOYEES – NONE

4. **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Interview and Possible Appointment of Wendy Lurie to the Conservation Commission
B. Interview and Possible Appointment of Christine Markowski to the Beach Advisory Committee

5. STAFF/ COMMITTEE UPDATES – NONE



6. **TABLED ITEMS – NONE**

7. **SELECT BOARD ACTION**

- A. FY2025 Budget Presentation and Overview of Anticipated Warrant Articles
Presenter: Alex Marini Lessin, Finance Director, and Kelly Clark, Assistant Town Manager
*** A quorum of the Finance Committee may be present for this agenda item. A meeting of the Finance Committee has been posted. ***
- B. Referral of Zoning Bylaw Amendment Articles
Presenter: Darrin Tangeman, Town Manager
- C. Discussion and Possible Vote on Code of Conduct Policy/ Policy 54: Standards of Professional Conduct
Presenter: Susan Areson, Vice-Chair
- D. Discussion and Possible Vote on Communications Policy/ Policy 31: Written Complaints and Communications
Presenter: Susan Areson, Vice-Chair
- E. Discussion and Possible Vote to Revise Policy 28: Curb Cut Policy and Approval of Application Fee
Presenter: Jarrod Cabral, DPW Director
- F. Approval of Use of Auto Tabulator for Annual Town Election 2025
Presenter: Darrin Tangeman, Town Manager

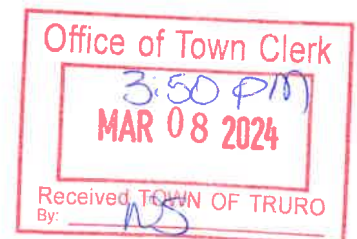
8. **CONSENT AGENDA**

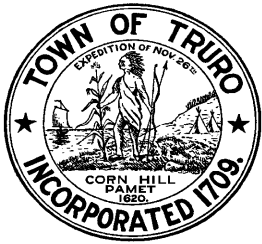
- A. Review/Approve and Authorize Signature:
 - 1. Amendment to Policy Memorandum #48-Construction/Staging Permit for Use of Town-Owned Property and/or Beach Access
 - 2. Kofile Contract
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve 2024 Seasonal Business Licenses: Captain's Choice (Seasonal Entertainment and Common Victualer)
- D. Review and Approve Select Board Meeting Minutes: Select Board Regular Meeting of 12.12.2023; Budget Task Force 1.16.2024; Budget Task Force 1.23.2024; Budget Task Force 1.30.2024; Budget Task Force 2.6.2024; Budget Task Force 2.13.2024

9. Select Board Reports/Comments

10. Town Manager Report

11. Next Meeting Agenda: Special Meeting: March 19, 2024; Regular Meeting: March 26, 2024





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 12, 2024

ITEM: Interview and Possible Appointment of Wendy Lurie to the Conservation Commission

EXPLANATION: Wendy Lurie has submitted an application to serve on the Conservation Commission. There is currently an unexpired 3-year term available.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Conservation Commission will not have a full complement of members.

SUGGESTED ACTION: *Motion to appoint Wendy Lurie to the Conservation Commission, filling an unexpired three-year term which expires June 30, 2025.*

ATTACHMENTS:

1. Application to Serve

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="Wendy"/>
First Name	<input type="text" value="Lurie"/>
Middle Initial	<input type="text" value="A"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="19 Avocet Road"/>
Address (City)	<input type="text" value="North Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02652"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 1053 02652"/>

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

Are you a full-time resident of Truro?

Yes
 No

Are you registered to vote in Truro?

Yes
 No

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

I'm deeply concerned with the effects of climate change on the planet in general, and Truro specifically. I feel each of us has a moral obligation to do what we can to leave the world a better place than it was when we were born. I want to devote my energy where its impact can be felt, and I am confident that I share the commitment to conservation and sustainability that are the hallmarks of this Committee. I enjoy working collaboratively on projects that matter and that improve quality of life for others.

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

Yes

No

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

Yes

No

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

Yes

No

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

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

I would consider working on any Board or Committee devoted to establishing more affordable housing in Truro.

Experience

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

I am the President of Truro Community Kitchen, and lead a team of volunteers who make our mission of fighting food insecurity in Truro possible. I chair monthly meetings, and work hard to foster an environment of inclusion, where every voice is respected and every opinion heard. I also served on the Board of Trustees of WHAT for about a year. In the roughly 40 years of my professional career (I am a lawyer) I have led teams of up to 50 people.

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

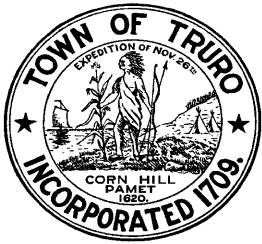
As mentioned above, I am a lawyer by profession. Though not an environmental or conservation lawyer, I think my skill set, which includes effective communication skills, critical thinking and issue spotting, could add value to the committee.

Signature

Wendy Lurie

Date

02/13/2024



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 12, 2024

ITEM: Interview and Possible Appointment of Christine Markowski to the Beach Advisory Committee

EXPLANATION: Christine Markowski has submitted an Application to Serve on the Beach Advisory Committee. There is an unexpired full member vacancy on the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Beach Advisory Committee will continue to operate without a full complement of members.

SUGGESTED ACTION: *Motion to appoint Christine Markowski to the Beach Advisory Committee for an unexpired term ending June 30, 2025.*

ATTACHMENTS:

1. Application to Serve-Christine Markowski

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="Markowski"/>
First Name	<input type="text" value="Christine"/>
Middle Initial	<input type="text" value="T"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="28 Noons Dr. ROAD 202305011 04/01/20"/>
Address (City)	<input type="text" value="North Truro ADMINISTRATIVE OFFICE"/>
Address (State)	<input type="text" value="MA TOWN OF TRURO"/>
Address (Zip Code)	<input type="text" value="02652"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO 1193 02666"/>

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

Are you a full-time resident of Truro?

Yes
 No

Are you registered to vote in Truro?

Yes
 No

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

Yes

No

Have you read the charge of the committee?

Yes

No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

Yes

No

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

Yes

No

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

Yes

No

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

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

Experience

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

I have been a member of the Walsh Committee and the Friends.

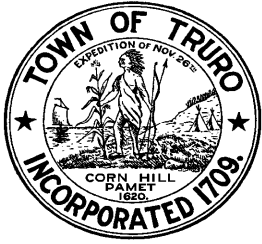
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Christine Markowski

Date

12/08/2023



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Alex Marini Lessin, Finance Director, and Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: March 12, 2024

ITEM: FY2025 Budget Presentation and Overview of Anticipated Warrant Articles

A quorum of the Finance Committee may be present for this agenda item

EXPLANATION: Alex Marini Lessin, Finance Director will present the draft FY2025 budget and a preliminary recapitulation sheet to the Select Board. This budget is not finalized as there are still further refinements and updates that will occur over the coming weeks, particularly as the Board makes decisions about including (or not including) various financial articles on the 2024 Annual Town Meeting warrant. This presentation is intended to provide the Board with an overview of the FY2025 projected financial situation based on the draft budget so that the Board may begin voting on financial articles in its upcoming meetings. A final version of the FY2025 omnibus budget will be presented to the Select Board in its article form at a subsequent meeting.

Assistant Town Manager Kelly Clark will review the current list of articles, with special focus on the financial articles. The article list is preliminary and is not exhaustive. The articles are not in the order that they will appear in the Warrant.

SUGGESTED ACTION: *No action necessary but the Board may wish to provide guidance to the staff on the FY2025 budget and/or the 2024 Annual Town Meeting warrant articles.*

ATTACHMENTS:

1. FY2025 Budget Presentation—To be presented at the meeting.
2. 2024 Annual Town Meeting Financial Articles Presented to Finance Committee on 3/8/24 (Preliminary List)

Financial Articles

Batch 1

Authorization to Set the Salary of the Select Board

Free Cash Transfer: To Reduce or Stabilize the FY2025 Tax Rate

Free Cash Transfer: To the OPEB Trust Fund

Free Cash Transfer: To Employee Benefit Account

Free Cash Transfer: To General Fund Reserve Fund

Free Cash Transfer: Senior Needs Assessment

Free Cash Transfer: Automatic Tabulator

Free Cash Transfer: For Capital Improvement Plan Projects: Community Center Technology Upgrades, Corn Hill Parking Lot Pavement and Striping, Great Hollow Beach Stairway, Preliminary Master Planning And Evaluation For Public Water Supply

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

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

Borrowing Authorization for Truro Central School HVAC and Roof Repairs

Community Preservation Act: Administrative Support (Administrative Support)

Community Preservation Act: Community Gathering Place Improvements (Historical Preservation)

Community Preservation Act: Displays at Highland House Museum (Historical Preservation)

Community Preservation Act: Historic Cemetery Restoration (Historical Preservation)

Community Preservation Act: Lower Cape Housing Institute (Community Housing)

Community Preservation Act: Contribution to the Affordable Housing Trust Fund (Community Housing)

Community Preservation Act: Regional Contribution for 0 Millstone Road, Brewster, [Spring Rock Village] (Community Housing)

Community Preservation Act: Land Acquisition (Open Space)

Community Preservation Act: TCS Early Childhood Playground (Recreation)

Batch 2

Authorization to Set the Salary of the Moderator

Free Cash Transfer: To The Capital Expense Stabilization Fund

Free Cash Transfer: To Stabilization Fund

Free Cash Transfer: Free Cash for Ems Supplemental

Free Cash Transfer: Website

Free Cash Transfer: RAO Consulting/ Assistant Clerk Pilot Program

Debt Exclusion for Acquisition of 2 Sand Pit Road

Accept Tax Work Off Program for Persons with Disabilities

Accept 3% Community Impact Fee

Citizen Petitioned Article: An Article to Establish the Truro Senior Perks Pilot Program

Batch 3

FY2024 Free Cash Transfers: Snow Removal and 2024 Annual Town Meeting Expenses

FY2025 Omnibus Budget Appropriation

Free Cash Transfer: To Fund Housing Coordinator

Free Cash Transfer: To Fund Climate Action Coordinator

General Override for Human Resources Coordinator

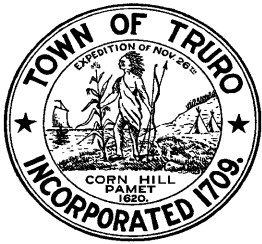
Reauthorization Funds for Pamet River System and Jetty

Reauthorization Funds for Town Hall Design and Reconfigure

Amend General Bylaws: Fine Increases

Citizen Petitioned Article: Vote to Establish a Climate Resiliency and Infrastructure Stabilization Fund and to Transfer \$50,000 of Free Cash

Citizen Petitioned Article: New DPW Facility on Town Hall Hill – Engineering and Site Planning for Two Existing Conceptual Plans



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 12, 2024

ITEM: Referral of Zoning Bylaw Amendments

EXPLANATION: Zoning Bylaw amendment articles, in accordance with MGL c.40A, §5 – Adoption and Change of Zoning bylaws, require a referral process.

Upon receipt of these amendments, the Select Board has **fourteen (14) days to refer** the articles to the Planning Board for public hearings. The Planning Board must then schedule a public hearing within 65-days of this referral. Additionally, due to the time elapsed since the last public hearing on the zoning amendment articles prepared for Special Town Meeting and the date that the meeting will be held, the Special Town Meeting will also be part of the public hearing.

The Planning Board scheduled a public hearing on March 20, 2024 in anticipation of the Select Board's referral for the following articles:

- Amend Zoning Bylaw §10.4 Definitions, Amend Zoning Bylaw §50.1 Area and Height Regulations, and Add Appendix Q (ATM 2024)
- Add New Bylaw §40.8 Attainable Housing on Undersized Lots And Amend §30.2 Use Table (ATM 2024)
- Amend Zoning Bylaw §40.2 Accessory Dwelling Unit, §50.2 Gross Floor Area, and §30.2 Use Table, Note 9 (ATM 2024)
- Amend Zoning Bylaw §30.8(B) Special Permits (STM 2023- Article 11)
- Amend Zoning Bylaw §40.1 Duplex Houses and Apartments; and §30.2 Use Table (STM 2023- Article 12)

A public hearing will be scheduled for the remaining two proposed zoning amendment articles:

- Zoning Bylaw Amendment - Ban on Fractional Ownership of Short-Term Rentals
- Amend Zoning Bylaw §20.3 Location of Districts, §90.5 Overlay Districts, and Appendices

The Ban on Fractional Ownership of Short-Term Rentals was presented at the February 27, 2024 Select Board meeting and, as voted by the Select Board, a community forum on this article and two general articles related to Prohibitions to Short-Term Rental of Residential Properties was held. These three articles strive to protect Truro's housing stock by defining short-term rentals, establishing regulations, prohibiting future short-term rentals in dwelling units owned by corporations and limiting the number of short-term rentals that can be owned by an individual in the future. These articles protect existing short-term rentals and strive to ensure that corporations do not buy up existing housing stock to turn into short-term rentals thus driving down year-round housing stock and decreasing year-round housing opportunities. The forum provided feedback that informed

some minor changes prepared by Town Counsel and will also inform a Frequently Asked Questions document that staff is currently preparing. This document will help clarify areas of confusion around legal and tax definitions, and that the second general bylaw article will only be considered if the first general bylaw article passes. At a subsequent Select Board meeting, the Select Board will consider creating and adopting the regulations referenced in the articles prior to the Town Meeting to provide clarity to the voters on what the regulations will include if the articles are adopted.

Staff members from Health/ Conservation and Planning/ Land Use prepared the final Zoning Bylaw article that updates the replaces the “Truro/ Provincetown Aquifer Assessment and Groundwater Protection Plan” map with the “Water Resources Protection Overlay District” map, and provides text referring to this map in the appropriate sections of the Bylaws.

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

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

ATTACHMENTS:

1. STM 2023 Zoning Bylaw Articles (2)
2. Planning Board Submitted Zoning Bylaw Articles (3) for ATM 2024
3. Prohibitions to Short-Term Rental of Residential Properties Articles (2) for Reference
4. Ban on Fractional Ownership Zoning Bylaw Article (1)
5. Memo and Article on Water Resources Protection Overlay District Map (1)

ZONING BYLAW ARTICLES

TWO-THIRDS VOTE

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

To see if the Town will vote to amend the Zoning Bylaw Section 30.8(B), Special Permits, by deleting the language in ~~strike-through~~, adding the **bold underlined** wording as follows:

§30.8 (B)

*A special permit shall lapse after ~~one~~ **two** years if a substantial use thereof has not sooner commenced except for good cause or, in the case of permit for construction, if construction has not begun by such date except for good cause.*

or to take any other action relative thereto.

Requested by Town Planner & Land Use Counsel

Explanation: Many projects receiving special permits from the Zoning Board of Appeals are unable to commence construction within one year, due to labor and/or material shortages, additional permitting required, or other valid reason. Currently, a permittee must seek a permit extension if unable to commence within one year. Extending the period for commencing construction from one to two years would align the term of special permits with the term of other approvals under the Zoning Bylaw (for example, Site Plan approvals). In addition, this amendment streamlines the permitting process to the benefit of applicants and the Town’s Planning and Building Departments.

	In Favor	Not In Favor	Abstain
Planning Board Recommendation	7	0	0
Select Board Recommendation	5	0	0

TWO-THIRDS VOTE**Article 12: Amend Zoning Bylaw §40.1 Duplex Houses and Apartments; and §30.2 Use Table**

To see if the Town will vote to amend Section 40.1, Duplex Houses and Apartments, and Section 30.2, Use Table, of the Zoning Bylaw by deleting the language in ~~strike through~~, adding the **bold underlined** wording and enumerate the bylaw correctly accordingly.

§ 40.1 Duplexes Houses and Apartments

- A. Purpose. For the purpose of promoting the more efficient use of land, in keeping with the protection of the quality of life and ecology, and **addressing the issue of availability of** ~~at the same time giving relief to those with problems of obtaining adequate housing,~~ **duplexes may be created by right** ~~the Board of Appeals may approve a special permit authorizing the~~ **via the** ~~new construction of duplexes houses or the conversion of single-family dwellings to~~ **duplexes 2-unit apartments,** consistent with **and subject to** the following **provisions.** ~~conditions.~~
- ~~B. New Construction. lots of one acre or more are required for new construction; the duplex shall not exceed 3,000 sq. ft.; the requirements of paragraph D shall be met.~~
- ~~C. Conversion of single family dwellings in any zoning district except the Seashore District and the Water Resource Protection District may be approved by special permit from the Board of Appeals. Lots shall meet current minimum lot area requirements; no more than one apartment in addition to the primary dwelling unit may be created from any one single family dwelling; the floor area of the secondary dwelling unit shall not exceed 50% of that of the primary dwelling unit; the floor area of the secondary dwelling unit shall not exceed 600 sq. ft.~~
- B. **New construction of duplexes or the conversion of single-family dwellings to duplexes is allowed in all districts except the: Beach Point and Seashore Districts.**
- C. **A minimum lot size of 33,750 sq. ft. is required for both new construction of duplexes and conversion of existing structures to duplexes.**
- D. **The Total Gross Floor Area (definition in §10.1) of the new or expanded duplex structure(s) shall not exceed 3,600 sq. ft. for a Residential District Minimum Lot Size of 33,750 sq. ft. (or .775 acre) and prorated to 3,668 sq. ft. for one acre of land:**
- a. **Plus 300 sq. ft. for each additional contiguous acre of land, or fraction thereof prorated.**
 - b. **Plus an ADU of up to 900 sq. ft.**
- ~~D. Requirements. All new construction or conversions shall comply with the following.~~
- ~~1. All applicable provisions of the building, health and safety codes, as determined by the Building Commissioner and Board of Health shall be met.~~
 - ~~2. One unit shall be owner occupied.~~
 - ~~3. The applicant shall demonstrate that the new construction or conversion is essential to provide needed housing.~~

- ~~4. The new construction or conversion is compatible with and will not derogate from or be detrimental to the neighborhood.~~
 - ~~5. Section 50, Area and Height regulations of this bylaw.~~
 - ~~6. The use is in harmony with the general purpose and intent of the bylaw.~~
- E. Requirements. All new construction or conversions shall comply with the following.**
- 1. One unit shall have a 12-month lease.**
 - a. Rental of said unit for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited.**
 - b. Proof of year-round rental shall be provided annually to the Building Commissioner or their designee, by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as the renter's primary residence. The proof shall be submitted to the Building Commissioner or their designee prior to initial occupancy and by May 1 each following year.**
 - 2. The second unit shall either be owner occupied or have a 12-month lease.**
 - a. If the unit is owner occupied, there shall be no rentals for less than 8 months (including, but not limited to, seasonal rental and rental through vacation rental services and websites)**
 - b. If there is a 12-month lease: Rental of said unit for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited.**
 - 3. Proof of year-round rental shall be provided annually to the Building Commissioner or their designee, by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as the renter's primary residence. The proof shall be submitted to the Building Commissioner or their designee prior to initial occupancy and by May 1 each following year.**
 - 4. The building shall conform to Section 50, Area and Height Regulations, of the Truro Zoning Bylaws.**
 - 5. The two units and lot on which they are located shall remain in common ownership, and shall not be severed in ownership, including that the lot, buildings, or units thereon shall not be placed in a condominium form of ownership.**
 - 6. All applicable provisions of the building, health, and safety codes, as determined by the Building Commissioner and Board of Health shall be met.**
 - 7. Units that are rented under this section shall be inspected annually or as frequently as deemed necessary by the Health and Building Departments for compliance with public safety and public health codes. The owner of the property shall be responsible for scheduling such inspection and shall pay any applicable inspection fees.**
- F. Violations and Penalties. Violation of any of the provisions of this bylaw may result in fines of up to \$300 for each offense. Each day that such a violation continues shall constitute a separate offense.**

And to amend the Principal Uses table in §30.2 as follows:

PRINCIPAL USES							
	R	BP	NT6A	TC	NTC	Rt6	S
RESIDENTIAL							
Cottage or cabin colony, motor court	N	P	N	N	P	P	N
<u>Duplex (as defined in Section 40.1)</u>	<u>P</u>	<u>N</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>N</u>
Hotel	N	N	N	N	P	P	N
Motel	N	P	N	N	P	P	N
Single family dwelling (9)	P	P	P	P	P	P	P (10)

or to take any other action relative thereto.

Requested by the Planning Board

Planning Board Explanation: This article will revise § 40.1 of the Zoning Bylaw - Duplex Houses and Apartments to make it more attractive and easier to build/create duplexes. The intent is to add to the year-round rental stock. Specifically, this article makes the following changes:

- *Makes the creation of duplexes By Right in all districts except for the Seashore & Beach Point Districts.*
- *Decreases the required lot size from 1 acre to the current minimum lot size of 33,750 square feet.*
- *Increases the maximum size of the structure’s Gross Floor Area from 3,000 square feet to 3,600 square feet on a minimum size lot with adjustments to other lot sizes based on the Residential District House Size Bylaw.*
- *Removes size limit on the second unit.*
- *In keeping with the intent of the bylaw to create year-round rental opportunities*
 - *Requires 1 unit have a 12-month lease.*
 - *The other unit to either be owner occupied or have a 12-month lease.*
 - *Proof of year round rental to be provided to the Building Commissioner annually.*

Select Board Explanation: The Planning Board has been working on the Duplex Bylaw amendments since before the 2022 Annual Town Meeting and has prepared iterations at the 2022 Annual Town Meeting and 2023 Annual Town Meeting, both of which were indefinitely postponed. This article includes amendments that strive to increase year-round housing by right.

	In Favor	Not In Favor	Abstain
Planning Board Recommendation	7	0	0
Select Board Recommendation	5	0	0

Article XX: Amend Zoning Bylaw §10.4 Definitions, Amend Zoning Bylaw §50.1 Area and Height Regulations, and Add Appendix Q

Amend by deleting the language in ~~strike through~~ and adding the **bold underlined** wording.

§10.4 Definitions

Base Flood Elevation (or BFE). The 100-year flood elevation designated on the Truro Flood Insurance Rate Maps (FIRM). **The elevation of surface water resulting from a flood that has a 1% chance of equaling or exceeding that level in any given year. The BFE is shown on the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) for “A” and “V” zones.**

Flat Roof. A roof surface having a pitch less than 3 units vertically to 12 units horizontally.

Sloped Roof. A roof surface having a pitch greater than or equal to 3 units vertically to 12 units horizontally.

Maximum Building Height. The difference in elevation between the Mean Ground Level Elevation and the elevation at the highest point of the roof or building, including parapets, railings, dormers and rooftop decks but excluding antennas, vents and chimneys. **Maximum Building Height shall be limited to 23 feet for Flat Roofs and Clerestory Roofs and for all Shed Roofs, regardless of pitch. Exceptions for specific Sloped Roof configurations are illustrated graphically in Appendix Q.**

Mean Ground Level. Where the finished ground level varies in elevation on different sides of a building, the average of the various elevations at the centers of the four main sides, **or the average of the four elevations as measured at the centers of the building sides as viewed or projected onto four orthogonal vertical planes (e.g., N, S, E and W building elevations).** In the case where fill has been used to raise the finished ground level on a side(s) of the building to an elevation higher than the preconstruction ground level, on those sides measurement shall be taken **as the preconstruction ground level elevation measured at a point offset** from the center of that side ten (10) feet out from the side of the building. Further, the finished grade of the fill, within one hundred (100) feet of the building shall not have a grade steeper than ten per cent (10%) (one foot of drop for every ten foot run).

§50.1 Regulations

A. Table

DIMENSIONAL REQUIREMENT	ALL DISTRICTS
Minimum Lot Size	33,750 sq. ft. (1)(2)(8)
Minimum Lot Frontage	150 ft (1)(2)
Minimum frontyard setback	25 ft (3)
Minimum sideyard setback	25 ft (3)(4)
Maximum building height	2 stories; 30 feet (5)(5a)(6)
Minimum backyard setback	25 ft (3)(4)
Lot Shape	(9)

(4/05, 4/06, 4/10)

NOTES

1. Except buildings for accessory use and cottage.
2. Except lots or parcels lawfully in existence and shown on a subdivision plan or described in a deed recorded at the Barnstable County Registry of Deeds prior to the adoption of the bylaw by Truro Town Meeting on February 15, 1960, having at least five thousand (5,000) square feet of area and at least fifty (50) feet of lot frontage.
3. Except in the Seashore District where the minimum setback from all streets is 50 feet measured at a right angle from the street line.
4. Except in those portions of the Beach Point Limited Business District served by the Town of Provincetown Water System, where the minimum sideyard and backyard setbacks shall be equivalent to five (5) feet per story of the building or structure in question. Structures less than a full story shall meet the minimum 5 ft setback.
5. The 2 story / **30 ft height** limitation shall be measured from mean ground level.
 - 5a. Except buildings which do not have a ridge or hip **defined by two opposing sloped roof surfaces** the maximum building height shall not exceed twenty-three (23) ft as measured to the highest point of the structure (4/12), **(5/24)**.
6. Free standing flagpoles and private noncommercial radio and television antennae shall not exceed fifty (50) ft above mean ground level.
7. (#7 deleted 4/12)
8. Except in the Seashore District where the minimum lot size is 3 acres. (4/05)
9. For any lot created after April 30, 2004, the portion of the lot connecting the frontage with the front line of any building site shall not be less than 50 feet wide, as measured between opposite sidelines.

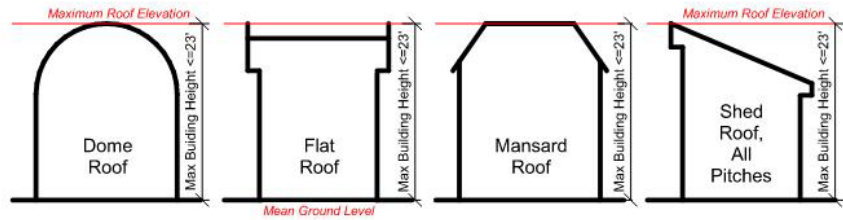
APPENDIX Q: MAXIMUM BUILDING HEIGHT RELATIVE TO MEAN GROUND LEVEL AND ROOF CONFIGURATION

Roof Type:

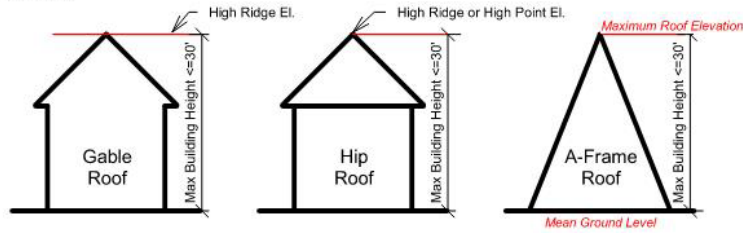
Dome/Flat
Mansard/Shed/
Clerestory

Maximum Building Height

For all roof Types: The elevation of the highest point of the roof, including the top of any parapet

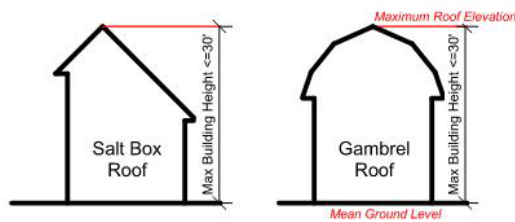


**Gable/Hip
A-Frame (With Sloped
Roof Surfaces
(pitch $\geq 3V:12H$)**



**Salt Box
(with Sloped Roof
Surfaces)**

**Gambrel
(with Sloped Roof
Surfaces)**



Note: Shed dormers for individual windows shall not be considered Sloped Roof Surfaces in this context.

Explanation:

This zoning article is intended to clarify certain ambiguities in the existing zoning ordinance that pertain to maximum allowable building height, as measured from mean (average) grade to the highest point of the structure. This article clarifies the intent and applicability of the existing building height limitations by the following means:

- Adding Definitions to define and differentiate a “Flat Roof” from a “Sloped Roof”.
- Adding clarifying language to the definition of “Mean Grade”.
- Providing a graphic, in the form of an Appendix, to illustrate how the resulting definitions and building height limitations are to be interpreted with respect to various common roof configurations.

This article is intended as an aid to interpreting and applying the Building Height limitations that are already included in the zoning ordinance. This article was developed in part to address ambiguities that are currently left to the Zoning Board of Appeals to adjudicate.

Also included is a definition of the term “Base Flood Elevation” or “BFE”, paraphrasing the definition of that term as defined by the Federal Emergency Management Agency (FEMA). Although that term is not utilized in this article, inclusion of this definition is anticipatory and is recommended by the Planning Board at this time. The Planning Board anticipates that this definition will be required for future articles that may impact the “Mean Grade” and “Building Height” definitions as they pertain to the Town’s Flood Plain bylaw.

**Article XX: Add New Bylaw §40.8 Attainable Housing on Undersized Lots
And Amend §30.2 Use Table**

To see if the Town will vote to amend §40 and §30.2, Use Table, of the Zoning Bylaw by amending §40 to add §40.8.

§40.8 Attainable Housing on Undersized Lots:

- A. Purpose: The purpose of this bylaw is to increase the supply of housing that is available in the town of Truro by allowing attainable single-family dwellings to be built on lots that do not meet the minimum lot size for the zoning district, provided the lots meet the criteria listed herein.
- B. For purposes of this bylaw, "Attainable" shall mean that the units are available for ownership or rental to households earning at or below 100% of the Barnstable County Area Median Income (AMI), adjusted for household size and shall remain affordable in perpetuity or for the longest period allowed by law.
- C. Undersized Lot – a lot that is smaller than the minimum lot size for the zoning district.
- D. This bylaw shall apply to lots of record as of January 1, 2024, as recorded in a deed or plan on file with the Barnstable County Registry of Deeds or Land Court, which do not meet the minimum lot size for the zoning district as determined by the Building Commissioner. This bylaw applies regardless of whether the lot is held in common ownership with an adjoining lot.
- E. This bylaw shall apply to lots in all districts except Beach Point and the Seashore District.
- F. REQUIREMENTS: A Special Permit may be obtained from the Zoning Board of Appeals to allow construction of a One Family Dwelling, pursuant to the following requirements, restricted by a Regulatory Agreement and/or Affordable Housing Deed Restriction in a form acceptable to the Executive Office of Housing and Livable Communities (EOHLC), executed and recorded by the applicant as an affordable homeownership or rental dwelling unit in perpetuity or the maximum time period allowed by law, on an eligible parcel of land that meets the following criteria:
 - 1. Parcel, at time of application, is not improved with any existing dwelling unit.
 - 2. Parcel contains at least 10,000 square feet of contiguous upland area.
 - 3. All applicable provisions of the building, health and safety codes are met.
 - 4. Parcel satisfies applicable Town of Truro's Conservation Commission Environmental Protection Regulations.
 - 5. Parcel has a minimum of 50 feet of frontage.
 - 6. The building setbacks shall not be less than 25 feet.
 - 7. If a dwelling is built within 25 feet of any other dwelling or principal structure screening of at least five feet in height be created and maintained if requested by the

- abutter in writing to the Building Commissioner. The screening may be fencing, planting or a combination.
8. The building must comply with the house size bylaw §50.2.
- G. An applicant under this section shall submit a site plan prepared, stamped and signed by a Registered Land Surveyor or Professional Engineer, as applicable, that depicts:
1. the dimensions and setbacks of the subject Parcel, and
 2. the proposed structure on the subject Parcel
 3. the existing setbacks of principal structures on the lots immediately adjacent.
 4. The site plan shall show a parking plan and comply with parking requirements for “Affordable Dwelling Unit” in §30.9 Parking Regulation Use Table of 2 spaces per unit.
- H. A Parcel shall not be built upon if the Parcel was purposely created, subject to a deed restriction or designated as an unbuildable lot as part of a subdivision open space or park, or by any other condition or agreement with the Town.
- I. Accessory Dwelling Units are not permitted on undersize lots.
- J. Rental of the dwelling for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited. Proof of year-round rental shall be provided annually to the Building Commissioner or their designee, by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as the renter’s primary residence. The proof shall be submitted to the Building Commissioner or their designee prior to initial occupancy and by May 1 each following year. The Attainable Housing Deed Restriction shall identify a Monitoring Agent who shall ensure compliance with said deed restriction.
- K. The Applicant must submit a Regulatory Agreement and Affordable Housing Deed Restriction, to be approved as to form by Town Counsel, that restricts the use of the dwelling unit to low- or moderate- income housing in perpetuity, or the maximum time period allowed by law. Said Regulatory Agreement shall include an Affirmative Fair Marketing Plan that complies with EOHCL’s requirements for the selection of income-eligible tenants/occupants and shall identify a Monitoring Agent who shall be responsible for ensuring that any re-sales of units created under this bylaw shall be made to income-eligible purchasers and comply with the Affirmative Fair Marketing Plan and Attainable Housing Deed Rider.
- L. For lots to be sold/rented to households earning below 80% AMI, that are owned privately, the Applicant shall work with the Town to provide any information necessary to ensure that units created under this bylaw are eligible for inclusion on the Subsidized Housing Inventory maintained by the EOHCL’s as Local Action Units.

M. No building permit shall be issued until the Regulatory Agreement and Affordable Housing Deed Rider has been approved by Town Counsel, executed by all parties, and recorded at the Registry of Deeds and proof of such recording has been furnished to the Building Commissioner.

§40.8.1 Transfer or Lease. A lot developed with a One Family Dwelling under this section shall be transferred or leased at such attainable re-sale price or rent set forth in the Regulatory Agreement.

§40.8.2 No Building Permit shall be issued by the Building Commissioner until the developer has demonstrated that all of the applicable requirements of §40.8.F and §40.8.G have been met.

§30.2 Use Table

Add to Use Table

	R	BP	NT6A	TC	NTC	RT6	S
Attainable Undersized Lot	SP	N	SP	SP	SP	SP	N

Explanation:

This article is part of a wide range of strategies to increase the stock of affordable and attainable housing in Truro. According to the Local Comprehensive Plan *“With limited acreage available, creative housing solutions are needed. This includes increasing density where appropriate and feasible, considering additional uses for town-owned property, and changes in zoning regulations to create housing opportunities on lots that are currently undersized or otherwise don’t conform to existing zoning regulations,…”*

There are approximately a dozen properties that may become buildable as a result of this article with slightly more Town owned properties than private properties. All but one of the currently identified lots are in the Residential District with the other in the North Truro 6A Limited Business District.

**Article XX: Amend Zoning Bylaw §40.2 Accessory Dwelling Unit,
§50.2 Gross Floor Area, and §30.2 Use Table, Note 9**

Amend by deleting the language in ~~strike-through~~ and adding the **bold underlined** wording.

§40.2 Accessory Dwelling Unit (04/17)

A. The purposes of this bylaw are to:

1. Increase the number of moderately priced, year-round rental dwelling units in Truro;
2. Encourage a more economical and energy-efficient use of the Town's housing supply; and
3. Provide homeowners with a means of obtaining rental income to defray housing costs.

B. Requirements

1. One Accessory Dwelling Unit (ADU) per buildable lot may be allowed in any zoning district by obtaining an ADU Building Permit. (6/21)
2. An ADU may be established within or attached to a principal dwelling, principal structure, or accessory structure, or constructed as a detached unit, and must be located on the same lot as the primary dwelling.
3. The ADU must be in conformity with the State Building Code, Title V of the State Sanitary Code and all applicable town health, building, zoning and other local laws and regulations.
4. An ADU within or attached to a principal dwelling, principal structure or accessory structure that is a pre-existing nonconforming use or structure shall not increase any existing nonconformity or create a new nonconformity without first obtaining a Special Permit or Variance, respectively, from the Zoning Board of Appeals. (6/21)

C. ADU Permit Criteria

1. The ADU shall be a complete, separate housekeeping unit containing both kitchen and sanitary facilities.
2. The ADU shall not contain more than nine hundred (900) square feet nor less than four hundred (400) square feet of Gross Floor Area as that term is defined in Section II of this Zoning Bylaw. Once an ADU has been added to a dwelling, structure or lot, the ADU shall not be enlarged beyond the square footage specified in the permit granted pursuant to this section without first obtaining a subsequent ADU Building Permit, and in no case shall an ADU be permitted to exceed the square footage allowed by this section. (6/21)
3. At least two (2) off street parking spaces in addition to parking otherwise required for the property is required for an ADU. ~~This requirement may be reduced or waived at the discretion of the Planning Board.~~ (6/21)
4. An ADU shall be clearly subordinate in use, size and design to the principal dwelling or structure. When accessory to a principal dwelling, the intent is to retain the appearance of a single-family dwelling and the privacy of abutters. (6/21)
5. The principal dwelling and ADU and lot on which they are located shall remain in common ownership, and shall not be severed in ownership, including that the lot, buildings or units thereon shall not be placed in a condominium form of ownership.

6. Either the ADU or the principal dwelling on a lot with an ADU must be leased for a term of at least twelve (12) months. Rental of said unit for a period of less than twelve (12) months (including, but not limited to, seasonal rental and rental through vacation rental services and websites) is prohibited. Proof of year-round rental shall be provided annually to the Building Commissioner by the owner in the form of a lease and a signed affidavit from both the owner and renter stating the unit is being rented accordingly and is used as a primary residence.
7. ADUs permitted under this section shall be inspected annually or as frequently as deemed necessary by the Health and Building Departments for compliance with public safety and public health codes. The owner of the property shall be responsible for scheduling such inspection and shall pay any applicable inspection fees.

D. Procedure

1. Each application for a Permit shall be filed by the Applicant with the ~~Town Clerk~~ **Building Department** consisting of:
 - a. Deleted. (6/21)
 - b. Papers copies and one digital copy of the required plans in addition to other required information under §40.2; (6/21)
 - c. Applicable filing fee;
 - d. Deleted. (6/21)
 - e. Site Plan or Site and Sewage Plan prepared by a registered professional engineer or registered sanitarian showing all property lines, existing and proposed structures on the parcel, and setbacks from roads and property lines for each structure. Building dimensions (height, stories, square footage) shall be shown on the plan.
 - f. Deleted. (6/21)
 - g. Building floor plans at a scale of no less than 1/8" = 1' 0". (6/21)
 - h. Affidavit declaring that the ADU and/or principal dwelling to which it is accessory will be rented on a twelve month basis.
 - i. Deleted. (6/21)
 - j. Deleted. (6/21)
 - k. For ADUs proposed in a new structure or that require the modification of the exterior of an existing structure, building elevations at a scale of no less than 1/8" = 1' 0" of the dwelling or structure that contains the ADU. (6/21)
 - l. Photographs of the exterior of the existing principal dwelling taken from the north, south, east and west. (6/21)
 - m. For ADUs proposed within an existing accessory structure, photographs of the exterior of the existing accessory structure taken from the north, south, east and west. (6/21)

E. Deleted. (6/21)

F. Deleted. (6/21)

G. Penalty

Failure of the applicant to comply with any provision of this section or the Permit is punishable by a fine established in Section 60.1 of the Truro Zoning Bylaws and shall

entitle the Building **Commissioner** to revoke, modify or suspend the Permit. The Town shall be entitled to recover its litigation fees, including counsel fees, incurred in enforcement of this Bylaw. (6/21)

H. Requirements for Tax Exemption

Qualifying ADUs permitted under this section are eligible to seek tax abatement pursuant to Chapter 1, Section 11 of the Truro General Bylaws, Tax Exemption for Affordable Accessory Dwelling Units. (6/21)

§50.2 Building Gross Floor Area for the Residential District (11/18)

A. Purpose: The purpose of this bylaw is to limit the size of future residential construction, alteration, or reconstruction to preserve the special character and prevailing size and massing of buildings in the Town, and to be in harmony with the historic nature, sense of community, and aspirations of Truro.

B. Applicability and Exceptions:

1. Total Gross Floor Area Allowed by Right: Subject to the exceptions provided for in subsections 50.2.B.2, 50.2.C, and 50.2.D, building permits for new construction or for projects that seek to increase the Gross Floor Area of buildings that exist on lots as of November 13, 2018, shall be issued only where, on completion of the construction or project, the Total Gross Floor Area of the new or expanded structure(s) does not exceed 3,600 sq. ft. for a Residential District Minimum Lot Size of 33,750 sq. ft. (or .775 acre) and prorated to 3,668 sq. ft. for one acre of land:
 - a. Plus 300 sq. ft. for each additional contiguous acre of land, or fraction thereof prorated.
 - b. For lot size less than one acre, the square foot shall be reduced by 150 sq. ft. for each half acre or fraction thereof prorated.
 - c. Plus a ~~Planning Board~~ **Building Commissioner** Approved Accessory Dwelling Unit of up to ~~4,000~~ **900** sq. ft.
2. Special Permit to exceed the Total Gross Floor Area limit: The Total Gross Floor Area limit for a dwelling and accessory buildings on a lot established in subsection 50.2.B.1 may be exceeded, up to a maximum established by this subsection, by Special Permit, as provided in 50.2.C and 50.2.D. No Special Permit may be issued for any construction if the construction would result in the Total Gross Floor Area exceeding 4,600 sq. ft. for a Residential District Minimum Lot Size of 33,750 sq. ft. (or .775 acre) and prorated to 4,668 sq. ft. for one acre of land:
 - a. Plus 300 sq. ft. for each additional contiguous acre of land, or fraction thereof prorated.
 - b. For lot size less than one acre, the square foot shall be reduced by 150 sq. ft. for each half acre or fraction thereof prorated.
 - c. Plus a ~~Planning Board~~ **Building Commissioner** Approved Accessory Dwelling Unit of up to ~~4,000~~ **900** sq. ft.

§30.2 Use Table, Accessory Uses, Notes:

9. Uses in this category are further subject to the special regulations set forth in §40.2, Accessory Dwelling Unit and the ~~Planning Board~~ Building Commissioner shall serve as the ~~Special~~ Permit granting authority. (04/07, 4/17)

Explanation: *The ADU Bylaw was amended at 2021 ATM, the principal changes being 1) allowing ADUs as of right (where otherwise compliant with zoning), instead by permit from the Planning Board only; and 2) reducing maximum gross floor area from 1000 square feet to 900 square feet, for consistency with state law. The 2021 amendments left a few internal inconsistencies (i.e., references to “Planning Board” no longer applicable. In addition, Zoning Bylaw section 50.2, “Building Gross Floor Area,” requires amendment for consistency with the ADU Bylaw. The above amendments are “housekeeping”-type changes and do not alter the process for obtaining approval for an ADU.*

General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties. To see if the Town will vote to amend the Truro General By-Laws, Chapter II, Licensing and Permits by deleting Section 1 in its entirety and replacing it with the following:

1. Prohibitions Related to Short-Term Rental of Residential Properties.

1.1 Purpose and Intent. This bylaw is enacted pursuant to the Town's Home Rule Authority and the authority set forth in General Laws c. 64G, §14 and is intended to:

- (1) provide for an orderly process for identifying, registering, and regulating Short-Term Rentals within the Town so as to ensure that such Short-Term Rentals do not create or cause any nuisance conditions within the Town.
- (2) Protect the time-honored tradition of home rentals in Truro and preserve economic opportunities through Short-Term Rentals for persons to keep their homes, now and into the future, so they may afford to live either full-time or part-time in Truro;
- (3) avoid adverse impacts on the local economy stemming from a loss of existing Short Term Rental revenue, including rooms excise tax revenue, and visitor spending.
- (4) prohibit additional corporate ownership and discourage investment-only ownership of residential properties for the exclusive purpose of operating them as Short-Term Rentals rather than housing for either full-time or part-time residences.
- (5) reduce the neighborhood churn caused by numerous turnovers of occupancy of Short-Term Rentals in residential neighborhoods.
- (6) limit the conversion of residential units to Short-Term Rentals which has had the deleterious effect of removing residential units from the available year-round rental housing stock.

1.2. Definitions.

For purposes of this Chapter, the following terms shall have the definitions indicated.

“Corporation”. All businesses and charitable entities required to file Articles of Incorporation and Annual Reports with the Massachusetts Secretary of State or an equivalent agency of another state, pursuant to G.L. c. 156D, § 2 or G.L. c. 180, §4, respectively.

“Owner”. Any person who alone, or severally with others, has legal or equitable title or beneficial interest in any dwelling unit; a mortgagee in possession; or agent, trustee or person appointed by the courts. An Owner can be a single person, a marital unit, a group of people, LLC, or a Trust. The Owner may also be referred to as the operator, or the Host.

“Short-Term Rental”. The rental of a whole or a portion of a residential or secondary dwelling unit, in exchange for payment, as residential accommodations for not more than thirty consecutive days, excluding a Hotel, Motel, or Lodging House or Tourist Home for Transient Guests as defined in Massachusetts General Laws Chapter 64G

1.3 Prohibitions.

1.3.1. Registration Requirement. No dwelling unit or part thereof may be offered as a Short-Term Rental within the Town of Truro unless it is registered with the Board of Health and in compliance with regulations issued by the Board of Health and is registered with the Commonwealth of Massachusetts Department of Revenue in accordance with applicable laws.

1.3.2. Intentionally Omitted

1.3.3. Corporate Ownership. Short-Term Rentals are prohibited in dwelling units owned by a Corporation. Short-Term Rentals are permitted in dwelling units owned by an LLC, Trust, or S Corporation only when every shareholder, partner, or member of the legal entity is a natural person, as established by documentation provided by the applicant at the time of registration.

1.3.4. Affordable Housing Dwelling Units. Short-Term Rentals are prohibited in dwelling units designated as affordable or otherwise income-restricted, which are subject to an affordability restriction or are otherwise subject to housing or rental assistance under local, state, or federal programs or law.

1.3.5. Time Share, Fractional and Interval Ownership Units. No Fractional Ownership, Interval or Time Share unit may engage in Short-Term Rental activities or be eligible to receive a Certificate of registration for such unit; except that this section shall not apply to the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes; and this section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

1.3.6. Protection for Existing Short-Term Rentals. Any person or other legal entity who holds a current Certificate of Registration on the effective date of this bylaw may continue to engage in Short-Term Rentals in accordance with the existing Certificate of Registration, until the dwelling unit is transferred or conveyed, or the certificate of registration is not renewed. If a property is bequeathed to a person or other beneficiary through a will, the new owner may continue to engage in Short-Term Rental activities in accordance with this section.

1.4. Regulations and Fees. The Select Board may promulgate regulations to carry out and enforce the provisions of this bylaw and to regulate long-term and long-term rentals, and may set fees for the issuance of Certificates of Registration for Short-Term Rentals.

1.5. Penalties and Enforcement.

1.5.1. Enforcement Options. Whoever violates any provision of this bylaw, or a regulation promulgated hereunder may be penalized by indictment or on complaint brought in the district court. The Town may seek to enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

1.5.2. Non-Criminal Disposition. Whoever violates any provision of this bylaw, or a

regulation promulgated hereunder may be penalized by a noncriminal disposition process as provided in Massachusetts General Laws, Chapter 40, section 21D and the Town's non-criminal disposition by-law (Chapter 2). If non-criminal disposition is elected, then any person who violates any provision of this bylaw or regulation shall be subject to a penalty in the amount of one hundred dollars (\$100) for the first offense; two hundred dollars (\$200) for the second offense; and three hundred dollars (\$300) for a third and subsequent offense. Each day or portion thereof shall constitute a separate offense. The Board of Health or its agent, or any police officer of the Town, shall be the enforcing authority.

1.5.3. Suspension of Certificate of Registration. If a notice of violation of this bylaw or any regulation promulgated hereunder or other order is issued to the Owner of a dwelling unit operated as a Short-Term Rental by the Board of Health or its designee, after a Certificate of Registration is issued, the Board of Health, after a hearing, may suspend for a period of time determined by the Board of Health or revoke said Certificate of Registration until the violation has been cured or otherwise resolved. Multiple violations by any Owner may, at the discretion of the Board of Health and after a hearing, disqualify that Owner from obtaining a Certificate of Registration for a period of up to three years.

1.5.4. Civil Penalty. In accordance with G.L. c. 64G, §14(v), the Town may assess a civil penalty not to exceed \$5,000 for any violation of this bylaw or a regulation issued hereunder. Each day a violation continues shall be considered a separate offense.

1.6. Severability.

If any provision in this chapter shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions, which shall remain in full force and effect.

Or to take any other action relative thereto.

General Bylaw Amendment – Prohibitions Related To Short-Term Rental Of Residential Properties – Additional Regulations

To see if the Town will vote to amend the Truro General By-Laws, Chapter II, Licensing and Permits by adding a new Section 1.3.2 as follows:

1.3.2 Limitation on Number of Short-Term Rentals.

An Owner may register to operate only two dwelling units as Short-Term Rentals. If a person owns or is listed as a manager and/or is an agent for three or more dwelling units, that person must choose only two units to be registered as Short-Term Rentals. No person shall have more than two legal or equitable title or beneficial interest in dwelling units used for Short-Term Rentals except as provided for above. An Owner may hire a property management company to list and manage Short-Term Rentals, but the registration must be in the Owner's name.

Zoning Bylaw Amendment - Ban on Fractional Ownership of Short-Term Rentals.

To see if the Town will vote to amend the Truro Zoning By-Laws by adding a new Section _____, entitled: Time Share, Interval and Fractional Ownership Units, as set forth below:

Time Share, Fractional and Interval Ownership Units:

1. **Findings and Purpose.** The purpose of this section is to preserve and protect limited housing stock in the Town from the market pressures attendant to time share, interval and fractional ownership uses and to protect neighborhoods from the impacts of such uses.
 - a. Fractional ownership, interval and time share units have similar character as commercial hotels, motels, lodges, and other commercial occupancy uses due to their transient nature and multiple short-term occupancies. Such commercial or quasi-commercial use is inappropriate in residential areas due to the increased traffic generation and multiple occupancies disturbing the peace and quiet of residential neighborhoods.
 - b. The needs of transient occupants are averse to the interests sought to be protected and preserved in residential neighborhoods, because commercial uses for transient occupants may sacrifice other values critical to residential neighborhoods.
 - c. The Town deems it necessary and appropriate to protect the existence of year-round residences and the quiet and peace of the Town by preventing unwarranted commercialization from encroaching therein, including commercialization caused by the misuse of single-family residences.

2. **Definition.**
 - a. Time Share, Interval or Fractional Ownership Unit. Any Dwelling Unit which is owned by a limited liability company, corporation, partnership, or other joint ownership structure in which unrelated persons or entities own, sell, purchase or otherwise for consideration create or acquire any divided property interest including co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are subject to, or subsequently bound by any agreement limiting the right or functional ability of interest holders or their designees to occupy or use the property to their respective interests or any other agreement which limits interest holders' or their designees' use of the property to fractional reservations through stay limitations of any duration. Such use is established by any of the following elements:
 1. co-ownership or fractional or divided estates, shares, leaseholds, or memberships which are openly advertised, marketed, or offered for sale and sold individually at separate times.
 2. centralized or professional management.
 3. reservation systems.
 4. maximum or minimum day limits on each interest holder's occupancy or use of the property; or

5. management agreements or fees reflective of interval use or ownership, irrespective of whether the agreement may be cancelled individually or by any party.

3. Prohibition of fractional ownership, interval, and time share units.

The use of any dwelling unit in the Town as a fractional ownership, interval or time share unit is prohibited in all zoning districts.

- a. Exceptions.
 1. This section shall not be deemed to preclude the creation of mortgages, liens, easements or other similar interests encumbering the residential property as a whole to secure a loan or for any other legitimate purposes.
 2. This section shall not apply to non-commercial groups, such as families, partnerships, associations, or trusts with divided interests or agreements in which the real estate is held and transferred within the family, partnership, association or trust, as opposed to sold in fractional or divided interests on the open market.

4. Severability.

If any section, subsection, sentence, clause or phrase of this section is for any reason held to be invalid or unconstitutional by the decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this section.

Or to take any other action relative thereto.

STAFF MEMORANDUM

To: Emily Beebe, Health and Conservation Agent

From: Barbara Carboni, Town Planner and Land Use Counsel

Date: March 5, 2024

Re: Proposed Amendments to Zoning Bylaw: incorporation of new Water Resource Protection Overlay District (WRPOD) Map

cc: Darrin Tangeman, ICMA-CM, Town Manager
 Kelly Clark, Assistant Town Manager
 Jarrod Cabral, Director, Department of Public Works

Currently, the Zoning Bylaw does not expressly incorporate a map of the Water Resource Protection Overlay District (WRPOD) into the Zoning Bylaw. Following the Zoning Map contained in Appendix A of the Bylaw, there is a map entitled “Truro/Provincetown Aquifer Assessment and Groundwater Protection Plan,” but there is no identification of this map as corresponding to the WRPD defined in Section 20 and regulated in Section 30.4 of the Bylaw. This map, prepared by the Cape Cod Commission, is dated 1990 and the reproduction is of poor quality. The Zoning Map itself does not depict the WRPOD.

Although not defined by text in the Bylaw, the WRPOD consists of the Wellhead Protection Zone 2 surrounding each of the four wellheads in Truro (Knowles Crossing, South Hollow, North Truro AFB, and North Union Field). A revised map depicting the four Wellhead Protection Zones has been prepared by the Provincetown Water Department. To update the Zoning Bylaw to reflect this revised map, as well as to expressly incorporate this map into the Bylaw as depicting the boundaries of the WRPOD, the following amendments are proposed:

ARTICLE X

- Amend Section 20.3 Location of Districts:

§ 20.3 Location of Districts The location and boundaries of the Zoning Districts ~~and Overlay Districts~~ are enumerated in § 90 of this bylaw and are shown on the map entitled “Zoning District Map of the Town of Truro, Massachusetts,” dated May 2, 2013 which accompanies the bylaw as Appendix A and is declared to be a part of this bylaw. (4/13) The location and boundaries of the Water Resource Protection Overlay District are identified in § 90.5 of this bylaw, and are shown on the map entitled “Water Resource Protection Overlay District” dated August 18, 2015 which appears as Appendix B to this bylaw and is declared to be a part of this bylaw.

- Amend Section 90.5 Overlay Districts:

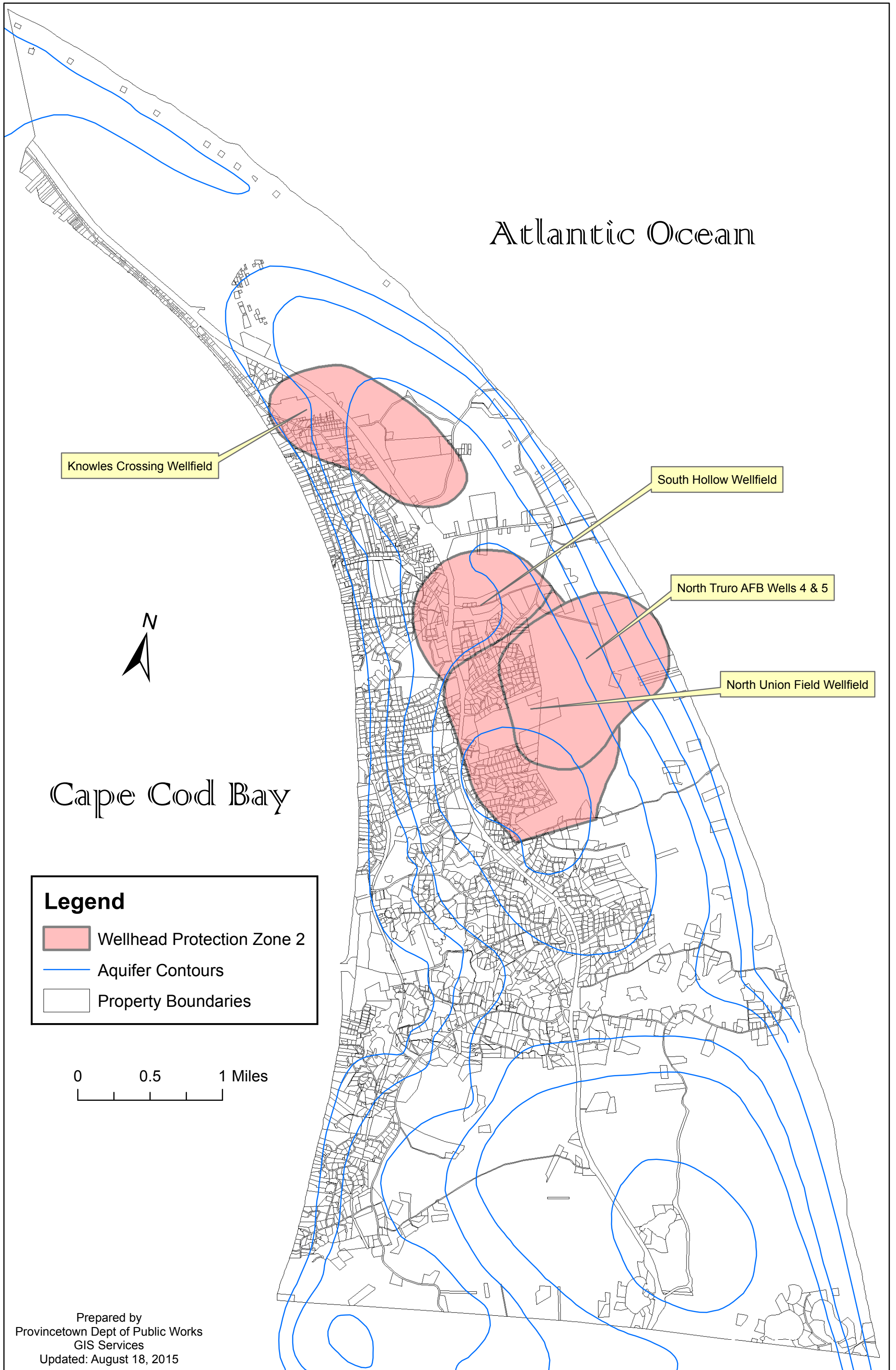
§ 90.5 Overlay Districts

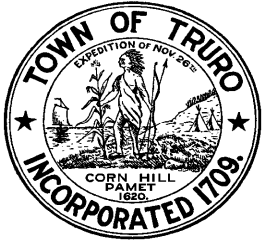
A. Water Resource Protection District. The Water Resource Protection Overlay Districts consists of the Wellhead Protection Zone 2 for each of the wellheads within for the Town of Truro, as shown on the map entitled “Water Resource Protection Overlay District” dated August 18, 2015 which appears as Appendix B to this bylaw and is declared to be a part of this bylaw. shall be determined from the following atlas which is on file with the Truro Town Clerk: “Zones of Contribution to public supply wells and water table contours, December 1990.” Land in thea Water Resource Protection Overlay District may be used for any purpose otherwise permitted in the underlying district, subject to the restrictions in § 30.4 of this bylaw.

- Delete “Truro/Provincetown Aquifer Assessment and Groundwater Protection Plan” (appearing after Appendix A, Zoning Map)
- Create new Appendix B, consisting of the “Water Resources Protection Overlay District” map dated August 18, 2015

The above might need some tinkering (as well as another review of the Bylaw to ensure that all relevant sections amended), but I wanted to get you something by end of day today.

Water Resources Protection Overlay District - Appendix B





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Vice-Chair

REQUESTED MEETING DATE: March 12, 2024

ITEM: Discussion and Possible Vote on Code of Conduct Policy/ Policy 54: Standards of Professional Conduct

EXPLANATION: Vice-Chair Areson, Select Board Ambassador to FY24 Select Board Goals & Objectives, Objective 18 (The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance by December 31, 2023) prepared a revised policy, “Code of Conduct Policy” to replace Policy 54: Standards of Professional Conduct. The Board will discuss and possibly vote on this policy tonight. Town Counsel has reviewed the policy and recommendations were sent to the Select Board. The policy included in tonight’s packet does not include Town Counsel’s recommendations.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No changes will be made to Policy 54: Standards of Professional Conduct, and Objective 18 will not be complete. This policy may be considered at a future meeting.

SUGGESTED ACTION: *MOTION TO replace Policy 54: Standards of Professional Conduct with Policy 54: Code of Conduct and to electronically sign.*

OR

MOTION TO include this agenda item on a subsequent meeting agenda for further discussion.

ATTACHMENTS:

1. Policy 54: Standards of Professional Conduct—current
2. Draft Policy 54: Code of Conduct Policy—proposed



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7004, Ext. 10 or 24 Fax: (508) 349-5505

POLICY MEMORANDUM #54

Date: October 28, 2014; January 13, 2015 Revised; February 10, 2015 Revised; 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: Standards of Professional Conduct

Preamble

The Town of Truro municipal government desires to set a standard of the highest professionalism, civility and respect for employees, volunteers, residents and visitors through personal interactions and any other methods of communication. Additionally, as the controlling governmental body of the Town of Truro, the Select Board shall model this behavior for the Town. Additionally, the Board shall reinforce and utilize the proper reporting chain (Chain of Command) when dealing with Town employees and processing complaints.¹

Accordingly, no employee, member of a Board, Commission or Committee, or any other person engaged by the Town of Truro, shall enter into any oral discussions or other form of communication by any means without employing the highest standards of personal integrity, truthfulness, honesty, civility and fairness in carrying out his or her public duties. Failure to do so is a violation of this policy.

1. DEFINITIONS:

Civility- Respect and civility, from all employees, volunteers, those representing the Town, and those in attendance at any Town function, shall be maintained at all times, including and especially during public meetings. Public meetings are to be free from disrespect, creating a public embarrassment, and/or personal attacks on any person whether present or absent from the proceedings. Town Officials and employees, as well as the public, shall be free to express their ideas-- as is their right-- without the threat of harassment and/or intimidation. All persons, as mentioned, shall not be verbally or physically accosted for any reason, at any time. While disagreements about issues are acceptable, becoming

¹ It is understood that due to circumstances beyond the norm and the critical nature of their positions, Police and Fire Department personnel, will act under the guidelines of Truro Police Department & Fire Department Rules and Regulations.

disagreeable is not.

Integrity -No promises or commitments that cannot be reasonably and lawfully fulfilled shall be made by any party working for or representing the Town of Truro. Appropriate social, ethical, and organizational norms in all Town related activities shall be maintained at all times. Acting with integrity includes a commitment to honesty, truthfulness, fairness, follow-through and completing tasks and duties to the highest standard possible.

Respect: All persons shall be treated in a fair and equitable manner, without exception. No employee, member of any board, commission or committee, or person representing the Town of Truro, shall at any time for any reason raise his/her voice, demean, or purposefully embarrass any person in any Town building, on any Town property, or at any meeting, presentation, or event or similar, sponsored by the Town. It is expected that any person doing business in Town buildings or at a Town event shall be similarly respectful to all others in attendance and those responsible for the event.

Ethics: The highest standards of professional behavior and compliance with all Commonwealth of Massachusetts and Ethics Commission laws, regulations, and policies under which we operate as a Town, shall be maintained at all times.

Communications: All parties mentioned above shall strive to be open, consistent, truthful, and respectful in all communications-written and verbal- as this is vital for reflective and sound decision-making for our community. There will also be a commitment to confidentiality of privileged communication that occurs in Executive Sessions and/or involves matters related to personnel, collective bargaining and threatened, pending or ongoing litigation.

Teamwork: The Town, including all Departments, Boards, Commissions and Committees, shall promote an atmosphere of teamwork and mutual respect to achieve organizational goals, recognizing at all times that unity of purpose and effort leads to productivity and greater accomplishments for our Town.

2. ENFORCEMENT:

While it is expected that everyone will abide by the code of conduct and remind colleagues and peers of their obligations, it is the responsibility of Committee, Commission and Board Chairs as well as the Town Manager and Department Heads to enforce the code of conduct. Violations will not be tolerated and may result in disciplinary action.

3. REPORTING CHAIN:

Chief of Police and the Fire Chief: Both Chiefs report directly to the Select Board. Although general dialog and information sharing is encouraged, to foster the best possible communication and management of expectations, anyone making a formal request of either the Police Chief or Fire Chief must direct that request through the Selectmen's designated liaison to the particular Chief. Except when it would be impractical to do so, such requests should be discussed by the full Board of Selectmen prior to communicating the request to the particular Chief.

Library Director: Reports to the Board of Library Trustees who are responsible for assigning tasks to the Director.

All other Department Heads: Report directly to the Town Manager. If a member of the Select Board wishes to task a Department Head, said tasking shall only come from the Town Manager.

Board and Committee Chairs: Report directly to their appointing authority through the official liaison designated by the appointing authority.

4. COMPLAINTS AGAINST A TOWN EMPLOYEE:

Members of the Select Board shall not circumvent the reporting chain for any complaint received from the public or an employee. The Board of Selectmen and Department Heads shall be mindful of contractual obligations, employment rights, and the personnel by-law.

Adopted by the Board of Selectmen October 28, 2014



Kristen Reed, Chair



Robert Weinstein, Vice-Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein
Truro Select Board

TOWN OF TRURO CODE OF CONDUCT POLICY

PURPOSE

Truro recognizes that all individuals, elected or appointed, must maintain and enforce respectful behavior with their fellow elected and/or appointed officials, with those who work for the town, those who volunteer their time and services to the town, and with members of the public. They will strive at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides a centralized standard of conduct for all elected and appointed officials in Truro. This policy and all of its sections shall apply to all elected and appointed officials acting on behalf of the town and covers all of their actions and communications, whether spoken or written, including, but not limited to, all electronic communications and social media connected with the Town of Truro.

This policy outlines the procedures for filing complaints concerning the code of conduct, the process for adjudicating complaints, and enforcement.

CODE OF CONDUCT

All elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard for their responsibilities, the interests of the town and the welfare of its residents. All town officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner toward members of the community, other elected or appointed officials, the Town Manager or town staff. All elected and appointed officials must fully comply with state laws, ethics regulations and all town policies.

Conduct related to community:

- Be well-informed concerning the local and state duties of a board/committee/commission member.
- Never purport to represent the opinion of your board/committee/commission except when specifically authorized by a recorded vote to do so.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally or financially from your position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.
- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply with all town policies and state laws governing municipalities, including the Massachusetts Open Meeting Law, the state Ethics/Conflict of Interest Law and state procurement laws.

Conduct related to other elected/appointed officials:

- Treat all members of the board/committee/commission to which you belong with respect, despite any differences of opinion. Professional respect does not preclude honest differences of opinion, but requires respect within those differences.

- Participate and interact in official meetings with dignity and decorum appropriate to those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chair should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee/commission requires written notification to the Town Clerk as well as the board/committee/commission chair..
- Recognize that action at official meetings is binding and that you alone cannot bind the board/committee/commission outside of such meetings.
- Refrain from making statements or promises as to how you will vote on matters that will come before the board/committee/commission until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

Conduct related to the Town Manager:

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Manager full responsibility for making and implementing their decisions.
- Recognize that no member of a board has individual authority. Refrain from giving orders or directions to the Town Manager for action unless that action is requested by a vote of the entire board.
- Refrain from giving instructions to or requesting assistance from town department heads Channel all such activities through the full board/commission/committee and the Town Manager.
- Refrain from providing information to the Town Manager that you would not be willing to share with other board/committee/commission members.

Conduct related to town staff

- Treat all staff as professionals and respect the abilities, experience and dignity of each.
- Direct questions about town staff or requests for additional information to the Town Manager.
- Avoid publicly criticizing an individual employee or a department. Raise any concerns about staff performance to the Town Manager privately.
- Ensure that all requests for staff support go through the Town Manager's office.

Conduct related to speaking at public meetings

- The chair of the board is responsible for conducting all public meetings in an orderly and peaceable manner.
- The board may allow a public comment session during an open session of a public meeting. If public comment is posted on the meeting agenda, it will last for no more than 15 minutes unless the full board votes to extend the session. Each speaker during the public comment period shall be limited to three minutes.
- Members of the public must be recognized by the chair before speaking. All speakers must identify themselves by name and address prior to speaking.
- To ensure compliance with the Open Meeting Law and other legal obligations, board members cannot engage with a speaker or with each other during public comment periods.
- All persons addressing the board are asked to conduct themselves in a peaceable and orderly manner. Speakers may not make true threats of violence or incite imminent

lawless conduct by others. Additionally, speakers are encouraged to refrain from making any personal, impertinent, unduly repetitive, slanderous, or profane remarks. Speakers are further encouraged to respect the views and opinions of others (including members of the public body and the general public) and to treat others as the speaker wishes to be treated.

- Individuals attending a public meeting may not interrupt recognized speakers or members of the board. Attendees are encouraged to refrain from engaging in disorderly or boisterous conduct, including using loud, threatening, or abusive language; whistling; stamping of feet; or other acts that disrupt or impede the orderly conduct of a meeting.
- If any person disrupts the proceedings of a meeting, the chair shall give the person a clear warning to stop such disruption. If, after a clear warning, the person continues to be disruptive, the chair may order the person to withdraw. If the person fails to withdraw, the chair may authorize a constable or other officer to remove the person from the meeting. Violence or threats of violence may result in immediate removal without further warning.
- The same rules and guidelines apply to those individuals who participate in meetings remotely.
- To ensure compliance with the Open Meeting Law and other legal obligations, board members cannot engage with a speaker or with each other during public comment periods.
- Comments made during public comment sessions do not reflect the views or the positions of the board before which the member of the public is speaking. Because of constitutional free speech principles, public bodies do not have the authority to prevent or limit all speech that may be upsetting or offensive during such sessions.

DEFINITIONS / EXPECTATIONS

Civility: Respect and civility from all town officials, employees, and volunteers attending any town function, shall be maintained. Town officials, employees and members of the public are free to express their ideas – as is their First Amendment right – without the threat of harassment and/or intimidation. While members of the public are not required to hold themselves to the same standards of civility as town officials, employees and board members, they are encouraged to refrain from personal attacks, loud or abusive language, or other disruptive behavior.

Integrity: Acting with integrity includes a commitment to honesty, truthfulness, fairness, follow-through and completing tasks and duties to the highest standard possible. No promises or commitments that cannot be reasonably and lawfully fulfilled shall be made by any party working for or representing the Town of Truro. Appropriate social, ethical, and organizational norms in all town-related activities shall be maintained at all times.

Respect: All persons shall be treated in a fair and equitable manner, without exception. No employee, member of any board, commission or committee, or person representing the Town of Truro, shall at any time for any reason raise their voice, demean, or purposefully embarrass any person in any town building, on any town property, or at any meeting, presentation, event or activity sponsored by the town. It is expected that any person doing business in town buildings or at a town event shall be similarly respectful to all others in attendance and those responsible for the event.

Ethics: Town officials, elected and appointed volunteers, and employees shall maintain at all times the highest standards of professional behavior and compliance with all Massachusetts and Ethics Commission laws and regulations and town policies.

Communications: All town officials, elected and appointed volunteers, and employees shall strive to be open, consistent, truthful and respectful in all communications – written, verbal and in print/electronic media – as this is vital for reflective and sound decision-making for our community. They shall commit to maintain confidentiality of privileged communication that occurs in executive sessions and/or involves matters related to personnel, collective bargaining and threatened, pending or ongoing litigation.

Teamwork: The town – including all departments, boards, commissions, and committees – shall promote an atmosphere of teamwork and mutual respect to achieve organizational goals, recognizing at all times that unity of purpose and effort leads to productivity and greater accomplishments for our town.

COMPLAINT PROCESS

It is the responsibility of board, committee, and commission chairs as well as the Town Manager to enforce the code of conduct. Complaints concerning violations of this policy may be filed in writing by any town official, staff member, volunteer, or member of the public.

NOTE: The town has no involvement in complaints concerning conduct at a public meeting by a member of the public as long as the rules are adhered to in the “conduct related to speaking at public meetings” section. Such complaints are considered private matters outside of the town’s purview.

The Select Board will adjudicate code-of-conduct complaints filed about board, committee and commission members or the Town Manager. The town moderator will adjudicate complaints concerning any board/committee/commission members they appoint. The Town Manager is responsible for handling any complaints concerning a town employee.

Complaints must be filed in writing with specific details concerning the behavior in question, including the date(s) and venue. A written record of all complaints will be kept at Town Hall.

Complaints must be signed. It is the customary policy of the Select Board and Town Manager to not respond to anonymous complaints or communications. The Select Board or the Town Manager may use discretion in choosing to withhold the complainant’s name from public record, such as in matters of public safety, public health, or any other matter of overriding public concern. Such a decision must be by a vote of the board.

Timeline/procedures for Select Board cases:

- The Town Manager will receive all code-of-conduct complaints addressed to the Select Board and time-stamp them. They will acknowledge receipt to the complainant within five days of receipt and provide a copy to all Select Board members and the subject of the complaint within five days. If the complaint concerns a board/committee/commission member, a copy of the complaint also will be sent to the chair of that body.
- If the complaint concerns the Town Manager, the complaint will be sent to the chair of the Select Board, who will share it with the rest of the board and forward a copy to the Assistant Town Manager, who will time-stamp the complaint.

- The Select Board will schedule a hearing on the complaint within 45 days of receipt. The chair of the Select Board – or their designee – will notify all parties involved of the hearing date and will explain the process.
- The subject of the complaint will determine whether it will be heard in an open public session or in an executive session.
- The subject of the complaint has the right to have legal counsel attend the hearing.
- The complainant will speak first at the hearing, presenting details of the complaint. The subject will then respond.
- The Select Board will have the opportunity to ask questions of the complainant and subject.
- Working through the chair, the complainant and subject may ask questions or seek information related to the complaint from one another.
- The Select Board will deliberate and decide what action, if any, to take. If no action is taken, that decision will be in written form and retained at Town Hall with a copy of the complaint.
- Both the complainant and the subject shall be allowed to hear the deliberations if they choose. If they choose to leave the hearing before deliberation and/or action, each will be notified by phone or email of the outcome within 24 hours.

NOTE: The timeline and procedures are the same for the appointees of the Town Moderator, though the moderator has sole authority to adjudicate the complaint.

Complaints against a town employee

The Town Manager will handle any complaint filed about a town employee, adhering to the town's personnel bylaw and state laws. A copy of the complaint will be provided to the employee. The Town Manager will investigate the claim and take appropriate action, including responding to the complainant. Given the confidentiality of personnel matters, the Town Manager's investigation and any actions taken may not be made public.

NEED TO EXPLAIN CONTEXT HERE: Complaints against a fellow elected board member

While code-of-conduct complaints typically are routed through the Select Board hearing process, a member of an elected board may raise such a complaint against a fellow board member. In this case, the written complaint will be filed with the Town Manager – or School Superintendent in the case of the School Committee – with a copy provided to the subject of the complaint. The full elected board will hear the complaint following the same procedure outlined for Select Board hearings.

ENFORCEMENT

Censure: The Select Board may censure a board/committee/commission member whom it determines has violated this code-of-conduct policy. The censure will include a written explanation of the violation and be retained in Town Hall records along with the complaint.

NOTE: The Select Board – and other elected boards – cannot take any action other than censure against a board/committee/commission members whom it does not appoint. Elected board/committee/commission members may be removed only through the recall process outlined in state law. CITATION HERE

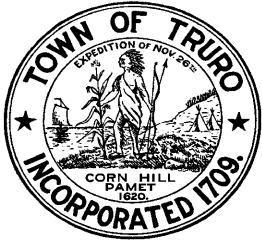
Suspension/revocation of membership: If the Select Board determines that a member of a board/committee/commission whom it appoints has violated the code-of-conduct policy, it may suspend that member for a period of time or it may remove that member from serving. The suspension or revocation of membership will include a written explanation of the violation and be retained in Town Hall records along with the complaint.

DISTRIBUTION AND EDUCATION

The Town Clerk shall provide a copy of this policy to all elected and appointed officials upon its issuance and upon the subsequent appointment or reappointment of any individual.

Each individual shall sign a statement that they have read this policy and will comply with all requirements it sets forth. In the event that any official declines to sign the form, that fact shall be noted by the Town Clerk.

DRAFT



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Vice-Chair

REQUESTED MEETING DATE: March 12, 2024

ITEM: Discussion and Possible Vote on Communications Policy/ Policy 31: Written Complaints and Communications

EXPLANATION: Vice-Chair Areson, Select Board Ambassador to FY24 Select Board Goals & Objectives, Objective 18 (The Select Board will rework, update and set clearer objectives in Policy 54 and Policy 31, and will work to enhance compliance by December 31, 2023) prepared a revised policy, “Communications Policy” to replace Policy 31: Written Complaints and Communications. The Board will discuss and possibly vote on this policy tonight. Town Counsel has reviewed the policy and recommendations were sent to the Select Board. The policy included in tonight’s packet does not include Town Counsel’s recommendations.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No changes will be made to Policy 31: Written Complaints and Communications, and Objective 18 will not be complete. This policy may be considered at a future meeting.

SUGGESTED ACTION: *MOTION TO replace Policy 31: Written Complaints and Communications with Policy 31: Communications Policy and to electronically sign.*

OR

MOTION TO include this agenda item on a subsequent meeting agenda for further discussion.

ATTACHMENTS:

1. Policy 31: Written Complaints and Communications—current
2. Draft Policy 31: Communications Policy—proposed



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #31 - REVISED

Date: Adopted March 3, 2004, revised 9/29/2004, revised 6/9/09, revised 11/14/2017, revised 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: **WRITTEN COMPLAINTS AND COMMUNICATIONS**

1. Introduction

All written communication received or generated by the Town of Truro and, in their official capacity, its elected or appointed officials and employees, is governed by the Massachusetts Public Record Law. E-mail and other electronic communications are construed to be subject to the public record law.

Mindful of Public Records requirements, the Select Board has established the following Complaints and Communications policy in order to establish for itself and Town staff, either wholly or individually, uniform standards for the handling and disposition of such material, and to establish guidelines for the appropriate response to such material by the Select Board and Town Staff, either wholly or individually.

Nothing in this policy shall be construed as to conflict with state law.

2. Policy

A. Complaints or Communications Addressed to the Select Board:

The Town Manager will receive all written complaints or communications addressed to the Select Board. The Town Manager will keep a record of the receipt of each written complaint or communication. The original and/or copies of the written complaint or communication will be kept in Town Hall as part of the public record. The Town Manager's record will contain the date of receipt and a copy of the response to the complainant. The Town Manager will insure that the Select Board receives copies of complaints addressed to the Board. The Board may request that further information be provided, or action be taken.

The Town Manager shall exercise their discretion in crafting the appropriate response to the written complaint or communication. The Select Board recognizes that, although it may be the addressee of many or most of the written complaints or communications received by the Town, several matters contained therein are of a routine nature and can be handled effectively and expeditiously at staff level.

The Town Manager will, without delay, bring matters not appropriately handled at staff level to the attention of the Select Board. The Select Board may choose to add the item to any lawful meeting of the

Select Board or may direct the Town Manager on how to respond to the complaint. The Town Manager will provide the Board a copy of the written complaint or communication, all appropriate background information and supporting documentation, and recommendations for potential responses. The Select Board will determine the appropriate response and cause its implementation.

It shall be the customary policy of the Select Board to not respond to anonymous complaints or communications. The Board or the Town Manager may use discretion in choosing to withhold the complainant's name from public record, such as in matters of public safety, public health, or any other matter of overriding public concern.

B. Written Complaints or Communications Addressed to an Individual Select Person or Town Staff:

The Town Manager will cause the original of any written complaint or communication addressed to an individual Select Person to be placed in the individual's mailbox in Town Hall. Complaints forwarded to a staff person will be handled by the Town Manager.

The original of the written complaint or communication, whether addressed to an individual Selectman or Town employee at his or her mailing address (including e-mail address), shall be kept in Town Hall as part of the public record.

The individual Select Person or Town Manager shall exercise their discretion in crafting the appropriate response to written complaints or communications addressed specifically to them, whether at Town Hall or at their mailing address (including e-mail address). If the complaint or communication deals with an issue specifically related to an action or statement by the individual Select Person, they may wish to deal with it unilaterally. A unilateral response shall not be of a nature to imply, or give the impression of, any level of individual authority. If a complaint or communication to individual Select Person deals with an issue specifically related to an action or statement by a staff person, the Town Manager will investigate the complaint and provide the information to the individual Select Person.

The individual Select Person or Town Manager will, without delay, bring matters not appropriately handled unilaterally to the attention of the entire Select Board. The presentation of the written complaint or communication shall be made at any lawful meeting of the Select Board, which may include regularly scheduled meetings, emergency meetings, or executive sessions. The presentation to the Select Board will include a copy of the written complaint or communication, all appropriate background information and supporting documentation, and recommendations for potential responses. The Select Board will determine the appropriate response and cause its implementation.

C. Print/Electronic Media Complaints/Communications Concerning the Select Board:

Responses from the Select Board to complaints or communications concerning the discharge of its public duties that are presented through the print/electronic media shall be in accordance with Section A above. However, the Select Board stipulates that it is not within the Town Manager's discretion to respond to such print/electronic media complaints or communications without the prior approval of the Select Board.

Official responses to the print/electronic media by the Select Board will be printed on Town of Truro stationery or Town-sponsored electronic media.

D. Complaints/Communications Concerning a Member of a Board/Committee/Commission:

In all instances, if a complaint is filed about any members of any Board/Committee/Commission, that

person will be afforded an opportunity to address the Select Board regarding the complaint in a public or executive session, as preferred by that individual.

That person will be provided a copy of the complaint and will be informed in writing of what action is being contemplated, if any. Further, if such a complaint is to be presented at a meeting of the Select Board, that person shall be invited to attend and to participate in any discussion of the complaint.

E. Complaints/Communications Concerning a Town Employee:

In all instances, if a complaint is filed about a Town employee, the Town Manager will investigate the claim and take appropriate action, including responding to the complainant. The Town Manager will use the appropriate format to inform the Select Board of the complaint and resolution.

That person will be provided a copy of the complaint and will be informed of what action is being contemplated, if any. Further, if such a complaint is to be presented at a meeting of the Select Board, that person shall be invited to attend and to participate in any discussion of the complaint.

F. Print Media Complaints/Communications Concerning an Individual Select Person or Administrative Appointee:

Responses from an individual Select Person or the Town Manager shall be in accordance with Section B above. However, whenever such action includes a written response that may be published in print/electronic media, the writer must make it clear that the opinions and/or positions expressed therein are those of the writer, and do not reflect the opinion or position of the entire Select Board, except in cases where the opinion or position of the Select Board is a matter of public record.

Responses to the print/electronic media by an individual Select Person or Town employee shall not be printed on Town of Truro stationery or Town-sponsored electronic media.



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein
Select Board
Town of Truro

TOWN OF TRURO POLICY ON COMMUNICATIONS

INTRODUCTION

All written communication received or generated by the Town of Truro and its employees, elected or appointed officials and volunteers – in their official capacity – are governed by the Massachusetts Public Record Law. Email, text messages and other electronic communications are subject to the public records law. Mindful of public records requirements, the Select Board has established this Communications policy to establish uniform standards for the handling and disposition of such material.

PURPOSE

This policy aims to set clear standards for written communication among elected and appointed board/committee/commission members, town staff, the media, and the public in the execution of their roles within town government. It also recognizes individuals' rights to express thoughts and opinions outside of their municipal duties, provided the distinction is made clear between those individuals' municipal versus personal communications.

This policy relates to and assumes adherence to Policy 54, Code of Conduct, and with Policy 66, Public Communication Policy. Policy 66 specifies that the town's website, www.truro-ma.gov is the primary vehicle for disseminating information. All communications from any Town of Truro department, board, committee or commission shall be submitted to the Town Manager for inclusion in the town newsletter, the website or any other official town channel of communication, including press releases, emails and social media platforms.

This policy addresses individual communications with the public and the media via email, phone and social media.

EMAIL:

Members of regulatory and adjudicatory boards/committees/commissions and town employees are provided with a Town of Truro email address. Some boards/committees/commissions have a general Town of Truro email address that is typically overseen by the chair of that multi-member body. Other board/committee/commission members use their personal emails to conduct town business.

For town email accounts, including general accounts:

- These are not to be used for personal, private email communication.
- These shall be used for all email communication related to an official capacity in town government.
- These shall not be used to express personal opinions on any town issue.
- Emails must conform to the standards of civility, respect and integrity outlined in the Code of Conduct policy.
- Board/committee/commission members may respond to emails directed to them from the public, the media and town employees, but they must specify whether they are speaking as one member or for the entire board.
- A board/committee/commission member must have a majority vote of the board to represent that board on any issue.
- A board/committee/commission member may choose to provide a copy of their response to an email to other members of the board, but they are not obliged to do so.
- Any issue-oriented communication with town employees via email must include a copy to the department head, the Town Manager and Assistant Town Manager. (Exceptions

include a followup question related to a public meeting or for scheduling for a public meeting or appointment.)

- All recipients of any town email – response or forwarded – must be public. Blind copies (Bcc) are not allowed.
- Town officials, employees and volunteers should not respond to anonymous emails.

For personal email accounts used for town duties:

- It is requested that emails related to town business be segregated into a folder separate from personal communication.
- Emails related to town business must conform to the standards of civility, respect and integrity outlined in the Code of Conduct policy.
- Board/committee/commission members may respond to emails directed to them from the public, the media and town employees, but they must specify whether they are speaking as one member or for the entire board.
- A board/committee/commission member must have a majority vote of the board to represent that board on any issue.
- A board/committee/commission member may choose to provide a copy of their response to an email to other members of the board, but they are not obliged to do so.
- Any issue-oriented communication with town employees via email must include a copy to the department head, the Town Manager and Assistant Town Manager. (Exceptions include a followup question related to a public meeting or for scheduling for a public meeting or appointment.)
- All recipients of any town-related email – response or forwarded – must be public. Blind copies (Bcc) are not allowed.

Open Meeting Law and email correspondence:

- To ensure compliance with the Open Meeting Law provision preventing deliberation outside of meetings, members of boards/committees/commissions should not “reply all” to emails addressed to all members of the group. An exception to this is to discuss scheduling matters.
- If a board/committee/commission member has a document or information to share with the rest of the members, it is requested that they route this through their staff liaison or one of the executive assistants.

Needs expansion: Retention:

- Communication related to scheduling or providing links/packets for upcoming meetings should be deleted after the meeting is held.
- Emails should be retained for **at least 60 days after** the issue discussed remains active.
- Emails related to ongoing issues should be retained in a segregated folder or in the Archive folder.

COMMUNICATION WITH THE PRINT/ELECTRONIC MEDIA:

The Town Manager fields inquiries from the media and has the Select Board’s endorsement to respond as necessary. The Town Manager may delegate department heads or town staff to respond to media inquiries.

Board/committee/commission members who receive media inquiries may choose to respond. They must specify whether they are speaking/writing as one member of the board or for the

entire board. The latter requires a majority vote, except in cases where the position of the Select Board is a matter of public record.

When communicating an opinion to the media, a board/committee/commission members must specify that the opinion is personal, not reflecting the views of the town or board on which that person serves.

Responses to the print/electronic media by an individual board/committee/commission ember or a town employee shall not be printed on Town of Truro stationery or town-sponsored electronic media.

Needs expansion/explanation: CELL PHONES

Town officials and employees who have town-issued cell phones or who receive reimbursement for cell-phone use are subject to review of phone records – call logs and text messages – if a public records request is made. Town-issued cell phones are not to be used for personal, private communication. Town employees, officials or volunteers who occasionally use their personal cell phones for town business, without compensation, also are subject to limited review of call logs and texts as they pertain to town business.

Needs expansion: TOWN-SPONSORED SOCIAL MEDIA

The Town of Truro has multiple official social media presences.

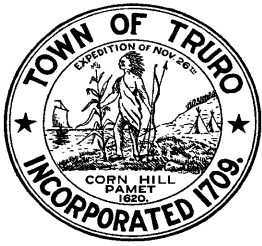
- Facebook: town, police department, library, COA (?) Through the communications and marketing coordinator, the town hosts FB Live sessions.
- Instagram?
- TikTok: Truro Public Library
- YouTube?
- X?

Board/committee/commission members who want information posted in Truro's official social media feeds must have a majority vote of the board and work through the town administration to do so.

PERSONAL SOCIAL MEDIA

Recognizing that town officials, employees and volunteers have a First Amendment right to express their views, the town cannot prevent such communication. The town does require individuals who convey their views on social media platforms to specify that they are not communicating in their official town capacity.

It is requested that these individuals conform to the standards of civility and respect contained in the town's Code of Conduct, Policy 54.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral

REQUESTED MEETING DATE: March 12, 2024

ITEM: Discussion and Possible Vote to Revise Policy 28: Curb Cut Policy and Approval of Application Fee

EXPLANATION:

- Staff will provide edits to the current Curb Cut Policy to ensure curb cut applications are considered prior to issuing permits for all Building, Health and Conservation permit applications that impact on a parcel of land. In the proposed revisions, the applicability section is expanded to include: temporary construction access for septic system installation, well installation, building moving permit, clearing and grubbing of lots, excavation for foundations, and retaining walls.
- An application fee is recommended to offset the cost of administering the permit.
- Truro fee recommendation to \$25.00.
- Neighboring Community comparison - Provincetown \$0, Wellfleet \$25.00, Eastham \$0.
- Staff is presently reviewing whether incorporating these policy amendments would be within the Special Town Meeting Article on curb cuts (Article 10).

FINANCIAL SOURCE (IF APPLICABLE): Fees would be deposited in Receipts Reserved for Appropriation, similar to other building permit fees.

IMPACT IF NOT APPROVED: The applicability section of the policy will not be expanded to include temporary construction access for septic system installation, well installation, building moving permit, clearing and grubbing of lots, excavation for foundations, and retaining walls, and the fee will not be instituted.

SUGGESTED ACTION: *Motion to approve Policy #28 as amended with new application fee and electronically sign.*

ATTACHMENTS:

1. Draft Policy #28 Curb Cut (Redlined)



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #28

Date: Adopted June 6, 2000, revised 9/22/04, 2/28/06, 6/13/06, 10/13/07, June 14, 2022, September 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: **CURB CUT POLICY**

1. Purpose

This Policy aims to promote public safety (including safe passage for emergency vehicles and personnel), and to protect Town roads and infrastructure, with respect to the location and use of curb cuts on Town- and State-owned roads.

2. Applicability

All new curb cuts off of a Town or State-owned road, and all alterations of existing curb cuts off such roads, shall require a Curb Cut Permit. This includes curb cuts associated with new construction; curb cuts absent new construction; new curb cuts that are relocated on existing lots, **temporary construction access for septic system installation, well installation, building moving permit, clearing and grubbing of lots, excavation for foundations, and retaining walls.**

Permits for Curb Cuts on Town roads are issued by the Select Board following Town Department review. Permits for Curb Cuts on State-owned roads are referred to the Massachusetts Department of Transportation for review and approval.

3. Prerequisite to issuance of building permit and certificate of occupancy

Where a curb cut is proposed on a Town or State road, a Curb Cut Permit must be obtained prior to application for a building permit for construction on the subject lot. No certificate of occupancy shall be issued unless all conditions of the Curb Cut Permit have been met as certified by the Director of Public Works to the Building Commissioner.

4. Procedure

- Prior to commencing any work on a curb cut onto a Town- or State-owned road, the property owner or representative shall submit a completed Curb Cut Permit application to the Building Department, together with the following materials:

- Complete plans of subject property (engineered; stamped; scale no less than 1" = 40'), showing property lines; topography; existing and proposed driveway(s); and grade of driveway to be served by curb cut;
 - List of materials;
 - Explanation/illustration of means and methods for construction, stormwater management and erosion control.
- Copies of the application shall be distributed to Town Departments for review, comment and approval/disapproval.
 - The Director of Public Works shall review the application and all Department comments; indicate approval/disapproval of the application; and submit to the Town Manager with any comments or recommendations.
 - The Town Manager shall review the application and all Department Director comments; indicate approval/disapproval of the application and submit to the Select Board with any comments or recommendations.
 - The Select Board shall, following review of the application and Department comments, approve or disapprove the curb cut, imposing any conditions deemed necessary for public safety and/or the protection of Town property.
 - The Director of Public Works may inspect a curb cut under construction and may stop work for any violation of Policy standards or any conditions of approval.
 - The Director of Public Works shall inspect the completed curb cut and certify its compliance with applicable standards and any conditions of approval.
 - All curb cuts must be completed within one year of approval. Upon written request, an extension may be granted by the Director of Public Works.
 - The Select Board may waive any requirement of this policy, where such waiver is consistent with public safety and will pose no threat to Town property, imposing any conditions deemed necessary.

Modifications to existing curb cuts

- All modifications to existing curb cuts require the submittal of a complete Curb Cut Application.
- The Director of Public Works is authorized to approve alterations to existing curb cuts so as long as the curb cut layout has not been changed, and the alteration demonstrates no impact to Town infrastructure. (i.e., without approval of Select Board) following a modified review process.

5. Standards

General

- A. One (1) curb cut is permitted on each property. The Select Board may grant a variance from this limit upon demonstration of site-specific need.
- B. Curb cuts and driveways shall be located to maximize safety for entrance to and exit from the property, considering factors of grade, road alignment, profile, and sight distance conditions.
- C. All curb cuts shall be located and constructed so as to preclude:
 - damage to any Town or State road during or after construction.
 - stormwater runoff onto any Town or State road;
 - deposit of sand, soils or other materials onto any Town or State road;
 - any other potential hazard to public safety or Town property as may be identified by the Director of the Department of Public Works, Building Commissioner, Chief of Police, and/or Fire Chief.

Grade

- Driveways served by curb cuts shall have a grade not to exceed 15%.
- The driveway must be constructed on a negative grade from the hardened surface of access road to the access road layout line and graded in such a manner that no ponding of water occurs within the access road layout. The applicant shall be responsible for the disposal of all surface water from the development and its roads.

Radius

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

Material

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

Sight distances *[from subdivision regulations]*

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

Clearing of vegetation *[from General Bylaws]*

For driveways in excess of fifty (50) feet in length, the following standards shall be met:

- The traveled way of any driveway shall be no less than eight (8) feet wide
- The combined traveled way and clearance of any obstacles including vegetation shall be no less than (14) feet. (8' wide driveway 3' clearing on either side of driveway)
- Height clearance shall be no less than fourteen (14) feet from the road surface.

Erosion Control *[from subdivision regulations]*

- Stripping of vegetation, soil removal, and regrading shall be accomplished so as to minimize erosion
- Temporary vegetation and/or mulching shall be used to protect exposed areas during construction
- Permanent (final) vegetation and mechanical measure to stabilize the land surface and control erosion shall be installed as soon as practicable after construction ends

6. Costs to property owner

- The cost of any construction taking place within the Town or State layout shall be borne by the property owner(s) and any successors in interest.
- The cost of any repairs to Town property caused during construction of the curb cut, and/or caused by failure to comply with this Policy and/or any conditions of curb cut approval, shall be borne by the property owner(s) and/or any successors in interest.

7. Enforcement

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

- A refusal by the Building Department to issue a building permit and/or certificate of occupancy;
- A request to Massachusetts Department of Transportation for disapproval of an owner/applicant's request for a permit to enter a State road.

Kristen Reed

Kristen Reed, Chair

John K. Dundas

John Dundas, Clerk

Robert Weinstein

Robert Weinstein, Vice-Chair

Susan Areson

Susan Areson

Stephanie Rein

Stephanie Rein
Select Board
Town of Truro

TOWN OF TRURO
APPLICATION FOR A CURB CUT PERMIT

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

Date: _____

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

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

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

Owners Name(s) (Please Print): _____

Address: _____

Phone Number: _____

Email Address: _____

Curb Cut Street Location: _____

Affected Town or State road: _____

Truro Assessor's Map Number: _____ Parcel Number: _____

Name of contractor: _____

Contractor Phone Number: _____

Contractor Email: _____

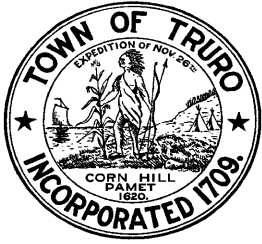
Reason/explanation: _____

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

Applicant's Signature: _____

Owner's Signature (if different): _____ Date: _____

Owner's Address (if different): _____



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: March 12, 2024

ITEM: Approval of Use of Auto Tabulator for Annual Town Meeting

EXPLANATION: In an effort to streamline ballot counting, staff researched the purchase and use of an automatic tabulator machine—specifically the ImageCast Precinct by LHS Associates in January 2020. LHS Associates is widely used by Massachusetts communities, including many Cape towns. Prior to an election, the machine would be programmed by LHS Associates so that it can properly read Town ballots. At the polls, voters place their ballots into the machine where it will count the results. It separates ballots that contain write-ins and any ballots that cannot be read so that they may be hand-counted.

The machine does not get connected to the internet, minimizing outage and hacking concerns. LHS Associates provides customer service assistance by phone and has repair technicians stationed to respond to repairs if needed.

In accordance with MGL Chapter 54, Section 34, the Select Board vote must first to purchase the equipment, a date to begin the use of the exact equipment and to discontinue the use of the old equipment (including hand counting). Notice of the determination must be sent to the secretary of state within five days of the determination.

Our current hand-crank ballot box is a Perfection Ballot Box by S. Ralph Cross purchased in 1964.

In January 2020, the Select Board voted to discontinue use of the hand-crank ballot box and to

purchase and use the ImageCast Precinct Optical Scan Tabulator effective September 1, 2020. The State Elections Division was notified, as required. In April 2020 the Select Board rescinded the January 2020 vote as a non-binding article (Article 36) was prepared for Town Meeting voters to provide an advisory vote at Annual Town Meeting regarding the use of the automatic tabulator so that the Board could potentially re-vote the use of the tabulator at a May meeting, if needed. Due to COVID, Town Meeting was postponed to September and the article was ultimately removed from the 2020 Annual Town Meeting Warrant. It was included on the 2021 Annual Town Meeting Warrant (Article 43) and the motion to recommend the use of the tabulator to the Select Board failed. There was no discussion on this article at Town Meeting so a clear understanding of the reasons to not discontinue the use of the hand crank in favor of the tabulator cannot be provided.

In July 2021 the Select Board again considered the use of the auto tabulator and requested a presentation, which was provided at the August 24, 2021 Select Board meeting. If the Board wishes to pursue the use of the tabulator at this time, staff recommends that a free cash transfer article in the amount of \$10,000 be included in the 2024 Annual Town Meeting warrant to cover the costs of purchasing the tabulator, and FY2025 warranty and election programming expenses and that the Board vote to (1) approve the purchase and (2) vote the date to begin the use of the exact equipment and to discontinue the use of the old equipment. The Town Clerk advises that the first use of the ImageCast Precinct would be Annual Town Election 2025, which if held on the date prescribed by Town Charter, would be May 13, 2025. A third motion is included to direct staff to prepare the free cash transfer article for the 2024 Annual Town Meeting warrant.

FINANCIAL SOURCE (IF APPLICABLE): Free cash transfer article to be included on the 2024 Annual Town Meeting Warrant.

IMPACT IF NOT APPROVED: Current counting systems will continue to be used.

SUGGESTED ACTION:

(1) *Motion to* approve the purchase of one (1) ImageCast Precinct Optical Scan Tabulator.

(2) *Motion to* begin using the ImageCast Precinct Optical Scan Tabulator at the 2025 Annual Town Election on May 13, 2025 and thereafter, at all primaries, preliminary elections and elections held in the Town of Truro, until otherwise ordered by vote of the Town of

Truro Select Board; and to discontinue the use of the current hand crank ballot box voting system effective May 12, 2025.

(3) Motion to direct staff to prepare a free cash transfer article for the 2024 Annual Town Meeting to purchase the tabulator and for FY2025 associated costs.

ATTACHMENTS:

1. MGL Chapter 54, Section 34
2. ImageCast Precinct Product Brochure

M.G.L. Section 34: Use of voting machines by cities and towns

Section 34. A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held at least one hundred and twenty days before the primary, preliminary election or election at which voting machines are to be used, determine upon and purchase, lease, or lease with an option to purchase, one or more voting machines approved as provided in section thirty-two, and order the use thereof at primaries, preliminary elections and elections of state, city or town officers in such city or town; and thereafter at all primaries and elections of state, city or town officers in that city or town, until otherwise ordered by the city council in a city and the selectmen in a town, said machines shall be used at primaries and preliminary elections and for voting for the officers to be elected at such elections and for taking the vote upon questions submitted to the voters. Notice of such determination to use voting machines, or to discontinue the use thereof, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective.

A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held not later than one hundred and twenty days prior to a state or presidential primary or state election, and not later than sixty days prior to a municipal primary, preliminary election or election at which an electronic voting system is first to be used, determine upon the use of, and may lease, purchase, or lease with an option to purchase, the marking units or automatic tabulating equipment necessary to any electronic voting system approved for use in the commonwealth in accordance with section thirty-two. Thereafter, at all primaries, preliminary elections and elections held in said city or town, until otherwise ordered by vote of the city council in a city or of the selectmen in a town, said electronic voting system shall be used in those polling places designated by the city council or board of selectmen.

Notice of determination to use an approved electronic voting system, or to discontinue its use, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective; and, provided further, that no such discontinuance shall prevent the state secretary from selecting appropriate voting machines and vote tally systems pursuant to section thirty-two.

IMAGECAST® PRECINCT

THE WORLD'S MOST RELIABLE OPTICAL SCAN TABULATOR

Dominion's ImageCast® Precinct is the most tried and proven tabulation equipment in the industry, backed by our dedicated service team.



ImageCast® Precinct Optical Scan Tabulator: Reliable & Versatile

- Over 100,000 units deployed worldwide
- Lightweight, easy to store, carry & set-up
- Optional integrated ADA compliant configuration
- Can scan ballots up to 30 inches



**STATE-OF-THE-ART TECHNOLOGY, EXPERTISE & EXPERIENCE.
DEDICATED TO MAKING YOUR ELECTION A SUCCESS.**

ImageCast® Precinct's Global Footprint

- Nearly 12,000 units in 52 of 58 jurisdictions in *New York State*
- 2,500 units used nationally in *Mongolia*
- Over 80,000 units deployed in the *Philippines*
- Thousands of units used in municipal and provincial elections in *Canada*



SECURE

STATE-OF-THE-ART SECURITY TO SATISFY THE NEEDS AND EXPECTATIONS OF VOTERS, AND FOR YOUR ADDED PEACE OF MIND

EAC VVSG 2005 certified, featuring the highest security standards - with symmetric and asymmetric encryption - while preserving transparency through end-to-end system auditability.

Integrated ballot security features.

Encryption and security protocols are designed to meet the drafted Next Iteration requirements of the VVSG.

Extensive internal security monitoring to ensure data integrity and maintain public confidence.



EFFICIENT

SPECIFICALLY DESIGNED TO HELP YOUR ELECTION RUN EFFICIENTLY

Lightweight, robust tabulator with optional accessible configuration.

AuditMark® ballot image auditing capability retains a secure digital image of every ballot cast in your election.

Meets EAC VVSG 2005 standards with superior accessibility for all voters.



SIMPLE

ENGINEERED SIMPLICITY

From tropical to concrete jungles - the ImageCast® Precinct has been successful in some of the most challenging environments around the world.

Optional ballot review, second chance voting and accessible voting - all at one terminal.

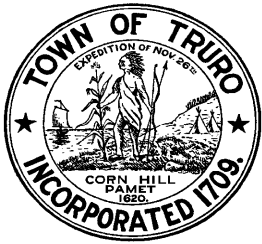
6" LCD display screen.

Seamless integration with Dominion's Democracy Suite®.

Please contact us for more information:

LHS Associates, Inc.
10 Manor Parkway, Unit B Salem, NH 03079
www.lhsassociates.com
(888) LHS-VOTE





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant on Behalf of the Conservation Department

REQUESTED MEETING DATE: March 12, 2024

ITEM: Review and Possible Approval of amendments to Policy Memorandum #48- Construction/Staging Permit for Use of Town-Owned Property and/or Beach Access

EXPLANATION: Shorebird nesting season begins on April 1, 2024. The Staging/Access permit states that a project using the town facility may be conducted during the period of October 15th through April 15th. An amendment is proposed to change the dates to October 15th through April 1st along with a notation that there will be no beach access as of April 1st.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Shorebird nesting may be disturbed by trucks accessing the beach.

SUGGESTED ACTION: *Motion to approve the proposed amendments to Policy Memorandum #48 and authorize staff to sign electronically.*

ATTACHMENTS:

1. Policy Memorandum #48-unedited
2. Policy Memorandum #48-amended

TOWN OF TRURO

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

POLICY MEMORANDUM #48

Date: Adopted September 6, 2011, Revised January 26, 2016

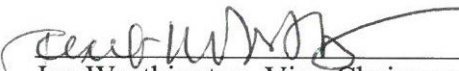
Subject: CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

1. Said permit shall be issued by the Town Administrator.
2. Said permit issued by the Town Administrator on behalf of the Board of Selectmen must be current and valid.
3. The Town Administrator shall forward the application to the Director of the Department of Public Works, the Beach Supervisor and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Town Administrator upon approval of application and the release of permit. The Workers' Compensation Insurance Affidavit must be completed with a copy of the Workers' Compensation Insurance policy showing policy number and expiration date.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Beach Supervisor prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Beach Supervisor. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Beach Supervisor, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
7. The entrance of the beach parking and beach area, if applicable, shall be maintained daily.
8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.
9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.

10. The contractor shall be required to pay to the Town of Truro an application fee in the amount of \$25.00.
11. A project using the town facility may be conducted during the period of October 15th through April 15th (the "season".) The permit is good for the time specified on the application.
12. The Board of Selectmen shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
13. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page.
14. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
15. In all cases, the Board of Selectmen may waive any of these provisions.
16. Emergency permission to use Town property may be approved by the Director of the Department of Public Works, Beach Supervisor, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Board of Selectmen.
17. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.



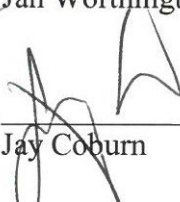
Paul Wisotzky, Chairman



Jan Worthington, Vice-Chairman



Maureen Burgess, Clerk



Jay Coburn

Robert Weinstein
Board of Selectmen
Town of Truro

TOWN OF TRURO

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

APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: _____

Location of Staging Area/Access: _____

Contractor: _____

Legal Mailing Address: _____

Telephone: _____ Cell: _____

Working for: _____ DEP # _____

Work Location: _____

Property Owners Legal Mailing Address: _____

Telephone: _____

Project Description: _____

Equipment and Materials to be Used: _____

Estimated Work Start & Finish Dates: _____

Contractor's Signature: _____

Date Certification of Liability Insurance and/or Security Received: _____

DPW Director Comments: _____

Beach Supervisor Comments: _____

Conservation Agent Comments: _____

Town Administrator Approval: _____ **Date:** _____

Restrictions/Conditions: _____

Project Completion Sign-Off

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

DPW Director Approval _____ **Date** _____

Beach Supervisor Approval _____ **Date** _____

For Beach Access, Conservation Agent Approval _____ **Date** _____

Town Administrator Approval of Release of Certification of Liability Insurance and/or Security:

Signature

Date

TOWN OF TRURO

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


POLICY MEMORANDUM #48


Date: Adopted September 6, 2011, Revised January 26, 2016, Revised March 12, 2024

Subject: CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

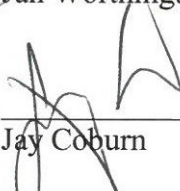
1. Said permit shall be issued by the Town Administrator.
2. Said permit issued by the Town Administrator on behalf of the Board of Selectmen must be current and valid.
3. The Town Administrator shall forward the application to the Director of the Department of Public Works, the Beach Supervisor and/or the Conservation Agent for review and comment.
4. The Contractor shall submit proof of Certificate of Liability Insurance in the amount of \$1,000,000 and/or a bond or other form of security to be determined by the Town Administrator upon approval of application and the release of permit. The Workers' Compensation Insurance Affidavit must be completed with a copy of the Workers' Compensation Insurance policy showing policy number and expiration date.
5. The parking area and beach access, if applicable, shall be inspected by the Director of the Department of Public Works and the Beach Supervisor prior to any equipment or materials being off-loaded on any town-owned property. Upon completion of the project, an inspection shall be conducted by the Director of the Department of Public Works and the Beach Supervisor. If damage to town-owned property from the scope of the project is observed by the Director of the Department of Public Works and the Beach Supervisor, the Contractor shall promptly make all necessary repairs.
6. A layer of sand or other suitable material(s) shall be deposited on areas designated by the Director of the Department of Public Works, or his designee, prior to the offloading and reloading of equipment and materials. In no case shall the equipment or materials block any access or driveways and shall be so located, as much as possible, away from any dwelling(s). Sweeping of the area, at the contractor's expense, shall be required.
7. The entrance of the beach parking and beach area, if applicable, shall be maintained daily.
8. If and where deemed necessary by the Director of the Department of Public Works poles and posts marking the edge of pavement shall be removed prior to use of the beach slope and returned to their original position upon completion of the project by the contractor. Pavement markers are to be replaced at the end of each workday.
9. Any damage to the facility shall be the responsibility of the contractor to repair to the original state, including, but not limited to, cracking or destruction of pavement, scraping, holes, destruction of concrete posts, telephone poles, or replacement of sand.

10. The contractor shall be required to pay to the Town of Truro an application fee in the amount of \$25.00.
11. A project using the town facility may be conducted during the period of October 15th through ~~April 15th~~ **April 1st** (the "season".) **There will be no beach access as of April 1st**. The permit is good for the time specified on the application.
12. The Board of Selectmen shall set conditions, including but not limited to, the times of days work may commence, the days of the week, etc.
13. Every contractor and property owner applying for a staging permit to use Town property shall be provided with a copy of these regulations and shall be asked to execute the acknowledgment and application which appear on the following page.
14. This permit does not grant any property rights or any exclusive privileges; it does not authorize any injury to private property or invasion of private rights or approve or imply the approval of access over privately owned properties, including but not limited to the Cape Cod National Seashore.
15. In all cases, the Board of Selectmen may waive any of these provisions.
16. Emergency permission to use Town property may be approved by the Director of the Department of Public Works, Beach Supervisor, Chief of Police, Conservation Agent and/or Health Agent; however, an application must still be made to the Board of Selectmen.
17. Failure to comply with any or all these regulations may result in the suspension and/or revocation of Staging Permit privileges.


 Paul Wisotzky, Chairman


 Jan Worthington, Vice-Chairman


 Maureen Burgess, Clerk


 Jay Coburn

Robert Weinstein
 Board of Selectmen
 Town of Truro

***Note-we shall insert current Select Board signature lines and add electronic signatures if approved.**

TOWN OF TRURO

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

APPLICATION FOR CONSTRUCTION/STAGING PERMIT FOR USE OF TOWN-OWNED PROPERTY AND/OR BEACH ACCESS

Date: _____

Location of Staging Area/Access: _____

Contractor: _____

Legal Mailing Address: _____

Telephone: _____ Cell: _____

Working for: _____ DEP # _____

Work Location: _____

Property Owners Legal Mailing Address: _____

Telephone: _____

Project Description: _____

Equipment and Materials to be Used: _____

Estimated Work Start & Finish Dates: _____

Contractor's Signature: _____

Date Certification of Liability Insurance and/or Security Received: _____

DPW Director Comments: _____

Beach Supervisor Comments: _____

Conservation Agent Comments: _____

Town Administrator Approval: _____ **Date:** _____

Restrictions/Conditions: _____

Project Completion Sign-Off

We, the undersigned, have inspected the Town property as identified on this application and found it to be in good condition.

DPW Director Approval _____ **Date** _____

Beach Supervisor Approval _____ **Date** _____

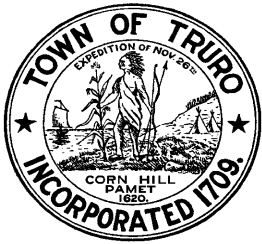
For Beach Access, Conservation Agent Approval _____ **Date** _____

Town Administrator Approval of Release of Certification of Liability Insurance and/or Security:

Signature

Date

DRAFT



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Town Clerk

REQUESTOR: Elisabeth Verde, Town Clerk

REQUESTED MEETING DATE: March 12, 2024

ITEM: Review and Approve and Authorize Signature: Kofile Contract

EXPLANATION: Procurement is complete and the contract with Kofile for historic record preservation and archiving services will require Select Board approval as the not to exceed amount for services is \$106,000. This service is part of the record digitization project.

FINANCIAL SOURCES: The digitization project is funded by Community Compact State Grant, a Community Preservation Act Grant and a 2023 Free Cash Transfer

IMPACT IF NOT APPROVED: Project will not move forward.

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

ATTACHMENTS:

1. Kofile Agreement for Services



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 Historic Record Preservation and Archiving Services

The undersigned agent of Kofile Technologies, Inc., with a corporate address at 6300 Springs Road, Dallas, TX 75235 and an office at 1 Allen Martin Drive, Essex, VT 05452 (“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 Historic Record Preservation and Archiving (“Project”) for the Town, such Project further described in the attached Kofile Technical Proposal (Exhibit A) and Kofile Price Proposal (Exhibit B).

1. Period for Performance. The period for performance shall commence upon March 12, 2024 and shall expire August 31, 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 Historic Record Preservation 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 A, the Price Proposal attached as Exhibit B and both 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 Technical Proposal above. Town acknowledges pricing in the Price Proposal represents a good-faith estimate based upon an estimated number of pages or image and the unit pricing for services. Actual invoicing may vary based upon the actual number of images or pages. Consultant will perform services incurring costs not to exceed one hundred and six thousand dollars (\$106,000) without the prior written consent of the Town. 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 RFP, Technical Proposal and Price Proposal.
5. Meetings with Town staff. The Consultant will attend meetings and work with Town staff as described in the RFP and Technical Proposal 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. Bond. The Consultant shall be required to post a bond or provide other security in a form and amount acceptable to Town Counsel, to secure against loss or damage of records that are the subject of this Agreement for Services.
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	\$1,000,000 on a claims-made basis

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

cancellation. The Consultant will provide the Town with thirty days' notice of any material change in coverage.

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 and Limitation of Liability.

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.

IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY CLAIMS, PENALTIES OR DAMAGES, WHETHER IN CONTRACT, TORT, OR BY WAY OF INDEMNIFICATION, IN AN AMOUNT EXCEEDING ONE MILLION DOLLARS (\$1,000,000.00).

UNDER NO CIRCUMSTANCES WILL EITHER PARTY TO THIS AGREEMENT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL, INDIRECT, PUNITIVE, INTRINSIC VALUE, OR SPECIAL DAMAGES ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT, HOWEVER CAUSED AND BASED ON ANY THEORY OF LIABILITY. THE PROVISIONS OF THIS SECTION SHALL SURVIVE THE TERMINATION OF THIS AGREEMENT.

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:
Michael Hill, Chief Revenue Officer
6300 Cedar Springs Rd
Dallas, TX 75235
Kofile

With copy to: Legal@Kofile.com

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

FOR KOFILTE TECHNOLOGIES, INC.

Tim Wilson, CEO

Date

FOR THE TOWN: SELECT BOARD

Kristen Reed, Chair

Date

Susan Areson, Vice Chair

Date

John Dundas, Clerk

Date

Stephanie Rein

Date

Robert Weinstein

Date

EXHIBIT A
Kofile Technical Proposal

TOWN OF TRURO
COMMONWEALTH OF MASSACHUSETTS
REQUEST FOR PROPOSALS (RFP)
FOR
HISTORIC RECORD PRESERVATION
AND ARCHIVING SERVICES

[TECHNICAL PROPOSAL—RECORDS MANAGEMENT, STORAGE AND ARCHIVES SERVICES, SUBMITTED BY KOFI FILE TECHNOLOGIES, INC.]

TECHNICAL PROPOSAL

DUE: MARCH 31, 2023, 4:00 P.M. ET

SUBMITTED BY KOFI FILE TECHNOLOGIES, INC.

Kofile 

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I. COVER LETTER



March 29, 2023

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

Dear Darrin Tangeman,

Please find Kofile Technologies, Inc.'s (Kofile) response to the Town of Truro's Request for Proposals (RFP) for *Historic Record Preservation and Archives Services* herein.

Kofile is the oldest and most experienced private firm specializing in the preservation of permanent and historical/fragile public records (and digitization, electronic access, and security backups, if required).

The location of work is Kofile's *Northeast Regional Facility*, which is a Preservation & Digitization Lab located in Essex, VT—this facility has provided similar services to the Northeast for several decades.

Included herein are additional sections added to the required RFP format to address key information to support the Town of Truro's selection and evaluation of Respondents, such as 'Executive Summary' and 'Records Assessment.'

Also, please see herein for a sample Certificate of Insurance outlining Kofile's coverage for its clients, and a Letter of Bonding capability. If required, the cost for a Performance/Contract Bond (5% of the total contract value) is presents as a separate line item on the Cost Proposal.

Please note that Kofile has identified its client references and image processing examples in (included in Appendix D) as confidential under the protections for trade secrets, confidential, and proprietary information.

This proposal is valid for a minimum period of ninety (90) days following the date Proposals are due. Kofile acknowledges Addenda 1, 2, and 3.

Thank you for the opportunity to support the Town of Truro in this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Hill".

Michael Hill
Chief Revenue Officer

6300 CEDAR SPRINGS ROAD, DALLAS, TX 75235
ONE ALLEN MARTIN DRIVE, ESSEX, VERMONT 05452
P/ 214.351.4800 F/ 214.442.6669 KOFI.COM

Kofile understands that the Office of the Town Clerk of Truro requires preservation of historic records, including Lists of Polls and Estates Records. A Kofile representative, Carolyn Yetto, conducted an Onsite Assessment on 3/23/23. Per the direction of the Town Clerk, she examined the records identified for service, including approximately 69 volumes of Lists of Polls and Estates Records dating 1860-1928.

Preservation services may include conservation treatments, removal of any non-archival repairs and adhesives, humidification and flattening, deacidification, mending and reinforcement of paper, Mylar encapsulation, and re-binding in archival binders. Each batch or phase of work will match to provide consistency in the bound collection.

Kofile has also presented costs for optional services, including archival imaging and security backups on 16mm microfilm. **Please see Appendix D for examples of the level of image cleanup and zonal enhancements that Kofile is recommending with its solution.**

The project timeline will run along a 20—24 week turnaround. Please see the Project Schedule section for a detailed breakdown of each project step. Kofile can provide all required services at one facility and without the use of subcontractors.

Budget & Cost

All prices are inclusive of charges and expenses outlined in the RFP. Pricing includes personal pickup, handling, and delivery, and any required materials for such. In consideration of the nature of fiscal and/or allotted funding, per the discretion of the Town, additional volumes can be selected for service as needed. Total pricing is dependent on the Town Clerk's prioritization of records and requested scope, not to exceed the Project Budget. There are no costs associated with additional assessments of any records (see mentioned below as a Value Added Service).

The Town of Truro's solution includes custom services for each page based on its individual needs. Please note that Kofile does not provide hourly rate and anticipate number of hours for each Task, instead pricing is based on a per unit cost which is totaled per item/volume (e.g., per page or image).

Value Added Services

Any value added services are further outlined herein and listed in the appropriate section. Highlights includes no cost assessments—Kofile does not charge to assess records nor create a proposal with recommended treatment plans for any records.



The expertise demanded to address a 1781 court document is different than the knowledge needed to scan a print-out from an inkjet printer. No one wants to hear, “I’m sorry, but those pages were stolen, lost, destroyed, or inaccessible.” Historical records are permanent.

For records in our possession undergoing services, Kofile provides a records request line to efficiently provide scanned copies to the Town- approved personnel. Kofile has never charged for fulfillment of ad-hoc requests for these copies. This is a standard level of service for any project.



Before and after preservation services and binding in an archival post binder. The original cover was saved and returned to the client.

Location of Work & Experience

The location of work is Kofile's *Northeast Regional Facility* Located in Essex, VT. The facility is formerly the headquarters of Brown's River Marotti Co., and has served the municipalities and counties across the Commonwealth of Massachusetts with preservation services since the early 1970s.

Nationwide, Kofile has provided similar services for over 3,000 local government entities, including municipalities across the Commonwealth of Massachusetts . The Town of Truro is assured of a vendor with the capacity and experience to handle any scale project—from one document to thousands of volumes.

All work performed is held to the highest possible workmanship standards, and incorporates accepted standards and practices for the preservation of book and paper. The firm itself and various staff maintain individual memberships with the *American Institute for Conservation of Historic and Artistic Works (AIC)*.

Kofile is committed to implementing a solution that offers professional standards, conforms to the RFP's key technical specifications, and, in terms of product quality and longevity, provides the highest rate of return on the Town of Truro's investment.

In the following, are key differentiators and services available to the Town of Truro.

OVERVIEW OF KOFIle'S KEY DIFFERENTIATORS



PROVEN WORK HISTORY

Kofile has a proven history providing projects and deliverables across the Commonwealth of Massachusetts and the nation (including municipalities and counties). This is the same level of preservation outlined in this proposal. Many firms across the US claim they sell 'preservation' for anything from scanning to lamination.

Kofile's unique services, offerings, and archival products and services were developed by identifying specific needs of local recording offices based on an intimate understanding of their mandates, functions, and operations.

- With seven locations and 300+ dedicated employees, Kofile can deliver any scale project.
- Annually preserves over six million pages for Local Governments in the U.S.
- Annually, Kofile digitally captures over 25 million pages for Local Governments in the U.S.



SOLE SOURCE

Kofile provides all of the necessary project components without relying on subcontractors, minimizing risk for the County.



SUBJECT MATTER EXPERTISE

Second- and third-generation conservators and public records experts lead projects, including pioneers in preservation, imaging, re-creation, and data entry. Kofile and its current staff have provided binding and preservation services for municipal, county, and state-maintained records for nearly six decades.

- Senior Conservator with 40+ years of experience.
- Imaging/Re-creation Management with 20-30+ years of experience.



PERMANENT FACILITY

Kofile's facility maintains a superior level of security when compared to other commercial preservation or image processing facilities. The Essex Lab was established in 1972, and has remained in continual operation. Each of Kofile's facilities maintain superior security, archival environmental standards, and security vaults for records. Each is a permanent facility employing full-time, permanent employees.



RECORDS REQUESTS

Kofile provides a records request line to efficiently provide scanned copies to the Town- approved personnel. Kofile has never charged for fulfillment of ad-hoc requests for copies. This is a standard level of service.



OWNERSHIP OF DATA

Kofile does not hijack ownership of images and data undergoing service unlike other vendors. The Town retains ownership of all images and data.



COST TRANSPARENCY

Actual cost is not hidden by complicated and multi-layered price points (such as the addition of labor and prep charges atop of capture costs). Kofile's costs are only for work performed.



WARRANTIES & GUARANTEES

There is a Limited Lifetime Guarantee on all services and workmanship. Kofile will redo any and all completed services that do not meet the SOW at no additional cost to the Town.



ULTRASONIC HUMIDIFICATION CHAMBER

Kofile has invested in an Ultrasonic Humidification Chamber. This process is essential for fragile documents in which manual unfolding would harm structural integrity.



ADVANCED TECHNICAL EQUIPMENT

Kofile invests in superior technological scanning equipment, software, and large format planetary/book scanners as part of its commitment to preserving documents and ensuring the best possible image capture.



IMAGE PROCESSING: ZONAL ENHANCEMENTS

Kofile's proprietary software provides custom clean-up such as deskew, despeckle, character repair, and zonal enhancements.



QUALITY ASSURANCE (QA)

- Services are conducted by trained and experienced technicians with proven procedures and programs.
- Kofile does not miss pages, produce illegible images, or damage documents. Kofile will QC each image and sight verify each image (QC includes two instances of human eye verification).
- Domain specific knowledge is a necessity. Kofile maintains data integrity, structure, order, and identification.
- Kofile holds some of the industry's highest levels of insurance coverage, including Cyber Liability.

Kofile revolutionized the preservation industry with patented, effective, and efficient archival products designed *specifically for local governments*. Kofile's unique archival products and their exclusive U.S. Patent statuses are the results of years of research, testing, development, and expertise. Each is the result of Made-in-America ingenuity—made possible by the sacrifices and vision of the immigrants represented in this collection. All products are constructed by a Kofile company in Missouri.



LAY-FLAT ARCHIVAL POLYESTER POCKET™ —US Patent No. 7,943,220 B1, issued May 2011.

Kofile utilizes SKC Films, Skyroll SH72S® for all of its encapsulation projects. Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strong plastic film. It is crystal clear, smooth, and odorless. Also, it will not distort or melt in case of fire. Reemay® Spunbond Polyester at the pocket edge offsets the document's thickness and seals out atmospheric pollutants.

Kofile understands the assignment objectives. Records stewards are faced with an insurmountable task—the responsibility to ensure the physical protection of collections and maintain access to the vital permanent data. Kofile's services are designed to support recoding offices and provide a trusted partner to navigate any challenges.

Kofile understands that your community's records are unique and serve as permanent links to the past. They document and verify—their survival is essential to protect life, liberty, and property. Every day, across the nation, historical papers are revisited for business, property, and genealogy searches. Without proper conservation care and preservation, these irreplaceable records may be lost.

As Benjamin Franklin commented on the fire-fighting practices of his day, "An ounce of prevention is worth a pound of cure." At Kofile, our team daily fights figurative fires and floods. Our practices and recommendations prevent risks due to disaster events that devastate archives and skirt common pitfalls that cause both delays and frustrations with deliverables.

Kofile's basis for success is decades of experience, realistic solutions, and expert analysis. Kofile is committed to implementing a solution that offers professional standards, conforms to the RFP's key technical specifications, and, in terms of product quality and longevity, provides the highest rate of return on the Town of Truro's investment.

Kofile provides professional conservation skills and resources to save records and maintain access to the recorded data. Kofile forms enduring relationships with customers and remains loyal to each project.

ORGANIZATION & PROPOSAL INFORMATION			
Organization Legal Name	Kofile Technologies, Inc.		
Tax ID	26-4034328		
State/Date of Incorporation	1/8/2009 Delaware (Corporation)		
SAM.GOV UEI No.	GUUCEJ3BYEB4		
Physical Address	Corporate: 6300 Cedar Springs Road, Dallas, TX 75235 Local: 1 Allen Martin Drive, Essex, VT 05452		
Mailing Address	P.O. Box 541028, Dallas, TX 75354		
Website	www.kofile.com		
Organization Representative Name and Contact Information	<table border="0"> <tr> <td style="vertical-align: top;"> Authority to Bind: Michael Hill, Chief Revenue Officer preserve@kofile.com Office Phone: 214/351.4800 </td> <td style="vertical-align: top;"> Authority to Clarify Proposal: Carolyn Yetto, Account Executive carolyn.yetto@kofile.com Cell Phone: 518/526.6288 </td> </tr> </table>	Authority to Bind: Michael Hill, Chief Revenue Officer preserve@kofile.com Office Phone: 214/351.4800	Authority to Clarify Proposal: Carolyn Yetto, Account Executive carolyn.yetto@kofile.com Cell Phone: 518/526.6288
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Warranty and Service Availability	Kofile provides a limited lifetime warranty against all product defects. Any product that fails to operate properly or maintain its original integrity is replaced at no cost to the Town. This is Kofile’s commitment of value and service to you, a valued customer.		

Kofile can provide solutions that address many aspects of a government archives—from binders, preservation, restoration, imaging, image processing and enhancements, re-creation, re-indexing, index verification, film to image conversion, archival microfilm, microfilm duplication, complete document indexing, recording, workflow, imaging systems, Internet hosting and data access, and electronic recording.

Key Products: Lay Flat Archival Polyester Pocket™ Disaster Safe County Binder™ Heritage Recorder Binder	Solutions & Services: Book & Document Conservation Map Restoration Encapsulation Deacidification Negative Photostat Stabilizer County Recorder Binders	Archival Imaging Book Re-creation Indexing (Back File & Daily) Micrographics High Density Shelving Transcription & Translation
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Nationwide, Kofile has provided similar services for over 3,000 local government entities, including municipalities and counties. The Town of Truro is assured of a vendor with the capacity and experience to handle any scale project—from one document to thousands of volumes. Kofile has over six decades of experience providing similar services for local public records, with core root companies dating to 1961.

IV. RECORDS ASSESSMENT

STATEMENT OF CONDITION AND PHOTOGRAPHIC DOCUMENTATION

A Kofile representative, Carolyn Yetto, conducted an Onsite on 3/23/23. She examined the records identified for service, including the collection of Lists of Polls and Estates Records.

The poor condition of the collection is a direct result of a history of use, natural aging, lack of environmental controls over the lifetime of the volumes, and exposure to UV light. The pages are acidic as evidenced by yellowing resulting in embrittled and fragile pages (see 'fold endurance' discussed below. The records are handwritten (manuscript).

Due to the brittleness of the pages in many of the earlier volumes, there is no archival binding solution other than encapsulation as attempting to re-sew would cause extreme damage. To mitigate acid hydrolysis (acidic components), provide protection, and ensure consistency in the collection, Kofile recommends Mylar encapsulation for all volumes. This process places the original page in an archival sleeve. This sleeve is pre-punched for placement in a post binder, and the original page is protected.

Please see herein for photographic documentation of the records in situ at assessment.

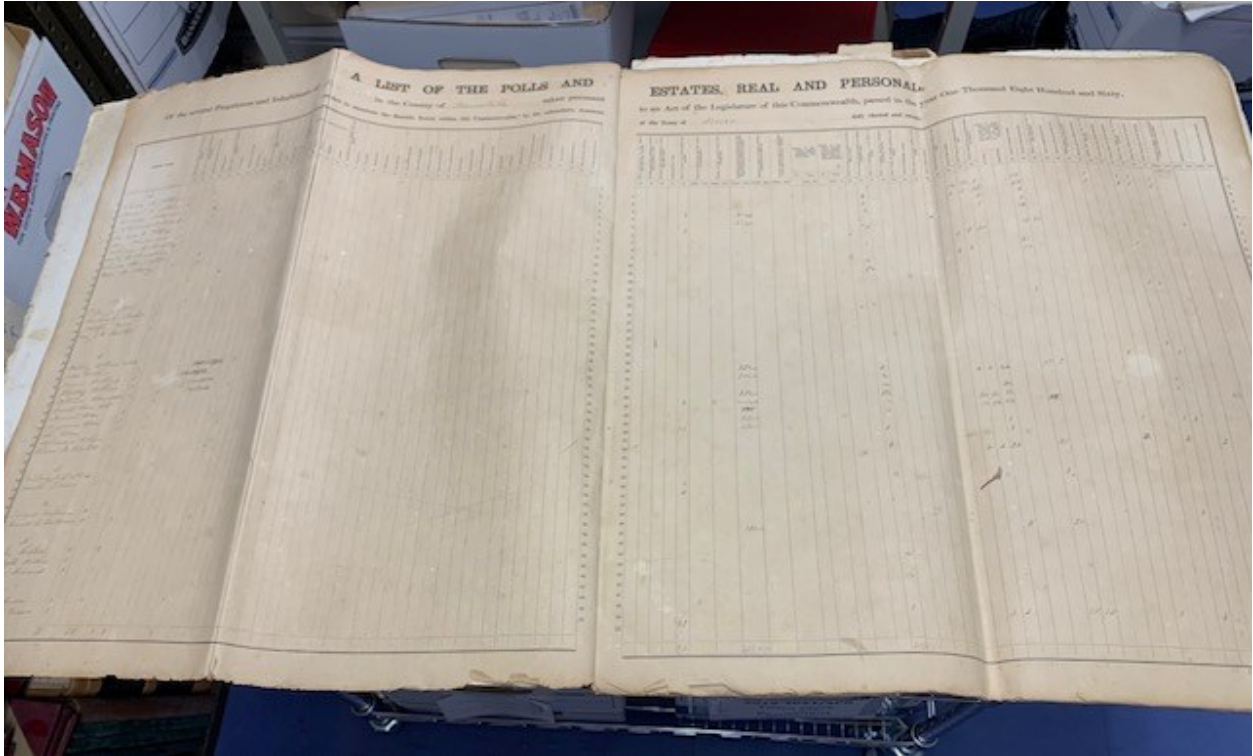


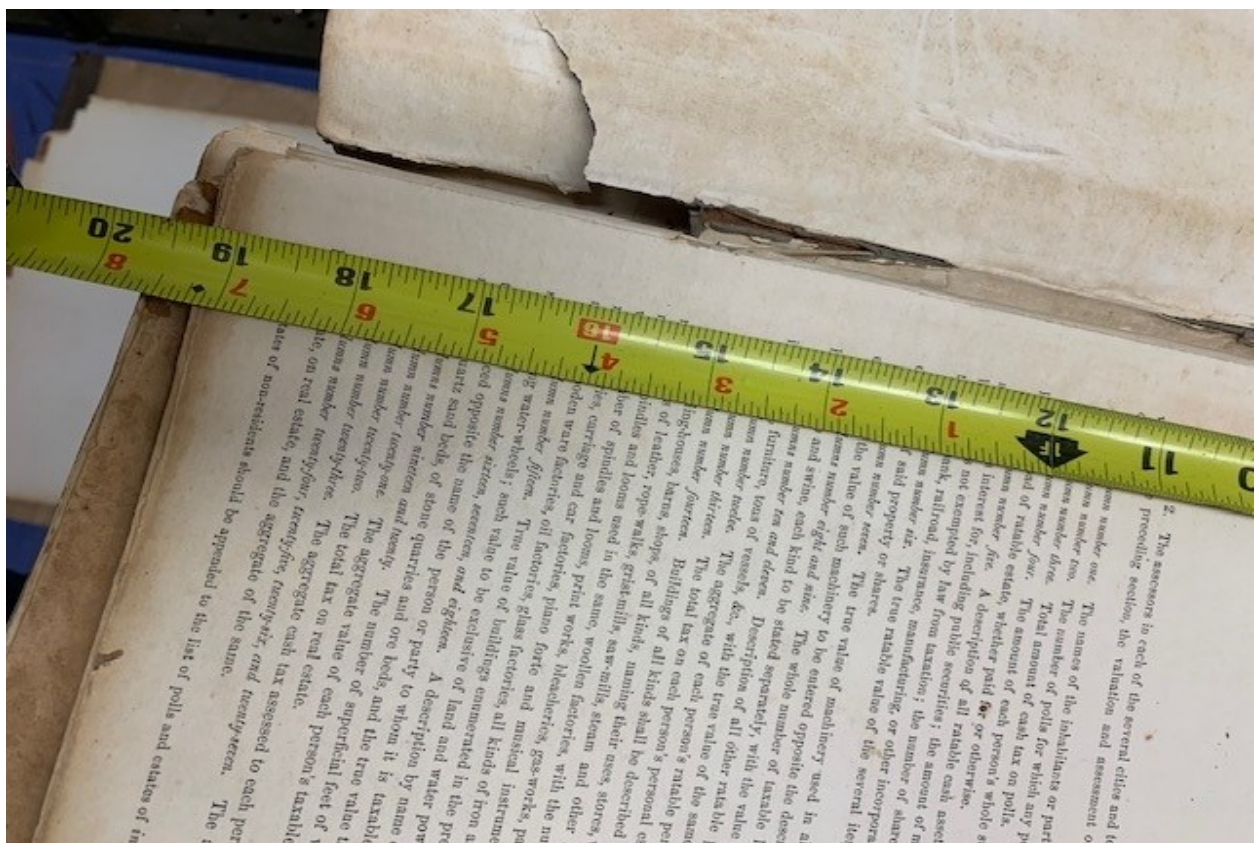
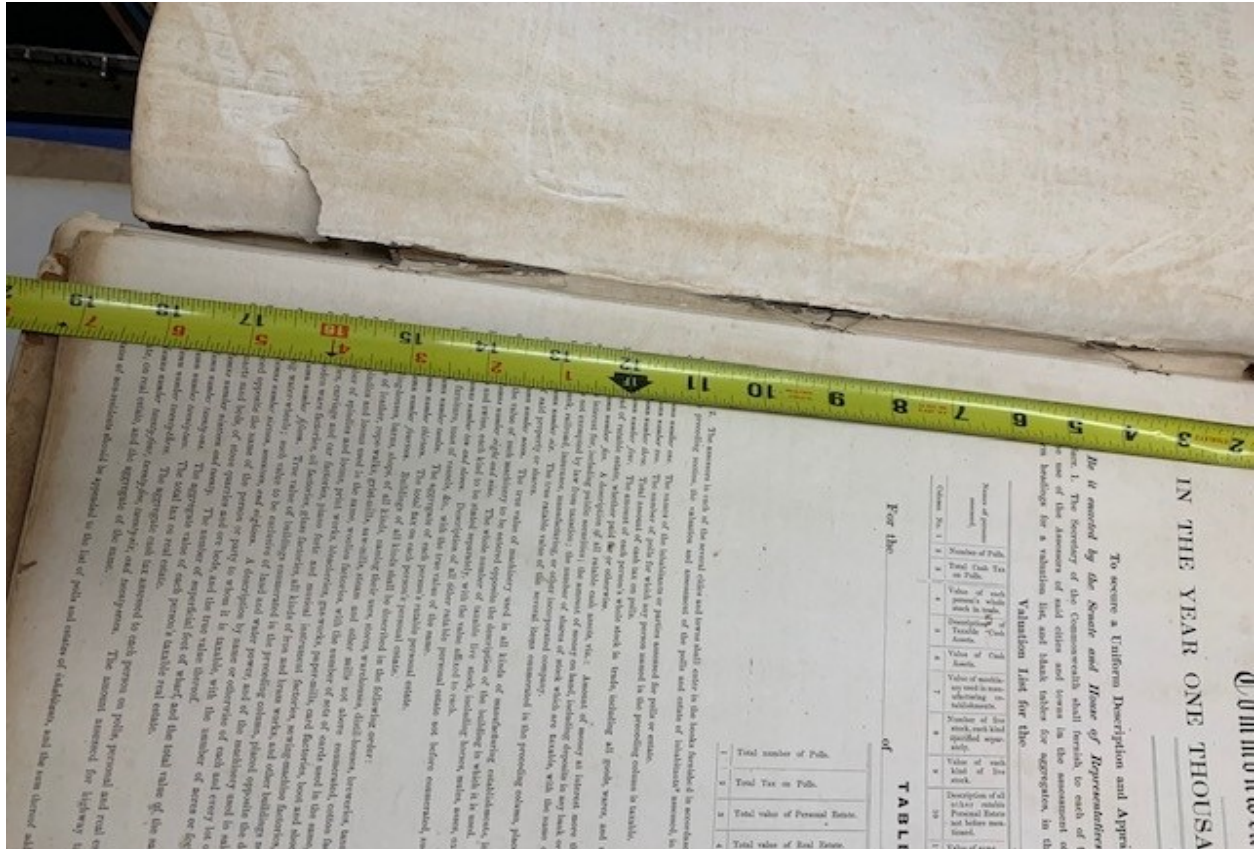
FOLD ENDURANCE

Fold endurance is a method of measuring a paper's ability to fold without breaking fibers. Paper is folded over with enough force to crease fibers creating a fold memory, then folded in the opposite direction. This process is continued until the paper fibers fatigue and part. Folding endurance is measured by the number of successful folds without failure.

This strength factor influences selection of automatic document feeder (ADF) or non-contact technical scanners.

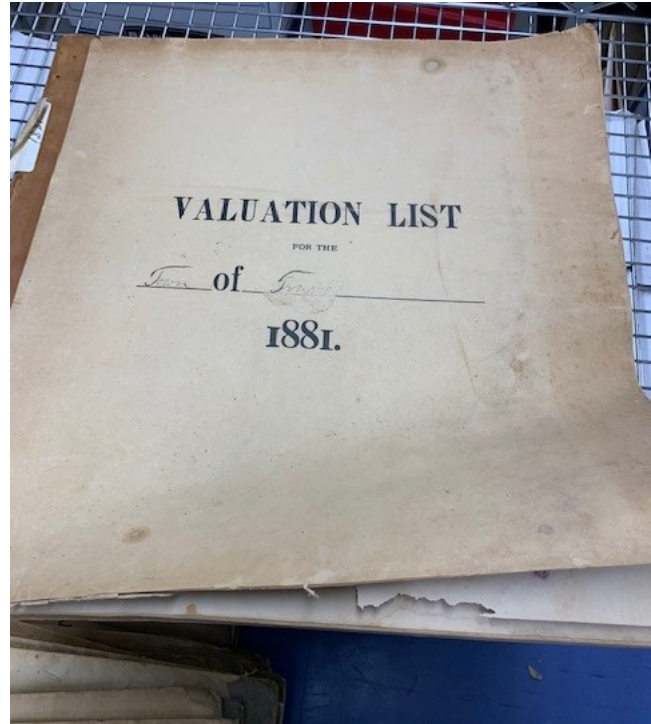






AREAS OF CONCERN

Many factors threaten the permanence of these assets. Deterioration is often the result of natural aging, a history of use, lack of environmental controls, and UV light exposure. Other possible areas of concern for archival government records are documented following along with photographs to highlight issues that preservation and conservation will address.



Area of Concern: Binding Margin

In historical handwritten volumes, the text often continues into the binding margin of the volume. In order to rebind and protect these sheets, encapsulation is the only solution. If a volume were rebound as is, without encapsulation, vital information would be lost in the binding margin.

Area of Concern: Everyday Use and Abuse

A history of use greatly effects collections. Sheets bare signs of grime and the natural oils of human hands. Exposed sheets are susceptible to damage and loss.

Even with careful use, exposed fragments become abused. Many sheets suffer from mechanical damage and are dirty, brittle, and torn.

Unsanitary conditions also affect paper. Allow no trash, food, drinks, plants, tobacco products, wooden furniture, or ink pens near the archives. Carefully monitor the surrounding environment for insect or rodent presence. Dirt and other pollutants can serve as ignition sources and weaken exposed paper.

Area of Concern: (Slumping) Leaning

The average weight of a record book is 24 lbs. The pressure of leaning books (standing on end) causes permanent damage to bindings. This is known as slumping. Eventually, a damaged spine results in a broken book block and loosening of individual sheets. Appropriate shelving is also necessary in long-term archival storage.

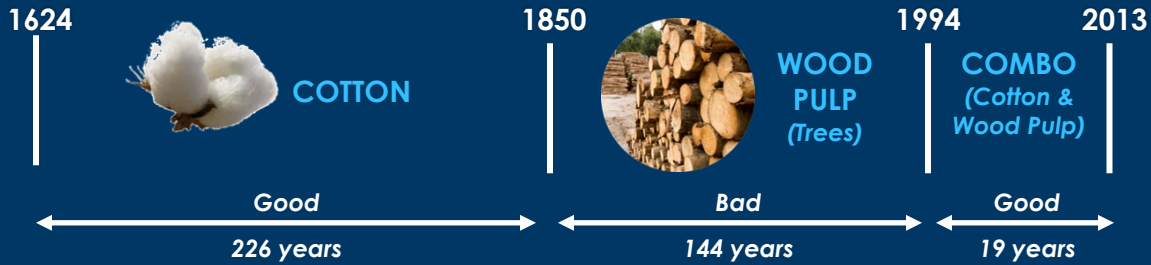
Area of Concern: Broken Book Block

Once a volume's binding fails, damage quickly escalates. Sheets are free to drift from the protection of the book block. With exposure, these fragments become abused and susceptible to loss.

Area of Concern: Acidic Paper

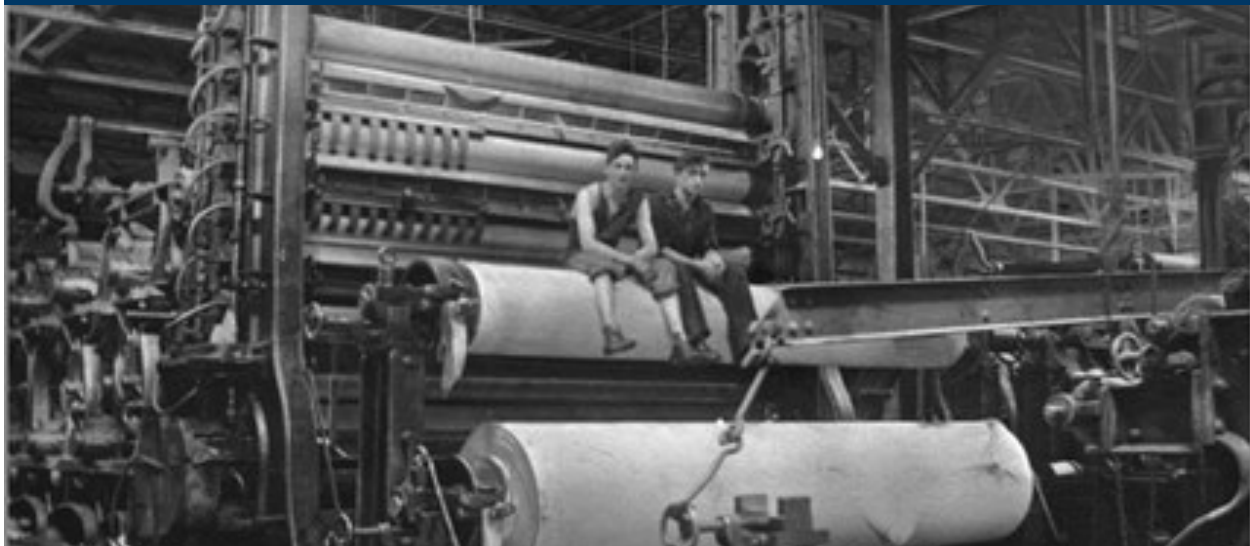
In the past, papermaking processes utilized bleach to whiten. In time, this paper becomes increasingly acidic—evident by brittle and discolored paper (yellowing or browning). Paper also brittles when relative humidity (RH) drops too low or fluctuates and/or exposure to UV light.

HISTORY OF PAPERMAKING *in the U.S. for Official Recordkeeping*



The Industrial Revolution’s innovations in machinery and production led to unsurmountable profits at low costs. Papermaking transitioned c. 1850 from cotton to wood as virgin forests were leveled.

Archivists, 130 years, later were horrified to see documents of national importance crumbling and yellowing at alarming rates. Public outcry resulted in legislation in 1990, in which President Bush signed PL 101-426, establishing a law that all “federal records, books, and publications of enduring value be produced on acid-free permanent papers.”¹



¹ Final Report to Congress on the Joint Resolution to Establish a National Policy on Permanent Papers. Appendix 4: NARA Bulletin No. 5-7. National Archives and Records Administration, Washington D.C. (September 8, 1995) Accessed Online October 10, 2022. <https://www.loc.gov/preservation/resources/rt/perm/pp_x4.html>.

Image Sources: <<http://comfies.com.au/about-comfies.php?mode=cotton>>, <<http://www.arcticpaper.com/en/Home/Arctic-Paper1/Our-Mills/Arctic-Paper-Mochenwagen/Environment/>>, <<http://greatnorthernpaperhistory.com/photo-album/1930-sitting-atop-a-paper.html>>.

Area of Concern: *Use of Tape and Other Non-Archival Adhesives*

The Library of Congress warns “pressure sensitive tapes, such as scotch, masking, ‘invisible,’ quick-release, cellophane, and even so-called ‘archival’ tapes” are all culprits. These tapes are unstable. All tapes and adhesives of these types will stain the paper and may cause inks and colors to ‘bleed.’ Many lose their adhesive properties and fall off with age, leaving behind a residue that is unsightly, damaging to the item, and difficult to remove.”¹

Adhesive stains may lead to imaging issues—approving low-bid imaging may result in illegible images. To enhance quality, conservation is essential. A conservator can remove water-based, synthetic, and pressure-sensitive adhesives.

Area of Concern: *Acidic Ink*

Acidic inks “eat” or “burn” through a sheet. Unmonitored temperature and relative humidity (RH) accelerate this process. Inks also fade with exposure to UV light. Historically, clerks used iron gall inks—these contain sulfuric acid which fades with time. With proper treatments, chemical breakdowns (e.g., acid hydrolysis) are remedied.

Area of Concern: *Tape Strips (Sheet Extenders)*

Sheet extenders appear innocent. However, they are an inappropriate “quick fix” to a prevailing problem. To save collections, the underlying issues causing the deterioration of the sheets’ margins need correction.

The acidic content of the sheet extenders only adds to the paper’s chemical breakdown. The acid used in the non-archival adhesive migrates into the paper’s fibers, causing stains. Instead of solving the original binding problem, this chemical breakdown causes the paper’s natural fibers to fatigue and deteriorate.

Removal is long and arduous. Each strip is carefully lifted. The strength of the adhesive varies from page-to-page. In some cases, more than one sheet extender is applied to the page. Particular care is taken to not rip or tear the sheet.

This removal process demands physical labor, as the application of heat would lift the film but not the adhesive residue.



Volumes with sheet extenders (not Town of Truro records), they are included to example an inappropriate and damaging solution for historical records).



¹ The Library of Congress. “Preservation FAQs.” <www.loc.gov/preservation/>.

Area of Concern: Water Damage

Humidity and water are the most destructive threats. After exposure, pages adhere to one another when compressed. Separation without loss of text and water soluble inks (such as ink signatures) is vital. Water damaged records are extremely fragile. Water damage can also lead to mold and binding failure. The necessary conservation treatments are time consuming and require a highly skilled conservator.

High moisture also compromises a binder's integrity and leads to rust (the result of oxidizing metal off-gassing). Rust, corrosion, and off-gasses spur chemical breakdowns and irrevocably damage bindings, papers, and recorded information.

Water can result in unmitigated damage. First, red inks smear, then blue inks, and lastly, black inks. Thus, often original signatures are often the first lost in an archive.

Area of Concern: Mold & Mildew

In an archives, mold and mildew often emerge following flood, fire, the presence of micro-organics, or proximity to toxic substances (asbestos or bacteria). Mold will have a visible presence on the binder or page's surface. It is often visible emerging from the spine's binding and creeping down a page's margin. Mold is considered active if the growth is damp and smears. Inactive mold is dry and powdery.

Items with active mold are bagged and sealed on-site before transport so that the spores do not spread. Items with active toxins require ozone treatment in an isolation booth. Without isolation, the mold spores could enter the HVAC and infect a facility. This treatment kills the mold spores—meaning they will not grow or re-germinate. Inactive mold is still an allergen and requires removal.

Area of Concern: Attachments and Inserts

Many files may contain irreplaceable inserts and attachments. The information documented on these inserts is at great risk of loss and damage. Kofile preserves the attachments and encapsulates them in sequence for return with the case file. Domain specific knowledge is a necessity. Kofile maintains data integrity, structure, order, and identification of all images and metadata.



Area of Concern: Non-Archival Quality Materials

The off gasses of deteriorating materials contribute to paper's chemical breakdown. Major culprits include the surrounding physical environment and non-archival fasteners (e.g., binder clips, paper clips, rubber bands, and staples). Off gasses eventually destroy the page's structural integrity. Another symptom of metal oxidation is *foxing* (foxlike, reddish and brown stains or blotches on the paper).

Area of Concern: *Temperature & Humidity Monitoring*—

Even slight changes in temperature can double paper's natural aging rate. In reality, temperature and Relative Humidity (RH) are not consistent in a courthouse (especially on weekends). Regulate to 68°F ± 5°F—even in the winter. Temperature fluctuation promotes mold. If uncomfortable, forewarn staff and patrons to wear adequate clothing.

Temperatures above 75°F and RH higher than 60% encourage mold and other bacteria growth within 48-72 hours.

Relative Humidity (RH) is the amount of water vapor present in the air. Maintaining a set point of 40-45% RH is optimal, but costly. The maximum acceptable total RH variation, or operating range, is 5% on either side of this set point. RH should never exceed 55% or drop below 30%. Archival product companies market small, inexpensive devices (Data Loggers) to assist in monitoring a public records archive.

The screenshot shows a web-based tool for environmental monitoring. On the left, there are three vertical sliders for Temperature (60), % RH (40), and Dew Point (36). Below them is a temperature scale selector set to Fahrenheit. On the right, a 'Preservation Evaluation' table shows the following data:

Type of Decay	Environment Rating	Preservation Metric
Natural Aging	GOOD	PI 96
Mechanical Damage	OK	% EMC 7.8
Mold Risk	GOOD	Days to Mold No Risk
Metal Corrosion	OK	% EMC 7.8

Below the table is a 'Record and Compare Values' section with a table for logging data:

T	RH	DP	PI	Days to Mold	EMC

Buttons for 'Save', 'Clear', and 'Export' are located at the bottom of the evaluation section.

Visit the Image Permanence Institute (IPI) at www.dpcalc.org to explore the correlation of temperature and RH on natural aging, mechanical damage, mold risk, and metal corrosion (as exemplified above). Images are the property of IPI.

COMPANY HISTORY & EXPERIENCE

Kofile is the oldest and most experienced private firm specializing in the preservation and archival digitization of permanent public records in the United States. Kofile is the preservation division of a parent company, Kofile, Inc. (which owns 100% of Kofile). It employs over 300 employees. Kofile was formed and established in 2009; with root companies, ownership, and key staff operating and leading the industry since 1961. The leaders of Kofile have worked with states, counties, municipalities, and private archives across the United States. Kofile has provided archival indexing since its inception in 2009, and longer via its root companies and key staff.

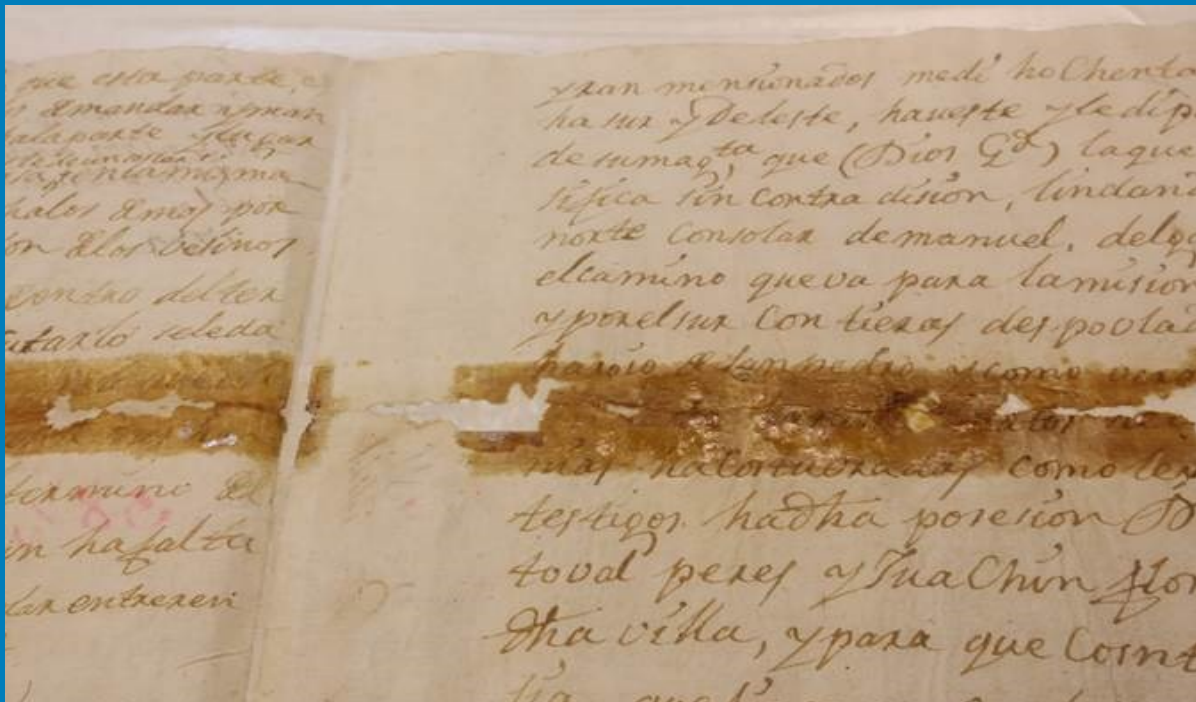
Kofile has 14 years of experience under the current brand. This number raises to 59 years of experience when factoring in the experience of Kofile's root companies, all of which are still active leadership in the current company. These root companies contribute a combined over 100 years of experience across the U.S. Kofile has provided similar services for over 3,000 clients across the nation.

President George Washington, President Abraham Lincoln, President Thomas Jefferson, President John Quincy Adams, President John F. Kennedy, Bruce Lee, General Stonewall Jackson, King George III, Wyatt Earp, Stephen F. Austin, Senator Robert F. Kennedy, Grandma Moses, James Morris, and Henry David Thoreau

Whether written with their hands, treasured as their keepsake, recorded in their last breath, the names above represent a short selection of the historical significance personified by the written records and prints that Kofile has preserved and/or digitized. The preservation of public records, including books and manuscripts, various documents, and maps, is Kofile's specialty.

Kofile's strength is not in the size of its staff or facility, but in its dedication and commitment to ensure the physical protection of America's public records. While the academic and professional community was limited to preserving documents related to national significance, it was the grassroots efforts of conservation facilities like Kofile that rallied for local records. However, over the years, Kofile's persistence and standard of workmanship has not only allowed Kofile to continue promoting and contributing to the preservation of local records but also to attend to those of national significance, too.

In the early days, faced with mounting collections of deteriorating paper, local government officials turned to local binderies for assistance. Then, as now, these offices were not financially equipped to maintain their historic records. Many offices resorted to limiting public access. These local governments needed someone with the experience and practical education to reverse the effects of time and use. The founders of Kofile educated themselves on the preservation procedures that fragile documents require. They listened to the concerns of records custodians and constituents and spoke with leading conservators across the country.



Ensuring that a preservation vendor is using professional standards, testing any methods, and educated is essential. Kofile has encountered work from labs that use poor conservation practices—one example above. The tape used to 'mend' has degraded with time, with its adhesive is burning and staining the original sheet. Close examination reveals that underneath the 'repairs,' portions of the page are even folded. This stresses the importance of carefully considering who is handling the historical documents.

PROJECT TEAM

Staff hold 10-30 years of experience with archival documents. No other Vendor has the combined personnel experience with the records and services scope and variety identified in this Proposal.

Kofile provides the Best Value for any project involving active or permanent retention records, especially for those addressing historical, deteriorated, poor resolution, and/or fragile originals. The Town of Truro benefits with Kofile's investments in the best hardware and software. Kofile can address any concerns regarding the handling of records, conservation and restoration treatments, confidentiality, superior image capture, quality of work, and commitment to its provided services.

In addition to expert senior team members, Kofile's supporting staff provides the Town with exemplary skill and workmanship—at all levels of service. Kofile's services combine an experienced imaging team, technology competence, and software development.

Kofile practices strict Quality Control Assurance (QC) policies in each department. Before a new phase begins or after it ends, a system of checks ensures the quality of services rendered. Within each department, leaders and the most experienced team members inspect the work of each employee on a daily basis—new hires receive extensive training. Kofile's employees pass extensive interviews and graduate a series of work-effort tiers.

Kofile holds insurance on all services. Staff are drug-free and pass a background check upon employment. All candidates pass a face-to-face meeting with a manager, which includes information about previous jobs, responsibilities, skill sets, tenure, and reason for leaving the former employment.

Only trained staff work on any project. Before working with confidential records, a technician graduates a series of work-effort tiers. Employees complete an intensive training with a mentor before one is permitted to work on live data. During this time, Kofile enforces guidelines and security policies. All technicians start with entry level tasks. To progress to tasks with higher level of security and responsibility, the series of tiered assessments and progression points build a level of trust.



Kofile has an efficient team of managers and leaders who have the experience and knowledge to run their departments and produce the highest quality of product. Kofile prides itself on serving as an equal employment opportunity employer.

Conservation Team

A conservator supervises the conservation laboratory and daily work in the lab. Each location has technicians that perform limited conservation treatments under close supervision. Kofile is a strong proponent of cross-training. Less experienced workers are assigned to specific tasks, such as document prep or basic unbinding procedures. The conservators oversee the performance of the treatments. They are responsible for the examination criteria of each item, including cost estimates.

Upper management attend continuing education conferences and hold professional memberships with such organizations as the American Institute for the Conservation of Historic and Artistic Works (AIC). Kofile is an institutional member of the AIC and subscribes to their *Code of Ethics & Standards of Practice*.

Digitization Team

The Northeast Regional Lab scanning with accomplished primarily by one technician for consistency, and with the assistance of a part-time technician, as needed. The primary technician has nearly three decades of experience working with historical documents. The assistant technician has over two decades of experience working with historical documents.

Key Staff

The Kofile project team periodically meets to report on the overall status of the project. Each discussion addresses the current defined period and may include:

- Scheduled work completed
- Unscheduled work completed
- Scheduled work not completed
- Work scheduled for the coming period
- Pending Status of Change or Decision requests
- Discussion of any problems or concerns

Kofile's superior services are derived from its experienced team. Additional resumes and technicians' experience is available upon request.

KEY STAFF	NAME	ROLE	EXPERIENCE
	Carolyn Yetto	Account Executive	2+ Years
	Jessica Dorman	Senior Vice President	1+ Years
	Carole Marotti	SME, Conservator	40+ Years
	Brenda Bowes-Arrabatchou	Conservator (VT Lab Manager)	20+ Years
	Kristi J. Fogtman	Imaging Technician	30+ Years
	Vincent 'Vinnie' Prejean	VP of National Operations	20+ Years
	Trish Angleton	Project Manager	1+ Year

Account Executive

Carolyn Yetto handles all communication with the client. She ensures the project is completed on schedule and to the client's satisfaction. As Account Executive, she is responsible for project supervision and is available to meet periodically via phone or in person for project coordination and progress updates.

CAROLE MAROTTI, SENIOR CONSERVATOR

QUALIFICATIONS SUMMARY

With four decades of experience in the field of Book and Paper preservation, Carole can answer any question about any step of a project.

Carole has conducted onsite evaluations of public records, documents, and maps throughout the Northeast. She has worked on thousands of municipal records and documents from across the United States. She has personally restored books and manuscripts for museums, historical societies, and rare book collectors.



Ms. Marotti is a member of the American Institute for Conservation (AIC).

PROFESSIONAL HISTORY

2010—Present	Kofile Technologies, Inc. <i>Senior Conservator and Subject Matter Expert Facility Manager, 11 years</i>
1998—2010	<i>Senior Conservator, Joseph J. Marotti Co., Inc.</i> <ul style="list-style-type: none">Responsible for the physical and chemical conservation of archival documents, particularly book and paper.Performed preservation work on original volumes and documents, including mending tears and backing fragile drawings, flattening and humidification, deacidification, encapsulation, sewing, printing, and binding. Under direct supervision of Senior staff.Responsible for training and managing staff.
1992—1998	<i>Conservator, Joseph J. Marotti Co., Inc.</i>
1988—1992	<i>Associate Conservator, Joseph J. Marotti Co., Inc.</i>
1986—1988	<i>Assistant Conservator, Joseph J. Marotti Co., Inc.</i>

TRAINING AND CERTIFICATIONS

1986—1991	"Book and Manuscript Restoration" <ul style="list-style-type: none">Apprenticeship with Leopold Saint-Paul, the former Chief Librarian of the Conservation Laboratory at the Université de Liege, Belgium.
1987—1991	"Restoration of Documents and Works of Art on Paper" <ul style="list-style-type: none">Apprenticeship with Maria Pukownik, former Chief Conservator at the Regional Historical Library Museum in Plock, Poland, and Conservation Department Head at the State Museum of Art Nouveau, Plock, Poland.

PRESENTATIONS

Presenter. "Digitizing vs. Preventative Maintenance and the Necessity of Both."

Vermont Municipal Clerks' & Treasurers' Association—2011

Presenter. "Preservation of County Records/Before and After Conservation Treatments."
County & District Clerks Association of Texas, South Padre Island, Texas—2005.

- Presented to over 150 attendees.

2001—Present *Vendor/Presenter*, Connecticut Town/City Clerks Association
Conference

Contributed to education with the preservation of municipal records.

1994—Present *Vendor/Presenter*, Vermont Town/City Clerks and Treasurers Association
Conference

Contributed to education with the preservation of municipal records.

PROFESSIONAL ACTIVITIES

Professional Exchange with Randy Smith Art Restoration, Middlebury, VT. Portrait on Board
and multiple projects—2000-Present

On-site Surveyor. Cumberland County Prothonotary's Office, Carlisle, PA—2012

- Assess the condition of the County's historical public records, including Births, Deaths, Marriages, and Deeds.

On-site Surveyor. Shelburne Town Clerk's Office, Shelburne, VT—2012

- Assess the condition of Town records and historical wall maps.

Conservator. Preservation of "*The President John Quincy Adams Letter, 1826, Kennedy Family Letters and Photographs, and other Historic Items*." Office of the City Clerk, Quincy, MA—2010

- Preservation and imaging of 86 items (Volumes, Documents, Photographs, Portraits & Framing).

Senior Conservator. "The Brainerd Monument Rubbing, Andersonville prison, 1864." St. Albans Historical Museum, St. Albans, VT—2006

Conservator. "Preservation of the New Hampshire State Map, circa 1850; A Map of the World, 1834; and New Hampshire Town and Railroad Map, 1858." Grafton County Register of Deeds, North Haverhill, NH—2005-2006

Attendee. "Use of a Suction Table: Site Training." Conducted by a conservator based out of a museum in mid-state New York—1991

Assistant to Leopold Saint Paul in the restoration of a copy of the Magna Carta—1988

Assistant to Leopold Saint Paul in the restoration of the "Bill of Rights Copy No. 6, 1791" and "The Constitution of 1777, Vermont." Vermont States Archive and Records Administration—1987

BRENDA BOWES-ARRABATCHOU, FACILITY MANAGER & CONSERVATOR

QUALIFICATIONS SUMMARY

Brenda has worked for Kofile (root companies) for over two decades. She was the obvious candidate for Facility Manager due to her diligence, organization, and knowledge.

Notable projects that Bowes-Arrabatchou has worked on include: Town of Longmeadow, MA, Town of Natick, MA, Town of Southwick, MA, Town of Dartmouth, MA, Town of York, ME, and Durham County, NC.



PROFESSIONAL HISTORY

2010—Present Kofile Technologies, Inc.

Facility Manager, 2 years

Imaging Supervisor, 11 years

- Document prep, image processing, and quality control of capture.
- Daily supervision of staff, operation and maintenance of equipment, and meeting production quotas and deadlines for various projects.

2005—2010 *Conservator, Brown's River Marotti Co.*

- Physical and chemical conservation of archival documents, particularly book and paper.
- Preservation work on original volumes and documents, including mending tears and backing fragile drawings, flattening and humidification, deacidification, encapsulation, sewing, printing, and binding.
- Document prepping, scanning, and quality control services.
- Train and manage staff.

2001—2005 *Associate Conservator, Brown's River Marotti Co.*

- Physical and chemical conservation of archival documents, particularly book and paper.
- Preservation work on original volumes and documents, including mending tears and backing fragile drawings, flattening and humidification, deacidification, encapsulation, sewing, printing, and binding.

1999—2001 *Assistant Conservator, Brown's River Marotti Co.*

- Physical and chemical conservation of archival documents, particularly book and paper.
- Skills include mending tears and backing fragile drawings, flattening and humidification, deacidification, encapsulation, sewing, printing, and binding.

EDUCATION

1984 Associate in Science, Champlain College, Burlington, VT

TOWN OF TRURO, MA

REQUEST FOR PROPOSALS (RFP)

FOR HISTORIC RECORD PRESERVATION AND ARCHIVING SERVICES

Due: Friday, March 31, 2023, 4:00 p.m. ET

KRISTI J. FOGTMAN, IMAGING TECHNICIAN

QUALIFICATIONS SUMMARY

Kristi has worked for Kofile (root companies) for over three decades. She is responsible for her facility's digital imaging projects, including image processing and microfilming. This includes the post-processing of scanned images to ensure quality of legibility. She is experienced in the conversion of images to PDF or TIFF files, and the transfer of data for customers. She oversees the quality control of scanned and microfilmed documents.

PROFESSIONAL HISTORY

2012—Present *Imaging Technician*, Kofile Technologies, Inc.

- Training began with a flat bed scanner and an automatic feed-scanner (for papers with good fold endurance). Later, this facility expanded its microfilming capabilities.
- Prepare and scan public and archival documents, with experience using WideTek 36DS, Fujitsu® fi series caners, and Atiz BookDrive Pro.
- Responsible for document prep of archival materials, image processing, and quality control of capture.

1988—2012 *Conservation Technician, Conservation Training and Workflow Supervisor*, Brown's River Bindery, Inc.

- Responsible for the physical and chemical conservation of archival book and paper.
- Perform Public records preservation of Birth, Marriage, Death and Land Records as well as Maps and assorted loose documents.
- mending tears and backing fragile drawings, flattening and humidification, deacidification, encapsulation, sewing, printing, and binding.
- Under direct supervision of Senior Conservator staff.

2010—Present *Genealogy Researcher*, Self Employed

1987—1988 *Howe Library Reclassification Assistant*, University of Vermont

- Contribute to a Reclassification Project: Dewey Decimal classification system for each book located in the Howe Library converted to Library of Congress

EDUCATION

1987 B.S., History, University of Wisconsin-River Falls, River Falls, WI

VI. APPROACH TO WORK AND WORK PLAN

LOCATION OF WORK

The location where all proposed services are performed is Kofile's *Northeast Regional Preservation & Digitization Lab*. This facility is located at: One Allen Martin Drive, Essex, VT 05452. At this facility, Kofile employs full time permanent employees, this is not a temporary facility.

This Facility is situated in a commercial park. It sits on high, well-drained, sandy ground. It is not located on a flood plain or low-lying area, thus, the threat of flood damage is remote. This area is not subject to severe wind, rain, or flood-producing storms.

The facility consists of a 13,000 square foot metal building with full sheetrock demising walls on metal studs in the interior. It is fully climate-controlled. Fire suppression is in place. The facility also boasts a Motion Detector Security System with 24-hour central station monitoring. This system is tied to the local police department.

Work areas include conservation areas, bindery, in-house polyester envelope production, shipping/receiving, and administrative offices. Kofile is the only private conservation laboratory with advanced paper suction tables and stainless steel fume hoods for safe chemical treatments.

There are 24-hour temperature and Relative Humidity (RH) controls throughout the building. Also, collections are never subject to ultraviolet (UV) light. Kofile does not have any issues with pest control. The building is regularly maintained. Food and drinks are not permitted in the conservation areas by anyone or for any reason.

SECURITY PROCEDURES

In addition to a Motion Detector Security System, Kofile follows rigorous closing and lock-down inspection protocol. This involves a 100-point procedure checklist to determine that all security measures are in place, including active fire and theft protection.

Daily protocol requires that records removed from the security control room for work are under the care, custody, and control of a preservation associate at all times. The security control room is secured with a 4-hour fire rated metal insulated door. When records are not being worked on, they are immediately returned to the security control room for safe keeping. This includes nights, weekends, holidays, etc. No matter what stage of treatment or format a given record is in at the end of a workday, that record is returned to the security control room. Likewise, if pressing or other mechanical processes are required beyond normal working hours, such process is continued in the security control room.

The work order and individual documentation logs accompany the item throughout the entire process. Project information is entered on a color-coded production and control board. Storage areas are likewise color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record quickly located.

ACCESSIBILITY OF RECORDS

Kofile has never charged for fulfillment of ad-hoc requests for copies of records in its possession. This is a standard level of service for any project, as we understand the functionality of local governments.

Records held at Kofile are viewed as private and confidential and treated as such. The Town Clerk's Office is guaranteed access to records via email or toll-free fax at Kofile's expense. Kofile has never charged for fulfillment of ad-hoc requests for copies of records in its possession by the Town. This is a standard level of service for any project.

Upon receipt of a records request, Kofile flags the requested record and verifies inventory control, pulls supporting paperwork, and emails/faxes a response to the approved requester or alternate. The turnaround time is expeditious and will meet or exceed the Town of Truro's requirements.

Requests for plats or oversized documents are handled accordingly. If the Town has a plat printer, then Kofile can email a working copy image for immediate printing. If not, and a reasonable number of hard copies are required, Kofile prints and ships directly to the Town.

PROJECT MANAGEMENT

Each project is assigned a job number. All instructions and related recordkeeping reference this number. Assigned personnel document each individual item and enter job numbers into a tracking database.

All project phases are dependent on contract guidelines and authorized requests. The Project Manager and the Principal are both available for meetings via phone or in person.

Quality, service, and performance are continuously monitored. Throughout the entire process, the Project Manager and facility manager coordinate and monitor progress by direct observation, supervision, and continuous review of the documentation.

The Account Executive, Carolyn Yetto, is responsible for project supervision. Periodic meetings of the staff and management also provide a forum for information exchange. This also allows for problem solving to ensure that projects are completed to the highest standards. As previously stated, Kofile's goal is to extend the useful life of materials and data for centuries. This goal is accomplished by careful and meticulous preservation.

OWNERSHIP OF DATA

All Town records (including volumes, document, digital images, metadata, and microfilm) serviced by Kofile remain the property of the Town of Truro. This policy is applicable to any agreement, verbal or written, between the Town of Truro and Kofile.

- The records are not used by Kofile other than in connection with providing the services pursuant to any agreement between Kofile and the Town of Truro.
- The records are not commercially exploited by or on behalf of Kofile, its employees, officers, agents, invitees, or assigns, in any respect.

DELIVERY OF IMAGES

Final images are delivered via SFTP (or CD/DVD/thumb drive/external hard drive). Kofile recommends the use of a Secure File Transmission Process (SFTP). SFTP is a point-to-point

delivery. There is no cost to the Town for this service. There are two methods to use SFTP:

- Kofile FTP into the County system and upload files (push)
- County FTP into the Kofile system and downloads files (pull)

Kofile will partner with Town resources to establish and test an SFTP connection. Kofile will document (whitelist) Town provided IP address(es), assign a unique username and a secure password specific to the Town. County access is restricted to the data directory specifically created for the Town project. Kofile's FTP server is equipped with two independent internet connections allowing for automatic failover and redundancy.

Kofile's FTP server only allows connections from explicitly defined source IP addresses. Kofile assigns each client unique credentials and access is restricted to the data directory specifically created for the project.

SERVICE PICK-UP AND DELIVERY

At Kofile, documents are handled with the utmost care. Kofile pride itself on being prompt and efficient. With decades of experience packing and shipping records across the country, Kofile has a proven procedure. Each batch is shipped via a supplied packing kit or picked up by Kofile personnel for personal delivery to the Kofile facility in Essex, VT.

The Account Executive, Carolyn Yetto, is responsible for coordinating this process. Pickups are at the Town's discretion. The Town's first preservation project pickup is conducted by Kofile personnel at no additional cost to the Town.

Pick-Up - Kofile representatives arrive at the Town of Truro facility. Records are inventoried and packed. The Town receives copies of the packing list. Upon arrival at Kofile, the records are control inventoried again.

Delivery – Kofile uses the same packing method used for pick-up to return the records, and as a new customer a Kofile representative will deliver completed materials to the Town at no charge.

WORK PLAN & SCHEDULE

A kickoff call will occur within 30 days of contract execution and will set mutually-agreed-upon timelines. Kofile will work with the Town to set a project schedule, with the project either delivered in batches or one delivery.

In the case of preservation projects, the work determines the schedule, response times, and completion date. Each job is individual and unique. Kofile can address the project materials at a high volume of materials. The condition of the record determines how quickly it moves through the imaging process. Usually, older records suffer from extreme deterioration and require more attention. As the collection is processed in controlled batches, and the age of the records decreases, production rate increases.

Kofile begins every project with an assessment of the records (either on-site or at Kofile's facility) to give an accurate portrayal of the scope of work required and the project budget. All initial quotes are estimates of page and image counts—and final billing occurs on actuals.

Project timeline runs along a 20—24 week turnaround per batch. This accelerated turnaround still maintains the high quality of workmanship associated with Kofile.

See the following for a sample Project Timetable.

SAMPLE PROJECT TIMETABLE	
PROJECT PHASE	COMMENTS
COMMENCEMENT & KICK-OFF	A kick-off meeting with Kofile and the Town representatives to review the project scope, logistics, and introduce Project Managers for both Kofile and the Town .
TRANSPORT	<ul style="list-style-type: none"> ■ Items for transport are identified and correlated with a pre-arranged batch list. ■ At the Town facility, Kofile personnel prepares files for transport. Preparation includes creation of a detailed inventory, removal from shelves, palletizing, and shrink wrapping pallets. ■ Records are transported to the Kofile facility.
ARRIVAL	Items are unpacked and inventoried against the previous inventory. Before any conservation treatments are undertaken, each item is evaluated. An Information log is generated for each item. Titles are verified, items are identified with job numbers, and a stamping sheet is produced. The stamping sheet is sent to the Town for verification, if required.
PREP	Job instructions are written and distributed. Custom materials, such as binders, are ordered upon approval of stamping. Each stage of the conservation process is carefully documented according to accepted conservation practices. The treatment log always accompanies each item. Volumes are dismantled. Page/image order is checked against the log.
CLEANING & DEACIDIFICATION	Folio surface cleaning. Adhesives and repairs are removed. All treatments are lab-tested and industry approved. All solvents and adhesives are acid-free and easily reversible. Individual sheets are deacidified (or washed, as appropriate).
REPAIR/RESTORE	Mending with appropriate methods, such as the application of Japanese tissues.
IMAGING & MICROFILM (if applicable)	Document preparation, batching, and scanning are accomplished while adhering to strict quality control policies. Creation of archival 16 mm microfilm from the newly digitized and processed images.
BINDER ASSEMBLY/ STUFFING	Binding may include rounding, backing, cover assembly, gold stamping and tooling, cutting of boards and leather, lining, and casing-in and pressing. Pages are placed by hand into pockets.
QUALITY CONTROL	Collection undergoes final quality check. Treatment reports are finalized and returned with the collection.
RETURN	The collection is delivered to the Town and re-shelved. Other project requirements are addressed as appropriate. Final images are delivered via SFTP (or CD/DVD/thumb drive/external hard drive).

Please note that creation of a binder, following approval of stamping, is a minimum of approximately twelve (12) weeks in this period.

PERFORMANCE STANDARDS

Kofile minimizes the chemical and physical deterioration of the page and prevents the loss of text. The goal is to prolong the existence and useful life of the original page. Oftentimes, this includes preserving and removing the original from public access and creating a security copy. Preservation can incorporate any combination of conservation, treatment, stabilization, preventative care, or digitization—or any maintenance or repair of the existing resource to stabilize it or protect it from further deterioration.

To ensure the longevity of these crucial documents, Kofile performs all restoration and conservation services in accordance with the *Code of Ethics & Guidelines for Practice* of the American Institute for Conservation of Historic & Artistic Works (AIC).

Each project is unique and deserves special attention. Kofile's team provides realistic solutions, professional analysis, and innovative archival products to equip records custodians with the information and resources needed to preserve collections.

At Kofile, the primary objective is to ensure the public has long-term access to archival and public records, in either original or reconfigured form, through our customers, the stewards of the records. Kofile understands the unique significance of historical property, and focuses its services on supporting the public trust. This support mandates that government agencies maintain and provide access to these resources.

Kofile never utilizes any method of treatment, repair, or maintenance that is not 100% reversible. All work is designed to allow, insofar as possible, the subsequent removal of the additions. Kofile does not attempt any course of treatment in which it lacks experience or knowledge. Documents are carefully tested to measure compatibility before proceeding with treatment. If the client had initially been quoted or charged for a treatment, and subsequent testing deemed that treatment is unsafe, the charges would be reversed for that treatment. Document integrity is essential.

Sometimes certain substrates, adhesives, and laminates are reversible, while many others are not. Upon encountering irreversible materials, staff always promotes the welfare of the document and may decide in favor of "non-intervention." This practice adheres to the AIC's *Code of Ethics & Guidelines of Practice*.



“Non-intervention” is also applicable in instances when harsh chemicals are required to remove an adhesive from the Document or when adhesives or housing materials have absorbed or transferred ink. Some chemicals used to treat these issues leave residual chemicals on the document. Over time, these chemicals damage the document's paper and ink.

DOCUMENTATION OF TREATMENT

Upon receipt, items are assessed to document condition prior to service. A technician inspects each sheet to ensure that it receives the appropriate level of treatment. A written record of pre-condition is retained and included in the final Treatment Report (Information Log). Information recorded includes:

- Date(s) of treatment
- Condition of document upon receipt
- Presence of acidic glues
- Presence of previous repairs
- Special characteristics
- Page count, pagination, and blank pages
- Loose pages or attachments
- Presence of pressure sensitive material
- Presence of staples, paper clips, brads, etc.
- Identity of certificates/records (manuscript, Photostat, typed, etc.)
- Notation of original lettering on spine/covers
- Any other information pertinent to the identification of the volume
- Name(s) of the conservator who worked on the item or held a supervisory position
- Name(s) of the preservation technicians who worked on the item



The work order and individual documentation logs accompany the item throughout the entire preservation process. Each project's information is entered on a color-coded production and control board. Storage areas are likewise color-coded to correspond to each batch or group of records. Records are housed in the same location throughout the project so that any given record is quickly located.

Please note that this is not a conservation treatment report disclaimer—this is provided in every finalized re-bound volume.

CONSERVATION TREATMENTS

Document integrity is essential. Kofile addresses each sheet individually. Kofile never utilizes any method of treatment, repair, or maintenance that is not 100% reversible. All work is designed for minimal additions, whenever possible. All materials used in the construction of products that contact records, including cover boards, are acid free and lignin free. Kofile's extensive experience covers a wide range of permanent retention media—documents, volumes, tri-folds, plats, maps, negative Photostats, micrographics (film and fiche), digital images, etc. Projects range from one volume to thousands of volumes. Each problem is unique and deserves special attention.

Testing procedures measure the following: paper's pH, reaction to solutions and methods for reduction of adhesives, ink solubility in water or solvent, and free Iron II and III ions.

The following is an overview of treatments and services available at the Kofile lab. Services will be applied and equipment utilized as needed for individual pages.

Dismantling

During dismantling, a technician carefully removes original binding materials, such as threads and adhesive residues by hand; likewise, case files are removed from shucks. At this time, pages that are blank on both sides are removed (unless otherwise requested).



This compromised binding allowed the loose sheets to drift from the protection of the book block. Dismantling required careful removal by hand of original adhesives and threads.

Old manuscripts often have protein-based binding adhesives such as fish, bone, or rabbit skin glues. The application of steam with specialized equipment can soften materials, which are otherwise difficult to remove.

Kofile never guillotines or chops pages; no original documents are cut. If trimming is necessary, technicians use handheld scissors or Jacques Board shears (specifically designed for trimming fragile paper). These allow Kofile to trim individual sheets carefully and accurately. One document is cut at a time to ensure no text is lost.

Surface Dry Cleaning

Surface cleaning is a generic term for the removal of materials deposited on pages—including dust, soot, airborne particulate, sedimentation from water damage, mold/mildew residue, active micro-organic growth, insect detritus, or even biological or mineral contaminants. All have serious consequences during long-term storage. To improve appearance, superficial grime is removed with a soft dusting brush. A microspatula is used to coax insect deposits. Other tools include a latex sponge, powdered vinyl eraser, or soft block eraser.

Removal of Fasteners

Kofile removes fasteners, page markers, and metal mechanisms. Fasteners (e.g., binder clips, staples, paper clips, string ties, rubber bands, brads, straight pins) can cause damage in short periods. This includes physical damage (decreased paper strength due to punctures or distortion) and chemical damage (rust). As metal disintegrates, the resulting rust “eats” the surrounding paper fibers.

Reduction of Tape, Adhesives, Varnish, or Old Repairs

Varnish, tape, and adhesive residue are reduced as much as possible without further degrading the original. When possible, peelers and tape are removed with two primary mechanical techniques: Heat or Peeling. Heat removal is used when adhesive is loose, old, or brittle. Peeling is used when removal by heat is unnecessary. Solvents are a last resort, and local application occurs only after testing.

A *microspatula* (sometimes heated) coaxes threads, tape, and glue from the paper. A Hot Tools remover can soften adhesive for removal. Dial-Temp controls the transfer of heat and guards against scorching. Remaining adhesive is treated with a gum compound eraser.

If mechanical tape removal is unsuccessful, the next alternative is chemical. Adhesive reduction begins with the most benign process. Chemical removal is the last resort. This is either a local or spot treatment or immersion in a solvent bath. Kofile ensures that its laboratories are equipped to process chemical treatments correctly and safely. Previous repairs that cannot be removed safely will remain.



A Kofile conservator carefully coaxes adhesives and tape by application of heat and pressure with specialized conservation tools.

Flattening & Humidification

Improperly stored, papers become inflexible and retain a memory of the storage position. Flattening occurs in the Kofile lab with the strictest archival environmental control standards. 'Flattening' is accomplished by a variety of methods and tools. Tacking irons are one such tool and have adjustable temperature controls to alleviate damage. Another method uses moderate pressure drying between acid-free blotters. Monitoring eliminates bleeds and mold/fungus.

Items are humidified after testing the image solubility. The Ultrasonic Humidification Chamber can correct the most fragile document's folds and bends. This machine is enhanced with a cross flow and features a humidity dome and ultrasonic humidifier. Private labs are rarely equipped with this device, and this investment represents Kofile's foresight and commitment to offering the best available technology.



Ultrasonic Humidification Chamber.

Repair & Restoration of Paper

Mending paper is an art form. It is accomplished with a variety of materials depending on the paper's color, tone, condition, and weight. The length of the tear(s) and the degree of embrittlement or fragmentation are also concerns.

Materials utilized for mending are acid free and reversible. Japanese paper and ethyl cellulose paste or Crompton tissue are used most often. Kozo paper, in natural and white finish, is commonly used because of its strength and transparent nature. While visible to the trained eye, it does not distract. Mending strips are water cut so the edge of the Japanese paper visually integrates with the Document.

Kofile also uses a low-temperature acrylic adhesive to mend sheets which bonds to Japanese Kozo paper. Kofile also constructs its own version of this material with acid-free tissue paper and Rhoplex liquid acrylic adhesive. Fragmented edges, folds, tears, cracks, voids, and losses are all mended in this fashion.



An 1848 Probate Record before (L) and after (R) treatment and mending with Japanese tissue. Above, a Kofile conservator pieces the document together after the tape was reduced.

DEACIDIFICATION

Deacidification is only performed after careful spot pH and compatibility testing. If the paper tests acidic, and the medium is suitable for deacidification, then this process is professionally recommended. Negative Photostats, blueprints, and blue line maps are generally not suitable for deacidification.

A commercially-prepared buffer solution is applied to **both sides** of the sheet with compressed air sprayer equipment. The solution is non-flammable and non-toxic. The active ingredient, magnesium oxide, neutralizes acid, and provides an alkaline reserve. This chemical is inert, safe, and does not degrade the sheet.



Non-aqueous deacidification with a fine mist on each side of the sheet.

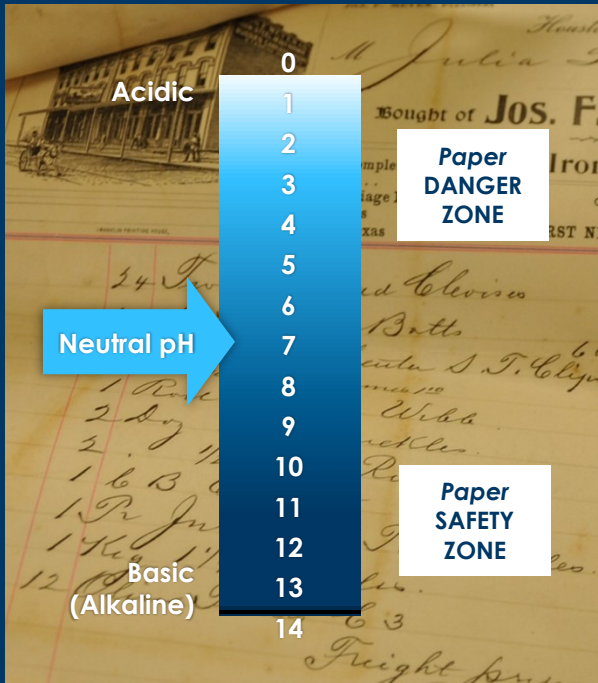
Kofile is equipped with multiple custom-built spray exhaust booths. All are routed through an HVAC system for optimum performance.

The buffer, once applied, alters the paper's pH slowly. After deacidification, random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.

DEACIDIFICATION (*Alkalization*)

The addition of a finely divided alkaline material to paper fibers. The addition of an alkaline buffer is approved for use on papers that would otherwise deteriorate because of their tendency to produce acid, or for acidic papers that cannot be washed.

AIC Definitions of Conservation Terminology, Directory of the American Institute for Conservation of Historic and Artistic Works.



What this means to THE TOWN OF TRURO

Without acid-free components, the chemicals deteriorating within the paper fibers and materials cause deterioration of bindings and pages. With time, papers become increasingly acidic. This breakdown is evident in yellowing or browning. In addition, the paper becomes brittle and loses its fold resistance. Deacidification will halt this process.

Most are familiar with the experience of handling of an old book—the binding is worn; the pages are brittle and yellowed; and it emits a slight odor. Unlike the aging of the readers, the aging of a book can be stopped through conservation. With simple treatments, books and their contents can be saved for countless generations.

While a fraction of damage to the books is due to handling, the major culprit is the acid in the paper fibers. Imagine your grandchildren reading the same book that you favored as a child, but the pages are just as stark white and crisp. This is accomplished through deacidification.

ENCAPSULATION

In archival encapsulation, the document is free floating. It is not adhered or heat set.

Each sheet is encapsulated in a 3 mil patented *Lay Flat Archival Polyester Pocket™* (US Patent #7,943,220 B1, 5/17/2011). This pocket welded closed on three sides, and the binding process statically seals the fourth (binding) side.

Please note that due to the changing industry within the past decade that 3 mil Mylar is no longer available, and all standard archival enclosures are now constructed with 2 mil Mylar (except for map/plat envelopes, which are higher mil.)

Weak and fragile paper is an obvious candidate for encapsulation. Compromised binding margin or guillotining volumes necessitates encapsulation. Another factor is the presence of acid burn due to Iron Gall inks. An additional benefit of Mylar® encapsulation is to prevent direct handling of any and all documents after preservation to prevent particulates or soil and oils present on fingers to re-contaminate the paper.

An additional benefit is the incorporation of an UV filter present in Mylar®, which helps filter damaging light. As a result, Kofile encapsulates most documents that go into public circulation.

Kofile uses SKC SH725 PET polyester. Polyester or Polyethylene Terephthalate (PET) is the most inert, rigid, dimensionally stable (*dimstab*), and strongest plastic film. Otherwise known as Mylar® Type D or Melinex® 516, it is crystal clear, smooth, and odorless. It does not distort or melt in case of fire.

A Reemay® strip or spunbond polyester at the binding edge offsets the document's thickness and seals out atmospheric pollutants while allowing off-gassing. This allows for a flat book block and reinforces the binding for added strength and service. Also, to access the original sheet, the Pocket would require cutting.

These developments allow for a flat book block. The inherent static cling of polyester provides physical support and protection during use. The binding is reinforced for added strength and usability. Available in custom sizes, the Pocket dimensions will match the 'book block' dimensions with a 1½" or 1¼" binding margin.



Preserved and encapsulated volumes bound in Heritage Recorder Binders.

ARCHIVAL RECORDER BINDERS

Encapsulated sheets are hand-bound in books of 250 sheets or less, punched (on the pocket's edge), and bound. This may include *splitting books with large capacities into two volumes or combining similar volumes with low page counts*. Kofile punches pockets to any hole specifications.

WRITTEN WARRANTY

Kofile's products feature a Limited Lifetime Warranty against defects. Any product (including binders and pockets) that fails to operate properly or to maintain its original integrity is replaced at no cost to the Town of Truro.

Kofile repairs, reinforces, or replaces index tabs as necessary. All attachments are treated with the rest of the text block or file.

All adhesives used in the construction of Kofile binders are acid-free and reversible. These adhesives are based on internally plasticized copolymers of vinyl acetate with ethylene, deputy male ate, or other suitable monomers, with a vinyl acetate monomer content of no more than 1%, and a minimum 6 pH.

Each binder features durable cover boards and a spine to support the pages' weight. All materials, including the cover boards and adhesives, are acid free. New binders stabilize documents and impede deterioration. *This will save the Town Clerk valuable storage space and will require little or no maintenance for decades.*

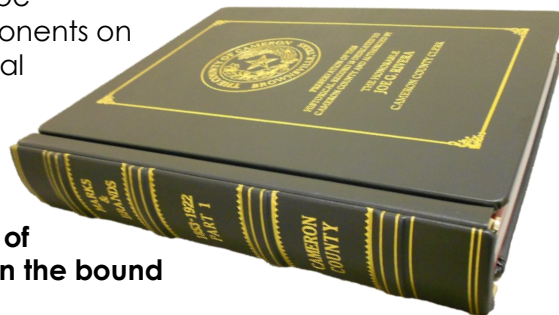
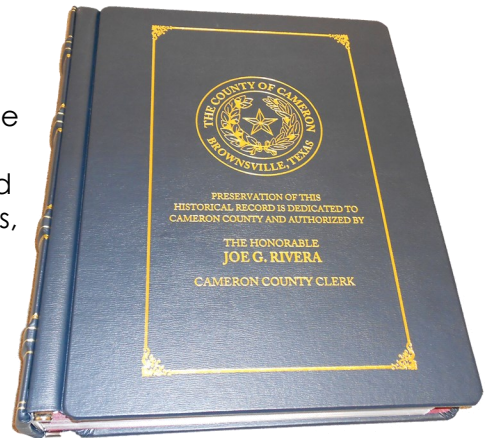
Title Stamping

Tooling is performed with 23-karat gold foil, guaranteed to resist fading (canvas requires hot stamp printing). It will follow the same format/style of the originals or can incorporate custom seals and dedications. A stamping sheet is printed and sent to the Town for approval. If any titling, dates, or other information from an original volume is noted in error, the Town Clerk is notified to determine if correction is appropriate.

Heritage Recorder Binder

The *Heritage Recorder Binder* (see pictured) is a post binder, but the binding can also be sewn. Kofile manufactures binder components on a per-book basis, sized to 1/4" incremental capacities.

Kofile can match existing books by manufacturing custom sizes, shapes, spines, colors, and lettering. **Each batch of work will match to provide consistency in the bound collection.**



Binder covers are available in various colors in genuine leather, imitation leather, or canvas. Spines are available in genuine or imitation leather. *For hubs, the spine must be genuine leather (which introduces a non-archival component).*

Kofile does not recommend the use of polystyrene (PS) binders. In the presence of heat, they are highly flammable and outgas toxic Hydrochloric acid fumes. PS binders also have poor chemical resistance, especially to organics, and are photodegradable (susceptible to UV degradation).

Polystyrene “**emits toxic fumes under fire conditions.** Under fire conditions, material may decompose to form flammable and/or explosive mixture in air.”

Material Safety Data Sheet. Sigma-Aldrich Co.

“...**cannot be considered archival** because the core is polystyrene, or some variant of polystyrene, and this material naturally **decomposes** over a long period of time and is said to **give off acid vapors.**”

Illustrator Draftsman-DM, Equipment Addendum. NETPDTC AEDC.

“Plastics vary greatly in chemical stability and should be used with caution. Chemically unstable **plastics produce by-products that accelerate the breakdown of paper** as they deteriorate. Others contain volatile plasticizers that can cause items in contact with them to stick to their surface and **media to bleed.**”

Dianne van der Reyden. “Paper Documents.” *Storage of Natural History Collections: A Preventive Conservation Approach.* Rose, Hawks, & Genoways, eds. Iowa City. SPNHC. 1995, 333.

“Plastics should be inert, chemically stable, and free of chlorinated plasticizers. Use plastic items such as polyester, polyethylene, and triacetate...Records shall be stored in fully enclosed noncombustible containers.”

Standard for the Protection of Records. National Fire Protection Association (NFPA) 232. 2007.

“Three types of plastic meet preservation standards: polypropylene, polyester, and polyethylene.”

Nancy C. Schrock & Gisela Noak. *Archival Storage of Paper.* Syracuse, NY: Gaylord Bros. 1997, 2.

“A year’s exposure to desert sunshine is sufficient to halve [polystyrene’s] molecular weight, with an attendant **loss of strength...**”

Jeremy Burgess, Michael Marten, & Rosemary Taylor. *Under the Microscope: a Hidden World Revealed.* Edition: reprint, illustrated. CUP Archive. 1990.

FINAL QUALITY CHECK

Each volume is checked by a preservation technician before it is designated for return. Using the work order log (which accompanies the volume throughout the conservation process), this final quality check verifies page order. This check also ensures that all repairs are complete, edges of the Mylar envelopes are sealed, and the Treatment Report is accurate.

Finished books undergo extensive quality control inspections before being returned to the Town Clerk. A Treatment Report—detailing materials and methodology—is included with each completed binder.

ARCHIVAL DIGITIZATION

Kofile understands that the Town of Truro may require digitization of its historical records, and has included an optional cost proposal for these services.

Imaging a document and digitizing a collection creates an electronic representation of the original archival record. This process is not meant to replace the archival record, but to aid in its preservation. The image serves as a reference tool and is a back-up if the original is damaged or destroyed.

Kofile understands the need for access to public records and ease of rapid, digital retrieval. Services differ because materials are addressed according to their condition and fold endurance without blind, automatic scanner feeds. Technicians are trained to handle fragile and historical documents. Kofile invests in the best hardware and software available on the market.

Kofile stores an electronic security back up of all images in case of loss, damage, or destruction by fire or natural disaster. All data is solely the property of the Town, and Kofile does not sell or grant unauthorized access to the Town's records or data.

Please see Appendix D for examples of the level of image cleanup and zonal enhancements that Kofile is recommending with its solution.

Imaging Overview

Kofile makes use of gray-scale scanning techniques to ensure the optimum resolution of each page. Images are captured at a **minimum** of 300 dpi at 256 gray levels,

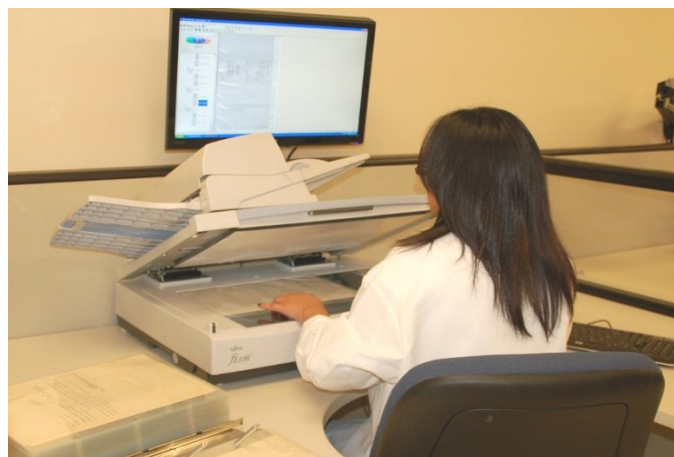
Grayscale ensures the highest image quality for documents with poor contrast and illegible information. Images accumulate as Group IV bi-tonal images or without compression in TIFF or PDF format. Images are delivered (if requested) as multi-page PDFs, optimized and scaled for output for web searches.

Kofile makes use of gray-scale scanning techniques for documents to ensure the optimum resolution of each page. Effectiveness and minimum legibility of the scanning process are verified through rigorous and systematic quality control. Kofile always defaults to U.S. National Archives and Records Administration (NARA) technical guidelines for digitization.

More detailed descriptions of Kofile's digitization methodology is detailed following.

Image Capture

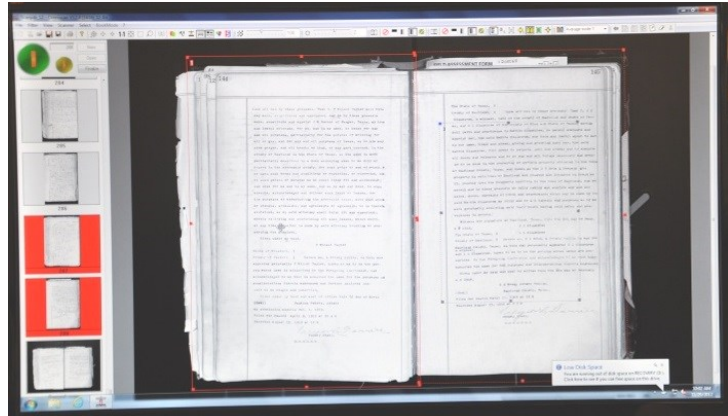
Domain specific knowledge is a necessity for this project. A vendor that does not understand permanent asset collections may address the Town's records as disposable documents. Kofile understands these are not



A Kofile Imaging Technical observing scanning on a flatbed device.

During the image repair process, *IMAGE PERFECT* allows repair of the currently displayed image without rescanning additional images, which compromises image integrity. Images are zonal enhanced to improve readability.

Quality Targets (see pictured) establish the baseline digital capture quality of the scanner during scanning. Therefore, Kofile can measure the digitization physics at the time of capture. The *Quality Target* serves as the foundation for Kofile's quality assurance analysis.



Quality Targets permit operators to view image quality at the time of the scan. Images, even with scanning on different devices, are “normalized” as if they were from the same scanner. Rather than using ad-hoc algorithms and tricks, this software measures image quality and propagates this data through the imaging chain. The *Quality Targets* establish the baseline digital capture quality of the scanner at the time of scanning.

IMAGE PERFECT measures each image at a minimum for the following attributes:

- Target dpi
- Target Tone scale & correction
- Color Management
- Brightness/Contrast Correction
- Gamma Adjustment
- White Balancing
- Page Orientation
- Exposure uniformity
- Color reproduction data

Annotations, if requested, are supported to allow the electronic addition of Name, Book Type, Volume, and/or Page on the image. Image quality metadata is captured as part of the image header along with a secured digital signature that certifies the fidelity and integrity of every image scanned.

Quality Control

Quality control (QC) is a key element. Kofile's QC process ensures that all images are certified. **Each and every image is sight checked during QC.**

Kofile's quality assurance processes involve three major thresholds for 100% review inspection: during preparation, during scanning, and during a post scanning review. Then the process involves a statistical, random, batch-based review of 8% of all work before delivery. The

three checkpoints for 100% review and the batch-based 8% review establish the control levels for inspection of the finished product. Every image is inspected before



A Kofile Imaging Technician performing quality assurance on a scanned record.

it is delivered to the customer. The client can receive an image log noting the steps employed.

Imaging Equipment

Kofile can scan mixed-sized and large-format documents. Kofile employs a range of scanners to tailor services to the document—with special equipment for non-contact, bound volumes, or oversized documents, such as maps and charts. Equipment designated for this project includes:

Fujitsu® fi-6770™ Color & Mono Desktop Document Scanner—Flat Bed Scanner

- Kofile's Northeast Lab has two (2) of these scanners. Limited to 11" x 17".
- Duplex - 12x18 - 600 dpi x 600 dpi - ≤90 ppm (mono or color) - ADF (200 sheets) - ≤15,000 scans/day - USB 2.0, SCSI
- Kofile estimates that one person can image 600 images per day on a flat bed scanner.

Bookeye® 4 VIA Scanner

- This device has a v-shaped book cradle and a color overhead scanner. The cradle holds items at 120° -180° to capture documents from edge to edge. Captures sheets up to 24" x 36".
- Kofile estimates that one person can image 450 images per day on this device.
- The Imaging Technician defaults to this device for oversized and extremely fragile sheets.



Bookeye® 4 Book Scanner for Bound Volumes in use at Kofile. This photograph illustrates the cradle positioned at 180° The spine of the volume is resting in the cradle.



Bookeye® 4 Book Scanner for Bound Volumes with the cradle positioned in the v-position. This photograph belongs to ImageAccess <<https://www.imageaccess.de>> (accessed March 26, 2018).

CREATION OF ARCHIVAL MICROFILM

Kofile proposes to create security back-ups from the newly digitized images on polyester-base silver gelatin-type film. This film is non-flammable and wound with the emulsion side facing away from the center of the reel. Film format is 16 mm x 100 ft x 5 mil roll. Kofile uses ImageLink's Archive Writer (by EPM).

All microfilming procedures are archival quality and produced according to ANSI Standards.

The digital images are used to produce silver halide 16mm microfilm, specifically ImageLink film. All silver microfilm produced by Kofile and stored in compliance with ISO 18911:2010 has a Life Expectancy rating of 500 years (LE 500). Each roll box is labeled per its contents.



A Kofile Technician examines a roll of microfilm during a quality assurance assessment.

VII. DESCRIPTION OF RELEVANT PROJECTS

Projects are often long-term as they are based on available budgets. This partnership illustrates Kofile's interest and commitment to the success of each project.

The *Northeast Regional Facility* is highly capable of completing this project successfully and on schedule. Kofile does not seek work that it cannot professionally complete within a reasonable and agreed-upon schedule. The references can verify this statement. Kofile often work with its client's budget or timing constraints to ensure that the project is completed to satisfaction. Projects may be broken into batches of work if the client wants to shorten the turnaround time for projects.

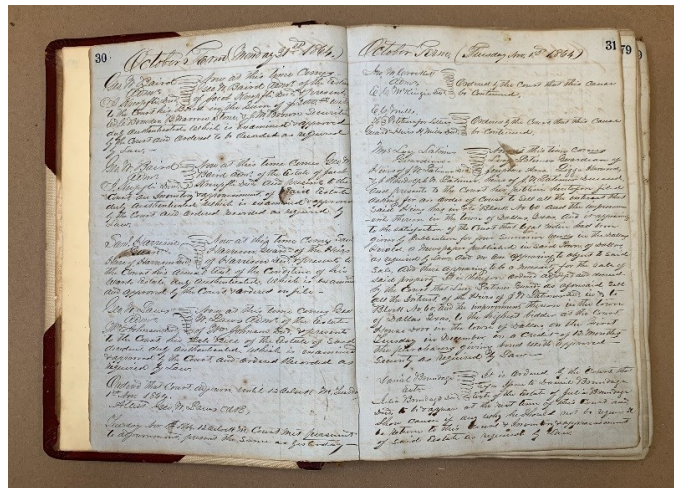
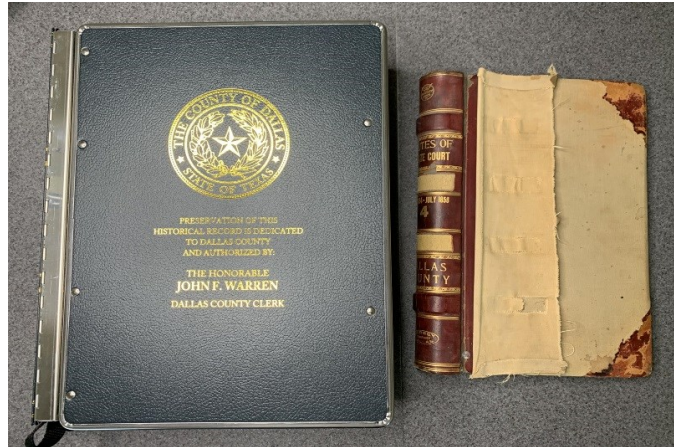
A list of current projects in-house is available upon request, but not included herein as this proposal is subject to public record.

A short selection of the variety of notable projects completed by Kofile includes:

Preservationists for the Texas Court Records Preservation Task Force, 2010—2012

Preservation of Vitals, including Ava Gardner's Birth Certificate, Johnston County Register of Deeds, NC—2022

Historical Public Documents 1850-Present, including Map Books notating the settling of Bruce's Beach, Los Angeles County Assessor, CA—2022



DALLAS COUNTY, TEXAS
Kofile has preserved and archivally imaged thousands of volumes for the Dallas County Clerk's Office, Dallas, TX. The volumes photographed on this page are examples of early Probate Records from 1847-1865, which included slave ownership entries. Pictured are examples of these records before and after services at Kofile.

Historical Papers of Dr. Edwin Moten, Denton County's first African American physician, approx. 25,000 pages, sponsored by the Denton County Clerk's Office for The Denton County African American Museum at the Courthouse-On-The-Square, Denton, TX—2020

Historical Public Documents and Volumes including 1860s Assessment Rolls noting segregated tabs for property owners designated Chinese, San Joaquin County Assessor-Recorder-County Clerk, CA—2021
Circa 1934 Town Charter and Town Deed, Artist Edward J. Ades, Works Progress Administration [WPA], Westport Town Clerk's Office, Westport, VT—2005

San Francisco County and City of San Francisco, CA, McInerney Judgments

Shasta County, CA, Original Shasta County Map restoration and housing

Los Angeles County Clerk and Recorder, Norwalk, CA, Preservation of County Records: 1,975 volumes of Patents, Grantor/Grantee Indexes, and Vitals.

The Bruce Lee Foundation, Commentaries on the Martial Way (Lee's original memoirs)

Bureau of Conveyances, Department of Land and Natural Resources, Honolulu, HI, Original Pearl Harbor Map and Deeds of Conveyances

Cochise County Superior Court, AZ , Wyatt Earp Manuscripts

Pima County, AZ, San Pedro Cattle Company Records

Accomack County, VA, Documents from The Daughters of the American Revolution

Barnstable, MA, Civil War Rebellion Record

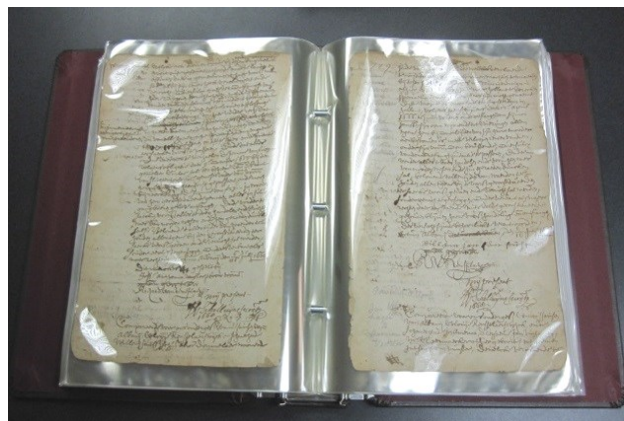
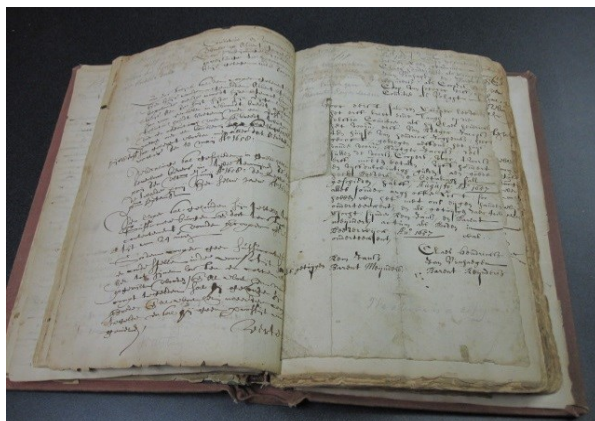
Clinton, NY, King George Letter

Dare County, NC, Birth Certificates of The Mighty Midgets of Chicamacomico

Kofile has provided conservation and restoration services for the projects administered by the Connecticut State Library, the State Library of Virginia, and the Vermont State Archives and Records Administration (The Constitution of 1777, Vermont).

ALBANY COUNTY, NEW YORK

This collection of Albany County's Dutch Colonial Records dates from the 1650s to the 1800s. The theft and quick recovery of County Clerk's oldest Dutch record book in May 1980 increased public awareness of the need to safeguard these documents. Kofile is pleased to have been awarded this project through a public bid process. Pictured is a volume (left) pre- and post- (right) services by Kofile.



Dutchess County, NY, *Indentures*

Ellington, CT, *Jewish Cemetery Records*

The Episcopal Diocese of Vermont,
Burlington, VT, *Early Church Records*

Hague, NY, *American Graphite Company,
1889*

Hunterdon County, NJ, *Naturalization
Records, 1804—1966*

Little Compton, RI, *Copy of the
Declaration of Independence*

Long Island Rail Road (LIRR), NY,
*Preservation of 19 volumes
containing the earliest maps of the
LIRR System*

Massachusetts Supreme Judicial
Court, *Salem Witchcraft Trials
Transcripts, 1600s*

Middlebury College, VT, *The
Nuremberg Chronicles, 1493, and
Henry Thoreau's Personal Copy of
Walden*

Montgomery County, VA, *Register of Free
Negroes, 1823—1847*

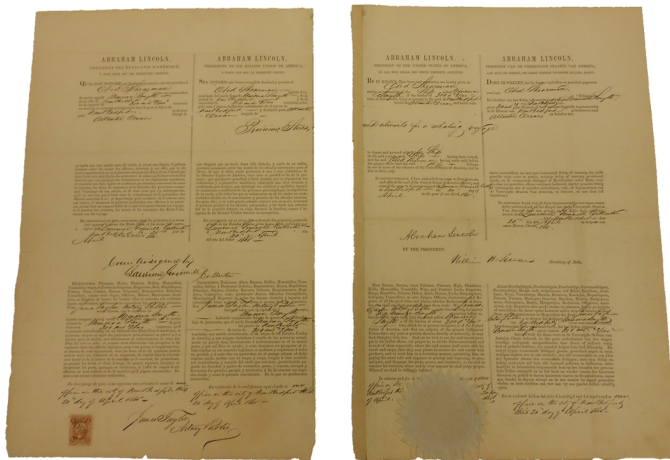
Morningside Gallery, Latham, NY, *JFK
Congressional Letter, dated Sept. 11, 1952*

Pawtuxet, RI, *Pawtuxet Valley Gleaners*

Morris, CT, *James Morris Museum
Parchment Documents*



This volume of *The Anatomical Exercises of Dr. William Harvey, ed. 1673*, was located in an attic and nearly disposed. Its value is estimated at \$25,000. Conservator Chris Marotti deacidified the pages and preserved it in a custom box that he constructed.



These ship papers were issued to Obed Shearman, Master and Commander of the *Minerva Smyth*. It was signed by President Abraham Lincoln and Secretary of State William H. Seward. Although dated April 20, 1865, the document was signed prior to Lincoln's assassination on April 14. The text appears in four languages, and contains a stamp and Presidential seal. Shearman received it on the same day that he heard the news of the President's death. Kofile performed conservation treatments including cleaning and deacidification. The Document was encapsulated and custom archival housing folder was created.

Nantucket, MA, Wharf Rats Club Documents (Weather Records, 1700s)

New Hampshire Archives, NH, Australian Ballots, 1892 and 1894

Order of the Alaska Moose, AK, Order of the Alaska Moose

Private Collection, NY, Top Secret Declassified U.S. Government Records and Telegraph Transmissions/ Nazi Records

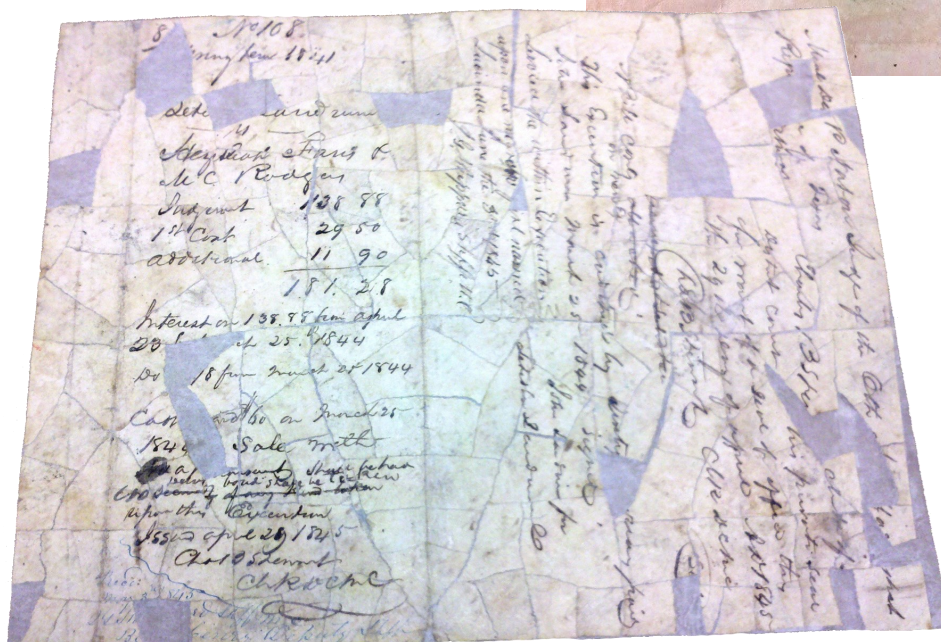
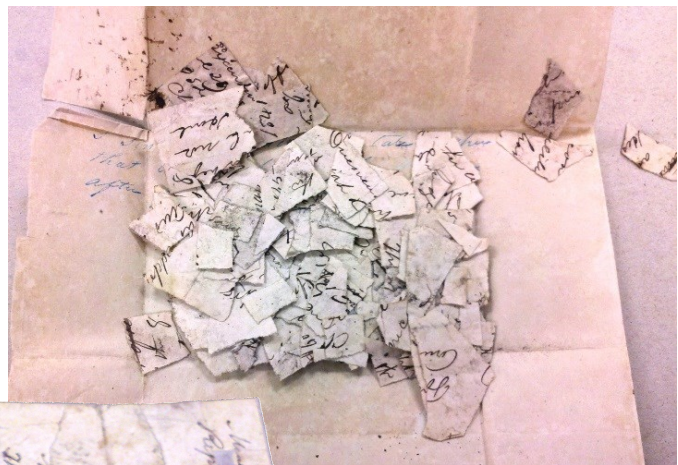
Private Collection, VA, Stonewall Jackson's Final Medical Records from Dr. Hunter McGuire

Swan Lake, NY, Restoration of "Sugaring Off" Grandma Moses, limited edition print

Kofile provided ongoing restoration for the Jackson Barracks Military Library of the Louisiana Military Department. This project included restoration of Civil War documents, including books, manuscripts, periodicals, maps, and memorabilia. These documents were damaged during Hurricane Katrina.

MONTGOMERY COUNTY, TEXAS

This page is from an 1841 Execution Document. The jumbled pieces were held in a folded sheet of paper with a note that read: "...destroyed in haste without thought." A puzzle no more, the page is now conserved and preserved.



Thomaston, CT, House Joint Resolution
No. 155 and the Petition of Seth Thomas

Washington County, NY, The John
Williams Papers

Sussex County, VA, 118 Early Wills

Plymouth, MA, General Laws 1658—1691,
Colony Records

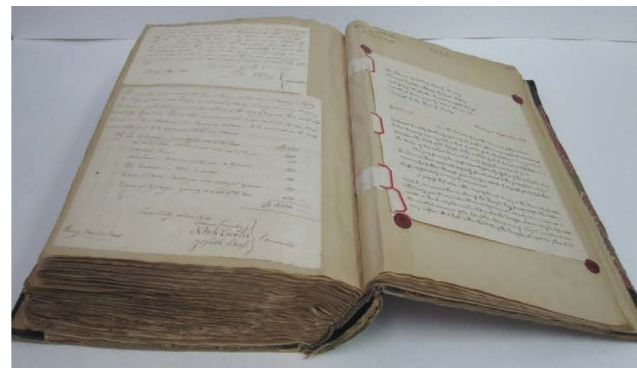
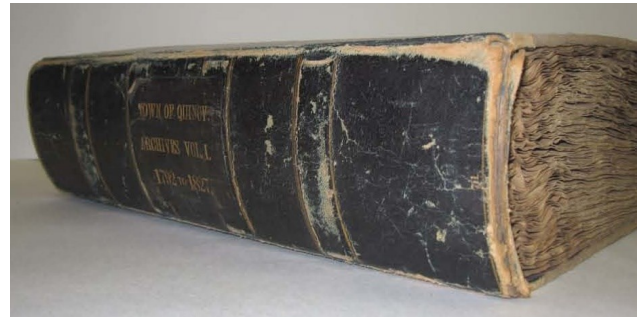
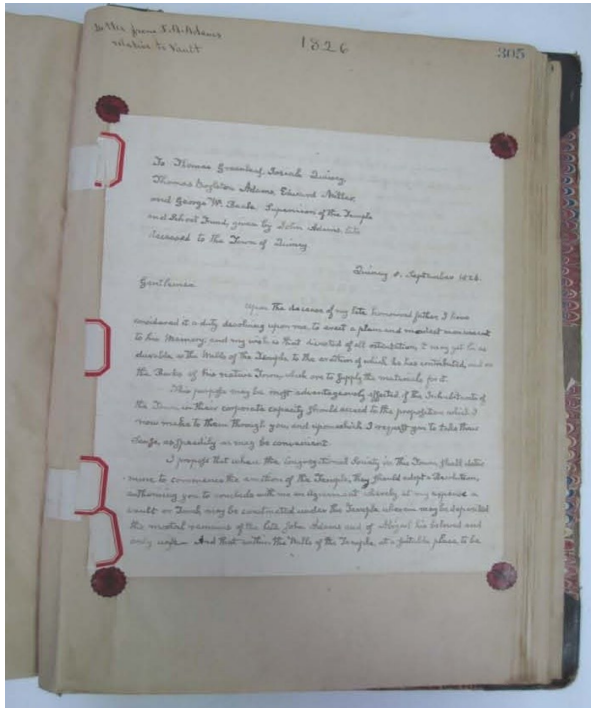


These 1840s files chronicle correspondence between Brazoria County, TX, and the Kingdom of Sweden. The document pictured left have a tintype and an official seal attached to it. Following conservation and imaging, the pages were encapsulated and bound for return.

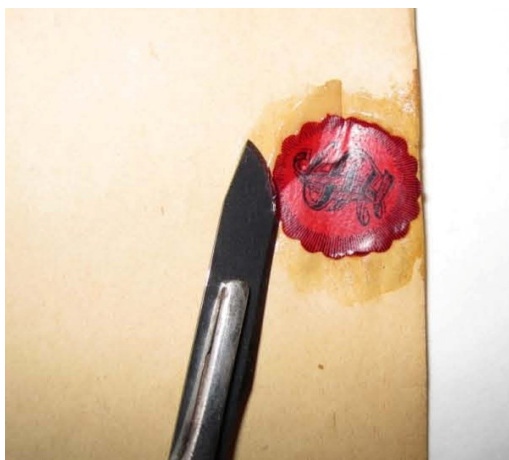
TOWN CLERK'S OFFICE OF QUINCY, MASSACHUSETTS

This project saw the conservation and imaging of 86 Items (volumes, documents, photographs, portraits & framing) from April 2010 to October 2011 for the Town Clerk of Quincy, MA. Project highlights included the preservation and imaging of Kennedy Family-related letters and photographs.

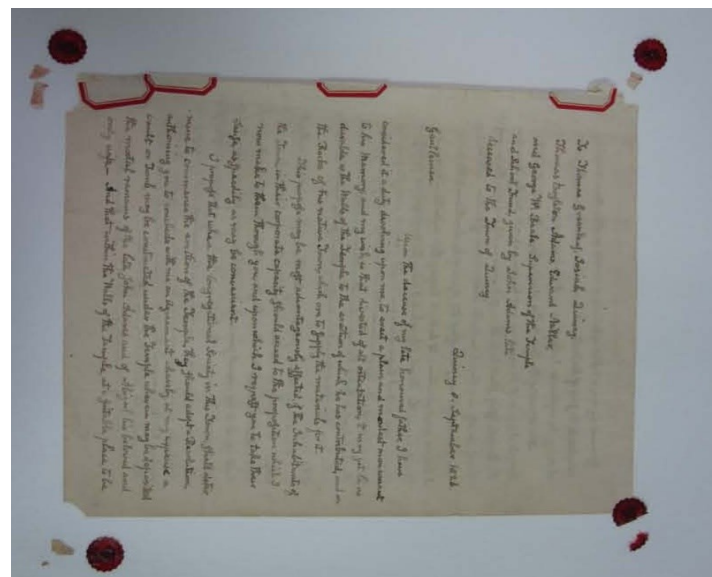
One of the volumes contained a handwritten letter from President John Quincy Adams, in which he discussed the burial plans for his parents, dated September 8, 1826. The existence of this letter was unknown to the world as it had been long buried in the volume.

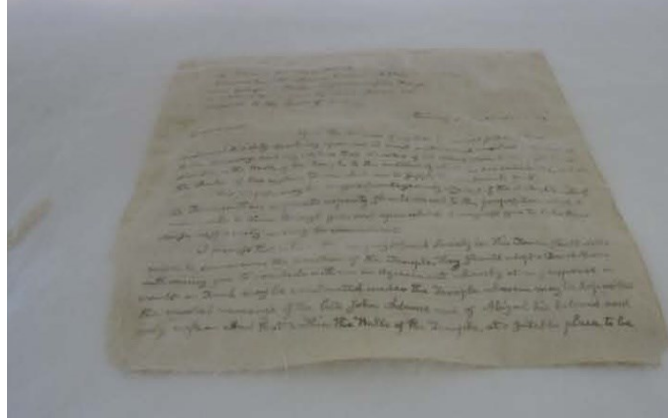


The President Adams letter was found in Archives Volume 1, 1792—1827, on Page 305.

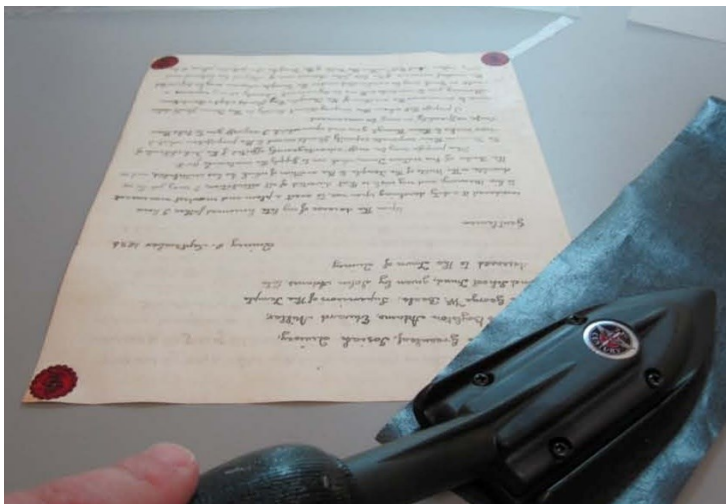


For preservation of the sheet to commence, the seals were carefully removed. The letter was then removed from the page.

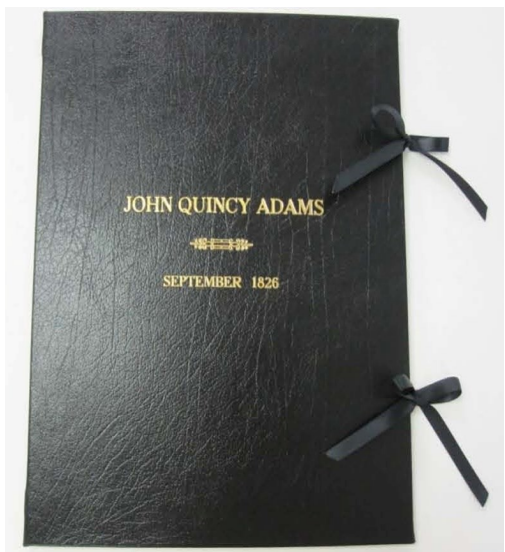




The letter was humidified in a humidification chamber due to its age and condition.



The letter was gently mended, then imaged in a Mylar sleeve.



The letter was encapsulated in a custom Mylar sleeve, and a custom enclosure was constructed to house the letter.

VIII. ADDITIONAL, VALUE ADDED SERVICES

As referenced in Kofile's Executive Summary and throughout this proposal, Kofile extends the following Value-Added and/or No Cost Services to the Town of Truro.



ASSESSMENTS

Please note that Kofile does not charge to assess records nor create a proposal with recommended treatment plans for any records.



RECORDS ACCESSIBILITY (RECORDS REQUESTS)

For records in our possession, Kofile provides a records request line to efficiently provide scanned copies to the Town- approved personnel. Kofile has never charged for fulfillment of ad-hoc requests for copies of records. This is a standard level of service for any project.



TRUE NATIVE-CLOUD BACKUPS

If requested, Kofile will hold a security copy of all digital images and metadata for safekeeping via a true native cloud. Kofile does not sell, distribute, or grant unauthorized access to Town records.



WARRANTIES & GUARANTEES

There is a Limited Lifetime Guarantee on all services and workmanship. Kofile will redo any and all completed services that do not meet the SOW at no additional cost to the Town.

IX. REFERENCES

Name	Barnstable Town Clerk's Office, MA
Contact	Hon. Ann Quirk, Town Clerk
Address	367 Main Street, Hyannis, MA 02601
Phone	508.862.4044
Email	ann.quirk@town.barnstable.ma.us
Description of Services	Multiple projects for preservation of historical records over several decades. The most recent project is related to a 2021 RFP award for the Preservation of Annual Town Reports dating 1868-1994.

Name	Nantucket Town Clerk's Office, MA
Contact	Hon. Nancy L. Holmes, CMC, Town and County Clerk
Address	16 Broad St, Nantucket, MA 02554
Phone	508.228.7216
Email	nholmes@nantucket-ma.gov
Description of Services	Multiple projects for preservation of historical records over several decades. The most recent project is related to a 2023 RFP award for the Preservation, Archival Imaging, and Security Backups on Archival Microfilm of Vitals (including Birth, Marriage, and Death Records).

Name	Chatham Town Clerk's Office, MA
Contact	Hon. Julie S. Smith, Town Clerk
Address	549 Main Street, Chatham, MA 02633
Phone	508.945.5101
Email	jsmith@chatham-ma.gov
Description of Services	Multiple projects for preservation of historical records. The most recent project was the 2021 project for the Preservation, Archival Imaging, and Security Backups on Archival Microfilm of Marriage and Death Records.

Name	Tisbury Town Clerk's Office, MA
Contact	Hon. J. Hillary Conklin, Town Clerk
Address	51 Spring St, Vineyard Haven, MA 02568
Phone	508.696.4215
Email	hconklin@tisburyma.gov
Description of Services	Multiple projects for preservation of historical records. The most recent project was the 2021 project for the Preservation, Archival Imaging, and Security Backups on Archival Microfilm of historical Vitals and General Register of Votes volumes dating as early as 1833-1920.

Name	Quincy City Clerk's Office, MA
Contact	Hon. Nicole L. Crispo, City Clerk
Address	City Hall, 1305 Hancock Street, Quincy, MA 02169
Phone	617.376.11312
Email	ncrispo@quincyma.gov
Description of Services	Multiple projects for preservation of historical records. The most recent project was the 2022 project for the Preservation, Archival Imaging, and Security Backups on Archival Microfilm of historical Cemetery Books, Index of Marriages, and Death Records 1921-1922.

Name	Dukes County Registry of Deeds, MA
Contact	Hon. Paulo C. DeOliveira, Register of Deeds
Address	81 Main Street/P.O. Box 5231, Edgartown, MA 02539
Phone	508.627.4025
Email	pdeoliveira@dukescounty.org
Description of Services	Multiple projects. The most recent project was the 2022 project for the Preservation and Archival Imaging of historical Land Records.

Name	City Clerk's Office, San Antonio, TX
Contact	Nat Norton, City Archivist
Address	Municipal Archives and Records, 719 South Santa Rosa, San Antonio, TX 78204
Phone	210.207.5076
Email	nat.norton@sanantonio.gov
Description of Services	Projects included indexing, imaging, microfilm, and preservation. The most recent project was a five year agreement to ensure the Preservation and Large Format Archival Imaging of historical maps and city plans, with an annual budget of \$100,000. Kofile also preserved the Alamo's original plat. This collection also included Letters from Former President o Mexico (and General) Antonio López de Santa Anna and Former President of Mexico Porfirio Diaz.

Name	City of Los Angeles, Department of Building & Safety, CA
Contact	Tony Pelaez, Sr. Management Analyst II
Address	201 N Figueroa St, Los Angeles, CA 90012
Phone	213-482-6766
Email	tony.pelaez@lacity.org
Description of Services	Multiple project addressing indexing, imaging, microfilm, and preservation. One notable project was the 2019 award that included the Preservation of volumes, with an annual budget of approx. \$1,830,000.

Certificate of Non-Collusion



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: Request for Proposals for Historic Record Preservation 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.

Michael Hill, Chief Revenue Officer
(Name of Person Signing Bid or Proposal) 

Kofile Technologies, Inc.
(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 (Corporations Only)

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

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

Kofile Technologies, Inc.

(Insert Full Name of Corporation)

2. I hereby certify that the following individual Michael Hill

(Insert the Name of Officer who Signed the Contract and Bonds)

is the duly elected Chief Revenue Officer of said Corporation.

(Insert the Title of the Officer in Line 2)

3. I hereby certify that on March 28, 2023

(Insert Date: Must be *on or before* Date Officer Signed Contract/Bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

Michael Hill
(Insert Name of Officer from Line 2)

Chief Revenue Officer
(Insert Title of Officer from Line 2)

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. ATTEST: Michael Strachan

Signature: _____

(Clerk or Secretary) Printed Name: Michael Strachan

AFFIX CORPORATE SEAL HERE

Printed Title: Secretary and General Counsel

Date: March 28, 2023

(Date Must Be *on or after* Date Officer Signed Contract/Bonds)





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: Kofile Technologies, Inc.

Street and No: 6300 Cedar Springs Road

City or Town: Dallas

State: TX Zip Code: 75235

Telephone: 214-351-4800

Social Security or Federal Identification Number: 26-4034328

Certified by State Office of Minority and Women Business Assistance (SOMWBA): Not Applicable

Date of Certification: Not Applicable

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



Authorized Signature

March 29, 2023

Date



ATLANTIC SPECIALTY INSURANCE COMPANY

March 28, 2023

Re: Kofile Technologies, Inc.

This letter is to advise you that Kofile Technologies, Inc. is a valued surety client of Atlantic Specialty Insurance Company, which is one of the main underwriting companies of the Intact Insurance. Kofile remains in good standing and is afforded surety capacity of \$1MM for a single project and \$5MM in the aggregate.

It is our opinion that Kofile is qualified to perform contracts that fall within this range and their normal scope. This letter is not an assumption of liability, nor is it a bid bond or a performance bond. It is issued only as a bonding reference requested from us by our client. Intact's decision to issue surety bonds on behalf of Kofile will be subject to our standard underwriting including but not limited to acceptance of the financial condition of our client, contract terms and conditions, bonds forms and project financing.

Intact Insurance (TSX: IFC) is A+ rated by A.M. Best with a financial size category of XV and is included in The Department of the Treasury's Listing of Certified Companies.

Sincerely,

A handwritten signature in blue ink that reads "Catherine Thompson".

Catherine Thompson, Senior Client Specialist

One State Street Plaza, Floor 31
New York, NY 10004
intactspecialty.com/surety

APPENDIX C. SAMPLE CERTIFICATE OF INSURANCE



Please see below for a Certificate of Insurance of the current coverage and policies.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
11/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

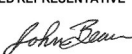
PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: National Fire Insurance Company of Hartford 20478 INSURER B: Continental Insurance Company 35289 INSURER C: Endurance American Specialty Insurance Com 41718 INSURER D: Ascot Specialty Insurance Company 45055 INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** W26659338 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	7011759995	11/08/2022	11/08/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY			7011760001	11/08/2022	11/08/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			7011760032	11/08/2022	11/08/2023	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	7011760029	11/08/2022	11/08/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional/Cyber Security Liab			PRX30001481803	11/08/2022	11/08/2023	See Below See Below

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Named Insured is completed to read:
 Kofile Group Holdings, LP
 Kofile Intermediate Holdings, Inc.
 Kofile Software Parent Holdings, Inc.
 Kofile Technologies, Inc.
 SEE ATTACHED

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

SR ID: 23318541

BATCH: 2739844

AGENCY CUSTOMER ID: _____
 LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Northeast, Inc.		NAMED INSURED Kofile Group Holdings, L.P. 6300 Cedar Springs Road Dallas, TX 75235	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		


ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
 FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Kofile Products, Inc.
 GovOS, Inc.
 MUNIREvs, Inc.
 MUNIREvs, Inc. d/b/a LODGINGREvs
 Bizodo, Inc. d/b/a SeamlessDocs
 Kofile Shared Services, Inc.
 Kofile Management Services, Inc.
 Kofile, Inc.
 Kofile Services, Inc.
 Kofile Software Intermediate Holdings, L.P.

Professional Liability/Technology Services Liability - Each Claim \$5,000,000
 Media Liability - Each Claim \$5,000,000
 Privacy/Network Security & Privacy - Each Claim - \$5,000,000
 Privacy and Network Security Breach Costs \$5,000,000
 Direct Business Interruption Loss \$5,000,000
 Cyber Extortion Threat \$5,000,000
 Contingent Business Interruption Loss \$5,000,000
 Digital Asset Loss \$50,000
 Professional Liability/Technology Services Liability Retro Date: 10/30/2009

INSURER AFFORDING COVERAGE: Ascot Specialty Insurance Company NAIC#: 45055
 POLICY NUMBER: EOXS2210001130-02 EFF DATE: 11/08/2022 EXP DATE: 11/08/2023

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Excess Cyber/Professional	Aggregate	\$5,000,000 

APPENDIX D. SAMPLE IMAGE PROCESSING

The following pages contain examples of the level of image cleanup and zonal enhancements that Kofile is recommending with its solution.

In each example, the first image provides minimal processing, with the second demonstrating the level of service proposed herein.

IMAGING CAPABILITY EXAMPLES

SAMPLE IMAGE NO. 1 - THRESHOLD ONLY

Texas Highway Department
Form 274 8-11-20m

RIGHT-OF-WAY DEED

STATE OF TEXAS }
County of Angelina } KNOW ALL MEN BY THESE PRESENTS:

THAT Eloise M. Ryan, joined pro forma by her husband,
Philip A. Ryan, of Brooksville, Hernando County,
Florida.

~~of the County of XXXXX XXXXXXXXXX, State of Texas,~~ for and in consideration of the sum of
~~(\$1.00) DOLLARS,~~ to them in hand
paid by the State of Texas, acting by and through the State Highway Commission, receipt of which is
hereby acknowledged, have this day sold, and do by these presents grant, bargain, sell and convey unto
the State of Texas, all that certain tract or parcel of land, situated in the County of Angelina,
State of Texas, and being a part of the S. A. Beasley Survey

conveyed by ONAN WILKINSON to ELOISE M. RYAN
by deed dated the 3rd day of AUGUST 1934, and recorded in
Volume 81 Page 342 of Deed Records of Angelina County,
Texas; said tract or parcel of land herein conveyed, being subject to:

(Important Note: If no liens, leases or easements exist, insert the word "None.")

lien(s) held by none
(Name) (Address)
easement(s) held by none
(Name) (Address)
lease(s) held by none
(Name) (Address)

and being more particularly described as follows, to-wit:

P. A. Ryan Tract
S. A. Beasley Survey

Being a strip of land 1205 ft. long and 40 ft. wide, lying adjacent to and to the right
of the centerline of the proposed location of P. M. 327 in Angelina County, said center
line being described as follows:

Beginning at Sta. 0 + 50 on said centerline, which station bears S. 45° 30' W.
50 ft. from the intersection of said center line with the centerline of U.S. Hwy. 69;
Thence S. 45° 30' W. 817.4 ft. to the P. C. of an 18° curve to the left; Thence
around said curve, having a central angle of 27° 05', a distance of 150.4 ft. to the
P. T. of the curve at Sta. 10 + 17.8; Thence S. 18° 25' W. 237.2 ft. to Station
12 + 55 which point lies on the line between the tract herein conveyed and a tract
owned by Jim Bell; Said strip of land containing 1.11 acres of land, more or less.

CONTAINS CONFIDENTIAL PROPRIETARY INFORMATION

CONTAINS CONFIDENTIAL PROPRIETARY INFORMATION

Texas Highway Department
Form 274 3-11-20m

RIGHT-OF-WAY DEED

STATE OF TEXAS }
County of Angelina } KNOW ALL MEN BY THESE PRESENTS:

THAT Eloise M. Ryan, joined pro forma by her husband,
Philip A. Ryan, of Brooksville, Hernando County,
Florida.

~~of the County of Angelina, State of Texas,~~ for and in consideration of the sum of
ONE (\$1.00) DOLLAR to ~~them~~ in hand
paid by the State of Texas, acting by and through the State Highway Commission, receipt of which is
hereby acknowledged, have this day sold, and do by these presents grant, bargain, sell and convey unto
the State of Texas, all that certain tract or parcel of land, situated in the County of Angelina,
State of Texas, and being a part of the E. A. Beasley Survey

conveyed by ONAN WHITEHURST to ELOISE M. RYAN
by deed dated the 3rd day of August 1934, and recorded in
Volume 81 Page 342 of Deed Records of Angelina County,
Texas; said tract or parcel of land herein conveyed, being subject to:

(Important Note: If no liens, leases or easements exist, insert the word "None.")

lien(s) held by none
(Name) (Address)
easement(s) held by none
(Name) (Address)
lease(s) held by none
(Name) (Address)

and being more particularly described as follows, to-wit:

P. A. Ryan Tract
E. A. Beasley Survey

Being a strip of land 1205 ft. long and 40 ft. wide, lying adjacent to and to the right
of the centerline of the proposed location of F. M. 327 in Angelina County, said center
line being described as follows:

Beginning at Sta. 0 + 50 on said centerline, which station bears S. 45° 30' W.
50 ft. from the intersection of said center line with the centerline of U.S. Hwy. 69;
Thence S. 45° 30' W. 817.4 ft. to the P. C. of an 18° curve to the left; Thence
around said curve, having a central angle of 27° 05', a distance of 150.4 ft. to the
P. T. of the curve at Sta. 10 + 17.8; Thence S. 18° 25' W. 237.2 ft. to Station
12 + 55 which point lies on the line between the tract herein conveyed and a tract
owned by Jim Bell; Said strip of land containing 1.11 acres of land, more or less.

SAMPLE IMAGE NO. 2 - THRESHOLD ONLY

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging, unto the said State of Texas and its assigns.

And ~~whereas~~ the said Elloise M. Ryan and Philip A. Ryan do hereby bind ourselves and our ~~heirs~~ heirs, executors, and administrators, to warrant and forever defend all and singular the said premises, unto the said State of Texas, and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof.

And it is further agreed that COUNTY OF TEXAS in consideration of the benefits above set out, will remove from the property above described such fences, buildings and other obstructions as may be found upon said premises.

Witness our hand s, this the 30th day of April, A. D. 19 46.
~~[Signature]~~ Elloise M. Ryan
Philip A. Ryan

~~NOTICE~~ ACKNOWLEDGMENT
THE STATE OF FLORIDA,
County of HERNANDO

Before me, [Notary Name], a notary public in and for said County and State, on this day personally appeared Elloise M. Ryan and Philip A. Ryan, known to me (or proved to me on the oath of [Witness Name], a credible witness) to be the persons whose names they subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this the 30th day of April, 1946.

[Signature]
Notary Public in and for HERNANDO County, FLORIDA, Texas

My Commission Expires June 7, 1949

CONTAINS CONFIDENTIAL PROPRIETARY INFORMATION

CONTAINS CONFIDENTIAL PROPRIETARY INFORMATION

TO HAVE AND TO HOLD the above described premises, together with all and singular the rights and appurtenances thereto in anywise belonging, unto the said State of Texas and its assigns.

And ~~we~~ the said Eloise M. Ryan and Philip A. Ryan do hereby bind ourselves and our heirs, executors, and administrators, to warrant and forever defend all and singular the said premises, unto the said State of Texas, and its assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof.

And it is further agreed that STATE OF TEXAS in consideration of the benefits above set out, will remove from the property above described such fences, buildings and other obstructions as may be found upon said premises.

Witness our hands, this the 30th day of April, A. D. 19 46.
~~_____~~
Eloise M. Ryan
Philip A. Ryan

~~NOTARIAL~~ ACKNOWLEDGMENT

~~FLORIDA~~
THE STATE OF ~~TEXAS~~,
County of HERNANDO

Before me, the undersigned authority, a notary public in and for said County and State, on this day personally appeared Eloise M. Ryan and Philip A. Ryan, known to me ~~as proved to me on the oath of~~ ~~xxx credible witness~~ to be the person~~s~~ whose name~~s~~ are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this the 30th day of April 1946.
John Whitehurst
Notary Public in and for HERNANDO County, ~~TEXAS~~ FLORIDA
AND STATE OF FLORIDA AT LARGE.

My Commission expires June 7, 1949

EXHIBIT B
KOFILE PRICE PROPOSAL

TOWN OF TRURO
COMMONWEALTH OF MASSACHUSETTS
REQUEST FOR PROPOSALS (RFP)
FOR
HISTORIC RECORD PRESERVATION
AND ARCHIVING SERVICES

[TECHNICAL PROPOSAL—RECORDS MANAGEMENT, STORAGE AND ARCHIVES SERVICES, SUBMITTED BY KOFI FILE TECHNOLOGIES, INC.]

PRICE PROPOSAL

DUE: MARCH 31, 2023, 4:00 P.M. ET

SUBMITTED BY KOFI FILE TECHNOLOGIES, INC.

Kofile 

Price Proposal Form

REP/Project Name

Historic Record Preservation and Archiving Services, Town of Truro

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

Michael Hill, Chief Revenue Officer	214-351-4800
Kofile Technologies, Inc.	Phone
6300 Cedar Springs Road	
Dallas, TX 75235	preserve@kofile.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.

Please see the following pages for a breakdown of project costs and associated Pricing Assumptions.

- Phase 1: Review of historic records for preservation and digitization

- Phase 2: Preservation of appropriate historic records digitization where feasible

Exceptions and Conditions

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

Please see herein. Additionally, Kofile would like to discuss a mutual limitation of liability provision in the contract between the parties in an amount agreeable to the Town.

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



 Signature

March 29, 2023

 Date

Michael Hill

 Print Name

Chief Revenue Officer

 Print Title

TOWN OF TRURO, MA
REQUEST FOR PROPOSALS (RFP) FOR HISTORIC RECORD PRESERVATION AND ARCHIVING SERVICES
COST PROPOSAL

RECORDS SERIES TITLE	DATE	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE			
		Pages	Sheet Size		Preservation	Archival Imaging	Archival Microfilm	Line Total
List of Polls & Estate Records	1860	26	22.5x21	Preservation	\$980.00	\$19.50	\$1.30	\$1,000.80
List of Polls & Estate Records	1861	88	19.25x17.75	OPTIONAL: Archival Imaging & Security Backups on 16mm Microfilm	\$1,056.00	\$66.00	\$4.40	\$1,126.40
List of Polls & Estate Records	1862	96	19.25x17.75		\$1,152.00	\$72.00	\$4.80	\$1,228.80
List of Polls & Estate Records	1863	102	19.25x17.75		\$1,224.00	\$76.50	\$5.10	\$1,305.60
List of Polls & Estate Records	1864	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1865	98	19.25x17.75		\$1,176.00	\$73.50	\$4.90	\$1,254.40
List of Polls & Estate Records	1866	96	19.25x17.75		\$1,152.00	\$72.00	\$4.80	\$1,228.80
List of Polls & Estate Records	1867	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1868	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1869	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1870	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1871	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1872	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1873	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1874	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1875	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1876	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1877	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1878	100	19.25x17.75		\$1,200.00	\$75.00	\$5.00	\$1,280.00
List of Polls & Estate Records	1879	96	19.25x17.75		\$1,152.00	\$72.00	\$4.80	\$1,228.80
List of Polls & Estate Records	1880	186	19.25x17.75		\$1,860.00	\$139.50	\$9.30	\$2,008.80
List of Polls & Estate Records	1881	100	19.25x17.75	\$1,000.00	\$75.00	\$5.00	\$1,080.00	
List of Polls & Estate Records	1882	100	19.25x17.75	\$1,000.00	\$75.00	\$5.00	\$1,080.00	
List of Polls & Estate Records	1883	100	18.25x16.5	\$1,000.00	\$75.00	\$5.00	\$1,080.00	
List of Polls & Estate Records	1884	100	18.25x16.5	\$1,000.00	\$75.00	\$5.00	\$1,080.00	
List of Polls & Estate Records	1885	100	18.25x16.5	\$1,000.00	\$75.00	\$5.00	\$1,080.00	
List of Polls & Estate Records	1886	100	18.25x16.5	\$1,000.00	\$75.00	\$5.00	\$1,080.00	
List of Polls & Estate Records	1887	100	18.25x16.5	\$1,000.00	\$75.00	\$5.00	\$1,080.00	

**TOWN OF TRURO, MA—REQUEST FOR PROPOSALS (RFP) FOR HISTORIC RECORD PRESERVATION AND ARCHIVING SERVICES
COST PROPOSAL, *cont'd.***

RECORDS SERIES TITLE	DATE	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE			
		Pages	Sheet Size		Preservation	Archival Imaging	Archival Microfilm	Line Total
List of Polls & Estate Records	1888	100	18.25x16.5	Preservation	\$1,000.00	\$75.00	\$5.00	\$1,080.00
List of Polls & Estate Records	1889	100	18.25x16.5	OPTIONAL: Archival Imaging & Security Backups on 16mm Microfilm	\$1,000.00	\$75.00	\$5.00	\$1,080.00
List of Polls & Estate Records	1890	100	18.25x16.5		\$1,000.00	\$75.00	\$5.00	\$1,080.00
List of Polls & Estate Records	1891	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1892	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1893	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1894	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1895	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1896	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1897	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1898	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1899	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1900	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1901	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1902	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1903	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1904	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1905	130	18.25x15.5		\$1,040.00	\$97.50	\$6.50	\$1,144.00
List of Polls & Estate Records	1906	130	18.25x15.5	\$1,040.00	\$97.50	\$6.50	\$1,144.00	
List of Polls & Estate Records	1907	130	18.25x15.5	\$1,040.00	\$97.50	\$6.50	\$1,144.00	
List of Polls & Estate Records	1908	130	18.25x15.5	\$1,040.00	\$97.50	\$6.50	\$1,144.00	
List of Polls & Estate Records	1909	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1910	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1911	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1912	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1913	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1914	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1915	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	
List of Polls & Estate Records	1916	138	18.25x15.5	\$1,104.00	\$103.50	\$6.90	\$1,214.40	

**TOWN OF TRURO, MA—REQUEST FOR PROPOSALS (RFP) FOR HISTORIC RECORD PRESERVATION AND ARCHIVING SERVICES
COST PROPOSAL, *cont'd.***

RECORDS SERIES TITLE	DATE	DESCRIPTION		LEVEL OF SERVICE	PRICE QUOTE			
		Pages	Sheet Size		Preservation	Archival Imaging	Archival Microfilm	Line Total
List of Polls & Estate Records	1917	138	18.25x15.5	Preservation OPTIONAL: Archival Imaging & Security Backups on 16mm Microfilm	\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1918	138	18.25x15.5		\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1919	138	18.25x15.5		\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1920	138	18.25x15.5		\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1921	138	18.25x15.5		\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1922	138	18.25x15.5		\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1923	134	18.25x15.5		\$1,072.00	\$100.50	\$6.70	\$1,179.20
List of Polls & Estate Records	1924	138	18.25x15.5		\$1,104.00	\$103.50	\$6.90	\$1,214.40
List of Polls & Estate Records	1925	134	18.25x15.5		\$1,072.00	\$100.50	\$6.70	\$1,179.20
List of Polls & Estate Records	1926	136	18.25x15.5		\$1,088.00	\$102.00	\$6.80	\$1,196.80
List of Polls & Estate Records	1927	140	18.25x15.5		\$1,120.00	\$105.00	\$7.00	\$1,232.00
List of Polls & Estate Records	1928	140	18.25x15.5		\$1,120.00	\$105.00	\$7.00	\$1,232.00
SUBTOTALS					\$76,104.00	\$6,136.50	\$409.10	\$82,649.60

PHASE 1: REVIEW OF HISTORIC RECORDS FOR PRESERVATION AND DIGITIZATION	No Charge
PERFORMANCE/CONTRACT BOND ESTIMATED COST (5% PROJECT TOTAL)	(+) \$4,132.48
PROJECT TOTAL <i>(69 vols. & approx. 8,182 pages)</i>	\$86,782.08

All prices are inclusive of charges and expenses outlined in the Solicitation.

Please note that Kofile does not provide hourly rate and anticipate number of hours for each Task, instead pricing is based on a per unit cost which is totaled per item/volume (e.g, per page or image).

In consideration of the nature of fiscal and/or allotted funding, per the discretion of the Town, additional volumes can be selected for service as needed. Total pricing is dependent on the Town Clerk's prioritization of records and requested scope, not to exceed the Project Budget.

PRICING ASSUMPTIONS

- Pricing is all inclusive of required services, including all labor, equipment, supplies, and transport services.
- Pricing is based on a Good Faith Estimate of page and image counts. Billing occurs on actual counts.
- A page is defined as one side of a sheet of paper (which contains two pages). Each page is one image unless it contains multiple record entries (e.g., Deed Record). In those instances, the documents are separated into separate images. Blanks are not imaged, unless otherwise directed by the Town. Amendments and attachments are charged as images.

- If the project is split, then a minimum \$120.00 per roll cost for 16mm microfilm will apply to each order.
- Consecutive years are combined during binding, as appropriate.
- The Town signs off on an inventory prior to commencement of services, and upon acceptance of deliverables.

SCOPE OF WORK DEFINED

Document/Volume Preservation—*Conserve, Treat, Mend & Repair, Deacidify, Encapsulate, & Bind*

- Kofile creates a permanent log (noting condition, pagination, characteristics, and treatments) for each item upon receipt. Items are inspected and control numbered as necessary. A final quality check references this log.
- Surface clean sheets to remove deposits. This includes dust, soot, airborne particulate, sedimentation, insect detritus, or even biological/mineral contaminants. Tools include a microspatula, dusting brush, latex sponge, powdered vinyl eraser, or block eraser.
- Remove non-archival repairs or fasteners, such as residual glues. All tape and previous mends to be removed to the extent possible without causing damage to paper and inks.
- Humidify and flatten as necessary to eliminate the possibility of unnecessary fractures or breaks. Tools to ‘flatten’ include tacking irons, heat presses, and an Ultrasonic Humidification Chamber.
- Mend tears with archival, acid free, and reversible materials. Mending is accomplished with either Japanese tissue and methyl cellulose adhesive, or Filmoplast® R (an acrylic based and heat set tissue).
- Deacidify each side of each sheet after careful testing a commercial solution of magnesium oxide, which neutralizes acidic inks and paper by providing an alkaline reserve. Random testing ensures an 8.5 pH with a deviation of no more than $\pm .5$.
- Encapsulate each sheet in a *Lay Flat Archival Polyester Pocket™*. Each custom envelope is composed of Skylroll SH725® Mylar and includes a patented lay flat design. Dimensions match the “book block” dimensions, with a 1¼” binding margin.
- Bind in custom-fitted *Heritage Recorder*. Each binder is manufactured on a per-book basis and sized to 1/4” incremental capacities. A dedication/treatment report is included in the binder.

Archival Imaging—*Image Capture, Processing, & Enhancements*

- Capture images at a minimum of 300 dpi at 256 gray levels, ensuring the highest quality for poor contrast and legibility. Gray-scale ensures optimum resolution for each page.
- Images accumulate as Group IV bi-tonal images in a standard TIFF format [single or multi-page].
- IMAGE PERFECT, Kofile’s proprietary software, ensures the optimum image quality with custom image clean up and enhancements such as deskew, despeckle, character repair, polarity reversal, and zonal processing.
- Crop excess blank space around image. This may involve manual cropping to insure best quality image.
- Images are named (tagged for the directory file structure) by Book/Volume/Page (or other Town-requested fields).
- Images are grouped (stapled) together to form documents.
- When multiple documents exist on a single page, images are split so that each document is viewable individually.
- If requested, annotations are supported to allow the electronic addition (Book/Volume/Page or Custom) on the digital image to assist in recording keeping.
- Page Validation (automated PG. numbering for validation).
- Each image is certified and sight-checked to ensure there are no missing pages, double feeds, and to account for “A” pages (added to the original).
- The Town receives a MASTER (e.g., CD, DVD, ftp, flash drive) in a medium suitable to the project size.

Archival Microfilm

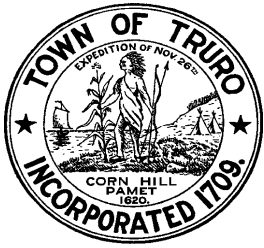
- Archival silver microfilm is produced in 16mm from the newly processed digital images. Microfilm serves as a

security backup for disaster recovery.

- Microfilm is EPM's Life Expectancy (LE) 500 years Imagenix.
- Each box is labeled to identify its contents.

Other Digitization-Related Included Services:

- If requested, Kofile will hold a security copy of all digital images and metadata for safekeeping via a true native cloud. Kofile does not sell, distribute, or grant unauthorized access to Town records.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 12, 2024

ITEM: Review and possible approval of Captain’s Choice Seasonal Entertainment License and Common Victualer License

EXPLANATION: Kristi Wageman, Manager of Captain’s Choice, has submitted an application for a Seasonal Entertainment License and Common Victualer License. The Police Chief has reviewed and approved the entertainment application.

These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve these licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary documents, fees and proof of taxes paid in full for the fiscal year. There were no reported issues with these establishments in 2023.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualer Cooking, Preparing and Serving food	Captain’s Choice

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Manager will not have permission to have entertainment or serve food at the Captain's Choice establishment.

SUGGESTED ACTION: *Motion to approve the 2024 Seasonal Entertainment License for Captain’s Choice, Sundays with a start time of 3:00pm and an end time of 5:00pm.
Motion to approve the 2024 Common Victualer license for Captain’s Choice.*

ATTACHMENTS:

1. Application for Entertainment License-Captain's Choice
2. Application for Common Victualer license -Captain’s Choice



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

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

RCVD 2024 FEB 28 AM 11:00
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for an Entertainment License

- Annual
- Weekday
- Saturday
- *Sunday
- Seasonal
- Seven-Day

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

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

BUSINESS/ORGANIZATION INFORMATION

Kristi Wageman Captain's Choice
 Name of Applicant Business/Organization Name
Box 678 N. Truro MA 02652
 Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
 If yes proof of Non-profit status **must** accompany this application

Kristi Wageman
 Contact Person Phone Number

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address
 Phone Number Email Address

EVENT INFORMATION

May - Sept 2024 Sundays Summer music
 Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

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

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

John White 508 5094181
 Property Owner Name and Address Phone number

Seating Capacity: 40 Occupancy Number: 84

Approximate number of people attending _____

 Name of Caterer (if applicable)
 Truro Application for Entertainment License

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

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No

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

Will there be Police Traffic Control? Yes No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) 2-4 guitar, bass, keys, drums
Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

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

Applicant's Signature

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

Kristi A Wayne
Signature

1.30.24
Date

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

Office Use Only

APPROVAL

License No _____

Select Board Chair _____ Meeting Date _____

Police Department Jamie Calise Date February 20, 2024

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

THE COMMONWEALTH OF MASSACHUSETTS
OF



State Fee, \$ _____
Municipal Fee, \$ _____

LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Captain's Choice in or on the property at No. 4 Highland Rd N Truro, MA 02652 (address)

The Licensee or Authorized representative, Kristi Wageman in

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

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
2024	3-5	live music May - Sept

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

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

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

Do not write in this box

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

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

Number: 2024-070

Fee: \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Permit To Operate A Food Establishment

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

Robert & Kristi Wageman, mgrs., d/b/a Captain's Choice

Whose place of business is **4 Highland Rd**

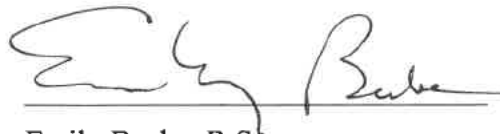
Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2024**

Date Issued: **2/22/2024**

Seating: **16 inside/24 outside**



Emily Beebe, R.S.

Truro Board of Health Agent



Town of Truro Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508
Email: lbudnick@truro-ma.gov or nrichey@truro-ma.gov

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Captain's Choice

New Renewal/No Changes (Skip to Section 3)

Section 1 – License Type

Type of License: Food Service Common Victualer (\$50)

Type of Food Service Establishment:

- Food Service (restaurant or take out)/ \$75
- Retail Food (commercially prepared foods)/\$15
- Residential Kitchen \$25
- Bed & Breakfast w/Continental Breakfast
- Catering/ \$50
- Manufacturer of Ice Cream/Frozen Dessert / \$10
- Bakery \$10

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ Email Address: _____

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 16 Outside: 24 Number of Employees: 15

Length of Permit: Annual Seasonal Operation

Hours of Operation: 3 PM To 10 PM

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 4,1,24 To 10,31,24

Person Directly Responsible for Daily Operations: (Owner, Person in Charge, Supervisor, Manager)

Name: Kristi Wageman Email Address _____

Mailing Address: Po Box 1072 N Truro _____

Phone No _____ 24 Hour Emergency: _____

com

Certified Food Manager(s) (attach copy): (at least 1 full-time equivalent PER SHIFT required)

Robert Wageman

Allergen Awareness Certification (attach copy):

Kristi Wageman

Has your menu changed from last year? Yes No

If yes please attach copy of menu or provide description of food to be prepared and sold:

Section 4 - Attestation

Attestation

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant: Kristi A Wayne Date: 1.30.24

Application Checklist:

- Food Service Permit Application
- Smoke Detector/Fire Protection Certification
- Workers Compensation Affidavit/Certificate of Insurance
- Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- Copy of Service report of mechanical washing equipment (Dishwasher)
- Copy of ServSafe Certification and Allergy Awareness
- Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

FOR HEALTH DEPARTMENT USE ONLY	
Comments: _____	
Review by _____	Date _____



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

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

Applicant Information

Please Print Legibly

Business/Organization Name: Captain's Choice

Address: 4 Highland Rd.

City/State/Zip: N. Truro MA 02152 Phone #: _____

Are you an employer? Check the appropriate box:

- 1. I am an employer with 15 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: Norfolk + Dedham Mutual Fire

Insurer's Address: 222 Ames St.

City/State/Zip: Dedham MA 02026

Policy # or Self-ins. Lic. #: _____ Expiration Date: 5.21.24

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

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

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

Signature: Kristina Wax Date: 1.30.24

Phone #: _____

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

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
02/12/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Benson Young & Downs Ins 56 Howland Street PO Box 559 Provincetown MA 02657-0559	CONTACT NAME: Carl Goveia	FAX (A/C, No.): (508) 487-4135	
	PHONE (A/C, No., Ext): (508) 487-0500	E-MAIL ADDRESS: certdesk@byandd.com	
INSURED Captain's Choice Inc 18 Old Colony Way Orleans MA 02653-	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Mount Vernon Fire Insurance Company		26522
	INSURER B: Norfolk & Dedham Mutual		23965
	INSURER C:		
	INSURER D:		
INSURER E:			
INSURER F:			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				06/01/2023	06/01/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A		05/21/2023	05/21/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	LIQUOR LIABILITY				04/06/2023	04/06/2024	PER PERSON 1,000,000 PER ACCIDENT 1,000,000 AGGREGATE 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEASONAL TAKE-OUT RESTAURANT LOCATED 4 HIGHLAND RD, UNIT D, NORTH TRURO MA 02652;

CERTIFICATE HOLDER CANCELLATION AI 045639

Town of Truro Licensing Department PO Box 2030 Truro MA 02666-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Carl R. Goveia</i>

Fax: (508)349-5505

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FIRE EQUIPMENT
INCORPORATED

HEALTH DEPARTMENT
TOWN OF TRURO

MAR 27 2023

RECEIVED BY:

Kitchen Suppression System Inspection Certificate

For

Captains Choice
4 Highland Road
North Truro, MA 02652

Tested to NFPA Standards

This inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.

Inspection Date:

3/22/2023

Inspector Name: James Spinosa - T6

Title: Service Technician



FIRE EQUIPMENT INCORPORATED

Kitchen Suppression System Inspection Certificate

Property: Captains Choice	Street: 4 Highland Road	City/State/Zip: North Truro, MA 02652
Frequency: Annual	Inspector Name: James Spinosa - T6	Date: 3/22/2023
Installed Product: <u>K 00079008</u>	Product: Kitchen Suppression System	Equipment Location: Kitchen

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	6 burn, griddle, 1r char, fry, fry, fry
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	Yes
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Both
Nozzles	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	N/A
Flexible discharge hoses? Date: Part#: Size: :	N/A
Portable Fire Extinguishers	
Are fire extinguishers provided?	N/A
Mechanical Detection Line	
Function tested	Yes



FIRE EQUIPMENT INCORPORATED

Quantity of 165° F Links Changed	
Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	
Quantity of 450° F Links Changed	
Quantity of 500° F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test Are 6-year tests recorded?	
12-Year Tests Are 12-year tests recorded?	



FIRE EQUIPMENT

I N C O R P O R A T E D

FIRE SUPPRESSION CYLINDER RECORD

Kitchen Manufacturer	Model	Hydro	Number of Tanks	Location



FIRE EQUIPMENT INCORPORATED

Other Parts	DOT	OSHA	PWM 90
BL Series Vinyl	Type		
RP Series Plastic	Types		

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE -

Recommendations -

Comments -

Signature:

James Adams

Date:

Mar 22, 2023



FIRE EQUIPMENT INCORPORATED

TOTAL # OF EXTINGUISHERS – 3

EXTINGUISHERS DUE SERVICE NEXT YEAR –

New Equipment -

DRY CHEM 2.5 ABC		DRY CHEM 5 ABC		DRY CHEM 10 ABC		DRY CHEM 20 ABC	
DRY CHEM 10 BC		DRY CHEM 20 BC		DRY CHEM 10 PK		DRY CHEM 20 PK	
CO2 5lb		CO2 10lb		CO2 15.5lb		CO2 20lb	
Pressurized Water		K Class		Halotron 2.5lb		Halotron 5lb	
Halotron 11lb		Halotron 15lb		Emergency Lights		Exit Lights	
Other							

Inspection/Recertification –

DryChem	2	KClass	1	Pressurized Water		Halotron	
CO2		Conductivity Test		Wheeled Unit		Emergency Light	
Exit Light		Other Insp					

Recharges –

Dry Chem 2 1/2 lb		Dry Chem 5 lb		Dry Chem 10lb		Dry Chem 20lb	
CO2 5 lb		CO2 10 lb		CO2 15 lb		CO2 20 lb	
Pressurized Water		K Class .61		2,5G		Halotron 2.5 lb	
Halotron 5 lb		Halotron 11 lb		Halotron 15.5 Lb		Conductivity Tests	

Service –

6 YR Maintenance Halotron		Hydrotest Dry Chem	
6 YR Maintenance Other		Hydrotest Other	

Parts –

Service Collar		ORing		Check Stem		Pull Pin	
Vehicle Bracket		Heavy Duty Bracket		Batteries		Battery Disposal	
Wall Hook		M1 - 5lb		M2 -10lb		20lb	
Bulbs		Replacement Cover		Gauge		FEC Cover	



FIRE EQUIPMENT INCORPORATED

Other Parts	DOT	OSHA	PWM 90
BL Series Vinyl	Type		
RP Series Plastic	Types		

FIRE EXTINGUISHERS ARE IN COMPLIANCE WITH NFPA 10 CODE -

Recommendations -

Comments -

Signature:

[Signature]

Date:

Mar 22, 2023

Business Name: Captain's Choice
 Address: 4 Highland Rd
 City & State: North Truro, MA
 Business Phone: _____

Tech Name: Leslie Ostapchuk
 Signature: Leslie Ostapchuk
 Date: Oct 24 2022
 MA C of C# 1095 Exp: 7-31-25

Comments

1. Are filters clean:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
2. Is grease load <2000 microns		
a) horizontal	<input type="radio"/> Yes <input type="radio"/> No	HEALTH DEPARTMENT TOWN
b) vertical	<input checked="" type="radio"/> Yes <input type="radio"/> No	
c) hood	<input checked="" type="radio"/> Yes <input type="radio"/> No	FEB 23 2023
3. Is the grease load in the fan <3175 microns?	<input checked="" type="radio"/> Yes <input type="radio"/> No	RECEIVED
4. Last service cleaning date		___/___/___ Co Name _____
5. Is on-site exhaust system posted and accurate?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
6. Cleaned and inspected entire system as specified on on-sited diagram?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
7. Has Certificate of Performance been dated and placed on hood?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Sticker # <u>264</u>
8. Are filters in place and intact?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
9. Do fans operate?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
10. Were exhaust fans cleaned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
11. Have exhaust fan belts and pulleys been inspected and in good working order?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
12. Were grease cups cleaned?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
13. The system appears to be liquid tight?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
14. Has horizontal duct(s) been cleaned or inspected?	<input type="radio"/> Yes <input type="radio"/> No	<u>N/A</u>
15. Has vertical duct(s) been cleaned or inspected?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
16. Are sufficient access panels provided?	<input type="radio"/> Yes <input type="radio"/> No	
17. Does access panel(s) have proper signage?	<input type="radio"/> Yes <input type="radio"/> No	
18. Are all areas of exhaust system accessible?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
19. Is hood and exhaust system free of obstruction?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
20. Cleaning complied with NFPA 96	<input checked="" type="radio"/> Yes <input type="radio"/> No	
21. Type of cooking system (circle all that apply)	<input checked="" type="radio"/> Solid Fuel <input type="radio"/> Wok <input type="radio"/> Charbroil <input type="radio"/> Other: _____	

Owner/Rep Name _____

Date _____

Owner/Rep Signature _____

ServSafe
National Restaurant Association

HEALTH DEPARTMENT
TOWN OF TRURO

APR 05 2021

RECEIVED BY:

ServSafe® CERTIFICATION

Robert Wageman

for successfully completing the standards set forth for the ServSafe Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI) Conference for Food Protection (CFP).

3/17/2021

DATE OF EXPIRATION
Local laws apply. Check with your local health department for recertification requirements.



#0065

3/17/2028

DATE OF EXPIRATION
Check with your local health department for recertification requirements.

HEALTH DEPARTMENT
TOWN OF TRURO
FEB 23 2023
RECEIVED BY:

Association Solutions

In accordance with...

The ServSafe logo are trademarks of the NRAEF, National Restaurant Association® and the arc design

Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org

CERTIFICATE

of

COMPLETION

Kristi Wageman

has successfully completed the required Allergen Awareness program for

Allergen Awareness Certification

Date Completed:	2024-2-6	Valid through:	2027-2-6
Certificate Number:	3306228	Course Reference:	FH



The Always Food Safe Company
899 Montreal Circle, St. Paul, 55102
www.alwaysfoodsafecompany.com



Nick Eastwood
President
The Always Food Safe Company

A handwritten signature in black ink, appearing to read 'Nick Eastwood'.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 113 or 126 Fax: 508-349-5505

TAX STATUS REQUEST FOR LICENSING

Date 2/15/2024

HEALTH DEPARTMENT
TOWN OF TRURO
FEB 15 2024
RECEIVED

Request is coming from the Selectmen's Office _____ Health Office X

Owner's Name:

Business Name: Captains Choice

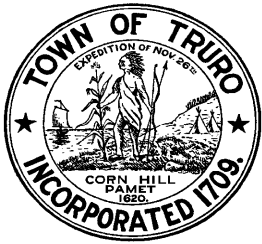
Residential Address: 4 Highland Rd

Map and Parcel: 36-93

Please verify whether the Real Estate and Personal Property taxes on this property are up to date for the current fiscal year.

O. Reynolds
Tax Collector's Signature

02/15/2024
Date



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: March 12, 2024

ITEM: Review and possible approval of Captain's Choice Seasonal Entertainment License

EXPLANATION: Kristi Wageman, Manager of Captain's Choice, has submitted an application for a Seasonal Entertainment License. The Police Chief has reviewed and approved the application.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Manager will not have permission to have entertainment at the Captain's Choice establishment.

SUGGESTED ACTION: *Motion to approve the 2024 Seasonal Entertainment License for Captain's Choice, Sundays with a start time of 3:00pm and an end time of 5:00pm.*

ATTACHMENTS:

1. Application for Entertainment License-Captain's Choice

December 12, 2023, 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 (joined remotely)

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Fire Chief Tim Collins; DPW Director Jarrod Cabral; Health & Conservation Agent Emily Beebe; Harbormaster & Shellfish Warden Tony Jackett; Town Clerk Elisabeth Verde; Jack Riemer (Truro Voter); Jon Slater (Truro Voter); Michael Forgione (Truro Voter); Chris Lucy (Truro Voter); Dan Smith (Applicant); Cassie Boyd Marsh (Applicant); Matthew Porter (Attorney for Route 6A LLC); Vishal Shukla (Owner of Route 6A LLC) Harsh Patel (Applicant); Tim Hickey (Truro Voter and Chair of the Truro Republican Town Committee); Janice Johnson (Truro Voter); Joan Holt (Truro Voter); Steven Garvan (Truro Voter); Heather Harper (Truro Voter); Alex Nelson (Network Coordinator of Outer Cape Community Solutions)

Chair Reed called the meeting to order at 5:00 pm and read the information for the public to access the meeting on Channel 8 and participate. Chair Reed introduced the Members and Town staff present.

PUBLIC COMMENT

Prior to recognizing any individual for public comment, Chair Reed read aloud the ground rules regarding public comment.

Chair Reed recognized the following individuals who made public comments: Mr. Riemer, Mr. Slater, Mr. Forgione, and Mr. Lucy.

PUBLIC HEARINGS

A. Continuance of Public Hearing for the Tidal Two-Acre Aquaculture Grant Renewal-Dan Smith-Off of Beach Point Landing (Continued from November 28, 2023)

Chair Reed read aloud the public hearing notice and opened the hearing at 5:16 pm.

Mr. Smith provided information related to the application. Members and Mr. Smith discussed the following highlighted topics: the impact of predators, total number of oysters harvested, any changes to the ecosystem, and the preservation of the 2-acre grant site through the use of floating gear and buoys to prevent impacts on floating cages.

Members expressed unanimous support for Mr. Smith's application.

Chair Reed asked if any member of the public wanted to comment and there were none.

Member Rein made a motion to close the public hearing on this matter.

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.

Member Rein made a motion to renew the two-acre tidal grant license to Dan Smith located off of Beach Point Landing for a term of five (5) years ending December 12, 2028.

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.

B. Public Hearing for Truro’s FY24 Regional CDBG Application

Chair Reed read aloud the public hearing notice and opened the hearing.

Ms. Boyd Marsh provided information regarding the application. Members and Ms. Boyd Marsh discussed the following highlighted topics: Truro’s opportunity to apply for a \$1.375M for the FY24 funding cycle and Truro’s record of applying as a regional grant applicant (along with Provincetown, Eastham, and Harwich).

Chair Reed asked if any member of the public wanted to comment and there were none.

Member Rein made a motion to close the public hearing on this matter.

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.

Vice Chair Areson made a motion to submit an FY24 CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or Designee to sign the grant application and associated forms.

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.

Vice Chair Areson made a motion to allocate \$50,000 from CDBG Miscellaneous Income to use as a contingency for the FY24 Housing Rehabilitation Program.

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.

C. Public Hearing for Transfer and Pledge of Liquor License and Inventory: Applicant Route 6A LLC, dba Fuller’s Package Store, Harsh Patel from Licensee 2 D’s Transport, Inc. dba Fuller’s Package Store, Federick Dunn

Chair Reed read aloud the public hearing notice and opened the hearing at 5:37 pm.

Attorney Porter provided information regarding the application. Members and Attorney Porter discussed the following highlighted topic: reconfirmation from Mr. Porter that there have been no issues with the individuals associated with this transaction either at the state or local level.

Chair Reed asked if any member of the public wanted to comment and there were none.

Member Rein made a motion to close the public hearing on this matter.

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.

Member Dundas made a motion to approve the application to transfer the seasonal retail package store all alcohol liquor license, approve the Pledge of License and Pledge of Inventory from licensee 2D’s Transport, Inc., dba Fuller’s Package Store, Frederick W. Dunn, Owner, Manager to proposed transferee Route 6A LLC, dba Fuller’s Package Store, Harsh Patel, Manager.

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.

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Board of Registrars: (2) Republican Seats

Chair Reed provided background on this topic and read aloud her comments regarding this matter.

Chair Reed then asked Mr. Hickey and Ms. Johnson to come forward and explain specifics regarding the process for the Republican nominees under consideration for appointment to the Board of Registrars. Chair Reed stated that Town Counsel had expressed concerns that 4 married couples were being considered and it may be a violation of the Open Meeting Law. Mr. Hickey commented that he had only been given three days' notice about this meeting and suggested that the interviews and appointments be postponed.

Members expressed their opinions regarding the appointment of a married couple to the Board of Registrars and whether the two previous temporary appointees, Heather Harper and Julie Cataldo, should be temporarily reappointed to the Board of Registrars until the interviews and appointments occur prior to the upcoming meeting of the Board of Registrars on January 9, 2024.

Mr. Hickey noted that the Members did not have to appoint a married couple but that the Members could interview each spouse.

Chair Reed then recognized the following individuals who commented on this topic: Mr. Riemer, Mr. Lucy, Town Clerk Verde, Ms. Holt, Mr. Forgione, and Mr. Hickey.

Chair Reed noted that there appeared to be consensus from the Members and Mr. Hickey to postpone the interviews and the appointments of Republicans to the Board of Registrars this evening.

Vice Chair Areson made a motion to reappoint Heather Harper and Julie Cataldo to the Board of Registrars for a 28-day period expiring on January 9, 2024.

Member Weinstein seconded the motion.

DISCUSSION: Chair Reed recognized Mr. Garvan who noted that Ms. Cataldo had not consented to be reappointed. Town Clerk Verde came forward and confirmed that Ms. Cataldo was agreeable to her reappointment to the Board of Registrars. Ms. Harper then came forward and stated that she was happy to continue to serve. Chair Reed recognized Mr. Hickey who objected to what had just occurred as he suggested that it had been pre-arranged without his knowledge. Member Rein stated her objection to what Mr. Hickey had stated about what had just occurred.

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.

Chair Reed made a motion to direct the Town Manager and Town Clerk to notify the Republican Committee Chair that he has 45 days; however, it is the desire of the Select Board to hold and interview at our next meeting, after the New Year, within 28 days and to provide 6 viable nominees who do not present conflict of interest, or the perception of an Open Meeting Law violation, and are in compliance with all regulatory requirements of the Town of Truro.

Vice Chair Areson 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 ACTION

A. Presentation, Discussion and Approval of Outer Cape Opioid Programming Proposal
Presenters: Emily Beebe, Health & Conservation Agent and Alex Nelson, Network Coordinator of Outer Cape Community Solutions

Health & Conservation Agent Beebe commented that there would be several recommended and amended (slightly changed after the Members’ packets were published) motions for the Members to consider following the presentation.

Ms. Nelson presented and provided information on this topic with input from Health & Conservation Agent Beebe. Ms. Nelson also briefed the recommended areas of focus (harm reduction, treatment, recovery, and prevention) as well as the FY2024 proposal.

Members, Health & Conservation Agent Beebe, and Ms. Nelson discussed the following highlighted topics: the lack of state recommended outreach opportunities, involvement of the Truro Police Department when an individual is arrested and charged with a drug (opioid) violation and the access to available resources and outreach to assist the individual such as the Navigator Program, the cost sharing of the program among the four Outer Cape towns, the necessary connection between Nauset Regional High School and Nauset Middle School as a component to address this serious issue in regards to adolescents, a future introduction of a curriculum program, provided by Sharing Kindness through a Hope Squad model, to train student leaders who are voted on by their peers to serve as liaisons and support individuals (the program currently offers grief support at the Truro Central School).

Vice Chair Areson made a motion to accept the 2024 spending proposal from the Outer Cape Opioid Working Group.

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.

Vice Chair Areson made a motion to direct the Town Manager to collaborate with counterparts in Provincetown, Wellfleet, and Eastham to develop a Memorandum of Agreement that allows for pooling of resources and shared programming oversight and implementation.

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.

B. Discussion and Possible Approval of 2024 Increases in Seasonal and Annual Alcohol License Fees
Presenter: Darrin Tangeman, Town Manager

Prior to the presentation, Chair Reed suggested that the Members consider a motion to schedule a public hearing on this matter. Town Manager Tangeman noted that the fees had not been updated since 2004 and that this would be represented at the Select Board meeting on January 9, 2024.

Vice Chair Areson made a motion to schedule a public hearing on January 9, 2024, to set 2024 Alcohol License Fees.

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.

C. Vote to Craft a Select Board Statement Regarding the Special Town Meeting
Presenter: Darrin Tangeman, Town Manager

Chair Reed commented that she and Vice Chair Areson had prepared their own statements for the Members' consideration and approval.

Chair Reed asked Members for comments on which statement he or she preferred, or a merged statement of Chair Reed's and Vice Chair Areson's statements, or any Member's proposed statement for the Select Board's approval. Member Weinstein read aloud his proposed statement and the Members either read aloud their own version of a proposed statement or commented on the proposed statements.

Chair Reed made a motion to approve the statement submitted by Vice Chair Areson with the one edit change made by Chair Reed.

Vice Chair Areson 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.

STAFF/COMMITTEE UPDATES

A. Town Manager Update on Cloverleaf Community Housing Project

Town Manager Tangeman provided an update to the Members and noted that the project's developer, Ted Malone, was not present at tonight's meeting. Town Manager Tangeman highlighted the following topics: the project addresses the established need for affordable rental housing, the project brings the Town closer to the Subsidized Housing Inventory (SHI) goal, provides workers for the community through affordable housing, the project faces a multi-million dollar deficit, delay in the project and cost implications, the pursuit of passive house design that requires more time and planning, the increase in interest rates, next steps to include the addition of Delphi Construction (a general contractor) to the project and new design team members, and the Town staff has engaged with state legislators to schedule a meeting within the next week to discuss as to how the Commonwealth of Massachusetts may assist.

Members had no comments or questions after the presentation.

TABLED ITEMS

None

CONSENT AGENDA

A. Review/Approve and Authorize Signature: None

B. Review and Approve Appointment Renewals: Betty Gallo, Truro's Member Representative to the Barnstable County HOME Consortium Advisory Council

C. Review and Approve 2024 Annual Business Licenses: The Gingerbread House (Lodging License)

D. Review and Approve Select Board Minutes: August 22, 2023

Chair Reed made a motion to approve the Consent Agenda as printed in the packet.

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 REPORT/COMMENTS

Member Rein said that she had attended the recent Beach Commission meeting where paddle craft racks were further discussed. This topic will eventually come to the Select Board to discuss and approve the fee structure. Member Rein reported that she had also attended the recent Commission on Disabilities meeting where they discussed the coordination with Town staff to develop an Outreach Survey that is part of the Select Board's goals and objectives. The discussion also included overlapping services provided to seniors through the Council of Aging which could also be provided to others with disabilities. Member Rein also noted the addition of over 100 tiles to Puma Park provided by the students at Truro Central School. Member Rein wished everyone Happy Holidays.

Member Weinstein provided an update on the dredging project at the Pamet Harbor following a discussion that he had with Harbormaster and Shellfish Warden Jackett. Member Weinstein thanked Assistant Town Manager Clark for her ongoing efforts on the dredging project. Member Weinstein discouraged those who litter on both sides of North Pamet Road with beer cans. Member Weinstein wished the Members and the residents Happy Holidays.

Member Dundas said that he has been down to the jetty and shared the same views as Member Weinstein on the dredging project at Pamet Harbor. Member Dundas commented on security training for the Town staff and the great work of IT Director David Wennerberg to prevent threats to the technology infrastructure. Member Dundas wished everyone Happy Holidays.

Vice Chair Areson reminded everyone about the Budget Task Force meeting this Friday morning at 8:30 am.

Note: Chair Reed recognized Mr. Forgione who stated that the Budget Task Force meetings were not posted on the Town website. Assistant Town Manager Clark commented that the preliminary draft budget would be sent out on Friday to Budget Task Force to meet the required deadline but that she did not believe that there was a meeting that would be held on Friday. If a meeting did need to be held, the meeting could still be posted in compliance with the Open Meeting Law. Chair Reed thanked Mr. Forgione as she not aware of this information and noted that this was not an agenda item but encouraged Town Manager Tangeman and Finance Director Alex Lessin to consider not having the Budget Task Force meeting on Friday and schedule it for January. Town Manager Tangeman and Assistant Town Manager Clark confirmed that the Budget Task Force meeting would not be held this Friday.

Vice Chair Areson stated that she had attended the recent School Committee meeting and DPW Director Cabral provided an update on the HVAC system project that was on agenda for the Special Town Meeting and that project will be delayed until the summer of 2025 resulting in a projected increase of 10%. This project will be removed from the Special Town Meeting warrant article and resubmitted for the Annual Town Meeting. The school administration and the Town of Provincetown have negotiated a 5-year tuition agreement (through 2028) with Nauset. There will be an increase of 11% for the first year of this agreement resulting in a cost per Truro student of approximately \$20,000 to \$23,000 and there will be 62 students next year. The increase will then be 3% each year for the next two years and they will meet again to discuss the rate increase for the final two years of the agreement. Truro Central School

also received a grant for a literacy program. The \$6,400 grant will start in 2024 and the literacy program will be available to students in grades K-5. The Board of Health has a deadline of December 31, 2023, for the cesspool upgrade deadline and Health & Conservation Agent Beebe will provide an update at the next Board of Health meeting on Tuesday. Vice Chair Areson wished everyone Happy Holidays.

Chair Reed noted that due to the length of the meeting she had nothing to report but she thanked the Members and the community members for their contributions to the Town. Chair Reed wished everyone Happy Holidays.

TOWN MANAGER REPORT

Town Manager Tangeman announced the closures of the Town Hall on December 22, 2023, December 25, 2023, December 29, 2023, and January 1, 2024. Town Hall will also be closed at 12 pm, on December 21, 2023, for staff training. Town Manager Tangeman thanked the DPW for putting up lights in Truro and wished everyone Happy Holidays.

Town Manager Tangeman reviewed the agenda for the upcoming meeting on January 9, 2024.

Member Weinstein made a motion to adjourn at 8:04 pm.

Member Dundas seconded the motion.

By unanimous consent, the meeting was adjourned.

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
Renewal Aquaculture Hearing Notice
Smith Shellfish License Renewal Application, Current Aquaculture License and 2022 Annual Report
Propagation Permit
Aquaculture Regulations
Memorandum from Cassie Boyd Marsh and Public Hearing Advertisement
Public Hearing Notice
Police Chief Memorandum
ABCC Redacted Application
Fuller's Package Store Alcohol License
List of Republican Candidates for the Board of Registrars
MGL Chapter 51, Sections 15, 17 and 18
Select Board Appointment Policy #13
PowerPoint from OCCS
Proposed Alcohol License Fees
Ver. 1: Statement from the Select Board (Draft)
Ver. 2: Statement from the Select Board (Draft)
Letter from Barnstable County regarding the HOME Consortium Advisory Council and Advisory Council
Information Sheet
Renewal Application for 2024: Gingerbread House – Loding License

January 16, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent: Kristen Reed-Chair

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Jamie Calise-Police Chief, Trudi Brazil-Town Accountant, Emily Beebe-Health and Conservation Agent, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, and Michael Forgione (Truro Voter).

Vice Chair Areson called the meeting to order at 8:30 am and announced that Chair Reed was ill but may join the meeting virtually.

Vice Chair Areson recognized Finance Committee Chair Panessiti who announced that he and Member Fee were the only members of the Finance Committee.

Vice Chair Areson introduced the Members and Town staff present.

Vice Chair Areson recognized Finance Director Lessin who announced the schedule had changed and the fire department budget will be briefed at another time.

Police Department

Chief Calise reviewed the police department's FY2025 budget narrative and provided a summary of the budget as well as a status update. Chief Calise highlighted the following topics: training costs, operational day-to-day costs, body camera program (funded by a grant from the Commonwealth of Massachusetts), department staffing (fully staffed as the final vacancy for an officer was recently conditionally accepted), capital planning (completed dispatch center), and the use of a police vehicle for details.

Chief Calise, the Members, and Finance Committee Chair Panessiti discussed the following topics: union-negotiated salaries and wages (7.1% increase from FY2024 to FY2025), projected contractual raises, overtime costs (current and project), female officer recruitment, mutual aid with neighboring towns, the legal duties of police agencies, police officer recertification, and incentive pay based upon the level of education for a police officer.

Town Manager Tangeman asked Chief Calise to talk about the significant increase in public records requests, over the last year, unrelated to any election issue. Chief Calise noted that a significant increase in public records requests started in 2022 and these requests included media organizations. Town Manager Tangeman commented that processing public records requests absorbs dedicated time from the Town staff and costs approximately \$75,000 annually that is non-reimbursable to the Town.

Vice Chair Areson recognized Mr. Forgione who commented on the significant impact of public records requests and suggested that public records requests be added as a line item moving forward.

Mr. Forgione asked for additional information in regard to reimbursement for grants which increased from \$16,000 to \$60,000. Chief Calise responded that there are 9-1-1 state grant reimbursements for dispatchers and this was a yearly amount that was built into the budget.

Member Weinstein asked Chief Calise to comment on the additional total cost of \$5,000 for police resources around the scheduled and the postponement of Town Meeting and Chief Calise noted that it was a total of \$5,200.

Finance Committee Chair Panessiti noted the impact of significant public records requests impacted on employee productivity and removed that employee from his/her primary duties. Finance Committee Chair Panessiti concluded that if individuals were more open to attending Town meetings many of these public records requests would be reduced.

Town Accountant Brazil commented on the funding in the event that a grant is awarded.

Vice Chair Areson thanked Chief Calise and then welcomed Health and Conservation Agent Beebe.

Health and Conservation

Health and Conservation Agent Beebe reviewed the FY2025 budget narrative highlights to include: water resources and the water resources consultant to the Town, new funding through the CIP that will advance the water resources management planning process with the Town of Provincetown in accordance with the Inter-Municipal Water Agreement, the operating budget includes the water resources consultant and water testing, the near completion of developing the Comprehensive Waste Water Management Plan, a hydrogeologic study for the Pond Village neighborhood, salaries and wages, a significant budget increase for the Community Navigator Program, the "Winter Wednesdays" program, youth and teenager programming during the winter months, alignment and compliance with the Select Board's Goals and Objectives, staffing changes to include the recommended addition of a Climate Action Committee coordinator (details such as a job description and a funding source need to be determined), the Coastal Zone Management (CZM) and Coastal Resiliency Grants, further collaboration with the Center for Coastal Studies, a vaccination clinic in Truro that will be accessible to residents of Provincetown and Wellfleet, digitization and technology, and the revenue generation from permitting programs and alignment of fees with neighboring towns.

Vice Chair Areson noted the excellent work that Health and Conservation Agent Beebe and her team has done in the area of shared services which benefits the entire Outer Cape.

There were no questions from the Members or the members of the Finance Committee prior to the review of the budget line items.

Finance Director Lessin noted that the line items which were amended during the budgeting process, on this budget and others, were highlighted on the budget line items document for each department.

Health and Conservation Agent Beebe thanked the Finance Department for their help and assistance during this budgeting process.

Town Manager Tangeman commented that all personnel requests will be discussed in more detail at a future meeting. Town Manager Tangeman noted that the Finance Department had done a great job in the preparation of each department budget narrative.

Vice Chair Areson recognized Member Weinstein who commented on the culvert replacement that services East Harbor and Pilgrim Lake and he asked about the monitoring of water quality in East Harbor. Health and Conservation Agent Beebe noted that it was an impaired body of water and that the National Seashore kept the Town and the Cape Cod Commission updated on water quality. Health and Conservation Agent Beebe also said that there had been no progress from the state on its responsibilities in regard to this matter as the state had only completed cosmetic work. Member Weinstein expressed his dismay as to the state's incomplete work.

Finance Director Lessin announced that next week's scheduled budget reviews on Tuesday, January 23, 2024, at 8:30 am included the Building Inspection Department and the Community Services Department. If there are others, those will be posted with the agenda in the next day or two.

Member Rein made a motion to adjourn the meeting at 9:52 am.

Member Weinstein seconded the motion.

ROLL CALL VOTE

Member Weinstein – Aye

Member Rein – Aye

Member Dundas – No vote

Vice Chair Areson – Aye

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



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 Attachment

Legal Notice

January 23, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent: Kristen Reed-Chair, Robert Weinstein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Damion Clements-Director of Community Services, Austin Smith-Deputy Director, Recreation and Beach, Michelle Peterson-Deputy Director, Council on Aging, Susan Girard-Irwin-Member, Council on Aging, Rich Stevens-Building Commissioner, Barbara Carboni-Town Planner/Land Use Counsel, Trudi Brazil-Town Accountant, Stephanie Costigan-Superintendent, Truro Central School, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, Lori Meads-Finance Committee Member, Michael Forgione (Truro Voter), Anne Greenbaum (Truro Voter)

Vice Chair Areson called the meeting to order at 8:30 am.

Vice Chair Areson recognized Finance Committee Chair Panessiti who announced that he and Member Fee were the only members of the Finance Committee.

Vice Chair Areson introduced the Members and Town staff present.

Vice Chair Areson introduced Building Commissioner Stevens.

Building/Inspections

Building Commissioner Stevens reviewed the responsibilities of the Building Department and provided an overview of the FY2025. Building Commissioner Stevens highlighted the following topics: Building Department staffing, on-line permitting, increased wages for the Plumbing Inspector and Wiring Inspector (this position is no longer salaried but hourly), the need for a backup Plumbing Inspector, and the Building Department fees were upgraded this year to align the fees with the work required and to be comparable with other Cape Cod communities.

There were no additional questions or comments from the Members or the members of the Finance Committee.

Vice Chair Areson recognized Mr. Forgione who inquired about the part-time office assistant position (budgeted or a new position) and the status of recruitment for the position. Town Manager Tangeman commented that this is a part-time until the return of an employee who is on Family Medical Leave Act (FMLA) and an employee has been identified but Building Commissioner Stevens and Health and Conservation Agent Emily Beebe have to determine the projected hours for the role. Town Manager Tangeman also confirmed that this was a budgeted and part-time position.

Vice Chair Areson asked Finance Director Lessin to display the Building Department's budget spreadsheet and there were no questions or comments.

Finance Committee Chair Panessiti announced that Member Meads had joined the meeting and that there was now a quorum of the Finance Committee at 8:42 am. Finance Committee Chair Panessiti also noted that the Town needed to fund salaries and line items throughout all of the departments as if the departments are fully staffed.

Finance Director Lessin noted that Finance Committee Chair Panessiti was correct but noted that the FY2024 budget was a unique exception as the Town was in the middle of Collective Bargaining Agreement (CBA) negotiations with several unions so salaries and Cost of Living Allowances (COLA) were listed in the reserves.

Vice Chair Areson commented that last year the Town had completed a Compensation and Classification Study so salaries were increased in order for the Town to be more competitive for talent.

Finance Director Lessin commented on Town recruitment and retention efforts over the last several years and the number of turn backs have been reduced.

Vice Chair Areson thanked Building Commissioner Stevens for his presentation.

Planning

Town Planner/Land Use Counsel Carboni presented the FY2025 budget narrative and highlighted the following topics: staffing, Town Planner/Land Use Counsel responsibilities, the Walsh Property Community Planning Committee (WPCPC), the Local Comprehensive Plan (LCP), the Economic Development Committee in the completion of its charge of preparing an Economic Development Strategy, the need for a full-time staff Housing Coordinator, the establishment of the Ad Hoc Housing Group, the approval of a Zoning Task Force by the Select Board, the ability to expand the capacity of the Planning Department, Town Planner/Land Use Counsel Carboni obtained certification from the American Institution of Certified Planners in January 2023, the start of Town Planner/Land Use Counsel Carboni's pursuit of a Master's in Public Administration through the University of Massachusetts-Boston (online), update on Planning Board's goals and objectives, sustainability, and digitization and technology (the goal is for the public to be able to access records through a portal).

Town Manager Tangeman commented on the need for a more thorough discussion for all additional department staffing requests at a future public meeting (date to be determined), the number of consultants employed by the Town over the last several years and the critical roles that they play in the development and implementation of the Town's long-term plans, and that the consultant fees are primarily paid by grants and "free cash" and not from the operational budget.

Finance Committee Member Fee commented on the use of consultants and the determination of fees. Town Planner/Land Use Counsel Carboni responded that the fees are based upon the number of staff work and support needed for the application to move forward but she will explore the way other Cape Cod towns determine those fees.

Town Planner/Land Use Counsel Carboni then reviewed the Planning Department's budget spreadsheet. A brief discussion then ensued to explore the hiring of a consultant or a part-time Housing Coordinator rather than a full-time Housing Coordinator as there are examples of other Massachusetts towns which have done that.

Mr. Forgione asked about the amount of money and the funding source to pay for a consultant and Finance Director Lessin explained that funds are primarily from grants or "free cash." Town Manager Tangeman noted that some of these grant monies are reimbursable to the Town after the Town had paid the wages to consultants.

Vice Chair Areson thanked Town Planner/Land Use Counsel Carboni for her presentation.

Community Services

Finance Director Lessin noted that the Community Services budget is composed of Recreation and Beach and the Council on Aging.

Community Services Director Clements briefed the FY2025 Community Services budget narrative and highlighted the following topics: an overview of the Community Services Department, Town committee collaborations, status updates on staffing, the transportation program, the expansion of the Community Luncheon, Recreation and Beach infrastructure and staffing issues, salary and wages, capital planning, a UTV replacement to support lifeguards, revenues from fees, proposed fee increases, Beach Operation fees are currently under review for increases, review of department goals and objectives, the need for a transportation coordinator/driver, sustainability, and digitization and technology.

Assistant Town Manager Clark clarified that the Town is considering a free summer program for Truro residents or at reduced costs in order to meet the needs of the community. This will be a policy decision made by the Select Board.

Council on Aging Member Girard-Irwin asked a question regarding the Transportation Coordinator/Driver and Community Services Director Clements responded that this was an expanded position for 35 hours per week. Town Manager Tangeman noted that it was the intent to make this a full-time position with benefits.

Community Services Director Clements then reviewed the Community Services Department's budget spreadsheet.

After the presentation, Member Rein commented on the Out of School Program that is offered at no fee and its ability to help attract and retain students at Truro Central School. Member Rein noted her support for the program and for the budget.

Finance Committee Member Fee asked about the line item for the replacement UTV and Community Services Director Clements confirmed that this UTV is not the same one used by the Fire Department and it is listed under capital planning.

Vice Chair Areson noted the great work that has been accomplished at the Council of Aging.

Ms. Greenbaum asked about the salaries and wages regarding the full-time positions for Recreation and Beach and the Council on Aging. Community Services Director Clements responded that those are the salaries for his position, the deputy director of Recreation and Beach, and the deputy director of the Council on Aging. Community Services Director Clements also noted that the transportation coordinator and all driver positions are included in the hourly wage line item.

Vice Chair Areson thanked Community Services Director Clements for his presentation.

Finance Director Lessin announced that on Tuesday, January 20, 2024, at 8:30 am, the following budgets will be presented: Finance, Administration and Information Technology.

Vice Chair Areson adjourned the Budget Task Force meeting and Select Board meeting at 9:51 am with the concurrence of Member Rein. Member Dundas was no longer present at the meeting.

Finance Committee Chair Panessiti announced that he lost his committee quorum at 9:40 am when Member Meads departed the meeting and so the Finance Committee meeting was adjourned.



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 Attachment

Legal Notice

January 30, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

Select Board Members Present: Kristen Reed-Chair, Susan Areson-Vice Chair, John Dundas-Clerk

Select Board Members Absent: Robert Weinstein-Member, Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Trudi Brazil-Town Accountant, David Wennerberg-IT Director, Stephanie Costigan-Superintendent, Truro Central School, Vida Richter-School Committee Chair, Jon Nahas-Principal Assessor, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter), Tim Hickey (Truro Voter)

Chair Reed called the meeting to order at 8:30 am.

Vice Chair Areson recognized Finance Committee Chair Panessiti who announced that he and Member Fee were the only members of the Finance Committee.

Vice Chair Areson introduced the Members and Town staff present.

Finance

Finance Director Lessin introduced Principal Assessor Nahas who presented the Assessing Department's FY2025 budget narrative and budget line items. There were no questions following the presentation.

Principal Assessor Nahas is also the Parking Magistrate and reviewed the budget and revenues for the Parking Magistrate. Principal Assessor Nahas noted that it may be time to increase parking fines and presented a parking fine comparison chart from other Cape Cod towns.

A discussion followed regarding the exploration to raise Truro parking fines, the process to determine how personal property tax is assessed, the responsibility of a property owner to notify the Assessor's Department if Truro becomes the property owner's domicile and also file the declaration with the Assessor's Department, the review of a property deed to determine a property owner's domicile, and the creation of a Town handbook by Town staff that will guide a property owner on how to establish Truro a primary domicile and how register to vote in Truro.

Town Accountant Brazil presented the Accounting Department's FY2025 budget narrative.

A discussion ensued regarding situations when the Accounting Department may be too conservative in its budget estimates and its potential burden on the tax rate, a situation where the Accounting Department may be too optimistic in its estimates and which may occur in a revenue deficit, the definition of "free cash", and the Town holding of 16.6% or two months' of expenditures in the Town reserve in case of an emergency to keep the Town operational.

Town Accountant Brazil then presented the budget line items and there were no questions.

Finance Director Lessin presented the Office of the Treasurer/Collector and Finance Director Department's FY2025 budget narrative and there were no questions.

Finance Director Lessin then reviewed the following items: the budget line items, fixed costs, and employee benefits and municipal insurance budget.

A brief discussion followed regarding the increase of benefits due to the increase of Town staff.

Administration

Town Manager Tangeman presented the Town Administration Department's FY2025 budget narrative and provided an update on goals and objectives.

A discussion followed regarding headcount and the need to schedule a detailed update on headcount at an upcoming Budget Task Force meeting, and the absence of a PDF for today's Budget Task Force meeting on the Town website.

Note: As per Town Manager Tangeman, Nicole Tudor and Noelle Scoullar are the points of contact at Town Hall for any issues with the Town website (inactive link, missing document, etc.).

Town Manager Tangeman reviewed the Town Manager budget line items.

A discussion ensued regarding the line item for management consulting and the associated costs.

Town Manager Tangeman reviewed the Select Board budget line items.

A brief discussion followed regarding the expanded childcare cost (budgeted v. actuals) and the increase of program utilization by the families to include Town employees, an explanation as to why childcare was not under Community Services and software was not under IT (these were Select Board initiatives and therefore under the Select Board budget). Chair Reed decided to add the last two topics to a future Select Board work session.

Town Manager Tangeman reviewed the Town Hall Operations budget and there were no questions.

Town Manager Tangeman reviewed the Legal Counsel budget and the increase of their fee by 4.3%. A discussion occurred on this topic and Town Manager Tangeman noted that a request for a transfer from the reserve will have to go to the Finance Committee as the actual cost will exceed what was budgeted.

Town Manager Tangeman reviewed the Vacation and Sick Leave budget and the impact of Collective Bargaining Agreements (CBAs).

Town Manager Tangeman reviewed the Cost-of-Living Allowance (COLA) budget.

Information Technology

IT Director Wennerberg presented the IT Department’s FY2025 narrative and provided an update on goals and objectives.

A discussion ensued regarding the recent assistance to the IT Department from Barnstable County as the IT Department is a one-person organization, the status of Town website improvement (to include access to specific documents and agendas, the MyRec.com management software for events at the Community Center, and the consolidation of all regulatory documents in one place), the exploration of the potential purchase of CivicPlus that is a software platform and is commonly used by other Cape Cod municipalities, the overall strategy regarding hybrid meetings, the linking of technology from Town Hall to the Community Center and to the Council of Aging for Zoom meetings, and the issues associated with Truro Central School’s Comcast internet service with potential remedies.

IT Director Wennerberg then provided an overview of the budget line items.

A brief discussion occurred and highlighted topics included: the housing of specific servers in Town Hall and at the Police Department, the consideration of servers to be virtual or located at other data centers, and the requirement of switches being local.

Chair Reed announced the agenda for the next Budget Task Force meeting, on February 6, 2024, at 8:30 am, when the following budgets will be presented: Truro Central School, Library, Clerk, Fire, and Emergency Services.

Chair Reed adjourned the Budget Task Force meeting at 11:01 am.



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 Attachment

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February 6, 2024, Budget Task Force (BTF) Meeting

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 (may join remotely due to illness), Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Trudi Brazil-Town Accountant, Stephanie Costigan-Superintendent, Heather Harper-School Administrator for Business and Finance, Tim Collins-Fire Chief, Julie Cataldo-Fire/EMS Administrator, Tricia Ford-Library Director, Truro Central School, Vida Richter-School Committee Chair, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter)

Chair Reed called the meeting to order at 8:30 am.

Vice Chair Areson recognized Finance Committee Chair Panessiti who announced that he was the only member of the Finance Committee present.

Vice Chair Areson introduced the Members and Town staff present. Chair Reed requested to bring forward the library's budget presentation first and there were no objections.

Library

Library Director Ford noted that she has been on medical leave for a month and she thanked the library staff for their excellent work during her absence.

Library Director Ford then presented the FY2025 budget narrative and line budget items.

A discussion ensued regarding the following highlighted topics: the request for \$500 in the budget for janitorial support to utilize following specific events at the library so library staff does not have to clean the facility, the percentage of children who use e-books exceeds 50% and fantasy fiction is in demand by children from the library, and the suggestion to utilization of unused meeting rooms in the library by the installation of the Zoom platform technology so presented programs may be recorded.

School

Superintendent Costigan expressed her gratitude to School Administrator for Business and Finance Harper who assisted in the development of the FY2025 budget and is present in this meeting.

Superintendent Costigan presented the FY2025 budget narrative, highlighted line budget items with changes from last year's budget, and reviewed goals and objectives.

A discussion occurred on the following highlighted topics: the budgeting for grade 6 (teacher, classroom, and materials), the cost of school choice tuition (\$5,000-\$6,000) for a Truro student to attend either Provincetown or Nauset, the lack of interest of the community in the Truro school as no one attended the school's budget hearing, and the financial implications if Truro eliminated the 6th grade.

Superintendent Costigan and Finance Director Lessin commented on the importance of the school budget as it also improved other areas of the community beyond the classroom. The school budget reflected the values and priorities of the citizens of Truro.

Fire and Rescue

Chief Collins expressed his appreciation for the opportunity to present the FY2025 budget. Chief Collins also thanked Fire/EMS Administrator Cataldo for her assistance in the preparation of the budget.

Chief Collins presented the FY2025 budget narrative, highlighted line budget items, and reviewed goals and objectives. Fire/EMS Administrator Cataldo briefed the maintenance contract costs associated with the transition from Lower Cape Ambulance Association.

The highlighted discussion topics included: reconfirmation of the capital planning priorities, special capabilities of two fire engines (18 and 27 years old, respectively) and the cost to replace them (\$1M+ per fire engine), the accounting for the revenue received from ambulance service receipts, the difference between a revolving fund and a receipt reserved account, the success of the Traveling Paramedic Program and the need for it moving forward, the successful increase in hired staff and its impact on overtime costs, and the use of data collection for the purpose of developing a budget.

Chair Reed, Chief Collins, Finance Director Lessin, Fire/EMS Administrator Cataldo, Member Weinstein, and Mr. Forgione provided final comments on the Fire Department's budget.

Finance Director Lessin reviewed the agenda for the next Budget Task Force's meeting on February 13, 2024, at 8:30 am. The following budgets will be presented: Clerk and Overall Budget. Additionally, new positions will be discussed as well as any unresolved items.

Finance Committee Chair Panessiti noted that Finance Committee Member Fee had joined the meeting but there was not a quorum of Finance Committee members.

Chair Reed adjourned the Budget Task Force meeting at 10:47 am.



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 Attachment

Legal Notice

February 13, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent: Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Elisabeth Verde-Town Clerk, Barbara Carboni-Town Planner/Land Use Counsel, Trudi Brazil-Town Accountant, Stephanie Costigan-Superintendent, Emily Beebe-Health and Conservation Agent, Vida Richter-School Committee Chair, Robert Panessiti-Finance Committee Chair, Michael Forgione (Truro Voter), Nancy Medoff (Truro Voter)

Chair Reed called the meeting to order at 8:30 am and introduced the Members and Town staff present.

Vice Chair Areson recognized Finance Committee Chair Panessiti who announced that there was not a quorum of Finance Committee members present.

Finance Director Lessin reviewed the agenda for today's meeting.

Clerk

Town Clerk Verde presented the Clerk FY2025 budget narrative and the Elections FY2025 budget narrative. Town Clerk Verde then reviewed the line budget items for both budgets with input from Finance Director Lessin, Town Manager Tangeman, and Assistant Town Manager Clark. Mr. Forgione and Ms. Medoff also participated in the discussion.

The discussion with the Members included the following highlighted items: the \$11,000 software contract to track landlords who don't register with the Town regarding rental registration fees and the need to continue the contract for compliance purposes as this tool has increased number of registrants, the recommendation to subscribe to a full compliance package with the software vendor, hourly wages for board support, and the costs associated with public records requests and the specific budget line item that reflects that amount.

New Positions Discussion

Finance Director Lessin announced and led the discussion for the four requested positions (Assistant Town Clerk, Human Resources Coordinator, Housing Coordinator, Climate Action Agent/Coordinator, and Housing Coordinator) to include the justification for the role, proposed salaries, the administration's prioritization of these positions, and the funding for these positions.

Town Manager Tangeman presented the proposed request and justification for the **Assistant Town Clerk** position with input from Town Clerk Verde. Assistant Town Manager Clark and Finance Director

Lessin provided input on this topic. Mr. Forgione and Finance Committee Chair Panessiti also participated in the discussion.

The discussion with the Members included the following highlighted topics: specific constraints regarding public records requests through the Town Clerk's office and the Chief of Police's office, the effort to reduce the number of public records requests, Town staff workloads increased by responding to public records requests, the overlap of certain duties among the Town staff when processing public records requests, the salary review and the funding source for the position, the proposed position would be voted on at Town Meeting, and the suggestion to use a contractor for the position rather than a full-time employee with benefits.

Assistant Town Manager Clark presented the proposed request and justification for the **Human Resources Coordinator** position with input from Finance Director Lessin regarding the funding source for the position.

Finance Director Lessin announced that all of these proposed positions are posted in a public folder on the Town website.

Health and Conservation Agent Beebe presented the proposed request and justification for the **Climate Action Agent/Coordinator** position with input from Finance Director Lessin regarding the funding source for the position. Mr. Forgione also participated in the discussion.

The discussion with the Members included the following highlighted topics: other municipalities on Cape Cod and Massachusetts which have a similar position on the Town staff, the status of the contract with a company that owns a solar array for net metering credits to reduce the Town's electric bills, and the salary of \$57,000 may not be adequate for the technical expertise and education necessary for the position (*Note: Finance Director Lessin stated that he had intended to update the slide with a new starting salary range of \$67,000-\$79,000 and he noted that it still might not be adequate.*).

Town Planner/Land Use Counsel Carboni presented the proposed request and justification for the **Housing Coordinator** position with input from Finance Director Lessin regarding the funding source for the position. Town Planner/Land Use Counsel Carboni also provided background information relating to this position was approved at last year's Town Meeting but was not approved at the ballot box. The need for the position still exists as the Housing Production Plan (HPP) has been completed and the current Town staff does not have the capacity to execute the HPP.

Assistant Town Manager Clark, Town Manager Tangeman, and Finance Director Lessin provided input on this topic. Finance Committee Chair Panessiti and Mr. Forgione also participated in the discussion.

The discussion with the Members included the following highlighted topics: clarity of the use of CPC funds for this full-time position so it will require a legal opinion from Town Counsel, the suggestion of the use of appropriated funds which have been budgeted for a position(s) that is/are vacant and moving those funds to fund this role (not permissible by statute), the possibility of funding this position through the Affordable Housing Trust Fund, the inadequate effort by the Select Board to explain in an comprehensive way to the public in order to diminish the anti-housing sentiment in Town, and the reduction (by approximately 40%) of the year-round population and an increased aging population and the need to provide economic stability and housing opportunities.

Chair Reed suggested that this topic of proposed positions presented during Budget Task Force be added to a future Select Board meeting agenda after the Members have had enough time to consider these requests followed by a policy discussion on which positions are prioritized. There were no objections.

Outstanding and Unresolved Items

Finance Director Lessin reviewed the additional following budgets and specific budget line items: the Annual Town Report and Annual Town Meeting Warrant budget, the Allocated Energy Fund budget, the Communications budget, the Municipal Postage budget, the Emergency Management budget, the Soldiers and Sailors Lots budget, and the Human Services budget.

Assistant Town Manager Clark and Town Accountant Brazil provided input on this topic. Mr. Forgione also participated in the discussion.

The Members discussed the details regarding the \$45,000 for tentage, drivers, and shuttle buses to accommodate 1,000 attendees at the Annual Town Meeting.

Finance Director Lessin then reviewed the Town's draft FY2025 budget with the Members and this document will be posted on the Town's website to satisfy the Town's Charter requirements. The draft FY2025 budget is \$26,417,793. Finance Director Lessin noted that this was a working document and that the Finance Department will have a completed budget with final numbers within the next two weeks. Finance Director Lessin said that he will be able to present the final budget at an upcoming Select Board meeting. Finance Director Lessin then reviewed the upcoming deadlines for the budget and the printing of the Warrant.

Assistant Town Manager Clark provided input on this topic. Finance Committee Chair Panessiti and Mr. Forgione participated in this discussion.

Chair Reed recommended that the Finance Department create charts and graphs to present at future meetings so members of the public obtain a better understanding of the Town budget and the process. Finance Director Lessin and Assistant Town Manager Clark concurred. Chair Reed also commented that it may be useful for the Town to place an organizational chart on the Town website as well as a photograph of each Town staff member next to each staff member's name.

Finance Director Lessin noted that citizens have a way to participate in this process throughout the year by attending Finance Committee meetings as well as Select Board meetings and Budget Task Force meetings.

Finance Committee Chair Panessiti thanked everyone for this participation and hard work.

Chair Reed thanked the Town staff for their hard work as well as the members of the public for participating in this budget process.

Chair Reed adjourned the Budget Task Force meeting at 10:58 am.



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 Attachment

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