



Truro Select Board

Tuesday, July 23, 2019

Regular Meeting-5:00pm

Truro Town Hall - 24 Town Hall Road

1. PUBLIC COMMENT

- A. Open the Regular Meeting
- B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*

2. PUBLIC HEARINGS NONE

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

4. TABLED ITEMS

- A. Continued-Shellfish Aquaculture Tidal Grant Application for Jeffrey Souza, 10 Whitmanville Rd, and William Souza, 4 Professional Heights Rd for a Proposed Tidal Grant Area for 1.5 acres, located off of Cold Storage Beach

5. SELECT BOARD ACTION

- A. Review and Approve Year-Round Use for Colonial Village Condominiums (2 Units)
Presenter: Emily Beebee, Health and Conservation Agent
- B. Discussion and Vote on FY2020 Select Board Goals and Objectives
Presenter: Rae Ann Palmer, Town Manager
- C. Review and Approve CDP Housing Institute Application for 2019 Project Funding Request
Presenter: Kevin Grunwald
- D. Review Climate Change Committee Charge and Edits to the Energy Committee Charge
Presenter: Rae Ann Palmer, Town Manager

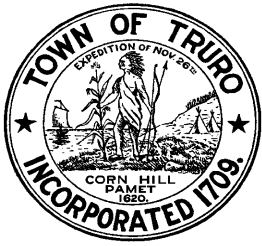
6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 1. *One Day Alcohol License for Pamet Harbor Yacht Club*
 2. *One Day Alcohol Licenses for Truro Historical Society*
 3. *One Day Entertainment Licenses for Payomet Performing Arts Center*
- B. Review and Approve the Reappointments of Board/Committee/Commission Members: Steve Wisbauer-Shellfish Advisory Committee; Emily Beebe-Barnstable County Cape Cod Coastal Resources Committee; Catherine Haynes-Bike and Walkways Committee
- C. Review and Approve Select Board Minutes: July 9, 2019

7. SELECT BOARD REPORTS/COMMENTS

8. TOWN MANAGER REPORT

9. NEXT MEETING AGENDA: August 13 and August 27



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Health Department

REQUESTOR: Emily Beebe, Health and Conservation Agent

REQUESTED MEETING DATE: July 23, 2019

ITEM: Colonial Condominium Year-Round Conversion, step 1 and step 2

EXPLANATION: Colonial Village Condominiums located at 630 Shore Road, with ten units, is requesting conversion of two units from Seasonal to Year-Round use, per [§ 40.3 Conversion of Cottage or Cabin Colony, Motor Court, Motel, or Hotel](#). This recently amended Zoning bylaw allows existing condominiums to convert to year-round use if the condominiums meet building, health and safety codes.

Colonial Village Condominium Association approved the conversion and amended their documents accordingly. The process then requires the vote of the Select Board to approve removing the seasonal covenant. The vote should be held prior to required code improvements and signed upon completion of the work.

FINANCIAL SOURCE (IF APPLICABLE):

IMPACT IF NOT APPROVED: Colonial Village Condominium Association will not have year-round use of any of the condominium units.

SUGGESTED ACTION: MOTION TO *approve the year-round use and removal of the seasonal covenant for two of the ten Colonial Village Condominiums located at 630 Shore Road.*

ATTACHMENTS:

1. Step 1 Year-Round Application
2. Step 2 Year-Round Application, Amendment to the Master Deed and Association Vote
3. Release from Declaration of Covenant

PAID
3512
+ 750 (10 UNITS)

Step 1- Pre Application

Condominium Conversion Application

Date: March, 2019

Establishment Name: The Colonial Village Condominium Trust

Property Address: 630 Shore Road, North Truro

Mailing Address: PO Box 606, NO Truro, MA 02652

Designated representatives: Karen A. Kirby - owner #4 AND Manager - Contact

Telephone: [Redacted]

Email: [Redacted]



TOWN OF TRURO

24 Town Hall Road
PO Box 2030
Truro, MA 02666
508-349-7004

Tel (508)-349-7004
Fax (508)-349-5508

Deidre Malloy - Trustee



Property Compliance Checklist- preliminary file research

Health

- Current Title V inspection report *Inspected Oct/Nov 2018*
- 105 CMR 410 - Minimum Standards for Human Habitation - general compliance *OK units 4 & 9*

Conservation

- If any required site work is in a resource area or buffer zone make proper filings with Truro Conservation Commission
- If any dwelling units are in a flood hazard zone provide elevation certificates

Site and Utilities

- Water - If on town water provide sign-off from Provincetown Water Department regarding suitability of on-site distribution system for year-round use.
- Gas - individually metered units if source is common tank *yes*
- Electric - units are individually metered *yes*

Building (based on 780 CMR - 9th edition)

- Egress, light and ventilation - compliant with R102.6.4
- Bedroom and basement emergency escape and rescue openings - compliant with R310
- Energy - compliant with Ch. 11 and 2015 IECC 505 w/ appendix AA (stretch code)
- Fire protection - compliant with R313 and R314. For multifamily units (3 or more per building) compliance with 2015 IBC, Ch. 9, with MA amendments.

Notes 3/27/19
w/ KK + Rich + EB
Systems
pumped out
2018

HEALTH DEPARTMENT
TOWN OF TRURO
MAR 06 2019
RECEIVED BY: _____

Needs drive management to reduce # pedestrian paths from 3

*Only 1 meter
No units on Sep. Meter*

*UNIT 4 Built in 1935
Electric Heat w/ Propane
recently insulated bldg
& installed new roof & new windows*

- Fire separation assemblies – for single and two unit dwellings compliant with R302 and for multiunit buildings compliant with Ch. 7
- Laundry connection per 248 CMR 10.10(o), properly connected to septic system
- Install 1.6 gallons/flush toilets
- For all gas-fired appliances install code-compliant vents
- Upgrade wall and above-counter electric outlets
- For new circuits install arc-fault circuit breakers
- All kitchen appliances on individual circuits

Step 2 site visit notes:

unit 4

April 30, 2019

Unit 9 - Elec heat in BR's
Gas in LR
Elec HW

Need Signoff on
Suitability for Year-round

LP available @ some Cottages

Applicant acknowledges and understands content of checklist. The checklist hereby becomes part of the Conversion Application



Signature

Karen A. Kirby

print name

date

Just need 75%, have 90% here (a) 6/9/2018 mtg.
Debra and Karen will be on the applications.
Attorney Jay Murphy will oversee this project with them.

HEALTH DEPARTMENT
TOWN OF TRURO

APR 10 2019

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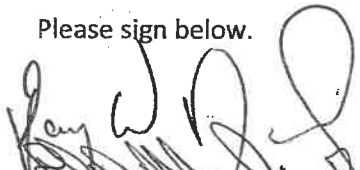


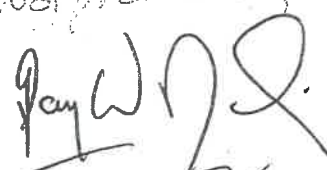

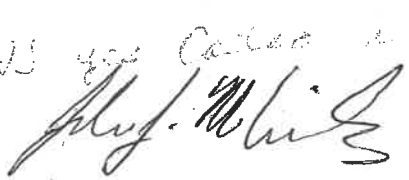
June 9, 2018 Meeting - Colonial Village Annual Meeting.

The Town voted at their April 2018 meeting to discontinue the amendment of Section 40.3 of the Zoning Bylaws of the Town of Truro as amended on May 19, 1981.

This means that Occupancy can occur year round. Our attorney will work with the town of Truro to address how this must be amended into our Master Deed.

Our first step is to approve this use. The next step will be to follow the Town of Truro guidelines with our Attorney's review for those individuals that want to utilize this. Once we know how many cottages want to apply for year round Occupancy then we will have to apply to the town.

Please sign below.

- 1)  Vice Pres. TMG Properties LLC.
 President & CEO LESLIE A. MARGOLIN
- 2) Mary Blozanski 59 ROUNDTREE MILL RD
TORONTO ON M4L 1C4 CANADA
- 3) Debra Mallery 13 Eden St Charlestown, MA
- 4)  - KAREN A. Kirby
- 5) not present
- 6) 
- 7) 
- 8) Dell
- 9) Carl McCabe
- 10) 

HEALTH DEPARTMENT
TOWN OF TRURO

APR 10 2019

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tenant or guest of a Unit owner keep any such animal or bird in any Unit.

(e) All use and maintenance of such Units shall be conducted in a manner consistent with the comfort and convenience of the occupants of other Units.

Said restrictions shall be for the benefit of the Owners of all of the Condominium Units and the Trustees of The Colonial Village Condominium Trust as the persons in charge of the common areas and facilities, shall be enforceable solely by said Trustees, and shall, insofar as permitted by law, be perpetual; and to that end, may be extended by said Trustees at such time or times and in such manner as permitted or required by law for the continued enforceability thereof. No such Owner shall be liable for any breach of the provisions of this section except such as occurs during his or her ownership thereof.

(12) Amendments. This Master Deed may be amended by an instrument in writing (a) signed by the Owners of Units, entitled to seventy-five (75%) percent or more of the undivided interests in the common areas and facilities, except that in the case of amendments reflecting additions to Units pursuant to Section 7,

HEALTH DEPARTMENT
TOWN OF TRURO
APR 10 2019
RECEIVED BY

made in such certificate and of the existence of the facts therein setforth.

ARTICLE VII

Amendments and Termination

Section 1. The Trustees, with the consent in writing of Unit Owners entitled to not less than seventy-five (75%) percent of the beneficial interest hereunder, may at any time and from time to time amend, alter, add to, or change this Declaration of Trust in any manner or to any extent, the Trustees first, however, being duly indemnified to their reasonable satisfaction against outstanding obligations and liabilities; provided always, however, that no such amendment, alteration, addition or change (a) according to the purport of which the percentage of the beneficial interest hereunder of any Unit Owner would be altered or in any manner or to any extent whatsoever modified or affected, so as to be different from the percentage of the individual interest of such Unit Owner in the common areas and facilities as setforth in the Master Deed, or (b) which would render this trust contrary to or inconsistent with any requirements or provisions of said Chapter 183A, shall be valid

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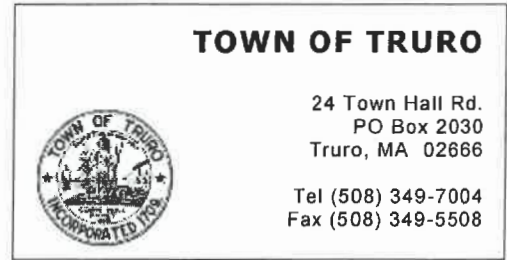
APR 10 2019

HEALTH DEPARTMENT
TOWN OF TRURO

~~PAID~~
#1024

Step 2:
Condominium Conversion Application

Date: 5-14-19
Establishment Name: Colonial Village Condominium
Property Address: 630 Shore Road UNITS 4 & 9 ONLY
Mailing Address: _____
Designated representatives: Karen A. Kirby
Telephone: _____
Email: _____



Please identify the type of conversion being sought:

- Existing Cottage Colony/Motel to seasonally restricted use (year-round manager's unit allowed)
- Existing Cottage Colony/Motel to year-round use (full property or individual units)
- Existing Condominium to year-round use (full property or individual units)

Current number of: 10 Units Bedrooms
Proposed number of: 10 Units Bedrooms

HEALTH DEPARTMENT
TOWN OF TRURO

MAY 17 2019

RECEIVED BY: _____

Submit the following documents in support of this application:

~~NA~~ Completed Declaration of Covenant (for newly created condominiums –seasonal or year-round use)

Completed Modification/Removal of Covenant (existing condominiums)

~~NA~~ Parking plan (newly created condominiums)
approved: _____
Building Commissioner date


~~NA~~ Septic Plan (if required by Health Dept.)
approved: _____
Health Agent date

Current Septic System Inspection Report
11/9/18 1992
date year of installation

Property Compliance Checklist from Step 1 -- Pre Application


Comments of the Health Agent

Inspection Complete + Satisfactory

 6.13.19
Health Agent date

Comments of the Building Commissioner

None

 4.30.19
Building Commissioner date

The Town of Truro, as represented by its Select Board shall execute the attached Covenant subject to the successful completion of the required actions outline in the Condominium Conversion Process.

This application has been approved by the undersigned:

Select Board date

THE COLONIAL VILLAGE CONDOMINIUM TRUST

CERTIFICATE OF VOTE

The undersigned being all of the Trustees of The Colonial Village Condominium Trust under a Declaration of Trust dated September 16, 1993, registered with the Barnstable County Registry District of the Land Court as Document No. 475,014, noted on Certificate of Title No. C301, as well as the Owners of Units 4 and 9 in The Colonial Village Condominium created by Master Deed dated September 16, 1993, registered as Document No. 475,013, noted on said Certificate, hereby certify that the following vote was unanimously adopted in connection with the modification of the Condominium Declaration of Covenant to allow for the year-round occupancy of Units 4 and 9.

“The Owners of Units 4 and 9 agree to be solely responsible for undertaking and completing all upgrades and improvements needed to the two (2) Units as well as the common area water and other facilities and pay all costs associated therewith to convert the same to year-round occupancy. We further certify that the Owners of Units 1, 2, 3, 4, 6, 7, 8, 9 and 10 representing Eighty-one (81%) percent interest in the common areas and facilities, by vote on June 9, 2018, approved the Condominium Conversion Application filings for Units 4 and 9.

Attached hereto are copies of the portions of the Master Deed and Condominium Trust regarding Amendments confirming that the requisite percentage for Amendments to those documents is seventy-five (75%) percent.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGES TO IMMEDIATELY FOLLOW**

Gary Margolin, Trustee



5/8/19

State/Commonwealth of MA
County of Worcester

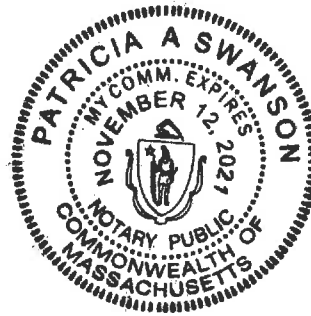
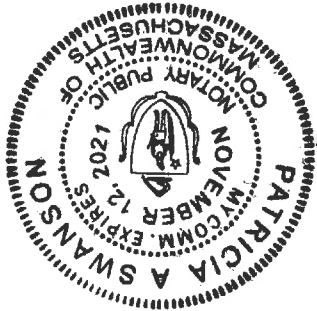
On this 8 day of MAY, 2019, before me, the undersigned notary public, personally appeared **Gary Margolin, Trustee**, proved to me through satisfactory evidence of identification, which was MA license, proved to be the person whose name is signed on the preceding or attached document, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief, and acknowledged to me that he signed it as the free act and deed as Trustee of The Colonial Village Condominium Trust.

Notary Public,



My commission expires:

11/12/21



In Witness Whereof, the undersigned has placed his hand and seal this _____ day of _____

In Witness Whereof, the undersigned has placed his hand and seal this 10th day of May, 2019.

Deidre Malloy
Deidre Malloy, Trustee

State/Commonwealth of Massachusetts
County of Suffolk

On this 10th day of May, 2019, before me, the undersigned notary public, personally appeared **Deidre Malloy, Trustee**, proved to me through satisfactory evidence of identification, which was MA DL S 32581429 XP 03/25/24, proved to be the person whose name is signed on the preceding or attached document, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief, and acknowledged to me that she signed it as the free act and deed as Trustee of The Colonial Village Condominium Trust.

[Signature]
Notary Public,

My commission expires: **My Commission Expires November 30, 2022**

[Faint notary seal text]

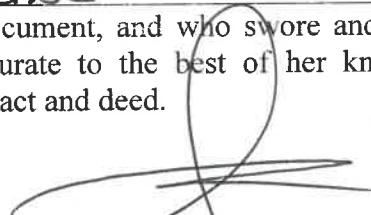
Witness my hand and seal this 6th day of May, 2019
~~2018~~

McCabe Colonial Village Trust

Carol A. McCabe, Trustee
Carol A. McCabe, Trustee, Owner of Unit 9 (11.5%)

State/Commonwealth of Massachusetts
County of Barnstable

On this 6th day of May, 2019, before me, the undersigned notary public, personally appeared Carol McCabe proved to me through satisfactory evidence of identification, which was Drivers License, to be the person whose name is signed on the preceding or attached document, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief, and acknowledged to me that she signed it as her free act and deed.




Notary Public,

My commission expires: November 8, 2024



SAMANTHA ROSE
Notary Public
Commonwealth of Massachusetts
My Commission Expires November 8, 2024

Witness my hand and seal this 23 day of April, 2019.

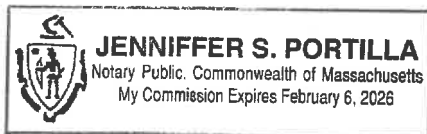

Karen Kirby, Owner of Unit 4

State/Commonwealth of Massachusetts
County of Barnstable

On this 23 day of April, 2019, before me, the undersigned notary public, personally appeared Karen Kirby proved to me through satisfactory evidence of identification, which was MA drivers license, to be the person whose name is signed on the preceding or attached document, and who swore and affirmed to me that the contents of the document are truthful and accurate to the best of her knowledge and belief, and acknowledged to me that she signed it as her free act and deed.


Notary Public,

My commission expires:



**PARTIAL RELEASE FROM
DECLARATION OF COVENANT**

RELEASE dated this ____ day of July, 2019, by and between the **Colonial Village Condominium** (the "Condominium"), established pursuant to G.L. c. 183A by a Master Deed dated September 16, 1993 and recorded with the Barnstable Registry District of the Land Court on October 22, 1993 as Land Court Document No. 596,617 as noted on Certificate of Title C301, being Lot 1, LCP 38817-A, as amended, and a Declaration of Trust recorded with said Registry District as Document No. 596,618, as amended, having an address of 630 Shore Road, North Truro; **Karen A. Kirby**, owner of Unit 4 by deed recorded with said Registry District as Document No. 834,053, Certificate of Title C301-4, and **Carol A. McCabe, Trustee of the McCabe Colonial Village Trust** u/d/t dated March 9, 1998 and recorded as Document No, 719,659, owner of Unit 9 by deed recorded with said Registry District as Document No. 719,658, Certificate of Title C301-9, and the **Town of Truro**, acting by and through its Select Board, having an address of 24 Town Hall Road, Truro, Massachusetts 02666 (the "Town").

WHEREAS, the Condominium is subject to a Condominium Declaration of Covenant (the "Covenant"), dated November 4, 1992, recorded with the Barnstable Registry District of the Land Court as Document No. 596,619;

WHEREAS, pursuant to Paragraph 1 of the Covenant, the Condominium is restricted to seasonal use, and the Condominium units may not be occupied between November 30 and April 1 of the succeeding year (the "Seasonal Restriction");

WHEREAS, Paragraph 6 of the Covenant states that no amendment, revision, termination or substitution of the Covenant is effective unless the same is assented to in writing by the Inhabitants of the Town of Truro, acting by and through its Select Board; and

WHEREAS, the Town and the Colonial Village Condominium desire to terminate the Seasonal Restriction as to certain Units in the Condominium.

NOW, THEREFORE, the Town and the Colonial Village Condominium, Karen A. Kirby and Carol A. McCabe, Trustee as aforesaid, for good and valuable consideration, and on the terms and conditions set forth herein, agree as follows:

1. The Seasonal Restriction affecting the Condominium, as set forth in the Covenant recorded with the Barnstable Registry of Deeds as Document No. 596,619, is hereby released and terminated as to **Unit 4** and **Unit 9**.
2. This Release is binding on the heirs, successors and assigns of the parties hereto.

[Signature Page Follows]

Property Address: 630 Shore Road, Units 4 and 9, North Truro

Executed as of the date and year above written.

Karen A. Kirby, Unit 4

Carol A. McCabe, Trustee,
McCabe Colonial Village Trust, Unit 9

TOWN OF TRURO,
By Its Select Board

Janet W. Worthington

Maureen Burgess

Kristen Reed

Robert Weinstein

Susan Areson

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COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this ____ day of _____, 20 __, before me, the undersigned notary public, personally appeared _____, member of the Truro Select Board, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose on behalf of the Town of Truro.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this ____ day of _____, 20 __, before me, the undersigned notary public, personally appeared Karen A. Kirby, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

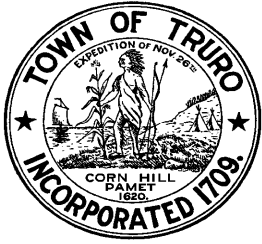
Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

Barnstable, ss.

On this ____ day of _____, 20 __, before me, the undersigned notary public, personally appeared Carol A. McCabe, Trustee, proved to me through satisfactory evidence of identification, which was _____ to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose as Trustee of the McCabe Colonial Village Trust.

Notary Public
My Commission Expires:



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: July 23, 2019

ITEM: Vote on Fiscal 2020 Board of Selectmen Values, Goals and Objectives

EXPLANATION: In accordance with the Town Charter, the Board of Selectmen held a public hearing at which the results for the 2019 Goals and Objectives were reviewed and the proposed 2020 Goals and Objectives were presented. The next step is to approve the 2020 Goals and Objectives.

SUGGESTED ACTION: **MOTION TO** *approve the Fiscal 2020 Board of Selectmen Goals and Objectives.*

ATTACHMENTS:

1. FY 2020 Goals and Objectives (For Signature)



TOWN OF TRURO

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

Values and Fiscal Year 2020 Goals and Objectives

VALUES:

The Town of Truro holds the following values that inform our approach to governance and municipal services. They are the guiding principles that drive all of the activities undertaken by any staff, volunteer, elected or appointed official in the Town of Truro. They embody our beliefs and our highest aspirations.

Excellence:

We strive to provide the highest quality services that are responsive to the needs of our residents and visitors. We engage in continuous learning, draw from past experience and strive to get it right the first time.

Integrity:

We hold ourselves to high ethical standards and commit to behave lawfully, respectfully, honestly and fairly.

Openness and Transparency:

We commit to sharing information, working inclusively and to hold ourselves accountable.

Historic and Environmental Protection:

We work diligently to maintain the historic rural and coastal character and culture of Truro and to be strong stewards of our fragile environment.

Fiscal Integrity:

We believe in sound fiscal policy and practice.

Diversity:

We strive to create a community that values diversity and is available, accessible and open to all.

Collaboration:

We believe in working with others to solve problems and address community need both local and regionally.

GOALS AND OBJECTIVES:

Each year, as a way of articulating policy and priorities, the Truro Select Board develops goals and objectives. These are intended to provide guidance and direction to the Town Manager and her appointees, the Police and Fire Chiefs, and all of the Town's multi-member bodies.

The goals and objectives are divided into five broad categories:

- TOWN SERVICES
- FISCAL MANAGEMENT
- PUBLIC SAFETY
- COMMUNITY SUSTAINABILITY
- COMMUNITY ENGAGEMENT & GOVERNANCE

Some of the objectives and activities are ongoing or continuing from FY2015 or earlier.

The Truro Select Board has agreed to pursue the following goals and objectives for Fiscal Year 2020: July 1, 2019 through June 30, 2020.

TOWN SERVICES

THE TOWN OF TRURO WILL PROVIDE EFFICIENT AND EFFECTIVE MUNICIPAL SERVICES THAT MEET THE NEEDS OF YEAR-ROUND RESIDENTS, PART-TIME RESIDENTS AND VISITORS.

- TS1. The Select Board will develop a policy that addresses uses and modifications to Town-owned property.

FISCAL MANAGEMENT

THE TOWN OF TRURO WILL DEVELOP SHORT AND LONG-TERM TERM FISCAL POLICIES THAT INCREASE REVENUE FROM SOURCES OTHER THAN PROPERTY TAXES AND MINIMIZE ANNUAL BUDGET GROWTH.

- FM1. The Town Manager will work with the Finance Committee and Select Board to initiate a review in October of all services as part of the budget development analysis. The Town Manager will begin the FY 2021 Budget with staff in September.

PUBLIC SAFETY

THE TOWN OF TRURO WILL PROVIDE HIGH QUALITY AND COST EFFECTIVE POLICE, FIRE AND EMERGENCY SERVICES TO RESIDENTS AND VISITORS IN COORDINATION AND COLLABORATION WITH NEIGHBORING TOWNS.

- PS1. The Select Board and Town Manager will review and revise the existing General Noise Bylaw.
- PS2. The Select Board, working with the Town Manager and Emergency Management Director, will develop an initiative for neighborhood storm teams for natural disasters.

COMMUNITY SUSTAINABILITY

THE TOWN OF TRURO WILL SUPPORT POLICIES AND PROGRAMS THAT:

- **FOSTER SUSTAINABLE AND APPROPRIATE ECONOMIC DEVELOPMENT**
- **CREATE MORE AFFORDABLE, YEAR –ROUND PLACES FOR PEOPLE TO LIVE**
- **PROTECT AND RESTORE OUR FRAGILE ENVIRONMENT**

- CS1. (ENVIRONMENTAL) The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:
- a. *Pamet River Tidal Flow Restoration & Watershed Study*: Review Army Corps culvert replacement recommendations; determine best course of action; initiate engineering and cost estimating; prepare appropriate article for the 2020 Annual Town Meeting.
 - b. *East Harbor Culvert Replacement*: Complete second phase of culvert replacement between Shore Road and Route 6 in fall/winter of 2019.
 - c. *Mill Pond and Eagle Creek Repairs & Improvement* The final design for necessary repairs/replacement completed by the end of July 2019; construction scheduled for fall/winter 2019.
 - d. *Little Pamet Watershed Study & Culvert Repair*: Culvert replacement recommendations and construction estimate completed in the first quarter; funding source to be identified and if required, article prepared for 2020 Annual Town Meeting.
 - e. *Coastal Management*: Pending grant approval from the Office of Coastal Zone Management, in partnership with the Center for Coastal Studies and the Towns of Provincetown, Wellfleet and Eastham, work will begin on developing a comprehensive intermunicipal shorefront management plan to improve coastal resiliency for the bay shoreline.
- CS2. (ENVIRONMENTAL) The Select Board will develop a charge and appoint a Climate Action Committee as requested by Article 17 at the 2019 Annual Town Meeting.
- CS3. (HOUSING) The Select Board will hold a joint work session meeting with the Truro Housing Authority to develop ideas for affordable home ownership initiatives that would diversify the range of housing stock for people of varying AMI levels and to proactively initiate efforts to address the growing housing affordability gap.
- CS4. (HOUSING) The Select Board working with the Planning Board and the Zoning Board of Appeals will explore ways to increase use of the ADU bylaw.
- CS5. (ECONOMIC DEVELOPMENT) The Select Board will engage with the Truro business community and explore the process of establishing a designated cultural district.
- CS6. (HOUSING) The Select Board will explore the creation of a Municipal Affordable Housing Trust under MGL c.44 s.55C and transfer funds in the existing Affordable Housing Trust to the new Municipal Affordable Housing Trust.

CS7. (ENVIRONMENTAL) The Select Board will prepare a bylaw for the 2020 Annual Town Meeting prohibiting the sale and use of balloons.

COMMUNITY ENGAGEMENT & GOVERNANCE

THE TOWN OF TRURO WILL HAVE AN OPEN AND TRANSPARENT GOVERNMENT THAT PROACTIVELY ENGAGES AND INVOLVES THE TOWN'S RESIDENTS.

- CEG1. In an effort to better communicate with and gather information from citizens and visitors of Truro, the Town Manager:
 - a. Review and modify the Town website so that information and documents are organized more clearly.

- CEG2. The Select Board will conduct a thorough review of charges for Boards, Committees and Commissions under its purview by _____. This will include:
 - a. An assessment of relevance to the current and future work of the Town of Truro.
 - b. Revisions to charges to ensure clarity of purpose, role and authority.
 - c. Consolidation if possible and appropriate.
 - d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.

- CEG3. As part of the Local Comprehensive Planning process, the Select Board, Town Manager and Local Comprehensive Plan Committee will conduct an outreach, organizing and information gathering process that will engage citizens in the planning process and include the development of community-wide vision, mission and goals for the Town of Truro.

- CEG4. The Select Board will create an informational manual for Town boards/committees/commissions in order to help them be more effective in their role as well as to comply with and learn about pertinent local, state and federal regulations.

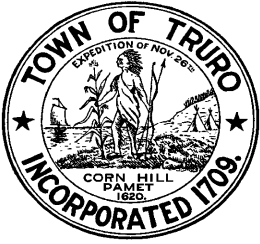
Jan Worthington, Chair

Maureen Burgess, Vice-Chair

Kristen Reed, Clerk

Robert Weinstein

Susan Areson
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 23, 2019

ITEM: CDP Housing Institute Application

EXPLANATION: Kevin Grunwald has submitted a 2019 Project Funding Request for use of Affordable Housing Funds in the amount of \$7,500.00 on behalf of Community Development Partnership (CDP). The funds will support year 3 of the Cape Housing Institute which offers continuing education on managing and developing affordable housing for elected officials and municipal staff. The application comes with a recommendation from the Truro Housing Authority that this project be funded by the Affordable Housing Trust.

FINANCIAL SOURCE (IF APPLICABLE): Affordable Housing Trust – current balance is \$228,939.95. 2020 CPC transfers will increase the balance to \$325,373.95.

IMPACT IF NOT APPROVED: Truro will not help support a program that has been attended by many individuals from Town Boards, Committees and staff.

SUGGESTED ACTION: MOTION to approve the use of \$7,500 of Affordable Housing Trust funds for the Cape Housing Institute Year 3.

ATTACHMENTS:

1. 2019 Project Funding Request: Cape Housing Institute Cover Letter and CDP Housing Institute Application.

July 8, 2019

Truro Select Board
Truro Town Hall
PO Box 2030
Truro, MA 02666

RCVD 2019 JUL 10 AM 11:50
ADMINISTRATIVE OFFICE
TOWN OF TRURO

RE: 2019 PROJECT FUNDING REQUEST: Cape Housing Institute.

Dear Select Board:

I am pleased to enclose a funding request for Affordable Housing Trust funds in the amount of \$7,500. This application comes with a recommendation from the Truro Housing Authority that this project will be funded by the Affordable Housing Trust. These funds will support year 3 of the Cape Housing Institute. I am presenting this proposal on behalf of the Lower Cape Cod Community Development Corporation d/b/a the Community Development Partnership (CDP).

I am excited about the CDP's expansion of their Cape Housing Institute to offer this training opportunity to municipal officials and town staff in Truro along with advanced level topics for those who will have already attended the Cape Housing Institute in Years 1 and 2. The Cape Housing Institute is a much needed continuing education opportunity as evidenced by the more than 128 people who attended the past two Housing Institutes. Participants included officials from the Town of Truro including members of the Truro Community Preservation Committee, Truro Select Board, Truro Housing Authority, Truro Planning Board, Truro Zoning Board of Appeals and staff from the departments of Town Management. In total, fifteen out of a total of 41 (37%) municipal officials and town staff from Truro have participated in the Cape Housing Institute.

With 26 years of experience in managing and developing affordable housing, the CDP understands that creating more affordable housing in our region is complicated. That's why they created the Cape Housing Institute to demystify the process and support towns in creating and implementing a comprehensive housing supply strategy to meet current housing needs and plan for future growth.

I look forward to your response and please feel free to contact me with questions or comments.

Sincerely,

Kevin Grunwald
Truro Housing Authority Chair

Project Narrative

The lack of affordable housing on Cape Cod is a crisis that places considerable strain on year round residents and impedes economic development in the region due to the lack of housing for the workforce. Affordable year-round rentals are in short supply, rental stock is limited due to the premium placed on high-priced summer vacation rentals, and lower-wage workers cannot afford market rate rents for year-round housing. In the US, 31% of housing units are occupied by renters, while on Cape Cod only 13% of housing units are available for year-round renters. Between 2010 and 2015, the Cape lost 3,800 year-round housing units while gaining 5,000 seasonal units. To meet current needs, the Cape Cod Commission estimates that the Lower Cape needs 1,100 new units of housing affordable to working families. Our program, the Cape Housing Institute, will assist the Town of Truro in responding to this crisis by supporting the creation of affordable housing in its town.

The Cape Housing Institute is a component of the Cape Community Housing Partnership – a comprehensive response to insufficient affordable housing in Truro and throughout Barnstable County. The region’s ability to respond to this housing crisis is hindered by land use policies that encourage sprawl and discourage smart growth oriented multi-family housing. Existing zoning has resulted in a housing mono-culture: over 80% of the Cape’s housing is single family, detached homes on one acre lots. Local elected and appointed municipal officials, and town staff are in need of training and technical assistance in the complexity of developing and managing housing that is affordable to year round residents in order to address this situation.

Another major factor hindering the creation of affordable housing in the region has been community resistance to specific proposals to build affordable housing. Many voters have misconceptions and harbor stereotypes about working families in need of affordable housing. Few voters understand the economics of development and the need for density to reduce costs and impact on the environment. In June of 2017, the Community Development Partnership (CDP) launched a comprehensive community based strategy entitled the Cape Community Housing Partnership (CCHP) in partnership with Housing Assistance Corporation. It is designed to build public support for affordable housing and equip local elected & appointed officials, business and community leaders, and low to moderate-income residents with the knowledge and skills to support the creation of more year-round housing. The CDP is responsible for implementing the CCHP on the Lower and Outer Cape while Housing Assistance Corporation is responsible for implementation on the Upper and Mid-Cape.

The CCHP is helping to overcome many of the barriers to developing more affordable housing in the region in order to better meet the housing needs of working families. Without an informed electorate, skilled and knowledgeable volunteer officials, and town staff with expertise in affordable housing development, little progress can be made in addressing the region’s affordable and year-round housing challenges. The CCHP will address these barriers through traditional community organizing and leadership development strategies in three ways:

Strategy 1: Cape Housing Institute, Quarterly Peer Groups and Advanced Training

For the past two years, CDP has offered an annual Cape Housing Institute (CHI) to educate at least 40 local elected and appointed officials from towns on the Lower Cape including the Town of Truro. In

2019 AHT PROJECT FUNDING REQUEST: Cape Housing Institute

Years 1 and 2 of the Housing Institute, One Hundred twenty-three (123) Lower Cape officials attended out of a total of 400 eligible attendees.

The Training consists of a series of six workshops that equip officials with the knowledge and skills to support affordable housing development in their towns. In 2019, each workshop will be held in a centralized Lower Cape location to be accessible to participants from all eight Lower Cape towns. Our collaboration with the Mass Housing Partnership (MHP) and the Cape Cod Commission to refine and deliver the curriculum will continue.

The Cape Housing Institute covers a wide range of topics outlined in the enclosed List of Outcomes which contains an overview of the 2018 Housing Institute. As a result of receiving training, Truro will be better positioned to implement changes in zoning by-laws that support affordable housing development and ultimately increase the number of affordable units in Truro's Subsidized Housing Inventory. Furthermore, Truro will increase its utilization of Community Preservation Act funding for affordable housing.

Peer Group Meetings are held each quarter on the Lower Cape and Outer Cape. These 2-hour meetings are open to Town staff involved in housing issues (i.e. Town managers, planners, housing specialists), elected and appointed officials, and Housing Institute participants/graduates. The meetings provide an opportunity for the exchange of ideas and the development of regional solutions to address the Lower and Outer Cape's affordable housing crisis.

The Housing Institute is designed to provide participants with a comprehensive foundation of knowledge and skills to address affordable housing issues. However, many topics are covered only at a basic level. To provide more in depth knowledge of issues such as affordable housing finance, zoning reform and development of community housing, quarterly trainings are offered on in-depth topics for elected and appointed officials and Housing Institute participants/graduates.

Strategy 2: Cape Housing Advocacy Training

Lower Cape residents concerned about the lack of affordable housing are trained to develop leadership, organizing and public speaking skills to effectively engage in public hearings and Town Meetings. Participants gain an understanding of how affordable housing is created and how decisions are made at a town level that affect the development of affordable housing.

Strategy 3: Public Education Campaign

Most municipal decisions affecting affordable housing development require a town meeting vote making it critical to develop broad support for affordable housing. This campaign is designed to dispel stereotypes about low-moderate income residents of affordable housing developments.

Given regular turnover among elected and appointed officials, and the existence of a pool of over 400 eligible participants, the Housing Institute is offered annually. The Town of Truro has a total of 41 elected and appointed municipal officials eligible to attend the Housing Institute. Fifteen, or 37% of eligible participants attended the Housing Institute in Years 1 and 2.

Alignment with the Town of Truro's Local Comprehensive Plan

2019 AHT PROJECT FUNDING REQUEST: Cape Housing Institute

As stated in the Town of Truro's 2005 Local Comprehensive Plan, the town's affordable housing goals are:

- Goal 1. Truro will promote decent, safe, affordable housing for rental or purchase to meet the needs of present and future Truro residents. In accordance with state law, Truro will seek to raise its affordable housing stock to 10% of all year-round units at the rate of 0.75% per year of existing housing stocks.
- Goal 2. Truro will encourage and support affordable housing that can serve a variety of needs, including elderly residents, families with children, couples, singles, and municipal employees.
- Goal 3. Truro will work with other towns and with state and regional agencies to support affordable housing at the regional level.
- Goal 4. Truro will make the necessary zoning and regulatory changes to encourage the development of affordable rental units and homes needed for Truro residents.

The following strategies to accomplish these goals are taken from the 2005 Truro Local Comprehensive Plan and will be directly supported by the Cape Housing Institute:

Zoning Strategies

- Encourage the registration and legalization of existing accessory apartments. The Town should develop a plan that offers incentives and amnesty to any "illegal" apartments providing they become permanently affordable.
- Encourage the conversion by special permit of cottages within an appropriate cottage colony to a year-round unit for the explicit use of a Truro resident in need of affordable housing.
- Re-evaluate the zoning by-laws, codes and regulations to remove any unreasonable barriers to affordable housing.
- Review the zoning by-laws, codes and regulations to remove any barriers that would prevent congregate care, single room occupancy and community residential housing for the elderly from occurring in Truro.
- Explore changing zoning by-laws to require developments of 10 or more lots or dwellings to offer at least 10% of lots or dwellings as affordable.
- Explore multiple-use zoning by-laws in commercial districts to permit at least one affordable dwelling for sale or rent within each commercial property.

The Cape Housing Institute will dedicate an entire session to Zoning and Site Selection. Understanding housing types as well as analyzing the housing stock that is missing in your town is critical to making informed decisions about the range of zoning tools available to meet production goals. A local affordable housing developer and architect will provide a unique perspective to zoning options and how they can help or hinder a town in utilizing zoning options that attract the type of development that Truro desires and requires to reach 10% of affordable housing stock.

Housing Production Strategies

- Develop a local needs Assessment procedure to be updated every three years.
- Make every effort to accurately inventory Truro's present housing stock. This inventory shall determine how many subsidized units there are in town.
- Develop income guidelines with special consideration to identifying a means of addressing the apparent gap between income and affordable guidelines established by the Commonwealth.

2019 AHT PROJECT FUNDING REQUEST: Cape Housing Institute

- Encourage the Housing Authority in its efforts to develop annual housing plans for presentation to the Board of Selectmen and the Town.
- Encourage land donations from the private sector for affordable housing. Truro will work with the Lower Cape Cod Community Development Corporation or a similar organization to develop a procedure for efficiently receiving donated land.
- Seek land for affordable housing through the process of acquiring “owners unknown” and tax delinquent parcels.
- Seek funding for rehabilitation and conversion of existing units to affordable housing. Town shall work with regional housing organizations to obtain said funding.
- Establish links to Provincetown and Wellfleet housing authorities to explore combining efforts to obtain grants and funding of regional affordable housing opportunities.

The Housing Institute provides an overview of the different types of planning tools available to meet specific needs. One session focuses on understanding the complex financing required to develop affordable housing as well as the phases of development as they pertain to the town. While another session will discuss regionalism and the utility of sharing housing staff across towns to leverage limited resources and share solutions across the region.

The Cape Housing Institute will support the Town of Truro in achieving each of these goals. The purpose of the Cape Housing Institute is to provide Truro elected and appointed officials, and staff with the knowledge and skills necessary to increase the supply of affordable housing in their town. By definition, these units will add to Truro’s Subsidized Housing Inventory (SHI) thereby getting closer to meeting the Commonwealth’s 10% affordability goal. However, the Institute will go further by teaching participants how to exceed this goal by planning for the future needs of town residents at all income levels. In sessions two and four, participants will learn about funding sources and municipal subsidies that can support these processes and attract high quality developments. Session three will provide alternatives to current zoning and case studies that demonstrate how the town can meet housing needs in a way that is appropriate for Truro. Throughout the Institute, we will be focusing on reducing sprawl and protecting open spaces by encouraging village housing close to infrastructure and amenities, which residents prefer.

The Cape Housing Institute can help Truro achieve a number of the Action Items identified in Truro’s Housing Production Plan. As stated above, sessions of the Cape Housing Institute will address many of the collaboration and planning goals stated in the HPP, specifically strategies “to work with local private developers,” to “adopt Affordable Housing Guidelines,” to “explore moderate and middle income housing needs and housing programs,” and for the “Town Planner/Planning Board to explore affordable housing incentives for zoning by-laws.”

Finally, the Cape Housing Institute will support the Town of Truro in determining its affordable housing needs and implementing strategies to meet those needs in a way that is place-based and contextual. As such, the Cape Housing Institute aligns with the following factors and criteria stated in the “Guidelines for Submission” and “Review and Recommendation Criteria”:

- Preserve Truro’s rural character
- Promote diversity through affordable housing
- Preserve/revitalize the two existing town centers

2019 AHT PROJECT FUNDING REQUEST: Cape Housing Institute

- Be consistent with Town planning documents
- Meet multiple needs and populations
- Address community need/fill void in community
- Degree of urgency
- The project is consistent with the goals for the town of Truro Local Comprehensive Plan, as approved at Town Meeting.
- The project is economically and otherwise reasonably feasible to implement.
- The project serves multiple needs and populations.
- The project leverages additional or multiple sources of public and/or private funding.
- The project preserves, protects or enhances currently Town-owned open space, recreation, historic and/or housing assets.
- The project is consistent with recent Town Meeting actions to adopt a revised accessory dwelling by-law and to accept a parcel of land from the Mass DOT to use for affordable housing.
- The applicant team has successfully implemented projects of similar type and scale, or has demonstrated the ability and competency to implement the project as proposed.

This proposal seeks funding to support the 2019 Cape Housing Institute, Quarterly Peer Groups and Advanced Trainings as follows:

- \$7,500 for 2019 Cape Housing Institute (CDP FY20).

See enclosed 2019 Cape Housing Institute budget for anticipated revenue in the upcoming program year.

2018 Cape Housing Institute Curriculum

The Cape Community Housing Partnership will hold its second annual Cape Housing Institute during the fall of 2018. The tentative dates for the Institute are October 2, 2018 - November 14, 2018. Once again, we will offer identical Institutes, one in each sub-region as follows:

Lower Cape Housing Institute

The Lower Cape Housing Institute will serve the towns of Orleans, Brewster, Harwich and Chatham and will be held in Harwich on Wednesdays from 1pm - 3:30pm.

Outer Cape Housing Institute

The Outer Cape Housing Institute will serve the towns of Provincetown, Truro, Wellfleet and Eastham and will be held in Eastham on Wednesdays from 6pm - 8:30pm.

Session 1: Cape Cod Housing Needs & Your Data Story

Session one will set the tone for the Institute by putting a face on our neighbors who live in or need affordable housing by having community members share their housing stories. We will offer an overview on the "Housing State of the Cape" focusing on the status of subsidized housing inventories (SHI) and major housing initiatives for each Cape Cod town. The session will also include a state policy & legislative update. Participants will engage in a "Housing Market Study Scavenger hunt" in small groups to understand the Cape Cod Commission's data with a focus on understanding their own town's data story and how to communicate that story through a narrative. Participants will leave understanding how critical the Cape's need for affordable housing is as well as the baseline information that informs this need.

Session 2: Chapter 40B Overview

Session two will address the basics of Chapter 40B and how it can help increase a town's SHI. We will discuss Cape examples of "friendly" and "unfriendly" 40B's along with best practices to ease the process. Participants will increase their understanding of the town's role in a comprehensive permit process and how towns can partner with developers on these projects.

Session 3: Planning & Community Engagement

Session three will cover the various planning document options and benefits of each with a focus on models that plan for residents at 80% - 120% area median income. We will review the process of developing a Housing Production Plan but also explore other models that go further by developing a housing supply strategy for residents at all income levels. We will discuss community engagement and why is it critical to start as early as the planning stage. Finally, we will offer best practices for community education and local strategies that have been successful.

Session 4: Financing

Session four will provide an overview of funding sources including understanding tax credits, reviewing a pro forma for an actual development and using CPA funding. We will focus on understanding the economics of a development from a developer's perspective so that towns can be sure to select sites and issue RFPs that maintain the economic feasibility of a project. Participants will learn who pays for housing development and how developers profit. They will also have a better understanding of the cost of housing development and the funding sources available to developers. Ultimately, participants will learn about how a town can encourage good affordable housing development by decreasing the cost of development.

Session 5: Development

Whereas last year we talked about the overall development timeline, this year we are focusing on the predevelopment aspects that the town has control over. We will explain the connection between zoning bylaws, planning design and density. Participants will come to understand why site selection is a critical town decision to support housing development. We will talk about housing types, including infill possibilities and housing preference. Towns will learn how to align their goals with a developer's goals through an RFP. We will also cover how long it takes to develop a site and the town's role in the process.

Session 6: Fair Housing & Advocacy

In Session six we will discuss the historical origins of the Fair Housing Act and the history of land use on Cape Cod. Participants will gain an understanding of who has a right to housing and why this right needs to be actively enforced. We will also discuss the complexity of using local preference. Due to significant feedback from past participants, we have added Advocacy to the Institute. We will cover the common arguments against multifamily housing (NIMBY) and the best strategies and messages to respond to NIMBYism. Towns will understand how they can be proactive about combatting NIMBYism in their town. At the end of this session, participants will receive a Certificate of Completion.

Post-Institute Town Wrap-Up

Municipal officials and staff have commented on the lack of communication within their own town. In order to address this issue, we will convene a group session inviting all of the boards and committees within each town to share lessons learned from the Cape Housing Institute and facilitate communication within the town. The content will be led by the participants but some topics may include: the benefits of having housing staff, housing program successes and challenges on Cape Cod and in-depth examples of effective housing strategies. These wrap-ups will provide closure for Institute participants, allow towns to develop plans of action and explore opportunities for ongoing communication within the town.

All Sessions will include:

- Cape Cod examples to make the topics relevant to participants
- Resources and handouts shared electronically and in hard copy for those who request a binder ●
- Surveys to evaluate the impact of each session

After the Cape Housing Institute, we will hold our fall quarterly sub-regional **Peer Group Meetings** to continue to facilitate sub-regional communication and support municipal officials. Additionally, we will offer **Advanced Trainings** on the Cape covering topics relevant to Cape Housing Institute and Peer Group participants.



community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape

2019 Cape Housing Institute Outcomes

Cape Community Housing Partnership

Year 3 = July 1, 2019 – June 30, 2020

Long-term Outcomes:

- Towns implement changes in zoning by-laws that support affordable housing development.
- There is an increase in the number of affordable units to each town's Subsidized Housing Inventory.
- Towns increase utilization of Community Preservation Act funding for affordable housing.

Outputs:

- 40 local elected and appointed officials will have a solid knowledge of affordable housing development solutions and strategies.
- 10 Lower Cape officials/staff attend each quarterly Advanced Training.
- 10 officials/staff attend each Peer Group meeting.

Activities:

- Hold Cape Housing Institute in Lower Cape.
- Offer quarterly Advanced Training on in-depth topics, co-sponsored with Mass Housing Partnership.
- Facilitate 2 sub-regional peer groups (Outer & Lower).
- Maintain a clearinghouse of town activities related to affordable housing.
- Develop a monthly e-newsletter for CHI graduates
- Monitor a Facebook page for CHI attendees



community development partnership

Creating opportunities for people to live, work, & thrive on the Lower Cape

Cape Community Housing Partnership FY2020 Budget

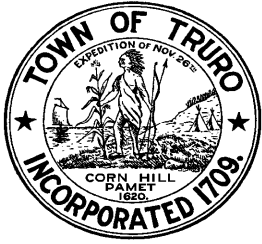
Year 3 = July 1, 2019 – June 30, 2020

| Revenue | Amount | Status |
|-----------------------------------------------|-------------------|---------------|
| Cape Cod 5 | \$ 5,000 | |
| Cape Cod Young Professionals | \$ 2,000 | |
| Cape Cod Foundation | \$ 10,000 | |
| Cooperative Bank of Cape Cod | \$ 10,000 | pledged |
| MA Dept. of Housing & Community Development | \$ 50,000 | |
| John & Alison Ferring | \$ 10,000 | confirmed |
| Cape & Islands United Way | \$ 15,000 | confirmed |
| Brewster Community Preservation Committee | \$ 7,500 | pledged |
| Chatham Community Preservation Committee | \$ 7,500 | pledged |
| Eastham Community Preservation Committee | \$ 7,500 | pledged |
| Harwich Community Preservation Committee | \$ 7,500 | pledged |
| Orleans Community Preservation Committee | \$ 7,500 | pledged |
| Provincetown Community Preservation Committee | \$ 7,500 | pledged |
| Wellfleet Community Preservation Committee | \$ 7,500 | pledged |
| Truro Affordable Housing Trust Fund | \$ 7,500 | |
| Cape & Islands License Plates | \$ 25,000 | |
| CDP unrestricted reserves | \$ 9,760 | |
| | \$ 196,760 | |
| Expenses | | |
| Personnel | | |
| - Chief Executive Officer | \$ 24,400 | |
| - Chief Development & Communications Officer | \$ 4,232 | |
| - Chief Financial & Operations Officer | \$ 2,215 | |
| - Fiscal Manager | \$ 571 | |

| | | |
|--------------------------------|-----------|--|
| - Chief Program Officer | \$ 20,650 | |
| - Director of Housing Advocacy | \$ 39,728 | |

| | | |
|--------------------------|-----------|-----------------------------------|
| Fringe | \$ 23,278 | |
| Payroll Service | \$ 181 | |
| Advertising | \$ 98 | |
| Audit | \$ 635 | |
| Depreciation | \$ 795 | |
| Equipment | \$ 500 | Camera and film |
| Insurance | \$ 1,406 | |
| Interest | \$ 375 | |
| Legal | \$ 117 | |
| License/fees | \$ 49 | |
| Maintenance Comp & Equip | \$ 1,536 | |
| Maintenance Office | \$ 1,311 | |
| Marketing | \$ 25,000 | Ad dev. and placement |
| Memberships | \$ 596 | |
| Postage | \$ 327 | |
| Printing | \$ 4,200 | Materials - \$4,000 |
| Prof services | \$ 32,000 | \$17,000 speakers, \$15,000 Towns |
| Publications | \$ 55 | |
| Rent | \$ 1,500 | Venues for trainings |
| Reproduction | \$ 98 | |
| Supplies Office | \$ 3,700 | 1,200 supplies, 1,800 food |
| Communications | \$ 804 | |
| Training | \$ 1,900 | Registration fees |

| | | |
|--------------------------|-------------------|----------------------------------|
| Travel | \$ 3,900 | Hotel (2,000) and mileage (1900) |
| Utilities | \$ 605 | |
| Subtotal Expenses | \$ 196,760 | |
| Total Expenses | \$ 196,760 | |
| Surplus/Deficit | \$ 0 | |



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Manager

REQUESTED MEETING DATE: July 23, 2019

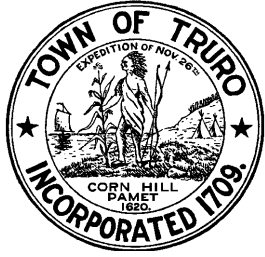
ITEM: Discussion of the Climate Change Committee Charge

EXPLANATION: At the April 30, 2019 Annual Town Meeting, a citizen-petitioned article (Article 17) to develop a Climate Action Committee was presented and Town Meeting voted favorably to establish a Climate Action Committee. A charge for the Committee was drafted for your review. It is based heavily on the language from the 2019 Annual Town Meeting article, as well as the charge for the Energy Committee (included in the packet) as the Energy Committee has some overlapping responsibilities, goals and objectives. In an effort to emphasize the need for these two committees to work collaboratively towards mutual goals and objectives, suggested revisions for the Energy Committee's charge were drafted as well. Once a charge is adopted, staff will begin advertising vacancies and the Select Board can begin appointing members to the Committee. Several people have expressed interest in the committee, some of whom have not yet submitted an application.

SUGGESTED ACTION: *Move to accept the charge of the Climate Action Committee and the revised charge of the Energy Committee.*

ATTACHMENTS:

1. Proposed Charge of the Climate Change Committee
2. Current Charge of the Energy Committee
3. Proposed Charge of the Energy Committee



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: July 23, 2019
From: Select Board
To: Climate Action Committee

In accordance with the Truro Town Charter, Chapter 6-4-4, and in response to April 30, 2019 Town Meeting, Article 17's motion to establish a Climate Action Committee, the Select Board voted to enact the following Charge:

Climate Action Committee

The Climate Action Committee's primary focus will be to investigate, study, and make recommendations to the Select Board on:

- ◆ The carbon footprint of all Town-owned facilities and equipment.
- ◆ Methods for minimizing the Town's carbon footprint.
- ◆ The Town's vulnerabilities to the consequences of climate change.
- ◆ Methods for minimizing the Town's vulnerabilities to the consequences of climate change.

The Climate Action Committee will also maintain communications with the Truro Energy Committee, as well as with other Climate Committees in Barnstable County, and with county and state commissions, to ensure that Truro works effectively with the wider community in achieving the above Town goals.

The Climate Action Committee may also recommend to the Select Board whatever actions are necessary to implement the Town's commitment to the U.S. Mayors' Cities Climate Protection Agreement, and, if approved, take such actions, including:

- ◆ To prepare a baseline study of the greenhouse gas emissions of the entire town of Truro, including municipal, residential, institutional, and commercial sectors, in concert with the Truro Energy Committee.
- ◆ To prepare a baseline study of Truro's vulnerabilities to the consequences of climate change that builds on work initiated by staff and regional efforts.
- ◆ To prepare recommendations outlining the specific policies necessary to achieve carbon reduction and vulnerability mitigation goals, for the approval of the Select Board, in concert with the Truro Energy Committee as appropriate.
- ◆ To conduct public education and outreach to residents, homeowners, business, and other stakeholders about Truro's carbon footprint and its climate vulnerabilities.
- ◆ To provide meaningful options for individuals to reduce carbon footprint, including options for groups and/or neighborhoods.
- ◆ To draft a community-wide climate action plan for Truro that sets short and long-term goals for reducing Truro's carbon footprint and its climate vulnerabilities to the maximum extent practical.
- ◆ To provide an annual report for inclusion in the Annual Town Report describing its efforts and accomplishments.

Committee Structure and Term

The Climate Action Committee will include five (5) citizen members-at large with one alternate member. Staff will be assigned as deemed appropriate by the Town Manager. The Committee is authorized to seek outside expert advice. If funding is deemed necessary, in support of the Committee, an expense budget should be submitted in advance to Town Manager for inclusion in the budget presentation.

This is to be a Standing Committee that will serve indefinitely and will provide quarterly progress reports to the Select Board.

Janet W. Worthington, Chair

Maureen Burgess, Vice-Chair

Kristen Reed, Clerk

Robert Weinstein

Susan Areson

Select Board
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: November 17, 2004, revised June 2, 2006, May 15, 2007, August 4, 2009, November 16, 2010
From: Board of Selectmen
To: Energy Committee

In accordance with the Truro Town Charter, Chapter 6-4-4, the Board of Selectmen have unanimously voted to enact the following Charge:

Energy Committee

The Energy Committee's primary focus will be to investigate, study, and make recommendations to the Board of Selectmen on:

- ◆ The energy consumption and energy efficiency of all Town-owned facilities and equipment.
- ◆ Methods for conserving the use of all energy sources at Town-owned facilities.
- ◆ Options for using alternative sources of energy - eg., land-based wind turbines, solar panels - at Town-owned facilities and equipment.
- ◆ Liaise with the Building Committee on energy issues regarding the new construction/rehabilitation of Town-owned facilities.

The Energy Committee will also maintain communications with other Energy Committees in Barnstable County, and with county and state commissions, to ensure that Truro works effectively with the wider community in achieving the above Town goals.

The Energy Committee may also recommend to the Board of Selectmen whatever actions are necessary to implement the Town's commitment to the U.S. Mayors' Cities Climate Protection Agreement, and, if approved, take such actions, including:

- ◆ To prepare a baseline study of the greenhouse gas emissions of the entire Town of Truro, including municipal, residential, institutional, and commercial sectors.
- ◆ To prepare a set of goals for the reduction of those emissions.
- ◆ To prepare plans outlining the specific policies necessary to achieve those goals, for the approval of the Selectmen.
- ◆ To help put the plans into effect, and to monitor their effects.

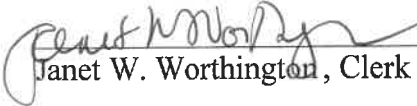
Committee Structure and Term

The Energy Committee will include the Town Administrator or Assistant Town Administrator (to be determined by the Town Administrator) as support staff as necessary, five (5) citizen members-at large with three alternate members. The Committee is authorized to seek outside expert advice and counsel. If funding is deemed necessary, in support of the Committee, an expense budget should be submitted in advance to the Board of Selectmen for consideration.

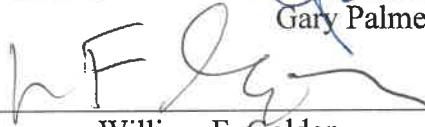
This is to be a Standing Committee that will serve indefinitely and will provide quarterly progress reports to the Board of Selectmen.

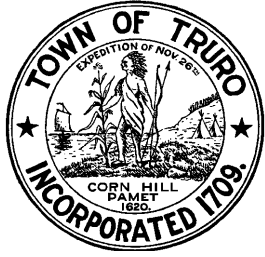

Curtis Hartman, Chairman


Christopher R. Lucy, Vice-Chairman


Janet W. Worthington, Clerk


Gary Palmer


William F. Golden
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

Date: November 17, 2004, revised June 2, 2006, May 15, 2007, August 4, 2009, November 16, 2010, July 23, 2019

From: Select Board

To: Energy Committee

In accordance with the Truro Town Charter, Chapter 6-4-4, the Select Board has unanimously voted to enact the following Charge:

Energy Committee

The Energy Committee's primary focus will be to investigate, study, and make recommendations to the Select Board on:

- ◆ The energy consumption and energy efficiency of all Town-owned facilities and equipment.
- ◆ Methods for conserving the use of all energy sources at Town-owned facilities.
- ◆ Options for using alternative sources of energy - eg., land-based wind turbines, solar panels - at Town-owned facilities and equipment.
- ◆ Liaise with the Building Committee on energy issues regarding the new construction/rehabilitation of Town-owned facilities.

The Energy Committee will also maintain communications with the Climate Action Committee, other Energy Committees in Barnstable County, and with county and state commissions, to ensure that Truro works effectively with the wider community in achieving the above Town goals.

The Energy Committee may also recommend to the Select Board whatever actions are necessary to implement the Town's commitment to the U.S. Mayors' Cities Climate Protection Agreement, and, if approved, take such actions, including:

- ◆ To prepare a baseline study of the greenhouse gas emissions of the entire town of Truro, including municipal, residential, institutional, and commercial sectors, in concert with the Truro Climate Action Committee.
- ◆ To prepare a set of goals for the reduction of those emissions, in concert with the Truro Climate Action Committee.
- ◆ To prepare plans outlining the specific policies necessary to achieve those goals, for the approval of the Select Board, in concert with the Truro Climate Action Committee.
- ◆ To help put the plans into effect, and to monitor their effects.

Committee Structure and Term

The Energy Committee will include the Town Manager or designee (to be determined by the Town Manager) as support staff as necessary, five (5) citizen members-at large with three alternate members. The Committee is authorized to seek outside expert advice and counsel. If funding is deemed necessary, in support of the Committee, an expense budget should be submitted in advance to the Town Manager for inclusion in the budget presentation.

This is to be a Standing Committee that will serve indefinitely and will provide quarterly progress reports to the Select Board.

Janet W. Worthington, Chair

Maureen Burgess, Vice-Chair

Kristen Reed, Clerk

Robert Weinstein

Susan Areson

Select Board
Town of Truro



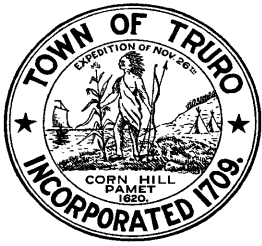
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
 - 1. *One Day Alcohol License for Pamet Harbor Yacht Club*
 - 2. *One Day Alcohol Licenses for Truro Historical Society*
 - 3. *One Day Entertainment Licenses for Payomet Performing Arts Center*
- B. Review and Approve the Reappointments of Board/Committee/Commission Members: Steve Wisbauer-Shellfish Advisory Committee; Emily Beebe-Barnstable County Cape Cod Coastal Resources Committee; Catherine Haynes-Bike and Walkways Committee
- C. Review and Approve Select Board Minutes: July 9, 2019



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: July 23, 2019

ITEM: Approval of One Day Alcohol License for Pamet Harbor Yacht Club, 7 Yacht Club Rd

EXPLANATION: MGL 138 §14 provides local authority to license one day events serving alcohol. This alcohol license application is for August 10, 2019 for a Club Social Event with the serving of Wine and Malt beverages from 5-11pm. The application has been reviewed and approved by the Chief of Police.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Pamet Harbor Yacht Club will not be able to serve alcohol at their scheduled event.

SUGGESTED ACTION: *MOTION TO approve the One Day All Alcohol License for Pamet Harbor Yacht Club for August 10th, 2019 from 5-11pm at 7 Yacht Club Rd and Authorize the Chair to sign the application.*

ATTACHMENTS:

1. One Day Alcohol Application approved by the Chief of Police

RCVD 2019 JUL 8 AM 10:44
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

Application for a One Day Pouring License MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

BUSINESS/ORGANIZATION INFORMATION

Charlie Costa Pamet Harbor Club
Name of Applicant Business/Organization Name

PO Box 555 Truro, MA 02666
Mailing Address of Business/Organization

Non-profit or For-profit Entity Yes No
If yes, proof of Non-Profit Status **must** accompany this application

Charlie Costa 508-349-3772 charlie@pametchub.com
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

8-10-19 club social event
Date(s) of Event for License to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 5 PM to 11 PM

Pamet Harbor Yacht Club, 7 Yacht Club Rd, Truro, MA 02666
Event Location (Must provide facility name, if any, street number and name)

Pamet Harbor Yacht Club, Inc, 7 Yacht Club Rd, Truro, MA 508-349-3772
Property Owner Name and Address Phone number

N/A 75
Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes No

Will there be Entertainment _____ Yes No _____ If Yes, Type of Entertainment _____

Will there be Police Detail _____ Yes No _____

Purchase & Service

License is for the Sale of:

All Alcohol Beverages (\$75.00)

Wines & Malt beverages Only (\$50.00)

Wines Only (\$50.00)

Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*?) Devils Pulse Brewery, So. Dennis
Blue Coast Beverages Orleans

*If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Tamera Endlich
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.

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 Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.



Signature

7/13/19

Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the Town to the ABCC in Boston.
- Liquor Liability Insurance Certificate may be required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- 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

Board of Selectmen _____ Meeting Date _____

Police Department  _____ Date 7/12/2019

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

Certificate of Completion

This Certificate of Completion of
eTIPS On Premise 3.0
For coursework completed on July 3, 2017
provided by Health Communications, Inc.
is hereby granted to:

Tamara Endich

Certification to be sent to:

**131 Bakers Pond Rd
Orleans MA, 02653-3903 USA**



HEALTH COMMUNICATIONS, INC.



This document is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded to you.



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

Date: July 05, 2018

To Whom It May Concern :

I hereby certify that

PAMET HARBOR CLUB,INC.

appears by the records of this office to have been incorporated under the General Laws of this
Commonwealth on **April 11, 2006** (Chapter 180).

I also certify that so far as appears of record here, said corporation still has legal existence.



In testimony of which,
I have hereunto affixed the
Great Seal of the Commonwealth
on the date first above written.

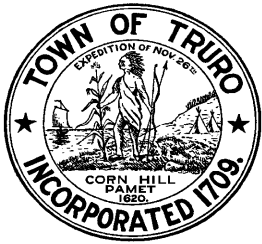
William Francis Galvin

Secretary of the Commonwealth

Certificate Number: 18070079260

Verify this Certificate at: <http://corp.sec.state.ma.us/CorpWeb/Certificates/Verify.aspx>

Processed by:



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: July 23, 2019

ITEM: Approval of a One-Day Alcohol Licenses for July 24th and August 2nd, 2019 Truro Historical Society at the Highland House Museum

EXPLANATION: MGL Chapter 138 § 14 provides local authority to license Special One-Day alcohol licenses. The Truro Historical Society has applied for a One-Day Alcohol License Application for Wednesday July 24, 2019 (both events are Opening Receptions) and Friday August 2, 2019 being held at the Highland House Museum from 4:00pm-6:00pm. The alcohol is being donated for both events and the applicant has completed an ABCC Charity Wine License Application.

The One-Day Wine and Beer Application has been reviewed and approved by the Chief of Police and the Certificate of Insurance for Liquor Liability has been provided along with Tips Certification.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The event will not have alcohol.

SUGGESTED ACTION: *MOTION TO approve the One-Day Wine and Malt License and Charity Wine License Application for July 24, 2019 and August 2, 2019 from 4:00pm-6:00pm for the Truro Historical Society being held at the Highland House Museum at 6 Highland Light Rd and to authorize the Chair to sign the application.*

ATTACHMENTS:

1. One Day Alcohol Application
2. ABCC Charity Wine Application
3. Local Licensing Authority Review Record



TOWN OF TRURO
P.O. Box 2030, Truro, MA 02666
Licensing Department

RCVD 2019 JUL 12 AM 8:43
ADMINISTRATIVE OFFICE
TOWN OF TRURO

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

Application for a One Day Pouring License
MGL Chapter 138, Section 14 Special Licenses

The Local Licensing Authorities of TRURO pursuant to the provisions of Chapter 138 § 14 issuance of a **special one-day pouring license** as described herein.

BUSINESS/ORGANIZATION INFORMATION

Lauren Kaufmann Truro Historical Society
Name of Applicant Business/Organization Name

PO Box 486 Truro, MA 02666
Mailing Address of Business/Organization

Non-profit or For-profit Entity

Yes No
If yes, proof of Non-Profit Status **must** accompany this application

Lauren Kaufmann 508-487-3397 director@trurohistoricalsociety.org
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

July 24th and August 2 Opening Reception
Date(s) of Event for License to be issued Purpose of Event (example: fundraiser, etc.)

Hours of Alcoholic Beverages sales, service and/or Consumption (from - to) 4-6 PM

Highland House Museum 6 Highland Light Rd. North Truro, MA
Event Location (Must provide facility name, if any, street number and name)

Property Owner Name and Address Phone number

Name of Caterer (if applicable) Approximate number of people attending

Is the event open to the general public Yes No

Will there be Entertainment Yes No If Yes, Type of Entertainment _____
 Will there be Police Detail Yes No

Purchase & Service

License is for the Sale of:

- All Alcohol Beverages (\$75.00) Wines & Malt beverages Only (\$50.00)
 Wines Only (\$50.00) Malt Beverages Only (\$50.00)

What is the source of the alcohol for the event (where is it being purchased*?) Donated wine
 *If Wine is being donated see ABCC - Charity Wine Fundraising Application at <http://www.mass.gov/abcc/spec-lic-perms.htm>

Who will be serving the Alcohol? Setenay Muftic
TIPS CERTIFIED REQUIRED-SUBMIT COPY OF CERTIFICATION WITH APPLICATION

Massachusetts Alcohol Beverage Control Commission (ABCC) has a 3-page list of "authorized sources" for the purchase of Alcohol used in conjunction with a temporary pouring license. The list includes alcohol wholesalers, farm brewers, manufacturers and direct shippers only. At this time, package stores and liquor stores are not considered "authorized sources" for use with a temporary pouring license.

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 Alcohol Control Laws of the State of Massachusetts and policies and regulations of the Town of Truro.

Lauren Karyn 7/11/19
 Signature Date

- Licenses are issued to persons who are at least 21 years of age.
- All Massachusetts Municipalities are required to send copies of temporary pouring licenses issued by the Town to the ABCC in Boston.
- Liquor Liability Insurance Certificate may be required and must list the Town of Truro as the "certificate holder" in the lower left corner of the certificate form.
- 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

Board of Selectmen _____ Meeting Date _____

Police Department [Signature] Date 7/12/2019

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____



Certificate of Completion

This Certificate of Completion of
eTIPS Off Premise 3.0
For coursework completed on July 6, 2019
provided by Health Communications, Inc.
is hereby granted to:

Setenay Mufti

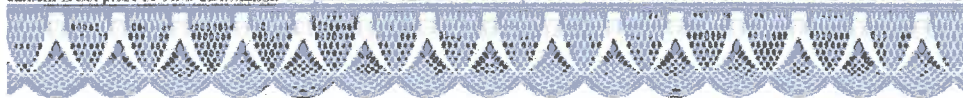
Certification to be sent to:

**Truro Historical Society
6 Highland Light Road
North Truro MA, 02652 USA**



HEALTH COMMUNICATIONS, INC.

current is not proof of TIPS certification. It signifies only that you have completed the course. Valid certification documents will be forwarded.





Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: L0582435456
Notice Date: September 4, 2018
MA Taxpayer ID: [REDACTED]



CERTIFICATE OF EXEMPTION



TRURO HISTORICAL SOCIETY INC
PO BOX 486
TRURO MA 02666-0486



Attached below is your Certificate of Exemption (Form ST-2). Cut along the dotted line and display at your place of business. You must report any change of name or address to us so that a revised ST-2 can be issued.

DETACH HERE



MASSACHUSETTS DEPARTMENT OF REVENUE

Form ST-2

Certificate of Exemption

TRURO HISTORICAL SOCIETY INC
PO BOX 486
NORTH TRURO MA 02652-0486

MA Taxpayer ID: [REDACTED]
Certificate Number: 979544064

This certifies that the organization named above is an exempt purchaser under Chapter 64H, section 6(d) or (e) of the Massachusetts General Laws. All purchases of tangible personal property by this organization are exempt from taxation to the extent that such property is used in the conduct of the business of the purchaser. Misuse of this certificate by any tax-exempt organization or unauthorized use of this certificate by any individual will lead to revocation. Willful misuse of this certificate is subject to criminal sanctions of up to one year in prison and \$10,000 (\$50,000 for corporations) in fines. This certificate is non-transferable and may be suspended or revoked for failure to comply with state laws and regulations.

Effective Date: October 17, 2018

Expiration Date: October 16, 2028

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Charity Wine License Application

1. Qualified Charity Applicant Information:

| | | | | | | | |
|-----------------------|--------------------------|-------------|-------|-------|----|----------|-------|
| Name of Applicant: | Truro Historical Society | | | | | | |
| Contact Person | Lauren Kaufmann | | | | | | |
| Address of Applicant: | PO Box 486 | City/Town: | Truro | State | MA | Zip Code | 02666 |
| Phone Number: | 508-487-3397 | Fax Number: | | | | | |

NOTE: 1. Attach Certificate of Good Standing from the Secretary of the Commonwealth
2. Attach a copy of the Certificate of Solicitation from the Public Charities Division of the MA Attorney General's Office (Certificate must be current to the date of the event)

2. Type of License Requested:

| | | |
|------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------|
| <input checked="" type="checkbox"/> Charity Wine Pouring License | <input type="checkbox"/> Charity Wine Auction License | <input type="checkbox"/> Charity Wine Partnership License |
|------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------------|

***Donated Wine Only**

3. Event Information:

| | | | |
|-------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------|--|
| Date(s) of Event: | July 24 and August 2 | | |
| These events are only permitted at one of the locations specified below. Please check the one that applies. | | | |
| <input type="checkbox"/> Address of Applicant's Corporate Headquarters: | | | |
| <input checked="" type="checkbox"/> Address of Applicant's Usual Place of Business: | 6 Highland Light Rd. | | |
| <input type="checkbox"/> Address of Licensee: | | | |
| Name of Licensee : | The Highland House Museum | ABCC License # | |
| | | *Attach letter of consent from Licensee | |
| Describe Area to be Licensed: | | | |
| The interior of the Highland House Museum. | | | |
| <small>*If additional space is needed, please use the last page*</small> | | | |

4. Who Donated Wine:

| Name | Donated |
|----------------|--------------------|
| Susan Kurtzman | 1 case of beer |
| Jim Summers | 12 bottles of wine |
| | |
| | |
| | |
| | |
| | |
| | |

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate; I hereby acknowledge I have read and understand the attached conditions.

Signature:

Date



Commonwealth of Massachusetts
Department of Revenue
Christopher C. Harding, Commissioner

mass.gov/dor

Letter ID: [REDACTED]
Notice Date: July 16, 2019
Case ID: [REDACTED]



CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



TRURO HISTORICAL SOCIETY INC
PO BOX 486
TRURO MA 02666-0486

Why did I receive this notice?

The Commissioner of Revenue certifies that, as of the date of this certificate, TRURO HISTORICAL SOCIETY INC is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

What if I have questions?

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 8:30 a.m. to 4:30 p.m..

Visit us online!

Visit mass.gov/dor to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief
Collections Bureau



The Commonwealth of
Massachusetts
Alcoholic Beverages Control Commission

Consent Agenda Item: 6A2

For Reconsideration

LICENSING AUTHORITY CERTIFICATION

Truro

City /Town

N/A

ABCC License Number

TRANSACTION TYPE (Please check all relevant transactions):

The license applicant petitions the Licensing Authorities to approve the following transactions:

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

APPLICANT INFORMATION

Name of Licensee DBA

Street Address Zip Code

Manager

Granted under Special Legislation? Yes No

If Yes, Chapter

of the Acts of (year)

Charity Wine Permit Wines and Malt Beverages

Type (i.e. restaurant, package store) Class (Annual or Seasonal) Category (i.e. Wines and Malts / All Alcohol)

DESCRIPTION OF PREMISES

Complete description of the licensed premises

2 Story Building with the events held on the first floor comprised of three rooms, three entrances and exits. Surrounding grounds with tables, chairs and benches for seating. Bathrooms are adjacent to the museum with exterior access.

LOCAL LICENSING AUTHORITY INFORMATION

Application filed with the LLA: Date Time

Advertised Yes No Date Published Publication

Abutters Notified: Yes No Date of Notice

Date APPROVED by LLA Decision of the LLA

Additional remarks or conditions (E.g. Days and hours)

For Transfers ONLY:
Seller License Number: Seller Name:

The Local Licensing Authorities By:

Alcoholic Beverages Control Commission
Ralph Sacramone
Executive Director



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 23, 2019

ITEM: Application for an Entertainment License, submitted by Payomet Performing Arts Center

EXPLANATION: Payomet Performing Arts Center has submitted an application for Sunday Entertainment for the following dates: August 4th, August 11th, August 18th, August 25th, and September 1st from 6:00pm – 10:00pm. Police Chief Calise has signed off on the permit.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Payomet will not have permission to hold entertainment events on the dates listed above.

SUGGESTED ACTION: *Motion to approve the Sunday Entertainment License for August 4, August 11, August 18, August 25, and September 1, from 6:00pm-10:00pm, and Authorize the Chair to sign.*

ATTACHMENTS:

1. Application for an Entertainment License



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 2019 JUL 11 PM 12:45
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Application for an Entertainment License

Weekday Saturday *Sunday

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

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

BUSINESS/ORGANIZATION INFORMATION

Kevin Rice
Name of Applicant

Payomet Performing Arts Center
Business/Organization Name

PO Box 1202 Truro MA 02666
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

Kevin Rice
Contact Person

[Redacted]
Phone Number

[Redacted]
Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

8/4, 8/11, 8/18, 8/25, 9/1
Day (s)/Date (s) of Event for License to be issued

Entertainment
Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6:00pm - 10:00pm

Payomet Performing Arts Center 29 Old Dewline Rd Event is: Indoor Outdoor Event
Location (Must provide facility name, if any, street number and name) Truro MA 02666 (Please check applicable box)

Payomet Performing Arts Center 29 Old Dewline Rd Truro MA 02666 / [Redacted]
Property Owner Name and Address Phone number

Seating Capacity: 150 - 650

Occupancy Number: _____

Approximate number of people attending 150 - 650

Name of Caterer (if applicable)

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) varies

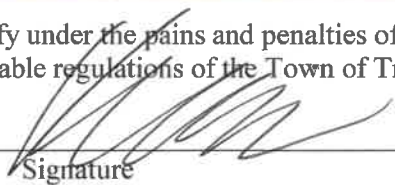
Amplified System: Yes No

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.


Signature

July 10, 2019
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

Fee \$50.00

APPROVAL

License No _____

Board of Selectmen _____ Meeting Date _____

Police Department  _____ Date _____

Restrictions/Conditions attached to the license by the Board of Selectmen or its Delegate: _____

Number: 2019-ENT SUN-04

Fee: \$50.00

Non-Profit Rate:
50% off first date-\$25.00
75% off remaining dates-\$12.50

Town of Truro
24 Town Hall Road, Truro, MA 02666

Entertainment License

This is to Certify that **Payomet Performing Arts Center C/O Kevin Rice, Director**
Address **29 Old Dewline, (Highland Center) North Truro, MA**

IS HEREBY GRANTED A LICENSE

For Entertainment

Dates and Times:

Sunday, August 4, 2019 from 6:00-10:00pm
Sunday, August 11, 2019 from 6:00-10:00pm
Sunday, August 18, 2019 from 6:00-10:00pm
Sunday, August 25, 2019 from 6:00-10:00pm
Sunday, September 1, 2019 from 6:00-10:00pm

Entertainment: Bands

This license is granted in conformity with the Statutes and ordinances relating thereto and expires at each date above at 10:00pm unless sooner suspended or revoked.

Date Issued: _____

Truro Board of Selectmen

THE COMMONWEALTH OF MASSACHUSETTS
OF



State Fee, \$ _____
Municipal Fee, \$ _____

LICENSE

For
PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Payomet Performing Arts Center in or on the property at No. 29 Old Dewline Rd Truro MA 02666 (address)

The Licensee or Authorized representative, Kevin Rice, executive artistic director 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 |
|-------------|---------------------|--------------------------------------------------------------------------------------------|
| <u>8/11</u> | <u>6:00p-10:00p</u> | <u>entertainment - LIVE MUSIC</u> |
| <u>8/18</u> | <u>6:00-10:00p</u> | <u>entertainment - LIVE MUSIC</u> |
| <u>8/25</u> | <u>6:00-10:00p</u> | <u>entertainment - LIVE MUSIC</u> |
| <u>9/1</u> | <u>6:00-10:00p</u> | <u>entertainment - LIVE MUSIC</u> |

8/11-ENTERTAINMENT - LIVE MUSIC 6pm - 10pm

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

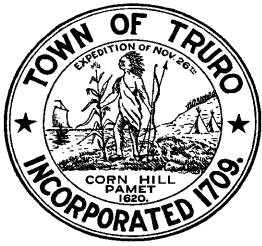
Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm – Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00. Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm – Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

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

Do not write in this box

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

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: July 23, 2019

ITEM: Reappointments of Board, Committee, Commission Members

EXPLANATION: Steve Wisbauer, current member on the Shellfish Advisory Committee, has submitted an application to be re-appointed to the Shellfish Advisory Committee for a one-year alternate term. All forms/paperwork are up-to-date.

Emily Beebe's appointment as Truro's Representative to Barnstable County Coastal Resources Committee has expired and should be renewed for another 2-year term. All forms/paperwork are up-to-date.

Catherine Haynes, current member on Truro's Bike and Walkways Committee, has submitted an application to be re-appointed to the Truro Bike and Walkways Committee for an Alternate, one-year term. All forms/paperwork are up-to-date.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Applicants will not be able to serve on the Board, Commission or Committee they have applied to.

SUGGESTED ACTION:

MOTION TO appoint Steve Wisbauer to the Truro Shellfish Advisory Committee for a one-year term, expiring on June 30, 2020.

Motion to appoint Emily Beebe as Truro's Representative on the Barnstable County Coastal Resources Committee for a two-year term expiring on July 23, 2021.

Motion to appoint Catherine Haynes to the Truro Bike and Walkways Committee for a one-year term expiring on June 30, 2020.

ATTACHMENTS:

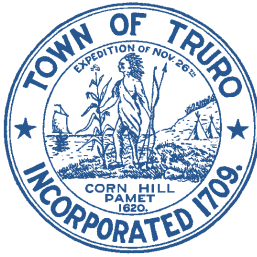
1. Reappointment Board/Committee/Commission Membership Checklist
2. Application to Serve-Steve Wisbauer
3. Application to Serve-Catherine Haynes

TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Office of the Select Board

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



Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: Steve Wisbauer

Committee/Commission/Board Member Name: Shellfish Advisory Committee

Length of term: **1 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: Emily Beebe

Committee/Commission/Board Member Name: Rep. to Barnstable County Cape Cod
Coastal Resources Committee

Length of term: **2 Year Term**

Chair's endorsement of reappointment N/A

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19

Committee/Commission/Board Name: Catherine Haynes

Committee/Commission/Board Member Name: Bike and Walkways Committee

Length of term: **1 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

On-Line Ethics Training Completed *Certificates good for 2 years*

Signed Acknowledgment/Summary of Conflict of Interest Law

Sexual Harassment Board of Selectmen Policy #19

REC'D 2019 JUL 3 AM 9:50
ADMINISTRATIVE OFFICE
TOWN OF TRURO



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: STEPHEN WISSAUBA HOME TELEPHONE: [REDACTED]

ADDRESS: 4 DEER PATH WORK PHONE: SAME

MAILING ADDRESS: PO BOX 123 E-MAIL: [REDACTED]

FAX: — MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: SHELLFISH

SPECIAL QUALIFICATIONS OR INTEREST: ON COMMITTEE NOW - RENEWAL

COMMENTS: —

SIGNATURE: [Signature] DATE: 7/3/19

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL)

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____

From: [Scott Lindell](#)
To: [Nicole Tudor](#)
Cc: [Tony Jackett](#); [Noelle Scoullar](#)
Subject: Re: Application to Serve-Appointment Renewal Stephen Wisbauer
Date: Monday, July 8, 2019 11:04:39 AM

I support the re-appointment of Steve as a Truro SAC member. Steve brings excellent experience and insight to the committee as a former assistant shellfish constable and current constable in Provincetown.

Scott

On 7/8/19 10:58 AM, Nicole Tudor wrote:

Hi Scott,

When you have a moment, would you kindly respond to the reappointment of Steve Wisbauer. He wishes to continue to serve on the Shellfish Advisory Committee.

Thank you for your time.

Nicole

Nicole Tudor

Executive Assistant
Selectmen's Office
Truro Town Hall
PO Box 2030
24 Town Hall Road
Truro, MA 02666
Direct Line: (508) 214-0925
Extension: (508)349-7004 Ext 110
Fax: (508)349-5505
Email: ntudor@truro-ma.gov



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Scott Lindell, Research Specialist
AOPE
266 Woods Hole Rd, MS #34
Woods Hole Oceanographic Institution



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Catherine Haynes HOME TELEPHONE: [REDACTED]

ADDRESS: 17 Sandpiper Rd WORK PHONE: [REDACTED]

MAILING ADDRESS: PO Box 1040 E-MAIL: [REDACTED]

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

Bike & walkways committee (BWWC)

SPECIAL QUALIFICATIONS OR INTEREST: Continued interest in bike and pedestrian access and safety in Truro. Have served on BWWC for over 6 years. Retired civil engineer.

COMMENTS: would like to continue as member of committee for ONE YEAR if allowable. Thank you,

SIGNATURE: C Haynes DATE: 6/28/19

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____

RCVD 2019 JUL 1 AM 9:43

ADMINISTRATIVE OFFICE

TOWN OF TRURO

SIGNATURE: _____ DATE: _____

INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____

Noelle Scoullar

From: Susan Roderick <[REDACTED]>
Sent: Thursday, July 11, 2019 7:45 PM
To: Noelle Scoullar
Subject: Re: Application for Re-Appointment to the Bike and Walkways Committee (C. Haynes)

approved Sue

On Mon, Jul 1, 2019 at 9:02 AM Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Good Morning Susan,

Catherine Haynes has applied to serve another term on the Bike and Walkways Committee. She's currently a full member with a three year term. She would like to become an alternate with a one year term. There is an alternate vacancy and we shall place this on the next Select Board agenda as such. Please respond to this email with your approval/comments.

Thank you!

Noelle

From: scans@smtp.truro-ma.gov <scans@smtp.truro-ma.gov>
Sent: Monday, July 01, 2019 8:18 AM
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Subject: Message from Mail Room KM_C458

DRAFT

**Truro Select Board Meeting
Tuesday, July 9, 2019
Truro Town Hall Selectmen's Chambers**

Select Board Members Present: Janet Worthington, Chair; Susan Areson, Maureen Burgess, Kristen Reed, Robert Weinstein

Present: Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Sullivan-Clark

Chair Janet Worthington called meeting to order at 5:00 p.m.

PUBLIC COMMENT

Six people came forward to give public comments. Eric Parker read a statement on the increases in real estate taxes with suggestions to have a two-year moratorium on overrides and provide additional information on full costs for financial warrant articles at Town Meeting. Debra Best-Parker asked about funding and goals for affordable housing. She stated that she is against creation of an Affordable Housing Trust. Bob Higgins-Steele asked about status of the Climate Action Committee, which Rae Ann Palmer assured him is being developed. Cheryl Best expressed her concerns about the impact of development in Truro and asked about goals for affordable housing. Chris Lucy said he was disappointed that there had not been more conversation with the Planning Board about possible change to an appointed board. He also suggested that the Town look for ways to get reimbursed for money spent on the lawsuits surrounding the Klein house. Susan Howe invited everyone in town to the Highland House Museum's free open house and reception on Friday, July 12, 2019 and announced their annual fund raiser on Sunday, July 21, 2019.

AGRICULTURAL COMMISSION APPOINTMENT

Katherine Winkler explained her interest in joining the Agricultural Commission. The Select Board members advised her that the commission had not been active for an entire year and had not met on a regular basis before that. The Board expressed their hopes that Ms. Winkler might infuse vitality into the Agricultural Commission.

Robert Weinstein moved to appoint Katherine Winkler as a full member to the Agricultural Commission filling an unexpired term that will expire on June 30, 2020. Susan Areson seconded, and the motion carried 5-0.

SELECT BOARD ACTION

Discussion of Planning Board Letter of Complaint

Chair Janet Worthington read into record a letter meant for the Public Comment period. In their letter, Erin Sullivan-Silva and Daniel J. Silva discussed the complaints against Robert Weinstein at the Planning Board meeting of May 1, 2019. They thanked Mr. Weinstein for supporting their project that was under consideration and was ultimately approved at that meeting.

Janet Worthington read the June 13, 2019 letter of complaint written by the Planning Board Chair Steve Sollog. He invoked Select Board Policy #54 regarding behavior of board members. The letter stated that Mr. Weinstein's behavior was disruptive to the proceedings, and that he had inappropriately approached the Planning Board table during the meeting.

Next, a video clip from the Planning Board meeting of May 1, 2019 was played. It showed Mr. Weinstein approach the microphone at the podium, thank the Chair, and state that he is Chair of the Truro Selectboard but is speaking before the Planning Board as an individual. He relates his history as a member of the Planning Board, relationship with the Silvas, Planning Board's absence from the Cape Cod Commission's hearing on the project, his position as representative to the MPO, and the Cape Cod Commission's findings on the particulars of the Silva project that had come before them as a Development of Regional Impact (DRI). He takes issue with the attorney for the motel's argument that this is not a permitted use in the zoning district, comments on the length of the Planning Board meetings, and references the January 10, 2019 letter on how the applicant has complied with Truro regulations. He concludes by relating the Select Board's 5-0 vote of approval for the project, thanks the Planning Board and exits. The Town Planner reports that the Interdepartmental Review Team agreed that the project was appropriate for its zoning district, and the video clip ends.

Select Board members expressed their opinions. Maureen Burgess outlined Select Board Policy #54 about high standards of civility, fairness, truthfulness for all volunteer boards with the Select Board as role model. She read the section on civility and said she was concerned that Mr. Weinstein had included the Select Board's vote in his presentation even though he said he was presenting his views as a citizen. She said he couldn't have it both ways. It is not the job of the Select Board to supervise the Planning Board or any other board, chastise them and tell them what they should do, she said. Ms. Burgess considered Robert Weinstein's actions a violation of Policy #54. Kristen Reed said she did not view Mr. Weinstein's statements as a violation of Policy #54. Instead, she viewed his honesty and truthfulness as supporting the policy. Susan Areson commended Mr. Weinstein for allowing the discussion to take place in an open meeting with public participation since he could have requested an executive session. However, she considered his behavior in violation of Policy #54. She characterized his comments as *chastising* or *berating* and said that a member of any board or any citizen should not do that. Ms. Areson said he might have addressed his complaints to the Planning Board by some other method. Janet Worthington said it was troubling that the Planning Board had referenced in their letter that this was not the first time they had felt insulted by Mr. Weinstein. She said it was not helpful for boards to raise their voice or make others feel that they were wrong. Ms. Worthington said she considered it a violation of Policy #54.

Members of the audience weighed in on Mr. Weinstein character and the alleged violation. Chris Townsend said Mr. Weinstein had been very supportive of his efforts, has an outstanding knowledge of the history of Truro, represents the Town fairly, and shows a passion for wanting good things for Truro. He expressed the hope that differences between the Planning Board and the Select Board can be settled. Sheryl Best said she was extremely uncomfortable with the discussion, considering it very awkward and inappropriate. Chris Lucy said he had attended the

May 1, 2019 Planning Board meeting and didn't think Mr. Weinstein had done anything wrong. Mr. Lucy asked what the Select Board intended to do at this meeting.

Monica Kraft said Policy #54 applies to boards, but not to private citizens. She said Robert Weinstein had made it very clear that he was speaking as a private citizen. His comment on the Select Board vote could have been made by anyone, she said. Mr. Sollog had attributed motivation that he could not possibly know, she said. Ms. Kraft reviewed the process the applicant had gone through and the Cape Cod Commission's approval. She did not consider Mr. Weinstein's comments as rude and dismissive, but as truthful.

Maureen Burgess asked for a replay of a section of the video where the behavior that the Planning Board considered disruptive occurs. Monica Kraft objected that the discussion had been going on too long. Maureen Burgess made a point of order that it was up to the Select Board to determine that. Ms. Kraft said they were spending too much time on what should have been a private matter. She cited a previous meeting where the Select Board had another prolonged discussion of a member's personal opinion, and members had agreed that it shouldn't have been dragged out. Janet Worthington said that it was another big waste of time, but the matter had come before the Select Board through the letter from the Planning Board, and they needed to address it.

Maureen Burgess moved to have the Select Board acknowledge that Select Board member Robert Weinstein had violated Policy #54 at the May 1, 2019 Planning Board meeting. There was no second.

Robert Weinstein characterized the Planning Board Chair's letter as *excoriating*, and he repeated that Policy #54 does not apply to private citizens. He said that in the portion of the video that was not shown he is invited to speak at a microphone that is in front of someone else. There was no assault as alleged in the Planning Board letter. He said he would like to have a good working relationship between the two boards and had welcomed the public discussion of the Planning Board letter. He said he is a stickler for adherence to regulatory procedure. He has a 40-year record of service to the Town and does not consider his behavior at any time to have been disruptive or disrespectful to the Planning Board. That was not his goal, as mentioned in their letter. He said he was there to impart information since he believes that it is the responsibility of all Town board members to keep informed. He was not there to insult anyone, he said. He was happy that the outcome of the meeting was the approval of the project. He related some of his past comments regarding using the microphone. He said he took offense at being called *offensive*. He said that at other board meetings, he has always presented his ideas as a private citizen and will continue to do so. He concluded that he had not violated Policy #54.

Chair Worthington asked again if there was a second to Maureen Burgess' motion. Kristen Reed and Susan Areson said *no*. Susan Areson commented further on Mr. Weinstein's forceful comments, which she found somewhat disrespectful and chastising. She added that she does not like to see that in any public official whether they are speaking as a private citizen or not. She said the Select Board should be working to repair the relationship with the Planning Board. She

said a workshop session might offer an opportunity for the boards to work together collaboratively and respectfully.

Kristen Reed commented on a double standard that she was witnessing at the meeting, saying there was a segment of the audience who would not be quiet and thus were being disrespectful. She explained that she had asked Mr. Weinstein to attend the Planning Board meeting on May 1, 2019, when he had planned to go shellfishing instead. He had gone as a community-minded member of the Select Board and also as a citizen because of his strong feelings about the project. She considered the two thank-you's Mr. Weinstein proffered to the Planning Board Chair as a sign of good manners. She said she was open to a work session to mend fences. Susan Areson said she believed everyone on the Select Board respected Robert Weinstein's dedication and years of service. Maureen Burgess expressed her appreciation for his service; however, she still believed his actions were in violation of Policy #54. Robert Weinstein said a joint sit-down with the Planning Board would be a positive way to move forward. Janet Worthington said she wanted both boards to move forward, but there was nothing specific for the Select Board to do at this meeting. She verified again that there was no second to the motion made by Maureen Burgess.

Discovery Channel Film Agreement

Janet Worthington read the request to enter an agreement with the Discovery Channel for a film that will feature Dr. Greg Skomal's study of the great white sharks in Cape Cod waters. Dr. Skomal of the Division of Marine Fisheries described the project. He said the Atlantic White Shark Conservancy's focus is on the relationship between sharks and seals. Their goal is to be able to forecast where shark attacks are most likely to occur. Dr. Skomal considers the Discovery Channel's approach to be objective and level-headed. He has done nine previous films with them. They focus on research and conduct interviews with beach goers, public safety staff and other interested parties. Members of the Select Board offered their support.

Dr. Skomal outlined some of the new technology available to collect data on sharks. Accelerometry data from cameras attached to sharks helps determine their feeding habits, locations, and patterns of behavior in shallow water. The Conservancy is working with the Provincetown Center for Coastal Studies, placing acoustic receivers in shallow water, preferably in Truro, to learn more about the sharks' behavior. They also have access to real time acoustic receivers that will transmit to onshore lifeguards, beach directors or safety officials, who will know immediately if a tagged shark has swum into an area. Dr. Skomal said he is interested in deploying an acoustic receiver in Truro. Ms. Palmer mentioned the Center for Coastal Studies request for funding. She said Truro has money available from the Reserve Fund and the Environmental Fund. Dr. Skomal said the film should be aired in 2020. He said the Conservancy has tagged six sharks so far this year. They have had at least 90 sightings. He predicts an active year for sharks.

Maureen Burgess moved to approve the film agreement for Big Wave Productions for filming in Truro between July 17-29, 2019 and August 18-30, 2019, for two to three days maximum on shore. Robert Weinstein seconded, and the motion carried 5-0.

Pan Mass Challenge Route through Truro

Town Manager Rae Ann Palmer said the Town has been working with the Pan Mass representatives on conditions for the Truro portion of the ride. Truro has requested eight additional police officers, staging of riders for their entrance onto Castle Road and making Castle Road one way from the split to Route 6 during the event. The eight police details would be available to clear Castle Rd. in case of an emergency. Police Chief Jamie Calise said Truro has also suggested messaging to alleviate spectator crowding on Castle Rd. He believes it will be a more manageable situation this year. Bicyclists have microchips that will provide more data on the number of riders passing through. Pan Mass acknowledges that the ride size has grown to its maximum. The organizers have committed to meet with the Town after the ride to analyze the event. The lieutenant governor had contacted Ms. Palmer and understands the need for additional officers and agrees volunteers in place of sworn officers will not work. Janet Worthington suggested placing an ALS ambulance at Castle Hill during the time the bicyclists are passing through. Chief Calise said there will be a state police detail that follows the race for the entire Cape Cod course. Ms. Palmer said that the Pan Mass representatives had been informed that the Select Board is not inclined to allow future use of Castle Rd.

Susan Areson moved to allow the use of Castle Rd. for this year with the mitigating conditions described: additional police officers, a one-way section, and staging of riders. Kristen Reed seconded, and the motion carried 5-0.

Fiscal Year 2020 Select Board Values, Goals & Objectives

Rae Ann Palmer said the values and goals have not changed. It is the objectives that have been discussed and presented in the new draft for Fiscal Year 2020 Select Board *Goals & Objectives*. The Town Manager said the suggested Charter change to make the Planning Board an appointed board had been withdrawn. Ms. Reed had edited her suggested additional objectives. Chair Worthington had added an objective to ban balloons and prepare the proposal as a warrant article for 2020 Annual Town Meeting. Ms. Palmer said the *Goals and Objectives* are usually voted upon at the second July meeting. Maureen Burgess reconsidered Objective CEG-4 by limiting manuals to appointed boards and committees. Ms. Palmer will give Maureen Burgess and Kristen Reed, who are developing the informational handbooks, a sample manual provided by Peter Herridge. Kristen Reed reported on funding possibilities to explore a cultural district for Truro, a new CS-5 objective. She said she has a representative from Mass Cultural Council willing to speak to the Board if they would be interested in a presentation.

Kristen Reed said that creating an Affordable Housing Trust, one of the new objectives, would have to be approved at Town Meeting. The Trust would be comprised of 5 to 9 members, selected from Planning Board, CPC, the Housing Authority and an Affordable Housing representative, all appointed by the Select Board. Maureen Burgess noted the full workload of staff and questioned how much staff time such a Trust would need. Susan Areson said the stated objective is exploring the creation of a Trust. She said the second objective to seek funding was way ahead of itself. Ms. Palmer couldn't give an estimate of staff time needed for a Trust. The revenue from room tax and percent for housing is yet unknown. She recommended that the

Housing Authority also look into the idea of establishing a Trust. Ms. Palmer suggested leaving out the second financial objective. The third new objective was for a tax rebate for people who rent their property affordably on a year-round basis, but Kristen Reed said she could wait a year before she proposed the objective again. Janet Worthington asked about clarifying what balloons were to be banned. New objectives #1 and #4 will be added to the FY20 *Goals and Objectives*.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: One Day Entertainment and Alcohol Licenses for Truro Center for the Arts at Castle Hill
- B. Review and Approve the Reappointments of Board/Committee/Commission Members: Dana Pazolt – Shellfish Advisory Committee; Peter Graham – Truro’s Representative to the Provincetown Water and Sewer Board; Angela Gaimari – Truro Cultural Council
- C. Review and Approve Select Board Minutes: Amended minutes from June 11, 2019; June 25, 2019

There is a change in time period requested in the application for Castle Hill’s fundraising auction, Ms. Palmer said.

Kristen Reed moved to approve the Consent Agenda as amended. Maureen Burgess seconded, and the motion carried 5-0.

SELECT BOARD REPORTS/COMMENTS

All Select Board members had attended the Walsh property community forum and praised the facilitator. Robert Weinstein commented on the average age of those attending the forum. The Town Manager has already received input from the sticky notes collected at the forum. She said that the opportunity for input continues on the Town website. Susan Areson and Maureen Burgess also had attended the Part-Time Resident Tax Payers Association meeting, where Janet Worthington spoke. Ms. Worthington said the part-time residents showed interest in the Walsh property, sharks, the culverts, and the Residential Tax Exemption. Robert Weinstein distributed copies of article in the Cape Cod *Times* about work by Rae Ann Palmer, Police Chief Calise and himself. Janet Worthington asked about maintenance of the wooden walkway to Corn Hill Beach. If sand is not swept off it, the walk becomes dangerous. Ms. Palmer said she will see that DPW and the Beach Director know about and remedy the situation.

TOWN MANAGER’S REPORT

Town Manager Rae Ann Palmer provided clarification for some questions and statements made earlier in the meeting. She said even with development of the Cloverleaf property, Truro will meet only 2 percent of the required 10 percent requirement for affordable housing. Truro’s goal is to diversify the housing stock. Ms. Palmer said there was only one override of Proposition 2 ½ at Town Meeting; the other financial warrant articles were for debt exclusions to support our fragile environment. The Town Manager announced that Council on Aging Director Susan Travers resigned for personal reasons on June 28th. The Town is now advertising for a new COA Director. Ms. Palmer said she will provide the Select Board negotiating committee with a draft

copy of the Host Community Agreement for High Dune Craft Cooperative with Town Counsel and the Cooperative's redlined comments and revisions.

NEXT MEETING AGENDA

The July 23, 2019 meeting will include: the tabled item for the Sousa tidal grant; a condo conversion for two units at Colonial Village; *Goals & Objectives*; and reappointments.

LAST COMMENTS

Janet Worthington asked for a total number of condominium units that have been converted to year-round use. Maureen Burgess asked about forming a policy on aquaculture off Town beaches in addition to the policy for the deep-water grants. There was mention of a sign at Cold Storage Beach regarding dogs on private beaches. Kristen Reed added a final comment that everyone stay mindful while driving.

ADJOURNMENT

Maureen Burgess moved to adjourn. Kristen Reed seconded, and the motion carried 5-0.

The meeting was adjourned at 7:06 p.m.

Respectfully submitted,

Mary Rogers,
Secretary

Janet Worthington, Chair

Maureen Burgess, Vice-chair

Susan Areson

Kristen Reed, Clerk

Robert Weinstein

Public Records Material 7/09/19

1. Katherine Winkler's application for Agricultural Commission
2. Letter dated May 1, 2019, from Erin Sullivan-Silva and Daniel J. Silva
3. Letter of complaint, dated June 13, 2019, from Planning Board Chair Steve Sollog
4. Film agreement with Discovery Channel
5. Draft FY20 *Goals and Objectives* with four additional suggestions
6. One Day Entertainment and Alcohol Licenses for Truro Center for the Arts at Castle Hill
7. Reappointment papers for Dana Pazolt – Shellfish Advisory Committee; Peter Graham – Truro's Representative to the Provincetown Water and Sewer Board; Angela Gaimari – Truro Cultural Council