



Truro Board of Selectmen Meeting Agenda
Wednesday, May 6th, 2015
Regular Board of Selectmen Meeting – 5:00pm
Selectmen's Chambers Town Hall 24 Town Hall Road, Truro

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

- A. Review & Approve & Interview - Beverley Rose – Police Matron for the Truro Police Department

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. K9 Presentation
Presenter: Chief Kyle Takakjian
- B. Selection of Town Counsel
Presenter: Jay Coburn
- C. Update on FY15 Board of Selectmen Goals and Objectives
Presenter: Rae Ann Palmer
- D. Review and Approve New Remote Participation Policy
Presenter: Paul Wisotzky & Maureen Burgess

6. CONSENT AGENDA

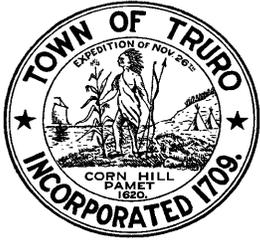
- A. Review and Approve Extension of Appointments to SMART/PAYT Committee membership and Charge
- B. Review and Approve Reappointment of Paul Kiernan-Truro Building Committee-3 year term
- C. Review and Approve the following licenses: Hawker Peddler's License-David Lewis-Lewis Brother's Ice Cream Truck; Transient Vendor License-North of Highland Campground and Hillside Farm Stand
- D. Review and Approve Minutes of April 7, 2015 Regular, March 25, 2015 Executive Session

7. SELECTMEN REPORTS AND LIAISON REPORTS

8. NEXT MEETING AGENDA:

- A. **WORK SESSION to plan for FY16 – week of May 18th**
- B. **TUESDAY, May 26th, 2015**

9. TOWN ADMINISTRATOR'S REPORT



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Truro Police Department

REQUESTOR: Chief Kyle Takakjian

REQUESTED MEETING DATE: May 6, 2015

ITEM: Appointment of Ms. Beverly A. Rose as a Police Matron

EXPLANATION: On call employee to replace part time member who joined the Air Force

FINANCIAL SOURCE (IF APPLICABLE): FY15 budget

IMPACT IF NOT APPROVED: Requirement for more officers to conduct prisoner watches of female arrestees at a higher cost.

SUGGESTED ACTION: Motion to appoint Beverly A. Rose as a Police Matron.

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Police

REQUESTOR: Chief Kyle Takakjian

REQUESTED MEETING DATE: May 6, 2015

ITEM: Request approval to start-up of a K9 Program.

EXPLANATION: The Police Department has raised funds to acquire and train a K9 Officer and dog to assist with drug enforcement and missing person searches. Staff will provide a formal presentation at the meeting.

FINANCIAL SOURCE (IF APPLICABLE): Private Donations

IMPACT IF NOT APPROVED: Loss of effectiveness with Heroin/Opiate/Narcotic issue and inability to search for missing persons in a timely and effective way.

SUGGESTED ACTION: *Motion to endorse implementation of a K9 Program and to request financial support from the participating Towns.*

ATTACHMENTS:

1. Copy of Presentation



TRURO POLICE K-9 UNIT

DETECT AND PROTECT

A Community Partnership



What's the Issue.....

- Lack of effective tools to find Lost / missing people
- Narcotics (Heroin / Opiate) problem is out of control

◆ What has been accomplished

- Started a Non-Profit K9 Association
- Gained OVERWELMING community support
- Raised a SIGNIFICANT amount of private funding to initiate, operate and sustain this initiative

BUDGET

Equipment

• Vehicle	\$7,000
• K9 Gear	\$500
• <u>Drugs</u>	<u>\$1,000</u>
• TOTAL	\$8,550

10 Week K9 Academy

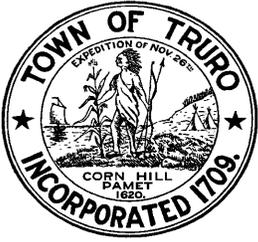
• 10 Week Training Cost (Overtime)	\$4,300
• <u>10 Week Training Replacement OT</u>	<u>\$3,680</u>
• TOTAL	\$7,980

Projected Yearly Expenses

• Vet Care (Donated)	
• Food (Donated)	
• Vehicle maintenance	\$2,000
• Monthly Training (Overtime)	\$8,286
• <u>FLSA Requirements (Care / Feeding)</u>	<u>\$7,525</u>
• TOTAL	\$17,811

What Are We Asking You For ?

- Endorsement of the Program
- Request from the Towns of Provincetown, Wellfleet and Eastham financial assistance in the amount of \$4,000 per Town (to be reviewed yearly)
- Grant endorsements (Stanton Foundation Example)



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator on behalf of the Board of Selectman

REQUESTED MEETING DATE: May 6, 2015

ITEM: Discussion Regarding and Selection of Town Counsel

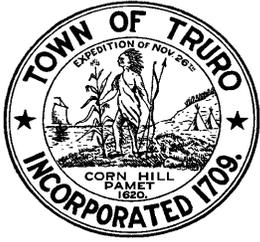
EXPLANATION: At the March 24, 2015 Board of Selectman meeting, this item was postponed until after the Annual Town Meeting. Selectman Jan Worthington has requested a discussion about the selection prior to moving the item.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *Motion to*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: May 6, 2015

ITEM: Update on Board of Selectmen Goals and Objectives

EXPLANATION: Attached is a report on the status of the 2015 Board of Selectmen Goals and Objectives. In addition, I have attached the most recent update provided on March 17, 2015. Since the last report, Labor Counsel Dolan has provided me dates for training sessions for Ethics and the Open Meeting Law for staff and Boards and Committee Chairs.

SUGGESTED ACTION: *None Required.*

ATTACHMENTS:

1. Goals and Objectives Report
2. March 17, 2015 Update



TOWN OF TRURO

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

Fiscal Year 2015 Goals and Objectives

Introduction

The Truro Board of Selectmen has agreed to pursue the following goals and objectives for Fiscal Year 2015, July 1, 2014 through June 30, 2015. The goals and objectives are divided into six broad categories:

- TOWN FINANCE
- LONG RANGE PLANNING
- ENVIRONMENT
- TOWN SERVICES & PUBLIC SAFETY
- OUTREACH, COMMUNITY RELATIONS AND COMMUNICATION
- TOWN ADMINISTRATION

Many of the objectives and activities are ongoing or continuing from FY2014 or earlier. Continued objectives have been marked as such.

In establishing these goals and objectives, the Selectmen intend to provide guidance and direction to the town's multi-member bodies, and to the Town Administrator and his or her appointees, in establishing their own goals and objectives to assist in the achievement of the overall goals and objectives.

TOWN FINANCE

GOAL: TRURO WILL HAVE A BUDGET THAT PROVIDES FOR ESSENTIAL SERVICES, MINIMIZES BUDGETARY GROWTH AND IS SUSTAINABLE OVER THE LONG TERM.

1. The Board of Selectmen will pursue the following objectives in order to increase non property tax revenues to the town:
 - a. The Board of Selectmen will support the efforts of our representative to the Great & General Court of the Commonwealth of Massachusetts to gain approval of the Town's home rule petition to enable the Town to collect the local option rooms tax for short term vacation. *(New)*
05/06/2015-Completed
 - b. The Town Administrator, Police Chief and Fire Chief will identify and apply for grant funding appropriate and relevant to the current and future needs of the Town of Truro to support the operations and enhancement of public safety and emergency management. *(New)*
05/06/2015-Ongoing

Agenda Item: 5C1

- c. The Town Administrator will evaluate the Town's grant seeking capacity and will make recommendations to the Board of Selectmen for ways to increase capacity in this area. *(New)*
05/06/2015-Completed
2. The Board of Selectmen will conduct a comprehensive review of Town Fees in order to provide for reasonable and equitable fees that maximize income for the Town. The TA will prepare a complete list of all Town fees and recommend to the Board of Selectmen a process for reviewing Town fees that incorporates recommendations from Town Staff, relevant Boards and Committees and data regarding fee structures in other towns. *(Continuing-revised)* **05/06/2015- Ongoing**
3. The Board of Selectmen will establish fiscal policies to address unfunded Other Post-Employment Benefits based on recommendations from the Finance Committee and the Town Administrator. *(New)*
05/06/2015-Ongoing
4. The Town Administrator will report to the Board of Selectmen on actions taken to respond to the Auditor's Management Recommendations contained in the two most recent audits. *(New)*
COBURN & WEINSTEIN 05/06/2015-Completed

LONG-RANGE PLANNING

GOAL: TRURO WILL USE PLANNING AS A MEANS TO:

- A. PREPARE FOR THE FUTURE;**
 - B. IDENTIFY PROBLEMS AND ROADBLOCKS AS A WAY OF INFORMING EFFECTIVE SOLUTIONS AND POLICY;**
 - C. PRIORITIZE RESOURCES;**
 - D. DEVELOP PUBLIC POLICY;**
 - E. COORDINATE SERVICES; AND,**
 - F. EDUCATE AND ENGAGE CITIZENRY.**
5. The Board of Selectmen will continue to review and update the Town Charter by
 - a. Considering changes proposed by the Charter Review Commission and recommending proposals to the Annual Town Meeting *(Continuing-revised)* **WORTHINGTON & WEINSTEIN 05/06/2015-Completed**
 - b. Placing changes approved at the 2014 Annual Town Meeting on the November 4, 2014 election ballot. *(new)* **WORTHINGTON & WEINSTEIN 05/06/2015-Completed**
 6. The Board of Selectmen, working with the Housing Authority and other Town Committees, will hold a Summit on Community Housing to develop recommendations for changes in policies, programs and by-laws to increase the availability of affordable/community housing. *(revised)* **WISOTZKY 05/06/2015-Ongoing**
 7. The Board of Selectmen will revitalize the Economic Development Committee and work with them to identify strategies for supporting sustainable economic development in the Town.
*(Continuing)***WORTHINGTON & WISOTZKY 05/06/2015-Ongoing**
 8. The Board of Selectmen will work with the Building Committee, the DPW Director, and the Town Administrator to develop a feasibility and cost study of the potential options to move the DPW facility

off Town Hall Hill by building or acquiring a new facility. (*Continuing*)**WORTHINGTON 05/06/2015-Ongoing**

9. The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2015. (*new*) **WISOTZKY & BURGESS 05/06/2015-Ongoing**

ENVIRONMENT:

GOAL: THE TOWN OF TRURO WILL HOLD AS A PRIORITY THE PROTECTION OF OUR ENVIRONMENT AND OUR NATURAL RESOURCES.

10. The Board of Selectmen, the Beach Commission, the Town Planner and the Police Chief/Emergency Management Director will initiate a process for developing long-term solutions to the effects of erosion at Ballston Beach and resulting flooding of the Pamet River Valley. (*Continuing-revised*) **BURGESS & WORTHINGTON 05/06/2015-Ongoing**
11. The Board of Selectmen, the Beach Commission, the Town Planner and the DPW Director will develop a long-term plan for the likely loss of parking spaces at Town beaches due to coastal erosion. (*New-revised*) **BURGESS & WORTHINGTON 05/06/2015-Ongoing**
12. The Town Administrator will conduct a comprehensive risk assessment that addresses issues related to climate change such as increased coastal erosion, sea-level rise and more powerful weather events and the impact these issues/events will have on Town property and services. (*New*) **BURGESS 05/06/2015-Ongoing**

TOWN SERVICES & PUBLIC SAFETY

GOAL: THE TOWN OF TRURO WILL PROVIDE FOR CURRENT AND ANTICIPATED NEEDS OF ITS CITIZENRY THROUGH THE PROVISION OF SERVICES INCLUDING PUBLIC SAFETY IN A STATE-OF-THE-ART FASHION THAT UTILIZE BEST PRACTICES AND THAT ARE EFFICIENT AND AFFORDABLE.

13. The Board of Selectman, in conjunction with the Fire Chief, will implement recommendations contained in the Truro Fire and Rescue Advisory Committee (TFRAC)'s February 2014 report including conducting and completing a search for a full time Fire Chief by June 30, 2015. (*new*) **WISOTZKY 05/06/2015-Ongoing**
14. The Board of Selectmen, working with the Board of Health and the Recycling Committee will explore ways to reduce the amount of solid waste handled through the Transfer Station by: (*Continuing*)
 - a. Increasing recycling and exploring more aggressive use of composting
 - b. Exploring fee structures such as PAYT (Pay as You Throw) that will reduce solid waste disposal costs **WEINSTEIN & BURGESS 05/06/2015-Ongoing**

Agenda Item: 5C1

15. The Board of Selectmen will work with the Chief of Police and the Bike and Walkway Committee to develop a safe roadway agenda that addresses the needs of currently “dangerous” roads as well as the expansion of safe bike-ways. *(Continuing)* **BURGESS 05/06/2015-Ongoing**
16. The Police Chief will arrange for an emergency management training for the Board of Selectmen so that the Board members may better understand their roles and legal responsibilities. *(Continuing-revised)* **COBURN 05/06/2015-Ongoing**
17. The Board of Selectmen will review the Town’s General By-law regarding Alcoholic Beverages (Chapter III Public Health, Section 1 Alcoholic Beverages) and Policy Memorandum #14 (**LICENSE APPROVAL AND RENEWAL PROCEDURES**) recommend any changes that may be needed to accommodate special events and provide consistent policy guidance for Department Head approvals. *(Continuing)* **WORTHINGTON 05/06/2015-Ongoing**
18. The Board of Selectmen will consider proposals from the Town Administrator to comply with new State regulations regarding the kenneling of lost and stray pets. *(new)* **BURGESS 05/06/2015-Ongoing**

OUTREACH, COMMUNITY RELATIONS AND COMMUNICATION

GOAL: TRURO WILL HAVE AN OPEN GOVERNMENT THAT ENGAGES AND INVOLVES ITS CITIZENRY.

19. The Board of Selectmen will strengthen outreach and communication efforts to more effectively engage all residents in the affairs of Town government *(Continuing)*
 - a. An individual, designated by the Town Administrator, will be responsible for ensuring that each Town Department’s information on the Town’s Website is up-to date. *(New)* **05/06/2015-Ongoing**
 - b. The Town Administrator will recommend ways to
 - i. Increase use of the Town’s website by residents & visitors
 - ii. Use Social Media to inform residents, property owners and visitors on civic community affairs and emergency notification, preparedness and services. *(New)* **05/06/2015-Ongoing**
 - c. The Town Administrator will negotiate a contract for the publication of official public notices in the Provincetown Banner. *(New)* **05/06/2015-Completed**
 - d. The Town Administrator will make all Board of Selectmen agendas and meeting materials available in electronic form and available on the Town’s website in advance of all posted meetings *(New)* **05/06/2015-Completed**
 - e. The Board of Selectmen will work with the Moderator to identify and implement strategies to increase attendance at Town Meeting and make Town Meeting more engaging, understandable and less confusing. **COBURN 05/06/2015-Completed**
20. The Board of Selectmen and the Chairs of the Town’s Committees and Boards will strengthen compliance with the State’s Open Meeting Law, Ethics Law and Public Records Law. *(Continuing-revised)*

Agenda Item: 5C1

- a. The Board of Selectmen with the support of the Town Administrator and the Police Chief will develop a Code of Conduct for members of all elected and appointed Committees and Boards. **05/06/2015-Completed**
 - b. The Town Administrator will arrange for initial and ongoing training on the State's Open Meeting Law, Ethics Law and Public Records Law for all Town Committee Chairs and members as well as related Town Staff. **05/06/2015-Ongoing**
 - c. The Town Administrator will arrange for the provision of training and/or materials on civic participation, leadership and meeting management to all Town Committee Chairs and related Town Staff. The Town Administrator will develop a system for monitoring and ensuring all Town Elected and Appointed Officials and Town Staff complete the on-line Ethics Test administered by the State Ethics Commission on a regular basis. **05/06/2015-Ongoing**
 - d. The Town Administrator will develop policies and systems for ensuring that all Town Employees complete the State Ethics Law Training as a condition of employment **05/06/2015-Ongoing**
 - e. The Board of Selectmen will develop policies and systems for ensuring that members of all appointed Town Boards and Committees complete the State Ethics Law Training as a condition of appointment. **COBURN 05/06/2015-Ongoing**
21. The Board of Selectmen, working with the Cable & Internet Advisory Committee will
- a. identify ways to ensure broadband internet service is available in all areas of the Town. *(Continuing)* **WEINSTEIN & WISOTZKY 05/06/2015-Ongoing**
 - b. review the Town's contract with Comcast and monitor compliance with the terms of the contract including expansion of service. *(Continuing)* **WEINSTEIN & WISOTZKY 05/06/2015-Ongoing**

TOWN ADMINISTRATION

GOAL: THE TOWN ADMINISTRATION OF TRURO WILL:

- A. UTILIZE BEST PRACTICES;**
- B. BE OF AN APPROPRIATE SIZE;**
- C. HAVE A STAFF THAT IS ADEQUATELY AND FAIRLY COMPENSATED;**
- D. UTILIZE INTER-GOVERNMENTAL COOPERATION WHEN APPROPRIATE;**
- AND,**
- E. IS SUSTAINABLE.**

22. The Town Administrator, Police Chief & Fire Chief will develop and implement a system to enhance communication with Town Employees (Policy changes, Department or employee tasking, notification to Departments affected by specific actions/changes, strategic direction) *(New)* **COBURN & WISOTZKY 05/06/2015-Ongoing**
23. The Board of Selectmen will review legal services needed by Town Government, and how to best provide them. *(Continuing)* **COBURN & WEINSTEIN 05/06/2015-Ongoing**
24. The Board of Selectmen will review and implement recommendations of the wage and classification study. *(Continuing)* **WISOTZKY 05/06/2015-Ongoing**

Agenda Item: 5C1

25. The Board of Selectmen will complete renegotiation of multi-year labor contracts with AFSCME (DPW employees) LIUNA, Police Federation and Communicators (Dispatchers) by November 1st. (*new*)
COBURN 05/06/2015-Ongoing
26. The Board of Selectmen will revise evaluation forms for the Town Administrator, the Police Chief and the Fire Chief. (*Continuing & New*) **WISOTZKY & BURGESS 05/06/2015-Ongoing**
27. The Town Administrator, the Police Chief and the Fire Chief will identify ways to reduce costs and/or improve performance by working collaboratively with neighboring towns and entities, including the Cape Cod National Seashore and Barnstable County. (*Continuing-revised*) **COBURN & WEINSTEIN 05/06/2015-Ongoing**

Jay Coburn, Chair

Janet W. Worthington, Clerk

Paul Wisotzky, Vice-Chair

Maureen Burgess

Robert Weinstein

Board of Selectmen
Town of Truro



Agenda item: 5C2

TOWN OF TRURO

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

Fiscal Year 2015 Goals and Objectives Updates March 17, 2015

Introduction

The Truro Board of Selectmen has agreed to pursue the following goals and objectives for Fiscal Year 2015, July 1, 2014 through June 30, 2015. The goals and objectives are divided into six broad categories:

- TOWN FINANCE
- LONG RANGE PLANNING
- ENVIRONMENT
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- TOWN ADMINISTRATION

TOWN FINANCE

GOAL: TRURO WILL HAVE A BUDGET THAT PROVIDES FOR ESSENTIAL SERVICES, MINIMIZES BUDGETARY GROWTH AND IS SUSTAINABLE OVER THE LONG TERM.

ACTION ITEMS

1. The Board of Selectmen will pursue the following objectives in order to increase non property tax revenues to the town:
 - a. The Board of Selectmen will support the efforts of our representative to the Great & General Court of the Commonwealth of Massachusetts to gain approval of the Town's home rule petition to enable the Town to collect the local option rooms tax for short term vacation. *(New)The Town Administrator has sent a letter, on behalf of the Board of Selectmen, to our State Representative and State Senator notifying them of the vote at the 2014 ATM supporting the home rule petition and asking for the support of the legislation.*
 - b. The Town Administrator, Police Chief and Fire Chief will identify and apply for grant funding appropriate and relevant to the current and future needs of the Town of Truro to support the operations and enhancement of public safety and emergency management. *(New) The Fire Chief and his consultant have presented the Board the opportunity for a grant to purchase replacement Scott Pack, breathing apparatus, for firefighters. The Board of Selectmen has approved the application for the grant on 10/14/2014.*
 - c. The Town Administrator will evaluate the Town's grant seeking capacity and will make recommendations to the Board of Selectmen for ways to increase capacity in this area. *The Town*

Administrator has sent a letter to the Cape Cod Commission asking for an indication of the level of assistance in grant writing they can provide to the Town. We have received a call from the deputy Director of CCC stating that there County resources available to assist Truro with grant applications. A meeting will be set up with a representative of the CCC and the County Development Office to explore specific ways to assist the Town. On October 15, 2014 Charleen Greenhaulgh and Robert Lawton met with the CCC Deputy Director and County Grants person Ms. Bobbi Moritz and Ms. Lislle Richards to outline available County resources to assist the Town of Truro. The County agreed to provide the Town with significant assistance in developing grant applications. We will be submitting grant suggestions to the County after we poll staff for possible grant application topics. The County will look at specific grant possibilities and let us know the reporting requirements and other requirements which may impact the Town.

03/15/15-The grant “wish list” was submitted to and acknowledged by the County.

2. The Board of Selectmen will conduct a comprehensive review of Town Fees in order to provide for reasonable and equitable fees that maximize income for the Town. The TA will prepare a complete list of all Town fees and recommend to the Board of Selectmen a process for reviewing Town fees that incorporates recommendations from Town Staff, relevant Boards and Committees and data regarding fee structures in other towns. *(Continuing-revised) We are currently compiling the lists of fees Truro currently charges. We are researching studies already completed by other Cape Towns on fees and will fill in any gaps to show comparisons with other similar Cape Towns. We will then make recommendations to the Board from affected Departments and the Administrator.*

03/17/15-The Town Accountant has compiled a comprehensive list of fees. A few departments are making recommendations for increases, additional analysis is required.

3. The Board of Selectmen will establish fiscal policies to address unfunded Other Post-Employment Benefits based on recommendations from the Finance Committee and the Town Administrator. *(New)The Town Administrator and Accountant have developed several options which they are discussion and will submit to the Finance Committee for review and ultimately present to the Selectmen for adoption.*
 4. The Town Administrator will report to the Board of Selectmen on actions taken to respond to the Auditor’s Management Recommendations contained in the two most recent audits. *(New) I have reviewed the FY 12 and FY 13 audit recommendations. Several recommendations have been implemented. The balance will be assigned to individuals for action. A separate report will be submitted to the Selectmen on each of the audit recommendations. See Audit update*
- 03/17/15-Robert Lawton’s memo is attached.**

LONG-RANGE PLANNING

- GOAL: TRURO WILL USE PLANNING AS A MEANS TO:**
- A. PREPARE FOR THE FUTURE;**
 - B. IDENTIFY PROBLEMS AND ROADBLOCKS AS A WAY OF INFORMING EFFECTIVE SOLUTIONS AND POLICY;**
 - C. PRIORITIZE RESOURCES;**
 - D. DEVELOP PUBLIC POLICY;**
 - E. COORDINATE SERVICES; AND,**
 - F. EDUCATE AND ENGAGE CITIZENRY.**

5. The Board of Selectmen will continue to review and update the Town Charter by
 - a. Considering changes proposed by the Charter Review Commission and recommending proposals to the Annual Town Meeting **(Continuing-revised) WORTHINGTON & WEINSTEIN 03/17/15-The Charter Review Committee's recommendations are included in the 2015 ATM Warrant.**
 - b. Placing changes approved at the 2014 Annual Town Meeting on the November 4, 2014 election ballot. **(new) I submitted to the Board information submitted by the Town Clerk who has stated that in her conversations with the State Election Board the Town cannot place the Charter questions on the November 2014 State ballot. (see memo in 7/8 packet) 03/17/15-The questions will be on the May 2015 ballot.**

6. The Board of Selectmen, working with the Housing Authority and other Town Committees, will hold a Summit on Community Housing to develop recommendations for changes in policies, programs and by-laws to increase the availability of affordable/community housing. **(revised) WISOTZKY 03/17/15-Pending Housing Needs Assessment to be completed this Spring.**

7. The Board of Selectmen will revitalize the Economic Development Committee and work with them to identify strategies for supporting sustainable economic development in the Town. **(Continuing)WORTHINGTON & WISOTZKY**

8. The Board of Selectmen will work with the Building Committee, the DPW Director, and the Town Administrator to develop a feasibility and cost study of the potential options to move the DPW facility off Town Hall Hill by building or acquiring a new facility. **(Continuing)WORTHINGTON I have secured the name of the Mass DOT official we need to speak with to determine the availability of the Mass DOT facility on Route 6 and or the 7 acre parcel in North Truro. The DPW Director and I will contact the appropriate person and set a meeting time, with the Selectmen contact. I have spoken to the Mass DOT representative and, at his request, sent him plans of the two areas we are interested in. He is having his staff review the requests and will set up a time to visit Truro and review the requests on site. We have sent follow up emails and made telephone contact with the DOT office to attempt to arrange an onsite meeting to review options. To date we do not have a firm date to meet. 03/17/15-ongoing.**

9. The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2015. **(new) WISOTZKY A PDF file of all the Selectmen Policies has been provided to Mr. Wisotzky and Ms. Burgess to start the review. Mr. Wisotzky reported that the review has started and the Board agreed that submissions for changes will be submitted several at a time and not individually. 03/17/15-Review is ongoing.**

ENVIRONMENT:

GOAL: THE TOWN OF TRURO WILL HOLD AS A PRIORITY THE PROTECTION OF OUR ENVIRONMENT AND OUR NATURAL RESOURCES.

10. The Board of Selectmen, the Beach Commission, the Town Planner and the Police Chief/Emergency Management Director will initiate a process for developing long-term solutions to the effects of erosion at Ballston Beach and resulting flooding of the Pamet River Valley. *(Continuing-revised)* **BURGESS** *Ms. Burgess will be contacting the National Seashore to determine what studies they have completed on both goals 10 and 11. The Town Administrator and DPW Director will be viewing the situations and then meet with Ms. Burgess to discuss solutions. Ms. Burgess and Charleen Greenhalgh have found several existing studies on erosion control and possible solutions. Those studies are being reviewed.*
03/17/15- Ongoing. After the wash over from winter storm Juno, the Center for Coastal Studies was engaged to complete an analysis and make recommendations. A working group was convened to begin the process to address the Pamet River Valley.
11. The Board of Selectmen, the Beach Commission, the Town Planner and the DPW Director will develop a long-term plan for the likely loss of parking spaces at Town beaches due to coastal erosion. *(New-revised)* **BURGESS** *We are reviewing prior studies on beach parking areas and have viewed the sites. We will submit a summary of prior studies and recommendations.*
03/17/15- Ongoing. Staff participated in the Volpe Transportation Study with the National Seashore. As Town's lose parking, the long term solution may be parking shuttles. Staff is reviewing options at Ballston in light of the over wash. Options need to be developed, if possible, for Coast Guard Beach.
12. The Town Administrator will conduct a comprehensive risk assessment that addressees issues related to climate change such as increased coastal erosion, sea-level rise and more powerful weather events and the impact these issues/events will have on Town property and services. *(New)* **BURGESS**
03/17/15- The Town was just notified that it will receive a grant to update the Hazard Mitigation Plan.

TOWN SERVICES & PUBLIC SAFETY

GOAL: THE TOWN OF TRURO WILL PROVIDE FOR CURRENT AND ANTICIPATED NEEDS OF ITS CITIZENRY THROUGH THE PROVISION OF SERVICES INCLUDING PUBLIC SAFETY IN A STATE-OF-THE-ART FASHION THAT UTILIZE BEST PRACTICES AND THAT ARE EFFICIENT AND AFFORDABLE.

13. The Board of Selectman, in conjunction with the Fire Chief, will implement recommendations contained in the Truro Fire and Rescue Advisory Committee (TFRAC)'s February 2014 report including conducting and completing a search for a full time Fire Chief by June 30, 2015. *(new)* **WISOTZKY** *Selectman Wisotzky, Chief Davis, R. Loomer R. Lawton, C. Greenhalgh ,J. Dolan met recently to move forward in implementing the recommendations of the Fire/Rescue report. The Chief has control of his overtime obligations and is proceeding to be ready to present candidates to be named fire fighters by the Selectmen. Selectman Wisotzky is working with counsel and the Chief on other policy matters to be presented to the Selectmen. The Fire Chief and Mr. Loomer have a second draft of rules and regulations to be presented to the Board of Selectmen in October. They will also review operating procedures with the Board as information as the Selectmen are not required to adopt operating procedures. The Board of Selectmen have adopted new rules and regulations for the Fire Department on October 13, 2014.*
03/17/15-The Town Administrator is seeking a firm to conduct a recruitment for an Interim Fire Chief.

14. The Board of Selectmen, working with the Board of Health and the Recycling Committee will explore ways to reduce the amount of solid waste handled through the Transfer Station by: *(Continuing)*
- a. Increasing recycling and exploring more aggressive use of composting
 - b. Exploring fee structures such as PAYT (Pay as You Throw) that will reduce solid waste disposal costs **WEINSTEIN** *Mr. Weinstein and the Chair, has invited the Board of health and Recycling Committee to the Board of Selectmen meeting on September 23d to start the discussion on PAYT. Board of Selectmen have met with representatives of the BOH and Recycling Committee and have adopted a charge for a new study committee to review the PAYT/SMART options. The next step will be to formalize the appointments of persons to the committee so they may start work.*

03/17/15-The SMART/PAYT Committee is meeting, researching and considering options.

15. The Board of Selectmen will work with the Chief of Police and the Bike and Walkway Committee to develop a safe roadway agenda that addresses the needs of currently “dangerous” roads as well as the expansion of safe bike-ways. *(Continuing)* **BURGESS**

03/17/15-Letter was sent to MassDOT from the Bike & Walkway’s Committee, pending response.

16. The Police Chief will arrange for an emergency management training for the Board of Selectmen so that the Board members may better understand their roles and legal responsibilities. *(Continuing-revised)* **COBURN**

The Board of Selectmen will review the Town’s General By-law regarding Alcoholic Beverages (Chapter III Public Health, Section 1 Alcoholic Beverages) and Policy Memorandum #14 (**LICENSE APPROVAL AND RENEWAL PROCEDURES**) recommend any changes that may be needed to accommodate special events and provide consistent policy guidance for Department Head approvals. *(Continuing)* **WORTHINGTON** *Nicole Tudor, in the Town Administrator office, is reviewing the Policy Memorandum and will make recommendations for changes, if necessary, to the Board of Selectmen.*

03/17/15-ongoing.

17. The Board of Selectmen will consider proposals from the Town Administrator to comply with new State regulations regarding the kenneling of lost and stray pets. *(new)* **The Town Administrator is reviewing the State Regulations regarding kennels and will make a recommendation on how to proceed to comply with the law. After research determined that there is no requirement for a Town to have a kennel we started working on developing an animal shelter option. We are going to work regionally with Wellfleet and possibly other communities to present options to the Towns. The Town Administrators in Wellfleet and Truro have sent a letter to the Sea Shore to see if there are any buildings available in the Highland area which could be used for a temporary animal shelter. No response has been received to date. However, Ms. Burgess has contacted the National Seashore and they will be responding within the next several weeks to our request.**

03/17/15-The National Seashore cannot accommodate an animal shelter. Outside space is available at the Public Safety Facility, if necessary the shelter at The Animal Rescue League of Boston in Brewster, MA is utilized. The ACO is working with Wellfleet for a permanent solution.

OUTREACH, COMMUNITY RELATIONS AND COMMUNICATION

GOAL: TRURO WILL HAVE AN OPEN GOVERNMENT THAT ENGAGES AND INVOLVES ITS CITIZENRY.

18. The Board of Selectmen will strengthen outreach and communication efforts to more effectively engage all residents in the affairs of Town government (*Continuing*)
- a. An individual, designated by the Town Administrator, will be responsible for ensuring that each Town Department's information on the Town's Website is up-to date. (*New*) ***The Town Administrator, with the concurrence of the MIS Director, suggested and the Board of Selectmen approved an extension to the current contract we have with the person who records the Selectmen meetings, Ms. Eliza Harned, to expand her contract to update the Town's web site and be the point person for new information to be put on the site. Goal completed.***
 - b. The Town Administrator will recommend ways to
 - i. Increase use of the Town's website by residents & visitors ***The Town Administrator will work with Eliza Harned and the MIS Director to develop opportunities for residents and visitors to access the site. Ms. Harned is studying the procedures to expand use of the town web site by committees and departments. She is working with the MIS Director on an implementation schedule.***
 - ii. Use Social Media to inform residents, property owners and visitors on civic community affairs and emergency notification, preparedness and services. (*New*)
 - c. The Town Administrator will negotiate a contract for the publication of official public notices in the Provincetown Banner. (*New*) ***The Town Administrator has contacted the Banner to determine the costs, etc. The Banner is undergoing a change in management and our contact person has stated the she will contact the TA with the name of the new person in charge on legal ads. After negotiations I will forward the results to the Board of Selectmen. We have been in contact with a representative of the CCT/Banner and they are putting together a proposal for the Town's legal ads. We are hopeful that we will receive the information soon. We have received the new price schedule from the Banner and we are presenting the figures to the Selectmen for review on September 23rd.***
03/17/15-Completed. All legal notices will be published in the Provincetown Banner.
 - d. The Town Administrator will make all Board of Selectmen agendas and meeting materials available in electronic form and available on the Town's website in advance of all posted meetings (*New*) ***The Town Administrator, the MIS Director, and Staff have implemented the Dropbox system for all Selectmen meeting packets and agendas. The next step will be to make the Dropbox available on the Town web site. This goal will be completed by September 2015. The Selectmen packets are now available on the Town web site for public access. This goal has been completed.***
 - e. The Board of Selectmen will work with the Moderator to identify and implement strategies to increase attendance at Town Meeting and make Town Meeting more engaging, understandable and less confusing. **COBURN**
19. The Board of Selectmen and the Chairs of the Town's Committees and Boards will strengthen compliance with the State's Open Meeting Law, Ethics Law and Public Records Law. (*Continuing-revised*)
- a. The Board of Selectmen with the support of the Town Administrator and the Police Chief will develop a Code of Conduct for members of all elected and appointed Committees and Boards. ***We have received a copy of another town's code of conduct and we are reviewing and***

*modifying the code to fit Truro. The Chief and I will make a recommendation after our modifications are complete. A first draft of a Code of Conduct has been prepared and submitted to the Chair for review. After receiving corrections and comments we will submit a second draft to the full Board of Selectmen for review. **The final draft of the Code of Conduct has been adopted at the Selectmen meeting on October 28, 2014. Copies are being sent to all employees and committees.***

03/17/15 Policy was revised-Completed.

- b. The Town Administrator will arrange for initial and ongoing training on the State's Open Meeting Law, Ethics Law and Public Records Law for all Town Committee Chairs and members as well as related Town Staff. *We are working with legal counsel to arrange for onsite training for the items above. No dates have been arranged as of this update. We have received a proposal from bargaining Counsel to provide training. Dates need to be set to start the process.*

03/17/15-Dates Pending.

- c. The Town Administrator will arrange for the provision of training and/or materials on civic participation, leadership and meeting management to all Town Committee Chairs and related Town Staff. The Town Administrator will develop a system for monitoring and ensuring all Town Elected and Appointed Officials and Town Staff complete the on-line Ethics Test administered by the State Ethics Commission on a regular basis. *The Town Administration staff have developed an ongoing chart to show individual and committee members who have completed the required courses and a chart showing who has not met the requirement. We will develop a recommended policy for the Selectmen to consider for adoption to ensure compliance with the education requirements.*
- d. The Town Administrator will develop policies and systems for ensuring that all Town Employees complete the State Ethics Law Training as a condition of employment. *Same as 20 c.*
- e. The Board of Selectmen will develop policies and systems for ensuring that members of all appointed Town Boards and Committees complete the State Ethics Law Training as a condition of appointment. **COBURN** *Same as 20 c.*

- 20. The Board of Selectmen, working with the Cable & Internet Advisory Committee will
 - a. identify ways to ensure broadband internet service is available in all areas of the Town. *(Continuing)_WEINSTEIN & WISOTZKY*
 - b. review the Town's contract with Comcast and monitor compliance with the terms of the contract including expansion of service. *(Continuing) WEINSTEIN & WISOTZKY I have reviewed the contract extension with Comcast and have sent a letter to the Comcast Local Affairs office asking for an update in the commitments that Comcast made. Dependent upon the answer I may suggest that a Comcast representative appear before the Selectmen to answer questions. As of September 17 there has been no response to our July 30 letter. A follow up call has been made to Ms. Mary O'Keefe, the Town contact from Comcast, and we are awaiting a reply to the voice message which was left. We have made additional written and telephone contacts with Comcast and have had no response. Mr. Coburn will contact a representative at the corporate level to see if any action can happen. The staff is gathering information on recent surveys to determine specific Town needs and locations for cable installation.*

03/17/15-Comcast representatives attended a BOS meeting; schedule update was provided.

TOWN ADMINISTRATION

GOAL: THE TOWN ADMINISTRATION OF TRURO WILL:

- A. UTILIZE BEST PRACTICES;**
- B. BE OF AN APPROPRIATE SIZE;**
- C. HAVE A STAFF THAT IS ADEQUATELY AND FAIRLY COMPENSATED;**
- D. UTILIZE INTER-GOVERNMENTAL COOPERATION WHEN APPROPRIATE;**
- AND,**
- E. IS SUSTAINABLE.**

22. The Town Administrator, Police Chief & Fire Chief will develop and implement a system to enhance communication with Town Employees (Policy changes, Department or employee tasking, notification to Departments affected by specific actions/changes, strategic direction) *(New) The Town Administrator will hold regular Department head meetings to insure that staff is up to date on all new policies and changes. The first Department Head meeting is scheduled for 8/27. Department Head meeting will be held on the Wednesday after the last Selectmen meeting each month to provide information and updates.*
03/17/15-Department Head Meetings are held the morning after all BOS meetings. The Town Administrator created a weekly report that is sent to the BOS and copied to Department Heads.
23. The Board of Selectmen will review legal services needed by Town Government, and how to best provide them. *(Continuing) COBURN & WEINSTEIN The Town Administrator has submitted to the Selectmen an example of how to secure requests for qualifications from individual attorneys and or legal firms to provide general counsel services. At the Board of Selectmen meeting on September 9 authorization was given to develop an RFQ for general legal services. A draft has been created and is being reviewed by the Selectman subcommittee. Requests for Qualifications letters have been sent to seven attorney's and firms requesting a response by November 14.*
03/17/15-RFQ Process completed. Pending Award.
24. The Board of Selectmen will review and implement recommendations of the wage and classification study. *(Continuing) WISOTZKY The job descriptions have been submitted to departments for review. Review will end July 18 and the changes will be submitted to the consultant. Once revised the consultant will match the descriptions to the suggested pay scales. An update on the status of this project will be given at the August 12th Selectmen meeting. 90% of the job descriptions have been submitted to the consultant. We are awaiting a response. Once received we will do a one week review and return the descriptions to the Consultant for final printing and assignment of suggested wage rates for each position. The Consultant stated that this should be completed by the first part of September 2014. We have been pushing the consultant to finish the review and update of the job descriptions submitted a number of weeks ago. We are hopeful that the consultant will complete her second drafts and submit them to us by September 19th. We will then distribute the descriptions to employees for a final review. Revised job descriptions were received on October 13, 2014. Staff copied all the descriptions to affected departments who reviewed them and returned the descriptions to the Town Administrator on Wednesday October 22nd. The revised descriptions were reviewed by the Co-Town Administrators and forwarded to the consultant on October 23d and October 24. We have received and are reviewing the classification study and the description workbook.*
03/17/15-The study was not accepted. The Town Administrator and Labor Counsel are reviewing the feasibility of incorporating some components of the study during Union Negotiations.

25. The Board of Selectmen will complete renegotiation of multi-year labor contracts with AFSCME (DPW employees) LIUNA, Police Federation and Communicators (Dispatchers) by November 1st. *(new) COBURN I have reviewed all of the union contracts and have made notes on suggested changes. I have also asked several department heads for recommendations for changes in language. Once I receive the recommendations I will forward a package to Atty. Jack Dolan for review. After his review we will set a meeting with the Selectmen in executive session to review the recommendations and receive authority to move to bargaining. The Board of Selectmen and Co-Administrators have met with bargaining Counsel and the Selectmen have approved guidelines for negotiations.*
03/17/15-Negotiations were initiated.

26. The Board of Selectmen will revise evaluation forms for the Town Administrator, the Police Chief and the Fire Chief. *(Continuing & New) WISOTZKY I have reviewed material submitted by the Police Chief on evaluations and have made comments back to the Chief. The Chief and I will be meeting during the week of August 25 and will forward a recommendation to the Selectmen for review and adoption. The Police Chief and I have met and agreed upon an evaluation form. The form has been submitted to Mr. Wisotzky for review. If approved we will submit the form to the full Board for adoption.*

27. The Town Administrator, the Police Chief and the Fire Chief will identify ways to reduce costs and/or improve performance by working collaboratively with neighboring towns and entities, including the Cape Cod National Seashore and Barnstable County. *(Continuing-revised) WEINSTEIN*

03/17/15-Ongoing. An initial meeting was held with Wellfleet & Provincetown to discuss possibilities.

Submitted:

Rae Ann Palmer
Town Administrator

Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator on Behalf of Vice-Chairman Paul Wisotzky and Selectman Maureen Burgess

REQUESTED MEETING DATE: May 6, 2015

ITEM: Review and approval of revised Policy #50 – Remote Participation

EXPLANATION: As part of the review process, Labor Counsel Jack Dolan reviewed and proposed edits to the existing Remote Participation Policy. Attorney Dolan's comments are included in the draft for your information.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The existing policy, which is not in compliance with Massachusetts General Laws, will remain in effect.

SUGGESTED ACTION: *Motion to approve the revised Policy # 50 – Remote Participation, as attached.*

ATTACHMENTS:

1. Revised Remote Participation Policy

TOWN OF TRURO

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

POLICY MEMORANDUM #50

Date: Adopted April 3, 2012; Revised (insert date).

Subject: **REMOTE PARTICIPATION BY MEMBERS OF PUBLIC BODIES**

In accordance with M.G.L. Chapter 30A, section 20(d) and 940 CMR 29.10, the Truro Board of Selectmen hereby adopts the following policy to allow for remote participation by members of public bodies.

Remote participation ~~may be~~ permitted, subject to the following procedures and restrictions. However, the Board of Selectmen strongly encourages members of public bodies to physically attend meetings whenever possible. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based. ~~The Chair of a public body, with the exception of those listed below, may use his/her discretion in allowing the use of remote participation.~~

Exceptions

Pursuant to 940 CMR 29.10(8), ~~the Board of Selectmen prohibits the use of remote participation by the following public bodies: Board of Selectmen, Board of Health, Conservation Commission, Planning Board and Zoning Board of Appeals.~~

~~Further,~~ the Board of Selectmen ~~further~~ restricts the use of remote participation by a member of a public body to no more than twice per year.

Minimum Requirements for Remote Participation.

Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible ~~and visible~~ to each other. ~~the use of Skype, or some similar means of visual communication is required.~~

A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location.

Members of public bodies who participate remotely may vote and shall not be deemed absent.

Comment [JD1]: In my opinion, and in the opinion of the staff attorney at the Division of Open Government with whom I spoke about this topic, the Town may not limit remote participation to only certain public bodies. An authorization by the Board of Selectmen allowing remote participation must apply to all public bodies in the Town. See 940 CMR 29.10(2)(a).

Comment [JD2]: As noted in my emails on this topic, it is my opinion that the Board may not specify videoconferencing as the only permissible means of remote participation.

Permissible Reasons for Remote Participation.

A member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), -if the chair or, in the chair's absence, the person chairing the meeting, determines ~~that a member's participation is imperative to the issues on that meeting's agenda, and~~ that one or more of the following factors makes that member's physical attendance ~~impossible~~ unreasonably difficult:

- a) Personal Illness;
- b) Personal disability;
- c) Emergency;
- d) Military service; or
- e) Geographic distance.

Technology

The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

- (a) telephone, internet, or satellite enabled video conferencing;
- (b) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and visible to one another.

When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

-The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

Costs?

Procedures for Remote Participation.

Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting the request.

When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents

Comment [JD3]: Once again, in my opinion, the additional restrictions on remote participation that the Board sought to impose in this section conflict impermissibly with the enabling regulation. See, in particular, 940 CMR 29.10(5).

Comment [JD4]: If desired, the Board may impose a minimum distance requirement that must be satisfied for the distance to be regarded as making physical attendance "unreasonably difficult".

Comment [JD5]: See Comment 2 above as well as previous emails on this topic.

Comment [JD6]: The Board should specify the amount and source of payment for any costs associated with remote participation.

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shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with [M.G.L. c. 30A, sec. 22](#).

Policy Memorandum #50
Remote Participation
Page 3

At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of ~~the~~ the public body.

Remedy for Violation.

If the ~~Board of Selectmen~~ [Attorney General](#) determines, after investigation, that any public body's use of remote participation has violated ~~either this policy or~~ 940 CMR 29.10-, the ~~Board~~ [Attorney General](#) may resolve the investigation by ordering ~~that the~~ public body to temporarily or permanently discontinue the use of remote participation.

Comment [JD7]: While it may well be desirable for the Board of Selectmen to have this authority and thereby be able to resolve problems at the local level, the regulations specify that the A.G. has this authority. If the Board of Selectmen were to attempt to exercise this authority by prohibiting the use of remote participation by a particular public body, that action, in my opinion, would conflict with the regulatory requirement that the remote participation authorization apply to all public bodies in the Town, as noted in Comment 1, above.

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess

Board of Selectmen
Town of Truro



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen - Boards and Committees/Commission Appointments

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 6, 2015

ITEM: Approval of extension of appointment term length for SMART/PAYT (Save Money Reduce Trash/Pay As You Throw) Committee Members and to also reflect that change in the Charge of the Committee.

EXPLANATION: The SMART/PAYT Committee requested an extension which was granted informally, however the term of their appointment and the committee charge end on May 1, therefore requiring formal action. The members are: Tracey Rose (BOH Rep), Axel Shmidt, Thomas Cummiskey, Katherine Black, Norman Scherer (Recycling Rep), and Roberta Lema (FinCom Rep). The extension will be for a “term to end upon November 1, 2015 or until recommendations are forwarded to the Board of Selectmen”.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the appointments are not extended there will not be current membership serving on the SMART/PAYT Committee.

SUGGESTED ACTION: *MOTION TO Approve SMART/PAYT Committee term extension to end “upon November 1, 2015 or until recommendations are forwarded to the Board of Selectmen” and to revise the Charge to reflect the extension.*

ATTACHMENTS:

1. SMART/PAYT Appointment Slips
2. Charge of the SMART/PAYT Committee

The Commonwealth of Massachusetts

Town of Truro

To Tracey Rose

: We, the Selectmen of Truro

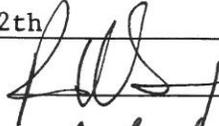
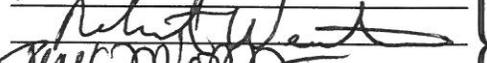
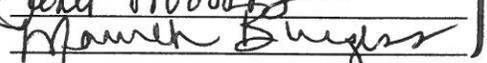
by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you

To serve on the SMART/PAYT Ad-Hoc Committee as the Board of Health

Representative for a term to end upon recommendations to the Board of

Selectmen no later than May 1st, 2015.

Given at Truro this 12th day of November 2014 .


Selectmen of Truro

Recorded NOVEMBER 17 A.D. 2014

Attest:  Town Clerk

The Commonwealth of Massachusetts

Town of Truro

To Thomas Cummiskey

: We, the Selectmen of Truro

by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you

to serve on the SMART/PAYT Ad-Hoc Committee as a Member-at-Large for

a term to end upon recommendations to the Board of Selectmen no later

than May 1st, 2015.

Given at Truro this 12th day of November 2014 .

Recorded November 17th A.D. 2014

[Handwritten signatures of three Selectmen]

Selectmen
of
Truro

Attest: Susan P. Joseph Asst Town Clerk

The Commonwealth of Massachusetts

Town of Truro

To Katherine Black

: We, the Selectmen of Truro

by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you
to serve on the SMART/PAYT Ad-Hoc Committee as a Member-at-Large for
a term to end upon recommendations to the Board of Selectmen no later than
May 1st, 2015.

Given at Truro this 12th day of November 20 14.

Recorded November 13 A.D. 2014

Attest:

[Signature]

Town Clerk

[Signature]
[Signature]
[Signature]
[Signature]
[Signature]

Selectmen
of
Truro

The Commonwealth of Massachusetts

Town of Truro

To Axel Schmidt

_____: We, the Selectmen of Truro

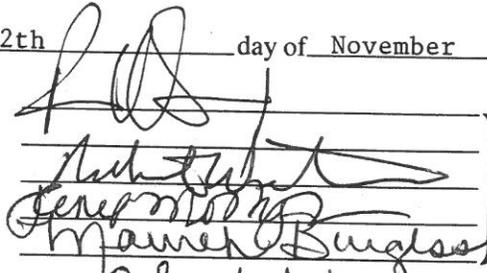
by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you

to serve on the SMART/PAYT Ad-Hoc Committee as a Member-at-Large

for a term to end upon recommendations to the Board of Selectmen no later
than May 1st, 2015.

Given at Truro this 12th day of November 2014.

Recorded November 13th A.D. 2014



Selectmen
of
Truro

Attest: Susan R. Joseph Asst Town Clerk

The Commonwealth of Massachusetts

Town of Truro

To Normand "Tippy" Scherer

: We, the Selectmen of Truro

by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you

to serve on the SMART/PAYT Ad-Hoc Committee as the Recycling Committee

Representative for a term to end upon recommendations to the Board of

Selectmen no later than May 1st, 2015.

Given at Truro this 12th day of November 20 14.

Recorded December 4th A.D. 2014

Attest:

Susan St. Joseph Asst. Town Clerk

Selectmen
of

Truro

The Commonwealth of Massachusetts

Town of Truro

To Roberta Lema

: We, the Selectmen of Truro

by virtue of the authority vested in us by the laws of the Commonwealth, do hereby appoint you To serve on the SMART/PAYT Ad-Hoc Committee as the Finance Committee Representative for a term to end upon recommendations to the Board of Selectmen no later than May 1st, 2015.

Given at Truro this 27th day of January 2015

[Handwritten signatures of Selectmen]

Selectmen of Truro

Recorded FEBRUARY 5 A.D. 2015

[Handwritten signature of Town Clerk]

Attest: [Handwritten signature] Town Clerk



TOWN OF TRURO

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

MEMO

To: Save Money and Reduce Trash or Pay As You Throw Ad-Hoc Committee
From: Board of Selectmen
Date: October 14, 2014
Re: Charge for Pay As You Throw (PAYT) or Save Money and Reduce Trash (SMART) Ad- Hoc Committee

The Truro Board of Selectmen has voted to establish an Ad Hoc SMART or PAYT Committee in accordance with the Truro Town Charter, Chapter 6-4-4, and issue the following Charge:

Ad-Hoc S.M.A.R.T/PAYT Committee

The S.M.A.R.T Committee to be appointed by the Board of Selectmen will research and report on the feasibility of, and make recommendations for, implementing programs to reduce Truro's solid waste disposal costs- specifically the benefits and drawbacks, if any, of S.M.A.R.T (Save Money And Reduce Trash) also known as PAYT (Pay As You Throw) and single stream recycling programs. The committee will also investigate and report on the current operating costs of the transfer station and also investigate associated in-kind technical assistance grants from the Massachusetts Department of Environmental Protection. The Committee will present its findings & recommendations to the Board of Selectmen no later than May 1st, 2015.

Definitions:

PAYT or SMART: also called unit-based or variable-rate pricing, PAYT or SMART is a system in which residents pay for each unit of waste discarded rather than paying a fixed fee per residential household.

Single Stream Recycling: A resident places all recyclables-paper and containers-into one bin. Reduced sorting effort by residents may mean more recyclables are kept out of the waste stream.

We would ask that the Town Administrator publicize the formation of the committee on the town website. This would give Truro residents the opportunity to be informed and join in the process.

Membership: 1 Member of the Board of Health; 1 Member of the Finance Committee; 1 Member of the Recycling Committee; 1 Member of the Board of Selectmen; 3 Members at Large (from the Community); Health Agent-Non Voting ; DPW Director-Non Voting

Adopted 10.14.2014

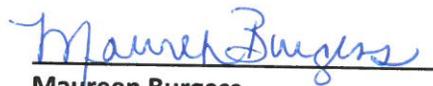

Jay Coburn, Chair

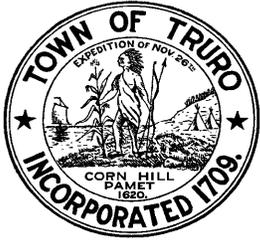

Paul Wisotzky-Vice Chair

abstained

Jan Worthington-Clerk


Robert Weinstein


Maureen Burgess



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen - Boards and Committees/Commission Appointments

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 6, 2015

ITEM: Approval of Paul Kiernan's application to serve for re-appointment to the Truro Building Committee.

EXPLANATION: Paul Kiernan submitted an application to serve for reappointment that the Selectmen's office received on April 21, 2015 for the Truro Building Committee. The Charter includes a Town Building Committee to be appointed by the Board of Selectmen. This committee is currently inactive as there are no applicable projects at this time.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the appointment is not approved there will be a vacancy on the Truro Building Committee.

SUGGESTED ACTION: *MOTION TO re-appoint Paul Kiernan to the Truro Building Committee as a full member for a three year term ending June 30, 2018.*

ATTACHMENTS:

1. Application to Serve –Paul Kiernan



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: PAUL KIERNAN HOME TELEPHONE: Personal Information Redacted

ADDRESS: Po Box 818 WORK PHONE: _____

MAILING ADDRESS: 10 Benson Rd E-MAIL: Personal Information Redacted

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

Building Committee

SPECIAL QUALIFICATIONS OR INTEREST: BSME BA Economics

Builder Plumber Electrician

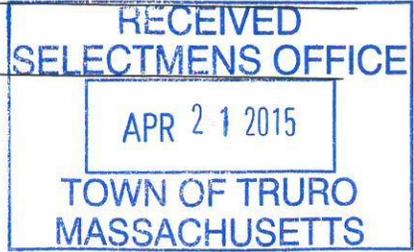
COMMENTS: CURRENT member Building Committee

SIGNATURE: Paul Kiernan DATE: 4/21/15

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

SIGNATURE: _____ DATE: _____

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





TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: May 6, 2015

ITEM: Approval of 2015 Seasonal Transient Vendor License for North of Highland Camping Area Store, Hillside Farm Stand & Hawker Peddler for Lewis Brother’s Ice Cream Truck

EXPLANATION: There are two seasonal Transient Vendor applications and one Hawker Peddler License application and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. David Lewis and Mike Hamill (Lewis Brother’s Ice Cream Truck) have been CORI’d and completion of fingerprinting and a favorable report is pending. Please know that if you approve these for renewal, these licenses will be issued only upon compliance with all regulations and receipt of the necessary fees. There were no reported issues with these establishments in 2015.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 101 § 2	Transient Vendor	North of Highland Camping Area Stephen Currier- Owner Gregory Currier & Brandon Currier (adding sons to license 2015)
Chapter 101 § 13	Hawker Peddler License	Hillside Farm Stand Claire Perry-Owner Lewis Brother’s Ice Cream Truck David Lewis – Owner Mike Hamill – Employee/Driver

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: These Licenses will not be issued for North of Highland Camping Area, Lewis Brother’s Ice Cream Truck, and Hillside Farm stand for the 2015 season.

SUGGESTED ACTION: *MOTION TO approve the 2015 seasonal transient vendor license for North of Highland Camping Area, Hillside Farm stand and Hawker Peddler License for Lewis Brother’s Ice Cream Truck upon compliance with all regulations and receipt of the necessary fee and pending results of favorable report for*

fingerprinting.

ATTACHMENTS:

1. Renewal Application for 2015: Lewis Brother's Ice Cream, North of Highland Campground, Hillside Farm stand.



Lewis Brothers Homemade Ice Cream
310 Commercial Street
Provincetown, MA 02657
508-487-0977

Dear Truro Board of Selectmen,

Lewis Brothers Homemade Ice Cream would like to request a peddler's permit for the 2015 season to sell our homemade ice cream from our solar ice cream truck at the following Truro beaches:

Bayside Beaches:

Cold Storage
Great Hollow
Corn Hill

Oceanside Beaches:

Ballston
Long Nook
Coast Guard
Head of the Meadow *

* pending approval from concession vendor

Puma Park

Truro Center for the Arts Castle Hill
Truro Adventure Bound Camping Resorts

The route would begin at 12pm and continue until 8pm.

Route from Provincetown:

- South on Route 6, west onto Standish Way, stop at Puma Park (weekends only).
- West on Standish Way, south on Shore Road, west on Pond Road, stop at Cold Storage Beach
- East on Pond Rd, continue east on Highland Road, north on Coast Guard Road, stop at Coast Guard Beach
- South on Coast Guard Road, continue on South Highland Road, stop at Horton's Adventure Bound Camping Resort
- South on South Highland Road, west on Highland Road, stop at Adventure Bound Camping Resort

-South on Coast Guard Road, west on Highland Road, south (west) on Route 6, west on Great Hollow Road, stop at Great Hollow Beach.

-East on Great Hollow Road, south on Route 6, west on Castle Road, west on Corn Hill Road, stop at Corn Hill Beach.

-East on Corn Hill Road, south on Castle Road, East on Meetinghouse Road, stop at Truro Center for the Arts Castle Hill

-West on Meetinghouse Road, south on Castle Road to Truro Center Road, east on South Pamet Road, stop at Ballston Beach

-West on South Pamet Road, north on Route 6, east on Long Nook Road, stop at Long Nook Beach.

-East on Long Nook Road, north on Route 6, east on Head of the Meadow Road, stop at Head of the Meadow Beach. (This stop is pending approval from the concession vender, as we successfully did in 2014)

-West on Head of the Meadow Road to Route 6, north (east) on Route 6 to Provincetown.

Sincerely,

David Lewis
Owner
Lewis Brothers Homemade Ice Cream

75:FS 201589
10:10



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

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

PAID

BUSINESS LICENSE APPLICATION

Date: 4/21/15 Renewal New

Section 1 – License Type

Please check the appropriate box the best describes the license type(s).

- | LODGING | # UNITS | FOOD SERVICE | RETAIL SERVICE | OTHER |
|---|---------|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Motel | _____ | <input checked="" type="checkbox"/> Food Service
(Restaurant/Mobile Food Vending) | <input type="checkbox"/> Gas Station | <input type="checkbox"/> Pool/Spa |
| <input type="checkbox"/> Cottage Colony | _____ | <input type="checkbox"/> Common Victualer | <input type="checkbox"/> Tobacco | <input type="checkbox"/> Peddler |
| <input type="checkbox"/> Condominium | _____ | <input type="checkbox"/> Transient Vendor | | |
| <input type="checkbox"/> Campground | _____ | <input checked="" type="checkbox"/> Manufacturer of Ice Cream | | |
| <input type="checkbox"/> Lodging | _____ | <input type="checkbox"/> Bakery | | |
| | | <input type="checkbox"/> Foods (snacks) Commercially Packaged | | |
| | | <input type="checkbox"/> Catering | | |

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) Personal Information Redacted

LEWIS BROTHERS, INC. O/B/A LEWIS BROTHERS HOMEMADE ICE CREAM
 Print Name of Applicant Business Name or DBA (Check if new name)

DAVID LEWIS
 Owner Name

310 COMMERCIAL ST. PROVINCETOWN, MA 01957
 Street Address of Business Mailing Address of Business (Check if New Address)

Personal Information Redacted Personal Information Redacted
 Business Phone Number (Check if New Phone Number) Business E-Mail Address

Section 3 – Manager Information

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year.

DAVID LEWIS ISS SAMOSET RD. EASTHAM, MA. 01942 Personal Information Redacted
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

David S. Lewis
Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

5/22/15 10/12/15
Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

7 11AM - 7PM
Days of the Week Open Hours of Operation (Opening to Closing)

Section 5 – Additional Applications & Documentation

Additional Documentation is required for the following: (Check if applicable)

RESTAURANTS- Food Service Application & Inspection of Kitchen Equipment
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing equipment (Dishwasher)

RETAIL SALES –Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank Inspection Report (FP-289) form

Last Inspection _____ Next Inspection _____ Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 6 – ATTESTATION

Sign the following statements ONLY if they are true:

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.

David S. Lewis
Signature of Applicant

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.

David S. Lewis
Signature of Applicant

Choose one of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on one of the signature spaces below:

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workers Compensation Coverage to obtain a license for my business.

David S. Lewis
Signature of Applicant

I attest that I **do not** have employees in my business. _____
Signature of Applicant

4/27/15
DATE

Complete the application and supporting documents and mail or bring them with the appropriate fees to:

**TOWN OF TRURO
Licensing Department
PO Box 2030
Truro, MA 02666**

EDUCATION OFFICE

FEB 07 2011

*Orleans Health Department
presents this*

Certificate of Completion

to

Dave Lewis

for

Anti-choke training for restaurants

(Valid for the Town of Orleans)

Presented on June 5, 2013

Date of Expiration June 5, 2015

Geof Deering; Orleans Fire Department

Instructor

FEB 07 2014

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: David Lewis

Certificate Number: 188845

Date of Completion: 01/28/2011

Date of Expiration: 01/28/2016

The above-named person is hereby issued this certificate for completing an allergen awareness training program recognized by the Massachusetts Department of Public Health in accordance with 105 CMR 590.009(G)(3)(a).

This certificate will be valid for five (5) years from date of completion.

Issued By:



Massachusetts Restaurant Association
333 Turnpike Road, Suite 102
Southborough, MA 01772
508-303-9905
www.marestaurantassoc.org

NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org

RECEIVED OFFICE
FEB 07 2014
FEDERAL BUREAU OF INVESTIGATION



EXAM FORM NO. 10256

CERTIFICATE NO. 8930251

ServSafe® Certification

TO DAVID LEWIS

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP).

03/31/2012

DATE OF EXAMINATION

03/31/2017

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.

Paul Hinman

Paul Hinman
Executive Director, National Restaurant Association Solutions



#0865

May 29 12 10:52a

EB 07 2013

*Orleans Health Department
presents this*

Certificate of Completion

to

Dave Lewis

for

Anti-choke training for restaurants

(Valid for the Town of Orleans)

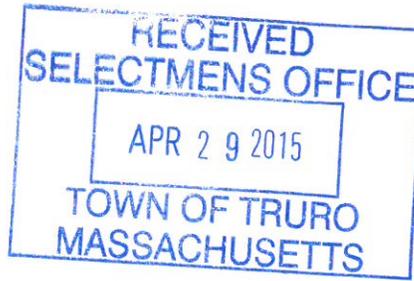
*Presented on June 5, 2013
Date of Expiration June 5, 2015*

Geof Deering; Orleans Fire Department

Instructor



RECREATION & BEACH DEPARTMENT



Truro Community Center
7 Standish Way
North Truro, MA 02652

P.O. Box 2030
Truro, MA 02666

P: 508.487.1632/ F: 508.487.0854
Email: RecDirector@truro-ma.gov
www.truro-ma.gov/recreation

MEMO

To: Members of the Truro Board of Selectmen
From: Kelly Clark, Recreation & Beach Director
Date: April 29, 2015
Subject: Lewis Brothers Homemade Ice Cream Peddler's Permit Request

Dear Members of the Truro Board of Selectmen,

Upon reviewing the request from Lewis Brothers Homemade Ice Cream for a peddler's permit, I would like to make the following recommendations pertaining to the stops at the beaches and Puma Park:

- Handicap parking spaces should be used only with the appropriate placard/ permit.
- Proper garbage receptacles should be provided by the group or the public should be made aware of where receptacles are located.
- Puma Park should be visited only on weekends, holidays (Memorial Day, July 4th, and Labor Day) or after 5:30 pm on weekdays. The parking lot should be traveled through carefully as small children are frequent visitors to Puma Park.
- Measure should be made by Town Officials to ensure that 520 CMR 15.05(3) is enforced and that all necessary CORI checks are completed in a timely manner.
- A reminder should be issued to drivers that the truck not be parked in the space directly in front of the Mobi Mat entrance at Head of the Meadow Beach.

It has been my experience that when operating changes have been requested by my department to Lewis Brothers, they have complied quickly and without resistance. It is my understanding that the Recreation & Beach Department received one complaint in the 2014 season regarding the parking location of the truck, which was quickly resolved by Lewis Brothers and had no complaints in the 2013 season. Lewis Brothers has been vigilant in communicating with the Town and changing their route when requested. It is my recommendation that the Town move forward with granting the peddler's permit to Lewis Brothers Homemade Ice Cream, with the understanding that should the need arise, Lewis Brothers will continue to work with the Town to amend routes and parking locations.

Thank you for your consideration of my recommendations.

Sincerely,

Kelly Sullivan Clark
Recreation & Beach Director
Town of Truro

SPECIAL STATE LICENSE
Hawker or Pedler

Take care of your license.
Lost license will not be replaced.

No **120688 A**

Fee: \$60.00
Display \$2.00

Licensee: David Lewis
155 Samoset Rd.
Eastham, MA 02642



The Commonwealth of Massachusetts

DIVISION OF STANDARDS
ONE ASHBURTON PLACE, BOSTON

Expires:4-27-16.....

Date of Birth: ...5-31-1971.....

Date4-28-15.....

*Above portion must be worn in a visible
and conspicuous manner on outer clothing.*

Be it known unto all to whom these presents come, that the above-named person is hereby licensed to go about as a HAWKER or PEDLER in all the Cities and Towns in this Commonwealth, and to sell or expose for sale or barter any meats, butter, cheese, fish, fruits, vegetables, or other goods, wares or merchandise; except jewelry, furs, wines, spirituous liquors, small artificial flowers or miniature flags.

This license is not valid until after the licensee has endorsed his usual signature in the space provided in the margin hereof, and the license is dated and stamped with the official stamp or signature of the Director. The portion of the license indicating the license number, licensee's name and the date of expiration must be worn in a visible and conspicuous manner on outer clothing, otherwise he will be liable to the same penalty as if he had no license.

.....
Director of Standards

THIS LICENSE IS NOT TRANSFERABLE

Signature of Licensee

2015-92 A,B,C
C FS IC



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

PH: 508-349-7004, Ext. 10 & 24 Fax: 508-349-5505

E-Mail: ntudor@truro-ma.gov & nscoullar@truro-ma.gov

BUSINESS LICENSE APPLICATION

Complete the following Application for a Request for a Town of Truro Business License
Annual : Please complete form & attach all necessary documents **NO LATER** than December 1st
Seasonal: Please complete form & attach all necessary documents **NO LATER** than April 1st,
Condominiums must submit the following no later than February 1.

Date: 2-28-15 Renewal New {Refer to New Business License Checklist}

Section 1 - LICENSE TYPE

Please check the appropriate box that best describes the license type(s).

LODGING	#UNITS <small>Please note if changed</small>	FOOD SERVICE	RETAIL SERVICE	OTHER
<input type="checkbox"/> Motel	_____	<input checked="" type="checkbox"/> Food Service ^{PP} STORE <small>(Restaurant/Mobile food vending, etc)</small>	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool & Spa
<input type="checkbox"/> Cottage Col	_____	<input type="checkbox"/> Common Victualer	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Peddler
<input type="checkbox"/> Condo	_____	<input checked="" type="checkbox"/> Transient Vendor BOS	<input checked="" type="checkbox"/> Frozen Desert	PP(?)
<input checked="" type="checkbox"/> Campground	237	<input checked="" type="checkbox"/> Ice Cream PP		no license issued in past for this.
<input type="checkbox"/> Lodging	_____	<input type="checkbox"/> Bakery		
<input type="checkbox"/> B & B	_____	<input type="checkbox"/> Foods Commercially Packaged		
		<input type="checkbox"/> Catering		

Section 2 - BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS)

Personal Information Redacted

STEPHEN M. CURRIER **NORTH OF HIGHLAND CAMPING AREA, LLC**

Print Name of Applicant

Business Name or DBA (Check if New Name)

STEPHEN M. CURRIER

Owner Name (Please check one: Corporation Partnership Individual)

52 HEAD OF MEADOW RD **P.O. BOX 297 NORTH TRURO, MA 02652**

Street Address of Business

Mailing Address of Business (Check if New Address)

Personal Information Redacted

Personal Information Redacted

Business Phone Number (

Check if New Phone Number)

Business E-Mail Address

Section 3 – MANAGER INFORMATION

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year

GREGORY S. CURRIER CABIN
BRANDON T. CURRIER HOUSE

Personal Information Redacted

Manager Name Residential (Include Unit #) & Mailing Address Phone # (24-Hours a Day)

Manager's Signature (Required)

Date

Section 3 – HOURS OF OPERATION

Annual Seasonal (Please check one that applies)

Opening Date (MM/DD/YYYY)

Closing Date (MM/DD/YY)

05-21-2015

09-14-2015

Days of the Week Open

Hours of Operation (Opening to Closing)

7

Section 4 – ADDITIONAL APPLICATIONS & DOCUMENTATION

Additional Documentation is required for the following: (Check if it applicable)

RESTAURANTS - Food Service Application & Inspection of Kitchen Equipment
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing equipment (dishwasher))

RETAIL SALES- Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank Inspection Report (FP-289) form

Last Inspection _____ Next Inspection _____ Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 5 – ATTESTATION

Sign the following statements ONLY if they are true:

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.


Signature of Applicant

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.


Signature of Applicant

Choose one of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on one of the signature spaces below:

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workmen's Compensation Coverage to obtain a license for my business.


Signature of Applicant

I attest that I **do not** have employees in my business.
Signature of Applicant

2-28-15
Date

Complete the application and supporting documents and mail or bring them with the appropriate fees to :

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

Reminders:

- An incomplete application will result in the application being delayed.
- Allow up to 14 days for processing after mailing.
- Satisfactory Inspection is required through the Building & Fire Department.
- Keep in mind when license material is due and all licenses must be issued prior to opening.

Section 3 – **OFFICE USE ONLY**

LODGING

LICENSE REQUIRED	FEE	PERMIT #
___ MOTEL	\$50	_____
___ C & C	\$50	_____
___ CONDO	\$50	_____
<input checked="" type="checkbox"/> CAMPGRO	\$50	_____
___ LODGING	\$50	_____
___ B & B	\$50	_____
___ PEDDLER	\$100	_____

FOOD SERVICE

LICENSE REQUIRED	FEE	PERMIT #
<input checked="" type="checkbox"/> FOOD SERVICE	\$75	_____
___ COMMON VIC	\$50	_____
<input checked="" type="checkbox"/> TRANVEN	\$75	_____
<input checked="" type="checkbox"/> ICE CREAM	\$10	_____
___ BAKERY	\$10	_____
___ CATERING	\$75	_____

RETAIL SERVICE

LICENSE REQUIRED	FEE	PERMIT #
___ GAS STAT	\$25±	_____
___ TOBACCO	\$50	_____
<input checked="" type="checkbox"/> FROZEN DES	\$10	_____

OTHER

LICENSE REQUIRED	FEE	PERMIT #
___ POOL & SPA	\$50	_____

Fees Total _____
 Fees Paid _____

Building/Fire Dept. Inspection Completed _____
 Health Inspection Completed (if applicable) _____



EXAM FORM NO. 10168

CERTIFICATE NO. 7780383

ServSafe® Certification

KATHY BUNNIGAN

for successfully completing the standards set forth for the ServSafe® Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute (ANSI)–Conference for Food Protection (CFP).

5/8/2011

DATE OF EXAMINATION

5/8/2016

DATE OF EXPIRATION

Local laws apply. Check with your local regulatory agency for recertification requirements.



#0655

Paul Hineman
Executive Director, National Restaurant Association Solutions

NATIONAL
RESTAURANT
ASSOCIATION®



SUBMIT COMPLETED FORM TO THE BOARD OF HEALTH

Town of Truro

Application for Food Service Permit

DATE RECEIVED
OFFICIAL
USE ONLY

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal

Date: 2-28-15

Type of Food Service Establishment :

- Food Service (restaurant or take-out) STORE
 Retail Food (commercially prepared foods)
 Residential Kitchen
 Bed & Breakfast
 Continental Breakfast
 Mobile Food Vendors or Pushcart
 Catering
 Frozen Dairy Dessert Machine
 Ice Cream Truck **Please note, a food service permit for an Ice Cream Truck cannot be issued until an Ice Cream Truck Vendor Permit is obtained from the Chief of Police**

Name of Food Establishment: NORTH OF HIGHLAND CAMP STORE

Address of Food Establishment: 52 HEAD OF MEADOW RD

Address for Base of Operations for Caterers and Mobile Food or Pushcarts:

Authorized Representative or Contact Name: KATHY R. DUNNIGAN
Address: 142 EAST MAIN ST. WEST BOROUGH, MA 01581

Telephone Days Personal Information Redacted Evenings: ()

Number of Seats: Inside: Outside

Annual or Seasonal Operation: SEASONAL

Hours of Operation Mon-Fri: 8 To 12 To 4 To 6 7 To 9

Days Closed Excluding Holidays: NONE

If Seasonal: Approximate Dates of Operation: 6/19/15 To 9/7/15

Food Service Establishments Conducting Food Preparation (excludes retail food establishments that don't prepare food and continental breakfast).

List Names of all staff with a Food Manager Certification:

1. Exp. Date: / /

2. _____ Exp. Date: ____/____/____
 3. _____ Exp. Date: ____/____/____
 4. _____ Exp. Date: ____/____/____

List Names of all staff with a Allergen Awareness Certification:

1. _____ Exp. Date: ____/____/____
 2. _____ Exp. Date: ____/____/____
 3. _____ Exp. Date: ____/____/____
 4. _____ Exp. Date: ____/____/____

List Names of all staff with a Choke Saver Training:

1. _____ Date of Training: ____/____/____
 2. _____ Date of Training: ____/____/____

MOBILE FOOD VENDORS ONLY- List fixed or stationary location(s) where food will be sold:

Has your menu changed from last year? Yes No

If yes please attach copy of menu or provide description of food to be prepared and sold:

I agree to any conditions specified by the Board of Health, and all local, state and federal rules and regulations.

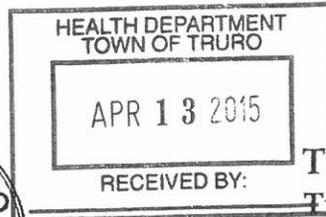
Stephen M. Linn 2-28-15
 Signature of Authorized Representative Date

PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGENT

Board of Health Comments or Conditions:

Approved Denied

Patricia Popper 4/24/11
 Signature of BOH or Agent Date



TRURO FIRE RESCUE
Truro Public Safety Facility
344 Route 6 Truro, MA 02666

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: NORTH OF HIGHLAND CAMPING AREA, LLC

OWNER/MANAGER: STEPHEN M. CURRIER

ADDRESS: 52 HEAD OF MEADOW RD

PHONE Personal Information Redacted NUMBER OF UNITS: 237

CONTACT PERSON: GREGORY S. CURRIER ^{MANAGER} OR BRANDON T. CURRIER ^{MANAGER}

ADDRESS: SAME

TESTING COMPANY: FORBES ELECTRIC

TESTING ELECTRICIAN/TECHNICIAN: GARY M FORBES

COMPANY PHONE #: Personal Information Redacted HOME PHONE # Personal Information Redacted

LICENSE #: 14601A 28065E

The fire protection system (s) including, but not limited to, (Sprinkler Systems) (Range Hood Systems) (Fire Extinguishers) (Type I II III Fire Alarm Systems) (C.O. Detectors) at the above mentioned business address, were tested, (CERTIFIED) the add parts of the systems, were found to be, or corrected to be, fully operational.

COMMENTS: _____

DATE OF CERTIFICATION: 4-10-15 BY: *[Signature]*
Signature of Licensed Electrician

THIS REPORT MUST BE FILLED OUT AND SUBMITTED, PRIOR TO THE ISSUANCE OF, OR RENEWAL OF A LICENSE TO OPERATE WITHIN THE TOWN OF TRURO.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

PH: 508-349-7004, Ext. 10 & 24 Fax: 508-349-5505
Email: ntudor@truro-ma.gov & nscoullar@truro-ma.gov

RECEIVED
SELECTMENS OFFICE

MAR 20 2015

TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO NAME A MANAGER

Complete the following Application for a Change of Manager or to Name a Property Management Company as Manager with the Board of Health

Section 1 - Business Information

Date: 2-28-15

NORTH OF HIGHLAND

STEPHEN M. CURRIER

CAMPING AREA, LLC

237

Print Name of Applicant

Business Name or DBA to be managed

Number of Units

52 HEAD OF MEADOW RD

P.O. BOX 297 NORTH TRURO, MA 02652

Street Address of Business

Mailing Address of Business (Check if New Address)

Section 2 - Manager Information

On Site Manager Unit#
CABIN

Property Management (10 or less units)

GREGORY S. CURRIER

BRANDON T. CURRIER

Name of Previous & or Current Manager

Name of New Manager & or Management Company

Mailing & Street Address of New Manager or Property Management Company

SAME

BRANDON

Personal Information Redacted

Phone Number (24 Hours a Day)

E-Mail Address

GREGORY

Personal Information Redacted

I have read & understand the Board of Health Manager Regulation

Check Box

(Section 3, Article 4)

Signature of New Manager or Contact Person for Property Management (required)

Date

Section 3 - **Office Use Only**

	Scheduled	Date	Fee	Paid
Team Inspection	<input type="checkbox"/>	_____	\$45.00	<input type="checkbox"/>
Public Hearing Legal	<input type="checkbox"/>	_____		
Board of Health Hearing	<input type="checkbox"/>	_____	\$75.00	<input type="checkbox"/>
Approved	<input type="checkbox"/>	_____		

On File with the following: Building/Health Dept. Police/Fire Dept.



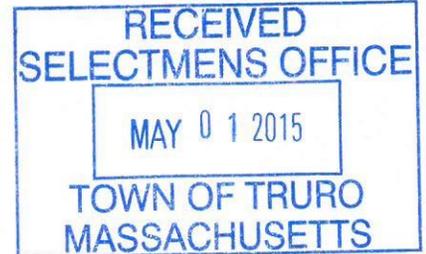
TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

Tel: 508-349-7004, Extension: 10 or 24 Fax: 508-349-5505

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



BUSINESS LICENSE APPLICATION

Date: _____ Renewal New

Section 1 – License Type

Please check the appropriate box the best describes the license type(s).

LODGING	# UNITS	FOOD SERVICE	RETAIL SERVICE	OTHER
<input type="checkbox"/> Motel	_____	<input checked="" type="checkbox"/> Food Service (Restaurant/Mobile Food Vending)	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Pool/Spa
<input type="checkbox"/> Cottage Colony	_____	<input type="checkbox"/> Common Victualer	<input type="checkbox"/> Tobacco	<input type="checkbox"/> Peddler
<input type="checkbox"/> Condominium	_____	<input checked="" type="checkbox"/> Transient Vendor		
<input type="checkbox"/> Campground	_____	<input checked="" type="checkbox"/> Manufacturer of Ice Cream N/A		
<input type="checkbox"/> Lodging	_____	<input type="checkbox"/> Bakery		
		<input type="checkbox"/> Foods (snacks) Commercially Packaged		
		<input type="checkbox"/> Catering		

Section 2 – Business Information

Federal Employers Identification Number (FEIN/SS) _____

Claire A. Perry d/b/a Hillside Farm stand
 Print Name of Applicant Business Name or DBA (Check if new name)

Claire A. Perry
 Owner Name

300 Rte 6 Street Address of Business P.O. Box 1016, Truro MA 02666 Mailing Address of Business (Check if New Address)

508-487-6930 Business Phone Number (Check if New Phone Number) Personal Information Redacted Business E-Mail Address

Section 3 – Manager Information

Check if New Manager (Must submit application to Name a Manager)

Complete below if Manager is same as previous year.

Samantha Perry Box 228 Truro Personal Information Redacted
Manager Name Residential Address (include Unit#) Mailing Address Phone (24 hrs a day)

Samantha Perry
Manager's Signature (REQUIRED)

Section 4 – Hours of Operation

Annual Seasonal (Please check one that applies)

May 23, 2015 Oct. 31, 2015
Opening Date (MM/DD/YYYY) Closing Date (MM/DD/YYYY)

7 9 AM to 8 PM
Days of the Week Open Hours of Operation (Opening to Closing)

Section 5 – Additional Applications & Documentation

Additional Documentation is required for the following: (Check if applicable)

RESTAURANTS- Food Service Application & Inspection of Kitchen Equipment
(Inspection of Commercial Hood and Ventilation System & Copy of current service report of mechanical washing equipment (Dishwasher)

RETAIL SALES –Permit to Sell Tobacco Application

GAS STATIONS – Service Station Compliance Form & Third-Party Underground Storage Tank Inspection Report (FP-289) form

Last Inspection _____ Next Inspection _____ Facility ID _____

SMOKE DETECTOR/FIRE PROTECTION CERTIFICATION

IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

Section 6 – ATTESTATION

Sign the following statements ONLY if they are true:

I hereby attest that I am conducting a business in the Town of Truro in accordance with the statutes of the Commonwealth of Massachusetts and subject to the rules and regulations promulgated by the Licensing Authorities for the Town of Truro.

Claire A. Perry
Signature of Applicant

I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.

Claire A. Perry
Signature of Applicant

Choose one of the following statements to attest as the truth. They cannot both be true, so be sure that you only sign on one of the signature spaces below:

I attest that under the provisions of MGL Chapter 152, Paragraph 25C, I am in compliance with the law insofar as I **do** have employees in my business and therefore am required to provide the Town of Truro with a copy of my Workers Compensation Coverage to obtain a license for my business.

Claire A. Perry
Signature of Applicant

I attest that I **do not** have employees in my business. _____
Signature of Applicant

May 1, 2015
DATE

Complete the application and supporting documents and mail or bring them with the appropriate fees to:

**TOWN OF TRURO
Licensing Department
PO Box 2030
Truro, MA 02666**



SUBMIT COMPLETED FORM TO THE BOARD OF HEALTH

Town of Truro

Application for Food Service Permit

DATE RECEIVED
OFFICIAL
USE ONLY

PART I - TO BE FILLED IN BY APPLICANT

Applicant: (check one) New Renewal Date: _____

Type of Food Service Establishment :

- Food Service (restaurant or take out)
- Retail Food (commercially prepared foods)
- Residential Kitchen
- Bed & Breakfast
- Continental Breakfast
- Mobile Food Vendors or Pushcart
- Catering
- Frozen Dairy Dessert Machine
- Ice Cream Truck ****Please note, a food service permit for an Ice Cream Truck cannot be issued until an Ice Cream Truck Vendor Permit is obtained from the Chief of Police****

Name of Food Establishment: Hillside Farmstand

Address of Food Establishment: 300 Rt. 6 TRURO MA 02660

Address for Base of Operations for Caterers and Mobile Food or

Pushcarts: _____

Authorized Representative or Contact

Name: Samantha Peery
Address: 22 Hopkins Way N. Truro

Telephone Days: Personal Information Redacted

Number of Seats: Inside: N/A Outside: N/A

Annual or Seasonal Operation: Seasonal

Hours of Operation Mon-Fri: 9 :am To 8 : pm

Days Closed Excluding Holidays: None

If Seasonal: Approximate Dates of Operation: 5/23/15 To 10/31/14

Food Service Establishments Conducting Food Preparation (excludes retail food establishments that don't prepare food and continental breakfast).

List Names of all staff with a Food Manager Certification:

1. _____ Exp. Date: ____/____/____

- 2. _____ Exp. Date: ____/____/____
- 3. _____ Exp. Date: ____/____/____
- 4. _____ Exp. Date: ____/____/____

List Names of all staff with a Allergen Awareness Certification:

- 1. _____ Exp. Date: ____/____/____
- 2. _____ Exp. Date: ____/____/____
- 3. _____ Exp. Date: ____/____/____
- 4. _____ Exp. Date: ____/____/____

List Names of all staff with a Choke Saver Training:

- 1. _____ Date of Training: ____/____/____
- 2. _____ Date of Training: ____/____/____

MOBILE FOOD VENDORS ONLY- List fixed or stationary location(s) where food will be sold:

Has your menu changed from last year? Yes No

If yes please attach copy of menu or provide description of food to be prepared and sold:

I agree to any conditions specified by the Board of Health, and all local, state and federal rules and regulations.

Samantha Perry 5/1/15
 Signature of Authorized Representative Date

manager

PART II - TO BE FILLED IN BY AUTHORIZED TOWN AGENT

Board of Health Comments or Conditions:

Approved _____ Denied _____

 Signature of BOH or Agent Date

Agenda Item: 6D

Truro Board of Selectmen
Meeting Minutes – Tuesday, April 7, 2015
Truro Town Hall, 5:00 p.m.

Members Present: Chair-Jay Coburn, Vice Chair-Paul Wisotzky, Clerk-Jan Worthington, Bob Weinstein, Maureen Burgess
Present: Town Administrator-Rae Ann Palmer, Kevin Rice, Fred Todd, Jillian Cunningham, Kevin Grunwald, Kelly Clark, Eliza Harned, Jay Norton

Chair Coburn called the meeting to order at 5:00 p.m. He announced the meeting was being recorded for broadcast on Truro TV channel 18, and asked if any audience members were recording. Hearing no response in the affirmative, he opened the meeting up for public comments. No one came up to speak during the public comment period, and Chair Coburn opened the Public Hearing.

Public Hearing

- A. The Truro Board of Selectmen will hold a Public Hearing on Tuesday, April 7, 2015 at 5:00 p.m. to hear the application of Payomet Performing Arts Charitable Trust dba Payomet Performing Arts Center, Kevin Rice, Manager of Record in request of a New Seasonal Wine & Malt Pouring License (under MGL Chapter 138 § 12 General On-Premise) with the Town of Truro. The premises location is 29 Old Dewline Road, Truro, MA 02666. The hearing will take place at the Truro Town Hall, 24 Town Hall Road, Truro, MA, 02666.**

Both Mr. Todd and Mr. Rice came before the Board. Mr. Rice states that Payomet Performing Arts Center has evolved, and the thirty day special permit does not cover all of the music concerts which they would like to serve beer and wine at. They have received the thirty day license since before he joined Payomet. They would like to be able to serve from 5:00pm – 10:30pm every day. Mr. Todd added that when they had the thirty day special permit, you had to designate those days well in advance. There are events that come up quickly, and a Seasonal Wine & Malt Pouring License will give them more flexibility. Selectmen Weinstein noticed, in reviewing the application that the Town's Building inspector is also Payomet's Treasurer. Any inspections that are done, or sign code enforcement (which has been remiss) cannot be handled by the Building Inspector because no disclosure has been done. There is a conflict of interest and it would behoove the organization, and the Town, to make sure they get an inspector (or inspectors) from a neighboring town to do the inspections. Selectmen Wisotzky is concerned with the temporary signs and A-frame signs. With some research, the Board of Selectmen found that there have been no temporary sign permits for Payomet since 2007. For any organization that's doing business in Truro, and is putting up temporary signs, they need to follow the Zoning Bylaw.

Mr. Todd stated that last year the Building Commissioner did bring in an inspector from another town, because of the conflict. Selectman Worthington asked that if Payomet does what Selectman Wisotzky is asking for (applying for the temporary sign permit) would that effect their application for the pouring license. Mr. Todd explained that after the Board approves the license, it then has to go to the ABCC, and their turnaround time could be six or eight weeks. He does not believe that the signage issue has anything to do with the application for the pouring license, and he urged the Board to move forward with the process for that license. Selectman Wisotzky explained that before the Board approves anything, they always ask if the applicant has to go before any other Boards as part of the process. The Board of Selectmen will not approve something which first has to go through other Boards. He believes

that the two items are linked. Selectman Worthington does not agree with her colleagues. She understands that there are steps to be taken, however she believes the two issues are unrelated. She believes it is unfair to hold up the liquor application because of the unpermitted signs.

Selectman Wisotzky made a motion to table this public hearing for the request of a new Seasonal Wine & Malt Pouring License for Payomet Performing Arts Center, until the Board's next meeting (April 22nd).

Selectman Weinstein seconded this motion.

So voted, 4-1, (Selectman Worthington opposed).

Mr. Rice wanted to add that the last time he placed signs on the highway a DOT worker questioned him about them. The DOT worker indicated that the State holds some sway over the placement of signs on the road. Chair Coburn pointed out that the sign bylaw is very clear. While the State might have concerns of where signs are placed, an application must be filled out and brought before the Planning Board, and that is what the Board is asking Payomet to do. Mr. Rice also mentioned how Truro Treasures and the Ag Fair keep banners up for quite some time. Selectman Weinstein stated that at one time he was on the Planning Board, and both event organizers have applied for sign permits and met with the Planning Board to discuss, at length, the locations and time frames for those signs.

Board/Committee/Commission Appointments

A. Review, Approve & Interview – Jillian Cunningham – Recycling Committee

Jillian Cunningham approached the Board. She was on the Recycling Committee back in the 1990's. She is a gardener, and believes that recycling goes along with gardening. She also thinks that recycling should start at an early age.

Selectman Weinstein made a motion to appoint Jillian Cunningham to the Recycling Committee as a full member, for a three year term ending June 30, 2018.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Board of Selectmen Action

A. Update on the Cape Cod Commission

Kevin Grunwald approached the Board. He was appointed to the Commission just over a year ago. He submitted a report to the Board which he went over. One of the major pieces of work the Commission has done over the past year was the update of the Section 208 Plan. Mr. Grunwald just became aware of the formation of Waste Treatment Agencies (WMA's). His understanding is that the Board should be working with the Commission, in terms of the watershed in this area and setting up. Towards the end of the year, the Commission spent a lot of time on a Fertilizer Management Plan. Towns were given the option of submitting their own plan, and about eight towns did do that. Truro chose not to, so they will be going along with the State Regulations. Chair Coburn confirmed with Mr. Grunwald that the window of opportunity to submit Truro's own Fertilizer Management Plan had closed. Mr. Grunwald agreed. The plan needed to be submitted and approved by the Commission by the end of December 2014. Selectman Burgess asked if manufacturers of fertilizer stopped making 5-10-5, which is high in nitrogen. Mr. Grunwald is not sure, specifically, that they've stopped making that type of fertilizer but he does know that the guidelines are very specific in terms of the composition of fertilizers. Selectman Burgess asked how towns that adopted the fertilizer management plan are enforcing the guidelines. Mr. Grunwald explained that it is one of the challenges of these regulations. It is the expectation that people applying fertilizer will be aware of the regulations, and be compliant.

In May of 2014, the Commission sponsored a Smarter Economy conference. Part of the growing focus of the Commission is on economic development. In terms of regulatory programs, the Lowes decision was one of the largest for last year. That was not approved. There was a plan, on the developer's part, to appeal that but then it was withdrawn. The Commission also dealt with the Bridges at Mashpee, an assisted living facility, which was approved. They approved a wastewater management plan in Falmouth, which they are in the process of implementing. There was also a presentation to Truro regarding the Pamet overwash, and Mr. Grunwald believes the Commission could be a tremendous resource. The Outer Cape Bicycle and Pedestrian Master Plan is of great interest to Mr. Grunwald. The Commission has partnered with the National Seashore, and is working closely with the Bike and Walkways Committees in Provincetown, Truro, and Wellfleet. He feels that this is an exciting opportunity to make this part of the Cape more "walk-able and bike-able".

Mr. Grunwald recently chaired the Eastham Water Plan sub-committee which approved the water plan for Eastham. He states that the Commission also in the process of revising a Regional Policy Plan, and he is on that sub-committee as well. He knows that Truro's local comprehensive plan needs to be updated and he stated that it's important that the Local Comprehensive Plan mirror the Regional Policy Plan. Selectman Weinstein noted something on Mr. Grunwald's report which he questioned. Under the Regional Solid Waste negotiations, he was not aware of the fact that the Commission facilitated waste disposal contracts with eleven of the Communities in Barnstable County, resulting in a \$17 per ton reduction in the tipping fee. He is assuming Truro was not one of the communities, and if so, asked why not and why did staff did not avail themselves to this. Mr. Grunwald admitted he was not aware of this until he read the report. He does not believe Truro was involved, and doesn't recall any discussion within the Commission. He is not sure when this took place. Chair Coburn believes that Truro did have some involvement. He knows they were attending meetings at the County level, and asked Mr. Palmer to double check that Truro did benefit from this. Selectman Wisotzky added that part of the reason why Truro was able to get a lower tipping fee was because the other communities that worked with the Commission had already received a lower tipping fee. He is curious to know if the communities which worked with the Commission actually have a lower tipping fee than Truro. Selectman Burgess asked if there are areas which Mr. Grunwald thinks are being neglected, where Truro could call on the Commission for help. She asked if there was help for the Water Resources Committee from the Commission. Mr. Grunwald stated that there is help. Selectman Wisotzky asked, besides the Regional Comprehensive Plan, are there other issues which he sees on the horizon, at the Commission, that Truro should be paying attention to. Mr. Grunwald said that certainly water, and wastewater management is critical to the Cape, and it is something which the Commission will continue to address. He also added that traffic is a huge issue. The safety of people biking is in question. There were some terrible auto and bike accidents last year, and managing traffic safely is a critical issue. Selectman Wisotzky asked if the Commission offered assistance directly to the Town, particularly to Police Departments dealing with traffic. Mr. Grunwald told the Board that there is expertise within the staff of the Commission. There are several people, who can help with traffic counting and recommendations for managing traffic more effectively. Selectman Worthington believes that Truro, Wellfleet, and Eastham are involved in a regional discussion to deal with the influx of traffic. Chair Coburn has some concern about the scheduling, and location of, meetings. If the Commission staff wants input from the three outer Cape towns, the meetings should not be scheduled in Chatham. He feels that holding a meeting in Wellfleet, Truro, or Eastham will get the input of the residents. Mr. Grunwald stated that his concern is noted, and he will bring that back to the Commission.

B. Request to Review & Approve Non-Resident Beach Sticker fee increases.

Kelly Clark and Eliza Harned approached the Board. The Beach Commission met on March 18 and discussed the fees for 2015. The last time there was a fee increase was in 2011. The Commission

decided that they would like to raise fees, with the fee structure provided to the Board of Selectmen, for non-residents and for daily passes. The resident rate will not be raised. Rates would be raised as follows;

(Current rates are in parentheses and recommended rates are in bold)

Daily (\$10): **\$15**

Non-resident 1-week (\$40): **\$50**

Non-resident 2-week (\$80): **\$100**

Non-resident 3-week (\$120): **\$150**

Non-resident 4-week (\$160): **\$200**

Non-resident season (\$175): **\$225**

The Commission conservatively expects more than \$67,500 more in revenue with these increases. Chair Coburn wonders, if the National Seashore, Wellfleet and Orleans all charge \$20 for a daily pass, should Truro raise their daily fee to the same amount. Ms. Clark agrees that it would be great to be in line with the other communities, but she suggests doing it in a staged process. Ms. Harned agrees with staged increases, as this is already a five dollar jump. Both Selectmen Wisotzky and Worthington agree with the staged increase approach.

Selectman Wistotzky made a motion to approve the increase in the parking fees as recommended by the Truro Beach Commission effective immediately.

Selectman Weinstein seconded this motion.

So voted unanimously, 5-0.

C. Update on Ballston Beach.

Ms. Palmer and Jay Norton (DPW Director) met with Mark Borelli at Ballston Beach to discuss the overwash, and how they could get the sand off of the parking lot. Mr. Borelli recommended not pushing the sand into the marsh. They have moved the sand and freed up about ten spaces (two are too close to the access to the beach). A permit was obtained from the Conservation Commission to do the work. To help facilitate parking at the beach, the Chief of Police, Ms. Palmer, and Mr. Norton walked South Pamet Road to take a look at where they could safely put parking. They came up with nine spaces. They are missing six or eight spaces at the beach. The intention is to fence around the sand which has been piled up, and erect signage to keep people off of it. They cannot fence off the marsh area because of the plovers. The recommendation would be to mark the street parking "parking by beach permit only" to restrict its usage to people who have purchased a beach pass. She has checked with Town Counsel and they can do that. Selectman Wisotzky asked, in terms of enforcing those new parking spaces, would the beach attendants do that, or would it be a police function? Ms. Clark explained that the beach attendants stay where they are, because it's the safest spot for them to be, but that once the lot fills, they can take a walk up to make sure all vehicles have parking passes. The supervisor also does rounds twice a day to ticket cars that are not stickered. Selectman Coburn asked if notification to abutters had been done yet. Ms. Palmer stated that notification had not begun, but that once approved, the appropriate process will be followed. Selectman Wisotzky asked about signage, and a possible flier, informing visitors of what occurred. Ms. Palmer stated that it was in the works.

7. Consent Agenda

A. Review & Approve and Authorize the Chair to sign:

- 1. MASSDOT Standard Contract for Winter Recovery Assistance Program (WRAP)**
- 2. Staging Permit/& or Beach Access-Bayberry Gardens-Corn Hill Beach**
- 3. Staging Permit/& or Beach Access-Greg Morris-Ballston Beach Parking lot**

B. Review & Approve Common Victualer (food) License: Blackfish Restaurant, Village Café

C. Review and Approve Minutes of March 17, 2015 Regular

Selectman Wisotzky asked if the recovery assistance money being received by MASSDOT would affect the Town Budget. Ms. Palmer explained that the money needs to be spent by the end of June 2015, so it does not affect the Town Budget. He also asked if the beach access at 53 Fishermans Road was approved at the Conservation Commission meeting. Ms. Palmer stated that it was approved by the Conservation Commission on Monday, April 6th.

Selectman Burgess made a motion to approve the consent agenda as presented.

Selectman Wisotzky seconded this motion.

So voted unanimously, 5-0.

8. Selectmen Reports and Liaison Reports

Selectman Weinstein-Did not have a report for this meeting.

Selectman Burgess-Attended the 298th meeting of the Cape Cod National Seashore Advisory Commission. The fee schedule is still in the works. The concern people had regarding increasing fees for people walking in, or riding in on bikes, was taken into consideration. She does not anticipate the fee rising that much, if at all. The Seashore Seabird Management Plan is not finished yet, and it will be presented in July. There has been another bird identified (the Red Knot), which is on the endangered species list, but it should not impact us as the plovers do. Selectman Burgess chaired two sub-committees for the Advisory Commission.

Selectman Wisotzky-He is on the Truro Educational Enrichment Committee, and they have five applicants for the scholarship which is offered. That is for Truro residents who are seniors in high school, continuing their education at college.

Selectman Worthington-Given that we may have some warm weather coming, they may want to expand their Selectman Hours to different spots for the summer. She suggested locations such as; Snow's Park, possibly a beach, and Puma Park. She mentioned that there is going to be a new trolley in Provincetown. Since they were discussing traffic issues earlier, she'd like the Board to consider something like that for transportation.

Selectman Weinstein brought up the Metropolitan Planning Organization, which has representatives from each region of the Cape. He thinks he would like to put his name in for the lower Cape seat, and asked for the Board's support.

Chair Coburn-There will be a Cape and Islands Selectmen's Association meeting Friday morning in Wellfleet.

9. Next Meeting Agenda: Wednesday, April 22nd, 2015

Chair Coburn asked if the Board could get an update on Goals & Objectives implementation at the April 22nd meeting or the May 6th meeting. He would also like to bring to the Board, for approval, a proclamation to honor retired DPW Director Paul Morris to be read at the Annual Town Meeting. We could also proclaim April 28th "Paul Morris Day". Selectman Wisotzky and Selectman Burgess have been working with Ms. Palmer, other staff members, and Atty. Jack Dolan on reviewing Policy Memorandums. There are a number which need to be rescinded, as they are no longer necessary. Selectman Weinstein asked Ms. Palmer if there is currently a policy about redacting certain information, such as; social security numbers, etc. This came to his attention in reviewing the liquor license application for Payomet. Front and center on those applications are social security numbers, and he finds this troubling. He believes there is no reason to not have a policy. If people/businesses are applying for something which requires multi-entity reviews (Board of Selectmen, Board of Health, etc), they should do so with confidence, and be protected by a policy, which keeps the original in the appropriate office and a redacted application (copy) can be circulated to the appropriate people. If this is not a policy, he

would like to have a discussion about it at their next meeting about formulating one. Ms. Palmer asked for guidance as to whether a written policy is needed or whether she can just instruct Nicole and Noelle to leave that information off of everything. Chair Coburn suggested placing this onto the next meeting agenda (April 22nd) or the May 6th meeting.

10. Town Administrator's Report

Ms. Palmer went over her report;

- A meeting is being held tomorrow, April 8th, with the original stakeholders that did the initial tidal flow study. It will be the initial meeting to develop the partnership, and to get the stakeholders re-involved. Pat Pajaron did yeoman's work in setting this up, and getting everyone to the table. The Cape Cod Commission will be there, as well as the Army Corps of Engineers, and some other partners.
- A lot of time has been spent talking about parking at Pamet Harbor. Those conversations are ongoing, as is the work at Ballston Beach.
- They have been working on union negotiations, and the Board of Selectmen will hold their executive session for that.
- Jay Norton is working on setting up a panel to hire an Assistant Custodian for the vacancy which we have. There are five solid applicants.
- Ms. Palmer is meeting with residents about concerns about abutters, and notifications, from the Planning actions, and taking a look at those policies.

Selectman Burgess stated that last year, as a citizen, she was involved with something which was to notify abutters and a lot of the addresses were incorrect, and people never got the information. Ms. Palmer said that the addresses were taken right from the Assessor's Database, and she will take a look at that. Selectman Worthington asked what the ongoing discussion about parking at Pamet Harbor is about. Ms. Palmer stated that it was about extra parking, and she has fielded a request to do a survey of the use of parking throughout the summer season, which she thinks is a good idea to document use and get a handle on that.

Selectman Wisotzky made a motion to adjourn the meeting at 6:20PM.

Selectman Burgess seconded this motion.

So voted unanimously, 5-0.

Respectfully submitted,
Noelle Scoullar

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

**Maureen Burgess
Board of Selectmen
Town of Truro**

Documents Used

Payomet Public Hearing for new Seasonal Wine & Malt Pouring License

Form 43 for Payomet

Application to Serve-Jillian Cunningham-Recycling Committee

Cape Cod Commission Report

Beach Fee Survey

Photograph of Ballston Beach /Parking area

Letter from MASSDOT re: One Time Contract for reimbursement

MASSDOT Winter Recovery Assistance Program Rules and Regulations

MASSDOT Contract

MASSDOT Contractor Authorized Signatory Listing

Application to use Town-Owned Property-Bayberry Gardens and Gray van Staden

Application to use Town-Owned Property-Greg Morris

Business License Application for Blackfish Restaurant

Meeting Minutes, March 17, 2015