



Truro Board of Selectmen Meeting Agenda
Tuesday, August 11, 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

- A. The Truro Board of Selectmen will hold a public hearing on Tuesday, August 11, 2015 at 5:00 p.m. at the Truro Town Hall, 24 Town Hall Road, Truro, on an application for a new Transient Vendor license received from Susan G. Kurtzman, owner/manager of Retro-Truro/Jobi Pottery, to be additionally located at 314 Route 6 Unit #3 Truro, MA.
Comments from the public will be heard, and all interested parties are urged to attend.

3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Review and Approve and Interview Amanda Reed to Charter Review Committee
- B. Review and Approve and Interview Nicholas Brown to Zoning Board of Appeals

4. TABLED ITEMS NONE

5. BOARD OF SELECTMEN ACTION

- A. Review and Approve Letter of Support to MassDOT and Authorize the Chair to sign and presentation of recommended primary "spine" bike route through Truro
Presenter: Cathy Haynes, Chair Bike and Walkway Committee
- B. Energy Committee Report on Solar Installation at Transfer Station
Presenter: Rae Ann Palmer & Brian Boyle, Chair of Energy Committee
- C. Review and Approve revised Meeting dates for November 2016
Presenter: Paul Wisotzky
- D. Discussion on Policy Memo #17 regarding maintenance and snow removal on private roads including roads within the Cape Cod National Seashore. The Board of Selectmen wishes to hear from residents, non-resident tax payers and property owners about maintenance and snow removal on private roads.
Presenter: Paul Wisotzky
- E. Discussion of Board of Selectmen Objective TS1: The Town Administrator will conduct a comprehensive review of the staffing structure of the Town and proposed changes necessary to further this goal.
Presenter: Paul Wisotzky
- F. Discussion of Interview Process for Fire Chief Candidates
Presenter: Paul Wisotzky

6. CONSENT AGENDA

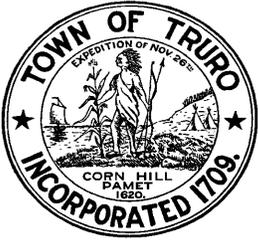
- A. Review/Approve and Authorize the Chair to sign:
 - 1. Contract Agreement between the Town of Truro and Mary Rogers for Community Preservation Committee Coordinator/Recording Secretary and Board of Selectmen Recording Secretary
 - 2. Contract Agreement between the Town of Truro and Donnegan Systems
 - 3. Contract Agreement between the Town of Truro and Tyler Technologies
 - 4. Amendment to Contract Agreement with the Town of Truro and Weston and Sampson
- B. Re-appointment of Board and Committee Members: Matthew Kiefer –Historical Commission and Historical Review Board; Brian Boyle & Sally Brotman-Energy Committee; Girard Smith-Concert Committee; Bonnie Sollog -Cultural Council & Community Preservation Committee; Mike Silva, Becky Townsend, Richard Marr-Recreation Commission; Janice Allee-Zoning Board of Appeals

- C. Review and Approve Joe Buteau as Full Member Representative and Mark Farber as Alternate Representative for Truro Representative to Cape Light Compact
- D. Review and Approve Declaration of Surplus Property five folding tables from the Fire Department
- E. Review and Approve Per Diem Fire Department Member Matthew Burns
- F. Review and Approve Annual American Lung Association of the North East-31st Annual Escape Bike Trek –Sept. 27, 2015 from 9am-11am and Authorize the Chair to sign approval letter
- G. Review and Approve Minutes: June 30, July 14, July 21, 2015

7. SELECTMEN REPORTS AND LIAISON REPORTS

8. NEXT MEETING AGENDA: TUESDAY, August 25, 2015

9. TOWN ADMINISTRATOR'S REPORT



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Licensing Department

REQUESTOR: Nicole Tudor, Executive Assistant

REQUESTED MEETING DATE: August 11, 2015

ITEM: Approval of New Transient Vendor License

EXPLANATION: There is one new 2015 Transient Vendor license application and supporting documentation under the authority of the Board of Selectmen as Local Licensing Authorities. Please know that if you approve this application, the license will be issued only upon compliance with all regulations and upon receipt of the necessary documents and fees.

Mass General Law	Licenses & Permits Issued by Board of Selectmen	Names of Businesses
Chapter 101 § 2	Transient Vendor	Jobi Pottery- Retro Truro

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Licensee will not be issued a Transient Vendor License for 2015 for Jobi Pottery.

SUGGESTED ACTION: *MOTION TO approve the Transient Vendor license for Jobi Pottery at 314 Route 6 Unit #3 upon compliance with all regulations and receipt of the necessary documents and fees.*

ATTACHMENTS:

1. Legal Ad
2. Application for Jobi Pottery-Transient Vendor
3. Temporary Licenses



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

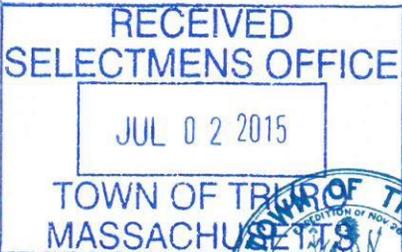
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

TOWN OF TRURO
PUBLIC HEARING
**NEW BUSINESS LICENSE
TRANSIENT VENDOR**

The Truro Board of Selectmen will hold a public hearing on Tuesday, **August 11, 2015 at 5:00 p.m.** at the Truro Town Hall, 24 Town Hall Road, Truro, on an application for a new Transient Vendor license received from Susan G. Kurtzman, owner/manager of Retro Truro-Jobi Pottery, to be additionally located at 314 Route 6, Unit #3 , Truro, MA.

Comments from the public will be heard, and all interested parties are urged to attend.

Paul Wisotzky, Chairman
Board of Selectmen
Town of Truro



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: 7/2/2015 Renewal New 11 years Retail Business in Truro on Depot Rd.

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 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 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

SUSAN G. KURTZMAN RetroTruro - Jobi Pottery
Print Name of Applicant Business Name or DBA (Check if new name)

Susan G. Kurtzman
Owner Name

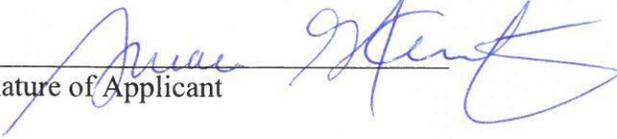
314 Rt 6 unit 3 Po Box 2024 Truro, MA 02666
Street Address of Business Mailing Address of Business (Check if New Address)

508 349 - 2303 TRURO MA 02666 jobi.pottery@comcast.net
Business Phone Number (Check if New Phone Number) Business E-Mail Address

Section 6 – ATTESTATION

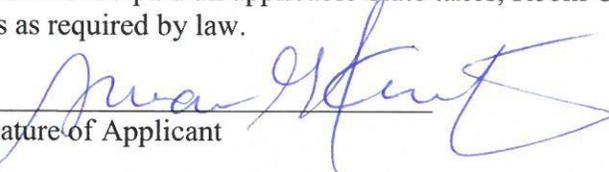
Sign the following statements ONLY if they are true:

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.



Signature of Applicant

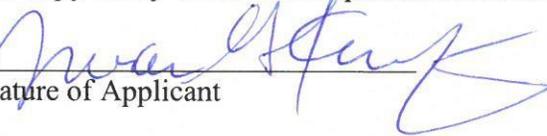
I certify under the penalties of perjury that, to the best of my knowledge and belief, I have filed all State tax returns and paid all applicable State taxes, Room Occupancy taxes, Meal Tax and local property taxes as required by law.



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 Workers 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

DATE 7/2/215

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**

Truro Fire Department

Inspection Detail

Print Date: August 05, 2015

Wednesday 09:00

Inspection Number: 201500000024

<u>Inspection ID</u> 508-349-2303	<u>Inspection Type</u> Inspection	<u>Person Name / Address</u> KURTZMAN, SUSAN G 5 DEPOT ROAD TRURO MA 02666	<u>Structure Name / Address</u> <u>Business / Address / Phones</u> HOPKINS, JOHN 314 ROUTE 6 NORTH TRURO MA 02652 JOBI POTTERY: 314 ROUTE 6 TRURO MA 02666 (508) 349-2303 N/A	<u>Status</u> Complete	<u>Status Date</u> 08/05/2015 00:00
<u>Inspector Name</u> Chief Brian G. Davis	<u>Next Inspection Type</u>	<u>Business Number</u> 508-349-2303	<u>Reference ID</u> 508-349-2303	<u>Dates:</u> <u>Arrival:</u> 07/08/2015 00:00 <u>Departure:</u> 07/08/2015 00:00 <u>Next Inspection:</u>	

Comments
GOING TO INSTALL EXIT LIGHT AND C.O. DETECTOR, RENTAL BUSINESS UNIT NUMBER 3 , NEW EXIT LIGHT AND C.O. DETECTOR WERE INSTALLED ALL IN WORKING ORDER.

Special Instructions

<u>Active Date/Time</u>	<u>Expiration Date/Time</u>	<u>Special Instructions</u>
-------------------------	-----------------------------	-----------------------------

Status

<u>Status Change Date</u> 07/08/2015 00:00	<u>Next Status Change Date</u>	<u>Status</u> Complete	<u>First Firefighter</u> Chief Brian G. Davis,	<u>Second Firefighter</u>
<u>Notes:</u>				
08/05/2015 00:00		Complete	Chief Brian G. Davis,	
<u>Notes:</u> NEW LIGHTED EXIT LIGHT AND C.O. DETECTOR WERE INSTALLED, ALL IN WORKING ORDER.				

SMOKE DETECTOR
PLACEMENT APPROVED

DATE: 8/5/15

SIGNED: Brian G. Davis

TRURO FIRE DEPT.

Number- 2015-TV-Jobi Pottery

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Temporary Transient Vendor License

This is to Certify that **Susan G. Kurtzman, owner/mgr. Retro Truro-Jobi Pottery**
Address **314 Route 6, Unit #3, Truro, MA**

IS HEREBY GRANTED A TEMPORARY LICENSE

Valid from July 9, 2015 through July 28, 2015

For a **transient vendor license**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires **July 28, 2015** unless sooner suspended or revoked.



Date Issued **July 8, 2015**

Truro Town Administrator

Number- 2015-TV-Jobi Pottery-temp#2

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Temporary Transient Vendor License

This is to Certify that **Susan G. Kurtzman, owner/mgr. Retro Truro-Jobi Pottery**
Address **314 Route 6, Unit #3, Truro, MA**

IS HEREBY GRANTED A TEMPORARY LICENSE

Valid from July 28, 2015 through August 11, 2015

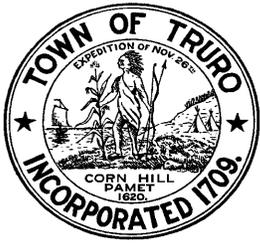
For a **transient vendor license**

This license is granted in conformity with the Statutes and ordinances relating thereto, and expires **August 11, 2015** unless sooner suspended or revoked.



Date Issued **July 28, 2015**

Truro Town Administrator



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Charter Review Committee

REQUESTOR: Nicole Tudor, Executive Assistant on behalf of Chair, Charter Review Committee

REQUESTED MEETING DATE: August 11, 2015

ITEM: Fill remaining vacancy on Charter Review Committee by applicant Amanda Reed.

EXPLANATION: Amanda Reed has completed an application to serve on the Charter Review Committee for the remaining vacancy on the 7 member Committee. The term will be for three years. Her appointment is supported by the current Chair of the Charter Review Committee, Phil Smith. She is also currently serving on the Water Resources Oversight Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The vacancy on Charter Review Committee will remain unfilled.

SUGGESTED ACTION: *Move to approve the three year appointment of Amanda Reed as a member of the Charter Review Committee.*

ATTACHMENTS:

1. Application to Serve- Amanda Reed
2. Support from Chair of Charter Review Committee-Phil Smith (Email 7/22/15)



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: Amanda Reed HOME TELEPHONE: Personal Information Redacted

ADDRESS: 3 Chickadee Lane WORK PHONE: Personal Information Redacted

MAILING ADDRESS: POB 968 E-MAIL: Personal Information Redacted

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

Charter Review

SPECIAL QUALIFICATIONS OR INTEREST: Presently serve on Water Resources Oversight Comm. Previous BOH member. Full time Truro resident since 2004.

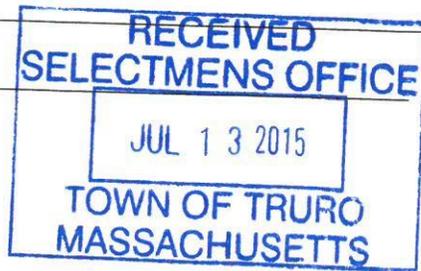
COMMENTS: _____

SIGNATURE: [Signature] DATE: July 13 2015

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

SIGNATURE: _____ DATE: _____

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



From: Philip Smith
To: Nicole Tudor <ntudor@truro-ma.gov> **Cc:** Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 07/22/2015 06:46 PM
Attachments:  [SMail Room 15072114090.pdf](#) (337 kB)
Subject: Fwd: Application to serve - Charter Review Committee Amanda Reed

Hi, Nicole

Thank you for the opportunity to comment on Amanda Reed's application to serve on the Charter Review Committee. I believe that Amanda is an excellent candidate : she has been a year round Truro resident for many years, and is an active member of the community. As stated in her application, she is or has been a member of several town boards, and in addition, serves as a trustee of the Truro Conservation Trust. She was president for several years of her neighborhood homeowner's association. She cares about the Town of Truro, and works well in a group setting. I look forward to welcoming Amanda as a member of the Committee.

Phil

Begin forwarded message:

From: "Nicole Tudor" <ntudor@truro-ma.gov>
Subject: Application to serve - Charter Review Committee Amanda Reed
Date: July 22, 2015 10:35:04 AM EDT
To: "Philip Smith"
Cc: "Noelle Scoullar"

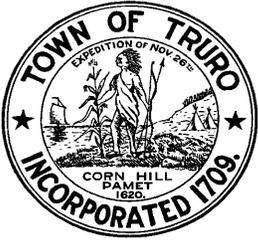
Hello Phil, Would you kindly respond to Amanda's application to serve, as the Chair of the Charter Review Committee either directly on the application and scan it back or respond directly to this email.

Thank you so much,

Nicole

Nicole Tudor
Executive Assistant
Selectmen's Office
Truro Town Hall
24 Town Hall Rd
PO Box 2030
Truro, MA 02666
Phone: (508)349-7004 Ext 10
Fax: (508)349-5505
Email: ntudor@truro-ma.gov

From: thetownoftruro@gmail.com
To: ntudor@truro-ma.gov
Sent: Tue, 21 Jul 2015 15:09:40 -0500
Subject: Message from Mail Room KM_C364e



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Zoning Board of Appeals

REQUESTOR: Noelle Scoullar, on behalf of Buddy Perkel-Chair, Zoning Board of Appeals

REQUESTED MEETING DATE: August 11, 2015

ITEM: Application to Serve on Zoning Board of Appeals

EXPLANATION: Nicholas Brown has applied to serve as an Alternate on the Zoning Board of Appeals.

FINANCIAL SOURCE (IF APPLICABLE): n/a

IMPACT IF NOT APPROVED: Nicholas Brown will not be able to serve on the Zoning Board of Appeals.

SUGGESTED ACTION: *Move to approve Nicholas Brown to serve as an Alternate on the Zoning Board of Appeals for a one year term expiring on June 30, 2016.*

ATTACHMENTS:

1. Application to serve & endorsement from Buddy Perkel



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMENS OFFICE
JUL 22 2015
TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: NICHOLAS L. BROWN HOME TELEPHONE: _____

Personal Information Redacted

ADDRESS: 75 CASTLE RD, TRURO, MA 02666 WORK PHONE: _____

Personal Information Redacted

MAILING ADDRESS: P.O. BOX 1121, TRURO, MA 02666 E-MAIL: _____

Personal Information Redacted

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

Personal Information Redacted

BOARD OF APPEALS

SPECIAL QUALIFICATIONS OR INTEREST: 45 YRS REAL ESTATE DEVELOPMENT IN TRURO. 20 YEARS REAL ESTATE BROKERAGE IN TRURO, TRURO RESIDENT - 20 YEARS. 18 YEARS ON TRURO PLANNING BOARD, MANY AS CHAIRMAN. 3 YEARS SHELFISH ADVISORY COMMITTEE.

COMMENTS: I UNDERSTAND THE STANDARD USED BY THE ZBA IN COMING TO DECISIONS. I KNOW DECISIONS ARE NON-PRECEDENTIAL. I WISH TO CONTINUE TO SERVE TRURO. MEMBER BUDDY PEASEL HAS ASKED ME TO CONSIDER SERVING.

SIGNATURE: Nicholas L. Brown DATE: 07-22-2015

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

SIGNATURE: _____ DATE: _____

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

From: Personal Information Redacted

To: Noelle Scoullar <nscoullar@truro-ma.gov> **Cc:** ntudor@truro-ma.gov <ntudor@truro-ma.gov>

Date: 07/22/2015 05:26 PM

Subject: Re: Application to Serve on ZBA from Nicholas Brown

I invited Nick to apply. I also told the members that I had done so and there were no negative comments. This vacancy has been open for too long a period. I think Nick will be a contributing member and help to round out and broaden the experience of the Board.

Buddy

On Jul 22, 2015, at 3:21 PM, Noelle Scoullar <nscoullar@truro-ma.gov> wrote:

Hi Buddy,

Nick Brown faxed us an application to serve on the ZBA. I let him know that there is an Alternate spot available. I also let him know that he needed to complete his online ethics training, and sign the acknowledgement of receipt of the summary of the conflict of interest law before his application could go before the BoS. Would the Zoning Board like to interview him beforehand?

Thanks!
Noelle

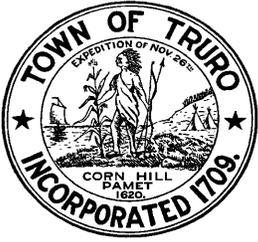
From: thetownoftruro@gmail.com

To: nscoullar@truro-ma.gov

Sent: Wed, 22 Jul 2015 15:18:08 -0500

Subject: Message from Mail Room KM_C364e

<SMail Room 15072214180.pdf>



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Truro Bike and Walkways Committee

REQUESTOR: Noelle Scoullar, Executive Assistant on Behalf of Catherine Haynes, Chair-Bike and Walkways Committee

REQUESTED MEETING DATE: August 11, 2015

ITEM:

1. Review, approval and signature of letter to MassDOT .
2. Review and comment on the Truro Bike and Walkway Committee recommendations to the Cape Cod Commission regarding the Outer Cape Bicycle and Pedestrian Master Plan Primary Route Recommendations.

EXPLANATION:

The Truro Bike and Walkways Committee is requesting that the Board of Selectmen send the attached letter to MassDOT. The letter requests a copy of the Recommendations Report that was to be developed this past spring by the MassDOT District 5 Project Development Section. This report was cited in the Mass DOT response letter to the Town concerning Truro's recommendation of the installation of bike lanes and other safety-related issues along the Route 6 corridor.

The Committee has reviewed current information from the Cape Cod Commission regarding the preliminary mapping for multi-use paths through Truro. The Bike and Walkways Committee would like to present a recommended primary "spine" route. The recommendation is included for review.

IMPACT IF NOT APPROVED: The Town will not have an opportunity to review MassDOT recommendations for the bike lane along Route 6, nor the Cape Cod Commission recommendations for a primary route for a multi-use path through Truro.

SUGGESTED ACTION: *Motion to approve the letter to Thomas Tinlin of MassDOT and authorize the Chair to sign.*

ATTACHMENTS:

1. Letter to Thomas Tinlin from the Board of Selectmen
2. Route analysis map
3. Draft letter to the Cape Cod Commission regarding the Outer Cape Bicycle and Pedestrian Master Plan Primary Route Recommendations



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

August 11, 2015

Mr. Thomas J. Tinlin
Acting Highway Administrator
MassDOT
Highway Division
Ten Park Plaza, Suite 4160
Boston, MA 02116

Dear Mr. Tinlin:

The Town of Truro is in receipt of your response letter dated April 23, 2015, concerning Truro's recommendation of the installation of bike lanes and other safety-related issues along the Route 6 corridor.

We would request a copy of the Recommendations Report to be developed this past spring by the District 5 Project Development Section. We look forward to both your short-term recommendations as well as any recommendations that can be developed into a long term plan.

Thank you for your prompt attention to this request.

Sincerely,

Paul Wisotzky
Chair Board of Selectmen

Cc: Senator Dan Wolf



Segment 1.6 Overview



Description: The 1.70-mile segment uses the Old King's Highway to connect from Gull Pond Road to Collins Road. The section of Old King's Highway is a one-lane dirt road currently open to motorized traffic. The segment uses an existing culvert to cross the Herring River.

1 – Potential for Use – POOR

The segment travels through undeveloped areas, with the nearest high activity areas being nearby kettle ponds.

4 – Directness of Route – GOOD

As part of a stem network, this segment would be comparable in length to the alternative of Route 6.

5 – Topography/Grades – POOR

The segment has challenging topography with 7 grades in excess of 10% and 3 grades in excess of 5%. On the positive, the segment has no grades that approach 15%. In the section between Gross Hill Road and Gull Pond Road, the route has milder grades than the roughly adjacent utility ROW option (with a 15% grade).

6 – Separation from High Traffic Roads – GOOD

The segment uses a very low traffic dirt road.

7A – Safe Crossings – GOOD

Over the 1.7 miles, the segment only crosses one paved road. On the north-end it connects to Collins Road, which allows for a stem network that avoids Route 6 in the area.

7B – Motorized Traffic on Section – FAIR

The entire segment has existing motorized access, however signs of use are minimal with one section of the road entirely overgrown with vegetation. One residence requires use of the road for a ~300ft section going south from Black Pond Rd.

8 – Natural Surroundings and Scenic Views – GOOD

The segment has entirely natural surroundings, passing through dense forest and crossing over the Herring River.

9 – Connections to High Activity Areas – POOR

The segment does not connect to any high activity areas.

10 – Connections to Community Facilities – POOR

No near connections to community facilities.

11 – Connections to Public Transportation – POOR

No near connections to public transportation.

12 – Connections to Existing Bike/Ped Facilities – POOR

No near connections to existing bike/ped facilities.

13 – Wetlands/ACEC - FAIR

The segment largely avoids wetland areas with the exception of the Herring River area, where it crosses over the river on an existing culvert.

14 – Flood Zones – FAIR

The segment largely avoids flood zones, with the exception of the Herring River area.

Segment 1.6: Old King's Highway – Gross Hill Rd. to Collins Rd.

Steep grades on segment

15 – Sensitive Natural Resources - POOR

The segment runs through mapped sensitive forest area for ~1000ft. The natural surroundings and proximity to the Herring river increase likelihood of impacting sensitive natural resources.

16 – Wellhead Protection Area - POOR

The segment crosses through significant portions of wellhead protection area.

17 – Disturbance – FAIR

Converting the existing dirt road into a paved multi-use path would minimize necessary disturbance in grading. However, since the area has never been paved, disturbance would not be insignificant.

18 – Unfragmented Habitat Areas – POOR

The segment passes through a major portions of state classified Critical Natural Landscape area and CCNS mapped tracts.

19 – Interpretive Opportunities – GOOD

The natural surroundings provide ample interpretive opportunities. The Herring River portion, as unique habitat, stands out as calling for interpretation.

20 – Connection with Ongoing or Planned Projects - FAIR

No known connection to an ongoing or planned project. The expansion of the culvert over Herring River provides one possible opportunity for coordination.

21 – Low-traffic Residential Areas - GOOD

The segment passes within relatively close proximity of two houses.

22 – Commercial Areas – POOR

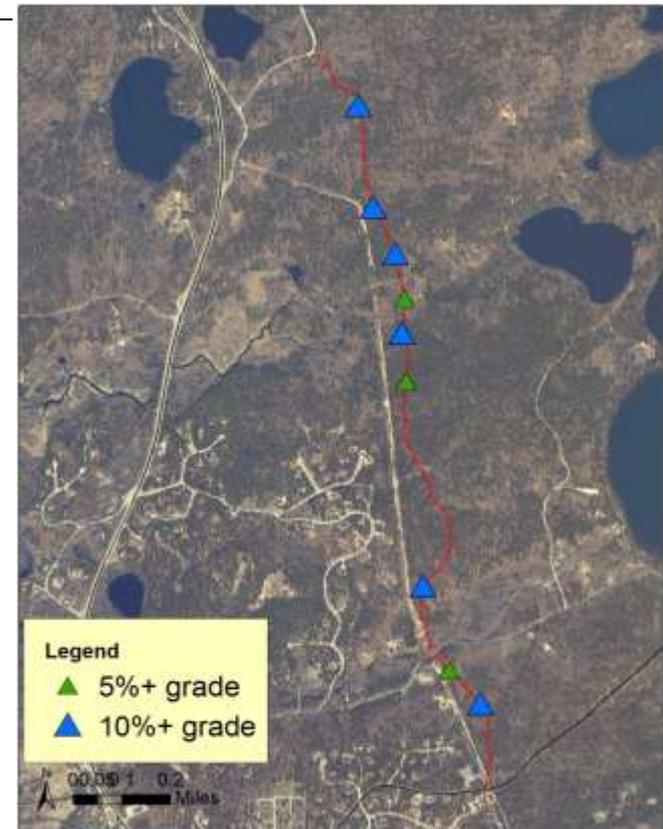
The segment has no nearby commercial areas.

24 – ROW Ownership – GOOD

All of the segment is owned by CCNS.

25 – Cost – FAIR

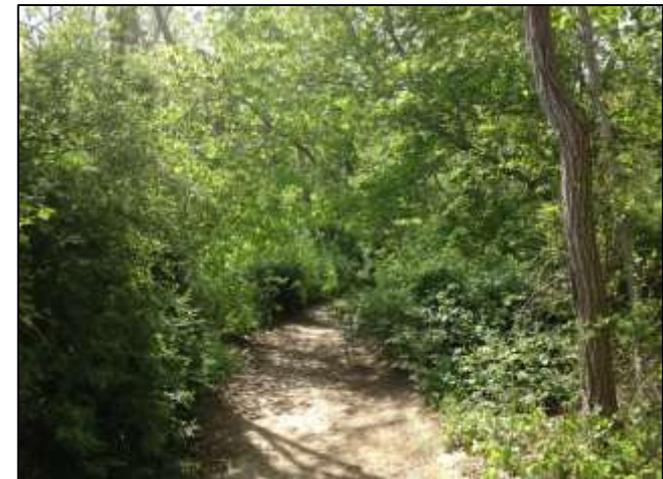
The development of the previously unpaved roads in sensitive environmental areas would involve significant costs in ensuring resource sensitive design. However, not needing to acquire any right of way for the segment would be a big positive for costs.



Overgrown section of road



Culvert over Herring river





Segment 1.9 Overview



Description: The 1.95-mile segment uses a combination of an existing fire road, a dirt road, and two social trails to travel from South Hollow Road to Head of the Meadow Road. Starting from the south, the route uses a social trail for the first ~1600ft, then uses a fire road for ~2400ft, then another section of social trail for ~3000ft, and the last section uses a dirt road for ~2200ft.

1 – Potential for Use – GOOD

There are number of high activity areas in close proximity to the segment, including two campgrounds and two beaches. The section between Highland Rd. and the dirt road provides beach access from one of the campgrounds and has heavy foot traffic.

4 – Directness of Route – FAIR

As part of a stem network, the segment is substantial longer than the alternative of Route 6 or 6A. In terms of access to the campgrounds and beaches, the route is quite direct.

5 – Topography/Grades – GOOD

The segment has only one 5%+ grade, located at the south end.

6 – Separation from High Traffic Roads – GOOD

The segment is entirely separate from roads .

7A – Safe Crossings – FAIR

At the south end, the segment connects with South Hollow Rd. and an unimproved Route 6 intersection, which would warrant improvement. Alternatively, it links to Highland Rd which provides a grade-separated crossing of Route 6.

7B – Motorized Traffic on Section – FAIR

The northern ~2200ft of the segment is a dirt road with existing motorized access. The dirt road does not serve any residences nor does it serve a significant transportation purpose.

8 – Natural Surroundings and Scenic Views – GOOD

The segment has entirely natural surroundings, passing through forest and heathland areas. The heathland area , which is relatively open, is particularly scenic.

9 – Connections to High Activity Areas – GOOD

The segment connects directly to Head of the Meadow beach and North Truro Camping Area and connects within 0.5-miles of Coast Guard beach and North of Highlands Camping Area. North Truro center is within 1-mile.

10 – Connections to Community Facilities – POOR

No near connections to community facilities.

11 – Connections to Public Transportation – GOOD

The segment connects directly to stops served by the Bike Shuttle and Provincetown-Truro Shuttle.

12 – Connections to Existing Bike/Ped Facilities – GOOD

The segment connects to the 2-mile CCNS Head of the Meadow bike trail (multi-use path).

13 – Wetlands/ACEC - GOOD

The segment doesn't come within 100ft of wetlands.

Segment 1.9: Trail/Fire Road – South Hollow Rd. to Head of the Meadow Rd.

Sensitive natural resources and large unfragmented areas

14 – Flood Zones – GOOD

The segment doesn't cross through any flood zone areas.

15 – Sensitive Natural Resources – POOR

The segment runs through an area with known rare plants. Generally, the existing natural conditions of the areas it passes through, particularly in the portion south of Highland Rd. increase likelihood of impacting sensitive natural resources.

16 – Wellhead Protection Area – POOR

The segment crosses through significant portions of wellhead protection area.

17 – Disturbance – POOR

Converting the existing social trail sections into a paved multi-use path would require substantial disturbance. Additionally, the fire road and dirt road have not been previously paved.

18 – Unfragmented Habitat Areas – POOR

The segment passes through a major portion state classified Critical Natural Landscape area and CCNS mapped tracts.

19 – Interpretive Opportunities – GOOD

The natural surroundings provide ample interpretive opportunities. The heathland portion, as unique habitat, stands out as calling for interpretation.

20 – Connection with Ongoing or Planned Projects – FAIR

No known connection to an ongoing or planned project.

21 – Low-traffic Residential Areas – GOOD

The segment passes within relatively close proximity of two houses.

22 – Commercial Areas – FAIR

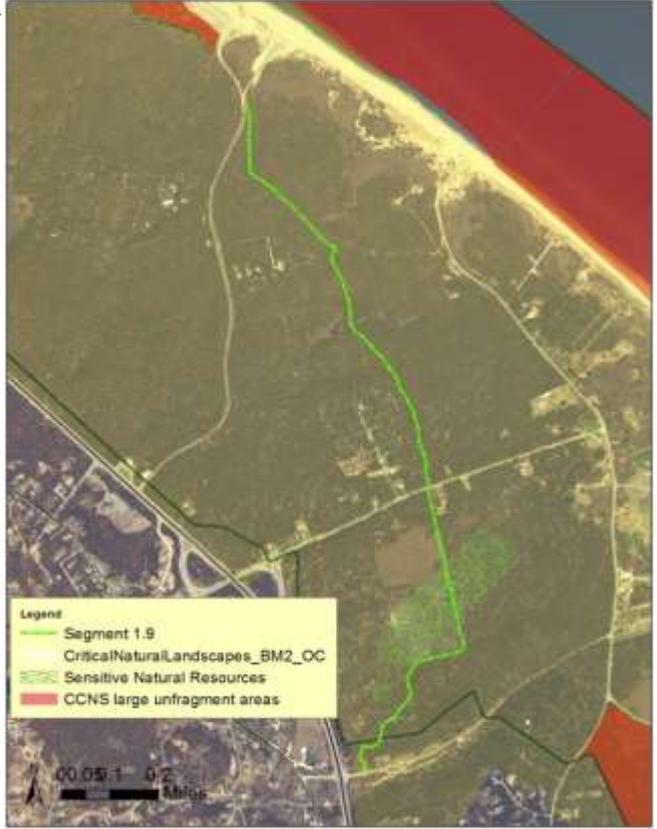
While conventional commercial areas are absent from the area, the North Truro camping area, which is privately owned and operated, is directly on the segment and could benefit from the bike/ped route.

24 – ROW Ownership – GOOD

All of the segment is owned by CCNS.

25 – Cost – FAIR

The development of a multi-use path on social trails, previously unpaved roads, and in sensitive environmental areas would involve significant costs in ensuring resource sensitive design. However, without any necessary bridge building or right of way acquisition, the cost of this project would be inexpensive in comparison to many of the other options analyzed.



Dirt road section of route, looking towards Coast Guard Rd.

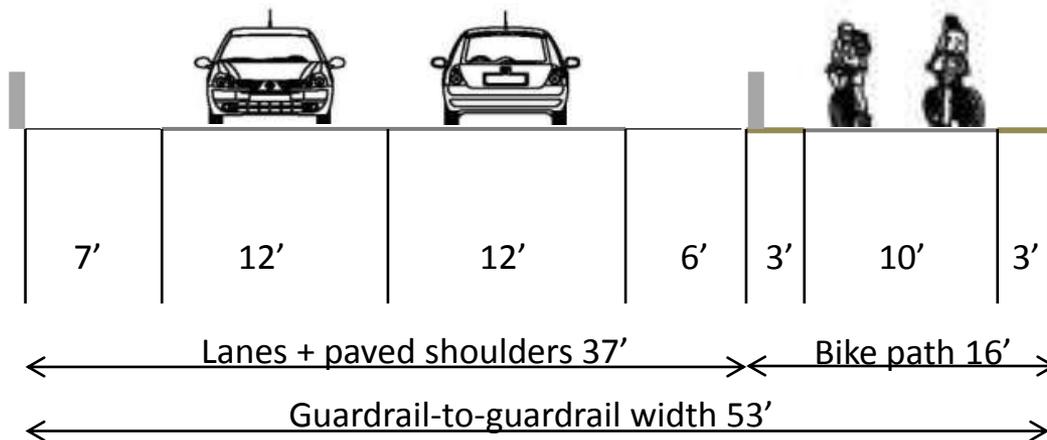


Fire road section of route



Route 6 Path Option
Segment 2.1: LeCount Hollow Rd. to 6A split

Multi-Use Path Option



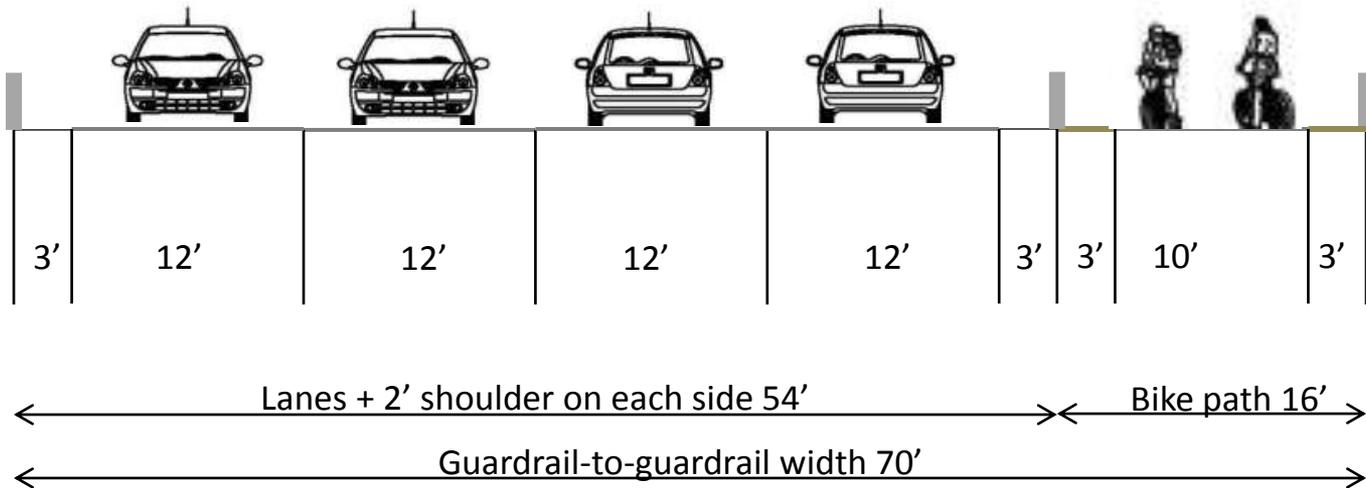
*Looking south

* Cross-slope not shown. * Measurements for conceptual purposes only.

Route 6 Path Option
Segment 2.2: 6A split to Provincetown/Truro town-line

Multi-Use Path Option

Requires widening 4'



*Looking south

* Cross-slope not shown. * Measurements for conceptual purposes only.

Connector

Segment 3.9: Collins Rd./South Pamet Rd.

Existing Conditions

Stem Route Connection Purpose:

This 2.89-mile segment links Segment 1.6 with Segment 2.1, with two connection options: a 0.33-mile section provides a short link to Segment 2.1 at Collins Rd.; alternatively a 2.56-mile section of the segment links to Route 6 at Truro center. The longer connection serves as an alternative to the use of Route 6 (Segment 2.1) between Collins Rd. and Truro center.

Non-Stem Route Connection Value:

While the area is thinly settled, Collins Rd. is popular with cyclists. South Pamet Rd. serves as a link between Truro center and the popular Ballston beach. Improvements on both South Pamet Rd. and Collins Rd. would benefit existing users and potentially attract new cyclists.

Road Configuration:

Collins Rd. - 20ft wide with no sidewalks

South Pamet Rd. - 22ft with no sidewalks

Traffic Conditions:

Collins Rd.

Serves a local and regional circulation function, though the surrounding area is very lightly settled and alternative routes exist for regional travel.

Speed limit - unposted

Summertime ADT - Not available.

South Pamet Rd.

Serves a local and regional circulation function, connecting directly to numerous residences and providing access to the popular Ballston Beach (town-managed).

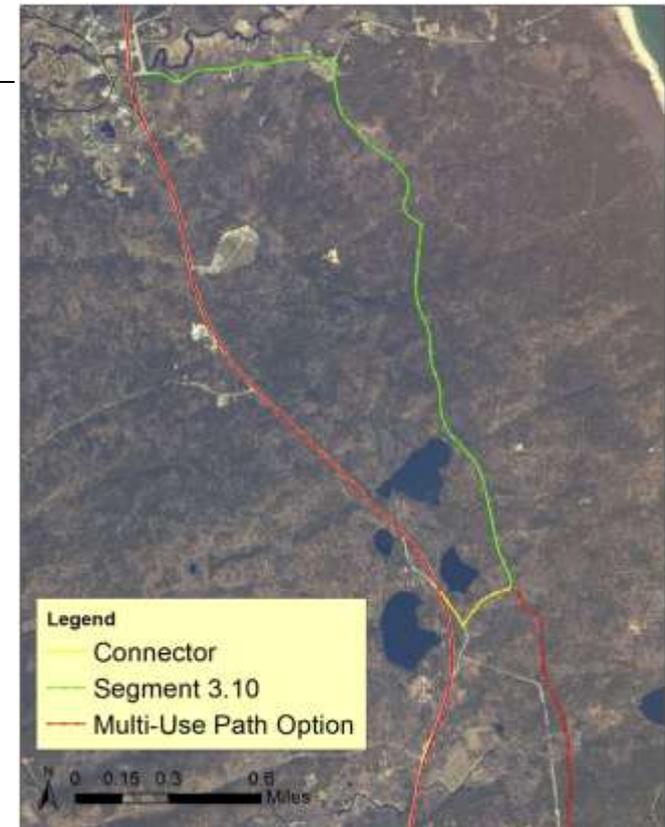
Speed limit - unposted

Summertime ADT - 417

Based on the road's function and observations, the S. Pamet counts seem low and Collins Rd. has less considerably less traffic than S. Pamet Rd.

Existing Bike/Ped Accommodations:

Both roads have shared the road signage.



Segment 3.10 Segment Picture



Connector

Segment 3.9: Collins Rd./South Pamet Rd.

Facility Options and Opportunities and Constraints

Appropriate On-Road Accommodations:

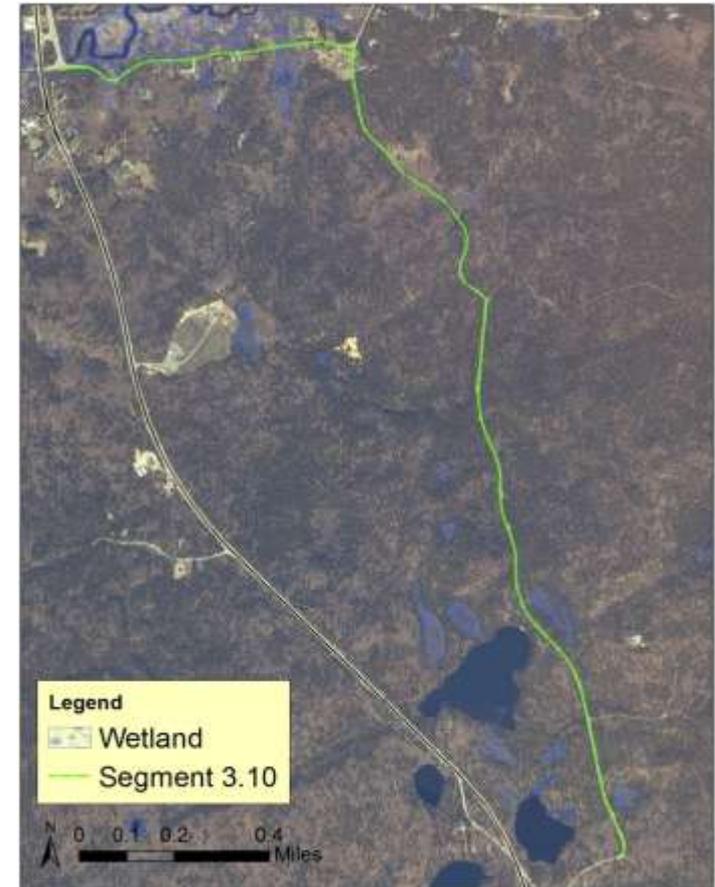
The low traffic counts and low speeds suggest that a share the road bike route would be appropriate. However, traffic counts should be taken before determining final design.

Public Right-of-Way:

The road's public ROW is 60+ feet and surrounded by CCNS lands.

Wetland Constraints:

Both roads have significant wetland constraints. The majority of South Pamet Rd. section is within 100ft of wetlands and ~1200ft section is within 25ft of wetlands. The constraints are more minimal on Collins Rd. where there are two small sections within the 100ft wetland buffer.



Wetland
constraints

Connector

Segment 3.9: Collins Rd./South Pamet Rd.

Other Opportunities

Collins Rd. may serve both a regional and local circulation, but looking more closely at both of these functions it doesn't seem the whole length of the road needs to be open to vehicular traffic as a through route.

Local function – Collins Rd. provides access to 7 residences, which are located on both the north and the south ends. The road also provides access to Snow Pond and Great Pond (Truro), which are both located near the south end.

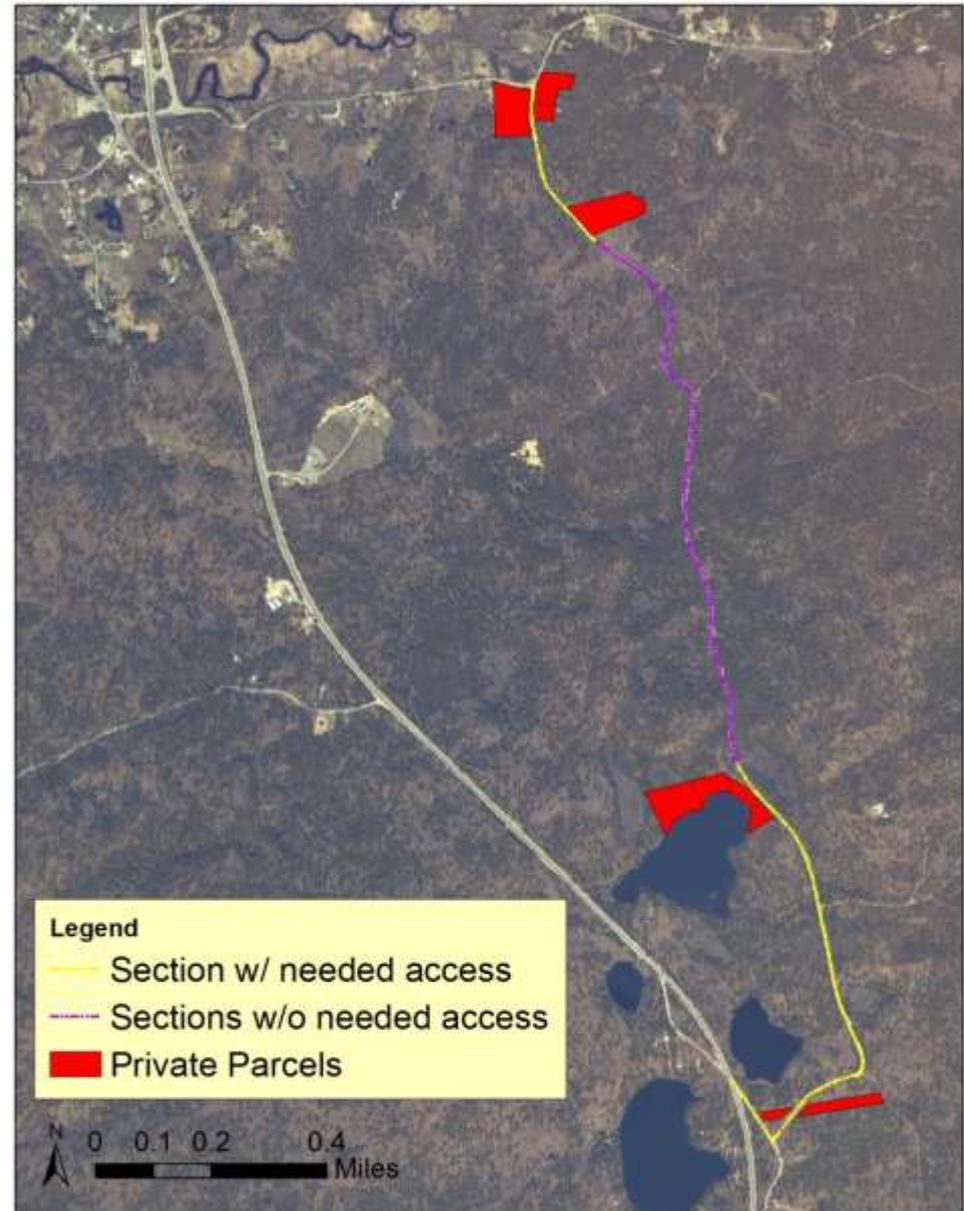
Regional function – While Collins Rd. does provide an alternative to Route 6, it would require more travel time for most trips.

Given the road's importance, it seems that the regional function of the road could be abandoned (possibly remaining available for emergency-related detours) and only the local functions retained. Doing this would create a 1.10-mile section of the road near the middle of the segment that could be used for a multi-use path. Eliminating the regional function of the road would also reduce traffic on the other sections of the road and in the process make the road more conducive with a share the road bike route.

Other advantages of the road conversion:

Natural sensitive resources and unfragmented habitat areas – The mapped South Mitre area, which abuts the road and extends to the Atlantic beaches, is considered a high priority large unfragmented habitat tract. Eliminating motorized traffic along a section of the road would have a substantial positive impact on these resource areas.

Cost – Since the road is already paved, the cost of implementation would be very minimal, perhaps as little as bollards at each end and some signage.



Connector

Segment 3.13: High Head Rd.

Existing Conditions

Stem Route Connection Purpose:

This 0.63-miles segment links Segment 1.9 to Segment 1.10.

Non-Stem Route Connection Value:

The segment links to the Head of the Meadow bike trail and any improvements would benefit existing users and potentially attract new users.

Road Configuration:

One portion of the road is a 20-ft wide paved road and the other is a dirt road with a width of around 20ft.

Traffic Conditions:

High Head Rd. provides access to a limited number of residences, connects to an off-road vehicle corridor, and accesses a parking lot which can be used for High Head beach, Head of the Meadow bike trail or hiking in surrounding natural areas.

Speed limit – not posted

Traffic counts – Not available. Based on the road's function and observations, traffic levels are very low.

Existing Bike/Ped Accommodations:

None.

Facility Options and Opportunities and Constraints

Appropriate On-Road Accommodations:

Based on the very low levels of traffic, a share the road facility is probably an appropriate application for all users.

Public Right-of-Way:

The majority of this segment is within CCNS and the public ROW portion is surrounded by CCNS.

Wetland constraints:

All of the segment is within 100ft of wetlands, with many portions immediately abutting wetlands (within 5ft). Approximately half of the segment is surrounded by wetlands in close proximity of both sides.

Other Considerations:

Constraints

High Head Rd. meets Route 6 at an unimproved intersection and this is the only through connection.



Segment 3.13 Segment Picture



Figure 5.2
Route Analysis Map – Truro

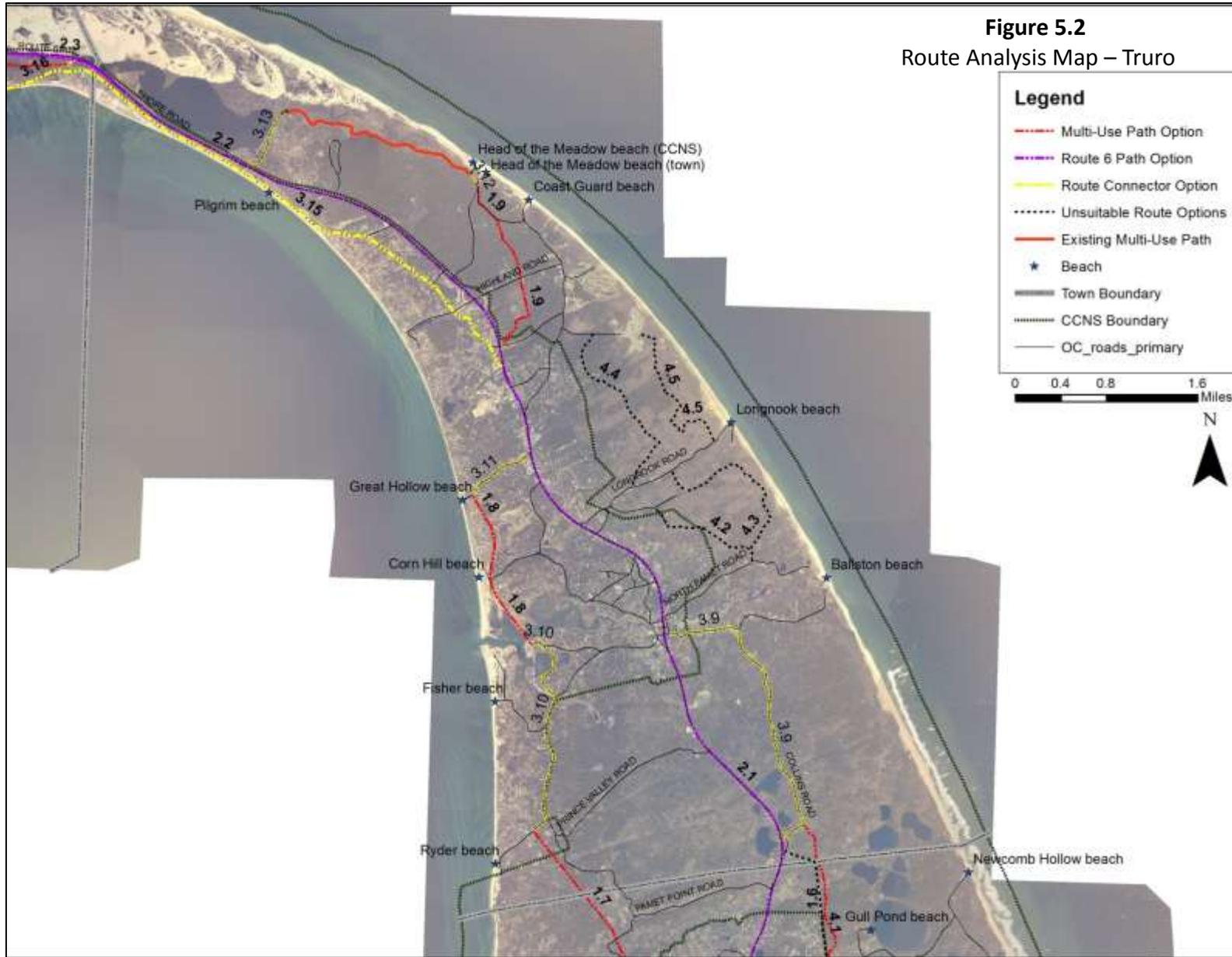


Figure 5.1
Route Analysis Map – Wellfleet

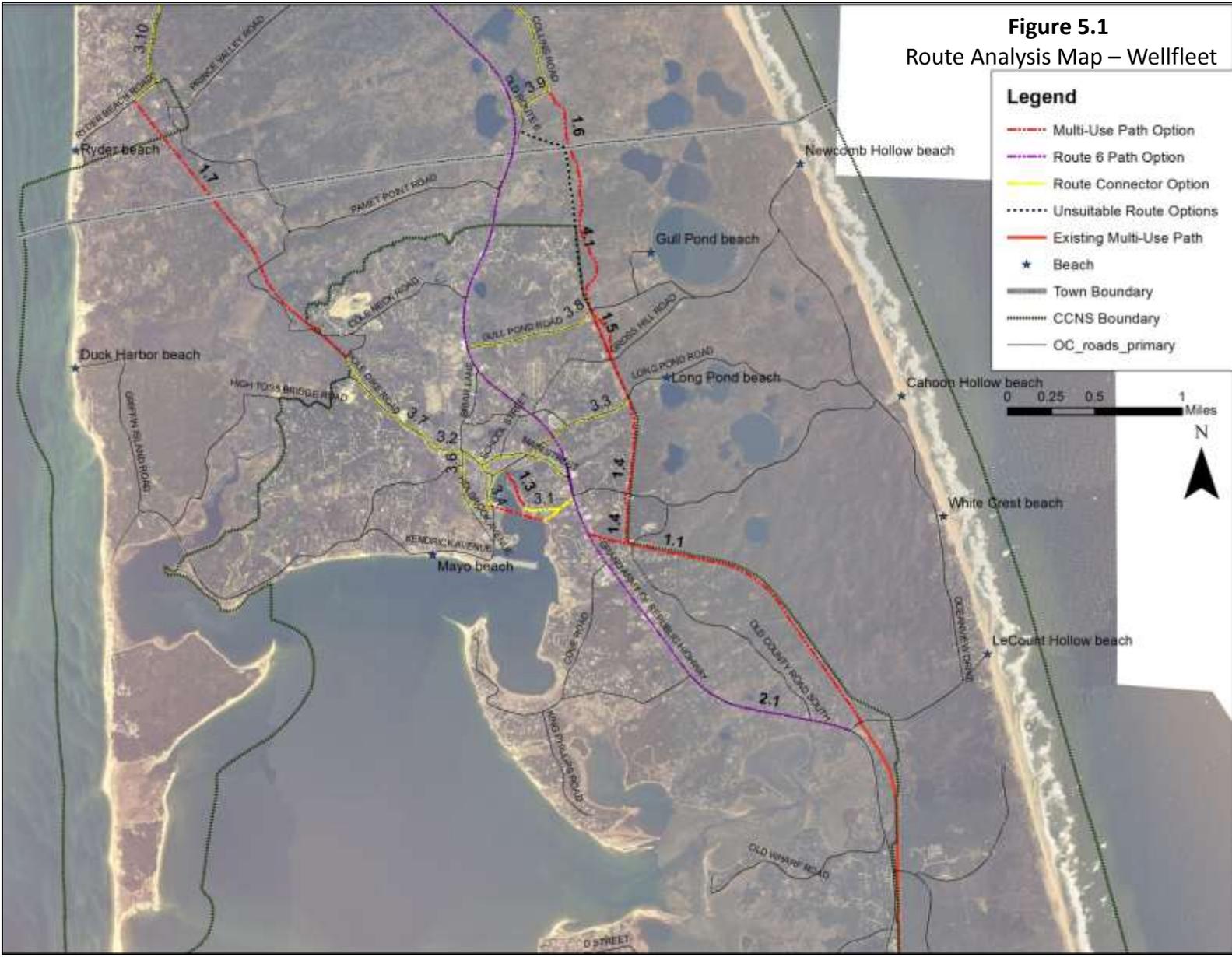
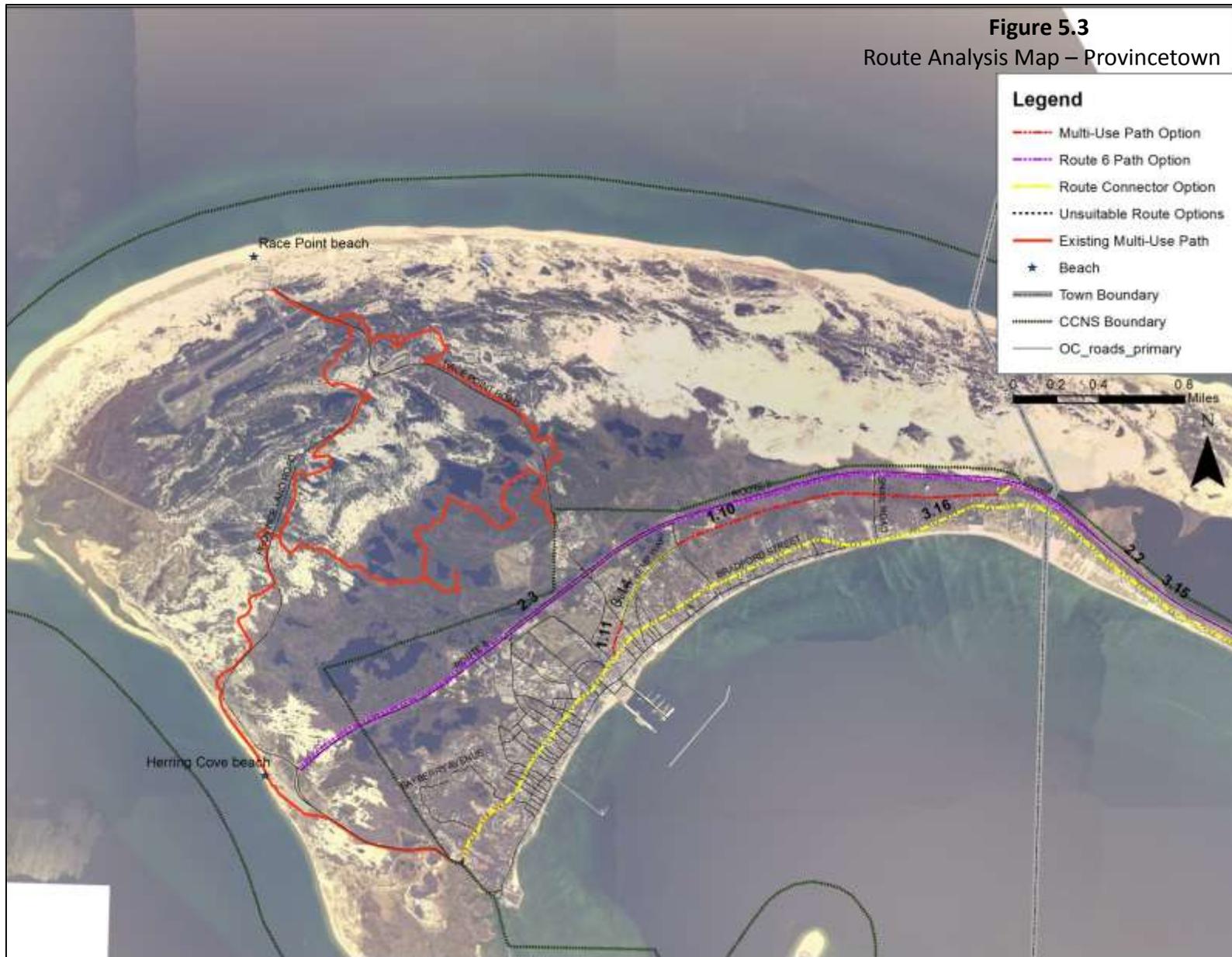


Figure 5.3
Route Analysis Map – Provincetown



Truro Bike and Walkways Committee
Truro Town Hall
PO Box 2030
Truro, MA 02666

DRAFT: June 31, 2015

Cape Cod Commission
3225 Main Street, PO Box 226
Barnstable, MA 02630

attn: Ms. Martha Hevenor

Subject: Outer Cape Bicycle and Pedestrian Master Plan
Primary Route Recommendations

Dear Ms. Hevenor:

The Truro Bike and Walkways Committee (BWWC) has reviewed the Outer Cape Bicycle and Pedestrian Master Plan as presented at the second public workshop held in Wellfleet on March 26, 2015, and at your request we have the following comments and suggestions on the Primary Multi-Use Path Options. Throughout we will refer to the Multi-Use Path and Bike Route Opportunities in the Outer Cape: Pre-Screening Analysis Report of May 2013 as the "analysis".

South of Truro Center

South of Truro Center we see three possible choices:

- 1) Collins Road and South Pamet Road (Connector 3.9) utilizing Old Kings Highway (segment 1.6)
- 2) Route 6 connecting to Collins Road and South Pamet Road
- 3) Old County Road and Depot Road for a route that would continue from Old County through Wellfleet. (Similar to Connector 3.10)

We recommend using option 1, Collins Road and South Pamet Road connecting at the south end of Collins Road with Segment 1.6, Old Kings Highway between Collins Road and Gross Hill Road. Collins Road currently requires access from the southern end via Route 6. Establishing a path along Old Kings Highway (segment 1.6) would provide access to Wellfleet Center and the ocean side roads (Gull Pond and Gross Hill to Ocean View). With modest improvements on Route 6 around the Gull Pond Road intersection and Gross Hill intersection access may be provided to many parts of the center of Wellfleet. This route also provides access to the popular route along Ocean View Drive via Gull Pond Road.

page 2

Establishing a path along Old Kings Highway between Collins and Gull Pond/Gross Hill would also enable passage between Truro Center and the northern terminus of the existing rail trail without the need to cross Route 6. We recommend this route which is an existing dirt road, with very little vehicular traffic, provides an off-road route between Collins Road and Gross Hill Road. The existing dirt road has grades less than the 12% recommended for a multi-use path and has less gradients than Old County Road (option 3).

If it is determined that establishing a path along Old Kings Highway to Gull Pond Road is not possible, we would recommend a fully separated path along the east side of Route 6 between Wellfleet and Rose Road/Collins Road connecting to Collins Road and South Pamet Road (Connector 3.9).

Additionally we recommend option 3 as a secondary route connecting Truro Center to Wellfleet Center and that modest improvements be made along the route to enhance safety and usability. Improvements would include climbing lanes on steep grades, widening the road where adequate sight distances are not available (due to multiple grade changes), and widening the road at Eagle Neck Creek.

Truro Center to Shore Road

The section between Truro Center (at the Pamet River) and Shore Road is best served by a fully separated bike path following Route 6 as shown on pg. 52 in the Segment 2.1 analysis. There do not appear to be any reasonable alternatives for this portion of the route. All of the off-road options east of Route 6 have been determined to be unsuitable in the analysis. The route crossing Pamet River at the harbor is expensive and difficult to acquire right-of way. Currently many cyclists use Castle Road for a large part of this section. While not considered in the route analysis, Castle Road is narrow with limited sight lines and continual grade changes. As a result we believe a fully separated bike path along Route 6 is a better option for this section. Based on the analysis, we are assuming that this fully separated bike path would be provided only along one side of Route 6 with "hawk lights" provided for safe crossings at intersections including Truro Center Road, Castle Road, and the Truro Central School area. Our recommendation would be to locate the bike path along the east side of Route 6 to provide safer access for higher utilized areas such as Truro Central School, Whitmanville Road, and beach access via Longnook Road.

North of Shore Road

For the section north of Shore Road, we recommend:

Segment 1.9 Trail/Fire Road – South Hollow Rd. to Head of the Meadow Rd., Head of the Meadow trail, High Head Road Connector 3.13, and a fully separated path along Route 6 from High Head Road north, potentially reducing the four lane highway along this section to two lanes.

As noted in the analysis, incorporating segment 1.9 provides access to campgrounds, beaches, and commercial areas. These are also currently popular walking routes accessing the Cold Storage Beach area and providing loop routes for walking with relatively light vehicular traffic.

In the area between South Highland Road and Highland Road we believe multiple routes need to be incorporated. These include:

- A path along South Highland Road
- A path along Highland Road from South Highland to Shore Road
- A path from the Route 6 Shore Road split along Shore Road to Standish Way providing access to the Truro Library and Community Center
- Converting Route 6 between the Shore Road split and South Hollow Road to a two lane highway with separated bike paths on both sides of the road.

Due to the limited road width along Shore Road and the substantial encroachment into the right of way with poorly defined edges and a multitude of curb cuts we do not think the Beach Point area along Shore Road is suitable as a primary route, though a designated bike/pedestrian lane on both sides (not fully separated) would be desirable.

Providing a fully separated bike path with a substantial buffer along Route 6 would provide access between High Head and Provincetown, including accessibility for families with children.

We would also like consideration given to a reduction of the entire four lane section of Route 6 through Truro to two lanes with a fully separated bike path. The traffic counts in this area do not support the requirement for four lanes. There are a number of crossings along this route such as Pilgrim Heights, Arrowhead Road, Head of the Meadow Road, and Standish Way would could then be made safer and more family friendly.

page 4

Please consider these recommendations in your current analysis of the Primary Multi-Use Path Options. If you have any questions or require further information, please do not hesitate to contact the undersigned on behalf of the Truro Bike and Walkways Committee.

Sincerely,

Catherine Haynes
Chair

cc: Truro Board of Selectmen



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Energy Committee

REQUESTOR: Rae Ann Palmer, Town Administrator & Brian Boyle, Chair, Energy Committee

REQUESTED MEETING DATE: August 11, 2015

ITEM: Energy Committee Updated Report on Solar Installation at the Transfer Station & Required Action to Continue the Project

EXPLANATION: A little over four years ago, at Annual Town Meeting, Truro residents voted to approve zoning for a solar photovoltaic system at the town landfill. This vote was part of the Energy Committee's effort to become a more energy efficient town and gain the benefits of the State's Green Communities program.

As the project moved forward, the Committee learned that the landfill did not have certification from Massachusetts DEP that it was properly closed. Therefore, the project was put on hold because a solar farm could not be built on top of a landfill that did not have post closure certification. The Town recently received information from DEP detailing what needed to be done to achieve post closure certification. The required work is not substantial. With that in mind, the Energy Committee re-initiated the solar farm project. Unfortunately, in the interim, AT&T dug a trench across the cap without DEP permits which will require involving DEP and determining if the cap is damaged and a delay in completing the closure. However, it is the opinion of the firm doing the engineering work for the Town (Weston and Sampson) that a potential solar project will facilitate DEP's involvement.

As staff continues to work on the final closure certification, the Energy Committee wishes to keep the project moving forward. Department of Public Works Director Jay Norton and I concur. There are two time constraints that require moving this project along for it to be feasible. First, the Town is in the queue for an interconnection agreement with Eversource which would allow a connection to the power grid. If a deposit is not made by the early January, the agreement expires and the Town would forfeit its place in the connection line. Secondly, tax credits that make solar installation attractive to solar development firms expire at the end of 2016.

The decision points before the Board are to approve or disapprove authorizing staff to implement a procurement process for a solar development firm and to approve or disapprove authorizing staff to start the process for a Special Town Meeting before the end of the calendar year. Authorization to continue work on the project does not commit the Town; it will keep the project moving forward. Both of the requested actions would require final approvals by the Board of Selectmen. The Energy Committee has prepared a detailed report, attached, that provides more information about the project, the next steps and the required action at Town Meeting.

ATTACHMENTS:

1. Energy Committee Solar Farming briefing to Board of Selectmen
2. Annual Electrical Consumption for the Town of Truro
3. Landfill Electrical Site Plan at Transfer Station
4. Guide to Developing Solar Photovoltaics at Massachusetts Landfills

**Energy Committee Update on Landfill Solar Farm
Board of Selectmen Meeting 8/11/15**

Status

The Energy Committee continues to explore building a solar farm on the capped landfill. We have waited approximately four years for the state DEP to certify the landfill closure and reclassification for solar use. While the DEP process is not complete, we hope for closure by year-end 2015.

We face time pressure. First, we have applied for and received an Interconnection Service Agreement with Eversource. We or our solar Developer must pay approximately \$41,000 as a deposit for the utility's interconnection work by early January 2016, or we will lose the interconnection approval. Second, the system needs to be operational by December 31, 2016 to qualify for a federal 30% investment tax credit (reverts to 10% thereafter).

Actions Needed Today

- Authorize Town Administrator to initiate the procurement process.
- A Special Town Meeting will be needed by year-end to retain Eversource Interconnection Service Agreement. Likely solar warrants include authorization for a long-term land lease, a long-term Power Purchase Agreement, zoning changes, development expenses, and a PILOT or property tax exemption.

The Concept: Power Purchase Agreement

To minimize up-front capital requirements, take advantage of the 30% tax credit the Town cannot use, and minimize long-term operating risk, government entities wishing to build solar systems commonly execute a long-term Power Purchase Agreement (PPA) with a private solar Developer. Through a competitive procurement, we would select a Developer to design, finance, build, own, operate, and maintain a solar system on Town land. The Developer then sells us electricity at a contracted rate or rate formula.

We expect low up-front cost and relatively modest risk. Based on recent comparable systems, we might expect approximately 10-20% savings on our \$135,000 annual electricity bill, or \$13,500-27,000 per year, rising gradually over time. Our upfront expenditure is expected to be primarily legal and perhaps modest engineering support.

Furthermore, it is likely that the Town will be able to purchase the system for a nominal price after 20 years, at which point the solar electricity should be very low cost.

Procurement Choices

- **Size.** We need approximately 0.5 MW to supply the Town's needs, but the site can accommodate approximately 1.0 MW. If we proceed with the larger system, we have several options:

- The Developer can find customers: residential, commercial, industrial/institutional, or government anywhere on the Cape.
- We can find similar customers and be a reseller. Doing so will likely increase our savings but also increase our risk.
- We can establish a Community Solar program to allow Truro (or other Cape) residences and businesses to similarly buy solar electricity at a discount. This could be beneficial, and it could be complicated. We would need approximately 250 homes (rough estimate).
- Recommendation: Invite the Developer to bid on the smaller and/or larger system and see what they propose. State that we're open to Community Solar, but the Developer has the responsibility to find and service customers. We can facilitate introductions so that we benefit from lower system cost.
- **Property tax.** Massachusetts has an ambiguous record regarding whether we may or must charge personal property tax on a system that we use.
 - If the system is sized for our needs only, the tax is a wash: the Developer pays tax but we pay the equivalent through a higher electricity price.
 - If the system is larger than our needs, we recommend assessing tax (or PILOT) so that other customers effectively pay the tax on the portion they use.
- **Rate design.** We can dictate – or let the Developer pick – among rate structures.
 - Most likely: (i) fixed, flat rate, (ii) fixed rate with fixed escalator, and (iii) fixed discount from the fluctuating market rate.
 - Recommend (iii), which has lower down-side economic risk to us with corresponding lower up-side benefit.
- **Term.** Most PPA terms are 15-25 years, usually with semi-automatic extensions. Recommend 20-year term with two 5-year extensions with conditions. In addition, we should request buyout options (where Town can purchase system from Developer) at years 10, 15, and 20.

Risks

- **We're running out of time.** The system must be commercial by December 31, 2016 to obtain the 30% federal tax credit before it reverts to 10%. If we do not have Town Meeting approval and a Developer tentatively selected by year-end 2015, we would likely lose the Eversource interconnection agreement. We could pursue a system later under the lower 10% tax credit, with expected lower savings, perhaps none.
- **The bids may not be attractive.** Downside: wasted procurement effort and cost.
- **The Developer may successfully build the system but go bankrupt.** The most likely outcome in such a case is that the system is acquired by another Developer. In the worst case, the system would be removed, and we would revert to buying electricity from utility.

- **The Developer may harm the landfill.** They will be liable and carry insurance, but it remains a small risk.
- **Economic risk.** A PPA with a fixed discount has the lowest risk but a limited upside. If, however, we pick a fixed rate, particularly with a fixed escalator, there is some chance that utility rates will fall below our solar rate.

Estimated Schedule

Q3-15	Board of Selectmen approve. Town Administrator initiates procurement.
Q4-15	Town Meeting approves. TA completes procurement. Contracts finalized. Eversource payment made.
Q1-16	System design and procurement.
Q2-16	System construction begins.
Q3-16	System construction completes. Eversource interconnection begins.
Q4-16	Eversource interconnection completes. Commercial operation.

Cape and Islands Towns with Solar Systems on Capped Landfills

Barnstable
 Brewster
 Chatham
 Eastham
 Harwich
 Orleans
 Provincetown
 Tisbury
 West Tisbury

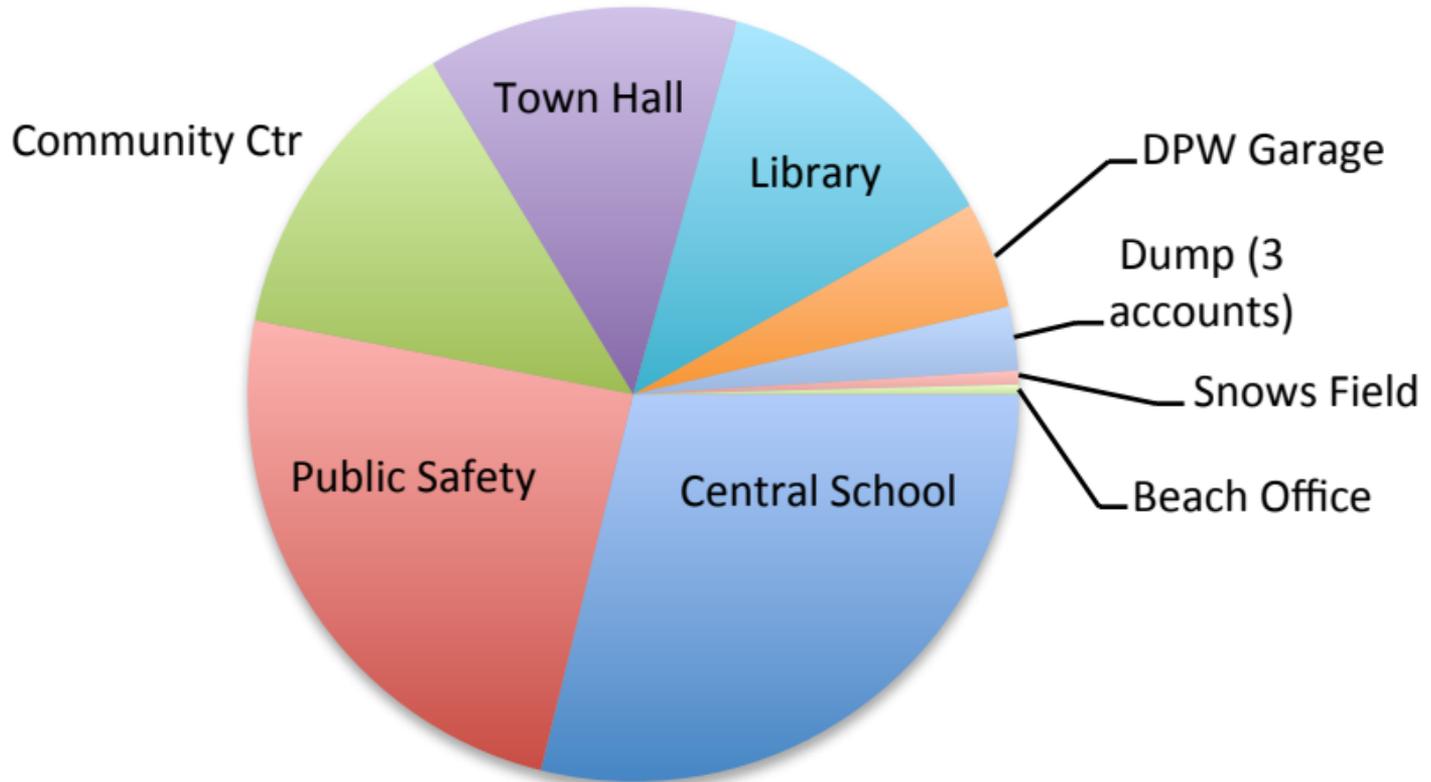
Harwich Transfer Station



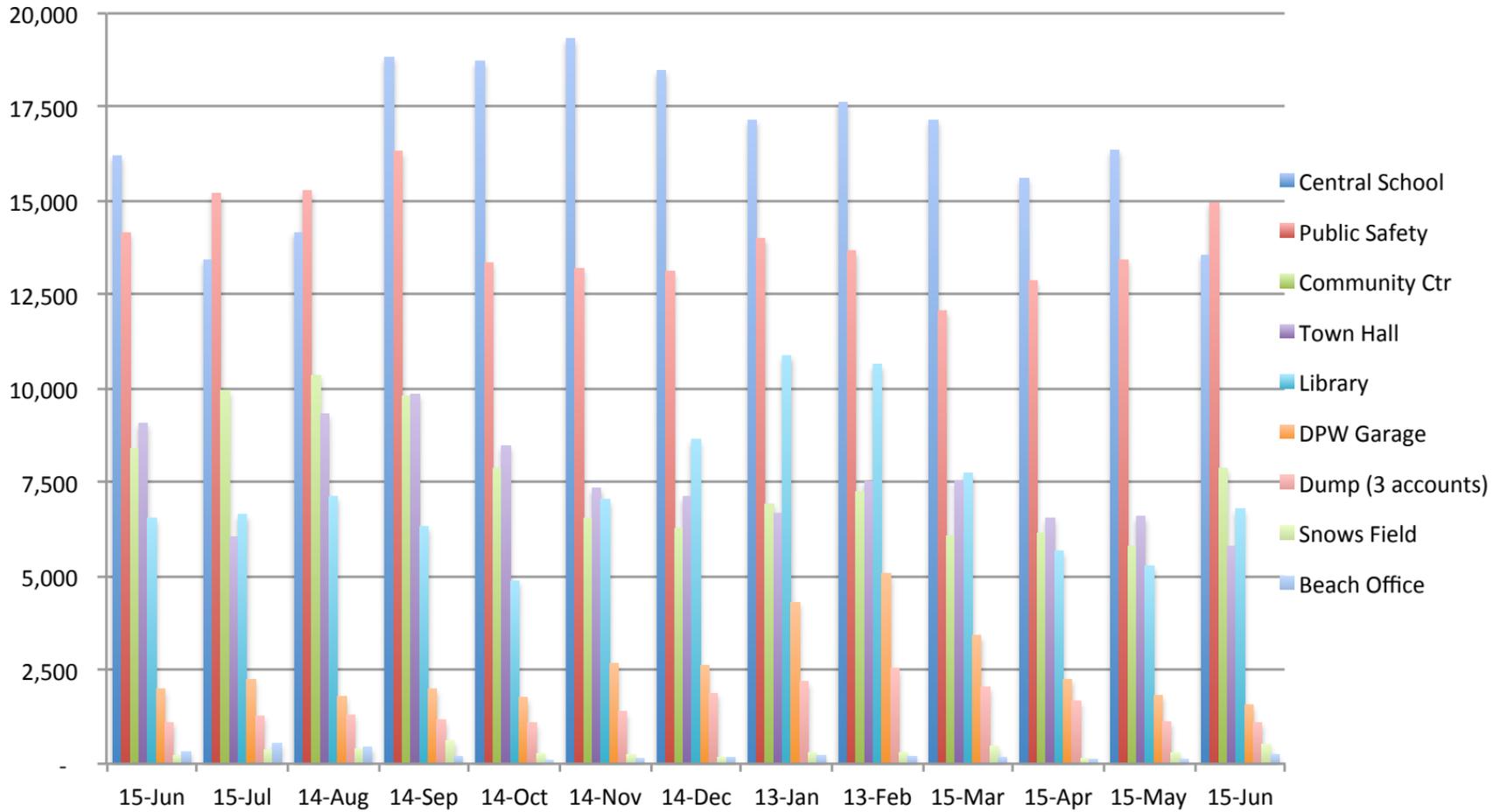
Tisbury Transfer Station



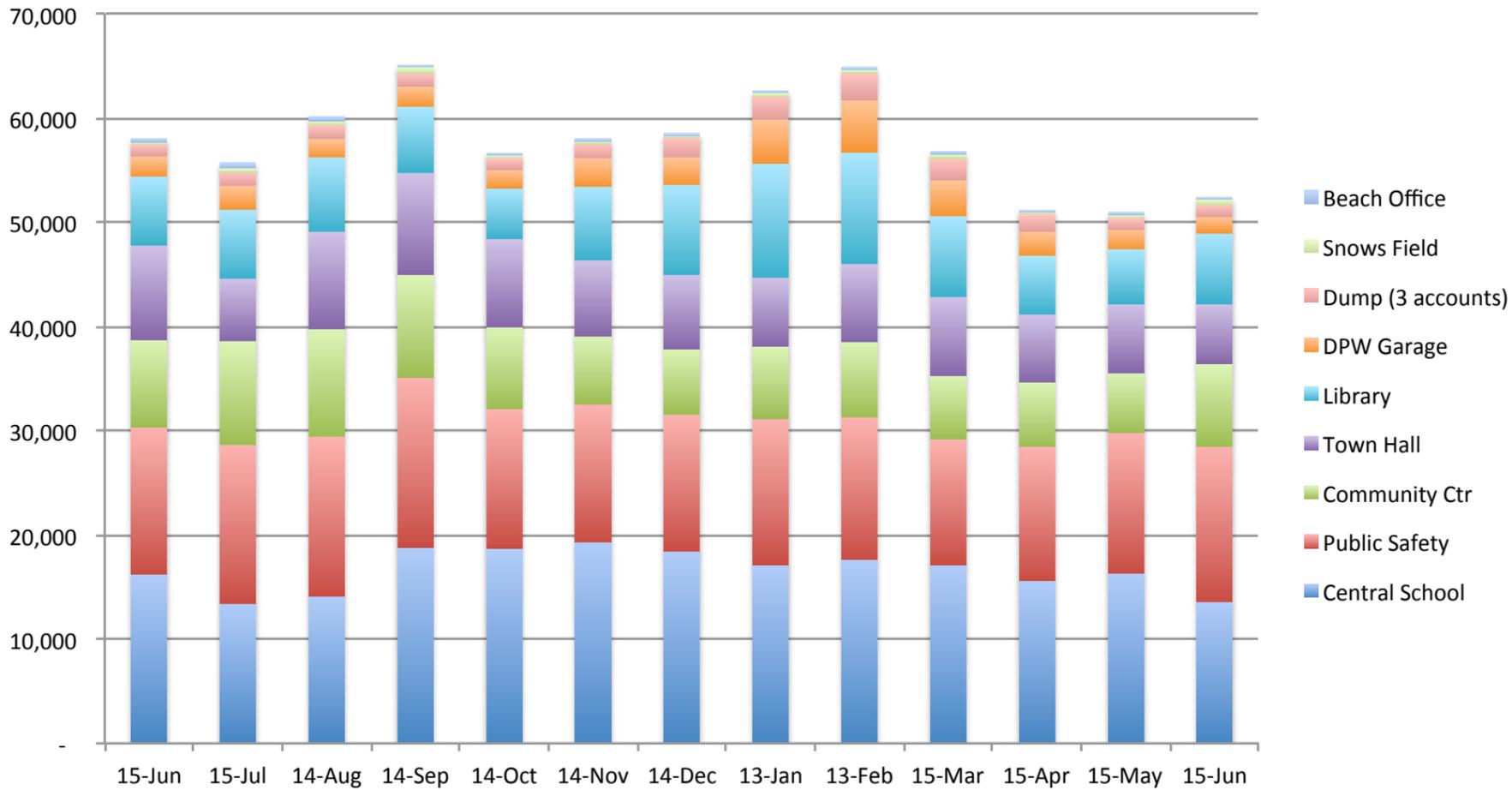
Truro Electricity Consumption (12 months ending June 2015)

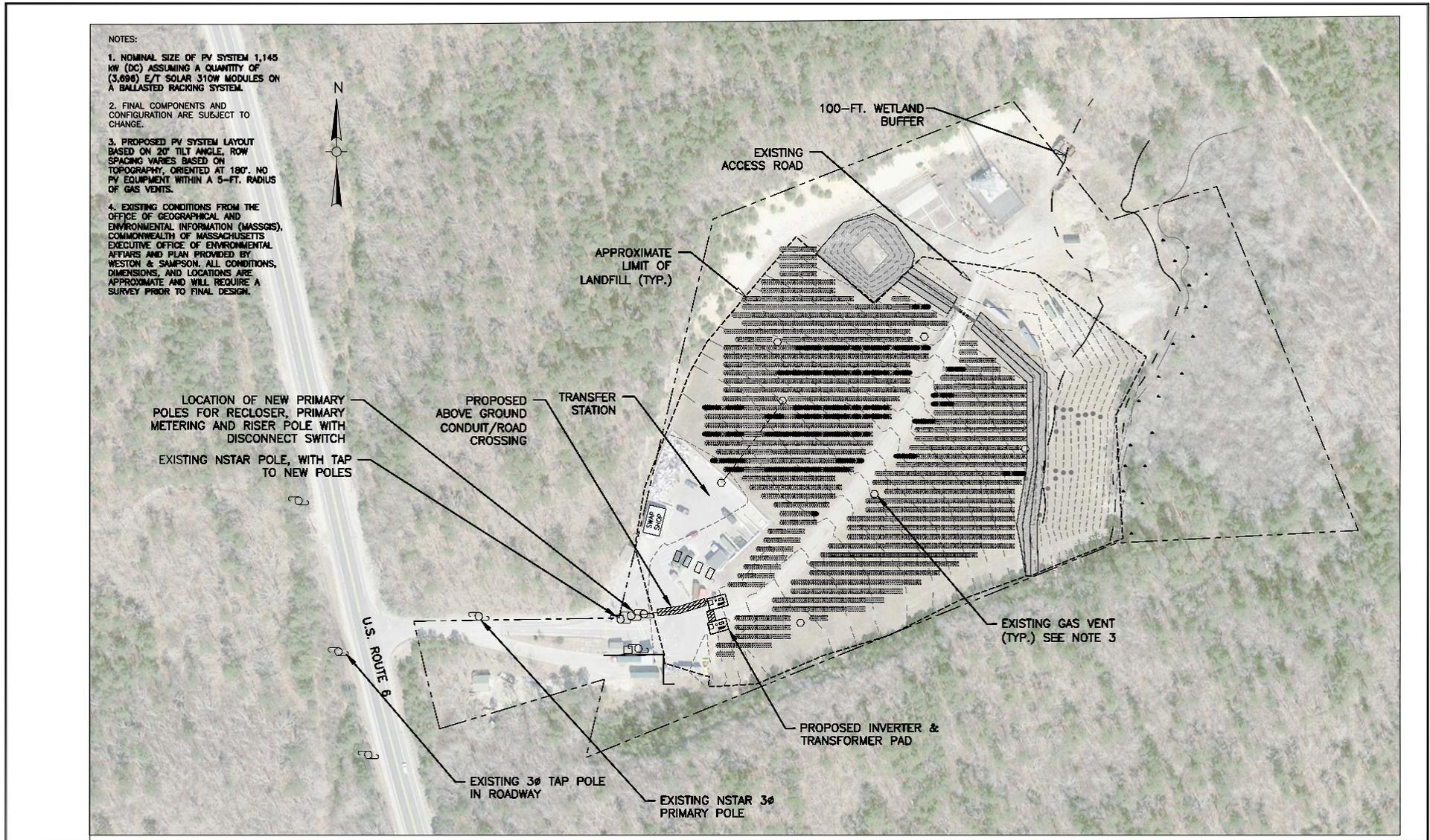


Truro Electricity Consumption (12 months ending June 2015)



Truro Electricity Consumption (12 months ending June 2015)





- NOTES:
1. NOMINAL SIZE OF PV SYSTEM 1,145 KW (DC) ASSUMING A QUANTITY OF (3,696) E/T SOLAR 310W MODULES ON A BALLASTED RACKING SYSTEM.
 2. FINAL COMPONENTS AND CONFIGURATION ARE SUBJECT TO CHANGE.
 3. PROPOSED PV SYSTEM LAYOUT BASED ON 20° TILT ANGLE, ROW SPACING VARIES BASED ON TOPOGRAPHY, ORIENTED AT 180°. NO PV EQUIPMENT WITHIN A 5-FT. RADIUS OF GAS VENTS.
 4. EXISTING CONDITIONS FROM THE OFFICE OF GEOGRAPHICAL AND ENVIRONMENTAL INFORMATION (MASSGIS), COMMONWEALTH OF MASSACHUSETTS EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS AND PLAN PROVIDED BY WESTON & SAMPSON. ALL CONDITIONS, DIMENSIONS, AND LOCATIONS ARE APPROXIMATE AND WILL REQUIRE A SURVEY PRIOR TO FINAL DESIGN.

No.	DATE	DESCRIPTION	No.	DATE	DESCRIPTION
1.	4/30/2014	ISSUED FOR REVIEW & INTAPPLICATION			
REVISIONS			REVISIONS		

PROJ. MANAGER:	
CHIEF DESIGNER:	
REVIEWED BY:	DATE

SCALE: HORZ: 1"=60'-0"

VERT: _____

DATUM: _____

HORZ: _____

VERT: _____

GRAPHIC SCALE

POWER ENGINEERS, LLC

37 Fox Den Road
Kingston, MA 02364-2150
508-612-0382
www.PowerEngineersLLC.com

*Electrical Engineering, Power, Lighting,
Technical Studies and Utility Consulting*

TOWN OF TRURO - LANDFILL
PV PROJECT
ELECTRICAL SITE PLAN

TRURO MASSACHUSETTS

PROJ. No. 0100L
DATE: APRIL 2014

E-2

SIZE: D | REV: 0

The Guide to Developing **Solar Photovoltaics** at Massachusetts Landfills



Commonwealth of Massachusetts

Deval L. Patrick, Governor

Timothy P. Murray, Lieutenant Governor

Richard K. Sullivan Jr., Secretary



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Introduction

There has never been a more opportune time for municipalities to develop solar photovoltaic (PV) systems on landfill sites.

- » Municipalities are seeking additional, creative ways to leverage underperforming assets to save money or generate new revenues.
- » Massachusetts has a robust market for Solar Renewable Energy Certificates (SRECs) generated by solar PV production.
- » Investor-owned utilities in Massachusetts allow net metering, which allows projects to capture retail rates for electricity produced by qualifying renewable energy projects.
- » Electricity produced by an onsite solar PV system can provide a hedge against volatile energy prices.

This guidebook has been published to help municipal officials identify, evaluate, and pursue opportunities to harness the sun's power to generate electricity and revenue from undeveloped landfill space. Topics covered include: physical requirements of PV systems; PV system economics; landfill considerations; public procurement; and PV system development, design, and installation.

This guidebook was prepared by Nexamp, Inc. on behalf of the Massachusetts Department of Energy Resources (DOER).

About DOER

DOER's mission is to create a cleaner energy future for the Commonwealth, economically and environmentally, including:

- » achieving all cost-effective energy efficiencies;
- » maximizing development of cleaner energy resources;
- » creating and leading implementation of energy strategies to assure reliable supplies and improve relative cost; and
- » supporting clean tech companies and spurring clean energy employment.



DOER is an agency of the Massachusetts Executive Office of Energy and Environmental Affairs (EEA).

About Nexamp

As a leading solar independent power producer, Nexamp develops, builds, owns, and operates distributed and utility-scale solar projects for private and public sector clients and partners.

Nexamp delivers integrated solutions—from project development and financing through construction and asset management—to ensure that our clients and partners maximize the value of their solar energy investments.



Module #1: How Does Solar Electricity Work?

The Basics

Solar photovoltaic (PV) systems convert sunlight directly into electricity. When sunlight strikes the semiconductor material in a solar cell electrons are freed and begin to flow. This flow of electrons creates an electric current, or electricity. The more intense the sunlight striking the panel, the greater the amount of electricity produced.

The solar cell is the basic block of PV technology. Solar cells are aggregated to form a PV module or panel. One or more modules are wired together into strings, or groups of panels. Strings are connected to an inverter, which converts the direct current (DC) produced by panels into the alternating current (AC) used by electrical devices in the United States. Figures 1, 2, and 3 show some typical solar cells, panels, and inverters.

Electricity production from PV systems is primarily a function of PV panel orientation, tilt, and DC to AC conversion losses. These factors are described in greater detail below. The capacity of a system is described in terms of the instantaneous amount of power it can produce, expressed in watts, or kilowatts (kW). In Massachusetts, 1 kW (DC) of PV capacity, at the optimal orientation and tilt for maximum annual production, can produce between 1,000 and 1,500 kilowatt-hours (kWh) of electricity annually. These production estimates account for the fact that the sun shines more in the summer than in the winter, and not at all at night. As a point of comparison, a residential

customer might see an average monthly use of 500-750 kWh, and the average residential system of 3 kW produces 3,000-4,500 kWh per year.

A good rule of thumb when sizing systems is that 1 kilowatt of PV requires 100 square feet of unobstructed area for a pitch roof, and up to 130 square feet for open land. For ground-mount systems, each megawatt (MW) of installed capacity typically needs 4-5 acres. Larger systems are somewhat more cost effective than smaller systems due to economies of scale associated with system design, installation, and interconnection.

How Is Electricity Production from a PV System Maximized?

Shading

The amount of sunlight, measured as insolation, that a PV system experiences impacts overall system performance. PV system design should avoid placing solar panels in areas that are shaded at any point during the day in order to maximize insolation. In particular, it is important to maximize solar access from May-September, when production is highest. The only exceptions are up to ninety minutes after sunrise in the morning and ninety minutes before sunset in the afternoon. The most common features that cause shading are trees, buildings, telecommunications structure, or rooftop HVAC systems. Ground-mount systems risk shading from grasses and other vegetation.

Figure 1: Solar Cell (photo: US Department of Energy / NREL)



Figure 2: Solar Module (photo: US Department of Energy / NREL)

Figure 3: 500-kilowatt Inverter (photo: Solectria Renewables)





Figure 4: Massachusetts-manufactured Panel Claw Mounting System (photo: Nexamp)

Well-designed PV systems avoid panel-to-panel shading except near sunrise or sunset. The modules will also face seasonal snow coverage, which will vary depending on the height and tilt of modules, depth of snow coverage and other weather conditions (e.g., a slight thaw can create icing conditions that prevent snow from sliding off the modules). While snow typically melts and slides off tilted modules, there may be short periods when the array is covered and the array does not produce electricity.

Orientation

PV systems are oriented in a south-facing direction in order to maximize power production. For roof-mounted projects, it may be possible to get up to 95 percent of optimal production even if the roof faces Southeast or Southwest. For ground-mounted arrays, system design should optimize the orientation to be facing as close to true south as possible. Note: True south differs from magnetic south in Massachusetts.

Solar PV arrays must be designed to meet site-specific conditions and to optimize production.

Tilt

The tilt angle of a PV system is another key variable that impacts power production. Maximizing generation based on tilt angle can be a very site-specific and project-specific exercise. PV layout and tilt angles can be optimized to achieve different goals, so understanding project objectives at an early stage can help guide the design process. For example, at Massachusetts latitudes, a tilt angle of 36 degrees will typically maximize annual generation. However, installing a



Figure 5: High-density Pre-cast Concrete System (photo: Solar FlexRack)

system at a 5-degree tilt can maximize summer production, and still achieve more than 80 percent of the production achieved by a 36 degree tilt angle. Optimizing tilt and production may provide benefits to customers that for example pay higher electricity rates in the summer months or at certain periods of the day.

Similarly, there may be opposing design considerations for a maximum tilt angle (36 degrees) and a tilt angle closer to 10 or 20 degrees. Systems with a higher tilt angle require more spacing between rows to prevent

panel to inter-panel shading, and may have higher structural engineering requirements in order to comply with state wind load requirements. While a 36-degree tilt maximizes annual production per kW of

installed capacity, a lesser tilt of 20 degrees would provide an annual production of nearly 95 percent of that maximum, and would allow for the installation of more modules in the same area. Therefore, pursuing a larger project with a smaller tilt angle may be more cost advantageous for some projects.

Trackers

Most New England PV installations rely on a “stationary” design, meaning the systems do not track the movement of the sun. However, systems do exist that track the path of the sun to increase production, but the added cost of installing and maintaining a tracking system often outweighs the net increase in system production realized by a tracking system in New England. To maximize the production of electricity, the

design of individual PV installations must consider (and optimize) the factors of shading, orientation, and module tilt.

What Hardware Is Included?

A typical solar PV system consists of three primary components: solar panels; inverters; and a mounting system. Different options are available for each of these components, and it is important to choose the options that best fit the site conditions.

Modules

Solar modules vary in size (dimensions), DC capacity (amount of instantaneous DC energy produced in Watts), efficiency (amount of energy produced per square unit area, typically listed as Watts/square meter), and location of manufacture. Panels typically come with a 5-year minimum workmanship warranty, and a production guarantee of 90% of maximum rated capacity after 10 years, and 80% of maximum rated capacity after 25 years.

Inverters

Inverters are the heart of a well-built PV array. Inverters convert DC electricity produced by the solar panels into AC electricity to be transmitted to the grid. Typical inverters come with a minimum 5 year warranty, although 10 years is quickly becoming the industry standard.

Mounting System

Ground mounted PV arrays typically use one of three common mounting structures, a low density concrete block ballasted system (see Figure 4 for a system that sits on top of the ground without penetrating the soil),

a high density pre-cast concrete system (see Figure 5 for a system that uses pre-cast concrete blocks to hold modules and the racking in place), and a driven pile mounting structure (see Figure 6). The mounting system must be optimized for specific site concerns, including lift, snow shedding, wetlands, water table, and permitting issues, in addition to subsurface issues such as landfill, stone, or other potential impediments. For typical landfill sites, the ideal mounting system is more likely to be a non-penetrating system than a system with ground penetrations.

Roof mounted PV arrays can be developed to meet a range of site-specific conditions. Common mounting types include non-roof penetrating systems for standing seam metal roofs and rubber membrane roofs, while other mounting solutions may rely on roof penetrations. The solar industry has developed solutions to address most scenarios, including flat and pitched roofs, and metal, rubber, and other roof material types.

Qualified integrators and developers should be able to provide guidance on appropriate mounting solutions for a diversity of sites.

Additional System Components

In addition to the three primary components highlighted above, a PV array will require additional hardware including DC wiring, combiner boxes, disconnects, meters, transformers, and AC wire. The placement of additional equipment must be optimized based on soil conditions, footprint, and other site-specific concerns. Many municipalities will also choose to install a data acquisition system with a web-based interface so that municipal officials, citizens, schools, and other stakeholders can view information about the solar array and the power it is generating.



Figure 6: Driven Pile Mounting Structure
(photo: Solar FlexRack)

Module #2: What Incentives Are Available for Solar?

Various state and federal policies are available to improve the economics of installing and owning large-scale solar PV arrays. This module outlines some of these key incentives and policy mechanisms, some of which apply to municipal projects, while others apply only to systems owned by for-profit entities. The incentives available for projects owned by for-profits are indirectly available to municipalities through a third-party ownership model, explained in more detail in Module #4.

The list of incentives that follows is not meant to be comprehensive, but instead to highlight the key considerations for embarking on a solar PV project in Massachusetts.

Note: The information provided here is for general information only, and should not be relied upon with regard to a specific project without consultation with town counsel.

Solar Renewable Energy Certificates

In 2010, as outlined by the Massachusetts Green Communities Act of 2008 and in support of Governor Deval Patrick's goal of installing 250 MW of solar generation capacity by 2017, the Massachusetts Department of Energy Resources established regulations that promote solar installation and generation in Massachusetts, within the Commonwealth's existing Renewable Portfolio Standard. Under the "Solar Carve-out," Massachusetts's retail electric suppliers are required to buy Solar Renewable Energy Certificates (SRECs) for an increasing portion of the electricity they deliver each year. SRECs are created as qualifying solar installations generate electricity. One SREC is created for every 1,000 kWh (1 MWh) of electricity generated by a qualifying Massachusetts PV array.

In support of Governor Patrick's goal of installing 250 MW of solar PV by 2017, the Solar Renewable Energy Certificate, or environmental attribute of the energy produced by the solar array, can be sold at a premium.

The Solar Carve-out creates a market demand for SRECs. The advent of SRECs creates an additional potential revenue stream for qualified solar projects. SRECs have a minimum value of \$285/MWh and a price ceiling of up to \$550/MWh, depending on market conditions.

The owner of a solar PV array can sell SRECs generated by the project directly to the retail electric suppliers or work with a broker who will help them identify buyers of those SRECs. SRECs can be sold each quarter at spot market prices, or projects can enter into long-term purchase agreements that provide assurance for long-term system revenue. More detail is included in Appendix B.

Net Metering

Customers of Massachusetts' investor-owned utilities, National Grid, NSTAR, Western Massachusetts Electric Company, and Unitil, have the option of selling net excess electricity generation from a qualifying solar project via net metering. Net metering allows a project host to offset its electricity usage with electricity generated on-site, reducing the amount of electricity the customer must buy from the distribution company. For customers that produce more electricity than they consume in any given month, credits accrue and can be carried forward and applied to future months' bills. Credits also may be transferred to another customer of the same distribution utility as long as they are within the same service territory and ISO-NE (the regional electricity grid operator) load zone. The value of each kilowatt-hour is worth more as a net-metered credit under this policy than if the kWh was sold to the utility grid at the clearing price. Additional detail on transaction types for selling net metering credits is included in Module #4.

In Massachusetts, there are several categories of net metering facilities. "Class I" facilities are generally defined as systems up to 60 kW in capacity. "Class II" facilities are generally defined as systems greater than 60 kW and up to 1 megawatt (MW) in capacity that generate electricity from agricultural products, solar energy, or wind energy. "Class III" facilities are generally defined as systems greater than 1 MW and up to 2 MW in capacity and that generate electricity from agricultural products, solar energy or wind energy.

Under current net metering rules, net metered facilities must be located behind a customer's meter, but only a minimal amount of onsite electricity load is required. A legislative amendment enacted in late 2010 established a new definition for "a net metering facility of a municipality or other governmental entity." As provided for in the legislation, this category of net metered facility must be either Class II or Class III and must be owned by a municipality or governmental entity, or the entity must use all of the facility's output. The legislation also capped the aggregate amount of capacity a municipality or other governmental entity may net meter at 10 MW.

Customers of Municipal Light Plant Departments (MLPs) may be eligible for net metering and are encouraged to contact their local MLP to learn more about what options are available to them.

Federal Investment Tax Credit

Qualified solar PV projects are eligible for a federal investment tax credit of up to 30% of eligible system costs, if installed by December 31, 2016. The tax credit can be taken and applied against the federal tax obligation of a for-profit entity. The 30% tax credit will sunset at the end of 2016 and revert to a 10% tax credit which has no expiration date.

For more information, please visit:
<http://www.dsireusa.org/documents/Incentives/US02F.htm>

Accelerated Depreciation / Bonus Depreciation

Under the federal Modified Accelerated Cost Recovery System (MACRS), businesses are able to recover investments in eligible property through depreciation reductions. Solar PV is specifically eligible for a 6-year accelerated depreciation schedule if the system is installed by 2016. Moreover, for systems installed in 2012, bonus depreciation is available. For systems installed in 2012, businesses can depreciate 50% of the value of the system in the 2012 tax year, with the remaining value depreciated over years 2-5 of the project lifetime based on the MACRS schedule.

For more information, please visit
http://www.irs.gov/irb/2011-16_IRB/ar10.html

Note: Massachusetts does not allow the deduction at IRC § 168(k) for bonus depreciation. A Massachusetts taxpayer that claims bonus depreciation under IRC 168(k) for federal purposes must calculate a separate depreciation schedule for purposes of claiming depreciation on the Massachusetts tax return. See *Technical Information Release 03-25, Depreciable Business Assets; Modifications for Decoupling from Federal Bonus Depreciation*.

Link to Massachusetts Business Related Credits:
<http://www.mass.gov/dor/individuals/filing-and-payment-information/guide-to-personal-income-tax/credits/business-related-credits.html>

Summary

More information about these incentives can be found online at: <http://www.dsireusa.org>. The site is periodically updated to include new information and changes in incentives. For example, there are federal tax credit bond offerings that are available when authorized by Congress, such as Clean Renewable Energy Bonds and Qualified Energy Conservation Bonds.

Module #3: Considerations for Designing and Developing Solar on a Landfill

Solar PV development on landfills offers a significant opportunity for municipalities in Massachusetts. The Commonwealth has more than 490 landfills, 466 of which are now inactive or closed. More than 40 have received post-closure use permit approvals from MassDEP, including 20 projects with solar PV specific uses totaling more than 42.8 MW.

Although not every landfill is suitable to host a solar PV system, municipal landfills with advantageous site characteristics may provide an opportunity for cities and towns to generate revenue from otherwise undevelopable land. Table 1 (left) outlines some of the key advantages and challenges associated with siting solar PV projects on landfills.

Module #3 will address each of the primary challenges listed in Table 1 in greater detail.

Getting Started: Feasibility Assessment

As a first step, municipalities seeking to evaluate the potential for pursuing solar on a landfill should determine whether any existing permit or site limitations preclude, prevent, or limit post-closure activity at the landfill. Limitations may be a result of:

- » a landfill’s site assignment, issued by the local Board of Health
- » a landfill’s approved closure plan, and closure certification approval from the Massachusetts Department of Environmental Protection (MassDEP) which applies only to landfills closed after 1990
- » incomplete landfill assessment or capping
- » release of hazardous materials or oil, resulting in either a compliance issue or an Activity and Use Limitation
- » zoning issues, given that the site’s existing zoning may not be a permitted use

If a landfill was not closed and capped in accordance with a MassDEP approval, or if a landfill was closed and capped before 1990, an environmental assessment (required by 310 CMR 19.150) and MassDEP closure permit (pursuant to 310 CMR 19.151) may be required prior to developing a solar PV array as a post closure activity. These assessment and corrective action requirements may be done concurrently with the post closure development of the site, provided that the site development is done in accordance with a MassDEP approval. Information about a landfill’s cap status, permits obtained, and Board of Health determinations should be available at your MassDEP Regional Office, and local Board of health, respectively.

The environmental permits that may be required in order to develop a solar PV array on a properly closed and capped landfill are listed below:

- » Solid Waste Post-Closure Use Permit (MassDEP)
- » Wetland Notice of Intent (NOI) and Order of Conditions (Local Conservation Commission)
- » Wetlands Protection Act Request for Determination (Local Conservation Commission)
- » Massachusetts Environmental Policy Act (MEPA) filing may be required if the project exceeds certain thresholds (regulated by the Executive Office of Energy and Environmental Affairs, MEPA Unit). More details about what might trigger a MEPA review are included in 301 CMR 11.00 MEPA Regulations.

Table 1: Landfill Siting Advantages and Challenges	
Advantages	Challenges
Large, open space	Permitting restrictions
Access for construction	Settlement issues
Remote location	Cap Restrictions
Limited shading	Weight/Load limits
Inexpensive open space	System design
New use for otherwise unusable land	Distance to interconnection
Increased site monitoring	Topography and slope

- » EPA Stormwater Permit may be required for construction activities for storm water management and erosion control.
- » National Pollution Discharge Elimination System (NPDES) permit for storm water run off due to construction activity may be required when more than one acre of land is disturbed.
- » Massachusetts Endangered Species Act (MESA) protects rare species and their habitats. The MA Natural Heritage and Endangered Species program provides maps that can be used to determine whether a project falls in a priority habitat or estimated habitat.

See Appendix C for additional information on these permits.

Potential applicants for a Solid Waste Post-Closure Use Permit are strongly encouraged to schedule a “pre-application” meeting with the MassDEP prior to preparing the post-closure use permit application. The MassDEP has experience working with municipalities on solar projects at landfill sites, and can help guide a municipality’s early development efforts. Contact information for the MassDEP Regional Offices is included in Appendix C.

Existing Site Conditions

As part of any feasibility assessment, the host municipality will need to inspect the landfill to evaluate a number of potential issues that may impact site development, including management of storm water, landfill gas, and settlement. Storm water and landfill gas management issues can be mitigated by system design, but settlement should be evaluated early in the feasibility process. Inspectors will need to carefully evaluate past settlement as a potential obstacle to the project. If a landfill has recently ceased accepting waste primary settlement may pose a fatal flaw for the project. If a landfill has been closed for a significant period of time, typically on the order of 10 to 15 years, much of the primary settlement may have already occurred. The extent and timing of settlement will vary from landfill to landfill depending on the depth of waste, type of waste, and operational history.

Pittsfield Wastewater Treatment Plant:
1.58-MW Solar PV Array (photo: Nexamp)



How Does Construction & Operation of Solar PV Affect Landfill Management?

In preparation for its review of proposed solar projects on landfills, the MassDEP will request a variety of documentation describing existing conditions and proposed PV design (the post-closure use). Documentation will include site plans, closure plans, and a summary of previous environmental assessment findings. The post-closure use design plans will need to include a site plan, detailed solar PV designs (stamped by a Professional Engineer), a narrative report that outlines the technical analysis of the PV system, and a review of any anticipated impacts to the site resulting from the proposed changes. MassDEP is looking for projects that: coordinate the designs of multiple experts; integrate well with the function of the existing landfill cap/cover system; do not increase the potential for erosion; do not create new exposures to landfill gas; and provide access for site maintenance.

Applicants to the MassDEP for post-closure use permits can be either the host municipality itself, or a third-party on behalf of the municipality. It may be difficult to issue an RFP and negotiate a land lease, CPA, or other arrangement with a third-party entity without having first addressed the outstanding permit(s).

If the landfill was previously assessed and properly closed, agency review typically takes 2-6 months. If the site has not been assessed and properly closed, agency review may take longer.

The MassDEP will evaluate a PV system post-closure use permit application with a focus on two primary criteria:

- » maintaining the integrity of landfill's final cover system, and
- » no adverse impact to public health, safety and the environment.

The post-closure use permit application will be approved only if the proposed PV system meets

MassDEP's criteria for post-closure use of landfills (310 CMR 19.143). In order for MassDEP to determine if the proposed project meets the post-closure use criteria, the MassDEP will scrutinize four major aspects of the PV system design:

- » Settlement & stability
- » Storm water controls
- » Landfill gas management
- » Monitoring and maintenance

Settlement: PV System Foundation

Solid waste engineers often characterize landfill settlement into two categories: existing settlement and projected settlement. An engineer should be able to identify existing settlement through a site inspection process. Similarly, a solid waste engineer should be able to estimate predicted settlement using a number of important variables, such as compression, biodegradation, and creep. Finally, the impact due to predicted settlement from the designed solar PV array can be assessed and reviewed with the MassDEP. The PV system foundation will need to prevent ponding and generally keep water out of the landfill while maintaining the integrity of the final cover system to control gas emissions.

The foundation design must be stable, capable of accommodating the loading of the system itself, and flexible enough to adjust for potential site settlement.

Storm Water

Storm water needs to be controlled in order to maintain and prevent erosion of the landfill final cover system; and to prevent adverse impacts to abutters and the surrounding environment. The post-closure use permit application needs to contain a depiction of all existing storm water erosion control systems as well as any alterations to that system associated with the post-closure use activity. The type and complexity of additional storm water controls, to facilitate the post-closure use will vary widely depending on the existing storm water system design, proposed foundations,

Existing and projected ground settlement are a key concern for technical design, and needs to be evaluated early in the development process in order to assess potential impacts to the project.

increase in impervious areas, proposed changes to topography (i.e. construction roads), and adjacent receptors (i.e. wetlands). The MassDEP has indicated that modules should not be considered impervious surfaces. In addition, MassDEP currently requires that landfill storm water controls manage the peak discharge of a 24-hour, 25 year storm event and evaluate for the 24-hour, 100 year storm event for flooding. If storm water discharges to surface water wetlands, additional permitting and or standards may apply. Vegetative cover is often used for stormwater management so there may be restrictions on the area of the landfill that can be covered by the PV system foundation.

Landfill Gas Management

MassDEP also reviews the impact of the PV array on the landfill gas management plan. MassDEP evaluates the site's existing gas control system, gas characteristics, and gas migration pathways. The MassDEP team considers the impact of the proposed PV system design on that landfill gas management system, to ensure: protection of public health (by preventing the release of toxic compounds into ambient air); public safety (by preventing explosion, fire, or asphyxiation); and the welfare of the community (by preventing nuisance odors).

Typically all post-closure uses incorporate a combination of engineering controls, management controls and monitoring to ensure landfill gas does not pose an unacceptable safety or health risk.

Engineering Controls: Every building, inverter, transformer, and every subsurface utility conduit located on or in close proximity to a landfill becomes a new "landfill gas receptor." The construction of buildings on a landfill is strictly controlled. All building shall be above grade structures and be designed to prevent the accumulation of gas within the structure. Buildings may require: gas monitoring and warning devices; vapor barriers; and/or venting systems. To the extent feasible utility lines should be located above ground when located on or in close proximity to landfills. Subsurface utilities need to be designed to minimize the potential for landfill gas to enter the conduit and create a safety (explosion, fire) or health hazard.

Management Controls and Monitoring: The owner and their contractors need to ensure all necessary precautions are taken to protect health and safety of workers and the general public during both construction and maintenance of the PV system. In some cases, when there is limited landfill assessment data, landfill gas sampling and/or a risk assessment may be required to evaluate post-closure use exposure pathways. However, in many cases, a site-specific OSHA health and safety plan that includes worker training, management controls and landfill monitoring will be sufficient. Most landfills will have pre-existing monitoring wells, and the design and construction of the PV array will have to ensure there is no disturbance or obstruction of monitoring wells.

PV system designers and builders should be well versed in the challenges associated with developing and building projects on landfills. Designers and builders will have to work closely with the landfill's solid waste engineer to ensure seamless system operation.

Post-Closure Use Operations, Monitoring and Maintenance

Finally, the MassDEP will review the proposed PV array design to confirm that long-term maintenance can be performed as required after the PV array is constructed. The PV array designer will need to ensure that water cannot penetrate and landfill gas cannot escape from the landfill. A poorly designed system may incur future costs due to instability, erosion, cap breakdown, or vegetation overgrowth.

Additional details about the tasks associated with pursuing and obtaining a post-closure use permit from the MassDEP are included in Appendix C.

PV Design Considerations at Landfills

Installing solar PV projects on landfill sites gives rise to additional solar-specific design and construction issues. Consultants, designers, and builders should all be well-versed in the technical issues associated with developing a solar project on a landfill. Solar-specific technical concerns include the following:

- » Topography and Usable Area: Often, only the flat surface of a landfill is appropriate for usage for solar. While it may be technically feasible in certain cases to develop mounting structures for the sloped sides, usually the cost of engineering and custom mounting structures is too high to be economically feasible. Ideally, the landfill will have a large flat area or if there is a moderate slope, a large south facing orientation.
- » Location of Wiring: DC and high voltage wiring, which may be installed in below ground conduit in typical ground-mounted projects, may need to be run above ground to avoid penetrating the landfill cap. There may be a limit on depth of excavation allowed.
- » Load Limits: The weight of the PV array will likely be affected by the load limit of the cap. This weight load limit will likely also affect construction, and could prevent high weight trucks, cranes, and related equipment from accessing portions of a site, creating additional logistics considerations.
- » Settlement: Concrete pads for inverters, transformers, and other transmission equipment may need to be placed off of the landfill cap itself because of settlement issues, weight, and a concern about electrical equipment over the landfill. MassDEP has reviewed and approved solar project designs that incorporate adjustable supports to account for landfill settlement. Inspection operations need to include assessment of landfill settlement due to the stresses that could be induced in the array support system. However, if settlement causes ponding, settled areas must be repaired.
- » Storm Water Management and Erosion Control: a vegetative cap is often used for storm water management and erosion control. There may be restrictions on how much area the PV system foundation can cover without either requiring a remedial measure or storm water analysis by a professional engineer.

Construction Considerations

The construction of the PV array must take into account unique considerations of building on a landfill. Maintaining the integrity of the landfill cap and the gas management system are primary concerns. The construction considerations include:

- » limiting the depth of excavation, depending on the depth of the cover
- » avoiding the usage of heavy equipment on certain areas of the landfill
- » restrictions on laydown areas
- » maintaining erosion controls
- » maintaining stormwater controls
- » soil and/or groundwater testing if hazardous materials or petroleum products have been released on the site
- » robust health and safety plans
- » cap repair plans
- » monitoring of on-landfill construction

Post-Closure Use Maintenance Considerations

If the PV array design does not call for replacement of the existing vegetative cover system (typically grass), there is a risk that shading from PV array will have deleterious effects on the underlying vegetation. During PV array operations and maintenance, reseeding and/or additional erosion control measures may be necessary depending on the response of the vegetation to reduced sunlight. The extent of the problem will depend largely on the design of the PV array and the ability of the existing vegetation to handle reduced sunlight. Potential negative impacts associated with shading from solar array components can be mitigated by implementing erosion controls, planting vegetation on undeveloped portions of the property, or planting low-growth, low light flora beneath the solar modules.

Installing a PV system will make some of these maintenance issues more difficult, and planning for that process will need to occur as part of the post-closure use permit process. Maintenance tasks like grass mowing, gas system repair, landfill gas management hardware upkeep, and site inspections require access to certain onsite equipment. The PV array will need to be designed to allow access to existing infrastructure, and to allow for certain upkeep requirements to occur unimpeded.

One advantage for municipalities developing solar on their landfill is the increased site monitoring that comes with the secondary use. PV array inspectors can be trained to look for landfill final cover damage and can identify necessary repairs before they become major problems. Landfill final cover system inspection and maintenance could also be rolled into an agreement with a third-party vendor responsible with PV system upkeep. This vendor would have an increased interest in ensuring site security and management, and would want to actively address any settlement issues.

Cathartes Private Investments:
Construction of 4.5-MW Solar PV Array (photo: Nexamp)



Cathartes Private Investments:
4.5-MW Solar PV Array (photo: Les Vants Aerial Photo Service)



Module #4: What Ownership Structures and Strategies Can We Use to Develop a Landfill Solar PV Array?

There are multiple development and ownership structures that can be used to develop solar energy projects on municipal property. In addition, new strategies are continually evolving. The following module summarizes some of the more traditional approaches that are used by municipalities. It is intended to provide general background for municipalities seeking to understand the range of options available for developing PV projects on municipal property.

Typical Development Tasks

Today, an average MW-scale solar project may take between twelve and twenty-four months to develop and build. Some of the first large-scale solar projects in Massachusetts, built in the mid-2000s, took as many as five years to develop, but the industry has gained significant experience since then. Whereas the Brockton Brightfields solar project, built in 2006 on a former brownfield site (see Case Study #1 for more details) took more than six years to develop, the Easthampton landfill project (see Case Study #2) took closer to two years.

Some of the major tasks included in developing solar projects include:

- » Site selection
- » Feasibility assessment
- » Conceptual design
- » Energy and attribute (e.g., SRECs) offtake agreements
- » Permitting and Interconnection Application
- » Engineering
- » Equipment Procurement
- » Project finance
- » Construction
- » Interconnection
- » Long-term system operations and management

Whether a municipality wants to own a renewable energy project or simply host a project, it needs to understand and assess which of these tasks it has the expertise to perform/manage on its own, and which need to be subcontracted.

Municipal Ownership

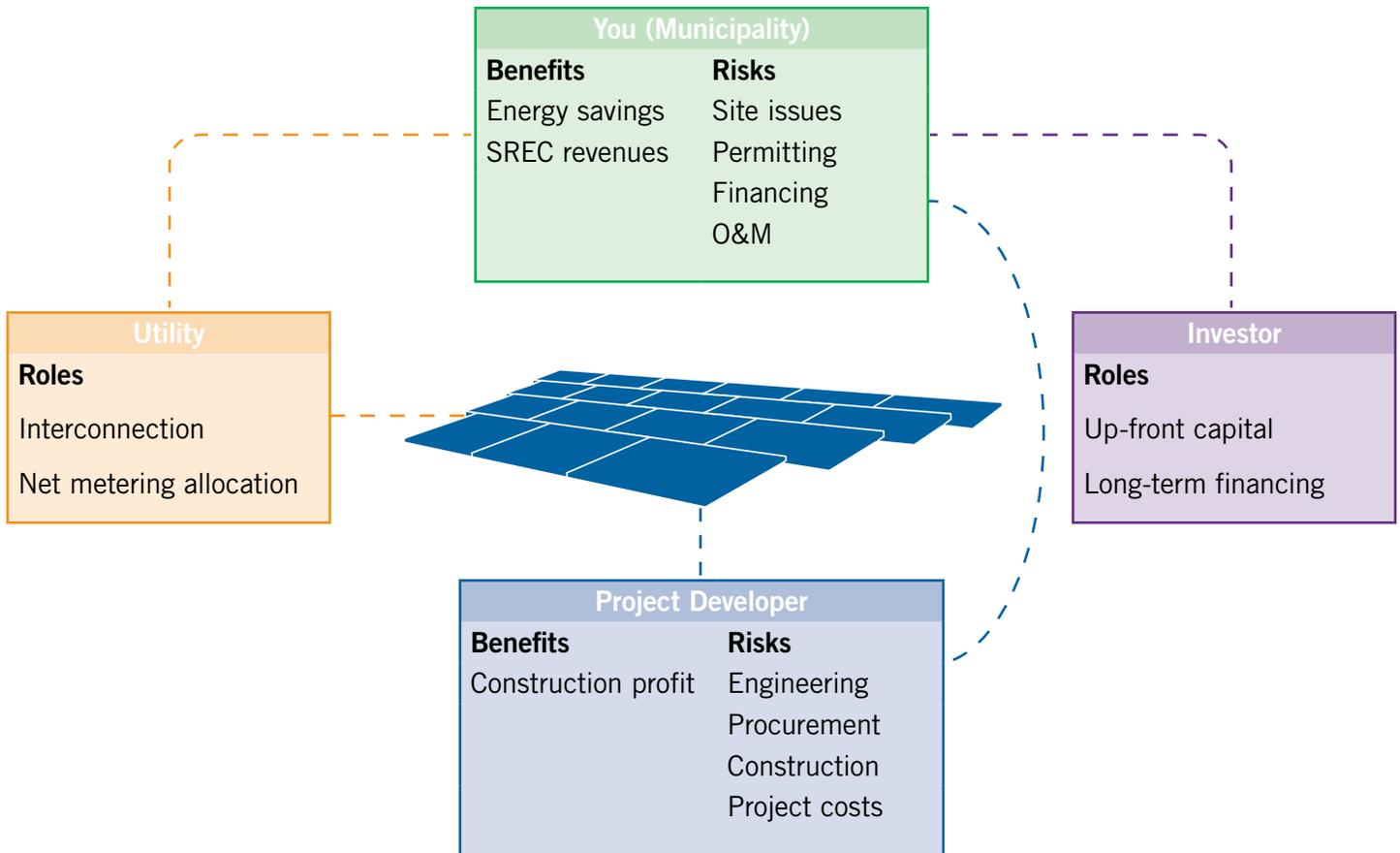
One common development structure for solar projects at municipal sites is the standard municipal ownership model. In this approach, the municipality serves as the developer, financier, builder, and owner of the PV system. As owner, the municipality enjoys all of the direct benefits resulting from the project, including electricity savings and revenues from SREC sales. Subcontractors are generally used for most or all of the project tasks, but the subs need to be managed by municipal officials or volunteers, and the quality of their work product needs to be verified at each step. An owner's engineer can help the municipality with the subcontractor selection and management.

The structure of a municipally developed and owned project typically follows one of two paths: design-build or design-bid-build. In the design-build framework, the municipality issues a single request for proposals (RFP) or request for qualifications (RFQ) for a firm that can engineer, design, build, and manage all aspects of system implementation. In the design-bid-build framework, a separate design firm is hired to provide upfront project analysis, a conceptual design, and other engineering services. Based on the findings of the design firm, a second procurement is then issued to hire a traditional Engineering, Procurement, and Construction (EPC) firm that will manage the balance of the project design and construction tasks.

Both approaches have advantages and disadvantages. The design-build framework requires that a certain level of due diligence be completed by the municipality prior to issuing the RFP. This enables potential bidders to have sufficient information on topics related to site characteristics, interconnection, landfill considerations, permitting requirements, and other project details. In practice, sometimes design-build RFPs are issued with information that is insufficient for potential bidders to prepare comprehensive, accurate bids. This places upward pressure on bid prices. In some cases, an incomplete or unrealistic RFP will result in low/no response from experienced bidders. In contrast to the design-build approach, the design-bid-build development style may provide bidding EPC firms with helpful upfront information about the project that can guide the estimating and scheduling process.

The risks and benefits of developing a municipally owned project are outlined in Figure 7, below:

Figure 7: Municipal Ownership Model



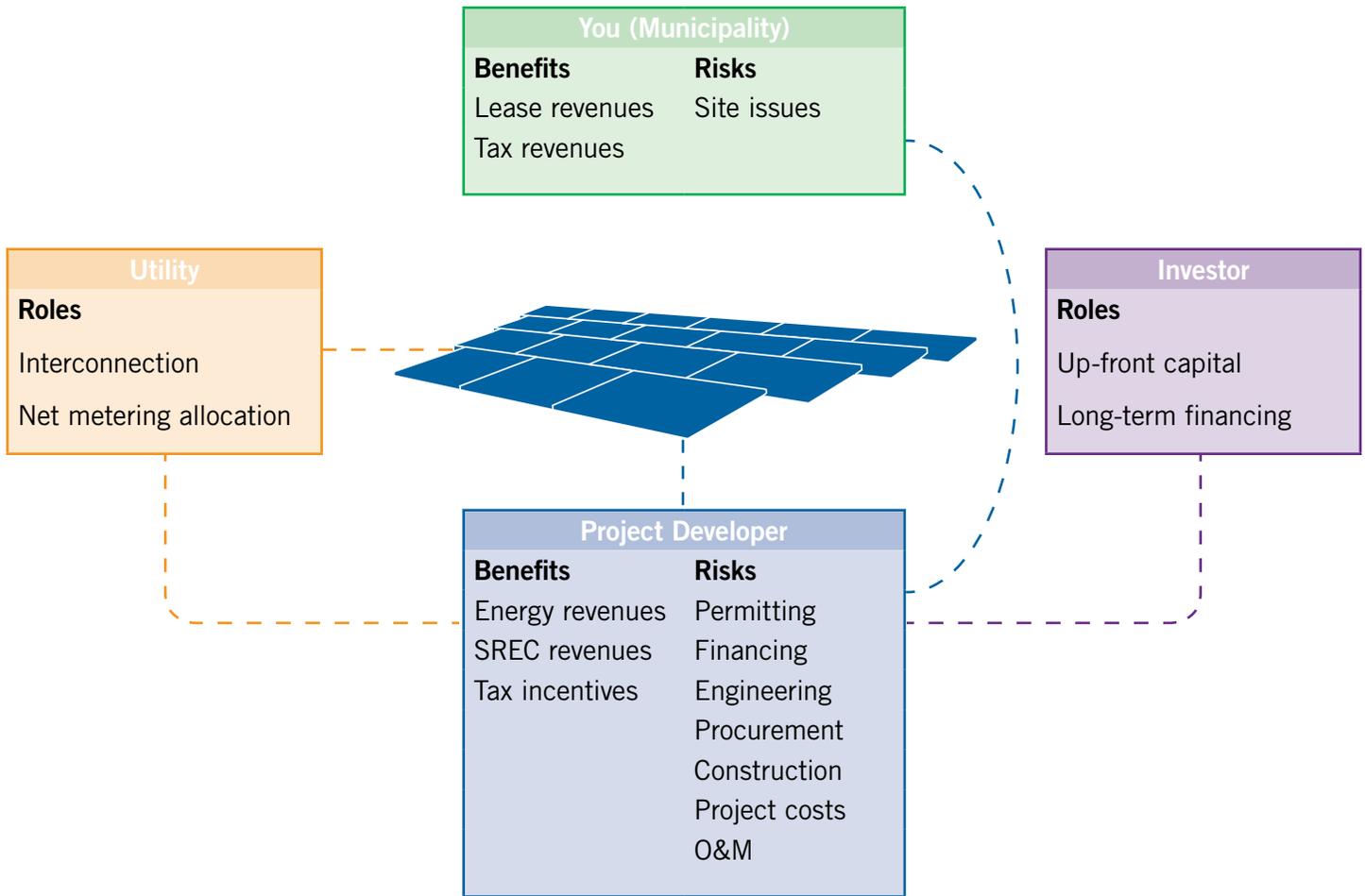
Land Lease

The land lease scenario is significantly different from the municipal ownership scenario, in that much of the risk and responsibility is shifted away from the municipality to the project developer/owner. In a land lease scenario, the municipality selects a vendor to design, finance, build, own, operate and maintain a system at a municipally owned site. The vendor is responsible for all aspects of project development, assumes all risks, and claims much of the project revenue. In exchange, the project developer/owner negotiates a land lease with the host municipality.

The value of the land lease may vary by developer and project site, so municipalities should expect this to be an important point of negotiation in the vendor RFP/selection phase. In some cases, a power purchase agreement may also be negotiated with the host municipality, separate from the lease payment, or the lease payment may be included as part of the PPA. If included as part of the PPA, then the negotiation over the price for electricity should contemplate the inclusion of that payment

The risks and benefits of developing a land lease project are shown in Figure 8 on the following page.

Figure 8: Land Lease Model Benefits and Risks



Greater Lawrence Sanitary District: 441-kW Solar PV Array
(photo: Gregg Shupe)



Power Purchase Agreement and Credit Purchase Agreement

Power purchase agreements, or PPAs, are common contract instruments used in energy project development, and valid PPAs are typically critical to project financing. In this case, the solar PPA is a contract between a project owner and project host through which the project host, the municipality, buys the electricity generated by the PV array from the owner at a predetermined rate. From the perspective of the municipality, traditional PPAs provide a known and predictable price of power, with the goal of long-term savings. From the standpoint of the project owner, the PPA provides a fixed revenue stream to finance project development, installation, and operation. PPAs in Massachusetts can be used in both investor-owned utility and may be used in some municipal light territories.

The precise terms of a PPA are subject to negotiation. As an electricity end user, the municipality signs an agreement with the project developer to pay a specific rate for every kWh produced by the system. PPAs may incorporate a fixed price a fixed price with an agreed upon escalator, or a price that is indexed to the actual retail cost of electricity (from the utility) for a fixed period of time. Key variables impacting the PPA include the site's potential for energy production and the credit-worthiness of the off-taker.

The second type of structure, the net-metering Credit Purchase Agreement (CPA), is similar to a PPA but is newer to the Massachusetts market. CPA transactions are enabled by the Green Communities Act of 2008. As previously outlined, solar energy systems located

in investor owned utility territories are allowed to transfer the value of their energy production (on a per kWh basis, as determined by the utility rate) to certain other customers via net-metering credits. These CPA transactions can take a number of different forms. In some cases, they may resemble more conventional PPA structures (e.g., fixed price/fixed period), but they may also incorporate strategies such as a fixed discount for a fixed period of time (i.e., the generator transfers 100% of the value of net-metering credits to the end user, and the end user pays the generator 95% of that value, for a guaranteed savings of 5%). From the standpoint of the municipality, there can be significant advantages to pursuing a Credit Purchase

Agreement, including reduced public procurement burden (discussed in greater detail in Module #7), reduced risk (fixed discount with no downside risk), and higher flexibility.

Performance Based Revenue Via Power Purchase/Net Metering Credit Purchase Agreements

Solar PV revenue models based on PPAs or CPAs share a similar risk and benefit profile as the land lease structure outlined previously, but it is important to understand where they differ. A fixed lease payment provides no risk to the host municipality: the payment is made from the project owner to the host municipality whether the system operates or not. By contrast, revenue-based payment may fluctuate if the system produces more or less power in a given year. However, a revenue-based structure (PPA or CPA) provides additional financial incentive to the developer to maximize system production, which helps to increase savings for the host customer.

Power Purchase Agreements (PPAs) and Net Metering Credit Purchase Agreements (CPAs) are two structures used to capture revenue from energy projects.

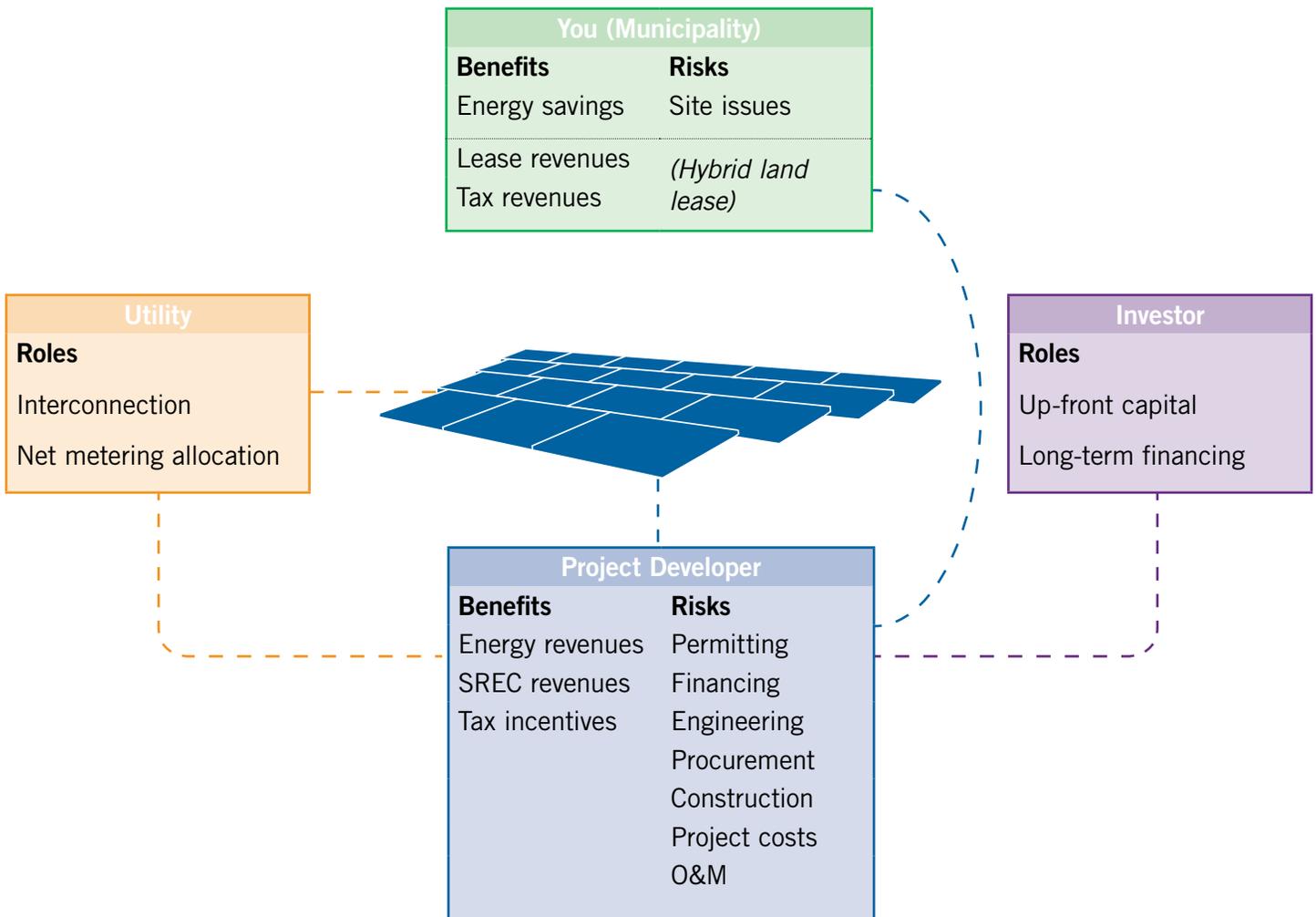
Hybrid Land Lease and CPA/PPA Revenue Structure

It is also important to note that a municipality may choose to negotiate a hybrid land lease and PPA/CPA structure. This type of project provides both guaranteed, low-risk revenue by way of a long-term land lease, and a performance based revenue stream that provides a hedge against long-term electricity prices.

This arrangement encourages the developer to design the system for long-term operation and adds value in the event of a system ownership change to the host municipality.

The risks and benefits of developing a power purchase / credit purchase style project are shown in Figure 9, below.

Figure 9: Power Purchase Agreement / Credit Purchase Agreement Model



Module #5: Development and Design Considerations

Careful consideration of site development and system design, from the initial planning phase straight through to the anticipated end-of-life for the project, is a prerequisite for the successful development and operation of large-scale solar PV projects. Failure to adequately address development and design concerns early in the project life cycle can result in unexpected costs, delays, underperformance, and lost revenue over the lifetime of the project.

What Else Do I Need to Know about Permitting?

The permitting process for any landfill construction project is inherently complex, due to the unique environmental concerns associated with such projects. A detailed list of the required permits, reviews and approvals, including estimated due dates, review periods, and expiration timeframes, should be developed and tracked throughout the project development process. This section summarizes the typical permits and approvals that are required for landfill-based solar PV projects in Massachusetts. Note that many of these permits and approvals have been highlighted in greater detail in Module #3.

Permitting Fees

In general, the permitting fees associated with landfill PV projects depend upon the size of the project. For example, building permit fees are often between 1.0% and 3.0% of the total costs of a project's eligible materials (i.e., permanent structures). Electrical permit fees are typically closer to 0.5% to 1.5% of the total cost of eligible materials (i.e., electrical components, including modules, inverters, and wiring). One exception is the MassDEP Post-Closure Use permit, which is subject to a fixed fee ("Minor": \$1,085; "Major": \$2,790) regardless of the project size. Fees for Requests for Determination of Applicability and Notices of Intent are determined by the local conservation commissions in the municipality where the site is located, and do vary. The costs in Table 2 are for illustrative purposes.

Table 2 highlights typical permitting costs for a sample 1-megawatt (MW) solar PV landfill project. The total installed project cost is assumed to be \$5,000,000, of which 5% of the total cost (\$250,000) is attributable to permanent structures, and 50% of the total cost (\$2,500,000) is attributable to electrical components.

Additional Permitting Details

MassDEP provides detailed guidelines for navigating the Post-Closure Use permitting process. The guidelines include an extensive list of required documentation, including: site plans, construction plans, storm water and erosion plans, stability analyses, utility infrastructure plans, monitoring and maintenance plans, and more. Complete requirements are available online at <http://www.mass.gov/dep/recycle/laws/lfpccguid.pdf>.

Massachusetts Environmental Policy Act (MEPA)

MEPA provides an opportunity for public review of potential environmental impacts from proposed projects that receive state financial support, or require one or more state permits or approvals and exceed specific regulatory thresholds.

If your community has received any state financial assistance for its renewable energy installation on a closed landfill, or the project is large enough to trigger one or more MEPA thresholds, you will need to file an Environmental Notification Form (ENF) with the MEPA Office. The thresholds most likely to apply are:

- » Direct alteration of 25 or more acres of land for anything other than accepted agricultural or forestry practices.
- » Creation of five or more acres of impervious area.
- » Alteration or disturbance of Priority Habitat or Estimated Habitat for one or more state-listed rare species of animals or plants. (See the separate discussion of the Natural Heritage and Endangered Species Program below.)
- » Location within a state-designated Area of Critical Environmental Concern (ACEC).

Table 2: Permitting Costs for Sample 1 MW Project (Total Cost: \$5,000,000)

MassDEP Post-Closure Use Permit (Major)	\$2,790
MEPA Environmental Notification Form	No charge
MassDEP Request for Determination of Applicability	\$300
MassDEP Notice of Intent	\$2,500
Building Permit (at 1.5%)	\$3,750
Electrical Permit (at 1%)	\$25,000
Total Permitting Fees	\$34,340+

- » Construction of a new electric generating facility with a capacity of 25 megawatts (MW) or more, or expansion of an existing facility by more than 25 MW.

The ENF will undergo public review and based on any comments received, the Secretary of Energy and Environmental Affairs may require avoidance, minimization or mitigation measures, or more in-depth study in the form of an Environmental Impact Report (EIR).

Even if your project does not trigger any of the thresholds above, there are other MEPA requirements that may apply, including:

- » If construction or expansion of the landfill was reviewed through the MEPA process and the facility was closed within five years of its most recent MEPA review, then you will need to file a Notice of Project Change with the MEPA Office for your post-closure use. If construction or expansion of the landfill was reviewed through the MEPA process and your project involves closing the landfill, then you may need to file a Notice of Project Change with the MEPA office for the closure and post-closure use.
- » Projects that affect nearby wetlands or require road construction or alteration exceeding specific thresholds also require MEPA review.

To learn more about the MEPA process or consult with state staff about how MEPA requirements or thresholds might apply to your project, visit: <http://www.env.state.ma.us/mepa/>

Massachusetts Natural Heritage & Endangered Species Program (NHESP)

Under the Massachusetts Endangered Species Act (MESA) and its implementing regulations, NHESP protects rare animal and plant species and their habitats. Specifically, NHESP reviews projects proposed within:

- » **Priority Habitats.** These are areas known to be populated by state-listed animal and/or plant species. Any project within a Priority Habitat is subject to NHESP regulatory review unless specifically exempt or “grandfathered.” You will need to file a MESA Project review Checklist, a project plan and description, a U.S. Geological Service (USGS) topographical map of the site, an assessor’s map, proof of ownership or authorization

for filing, photographs of the site, and a review fee based on acreage. NHESP will let you know within 30 days if your filing is complete, then will determine within the next 60 days – and often sooner – whether your project, as proposed, would result in a “take” of state-listed species. The vast majority of projects are allowed to proceed as proposed, while NHESP may require conditions

- » **Estimated Habitats.** These are a sub-set of Priority Habitats and are based on the geographical range of state-listed rare wetlands wildlife (not including plants). If your project is proposed within an Estimated Habitat and the local Conservation Commission requires you to file a Notice of Intent (NOI) under the Wetlands Protection Act, you will need to submit a copy of the NOI to NHESP. At the same time, you will also need to file for MESA review. You can do both concurrently through a streamlines NOI filing process. Within 30 days, NHESP will send its comments to the Conservation Commission, with copies to you, your consultants, and the Department of Environmental Protection (MassDEP).

Each atlas that NHESP develops to delineate Priority and/or Estimated Habitats is based on local observations of rare animals and plants within the last 25 years. To ensure adequate protection of rare species, NHESP does not disclose their exact locations.

Priority and/or Estimated Habitat maps are available through an interactive web viewer (see link below). In addition, NHESP provides maps of communities containing Priority and/or Estimated Habitats to local conservation commissions, building inspectors and planning boards.

NHESP encourages you to schedule a pre-filing consultation with its staff. You may also submit a MESA Information Request Form to learn more about rare species known to occur in and around your site. Communication early in the project development phase will help you avoid potential project changes and delays later on, and most likely will save you time and money in the long run.

Learn more about the NHESP review process and download a MESA Information Request Form:
http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/ mesa/ mesa_home.htm

Use the Priority and Estimated Habitat Interactive Web Viewer:
http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/ priority_habitat/online_viewer.htm

Review lists of rare animal and plant species in Massachusetts:
http://www.mass.gov/dfwele/dfw/nhesp/species_info/ mesa_list/ mesa_list.htm

Wetlands

As with the Environmental Notification Form, a Wetlands Protection Act Request for Determination of Applicability requires that site plans, project plans and project descriptions be submitted to the local conservation commission where the project is located. The applicant is responsible for publishing a public notification of the Request in newspaper(s) circulated in the municipality(ies) affected by the project. Instructions and forms are available online at <http://www.mass.gov/dep/water/approvals/wpaform1.pdf> with fee schedules available from the local conservation commissions.

Local Permits

Requirements for building and electrical permits vary by municipality. Municipal officials are encouraged to consult with the local building department and any other relevant departments to review these requirements prior to issuing construction RFP bid documents.

Is Zoning an Issue?

The municipality in which the project site resides will have a Table of Use Regulations that specifies approved land uses by zoning district. Depending upon the uses approved for a landfill's zoning district, a large-scale solar PV project may or may not be deemed an acceptable use of the land parcel. If the project does not qualify under the range of permissible uses, a special permit may be required, adding a review by the local Zoning Board of Appeals or Planning Board. Solar PV projects may also be permissible under the Chapter 40A Section 3 zoning exemption for solar energy facilities. Municipalities that have been designated as "Green Communities" may have as-of-right siting for solar PV projects. For a list of Green Communities, see

<http://www.mass.gov/energy/greencommunities>.

A copy of the Commonwealth's Model As-of-Right Zoning Bylaw is online at: <http://www.mass.gov/eea/docs/doer/green-communities/grant-program/solar-model-bylaw-mar-2012.pdf>.

Interconnection

The ability to connect a solar PV system to the electric grid and the associated cost of doing so can have a significant impact on project economics. Distributed generation projects, such as solar and wind systems located on landfills, must be reviewed by the local distribution utility to determine the technical viability of connecting the project to the grid. Key considerations of the utility include:

- » Voltage of nearby electric distribution lines
- » Presence of single phase vs. three phase power
- » Electricity usage of nearby end-users connected to the distribution grid
- » Nearby electricity generators that are connected to the distribution grid
- » Proximity to substations and other utility-owned hardware
- » Distance to and cost of upgrading distribution lines to handle proposed project

All of the costs associated with interconnecting a renewable energy facility to the distribution grid will be borne by the project itself. As such, it is important to understand at an early project stage the technical feasibility of interconnecting to the grid and the costs associated with that interconnection.

Separately, the voltage rating for a distribution line may dictate the maximum project size that can cost-effectively be installed in a given location. In Massachusetts, a rule of thumb is that a 5 kV transmission line can support only a few hundred kW of intermittent renewable generation capacity. The next step up, a 13 kV line, can typically only support up to 3 MW of renewable generation capacity. A 23 kV line may be able to support up to 6 MW of renewable generation capacity, depending on other variables. Determining the voltage of the power lines near the site will be important to understanding a potential limiting factor to system size – the line voltage. The carrying capacity of a line also includes other generators that may be using the line. For instance, if another nearby

Proximity to adequate transmission and distribution infrastructure is a primary consideration for project success, and needs to be evaluated early in the development process.

project has already applied to the utility for interconnection, they are given first rights to that carrying capacity, further limiting the maximum system size at a project site. Finally, it is worth noting that the interconnection of

a large scale solar array will require three-phase power.

In most cases, distribution lines can be upgraded and improved, but it is important to emphasize that those costs would be incurred by the project, and not the utility.

All investor-owned utilities in Massachusetts (which include: National Grid, NSTAR, Western Massachusetts Electric, and Unitil) are required to adhere to the Department of Public Utilities' (DPU) Utility Interconnection Tariff, which outlines a uniform process for seeking approval to connect DG facilities (e.g. solar PV) to the utility grid. The Massachusetts Department of Energy Resources (DOER) maintains a centralized resource for information on DG and interconnection, available online at <http://sites.google.com/site/masssdgic/>.

Municipal Light Departments (MLPs) are not required to participate under the DPU tariff, but they may have their own interconnection process in place. If the project site resides in MLP territory, consult with the utility to determine if an interconnection process exists, or, if not, if one is under development.

What Should I Be Looking for in System Design?

Finding suitable project sites represents just a portion of what is required to successfully develop and build large-scale solar PV projects. Of equal importance is the solar PV system itself, which must be carefully designed to provide reliable power output year after year for the entire life of the project—typically 30 years or more. This is of particular importance to the entity that will be relying upon revenues from system electricity and SREC production in the initial years, and it will also be important in the event of an ownership change in the project's later years.

Forecasting system production is of critical importance to solar PV system economics. Due to the long design life of a solar PV system, year-to-year performance estimates should be calculated to address long-term variables that may impact production, such as solar module power degradation and vegetation growth, so that you can understand system performance in both the short-term and long-term, and understand the value of the system's production in future years.

A qualified solar designer should be able to provide a performance estimate at the P_{50} level and the P_{90} level, which will be important to potential project financiers. P_{50} indicates an estimated level of power production that the system should exceed at least 50% of the time on an annual basis. P_{90} indicates an annual power production estimate that the system should exceed 90% of the time.

Module #6: What Is the Project Cost Profile?

When deciding to pursue a large-scale solar energy project, it is important to understand the nature of the costs involved, independent of the project development structure. The following section outlines the typical costs incurred during the development, installation, and operation phases of a large-scale solar PV project. These costs are current through 2011, and may change over time.

Design and Engineering

Design and engineering is a term used broadly to represent a host of project-related tasks. Some of the work performed during the design and engineering phase includes:

- » Site feasibility
- » Conceptual design
- » Interconnection management
- » Wetlands delineation
- » Permitting support
- » Buildable design
- » High voltage design
- » System cost estimating
- » System performance estimating
- » System optimization
- » Equipment selection

Design and engineering costs can vary significantly depending on site-specific conditions and system size, but is generally in the \$0.05/Watt to \$0.15/Watt range.

Permitting

As highlighted in Module #5, permitting requirements and expectations vary by municipality, and may or may not include a requirement to pursue a MassDEP capped landfill permit. Outside of the scope of design document preparation, permitting costs are often incurred on a time and materials basis. The permitting expenditures for a particular project are impacted by the size of the project, proximity to wetlands and floodplains, the required permits, the number of meetings attended in support of permit applications, and related tasks. The labor costs associated with permitting can represent a wide range, but developers typically plan for a range

of costs between \$0.05/Watt to \$0.15/Watt. This cost range does not include the cost of permitting fees, outlined in greater detail in Module #5.

Interconnection

Interconnection costs are typically incurred at three points in the project development process:

- » Application submission
- » System impact study (SIS)
- » System installation

For large-scale PV projects, utilities typically request an application fee of \$2,500 per meter at the time an initial interconnection application is filed.

Assuming that the utility identifies no major fatal flaws, the next step is a system impact study (SIS), to be performed by the utility and its consultants. The SIS may have a cost of \$25,000-\$100,000, depending on project size. The system impact study allows the utility to determine the feasibility of installing the proposed solar PV system on its distribution network. Included within the scope of the SIS is an assessment of the infrastructure upgrades potentially required to interconnect the system and the construction costs associated with those upgrades. Interconnection costs are borne by the project developer in the PPA model and by the municipality in the municipal ownership model.

The final cost of interconnection will depend on the equipment needed to interconnect the project. The cost of line upgrades (e.g. single phase to three phase power), reclosers, transfer trips, and other hardware needed to ensure the safety of the grid and of the project, will be borne by the project. The final cost of these upgrades may be between \$100,000 and \$2M (or more). A reasonable estimate of these costs is provided after the system impact study is performed to assess the ability of the transmission infrastructure to support the project.

Construction and Equipment

Construction costs are critical to the financial viability of a project. Some key construction costs include:

- » Modules
- » Inverters
- » Mounting
- » Installation labor
- » Site work
- » Road construction
- » Low voltage equipment
- » High voltage equipment
- » Conduit and conductors
- » Equipment rentals/storage/etc.
- » Security fence
- » Monitoring hardware

Construction costs can vary for a number of reasons. Decisions about technology and manufacturer selection, which take variables like quality and location into account, can often have significant impacts upon pricing. This is particularly true for major system components, such as panels, inverters, and mounting system. In addition, Massachusetts prevailing wage provisions may need to be considered.

The construction costs for a typical project will vary based on site-specific conditions. Excluding design, engineering, interconnection, permitting, and other items listed above, typical pricing is between \$3.25/Watt and \$4.50/Watt for a MW-scale PV project built in Massachusetts.

Operations & Maintenance

After a project has been constructed, an O&M agreement provides long-term assurance that the solar PV system will perform at an acceptable level over time. Typical pricing for an O&M agreement on a MW scale array is likely to fall between \$0.0125/Watt and \$0.025/Watt per year in the first 1-10 years of system operation. The cost of an O&M agreement may increase in years 10-25 of system operation. The higher end of the O&M range is likely to include features like system monitoring, as discussed below. Operations and Maintenance will be highlighted in greater detail in Module #8. These costs are borne by the developer in the PPA/CPA model and by the municipality in the self-ownership model.

System Monitoring

System monitoring provides assurance that the solar PV system is performing in accordance with its design specifications. System monitoring relies on a Data Acquisition System, or DAS. A DAS is a computer that monitors system production and notifies appropriate users when the system is not performing as expected so that a technical team can be dispatched. The long-term cost of monitoring varies by system, but is typically \$0.01/Watt to \$0.013/Watt per year. System monitoring will be described more fully in Module #8.

Insurance

For projects in the MW scale size range, system insurance is mandated by the utility, and is typically required by most financiers. Municipalities are allowed to self-insure, which removes this obligation. However, in the event that the system is to be built, owned, and maintained by a third-party, there may be insurance costs. Typical insurance premiums are between \$0.0075/Watt to \$0.0125/Watt per year.

Local Taxation

The following section on local property taxation applies only to development models in which the municipality is not the sole system owner.

General Property Tax

Most large-scale solar projects installed on governmentally owned landfills by third-party, for-profit entities, are subject to local property taxes. Property taxes in those cases are assessed by the municipality directly to the lessee, under M.G.L. c. 59, §2B. The solar property will either be assessed as personal property or as part of the real estate upon which it is sited, depending on the particular configuration of the array. If the array is specifically designed for the parcel, likely to remain on the parcel for its useful life, or significantly attached to the real estate it will be assessed as part of the realty. If the array is easily movable and panels may be swapped out periodically or transferred to a different site, it may be taxable as personal property. Concrete slabs or other foundations and structures would still be taxed as part of the real estate to the user, occupant or lessee of the real estate. Whether assessed as personal property or as part of the real estate, the tax rate for the property would be the same; i.e. at the municipality's single tax rate, or at

the commercial tax rate if the municipality has a split rate, since the property would be used commercially to produce electricity. Tax rates will vary by municipality. In any event, the local board of assessors should be consulted during the project development phase.

Although M.G.L. ch. 59 §5 (45) provides a property tax exemption for solar and wind energy systems, this exemption applies only to projects that are “being utilized as a primary or auxiliary power system for the purpose of heating or otherwise supplying the energy needs of property taxable” under chapter 59. The Department of Revenue’s Division of Local Services has interpreted this provision as requiring the use of the energy produced at or near the site of the taxable property and the exemption does not apply if energy is sold to the grid. For most landfill projects, there is limited onsite load for a solar energy project to serve, likely negating the property tax exemption.

Payment in Lieu of Taxes

According to M.G.L. c. 59, §38H(b), a Payment in Lieu of Tax, or PILOT, may be negotiated as a reasonable alternative to the property tax outlined above, if the owner is a generation company or wholesale generation company. See M.G.L. c. 164, §1 Definitions. A PILOT is a formal agreement between the municipality and a developer based on good faith negotiations, in which both sides agree to a valuation or tax payment structure and PILOT term which reasonably approximates what the taxes would be over the term of the agreement. PILOT payments are treated as property taxes for Proposition 2 ½ and tax classification purposes. They are subject to the municipality’s levy limit, and the values on which the payments are based are used to calculate its levy ceiling and minimum residential factor. PILOT agreements can be advantageous, providing the project developer/owner with a known and predictable payment stream (not subject to changing real estate or commodities pricing) and the host municipality with a similarly predictable revenue stream. Well-structured PILOT payments may allow both parties to achieve their own project-related goals over the project lifetime.

Tax Increment Financing

For municipalities that designate an area as having potential for the development of a Class I Renewable Portfolio Standard-eligible energy generating source, and have the area approved as an Economic

Opportunity Area and an Economic Target Area by the Economic Assistance Coordinating Council, the developer and the municipality may be able to negotiate a Tax Increment Finance (TIF) agreement. See MGL c. 40, Section 59, MGL c. 23A, Section 3D(a)(ii)(K) & MGL c. 25A, Section 11F, and 402 CMR 2.00 for more information. TIF agreements can reduce taxation of the system up to the full amount of the personal property located at the site and the incremental added value to the real estate for up to 20 years (5 years is the minimum) in exchange for providing specific benefits to the community. If a municipality is not already located in an Economic Target Area or cannot qualify to become one, the Undersecretary of Business Development would need to approve the project as being an “Exceptional Opportunity” for increased economic development in order for the company to pursue a TIF from the municipality. All TIFs must be approved by the Economic Assistance Coordinating Council. In addition, the municipality will need to formally approve the TIF by town meeting or other municipal legislative body. A TIF can be used in tandem with a PILOT to help offset the property tax burden on a project while providing alternative benefits to the municipality.

For further questions on local taxation and PILOTS contact the Massachusetts Department of Revenue at 617-626-2400 (Local Officials Only). For questions on TIFs, contact the Massachusetts Office of Business Development at 617-973-8534.

Module #7: How Do We Manage the Procurement Process?

Hosting a renewable energy project can provide real and tangible financial benefits to a municipality. Depending on the desired project structure and intended revenue sources, a municipality may need to use one or more specific sections of Massachusetts General Laws (M.G.L.) to manage the procurement. This section highlights the major procurement types and their applicable uses for a solar PV project. The following section provides the authors' interpretation of Massachusetts General Laws at the time of drafting, and should not be considered legal advice. Please consult your municipality's attorney to identify the proper methodology for your procurement situation.

What Does a Complete and Thorough Solicitation Include?

An advertised, competitive solicitation should be used for each phase of procurement as required by law and otherwise as a best practice. The solicitation should be carefully written to articulate the goals of the host municipality. Whether the goal of procurement is to select an owner's engineer, a designer, a designer and builder, or to enter into a Power Purchase Agreement (PPA)/ Credit Purchase Agreement (CPA), a well-written solicitation will help support project success. Thorough solicitations should include, as a minimum, the following:

- » Clearly articulated project goals
- » Realistic timeframes and development expectations
- » Evaluation and selection criteria
- » Available project details, including site analysis (size, space, location of interconnection, etc.) and site plan with boundaries and ownership information
- » Indication of how the proposed project complies with Massachusetts procurement law
- » Clearly articulated expectations on property tax and other costs to a developer
- » Inclusions and exclusions

- » Methodology by which proposal prices/revenues will be evaluated
- » Performance guarantees, if applicable
- » Draft Power Purchase Agreement, if applicable; caution should be used with any draft agreement provided by a potential developer
- » Time of performance and liquidated damages provisions
- » Transfer of ownership provisions, if applicable
- » Decommissioning provisions, if applicable

How Do I Select the Right Vendor for My Project?

Selecting the right vendor is a key element of project success. A qualified vendor should be experienced with solar energy and understand the key elements of the Massachusetts market. Important considerations during the solicitation review and follow-up interview phase include the vendor's:

- » Qualifications and experience, including certifications
- » Available personnel / capacity
- » Performance of record on similar projects
- » Installed capacity
- » Understanding of and experience with landfill specific design and construction issues
- » Customer references
- » Division of Capital Asset Management (DCAM) certification and score, if applicable
- » Project understanding
- » Thoroughness of proposal
- » Price proposal and/or analysis of costs and revenues
- » Massachusetts market knowledge
- » Technical capability
- » Ability to secure financing required to complete the project

Municipalities should carefully consider these and other criteria in reviewing solicitation responses. Multiple projects in Massachusetts have failed to move from the development phase to construction because municipalities were not convinced of a firm’s ability to offer a realistic price or complete the project within a realistic timeframe. Other projects have not come to fruition after a developer selection because the developer was unable to secure financing. Throughout the procurement process, municipalities need to be tuned in to not only the potential revenues that a project will bring to the host community, but also the ability of the proposer to fully develop, finance, install, and (if applicable) operate the proposed system for the entire life of the project.

Which Procurement Process Is Right for My Municipality?

The public law that applies to the procurement of a solar PV system on your jurisdiction’s landfill must be determined carefully. Your legal counsel should be consulted, and you may have to seek advice from state oversight agencies, principally the Inspector General’s Office, the Attorney General’s Office, and the Department of Energy Resources (DOER). You may want to obtain professional expertise to assist with the procurement process. The procurement of a professional expert may be subject to Chapter 30B.

For many of the development structures outlined in this guidebook, municipalities may be deciding between Chapter 25A, §§11C or 11I; Chapter 30B, §16; Chapter 149A, §§14-21; or M.G.L. c.164, §143(d) of the Massachusetts General Laws. In deciding which procurement method is most appropriate, each municipality must determine the option that best fits their situation, and procurements must adhere to Massachusetts General Laws.

More than one chapter may apply. If so, In order to determine which chapter is most beneficial, it is important to:

- » Determine the goals and objectives of the solar landfill project;
- » Enlist project, procurement, legal, and finance experts;
- » Evaluate the procurement options, along with the advantages and disadvantages of each, relative to the project goals and resources;
- » Seek assistance from the appropriate state agencies; and,
- » Seek model solicitation documents and follow best practices.

Table 3 outlines the different procurement options.

Table 3: Procurement Options						
	Chapter 25A, §§11C or 11I	Chapter 30B, §16	Chapter 149A, §§14-21	Chapter 30, §39M	Chapter 164, §143(d) (allows procurement of equipment and services using Chapter 30B)	Chapter 30B §§1(b)(32) and (33)
Municipally owned solar PV system, <\$5M	✓			✓	✓ (if <10 MW)	
Municipally owned solar PV system, ≥\$5M	✓		✓	✓	✓ (if <10 MW)	
Land Lease		✓				
Land Lease w/PPA or CPA	✓	✓				
PPA / CPA only						✓

Chapter 25A, §11C or §11I

Chapter 25A provides for procurement of energy management services and can apply to any of the development scenarios outlined in this guidebook. Section 11C and Section 11I apply both to projects to be built and owned by the municipality, and to third-party owned projects. Section 11C is a RFP process; whereas Section 11I is a RFQ process. Both Section 11C and Section 11I are one-step processes, meaning the municipality issues one single RFP or RFQ for design-build services.

Procurements under Chapter 25A have very specific requirements that are detailed in the online instructions and guidance. Many communities have issued RFPs and RFQs for renewable energy specific services. The DOER posts model documents on its website.

The primary difference between the two is that an RFP process under Section 11C includes price as an evaluation criteria. It is possible to choose a company that is not the lowest bidder, but the selection process and criteria must be explained in the RFP. Section 11I is an RFQ process that allows a municipality to review proposals through an evaluation based on bidder qualifications and experience only. It should be noted that under Section 11I, a municipality may consider the compensation to be paid under the contract only during negotiations conducted once an apparent winning bidder (determined to be most qualified) has been identified. Table 4 provides a summary of the minimum requirements for evaluating proposals under the two different sections.

Both Sections 11C and 11I require that the municipality provide DOER with documentation of the solicitation as part of DOER's review process.

There are several advantages to using Chapter 25A, several of which have already been noted. Municipalities can streamline design and installation services through a single RFP or RFQ for design-build services. In addition, Chapter 25A can be used for all ownership scenarios, municipally-owned as well as third-party owned projects as part of a PPA or CPA. Third-party owned projects may not require any upfront capital costs and the developer/owner is responsible for financing, permitting, installation, operations and maintenance easing the burden on the municipality. Finally, Chapter 25A requires a performance guarantee. This means that over the life of the solar PV system, each year the installation must provide a minimum

amount of electricity generation as specified in the contract. Although other procurement paths may provide for design-build or for multiple ownership scenarios, the performance guarantee is unique to Chapter 25A. Chapter 25A can be used for ground-mounted or roof-top projects.

Chapter 30B, §16

Municipalities that seek to enter into a land lease with a third-party developer would likely manage procurement via Chapter 30B, §16, which is applicable to the purchase, sale, lease, or rental of landfills and other real property (including interests in real property). This chapter could also be used if a municipality wants to sell its property to a third party developer.

Chapter 149A, §§14-21

Chapter 149A, §§14-21, is an option that allows the use of the design-build alternative construction method for projects that are expected to cost \$5 million or more. Chapter 149A, §§14-21 may be one of the procurement tools available to municipalities that plan to build and own a renewable energy project. Chapter 149A, §§14-21 is a two-step process, with an RFQ phase and RFP phase.

Chapter 30, §39M

Chapter 30, §39M is another procurement tool available to municipalities that plan to build and own a solar PV project. Chapter 30, §39M governs all contracts for construction, reconstruction, alteration, remodeling, or repair that do not include work on a building when the estimated cost of the contract exceeds \$10,000. These contracts generally fall into the category of public works projects, or "horizontal construction" projects. Public works projects include not only the construction and repair of roads, bridges, water mains, sewers, and the like, but also work on improvements to public land such as landfills.

Although you are not legally required to conduct an advertised competition for Chapter 30, §39M public works design contracts, we recommend that you do so for construction projects estimated to cost more than \$100,000. The RFP process outlined in M.G.L. c.30B is a good model to adopt in developing competitive procurement procedures for a public works design contract.

Table 4: Minimum Evaluation Criteria

Chapter 25A, § 11 C	Chapter 25A, § 11I
<ol style="list-style-type: none"> 1. DOER Certificate of Compliance; 2. Total project price; 3. Estimated savings/production; 4. Price data; 5. Criteria on which responses will be evaluated; 6. References of other energy savings contracts performed by the qualified providers; 7. The certificate of eligibility and update statement provided by the qualified providers; 8. Methodology of determining energy savings; 9. General reputation and performance capabilities of the qualified providers; 10. Substantial conformity with the specifications and other conditions set forth in the request for proposal; 11. Time specified in the proposal for the performance of the contract; and any other factors the public agency considers reasonable and appropriate, which factors shall be made a matter of record. 	<ol style="list-style-type: none"> 1. DOER Certificate of Compliance; 2. References of other energy savings contracts performed by the qualified providers; 3. The certificate of eligibility and update statement provided by the qualified providers; 4. Criteria on which responses will be evaluated; 5. Quality of the products proposed; 6. Methodology of determining energy savings; 7. General reputation and performance capabilities of the qualified providers; 8. Substantial conformity with the specifications and other conditions set forth in the request for qualifications; 9. Time specified in the qualifications for the performance of the contract; and any other factors the public agency considers reasonable and appropriate, which factors shall be made a matter of record.

Chapter 164, §143(d)

The Green Communities Act, Chapter 169 of the Acts of 2008, also amended M.G.L Chapter 164 by inserting Section 143(d) which allows municipalities to design, install, own, and operate a “small municipal renewable energy generating facility”, which could include a solar landfill project of up to 10 megawatts, and to procure design and installation services using Chapter 30B. Section 143(d) provides as follows:

A municipality shall procure services required for the design, installation, improvement, repair and operation of small municipal renewable energy generating facilities authorized under this section, and acquire any equipment necessary in connection therewith, in accordance with the procurement requirements of Chapter 30B as applicable. A municipality may procure any such services and equipment together as one procurement or as separate procurements thereunder.

For contracts of \$25,000 or more, M.G.L. c 30B requires a formal advertised competition by issuing an invitation for bids (IFB) or an RFP. In a bid process pursuant to M.G.L. c 30B, §5, the contract is awarded to the qualified bidder who meets the specifications and offers the best price. In a proposal process pursuant to M.G.L. c30B, §6, the contract is awarded to the offeror submitting the most advantageous proposal, taking into consideration specified evaluation criteria as well as price.

The advantage of using M.G.L. c 30B, §6 is that it allows a municipality to weigh evaluation criteria before looking at the prices. First, since installation of solar on a landfill is a complex process, the proposers’ experience, qualifications, and if required, a proposed plan for providing the supplies and services can be evaluated on their relative merits. The most advantageous proposal is selected after price proposals are considered. The RFP process may not always result in the selection of the proposer offering the lowest price.

To assist you in selecting the applicable procurement law for your project, Table 5 is provided for your reference.

Chapter 30B, §§1(b)(32) and (33)

A municipality may also be purchasing electricity from a vendor that builds a solar PV system on your landfill.¹ Chapter 30B, §§1(b)(32) and 1(b)(33), exemptions allow municipalities to enter into agreements for energy without using the 30B procurement process. Chapter 30B §1(b)(32) exempts energy aggregation contracts entered into by municipalities for energy and energy-related services. Chapter 30B §1(b)(33) exempts energy contracts entered into by municipalities for energy and energy related services, provided that certain reporting requirements are met. Specifically, within 15 days of contract execution, a municipality must forward a copy of any electricity or natural gas contract to which it is a party and a report of the process used to execute the contract to the Department of Public Utilities, the Department of Energy Resources, and the Office of the Inspector General.

The Office of the Inspector General interprets the term “energy,” which is not defined in any applicable statute, to apply only to electricity and natural gas commodity contracts. Contracts for fuel sources other than natural gas, such as gasoline, fuel oil and propane, are all supply contracts that must be competitively procured.

It is important to add that when pursuing a rooftop mounted system (as opposed to ground-mounted on a landfill) using a third party developer, various aspects of the public construction laws, including items like prevailing wage, may be implicated and your counsel as well as the Attorney General’s office should be consulted.

Prevailing Wage

Some of the project types defined in this guidebook may trigger prevailing wage requirements. In Massachusetts, the Department of Labor Standards (DLS) oversees the Prevailing Wage Program through its Division of Occupational Safety. The Division issues prevailing wage schedules to cities, towns, counties, districts, authorities, and agencies of the Commonwealth for construction projects and several other types of public work.

1. Although the focus of this Guide is solar PV systems on landfills, the Chapter 30B energy exemptions also apply to the purchase of electricity from a vendor that builds a solar PV system on your building.

These prevailing wage schedules contain hourly wage rates that workers must receive when working on a public project.

Developers would need to meet obligations of the prevailing wage program for projects to be owned by a municipality, and for projects that are paying a land lease to the municipality. This requirement should be included in the procurement as appropriate.

As noted in Table 5, different agencies provide guidance and oversight for different procurement laws. The Chapter 30B Manual published by the Office of the Inspector General is available at <http://www.mass.gov/ig/publ/30bmanl.pdf>. Questions regarding Chapter 30B should be directed to the Inspector General’s Office which oversees procurement under that chapter. For additional questions on Chapter 30B, please call the Attorney-of-the-day at 617-722-8838. The Inspector General’s manual on Designing and Constructing Public Facilities is available at <http://www.mass.gov/ig/publ/dcmanual.pdf>.

DOER oversees the Chapter 25A procurement process. Guidance is available at http://www.mass.gov/green/energy-management-services_public-procurement. Questions regarding Chapter 25A should be directed to DOER. For more questions on procurement under Chapter 25A, please contact Eileen McHugh, eileen.mchugh@state.ma.us or at 617-626-7305.

The Attorney General’s Office provides oversight for M.G.L. c. 30, §39M, and Chapter 149A. For further question on these procurements, please contact the Attorney General’s Office, Deborah Anderson, Esq. at 617-727-2200 ext 2371 or Brian O’Donnell, Esq. at 617-727-2200 ext 2340.

For further questions on prevailing wage, contact Patricia DeAngelis, Esq. at the Department of Labor Standards at Patricia.DeAngelis@state.ma.us, (617) 626-6976.

Table 5: Procurement of Solar Photovoltaic Panels on Landfills – Laws

Law	Comments	Procurement Oversight
M.G.L. c.25A, §§11C or 11I	Chapter 25A is an alternative method of construction delivery that contains provisions for procuring contracts for energy management services, a program of services that includes energy conservation projects, defined as “projects to promote energy conservation.” Chapter 25A, §§11C or 11I may be used for energy conservation projects involving on-site electrical generation equipment using new renewable generating systems. These sections of the law provide for a public owner to conduct one procurement process for design and construction, and if the awarding authority is seeking a third-party developer the sections provide for one procurement process for leasing the land and obtaining the design and construction.	Department of Energy Resources
M.G.L. c.30B, §16	Chapter 30B §16 applies to the purchase, sale, lease, or rental of real property (including interests in real property). It establishes an advertised proposal process that you must follow in acquiring real property by purchase or rental with a cost greater than \$25,000, and in disposing real property by sale or rental with a value greater than \$25,000. Chapter 30B has additional requirements for the disposition of real property, regardless of its value.	Inspector General’s Office
M.G.L. c.149A, §§14-21	An option that applies to the construction, reconstruction, alteration, remodeling or repair of a public works project estimated to cost not less than \$5,000,000. The law provides for a public jurisdiction to conduct a two-phase procurement to obtain a design build firm.	Inspector General’s Office and Attorney General’s Office
M.G.L. c.30, §39M	Chapter 30, §39M governs contracts for the construction, reconstruction, alteration, remodeling, or repair of a public work estimated to cost more than \$10,000 that does not include work on a building. This can be used when a public entity is seeking to have a renewable energy facility built for its use.	Attorney General’s Office
M.G.L. c.164 §143(d)	Requires that a local governmental body procure any services required for the design, installation, improvement, repair and operation of small municipal renewable energy generating facilities (<10MW), and acquire any equipment necessary in connection therewith, in accordance with the procurement requirements of Chapter 30B §§5 and 6. A municipality may procure any such services and equipment together as one procurement or as separate procurements. This law provides the flexibility of Chapter 30B with regard to the procurement process and would allow for one procurement process for both design and construction of a project. Please consult with the Office of the Inspector General to see if other procurement rules apply.	Inspector General’s Office

Module #8: What About Long-term System Management?

Revenue streams from a solar PV project are accrued over a project lifetime that may span 30 years or more, monitoring and maintaining system performance is a vital function over the lifetime of the system. The following module outlines some of the key considerations for ensuring long-term system operation, and highlights some planning considerations for municipalities that may take ownership of the system at some point.

Operations & Maintenance

A system's operations and maintenance (O&M) plan will depend on the development structure utilized for project installation. If a system was built and is owned by a municipality, the municipality should enter into an O&M agreement with the project developer or a qualified solar system maintenance company. The O&M agreement should include items like regular site/hardware inspections, warranty management, ongoing system monitoring, and on-call service/repairs. Optional items may include site clearing/mowing, panel cleaning, and tree-trimming, as needed. A typical O&M agreement will not include a production/performance guarantee.

In a land lease, PPA or similar structure, the municipality will not need O&M agreement, as risk associated with system performance is borne by the project owner. The project owner is incentivized to ensure that the systems is performing and being maintained at an optimal level and will perform O&M accordingly.

Boston Properties: 110-kW Solar PV Array
(photo: Nexamp)



Equipment Warranty

Equipment selection is a key element of long-term system management. When selecting system components you will want to select quality materials with a strong warranty. As outlined in Module #1, each of the primary components (modules, inverters, and mounting) has its own warranty. Typical warranties for major system components span 5-25 years. A workmanship warranty from the installer should be for at least 5 years. Extended warranties are often available at an additional cost, particularly for inverters. If there is an O&M agreement, it should require both that the O&M provider is trained in maintaining those warranties, and that the provider is responsible for equipment repairs and as well as the installation of replacement hardware.

Monitoring

Monitoring equipment enables developers, owners, and O&M providers to ensure system functionality over time. A Data Acquisition System, or DAS, is a computer-based hardware system that can be used to monitor system production at the project level, the inverter level, or at the string (PV module grouping) level. A string is an individual group of modules wired in series to achieve a certain voltage threshold. Each deeper level of monitoring comes with a higher cost, but provides greater assurance that systems are functioning as expected. Many monitoring systems also allow for real-time alerts when systems stop working. Systems larger than 10 kW are required to include a DAS so that it can automatically report production data to the Production Tracking System as a requirement for generation SRECs.

In practice, a monitoring system may respond to a system fault in the following manner. A DAS that is monitoring production for an inverter for a large-scale array finds that the system is not producing power as expected. The DAS will automatically send an alert email to the system owner and the O&M provider. The O&M provider is then able to dispatch a team to the site within 24 hours to identify the cause of the malfunction and to remedy the problem.

End of Life

Large-scale energy project developers and owners need to consider what happens at the end of system life. A typical solar array has a design life of at least 25 years, although it will likely retain useful functionality beyond its design lifetime. As outlined in Module #5, many project owners create a reserve fund to account for the cost of system removal at the end of its lifetime. A host municipality and any third-party owner should determine up front who will bear the responsibility and cost liability associated with system removal, known as decommissioning. If the municipality intends to take ownership of the system and intends to maintain its operation after the end of a transaction, it should be aware of potential removal costs.

Buyout Provisions

For third-party developed and owned systems, transfer of ownership after a certain number of years is a common contract element. Under this arrangement, the project developer agrees to sell the project back to the host customer at fair market value at a certain point in time. This model allows the developer to capture value from the project through tax credits, SRECs, and other short-term incentives, and allows the municipality to own the asset in the later years and capture revenue from system production. At the time of a buyout the municipality assumes ownership liability and risk, including O&M costs and associated performance risk. If an ownership transfer model is desirable, it should be considered during the RFP development phase. If a

municipality is considering owning the system after the end of the PPA period instead of decommissioning the system, proper system design and the quality of the products used should be outlined in the RFP.

In order to comply with many of the various procurement rules outlined in Module #7 the price for transfer cannot be predetermined, but must be based on the fair-market value of the system. The fair-market value of the system may depend on the quality of materials used, design strategy, and other issues that affect system longevity.

The timeframe for transfer can be pre-determined, but will likely be no less than five years. Provisions of the federal cash grant preclude transfer of ownership within the first five years without triggering certain grant recapture provisions. Typically, the timeframe for transfer will be in years 10-25, after the value of the SRECs has been fully maximized. This can be a point of review and negotiation.

If a municipality does intend to exercise its option in a buyout provision, it may consider setting up a reserve account that sets aside revenue from the land lease or credit purchase agreement each year and places it in escrow. That reserve account could then provide the funds necessary to purchase the project.

Barnstable Wastewater Treatment Facility:
819-kW Solar PV Array (photo: Nexamp)



What Are My Next Steps?

Below are some initial steps that we recommend to get started with the development process. Additionally, Appendix A provides a checklist that municipalities can use to navigate the development process.

- » Form an energy committee, comprised of informed and active volunteers.
- » Educate all potential PV project team members.
 - Take some time to learn more about solar.
 - Consider complementary options, such as solar on schools and other municipal buildings.
- » Consult with your DOER Regional Coordinator and solid waste official at the DEP regional office.
- » Identify the technical capacity of your landfill or other municipal site to host a renewable energy project.
 - Look for flat, open, and unshaded space.
 - Identify proximity to transmission.
 - Characterize construction access.
- » Determine your permitting requirements.
 - Do you need a post-closure use permit?
 - Will you have to file with MEPA?
- » Meet with your community and ask yourselves about the goals of the project.
- » Do you want to own the project from the beginning? If so, how will the community pay for the project?
 - Who will be responsible for each phase of the project – development, financing, construction, operations and maintenance?
 - Are you comfortable with a third-party developed project, and if so, do you want to own the project in the future?
 - What is your risk profile?
- » Set realistic expectations around timelines, financial goals, and volunteer effort.
- » Talk to other municipalities that have worked through many of the same issues.
- » Identify the project structure that is best for your situation.

Municipalities are encouraged to access resources and start conversations with one or more potential service providers.

The Solar Energy Business Association of New England (SEBANE) lists a Solar Energy Yellow Pages on its website, <http://www.sebane.org>. Listings include designers, installers, manufacturers, consultants, and other professionals and suppliers in the solar energy field.

The North American Board of Certified Energy Practitioners (NABCEP) awards PV installers a professional credential based on their experience and knowledge. Installers who have received this voluntary certification are listed, by state, at <http://www.nabcep.org>.

The National Renewable Energy Laboratory (NREL) of the U.S. Department of Energy hosts an excellent website with information on all renewable energy technologies: <http://www.nrel.gov>. Information on photovoltaic systems with many links to specific information can be found at: <http://www.nrel.gov/solar>.

NREL also offers a cost estimator for PV grid connected systems at a site maintained by its Renewable Resource Data Center: <http://rredc.nrel.gov/solar/calculators/PVWATTS>.

DOER Solar Carve-out SREC program website: <http://www.mass.gov/eea/energy-utilities-clean-tech/renewable-energy/solar/rps-solar-carve-out>.

Please note: webpage addresses change periodically; these sites also have search functions to help find pages if the links provided no longer function.

Case Study #1: Brockton Brightfields

In the late 1990s, the City of Brockton faced a dilemma over how the City should handle the Bay State Gas brownfield site located on Grove Street. The site, a Brockton Gas Works manufactured gas plant from 1898-1963, abuts a number of residential areas and it was contaminated. The site had been designated a Coal Gasification and Related Materials (CGRM) landfill, which significantly limits its uses. The site owner, Bay State Gas, had started remediating the site but nobody had any idea what to do once the site was remediated. Brockton was sure of only one thing: the City did not want to see the site turn into a dumping ground.

Then, the idea! What if the City could use the site to host a clean, quiet, and environmentally sound solar array? A solar array could create revenue for the City while giving the site a purpose. In 2000, the concept of the Brockton Brightfields was born.

Using funding from the Department of Energy and the Massachusetts Technology Collaborative’s Renewable Energy Trust (the Trust is now part of the Massachusetts Clean Energy Center), Brockton studied the feasibility of hosting a solar array in 2001 and 2002, and developed a conceptual plan. By 2003, Brockton was ready to issue and RFP to select a vendor to build the system, but solar energy at the scale that Brockton was proposing was new to the Commonwealth, and the procurement process needed to be updated. In 2004 and 2005, Brockton worked with City Councilors and then with the State Legislature to create a legal pathway for the project. Countless hours were spent educating local and state legislatures on the benefits of solar and the ways to use Massachusetts General Law to allow Brockton to proceed with its plan. Finally, in 2006, the pathway was unveiled.

Brockton reissued its procurement, selected a vendor, and managed construction of its 460-kW solar array all in one year. The project’s financing uses a mix of state and federal funding, along with a long-term Renewable Energy Certificate (REC) purchase agreement.

Many of the lessons learned by Brockton were incorporated into the Green Communities Act of 2008, which has made the procurement process much easier for municipalities today. Many of the policies and opportunities described in this guidebook are the results of the hard work invested into the Brockton Brightfields solar PV project.

Quick Facts:

System Size:	468 kW
Project cost:	\$4.2 mm
Land Size:	3.7 acres
Procurement Method:	Chapter 30B, Mass. General Law
Ownership Style:	Municipal
# of Modules:	1,512 SCHOTT Solar ASE 300s
Inverters:	SatCon Inverters
Azimuth:	180 degrees
Tilt:	42 degrees
Installation Service Provider:	Landerholm Electric Company
Estimated Annual Production:	580 MWh
Estimated Production Equivalent:	81 homes
Annual CO2 Reduction:	677,000 lbs
Design life:	30 year minimum



Brockton, the “City of Champions” was the first City in Massachusetts to successfully develop, build, and own a brightfield project. A drive down Grove Street today shows the final result of the City’s perseverance and hard work, a 460-kW solar PV array that creates no pollution, no noise, and no increased traffic, save the occasional local school field trip.

Figure 10: Brockton Brightfields Solar PV Array
Photo: City of Brockton

Case Study #2: Easthampton Landfill Solar PV Array

Quick Facts:

System Size:	2.26 MW
Project cost:	PPA: \$0.06 per kWh for 10 years
Land Size:	16 acres
Procurement Method:	Chapter 25A, Mass. General Law
# of Modules:	9,620 Yingli 235-watt
Inverters:	4 SMA 500-kW
Azimuth:	180 degrees
Tilt:	30 degrees
Installer/Financier:	Borrego Solar
Estimated Annual Production:	2,828,000 kWh
Estimated Production Equivalent:	392 homes
Annual CO ₂ Reduction:	108,184,380 lbs
Design life:	30 years

Michael Tautznik, Mayor of Easthampton, summed it up best: “This is an exciting day for Easthampton.”

That was the general sentiment in December of 2010, when the city of Easthampton officially signed a contract with Borrego Solar to construct a 2.3-megawatt (DC) solar array on the city’s landfill. The landfill has long been closed, and was providing no appreciable benefit to the city. As one of the Department of Energy Resources (DOER) designated Green Communities, Easthampton is taking great strides towards becoming a clean energy leader in the state, and taking advantage of the otherwise unused landfill resource to add revenue to the city.

The solar PV project broke ground in September of 2011 and will generate electricity to offset a significant portion of the municipal buildings in Easthampton. Under a Power Purchase Agreement (PPA) and lease, the City will recognize benefits through the purchase of discounted energy and taxes.

Mayor Tautznik attributes Easthampton’s success in developing a solar PV project on the landfill to the citizens who voiced it as an important project during the Master Plan process. Before getting started, the City participated in an initial feasibility analysis led by Paul Tangredi from Environmental Compliance Service. The site was considered good; it was large, relatively flat, and had little shading. Prior to issuing the RFP, the city vetted the idea internally, then gathered detailed site drawings for the landfill and obtained clear documentation on the permits that were required, both important steps to the due diligence process. Armed with this information, the City then issued what Borrego Solar and others saw as a straightforward and thorough RFP under Chapter 25A. Easthampton says that the proposals were highly detailed and easy to compare against one another, and attributes the depth of the responses to the quality of the RFP. The City evaluated each proposal and selected the vendor that would provide Easthampton the greatest benefit—with the smallest amount of risk.

Thanks to Easthampton’s thorough approach, Borrego Solar has been on schedule. The MassDEP issued its Post-Closure Use Permit within three months of application submission, and Western Massachusetts Electric Co. approved the project for interconnection within nine months of submission of the Interconnection Application. Construction of the project is complete and Easthampton’s landfill is scheduled to start generating clean solar power in early 2012—a little over one year after the contract award.



Figure 11: Easthampton Landfill Solar PV Array
Photo: Borrego Solar Systems, Inc.

Appendix A: Project Checklist

Site

- Flat, unobstructed
- Access for construction
- Proximity to transmission

Permitting

- Conservation Commission Wetlands Notice of Intent
- MassDEP Wetlands Protection Act
- Request for Determination of Applicability
- MassDEP Post-Closure Use
- Mass Environmental Protection Act
- Building permit
- Electrical permit

System Design

- Settlement concerns mitigated
- Production optimized for tilt, shading, and orientation
- Permittable design
- System meets warranty requirements

System Costs

- Property tax / Tax Increment Financing / Payment in Lieu of Taxes
- Construction and installation costs
- Insurance
- Operations and maintenance
- System monitoring

Revenues Optimized

- SRECs purchase agreement executed
- Power Purchase or Credit Purchase Agreement executed
- Investment Tax Credit (if applicable)
- Accelerated depreciation (if applicable)
- State tax deduction (if applicable)

Procurement

- Project phasing
- Procurement method
- Request for proposals
- Long-term system operation
- Operations and maintenance
- System monitoring

Appendix B: Additional Detail on Solar Renewable Energy Certificates

Massachusetts' Renewables Portfolio Standard (RPS) requires each regulated electricity supplier/provider serving retail customers in the state to include in the electricity it sells 15% qualifying renewables by December 31, 2020. In January 2011, final rules were implemented for the state's Solar Carve-Out program, which states that a portion of the required renewable energy under the Class I Standard that must come from qualified, in-state, interconnected solar PV facilities.

Solar Renewable Energy Certificates (SRECs) represent the renewable attributes of solar photovoltaic generation, bundled in minimum denominations of one megawatt-hour (MWh) of production. Massachusetts' Solar Carve-Out provides a means for SRECs to be created and verified, and allows electric suppliers to buy these certificates in order to meet their RPS solar carve-out requirements. Only solar electric facilities built after January 1, 2008, may be qualified to generate SRECs. Generators must apply and receive a statement of qualification (SQ) from the DOER and must establish an account with NEPOOL GIS in order to participate in this program. Projects can get qualified through an aggregator which represents a number of PV systems and owners, provides qualification from DOER, establishes an account on the NEPOOL GIS, and markets and sells its members' SRECs. DOER encourages PV Systems owners of all sizes to take advantage of aggregations; however, each owner must be aware of and carefully consider the aggregation's contract terms and fees for the disposal of its members' SRECs. Facilities that received funding prior to the effective date of the Solar Carve-Out from the Massachusetts Renewable Energy Trust or the Massachusetts Clean Energy Center, or received more than 67% of project funding from the American Recovery and Reinvestment Act of 2009, are ineligible.

To support solar facilities and market prices, the DOER has created the Solar Credit Clearinghouse Auction. In the solar facility's SQ, the DOER specifies the "opt-in" term, which grants the facility the right to participate in the Solar Credit Clearinghouse Auction for a certain number of years. Through July 2012, the opt-in term is set at 10 years. The term can be adjusted down in future compliance years, depending on market conditions (the first seven years of the program will provide at least a five-year opt-in term, and the term will not drop by more than two years in any annual adjustment). Solar facilities may deposit unsold SRECs into the Solar Credit Clearinghouse and participate in

an annual auction. SRECs sold through this mechanism are re-minted and have a shelf-life of two years (initially). The annual auction is held by the end of July (30 days after utility compliance reports are received), but only if solar facilities have deposited SRECs into the Solar Credit Clearinghouse account. Any SRECs sold in this way are sold for \$300/MWh the depositor will receive \$285 because there is a 5% administrative fee for use of the auction account. The price of SRECs is determined primarily by market availability, although the DOER has created a certain amount of market stability through the fixed price Auction as well as by setting the Alternative Compliance Payment (ACP) with a 10 year rolling ACP schedule. Solar facilities generally sell their SRECs on the market (either spot market or through long-term contracts). Retail Electric Suppliers may use SRECs for compliance under the state RPS for the year in which they are generated. Retail Electric Suppliers may purchase up to 10% more SRECs than they require for compliance and "bank" those surplus SRECs for compliance during the following two years.

The Solar Carve-Out program is intended to support approximately 400 MW of solar facilities in Massachusetts. Once the state reaches that goal, and the opt-in terms for all solar facilities have expired, SRECs will no longer be generated. Solar facilities will at that time generate renewable energy credits (RECs) and will be able to sell those for compliance under the Class I standard.

For more information see: <http://www.mass.gov/eea/energy-utilities-clean-tech/renewable-energy/solar/rps-solar-carve-out/> .

Appendix C: Additional Details on MassDEP Permit Requirements

If the landfill was not closed and capped in accordance with a MassDEP approval, or was closed and capped before 1990, an environmental assessment (Required by 310 CMR 19.050) and other closure activities (Required by 210 CMR 19.140) may be required. These activities may be done concurrently with the post closure development of the site, provided that development is done in accordance with a MassDEP approval to proceed. This information should be available at the appropriate MassDEP Regional Office, and local Board of health, as needed.

The following is a list of state environmental permits that may be required:

Solid Waste Post-Closure Use permit (MassDEP)

A Major Post-Closure Use permit is required if the planned renewable energy facility would involve construction of a structure or installation of equipment on or into the landfill's capping system. This includes any activity that would alter or impact the cap, such as constructing a footing or foundation. Otherwise, a Minor Post-Closure Use permit is likely required. Complete, detailed guidelines and requirements, including an extensive list of required documentation such as: site plans, construction plans, storm water and erosion plans, stability analyses, utility infrastructure plans, monitoring and maintenance plans, and more, are available online at

<http://www.mass.gov/dep/recycle/laws/lfpccguid.pdf>.

Applicants will need to prepare:

- » A description of all features, equipment, and activity associated with the proposed renewable energy development project.
- » Storm water erosion control plan for the construction and operation of the project.
- » A description of the existing waste mass (i.e. type, depth, etc...) and the potential for differential settlement, and potential impacts of the post-closure use as well as an analysis of the stability of all structures and reinforcement necessary to build on the landfill cap and side slopes.
- » A description of any proposed alterations to the landfill gas control system and safeguards employed to prevent landfill gas build-up.

- » A description of any modifications that will be needed for the landfill's environmental monitoring system, focusing on the landfill gas monitoring system.
- » A description of the development's interface with the landfill's capping system, particularly where the installation will lie upon or penetrate the landfill cap.
- » A description of utilities proposed to be installed (including proposed connections to the utility grid for renewable energy projects).
- » A qualitative (and, if needed, quantitative) assessment of the public health risks that may be posed by the construction, installation, and operation and maintenance of the development, for site workers, neighbors, and other people who may be affected by the project.
- » A description of the activities that the owner/operator of the post-closure development will undertake to maintain the integrity of the landfill capping system.
- » A description of the financial assurance instrument that will provide for care and maintenance of the landfill capping system in the future.

MassDEP has prepared additional resources for project planning, including:

- » Fact Sheet: Developing Renewable Energy Facilities on Closed Landfills: <http://www.mass.gov/dep/energy/landfill.htm>
- » How MassDEP Permitting Works
- » Post Closure Use Instructions & Application Form
- » Landfill Technical Guidance Manual: <http://www.mass.gov/dep/recycle/laws/policies.htm#swmf>
- » Control of Odorous Gas at MA Landfills: <http://www.mass.gov/dep/recycle/laws/policies.htm#swmf>
- » Regulations:
 - Solid Waste (310 CMR 19.000): <http://www.mass.gov/dep/recycle/laws/regulati.htm#sw>
 - MEPA (301 CMR 11.00): <http://www.env.state.ma.us/mepa/meparegulations.aspx>

Wetland Notice of Intent (NOI) and Order of Conditions (Local Conservation Commission)

At a minimum, a project should file a Request for Determination of Applicability to determine if the project will come under the Wetlands Protection Act. If so, a Wetlands NOI and Order of Conditions would be required if construction and/or operation of the proposed renewable energy installation will alter land within a fresh or coastal wetland, marsh, swamp, or riverfront area; is located on land subject to flooding; or is located within the 100 foot buffer zone of a wetland. The Request for Determination of Applicability requires that site plans, project plans and project descriptions be submitted to the MassDEP. The applicant is responsible for publishing a public notification of the Request in newspaper(s) circulated in the municipality(ies) affected by the project. Instructions and forms are available online at <http://www.mass.gov/dep/water/approvals/wpaform1.pdf>. More information can be found in 310 CMR 10.00 and MGL 131 §40.

Massachusetts Environmental Policy Act (MEPA) Filing

May be required if the project exceeds certain thresholds (regulated by the Executive Office of Energy and Environmental Affairs, MEPA Unit).

For example, MEPA requires filing an Environmental Notification Form (ENF) if a proposed renewable energy installation will generate 25 or more megawatts of electricity, or construction will require alteration of one or more acres of bordering vegetated wetland, ten or more acres of any other wetland area (including land altered to install roads and utilities), or disturbance of designated priority habitat for state-listed endangered or threatened species. The ENF requires a site plan, construction plan, and a US Geological Survey (USGS) map of the location. As part of the ENF process, the applicant is responsible for publishing a Public Notice of Environmental Review in newspaper(s) circulated in the municipality(ies) affected by the project. A brief checklist of requirements is available online at <http://www.env.state.ma.us/mepa/enfchecklist.aspx>. More information is available at 301 CMR 11.03.

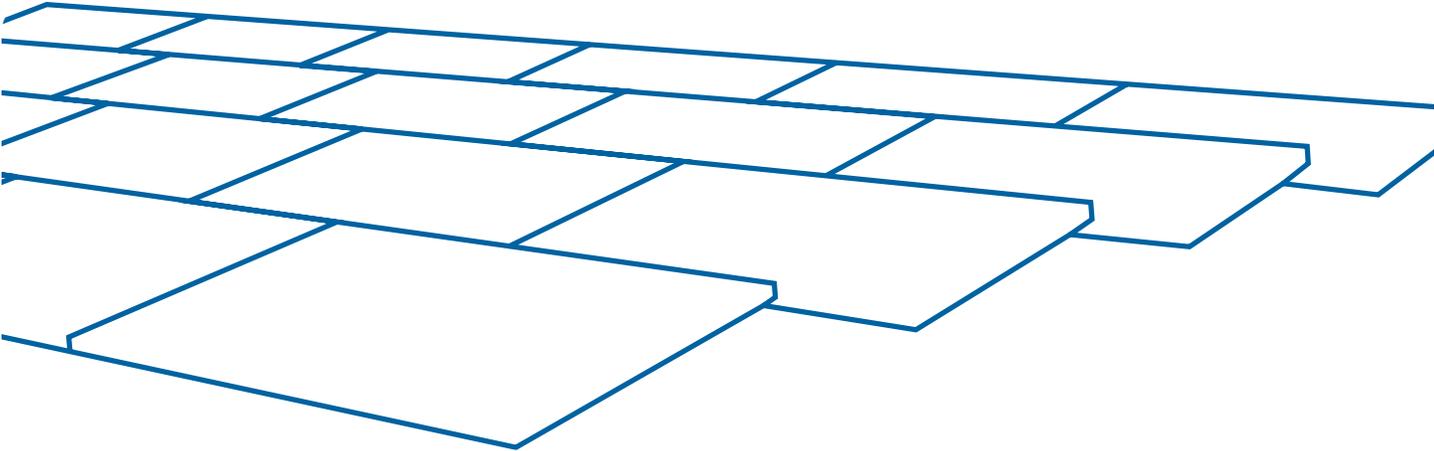
A list of contacts for additional information is as follows:

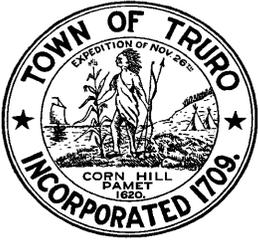
- » Northeast Region:
 - MassDEP: John Carrigan, (978) 694-3299, John.Carrigan@state.ma.us
 - DOER: Joanne Bissetta, (617) 823-4029, Joanne.Bissetta@state.ma.us
- » Southeast Region:
 - MassDEP: David Ellis, (508) 946-2833, Dave.Ellis@state.ma.us
 - DOER: Seth Pickering, (617) 780-7156, Seth.Pickering@state.ma.us
- » Central Region:
 - MassDEP: Lynne Welsh, (508) 849-4007, Lynne.Welsh@state.ma.us
 - DOER: Kelly Brown, (617) 780-8144, Kelly.Brown@state.ma.us
- » Western Region:
 - MassDEP: Dan Hall, (413) 755-2212, Daniel.Hall@state.ma.us
 - DOER: Jim Barry, (617) 823-4588, Jim.Barry@state.ma.us

Please note: requirements for building and electrical permits vary by municipality. Municipal officials are encouraged to consult with the local building department and any other relevant departments to review these requirements prior to issuing construction RFP bid documents.



Cathartes Private Investments:
4.5-MW Solar PV Array (photo: Tara Morris Images)





TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: August 11, 2015

ITEM: Discuss a change to the approved November 2016 Board of Selectman meeting dates.

EXPLANATION: After approving the Board of Selectman meeting dates for calendar year 2016 we realized that the first scheduled meeting in November coincides with the Presidential election. You may wish to amend that date.

SUGGESTED ACTION: *Motion to amend the Board of Selectman 2016 Meeting Dates to change the November 8th meeting to November ____.*

ATTACHMENTS:

1. Approved Board of Selectmen Meeting Dates for 2016

Truro Board of Selectmen Meeting Schedule - 2016

<u>HEARING/MEETING</u> (Tues, unless otherwise noted)	<u>FILING DEADLINE</u> <u>LEGAL NOTICE*</u>	<u>FILING DEADLINE</u> <u>NO LEGAL NOTICE*</u>
January 12	December 15	December 29
January 26	December 29	January 12
February 9	January 12	January 26
February 23	January 26	February 9
March 8	February 9	February 23
March 22	February 23	March 8
April 5	March 8	March 22
April 19	March 22	April 5
Annual Town Meeting - April 26	N/A	N/A
May 11 (Wed)	April 13	April 27
Annual Town Election - May 10	N/A	N/A
May 24	April 26	May 10
June 14	May 17	May 31
June 28	May 31	June 14
July 12	June 14	June 28
July 26	June 28	July 12
August 9	July 12	July 26
August 23	July 26	August 9
September 13	August 16	August 30
September 27	August 30	September 13
October 11	September 13	September 27
October 25	September 27	October 11
November 8*		
November 15	October 18	November 1
December 13	November 15	November 29
December 20	November 22	December 6

*For a complete list, please see page 2

Regular meeting for the Truro Board of Selectmen begin at **5:00 pm**.

All requests must be in writing or on the appropriate application form(s), as applicable. For all other matters before the Board of Selectmen to written request **and** pertinent information must be submitted no less than **7-days prior** to the requested meeting date.

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

Please check the Town Website www.truro-ma.gov for any changes in the schedule.



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Board of Selectmen

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of Board of Selectmen

REQUESTED MEETING DATE: August 11, 2015

ITEM: Discussion on Policy Memo #17 regarding maintenance and snow removal on private roads including roads within the Cape Cod National Seashore.

EXPLANATION: The Board of Selectmen has established the following Objective as a part of their FY2016 Goals and Objectives for the Town of Truro: Under Town Services (#4) The Board of Selectmen will revise Policy Memo #17 regarding maintenance and snow removal on private roads to differentiate between private roads, private roads in subdivisions and roads within the Cape Cod National Seashore. The Board has yet to develop or consider changes to the current policy (Policy Memo #17-Policy for Repair or Snow Plowing of Private Roads). The purpose of this discussion is to gather information from interested parties about the existing policy in order to inform future policy development.

SUGGESTED ACTION: *None Required for Discussion only.*

ATTACHMENTS:

1. Board of Selectmen Policy #17 (2/18/2004)



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: (508) 487-2702 Fax: (508) 487-2762

Policy Memorandum #17

Date: 18 February 2004

Subject: **Policy for Repair or Snow Plowing of Private Roads**

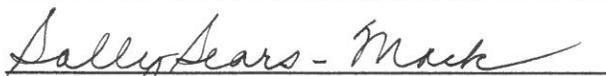
Repairs on Private Way

Repair work on private ways by the Truro Department of Public Works (DPW) will be limited to temporary repairs and scheduled only when indicated by emergencies. The DPW Director, in consultation with the Town Administrator (or, in his/her absence, the Assistant Town Administrator or the Chairman of the Board of Selectmen, or, in the absence of the Chairman, the Vice-Chairman, or the Clerk), shall determine whether or not an emergency exists, and shall oversee the appropriate temporary repair after receiving permission from abutters. The repair shall be limited to filling in of holes with sand, gravel, or other suitable material in order to make said way passable, and shall not include construction, reconstruction, resurfacing, or drainage of said ways. There will be no betterment charge.

Snow Removal from Private Ways

Removal of storm debris, snow, and ice from a private way shall be undertaken only when indicated by emergencies. The hierarchy noted above shall be employed in making such determination and shall, in the case of senior citizens, also include the Outreach Director of the Council on Aging (COA) or her/his alternate. To assist further in making such a determination, the COA shall keep and make available to the Police and Fire Departments, the DPW, and Town Administrator a comprehensive and up-to-date list of seniors who are known to be ill, fragile, living alone, and/or in financial difficulty.

N. B. In the unlikely unavailability of all those persons listed in the decision-making hierarchy in either of the above circumstances, the DPW Director shall be empowered to make the determination.


Sally Sears-Mack, Chairwoman

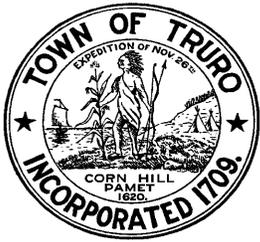

Christopher R. Lucy, Vice Chairman


Lloyd F. Rose, Clerk


Harold A. Eastman

Paul J. Asher

Truro Board of Selectmen



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of Rae Ann Palmer, Town Administrator

REQUESTED MEETING DATE: August 11, 2015

ITEM: Discussion of Board of Selectmen Objective TS1 under Town Services

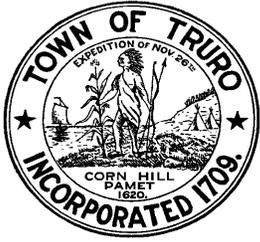
EXPLANATION: The FY16 Board of Selectmen Goals under Town Services #1 states: *The Town Administrator will conduct a comprehensive review of the staffing structure of the Town and propose changes necessary to further this goal.* The Agenda item request is to begin the discussion with the Board of Selectmen on the best process for review the staffing structure. The staffing structure reorganization will help implement the Town Services goal of providing **efficient and effective municipal services that meet the needs of year-round residents, part-time residents and visitors.**

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There would be a delay in starting the process for the comprehensive review of the staffing structure.

SUGGESTED ACTION: *Move to*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administration

REQUESTOR: Rae Ann Palmer, Town Administrator

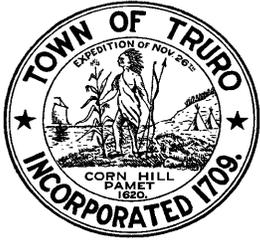
REQUESTED MEETING DATE: August 11, 2015

ITEM: Discussion of Process for Interviewing Fire Chief Finalists

EXPLANATION: The Town received six applications in response to the advertisement for an interim Fire Chief. One candidate withdrew his application. A panel consisting of Chairman Paul Wisotzky, Vice-Chairman Jan Worthington, Finance Committee Chair Bob Panessiti and I interviewed the five candidates. The panel asked each of the candidates the same base questions with follow up questions resulting from the individual's responses. At the completion of the interviews, the panel agreed on two candidates that should be asked back for an interview with the full Board of Selectmen. The panel members would like to discuss the process and potential dates for the final interviews.

SUGGESTED ACTION: *Motion to*

ATTACHMENTS: None



TOWN OF TRURO

Board of Selectmen Consent Agenda Item

DEPARTMENT: Accounting (For Admin and CPC)

REQUESTOR: Trudi Brazil, Town Accountant

REQUESTED MEETING DATE: August 11, 2015

ITEM: Secretarial service contracts with Mary Rogers

EXPLANATION: This is a request for renewal of Mary's contract to provide secretarial services to the CPC. Additionally, this is a request for a new contract with Mary to provide BOS meeting minute transcription services, as well as meeting minute taking services on an as-needed basis.

FINANCIAL SOURCE (IF APPLICABLE): CPC Administrative appropriation for FY 2016 and BOS and/or Town Admin 2016 Purchase of Service lines

IMPACT IF NOT APPROVED: CPC will be without secretarial services; BOS meeting minute transcription services will fall back on the Administrative Executive Assistants. With responsibility for answering phones, licensing and assisting citizens, it is very difficult for staff to watch the video and transcribe the minutes sitting at their desks.

SUGGESTED ACTION: *Motion to approve the contract agreement between the Town of Truro and Mary Rogers, and to authorize the Chair to Sign.*

ATTACHMENTS:

1. Mary Rogers contract for BoS Services
2. Mary Rogers contract for CPC Services



Agenda Item: 6A1

Contract Agreement Between
Town of Truro, MA
And
Mary Rogers

This Contract Agreement, made this ____ day of _____, 2015 by and between Mary Rogers, herein called the "Contractor" and the Town of Truro, mailing address P.O. Box 2030, Truro, MA 02666, herein called the "Town".

Witnesseth, that the Contractor and the Town for the consideration therein after named agree as follows:

Article 1. Scope of Work

The Contractor shall furnish Board of Selectmen's meeting minute transcription services, to include minute taking services at Selectmen's meetings on an as-need basis.

Article 2. Time Period

The contract is for the period of July 1, 2015 through June 30, 2016.

Article 3. Contract Sum

\$25.00 per hour

Article 4. Time of Payment

The Contractor shall submit original invoices to the Town Administrator for review and approval. Once approved, the invoice will be submitted to the Town Accountant. Payment will be made within fourteen days of receipt by the Town Accountant's office, of the approved invoice.

Article 5. Contract Documents

This Agreement for the Contracted services completes the contract documentation.

Article 6. Termination

The Town may terminate this Contract Agreement, at any time upon written notice to the other party designating the reason for said termination. Termination shall be effective immediately.

Town of Truro

Mary Rogers

Paul Wisotzky
Chair, Truro Board of Selectmen



Agenda Item: 6A1

Contract Agreement Between
Town of Truro, MA
And
Mary Rogers

This Contract Agreement, made this ____ day of _____, 2015 by and between Mary Rogers, herein called the "Contractor" and the Town of Truro, mailing address P.O. Box 2030, Truro, MA 02666, herein called the "Town".

Witnesseth, that the Contractor and the Town for the consideration therein after named agree as follows:

Article 1. Scope of Work

The Contractor shall furnish CPC Administrator/Secretarial services as outlined in the CPC Coordinator/Recording Secretary job description.

Article 2. Time Period

The contract is for the period of July 1, 2015 through June 30, 2016.

Article 3. Contract Sum

\$27.50 per hour

Article 4. Time of Payment

The Contractor shall submit original invoices to the appropriate CPC official for review and approval. Once approved, the invoice will be submitted to the Town Accountant. Payment will be made within fourteen days of receipt by the Town Accountant's office, of the approved invoice.

Article 5. Contract Documents

The Job Description, and this Agreement for the Contract, and they are fully part of the Contract as attached and incorporated herein by reference.

Article 6. Termination for Cause

The Town may terminate this Contract Agreement for cause, at any time upon written notice to the other party designating the reason for said termination. Termination shall be effective immediately.

Town of Truro

Mary Rogers

Paul Wisotzky
Chair, Truro Board of Selectmen



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Building/Health/Conservation

REQUESTOR: Russell Braun, Building Commissioner

REQUESTED MEETING DATE: August 11, 2015

ITEM: Review and approval of a contract for a High Density Filing System for property records.

EXPLANATION: Will allow for the necessary expansion for required filing of permits and associated property records and will allow for consolidation of files for all disciplines in one location. The proposed system roughly doubles the filing capability of what currently exists in this office. The equipment and services will be purchased from a State contract.

FINANCIAL SOURCE (IF APPLICABLE): Approved FY16 010133 Operating Capital Acct.
5800 Building/Inspection

IMPACT IF NOT APPROVED: Our current filing system is now at maximum capacity

SUGGESTED ACTION: *Motion to award a contract to Donnegan Systems, Inc. for the equipment and installation of a high-density filing system and to authorize the Chair to sign.*

ATTACHMENTS:

1. Proposal and contract from Donnegan Systems Inc.
2. Specs for Donnegan Systems



The Document and Storage Management Professionals

A PROFESSIONAL PRODUCTS PROPOSAL PREPARED EXPRESSLY FOR

TOWN OF TRURO BUILDING DEPARTMENT

It is understood that the recommendations herein are intended for consideration only by your organization and that the detailed operating advantages are obtainable through the integrated utilization of Donnegan Systems, Inc.'s products and services. Under no circumstances should this information be supplied to anyone not authorized by Donnegan Systems, Inc.

**Donnegan Systems, Inc.
170 Bartlett Street
Northborough, MA 01532**

July 27, 2015



The Document and Storage Management Professionals

*A Proposal
Prepared Especially for*

Russ Braun

Town of Truro- Building Department

24 Town Hall Road
Truro, MA 02652

*For the Implementation of a Spacesaver High Density Storage System
For Truro Building Department*

Thank you very much for the opportunity and your business!

Date: 7/27/15
Proposal: DONN72715-DL

Presented by: Dan Loreaux
Office: (800) 222 6311 ext. 246
Fax: (508) 393-5601
Cell: (617) 877-9983



The Document and Storage Management Professionals

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 - b. Donnegan Systems Inc. Project Team
- II. Executive Summary
- III. Investment Profile
- IV. Customer Acceptance
- V. Standard Terms and Conditions
- VI. Conditions of Contract



The Document and Storage Management Professionals

I(a). Donnegan Systems, Inc. Competitive Strengths

➤ **One of the Largest Storage Solution Providers in the New England**

One of Donnegan Systems, Inc.'s strengths is the fact that we are a distributor and not a manufacturer. We are not limited through ownership of specific manufacturing facilities or equipment. Without such limitations, we are able to provide our customers flexibility. Our resources for materials and manufacturing are limitless. We are able to quickly harness changing technology, and offer the most advanced programs to our customers.

As a large, organization, Donnegan Systems, Inc. has over a thousand vendors who provide us with our full product line; over 70% of our business is with a few major manufacturer partners. Because of our partnerships, Donnegan Systems, Inc. is able to control quality and costs. This allows us to provide our customers with not only a high quality product at a competitive price, but the also the choice of virtually any product to fit their needs.

➤ **Document Management Specialists**

An important ingredient for success is focus. From our company's beginning, our focus has always been on the Document Management marketplace. This has enabled us to become true citizens of the industry. Donnegan Systems, Inc. participates nationally and locally in Document Management trade associations and works closely with many consultants. Our Document Management focus is such an integral fiber of our company, that every new person hired spends considerable time in training classes learning terminology, history and day-to-day activities of organizations in this market. Because of this training, Donnegan Systems, Inc. representatives are able to analyze business needs and offer practical solutions.

➤ **Single Source Solutions**

Donnegan Systems, Inc. is a true single source for Document and Storage Management products. Our complete product line allows us to service all of the needs of organizations that need true management. Because our focus is market driven, not product driven, we are continually adding new solutions to our offering. This allows us to offer cutting-edge, innovative solutions to our customers.

➤ **Account Managers**

Our Account Managers are Donnegan Systems, Inc.'s greatest strength. These individuals are more than just "salespeople" because they are trained to be consultants. After completing extensive training and mentoring with experienced Account Managers, these representatives are ready to offer many solutions, not just products.

➤ **Customer Service Organization**

Donnegan Systems, Inc. has a team of customer service representatives. These individuals are trained on our full product offering and how these products may benefit our customers. With our networked computer system you will have the peace of mind that anyone who takes your call will have the resources to answer any question regarding order status, delivery requirements, and order history and accounting questions. Donnegan Systems, Inc.'s toll-free telephone numbers and business hours (8:00 a.m. -5:00 p.m.) make it easier to reach us. The result: Innovative and accurate answers to every business need.



The Document and Storage Management Professionals

I(b). Donnegan Systems Project Team

Jeffrey Loreaux- President, CEO – Jeff Loreaux has been with Donnegan Systems for 10 years, Vice President for 4 years and President for the last 4 years. Jeff has over 24 years experience with records, artifact, and general storage systems. A Computer Science Major from Stockton State College. Previously with TAB as Sales Consultant, Regional Manager, and Branch Manager- New England. Implemented over 100 million dollars in projects with TAB 1985-1997.

Vice President of Sales for SOLION (a division of Medical Manager) 1997-2000 directed a national sales team of 65. My responsibilities at Donnegan Systems are leading and transforming our organization. Our future is in how well I can get the team to execute our plan. Working closely with the Management Team I have to make sure they are able to direct the organization's short term and long term future.

CDIA- (Certified Document Imaging Architect)
ARMA Board of Directors, Massachusetts Chapter 1985-1991
AIIM- Board of Directors

Rachel Funnell- Vice President, CFO - Rachel Funnell has been with Donnegan Systems for 23 years. Starting as an intern her senior year in college, she stayed after graduation and her role expanded and developed to controller and eventually to her current position of VP & CFO. She holds an AS in Management, a BS in Accountancy (both from Bentley University) and an MBA (from Babson College). Rachel has a minority ownership in Donnegan Systems, Inc. Jeff & Rachel work very closely in looking at the organization from different perspectives to make informed business decisions about its future and direction. Rachel constantly provides great snapshot views from a financial view that enables us to make rapid informed change.

Mike Melanson- Donnegan Systems- Director of Sales Storage Systems – Mike Melanson has been with Donnegan Systems for 10 years. Mike first started out in the Image Filing Division but soon made his mark on selling the full product line of Donnegan Systems. Mike was promoted to Director of Sales in 2006. Mike is an integral part of the Management Team in executing the tactics outlined for growth and success. Mike is able to manage customers as well as the sales team effectively. We know that for our continued success Mike will have to spend more time developing and managing the sales team. Jeff works closely with Mike to ensure success on both fronts.

CDIA- (Certified Document Imaging Architect)
Member of the Facilities Managers Association – Boston MA

Ralph Webster- Senior Project Manager- 26 years with Donnegan Systems Inc. Responsibilities include project management, and product implementation. Installed over 10,000 storage management systems throughout his career with Donnegan Systems, Inc. Experienced with service related work from most system manufacturers including, Space saver, Kardex, Montel, Megastar, Hanel, Tab, Acme, Ames, Datum, Direct Line and Remstar. Ralph serves as the primary contact for the implementation phase of this project.

Gil Gothing- Installation Manager- Master Carpenter. 19 years experience with Donnegan Systems Inc. Responsibilities includes project management and product implementation. Gil has installed systems from many different storage system manufacturers in his career: Space saver, Datum, Direct Line, Kardex, Montel, Megastar, Hanel, Tab, Acme, Ames and Remstar.



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Phil Chandonait- Service Manager- Phil has been with Donnegan Systems for 21 years. Phil is responsible for service of hardware and software. Phil has six field service technicians reporting to him. Phil will handle all aspects of after the completion service on any equipment sold by Donnegan Systems. He is also responsible for all service contracts on equipment sold. Phil provides world class customer service. Many customers will call in asking to have that nice gentlemen come back and assist them again.

Elizabeth Opatka- Customer Service Manager - 14 years with Donnegan Systems Inc. Responsible for dispatching all service calls and follow up throughout New England. Maintains service contracts and assists in the coordination of shipments and installations.

Service Technicians Team

Dave Belanger- Technical Sales 13 years
Rick Tower- Senior Service Technician 28 years
Kevin Lacouture-Service Technician 4 years
Chuck Haskins-Service Technician 4 years
Tom White- Service Technician 3 Years

Installation Team:

Gil Gothing- Field Engineer 21 years
Ross Lowell- Field Engineer 13 years
Pat Webster- Installer 11 years
Mike Webster- Installer 8 years
Derek Blake- Installer 4 years
Ernest Chamberlain- Installer 2 years
Henry Lamptey- Installer 2 years



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II. Executive Summary

Donnegan Systems was invited to evaluate the storage challenges at the Truro Town Hall Building Department in Truro, MA. We discussed the storage issues and the types of shelving that would satisfy the storage of records.

We have measured the office and designed a system that incorporates mobile storage as well as fixed storage. We are recommending the Spacesaver High Density Mobile system with manual assist along with a fixed shelving unit. We have maximized the capacity while also still maintaining the office functionality with a flat file cabinet as well as the copy machine. .

It is important to note that the new Spacesaver systems we are proposing would significantly increase the storage capacity and allow for maximum efficiency and storage for your client records. The system proposed for Option 1 will provide 5,988 LFI and the Option 2 system will provide 6,600 LFI.



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III. Pricing: Investment Profile

High-Density Mobile System:

Option 1:

- [3] 24" D x 9' L double- face mobile carriages
- [1] 12" D x 9' L single-face mobile carriages
- [1] 12" D x 12' L single-face stationary platform
- [1] 24" D x 30" W double-face static section of shelving
- [1] 24" D x 48" W double-face static section of shelving
- [3] Steel Back Panels Provided on single-face mobile carriage
- All sections will have 6 shelves
- Delivery and installation are to be done during normal business hours(8:00am-4:00pm)
- Price includes floor covering for decking between rails
- Installation to be performed by Non-Union factory trained Donnegan Systems installers
- Total System Capacity- 5,988 Linear Filing Inches
- **Massachusetts State Contract pricing –OFF-38**

Massachusetts State Contract OFF-38 Price: \$20,455.00



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III. Pricing: Investment Profile

Option 2:

- [4] 24" D x 9' L double- face mobile carriages
- [1] 12" D x 12' L single-face stationary platform
- [1] 24" D x 30" W double-face static section of shelving
- [1] 24" D x 48" W double-face static section of shelving
- All End Panels are steel
- All sections will have 6 shelves
- Delivery and installation are to be done during normal business hours(8:00am-4:00pm)
- Price includes floor covering for decking between rails
- Installation to be performed by Non-Union factory trained Donnegan Systems installers
- Total System Capacity- 6,600 Linear Filing Inches
- **Massachusetts State Contract pricing –OFF-38**

Massachusetts State Contract OFF-38 Price: \$21,656.00



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IV. Customer Acceptance

Finish Selections & Order Entry Procedure

FINISH SELECTIONS:

Laminate End Panels: _____ (Wilson Art, Series 60)
 Shelving: _____ (10 standard paint finishes)
 Type of Floor Covering (by others): _____ (Painted, carpet tile, VCT)

ORDER ENTRY CHECK LIST:

Sign off from structural engineer regarding floor load _____
 Sign off on drawing _____
 Sign off on proposal description _____
 Submittal of purchase order _____
 Submittal of one-third deposit _____

ACCEPTANCE

Donnegan Systems, Inc. President Donnegan Systems

Donnegan Systems, Inc. Dan Loreaux

Customer: Town of Truro

Notes:

1. *Please circle or fill in the above selections at time of order placement.*
2. ***Pricing is based on standard finish selections. All custom paint finishes (indicated by bold print or in the metallic family) have an up-charge.***
3. *It is the customer's responsibility to see that the above check list items have been addressed prior to submittal of purchase order.*



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PURCHASE ORDERS:

Purchase orders should be made out to the following:

Donnegan Systems, Inc
170 Bartlett Street
Northboro, MA 01532
(508) 393-5601

Please include finish selections, ship to address, contact name and phone number on your purchase order.

INSTALLATION and SUPPORT:

All installation work is performed by insured, bonded and factory trained system installers, which assures high quality workmanship and accountability. Donnegan Systems, Inc will coordinate installation with your schedule. All labor is based on straight time labor during normal working hours (7 a.m. to 3:30 p.m.). If overtime is required, additional costs will be incurred.

WARRANTY:

The high-density mobile shelving systems are warranted against defects in materials and/or workmanship for a period of five years from date of final invoice. All materials are covered. Labor is one year.

SHIPMENT:

The high-density mobile shelving systems can ship in 3 to 4 weeks from receipt of your purchase order. We suggest shipping the track and floor in advance so the flooring can be covered by others prior to the balance of installation.

FLOOR COVERING:

Please note that the floor covering for Spacesaver's mobile system decking is not included in the above proposal. Floor covering can be either carpet, VCT (vinyl composition tile) or carpet tile and will be supplied by others.

FIRE CODE:

The local fire code usually requires that an 18" minimum clearance be maintained for a sprinkler system. It is the customer's responsibility to verify that the shelving system height be verified on-site prior to the placement of the purchase order to ensure that this clearance is maintained.

TERMS and CONDITIONS:

Enclosed are the standard terms and conditions of Donnegan Systems, Inc. Please note that a non-refundable down payment of one-third of the contract amount is due within ten calendar days of contract award.

LEASING OPTIONS:

Leasing options are now available. Leasing payment plans eliminate the need to fund the total purchase price, maintain your company's capital, and free up valuable bank credit lines. If you would like more information about this payment option, please let us know.

AREA CONTRACTOR

Donnegan Systems, Inc is in its fourth decade of providing solutions to filing and storage problems. Our commitment to providing the best available products has made us the largest filing and storage Systems Company throughout MA. References are available upon request.



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V. Standard Terms and Conditions

The following are the standard terms and conditions of sale for Donnegan Systems, Inc, and will necessarily be made part of any contract resulting from this proposal.

DELIVERY (Dock, Elevator and Dumpster):

Donnegan Systems, Inc will notify your designated contact person twenty-four (24) hours prior to delivery. Dock space and/or elevator availability will be arranged by you and made available at no cost to Donnegan Systems, Inc. A dumpster for removal of all shipping and packing materials will provided at no charge to Donnegan Systems, Inc. Dumpster must be conveniently located and easily accessible at all times during installation of the equipment.

STORAGE:

If, for any reason, you are not ready to receive the materials and storage is required, storage and handling fees will be added to your invoice.

SPACE REQUIREMENTS:

The space shall be ready for installation and free and clear of all obstructions. If it is not and there is a resulting delay, then the additional man-hours will be billed. The space shall be properly lighted. If additional lighting is required to perform the work safely, the additional cost will be invoiced. It is your responsibility to be certain the space is suitable for the installation of this equipment, i.e., adequate fire protection, clearances, and floor load capacity.

FREIGHT:

Materials will be shipped freight on board (F.O.B.) at the factory and all charges will be billed to you.

INSTALLATION:

Installation is in addition to the price of the materials. Labor is planned as straight time unless otherwise noted. Overtime occurring not at Donnegan Systems, Inc's discretion will be added to your invoice.

TAXES:

All applicable sales taxes, as required by law, will be billed.

PAYMENT:

This system has been specially designed and will be specially manufactured for your unique requirements. A deposit payment of one-third (1/3) of the contract amount is due within ten (10) calendar days of contract award. The balance will be invoiced upon substantial completion and is due net thirty (30) days. One and one-half (1 1/2) percent interest per month will be charged on any unpaid balance after thirty (30) days. If the installation is not totally complete upon final invoicing, a holdback of reasonable value is allowed without incurring interest charges.

WARRANTY:

The system is warranted against defects in materials and/or workmanship for a period of five (5) years from date of final invoice. All materials are covered. Labor is one year.

Insurance Certificates, Permits and Fees:

We reserve the right to pass on any additional costs to obtain insurance certificates, building permits or miscellaneous fees that have not been previously identified and/or specified in our proposal but are required to complete the project.

Change Orders and or Cancellation:

If, for any reason, you cancel the order, any cancellation, restocking and handling charges will be invoiced. Change orders requested after receipt of your purchase order may also incur additional charges.



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VI. Conditions of Contract

Terms & Conditions

1. It is agreed by the purchaser that this contract, when accepted by the seller, is not subject to cancellation or to any verbal agreement or condition not stipulated in writing on it, and that
2. Title to the goods described on the fact hereof shall not pass until the purchase price is paid in full and purchaser hereby grants a security interest in said goods to secure payment and performance to seller. It is mutually agreed that the billing of such goods is for convenience only; and does not carry title with it, and that
3. In case of default of payment, or in case of removal of said goods or any part thereof without the consent of the seller, or in the event the purchaser shall mortgage or part with the possession of said property, voluntarily or involuntarily, without the consent of the seller, the latter shall have the right to resume immediate possession of same wherever it may be found, and remove it with or without process of law, and may declare this agreement terminated and may retain all money paid hereunder as liquidated damages and rental for said goods. In the event a claim is placed in an attorney's hands for collection or in the event of litigation, a reasonable attorney's fee and cost shall be added thereto, and that
4. In the event that sale, use or rental of the merchandise herein is subject to any Federal, State, Municipal or other tax, now or hereafter enacted, the amount of any such tax shall be added to the purchase or rental price.
5. The seller shall not be liable for any delay in shipment or for failure to deliver the goods covered hereunder because of fire, strikes, war or other emergency, whether national or state, or due to controls, laws or regulations issued by any Nation or State, or any political sub-division thereof, or other causes beyond its control. IN NO EVENT SHALL THE SELLER BE LIABLE FOR INDIRECT OR CONSEQUENTIAL DAMAGES SUCH AS BUT NOT LIMITED TO LOSS OF ANTICIPATED PROFITS OR OTHER ECONOMIC LOSS IN CONNECTION WITH OR ARISING OUT OF THE EXISTENCE, FURNISHING, FAILURE TO FURNISH, FUNCTIONING OR CUSTOMER'S USE OF THE GOODS.
6. All claims for shortage must be made with five (5) days from receipt of goods.
7. RENTAL AGREEMENT (applicable if this order covers rental of equipment only.) I, (we) agree to rent the said machine(s) for the period specified on the face hereof. If said machine(s) is (are) not returned to seller at the expiration of such stipulated period, I (we) agree that the rental shall continue, on the same terms and conditions until said machine(s) has (have) been returned to the seller and I, (we) further agree to pay promptly any rental accruing for such additional rental period. I, (we) also agree to be responsible for the machine(s) covered by this order and to indemnify the seller for the loss, damage or destruction of said machine(s) due to any cause whatsoever.
8. Any Equipment sold hereunder is warranted to be in satisfactory operating condition when delivered. Should any part prove defective in material or workmanship during the warranty period, replacement of same will be made without charge. Mechanical adjustments will be provided without charge during the warranty period. Buyer shall permit full and free access to perform these services when equipment is not portable; otherwise, Buyer shall at its expense return equipment for service. This warranty does not include replacement of part due to misuse, neglect, damage, burned-out motors or fuses.

THE FORGOING WARRANTY AND LIMITATIONS ARE EXCLUSIVE REMEDIES AND ARE IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR PURPOSE.
9. To the extent any other written agreement between the parties specifically covering the sale of goods or rental of equipment is inconsistent herewith; such other written agreement shall take precedence over these standard conditions.
10. This contract is subject to our credit department approval. This quotation is made for immediate acceptance and is subject to change without notice. If based on specially printed forms, it presupposes your acceptance of overruns or underruns not exceeding 10% of the quantity ordered.



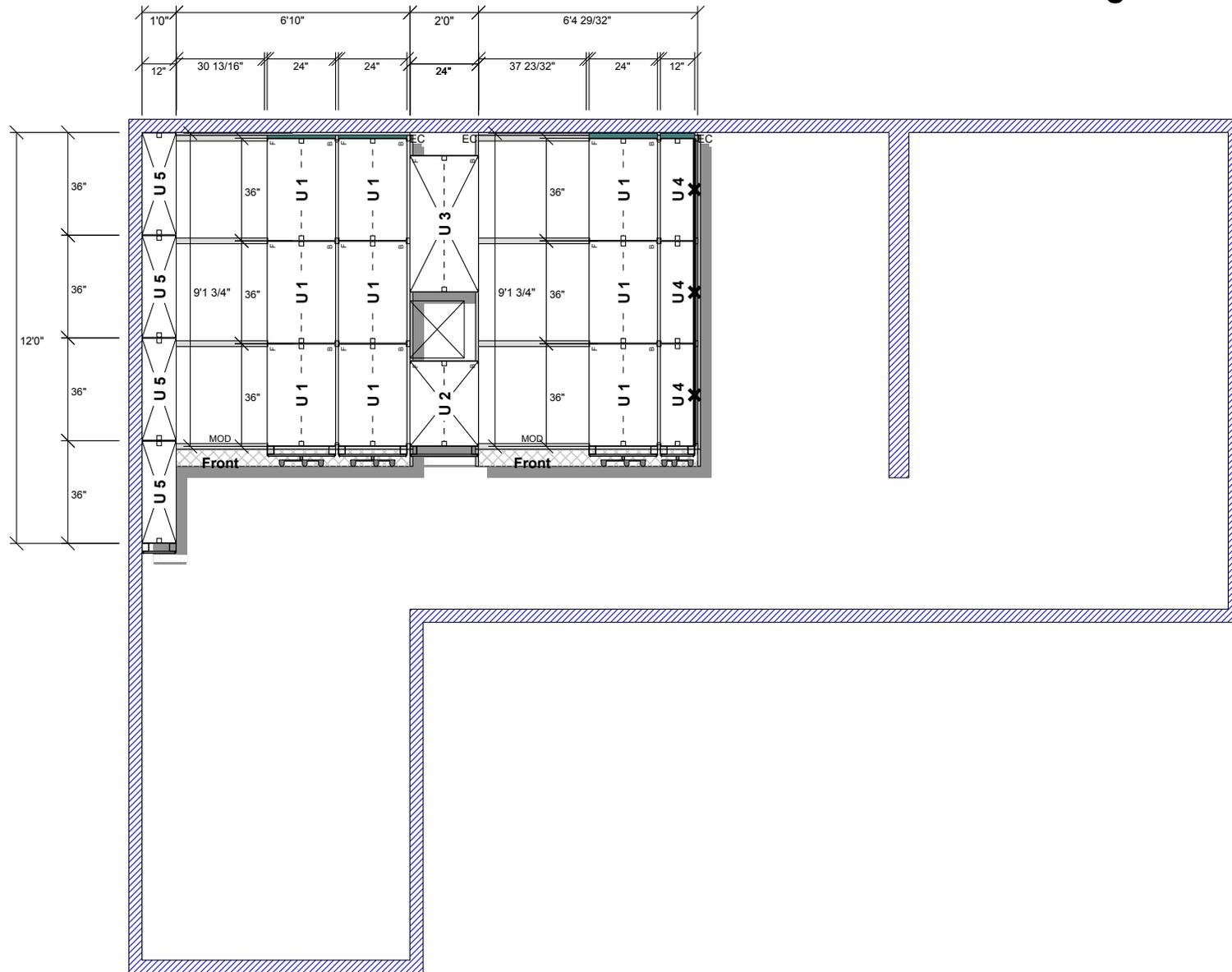
The Document and Storage Management Professionals

- 11. Deliveries are subject to delays from fires, strikes and other causes beyond our control. We reserve the right to correct clerical errors.
- 12. This contract shall be construed in accordance with the Laws of the Commonwealth of Massachusetts.

Accepted:

By _____ Date _____
 Authorized Signature

Title _____



Project Name: **Town of Truro**

Salesperson:
LOREAU, DANIEL

Scale
1:55

Rev level:

Total Actual LFI:
5988 LFI

Drawn by:
aloreaux

Date Printed:
07/27/2015

APPROVAL
This drawing Approved By:

Dated _____



Project Name: **Town of Truro**

Salesperson:
LOREAU, DANIEL

Scale
1:55

Rev level:

Total Actual LFI:
5988 LFI

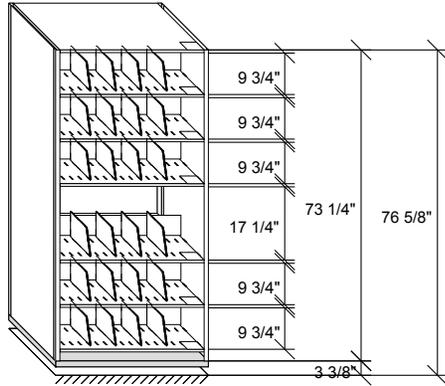
Drawn by:
aloreaux

Date Printed:
07/27/2015

APPROVAL
This drawing Approved By:

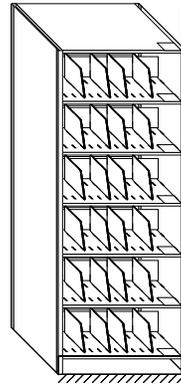
Dated _____

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73 1/4"x36" d24"



U 1-F

H76 1/4"
76 1/4"x30" d24"



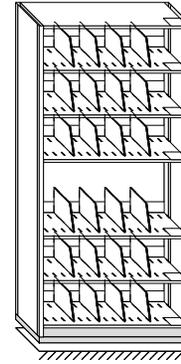
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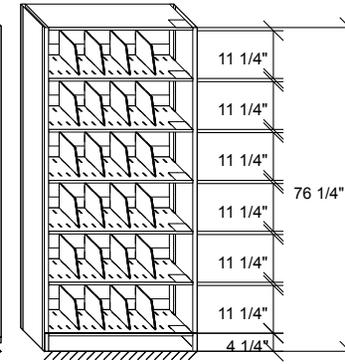
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H76 5/8"
73 1/4"x36" d12"

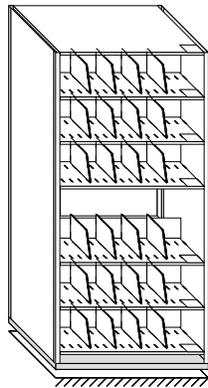


U 4

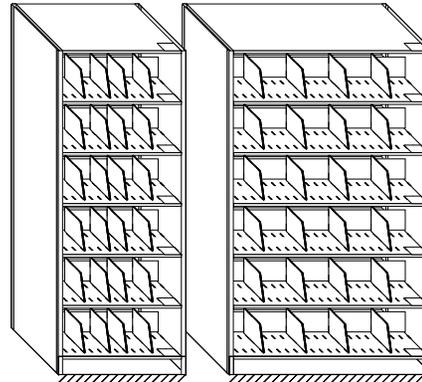
H76 1/4"
76 1/4"x36" d12"



U 5



U 1-B



U 2-B

U 3-B



DONNEGAN SYSTEMS, INC.

"The Document and Storage Management Professionals"

Project Name: **Town of Truro**

Salesperson:
LOREAU, DANIEL

Scale
1:45

Rev level:

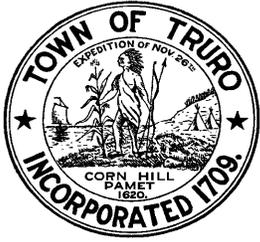
Total Actual LFI:
5988 LFI

Drawn by:
aloreaux

Date Printed:
07/27/2015

APPROVAL
This drawing Approved By:

Dated _____



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Accounting

REQUESTOR: Trudi Brazil, Town Accountant

REQUESTED MEETING DATE: August 11, 2015

ITEM: Munis Requisition and Purchase Order Quote

EXPLANATION: This is a request for approval and authorization for the Chair to sign the quote from Tyler Technologies (Munis) for acquisition, implementation and training on the Requisition and Purchase Order module

FINANCIAL SOURCE (IF APPLICABLE): 2016 Operating Capital Budget (\$15,000) and 2016 Accounting Services Budget (2,386.00)

IMPACT IF NOT APPROVED: Munis Requisition and Purchase Order module will not be purchased or implemented

SUGGESTED ACTION: *MOTION TO approve the quote provided by Tyler Technologies (Munis) and authorize the Chair to sign.*

ATTACHMENTS:

1. Sales quotation



Quoted By: Karen Grosset
 Date: 7/30/2015
 Quote Expiration: 11/29/2015
 Quote Name: Town of Truro-ERP-RQ and PO
 Quote Number: 2015-13296
 Quote Description:

Sales Quotation For

Town of Truro
 P. O. Box 201224 Town Hall Road
 Truro, Massachusetts 02666-2012
 Phone (508) 349-3635

SaaS

Description	Annual Fee Net	# Years	Total SaaS Fee	Impl. Days
Other:				
Purchase Order Yearly SAAS	\$1,584.00	1.5	\$2,376.00	0
Requisitions Yearly SAAS	\$990.00	1.5	\$1,485.00	0
TOTAL:	\$2,574.00		\$3,861.00	0

Tyler Software and Related Services

Description	License	Impl. Days	Impl. Cost	Data Conversion	Module Total	Year One Maintenance
Financials:						
Purchase Orders	\$4,400.00	3 @ \$1,275.00	\$3,825.00	\$0.00	\$8,225.00	\$0.00
Requisitions	\$2,750.00	2 @ \$1,275.00	\$2,550.00	\$0.00	\$5,300.00	\$0.00
TOTAL:	\$7,150.00	5	\$6,375.00	\$0.00	\$13,525.00	\$0.00

Summary

Total SaaS	One Time Fees	Recurring Fees
	\$0.00	\$2,574.00

Summary**One Time Fees****Recurring Fees**

Total Tyler Software	\$7,150.00	\$0.00
Total Tyler Services	\$6,375.00	\$0.00
Total 3rd Party Hardware, Software and Services	\$0.00	\$0.00
Summary Total	\$13,525.00	\$2,574.00
Contract Total	\$17,386.00 ✓	

\$ 3,861.00 (1.5 years) (TB)

Unless otherwise indicated in the contract or Amendment thereto, pricing for optional items will be held for Six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval:

Date:

11 August 2015

Print Name:

Paul Wisotzky

P.O. #:

07302015-ACCT1

All primary values quoted in US Dollars

Comments

Tyler's quote contains estimates of the amount of services needed, based on our preliminary understanding of the size and scope of your project. The actual amount of services depends on such factors as your level of involvement in the project and the speed of knowledge transfer.

Unless otherwise noted, prices submitted in the quote do not include travel expenses incurred in accordance with Tyler's then-current Business Travel Policy.

Tyler's prices do not include applicable local, city or federal sales, use excise, personal property or other similar taxes or duties, which you are responsible for determining and remitting.

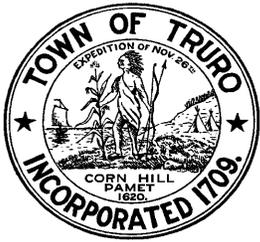
In the event Client cancels services less than two (2) weeks in advance, Client is liable to Tyler for (i) all non-refundable expenses incurred by Tyler on Client's behalf, and (ii) daily fees associated with the cancelled services if Tyler is unable to re-assign its personnel.

Tyler provides onsite training for a maximum of 12 people per class. In the event that more than 12 users wish to participate in a training class or more than one occurrence of a class is needed, Tyler will either provide additional days at then-current rates for training or Tyler will utilize a Train-the-Trainer approach whereby the client designated attendees of the initial training can thereafter train the remaining users.

Tyler's cost is based on all of the proposed products and services being obtained from Tyler. Should significant portions of the products or services be deleted, Tyler reserves the right to adjust prices accordingly.

Client agrees that items in this sales quotation are, upon Client's signature of same, hereby added to the Agreement between the parties, and subject to its terms. Additionally, and notwithstanding anything in the Agreement to the contrary, payment for said items, **as applicable**, shall conform to the following conditions:

- License fees for Tyler and 3rd Party Software products are due when Tyler makes such software available for download by the Client;
- Fees for hardware are payable upon delivery;
- SaaS fees are payable on a quarterly basis, in advance, beginning with the first quarterly payment due 2/1/2016; and
- Unless otherwise indicated, fees for services **are payable as delivered, and expenses are payable as incurred**.



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Public Works

REQUESTOR: Jay Norton, Director

REQUESTED MEETING DATE: August 11, 2015

ITEM: Request approval and signature of an Amendment to Weston & Sampson Contract for the Transfer Station.

EXPLANATION: The Town of Truro has an existing contract with Weston & Sampson to assist with DEP permitting regarding the Post Closure Certification at the Transfer station. Unfortunately, a conduit was recently installed by AT&T at the Transfer Station that was not permitted by DEP. This now has to go back in front of DEP with assistance from Weston and Sampson. The attached amendment to the contract involves permitting assistance and sign off from a MA Registered Professional Engineer if required to ensure the cap was not compromised during the conduit installation.

FINANCIAL SOURCE (IF APPLICABLE): DPW Encumbered funds from FY 15 (Account 5200 Transfer station budget). \$11,584.49 was encumbered anticipating the need for assistance.

IMPACT IF NOT APPROVED: The Town will not be able to continue with the capping remediation efforts.

SUGGESTED ACTION: *MOTION TO approve the contract amendment to the existing contract the Town has with Weston & Sampson and to authorize the chair to sign the amendment.*

ATTACHMENTS:

1. Weston & Sampson contract amendment

Agenda Item: 6A4

Five Centennial Drive
Peabody, MA 01960-7985

tel: 978-532-1900 fax: 978-977-0100
www.westonandsampson.com

*engineering, energy,
planning, permitting,
design, construction,
operation, maintenance*

Weston&Sampson®

August 3, 2015

Jason R. Norton, Director
Department of Public Works
PO Box 2030
Truro, MA 02666

Re: Truro Landfill, Permit Application for Major Modification
Proposal, Contract Amendment No. 1

Dear Mr. Norton:

Weston & Sampson Engineers is pleased to present this proposal to the Town of Truro to assist with permitting work on the landfill and the landfill's site assigned land. Based on our discussions, we understand that the cellular provider leasing land to the rear of the landfill installed underground conduits across the landfill cover without the Town's knowledge or the required Massachusetts Department of Environmental Protection (MassDEP) permit. We also understand, based on information from the contractor, that this work took place above the landfill's low permeability cover layer. Per the MassDEP's Solid Waste Regulations (310 CMR 19.000), work on the landfill or on site assigned land is required to be properly permitted prior to conducting the work. This is generally a twostep process consisting of an initial permit application demonstrating the work that is proposed, and a second certification application demonstrating that the work was completed as specified. Consequently, we anticipate the following scope of work will be necessary to obtain the proper approvals from MassDEP.

Coordination Meeting – We have budgeted for one coordination meeting with MassDEP. This meeting will be used to discuss known information and to identify additional information that will be required by MassDEP in order to demonstrate compliance with the Solid Waste Regulations. During this meeting, MassDEP will provide the permitting pathway that we will follow for this work. Prior to the meeting, we will review existing information obtained from the contractor defining the scope of work completed.

Permit Application – We will complete a permit application documenting the 'proposed' scope of work as discussed with MassDEP during our coordination meeting identified above. This may include either the work that was completed by the contractor installing conduits, or it may be a scope of work for discovery information to identify that the conduit installation did not compromise the integrity of the landfill cover. The application will be stamped by a Professional Engineer registered in the Commonwealth of Massachusetts.

Field Work – We have budgeted for one day of field activities to identify and document information demonstrating that the conduit installation was completed with or without compromising the integrity of the landfill cover. This item assumes that a backhoe, operator, and laborer will be provided by the Town to assist in the investigation (if needed).

Massachusetts Connecticut New Hampshire Vermont New York Pennsylvania New Jersey South Carolina Florida

When it's essential...it's Weston&Sampson®

Permit Certification – Upon completion of the items above, Weston & Sampson will assemble a certification application to document that the work was completed as described and that the integrity of the landfill cover and associated protective measures have not been compromised as a result of the work. The certification will be stamped by a Professional Engineer registered in the Commonwealth of Massachusetts.

This proposal is based on our assumption that the landfill cover has not been compromised. If it is identified that the landfill cover has been compromised as a result of the cellular providers work, we will discuss the appropriate course of action at that time.

Because there are many unknowns associated with this work, we will bill our time on an hourly basis. We anticipate that this scope of work as outlined above will not exceed \$9,200. Additional time above this fee will not be accrued without prior written authorization. We will complete this work as an amendment to our current contract. A summary of the amended contract is provided below:

Existing Contract	\$30,400
<u>Amendment No. 1, Permit Modification</u>	<u>\$9,200</u>
Revised Contract	\$39,600

If you agree with this proposal, please sign below as authorization for us to proceed.

Very truly yours,

WESTON & SAMPSON ENGINEERS, INC.


Michael J. Richard, P.E.
Project Manager



Frank Ricciardi, P.E., LSP
Vice President, EG&E Program Manager

Accepted for:

TOWN OF TRURO

Signature

Date



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: August 11, 2015

ITEM: Applications to serve on Committee/Commission/Board

EXPLANATION: Matthew Kiefer has applied to continue to serve on both the Historical Commission and Historical Review Board, Brian Boyle and Sally Brotman have applied to continue serving on the Energy Committee, Girard Smith has applied to continue to serve on the Truro Concert Committee, Bonnie Sollog has applied to continue to serve on the Cultural Council and Community Preservation Committee, and Michael Silva, Rebecca Townsend, and Richard Marr have applied to continue to serve on the Recreation Commission, and Janice Allee has applied to continue to serve on the Zoning Board of Appeals. *(Note-All applicants have completed their on line Ethics Training, and signed the Policy Memorandum #54 and Acknowledgement of Summary of Conflict of Interest)

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: All applicants will not be able to participate on their respective Board/Committee/Commission.

SUGGESTED ACTION: *MOTION TO Approve Matthew Kiefer to the Historical Review Board and Historical Commission for terms expiring June 30, 2018, Brian Boyle and Sally Brotman to the Energy Committee for terms expiring June 30, 2018, Girard Smith to the Truro Concert Committee for a term expiring June 30, 2018, Bonnie Sollog to the Truro Cultural Council for a term expiring June 30, 2018, Michael Silva and Rebecca Townsend to the Recreation Commission for terms expiring June 30, 2018, Richard Marr as an Alternate to the Recreation*

Commission for a term expiring June 30, 2016, and Janice Allee to the Zoning Board of Appeals for a term expiring June 30, 2018.

ATTACHMENTS:

1. Application to Serve-Matthew Kiefer
2. Application to Serve-Brian Boyle
3. Application to Serve-Sally Brotman & recommendation from Chair
4. Application to Serve-Girard Smith
5. Applications to Serve-Bonnie Sollog & recommendation from Chairs
6. Application to Serve-Michael Silva
7. Application to Serve-Rebecca Townsend
8. Application to Serve-Richard Marr & recommendation from Chair



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: Matthew J. Kiefer HOME TELEPHONE: Personal Information Redacted

ADDRESS: 1 Sawyer Grove Road, North WORK PHONE: Personal Information Redacted

MAILING ADDRESS: 7 Cerina Road, Jamaica Plain, E-MAIL: Personal Information Redacted
MA 02130

FAX: 617-574-7597 MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Historical

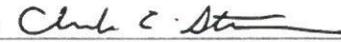
Commission and Historical Review Board

SPECIAL QUALIFICATIONS OR INTEREST: I am a land use attorney in Boston with a second residence in a converted historic barn in Pond Village. I am the Board President of Historic Boston Incorporated, a non-profit redeveloper of historic buildings. I sat for many years on the Boston Landmarks Commission and helped to administer the City of Boston's demolition by-law. Accordingly, I believe I would have the necessary background and experience to continue to serve on the Historical Commission and Historical Review Board in Truro and would be pleased to serve.

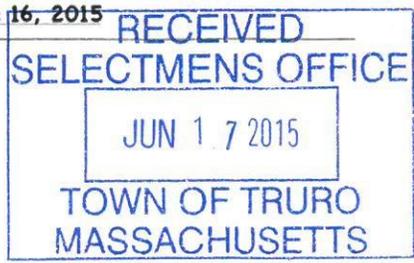
COMMENTS: _____

SIGNATURE:  DATE: June 16, 2015

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) _____
Matthew Kiefer's legal background and historic preservation experience makes him an invaluable member of the Truro Historical Commission, and as one of our members who serves as Chair of the Historical Review Board, I highly reccommend his reappointment.

SIGNATURE:  DATE: June 16, 2015

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



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: BRIAN BOYLE HOME TELEPHONE: Personal Information Redacted

ADDRESS: 11 TOMS HILL PATH WORK PHONE: Personal Information Redacted

MAILING ADDRESS: PO BOX 786 02666 E-MAIL: Personal Information Redacted

FAX: 617-249-1966 MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: _____

Energy Committee

SPECIAL QUALIFICATIONS OR INTEREST: _____

Energy Committee chair for past 5 years.

COMMENTS: _____



SIGNATURE: [Signature] DATE: 7/15/2015

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

SIGNATURE: _____ DATE: _____

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



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

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JUL 24 2015
TOWN OF TRURO
MASSACHUSETTS

NAME: Ms. Sally Brotman HOME TELEPHONE: **Personal Information Redacted**

ADDRESS: PO Box 1128
Truro, MA 02666

WORK PHONE: _____

MAILING ADDRESS: 24 Tom's Hill Rd E-MAIL: **Personal Information Redacted**

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

Energy Committee

SPECIAL QUALIFICATIONS OR INTEREST: _____

Presently a member

COMMENTS: _____

SIGNATURE: Sally C.P. DATE: 7/17/15

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

SIGNATURE: _____ DATE: _____

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

Personal Information Redacted

From:

To: nscoullar@truro-ma.gov **Cc:** ntudor@truro-ma.gov

Date: 07/24/2015 02:35 PM

Subject: Re: appointment of Sally Brotman

Sally is one of our most productive members, not to mention our longest standing member. We are very appreciative that she has decided to continue to serve.

Brian Boyle

Energy Committee chair

-----Original Message-----

From: Noelle Scoullar <nscoullar@truro-ma.gov>

To: **Personal Information Redacted**

Cc:

Sent: Fri, Jul 24, 2015 10:02 am

Subject: Re-appointment of Sally Brotman

Hi Brian,

Would you care to comment on Sally Brotman's application to continue to serve on the Energy Committee? I can include your comments along with her application to the Board of Selectmen.

Thank you!

Noelle

From: thetownoftruro@gmail.com

To: nscoullar@truro-ma.gov

Sent: Fri, 24 Jul 2015 10:04:59 -0500

Subject: Message from Mail Room KM_C364e



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: GIRARD F SMITH HOME TELEPHONE: Personal Information Redacted

ADDRESS: 85 Crescent Lane Brewster 02631 WORK PHONE: _____

MAILING ADDRESS: same E-MAIL: Personal Information Redacted

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

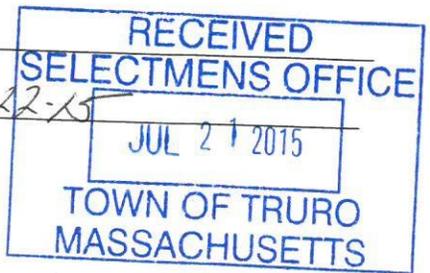
SPECIAL QUALIFICATIONS OR INTEREST: _____

COMMENTS: _____

SIGNATURE: [Signature] DATE: 7/21/15

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

SIGNATURE: [Signature] DATE: 7-22-15
INTERVIEW DATE: _____ APPOINTMENT DATE (IF APPLICABLE): _____





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: Donnie Salko HOME TELEPHONE: Personal Information Redacted

ADDRESS: 13 Fishermans Rd WORK PHONE: _____

MAILING ADDRESS: P.O. 389 N. Truro 02652 E-MAIL: Personal Information Redacted

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

SPECIAL QUALIFICATIONS OR INTEREST: interested in maintaining open space, historic and recreational funding

COMMENTS: _____

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JUL 20 2015

TOWN OF TRURO
MASSACHUSETTS

SIGNATURE: [Signature] DATE: 7/20/15

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

SIGNATURE: _____ DATE: _____

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

Personal Information Redacted

From: [Redacted]
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 07/30/2015 12:20 PM
Subject: Re: Fw: Application received to serve on the Community Preservation Committee

Hi Noelle:

Pers. Info. Redacted

Bonnie Sollog has been an "at large" member of the cpc for several years, at least one, if not two terms. She is a hard worker, cooperative with the group and knowledgeable about the work of our committee. I highly recommend her reappointment, whether it be a new appointment or a continuation of her prior appointment. She is a real asset to any committee she chooses to join.
Deborah McCutcheon

At 08:36 AM 7/30/2015, you wrote:

Hi Deborah,

Can you please comment regarding Bonnie Sollog applying to serve on the CPC? Once I receive your comment, I can place this on a BoS agenda and get her appointed.

Thank you,
Noelle

From: Noelle Scoullar [mailto:nscoullar@truro-ma.gov]

To: [Redacted]
Cc: [Redacted]

Sent: Thu, 23 Jul 2015 12:10:53 -0500
Subject: Fw: Application received to serve on the Community Preservation Committee

Hi Deborah,

Care to comment before we place this on a BoS agenda? You can just send an email which can be included.

Thank you!
Noelle

From: Noelle Scoullar [mailto:nscoullar@truro-ma.gov]

To: [Redacted]
Cc: [Redacted]

Sent: Mon, 20 Jul 2015 15:20:10 -0500
Subject: Application received to serve on the Community Preservation Committee

Hello Deborah,

Bonnie Sollog has applied to fill a vacant position on the CPC. Would you like to comment via email regarding her application? Your comments can be included with the application when she appears before the Board of Selectmen.

Thank you,
Noelle

From: thetownoftruro@gmail.com
To: nscoullar@truro-ma.gov
Sent: Mon, 20 Jul 2015 15:22:47 -0500
Subject: Message from Mail Room KM_C364e



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: Bonnie Sollog HOME TELEPHONE: Personal Information Redacted

ADDRESS: 13 Fishermans RD WORK PHONE: _____

MAILING ADDRESS: PO 389 N. Truro E-MAIL: Personal Information Redacted

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Tr. Cultural Council

SPECIAL QUALIFICATIONS OR INTEREST: would like to continue seeing State Funds for Art distributed to local artists.

COMMENTS: _____

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JUL 20 2015

TOWN OF TRURO
MASSACHUSETTS

SIGNATURE: *Bonnie Sollog* DATE: 7/20/15

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

SIGNATURE: _____ DATE: _____

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

Personal Information Redacted

From:

To: nscoullar@truro-ma.gov

Date: 07/20/2015 03:37 PM

Subject: Re: Bonnie Sollog applying for re-appointment to Truro Cultural Council

I recommend Bonnie Sollog for reappointment to the Cultural Council. Bonnie's thoughtful opinions and her participation are an asset to the Cultural Council Board.

Kenneth Hawkey

-----Original Message-----

From: Noelle Scoullar <nscoullar@truro-ma.gov>

To: **Personal Information Redacted**

Cc:

Sent: Mon, Jul 20, 2015 3:10 pm

Subject: Bonnie Sollog applying for re-appointment to Truro Cultural Council

Hi Ken,

Would you please take a moment to comment on Bonnie Sollog applying for reappointment to the Truro Cultural Council? Your comments will be included when we place her reappointment on the Board of Selectmen's agenda.

Thank you!

Noelle

From: thetownoftruro@gmail.com

To: nscoullar@truro-ma.gov

Sent: Mon, 20 Jul 2015 15:14:10 -0500

Subject: Message from Mail Room KM_C364e



TOWN OF TRURO

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

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JUL 01 2015

TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Michael Silva HOME TELEPHONE: Personal Information Redacted

ADDRESS: 15 Whitmanville Rd. WORK PHONE: _____

MAILING ADDRESS: POB 459 02652 E-MAIL: Personal Information Redacted

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

SPECIAL QUALIFICATIONS OR INTEREST:
- Member of Commission for 8 yrs.
- Been youth coach (baseball, softball, soccer)
for 10 yrs.

COMMENTS:

SIGNATURE: [Signature] DATE: 6/30/15

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL)
Mike is a wonderful asset to our
commission.

SIGNATURE: [Signature] DATE: 7/23/15

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



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: Rebecca Townsend HOME TELEPHONE: Personal Information Redacted

ADDRESS: 2 Eric's Road, Truro 02666 WORK PHONE: Personal Information Redacted

MAILING ADDRESS: PO Box 831, Truro 02666 E-MAIL: Personal Information Redacted

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

SPECIAL QUALIFICATIONS OR INTEREST: I have served on the Recreation Commission for a number of years now and would like to continue to help the group continue to serve the children and adults of

COMMENTS: Truro in the Recreation Department. I am also currently heavily involved in the tennis court and walking trail project and would like to see that project come to fruition. I am seeking a one year term.

SIGNATURE: Rebecca Townsend DATE: 6/12/15

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

We are very happy that Becky has decided to continue.

SIGNATURE: Jane Potterson DATE: 7/23/15

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

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TOWN OF TRURO
MASSACHUSETTS



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: Richard T. Marr HOME TELEPHONE: Personal Information Redacted

ADDRESS: P.O. Box 823, 24 Union Field Rd WORK PHONE: Personal Information Redacted

MAILING ADDRESS: P.O. Box 823 E-MAIL: _____

FAX: n/a MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Personal Information Redacted

SPECIAL QUALIFICATIONS OR INTEREST: _____

Several years experience, Resumé already on file.

COMMENTS: _____

SIGNATURE: Richard T. Marr DATE: RECEIVED
SELECTMENS OFFICE

JUL 15 2015

TOWN OF TRURO
MASSACHUSETTS

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

SIGNATURE: _____ DATE: _____

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

From: Personal Information Redacted
To: Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 07/27/2015 07:28 PM
Subject: RE: Richard Marr alternate on the Recreation Commission

Please add that Richard Marr is an asset to our committee.

Sent from my Verizon Wireless 4G LTE smartphone

----- Original message -----

From: Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 07/24/2015 3:58 PM (GMT-05:00)
To: Personal Information Redacted
Cc: ntudor@truro-ma.gov
Subject: Richard Marr alternate on the Recreation Commission

Hi Jane!

Richard Marr has reapplied to continue to be an alternate on the Recreation Commission. Would you please comment so I can place him on the next BoS agenda?

Thank you!
Noelle



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: Janice Allee HOME TELEPHONE: Personal Information Redacted

ADDRESS: P 14 Depot Rd WORK PHONE: _____

MAILING ADDRESS: PO Box 209 E-MAIL: Personal Information Redacted

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

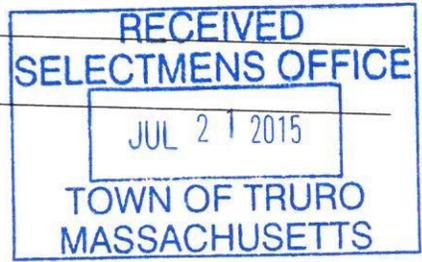
SPECIAL QUALIFICATIONS OR INTEREST: MBA Environmental Mgmt,
years of experience on Truro ZBA

COMMENTS: I am very interested in reapplying to
the ZBA as I am very concerned about
the growth and quality of the town.

SIGNATURE: Janice Allee DATE: July 21 '15

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

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



Personal Information Redacted

From:

To: Nicole Tudor <ntudor@truro-ma.gov> **Cc:** Susan Kelly <sjkelly@truro-ma.gov>, Noelle Scoullar <nscoullar@truro-ma.gov>

Date: 07/22/2015 02:21 PM

Subject: Re: ZBA renewal of Janice Allee's Appointment

I am very pleased to see that Janice is willing to continue her service on the ZBA. I endorse her application with pleasure and, having some knowledge of the demands on her time, am grateful that she has found the time to continue her service.

Buddy

On Jul 22, 2015, at 1:36 PM, Nicole Tudor <ntudor@truro-ma.gov> wrote:

Hi Buddy, Janice Allee stopped by yesterday to complete an application to serve for her renewal on ZBA.

When you have a moment would you kindly respond to Ms. Allee's willingness to continue to serve with the Zoning Board of Appeals. You can stop by and sign her application, respond to this email or scan the application back with your comments. And we'll get this on the next Board of Selectmen Agenda for approval.

Thank you! Nicole

Nicole Tudor
Executive Assistant
Selectmen's Office
Truro Town Hall
24 Town Hall Rd
PO Box 2030
Truro, MA 02666
Phone: (508)349-7004 Ext 10
Fax: (508)349-5505
Email: ntudor@truro-ma.gov

From: thetownoftruro@gmail.com

To: ntudor@truro-ma.gov

Sent: Wed, 22 Jul 2015 11:19:29 -0500

Subject: Message from Mail Room KM_C364e

<SMail Room 15072210191.pdf>



TOWN OF TRURO

Board of Selectmen Agenda Item

BOARD/COMMITTEE/COMMISSION: Energy Committee

REQUESTOR: Nicole Tudor, Executive Assistant, on behalf of the Energy Committee

REQUESTED MEETING DATE: August 11, 2015

ITEM: Application to Serve from Joseph Buteau for the appointment as Truro's Representative to the Cape Light Compact, and application to serve from Mark Farber for the appointment as the alternate Truro Representative to the Cape Light Compact.

EXPLANATION: Joseph Buteau has applied to be Truro's Representative to the Cape Light Compact, and Mark Farber has applied to be the alternate Truro Representative to the Cape Light Compact.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have representatives to the Cape Light Compact.

SUGGESTED ACTION: *Move to Appoint Joseph Buteau as Truro's Representative to the Cape Light Compact for a three year term expiring on June 30, 2018, and move to Appoint Mark Farber as an Alternate Truro Representative to the Cape Light Compact for a three year term expiring on June 30, 2018.*

ATTACHMENTS:

1. Application to Serve-Joseph Buteau
2. Application to Serve-Mark Farber
3. Email correspondence from Karen Loura at Cape Cod Light Compact



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: JOSEPH BURTEAU HOME TELEPHONE: Personal Information Redacted

ADDRESS: 14 Pond Village Road WORK PHONE: Personal Information Redacted

MAILING ADDRESS: P.O. Box 436, North Truro, MA 02662 E-MAIL: Personal Information Redacted

FA: Personal Information Redacted MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: CLC - REP.

SPECIAL QUALIFICATIONS OR INTEREST: ENERGY COMMITTEE MEMBER

COMMENTS: would like to take over for Peter F. as CLC REP for Energy Committee as approved by Brian. Have been briefed by both Brian & Peter

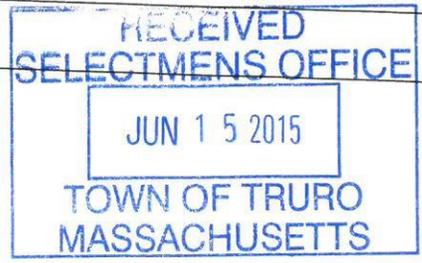
Thank you

SIGNATURE:  DATE: 6/15/15

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

SIGNATURE: _____ DATE: _____

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



Personal Information Redacted

To: Nicole Tudor <ntudor@truro-ma.gov> **Cc:** Noelle Scoullar <nscoullar@truro-ma.gov>
Date: 06/16/2015 08:28 PM
Subject: Re: Application to Serve - Cape Light Compact

Hi Nicole,
The Energy Comm approved Joe replacing Peter at our last meeting.
Is that what you need?
Brian

On Jun 16, 2015, at 3:55 PM, Nicole Tudor <ntudor@truro-ma.gov> wrote:

Hello Brian,

Would you kindly reply to this email or directly to the application to serve for Joe Buteau's representation to the Cape Light Compact as an Energy Committee member?

We are aiming to have this on the Agenda for July 14th.

Thank you, Nicole

Nicole Tudor
Executive Assistant
Selectmen's Office
Truro Town Hall
24 Town Hall Rd
PO Box 2030
Truro, MA 02666
Phone: (508)349-7004 Ext 10
Fax: (508)349-5505
Email: ntudor@truro-ma.gov

From: thetownoftruro@gmail.com
To: ntudor@truro-ma.gov
Sent: Tue, 16 Jun 2015 15:18:38 -0500
Subject: Message from Mail Room KM_C364e

<SMail Room 15061614180.pdf>



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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: Mark Farber HOME TELEPHONE: Personal Information Redacted

ADDRESS: 11 Hardings Way WORK PHONE: _____

MAILING ADDRESS: same E-MAIL: Personal Information Redacted

FAX: _____ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: Board delegate (Alternate) to Cape Light Compact

SPECIAL QUALIFICATIONS OR INTEREST: Energy conservation and solar

COMMENTS: Related to my current service on Energy Committee

SIGNATURE: Mark A Farber DATE: 7/13/15

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

SIGNATURE: _____ DATE: _____

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

From: Karen Loura <kloura@capelightcompact.org>
To: Nicole Tudor <ntudor@truro-ma.gov>
Date: 06/26/2015 10:46 AM
Subject: RE: Truro Rep. to Cape Light Compact

Hi Nicole,

Typically the Cape Light Compact meets the 2nd Wednesday of every other month @ 2 pm in the Barnstable County Court Complex. Having said that, for 2015 they have moved to meeting monthly (with the exception of August) on the 2nd Wednesday of every month. Further, they have had to make some adjustments to that schedule. Following are the upcoming meeting dates:

- Wednesday, July 8, 2015 @ 2:00 p.m. @ Barnstable County Superior Court – Room 11/12.
- August – no meeting (subject to change)
- Wednesday, September 16th @ 2:00 p.m. @ Innovation Room, Open Cape Building
- Wednesday, October 21st @ 2:00 p.m. @ Innovation Room, Open Cape Building
- Wednesday, November 18th @ 2:00 p.m. @ Innovation Room, Open Cape Building
- Wednesday, December 9th @ 2:00 p.m. @ Innovation Room, Open Cape Building

Please let me know if you need any additional information.

Karen

From: Nicole Tudor [mailto:ntudor@truro-ma.gov]
Sent: Friday, June 26, 2015 10:29 AM
To: Karen Loura
Cc: Noelle Scoullar
Subject: RE: Truro Rep. to Cape Light Compact

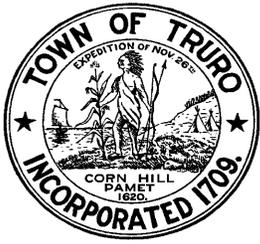
Thanks Karen, we can scan a copy of his appointment slip which the Board of Selectmen will be signing once approved.

Would you be able to send me how often the Compact meets and the time?

Thanks so much!

Nicole

Nicole Tudor
Executive Assistant
Selectmen's Office
Truro Town Hall
24 Town Hall Rd
PO Box 2030
Truro, MA 02666
Phone: (508)349-7004 Ext 10
Fax: (508)349-5505
Email: ntudor@truro-ma.gov



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Fire Department

REQUESTOR: Chief Brian Davis, Fire Department

REQUESTED MEETING DATE: August 11, 2015

ITEM: Request to declare as surplus folding tables at the fire station.

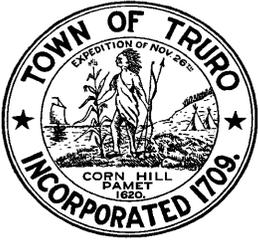
EXPLANATION: There are five (5) folding tables that came from the school several years ago. These tables are no longer used, are dangerous and should be disposed of.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The tables could collapse and cause injury.

SUGGESTED ACTION: *Motion to declare five (5) folding tables located at the Fire Department as surplus and to authorize the disposal of the equipment. .*

ATTACHMENTS: N/A



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Fire Department

REQUESTOR: Chief Brian Davis, Fire Department

REQUESTED MEETING DATE: August 11, 2015

ITEM: Review and Approve Per Diem Fire Department member, Matthew Burns.

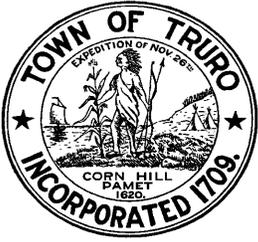
EXPLANATION: Appointment as a Per Diem FF/EMT: Matthew is a Firefighter I/II as well as an Emergency Medical Technician Basic (EMT-B). He is currently a member of Wellfleet Fire.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: One of our per diem members moved away. Replacing him would lessen the possibility for overtime.

SUGGESTED ACTION: *MOTION TO approve Matthew Burns as a Per Diem member of the Fire Department.*

ATTACHMENTS: N/A



TOWN OF TRURO

Board of Selectmen Agenda Item

DEPARTMENT: Administrative Office

REQUESTOR: Noelle Scoullar, Executive Assistant, on behalf of Paul Curley, American Lung Association of the Northeast

REQUESTED MEETING DATE: August 11, 2015

ITEM: Application for permit for organized bike/road race.

EXPLANATION: The American Lung Association of the Northeast has applied to come through Truro (using the National Sea Shore Head of the Meadow Beach as a rest stop) on their annual bike trek.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The bike trek would have to travel non-stop through Truro to reach Provincetown.

SUGGESTED ACTION: *MOTION TO approve the American Lung Association of the Northeast's application to hold a bike trek through the Town of Truro, using the National Sea Shore's Head of the Meadow Beach as a rest stop, and authorize the Chair to sign.*

ATTACHMENTS:

1. Application
2. Approval Letters
3. Route



TOWN OF TRURO

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

APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: Paul Curley Email: biketrek@lungne.org

Group Affiliation (If Any): American Lung Association of the Northeast

Mailing Address: 260 West Exchange St., Ste 102B City: Providence State: RI Zip: 02903

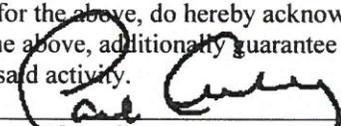
Phone: 781 314 9002 or 9004 Cell Phone: 508 942 4621

Type of Event (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):
300 bicycle riders taking part in the 31st Annual Autumn Escape Bike Trek

Streets &/or Roads to be Used:
route notes sent by mail, we will be using the National Sea Shore Head of the Meadow Beach for rest stop

Date(s) and Hours Race/Event:
Sunday, September 27, 2015 / 9 am to 11 am Day: Sunday

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)
If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application.
I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

 7/6/2015
Signature of Applicant Date

Action by the Board of Selectmen: _____ Date: _____

_____ Approved as submitted

_____ Approved with the following condition(s): _____

_____ Disapproved with the following reason(s): _____

Signatures of the Board: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature: <i>Kyle Takakjian</i> _____ Comments/Conditions:	Fire Department Signature: <i>Ben [unclear]</i> _____ Comments/Conditions:
DPW Signature: <i>Jason R. Watts</i> _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
Beach Supervisor: <i>Kelly [unclear]</i> _____ Comments/Conditions: * Please note - portable facilities are removed in early September.	Other: _____ Comments/Conditions:

July 31, 2015

Paul Wisotzky
Truro Board of Selectmen

Dear Mr Wisotzky,

The American Lung Association's 2015 Autumn Escape Bike Trek is set to take place **Friday, September 25, through Sunday, September 27, 2015**. The Autumn Escape Bike Trek, now in its 31st year, is a three-day event to raise funds to help further our mission *to save lives by improving lung health and preventing lung disease*.

A maximum of 300 bicyclists will take part in the **2015 Autumn Escape Bike Trek**. Riders participate at their own speed. All of the cyclists must wear ANSI approved helmets and are instructed to ride safely and follow all traffic laws and regulations. The **AEBT** will have both medical and mechanical support. We strive to limit our use of main roads when possible. Enclosed you will find a copy of our proposed route through your city/town.

I am contacting the Police Department and the Board of Selectmen/Town Manager for approval and recognition to pass through your town. Please sign this letter acknowledging your awareness of our event and return it the enclosed envelope no later than August 15, 2015. Your signature is necessary to obtain the appropriate State Highway Permits.

You can reach me with any questions or concerns at (781) 314-9000. Thank you for your continued support throughout the years.

More information is available on the 31st **Annual Autumn Escape Bike Trek** at www.biketreknewengland.org.

Sincerely,

Paul Curley
Route Manager

Authorized Signature

Please Print Name/Title

Date

AMERICAN LUNG ASSOCIATION®
Fighting for Air
June 29, 2015

American Lung Association
of the Northeast

LungNE.org
1-800-LUNGUSA

OFFICES:

Connecticut

45 Ash Street
East Hartford, CT 06108

Maine

122 State Street
Augusta, ME 04330

Massachusetts

460 Totten Pond Road
Suite 400
Waltham, MA 02451

393 Maple Street
Springfield, MA 01105

New Hampshire

1800 Elm Street
Manchester, NH 03104

New York

418 Broadway
1st Floor
Albany, NY 12210

21 West 38th Street
3rd Floor
New York, NY 10018

237 Mamaroneck Avenue
Suite 205
White Plains, NY 10605

700 Veterans Memorial Highway
Hauppauge, NY 11788

1595 Elmwood Avenue
Rochester, NY 14620

Rhode Island

260 West Exchange Street
Suite 102B
Providence, RI 02903

Vermont

372 Hurricane Lane
Suite 101
Williston, VT 05495

Chief Kyle Takakjian
Truro Police Department
344 Route 6
Truro, MA 02666

Dear Chief Takakjian,

The American Lung Association's 2015 Autumn Escape Bike Trek is set to take place **Friday, September 25, through Sunday, September 27, 2015**. The Autumn Escape Bike Trek, now in its 31st year, is a three-day event to raise funds to help further our mission *to save lives by improving lung health and preventing lung disease*.

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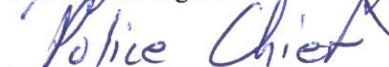
Sincerely,



Paul Curley
Route Manager



Authorized Signature



Please Print Name/Title

7/2/15
Date

Go (Mile)	To (Mile)	Signs	Direction	Location (roads of travel in Bold)	Landmarks	Fastest	Slowest
Truro							
1	24.8		straight	on Old County Road	Prince Valley Rd on right	9:12	10:24
1.8	26.6		bear right	onto Depot Road			
0.5	27.1		straight	onto Pamet Road	slight jog, under Rt 6		
0.1	27.2		left	onto N. Pamet Road			
0.1	27.3	SIGN	left	onto Ramp to Rt 6 East	dirt road group goes straight		
0.1	27.4	ss	bear right	onto Rt 6 East	Caution heavy traffic		
2.5	29.9		right	onto South Highland Rd	sign for camping		
1	30.9		straight	on South Highland Rd	Horton's Campground on right		
0.2	31.1		straight	on South Highland Rd	entrance to museum on right		
0.1	31.2	SIGN	left	onto Highland Rd			
0.8	32	SIGN	left	onto Ramp to Rt 6 East			
0.1	32.1		bear right	onto Rt 6 East	Caution heavy traffic		
0.4	32.5	SIGN	right	onto Head of Meadow Road			
0.9	33.4		straight	into Rest Stop #3, Beach Parking Lot 100 Head of the Meadow Rd., Truro, MA 02657			
0	33.4		exit	onto Head of the Meadow Bike Trail	narrow and bumpy in places		
1.9	35.3		left	onto High Head Road	dirt road		
0.3	35.6		bear right	on High Head Road	becomes paved		
0.3	35.9	ss	right	onto Rt 6 East	Caution heavy traffic		
1.7	37.6		straight	on Rt 6 East	town line	9:48	11:42
P-town							
2	39.6	lights	straight	on Rt 6 East	at Conwell/Race Point Road	9:54	11:54
0.5	40.1	BL - S	left	onto Shank Painter Rd			
0.1	40.2		left	onto Jerome Smith Rd	cemetery on left		
0.1	40.3		right	onto Winslow St	cemetery on left		
0.3	40.6		right	into Community Center 8 Winslow St., Provincetown, MA 02657	Finish Day 3	10:00	12:00

DRAFT

Agenda Item: 6G

Truro Board of Selectmen Special Meeting, June 30, 2015 Town Hall Meeting Room

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Administrator Rae Ann Palmer; Finance Committee Vice-chair Lori Meads

Chair Paul Wisotzky called the meeting to order, and Lori Meads and he opened the public hearing at 5:01 p.m.

Public Hearing: Discussion of Fiscal Year 2016 Goals and Objectives

Paul Wisotzky gave an overview of the Goals and Objectives and explained how the hearing would proceed. He highlighted accomplishments from 2015: grant writing; self-sustaining fee based programs; updating BOS policies; addressing erosion at Ballston Beach; planning tidal restoration in the Pamet Valley; Town Meeting improvements; and staff training in ethics. Jay Coburn commended everyone for continuing with the Goals and Objectives effort during a time of Administrative transition. Robert Weinstein noted the choice of a new Town Counsel. Paul Wisotzky said that Maureen Burgess had developed a flow chart that helped study and planning for Goals and Objectives. The office hours the Selectmen hold out in the community help with input. Selectmen also met with Department Heads for Goals and Objectives.

There were six key values in the draft Goals and Objectives: excellence, integrity, openness/transparency, historic and environmental resources, fiscal integrity and diversity. Paul Wisotzky said these were the values that the Selectmen would like see everyone in Town government uphold. Each Selectman is taking charge of a goal area.

Maureen Burgess, responsible for Town services, discussed the importance of staff and volunteer help. There must be balance with services and sound fiscal practices, she said. Police Chief Kyle Takakjian, addressing the issues of mental health and opiate abuse, said collaboration with other Lower Cape towns would provide a specific service. Jay Coburn proposed that Truro Police work with the police departments in the other towns. Regan McCarthy asked for some clarification of terminology in the draft regarding private roads, beach stairs for Longnook Beach and fees at the Transfer Station. Robert Weinstein discussed the potential of a Pay-As-You-Throw (PAYT) program for the Transfer Station and encouraged public participation in the planning stages. Janet Worthington said the citizens should vote for institution of a PAYT program. Jay Coburn noted that staffing should remain efficient to meet the Goals.

Robert Weinstein's area was fiscal management. He discussed taxes and fees, 5-year and 10-year planning, sustainability, instituting a room tax, grant opportunities and staffing. Regan McCarthy relayed questions on behalf of the Non-Resident Taxpayers. Rae Ann Palmer and Robert Weinstein discussed available assistance for grant writing.

Janet Worthington, in charge of public safety, addressed needs of Fire, Police and Rescue. She said she now sees regionalization as a way to provide services to the Lower Cape towns, particularly during the summer season.

Jay Coburn, dealing with community sustainability, discussed decrease in year-round population, the need for affordable places to live, economic development, Internet services, school population, and environmental impact on Pamet Valley. Janet Worthington commented on the need for more affordable housing. Bill Worthington came forward to discuss other environmental issues in the Millpond estuary that he said should be included in the Goals and Objectives. Selectmen noted that East Harbor should also be included. Regan McCarthy asked if there was "middle income housing" available in Truro and had other questions about Cluster Housing and the development of Affordable Accessory Dwellings. She also had comments on keeping the Town website up to date. Paul Wisotzky made a few distinctions between Affordable Housing and Community Housing. Carl Brotman, Chair of the Housing Authority, came forward to explain area median income qualifications for Affordable Housing. Jay Coburn expanded on the parameters of Affordable Housing. Robert Weinstein discussed having job opportunities available and the need for good Internet service. He recognized Open Cape's municipal services and the possibility for private connections to Open Cape.

Other audience members came forward with comment. John Marksbury asked about use of the Comprehensive Plan in setting the Goals and Objectives. He was concerned about maintaining the rural character of the Town and also historic properties in the National Seashore. Maureen Burgess gave some background to home expansion in the Seashore. Chuck Steinman discussed attempts to create new zoning for the Seashore District. He said there should be further effort to control size of houses in the Seashore. Robert Weinstein encouraged public participation with the Planning Board to consider bylaws for house size within the Seashore. Ansel Chaplin asked that the dyke near Tom's Hill be examined because erosion around it could create problems in Pamet Harbor.

Chair Paul Wisotzky, covering community openness in governance, said the website would be improved, a Facebook page offered, more training for Board and Committee volunteers, gathering information through engaging more with the citizens. Regan McCarthy had several concerns and suggestions for electronic communications and questions on School Budget. Chuck Steinman from the Historical Commission and Historical Review Board said he could not find the Demolition Permit posted on the Town website.

Robert Weinstein thanked Lori Meads for filling in for the Town Moderator at the hearing, and he commended Town volunteers for their contributions to the Goals and Objectives.

Paul Wisotzky said the public hearing period was over, and Lori Meads entertained a motion to close the hearing. Jay Coburn moved to close the public hearing. Maureen Burgess seconded, and the motion carried 5-0.

The public hearing closed at 7:53 p.m., and the special meeting continued.

Review and Approval of Agreement for Town Counsel

Chair Paul Wisotzky asked for input from the Board on the agreement with Kopelman & Paige. Robert Weinstein read his revision for the "Independent Contractor" section. Rae Ann Palmer said that revision would be made.

Jay Coburn moved to approve the agreement with Kopelman & Paige for Town Counsel services with the proposed revision. Robert Weinstein seconded. The motion carried 5-0.

Paul Wisotzky extended his thanks to Jamie Veara for the Town Counsel services that Sisson and Veara has provided to the Town for many years.

Review and Approval Re: State Property on Route 6

Jay Coburn explained that there was an initiative at state level to bring attention to properties that could be available to Affordable Housing. The 7.3 acre parcel on Rte. 6 in North Truro is suitable for this use. Other municipal use may be possible on the property.

Jay Coburn moved to approve sending the letter to Governor Charlie Baker requesting the transfer of State property on Rte. 6 to the Town of Truro. Janet Worthington seconded, and the motion carried 5-0.

Adjournment

Robert Weinstein moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 7:11 p.m.

Respectfully submitted,

Mary Rogers
Recording Secretary

Paul Wisotzky, Chair

Maureen Burgess, Clerk

Jay Coburn

Janet Worthington, Vice-chair

Robert Weinstein

Public Records Material of 6/30/15

- 1.) Draft Fiscal Year 2016 Goals and Objectives
- 2.) Final Draft Values and Fiscal Year 2016 Objectives
- 3.) Agreement for Town Counsel Services with Kopelman and Paige

4.) Request to Governor Charlie Baker for transfer of 7.3 parcel of land to Town of Truro

DRAFT

Agenda Item: 6G

Truro Board of Selectmen Special Meeting, July 14, 2015 Town Hall Meeting Room

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Administrator Rae Ann Palmer

Chair Paul Wisotzky called the meeting to order at 5:00 p.m.

Public Comment

David Ditacchio of 412 Shore Road came forward to express his safety concerns over the abandoned Fore 'N Aft Motel on Shore Rd. As an abutter, he had submitted a petition to the Town Administrator earlier in the day, he said. Judy McDermott Powers, abutter on the other side of Fore 'N Aft, repeated a number of concerns regarding the conditions at the motel.

Public Hearing – Shellfish Regulations

Paul Wisotzky opened the public hearing at 5:12 p.m.

Scott Lindell, Chair of the Shellfish Advisory Committee, and Tony Jackett, Shellfish Constable presented proposed amendments to the *Regulations for the Taking of Shellfish, Sea Worms, Eels and Crab*. Mr. Lindell reviewed the changes with the Board, including fees, timing, age exemptions, and annual renewals for permits. Selectmen discussed fees.

Robert Weinstein moved to approve the amendments to the *Regulations for the Taking of Shellfish, Sea Worms, Eels and Crab* with a raise in permit fee to \$20. Worthington seconded, and the motion carried 5-0.

The Board discussed keeping the age requirement for free permits at 62, rather than 65. Audience member Roberta Lema recommended keeping the age of 62 for free licenses. Jay Coburn had moved to raise the age for free license from 62 to 65, but withdrew the motion since there was no second.

Jay Coburn moved to approve *Regulations for the Taking of Shellfish, Sea Worms, Eels and Crab* with the 62 year old age requirement for free licenses.

Jan Worthington seconded, and the motion carried 5-0.

Mr. Lindell outlined the changes to the *Regulations for Aquaculture Licenses*.

Jan Worthington moved to approve the amendments to the *Regulations for Aquaculture Licenses*. Robert Weinstein seconded and the motion carried 5-0.

Mr. Lindell asked for guidance on the job description for the Shellfish Constable.

Chair Wisotzky closed the public hearing at 6:25, and the regular meeting continued.

BOS Action Items

Local Initiative Program and Land Purchase

Jay Coburn recused himself from the meeting.

Leedara Zola, Land Acquisition Consultant for Habitat for Humanity of Cape Cod, and Carl Brotman, Chair of the Truro Housing Authority explained the proposed purchase of land at 143 Route 6. Ms. Zola said there was a signed offer from the seller at this date. She requested support and a letter from the Board of Selectmen. She reviewed the Habitat program and discussed the possible number of homes that could be constructed. The application is for two homes, but three homes may be possible, she said. Carl Brotman stated that the lot is well suited for Habitat's purposes. Ms. Zola and Mr. Brotman answered questions from the Selectmen regarding curb cuts, solar installations, and house style.

Robert Weinstein moved to approve the application for three houses and sign the letter to the Local Initiative Program for the Habitat purchase of 143 Route 6. Town Administrator Rae Ann Palmer said she would be in contact with Town Counsel for title research. Audience member Regan McCarthy had information that might be of use to the project. Janet Worthington seconded, and the motion carried 4-0.

Jay Coburn returned to the meeting.

Meeting Schedule for 2016

Town Administrator Rae Ann Palmer presented the 2016 Meeting Schedule and the preliminary Municipal Calendar for Fiscal Year 2017. She suggested that the Charter Review Committee also review the dates. The Board of Selectmen moved dates near holidays in November and December. The Board will review the Municipal Calendar.

Jay Coburn moved to approve the amended Meeting Schedule for 2016. Robert Weinstein seconded, and the motion carried 5-0.

BOS Fiscal Year 2016 Goals and Objectives

Chair Paul Wisotzky discussed the Values, Goals and Objectives for 2016 that had been amended to incorporate ideas from the Public hearing held on June 30, 2015. The Board discussed provisions for posting meetings on Facebook.

Jay Coburn moved to approve, with a minor amendment, the Fiscal Year 2016 Goals and Objectives for the Town of Truro. Maureen Burgess seconded. The motion carried 5-0.

BOS Policy #10 - Access to Town Counsel

BOS member Jay Coburn explained and answered questions on the revision he had prepared for the policy on access to Town Counsel.

Maureen Burgess moved to approve the amended Policy #10 on Access to Town Counsel. Robert Weinstein seconded, and the motion carried 5-0.

Consent Agenda Item A: Review & Approval for Authorizations

1.) Contract with James Paul Ludwig, the Truro TV Programmer

A one-year renewal of the Truro TV production consultant's contract covered the services provided Truro TV and the website's Video on Demand. Janet Worthington and Robert Weinstein requested that Mr. Ludwig meet with the Selectmen to discuss his work.

2.) Agreement with Multi-State Billing Services

A one-year contract with Multi-State Billing Services (MSB) provides services to the Truro school children.

3.) Annual Lease Agreement for Police Department Motorcycle

The Lease Agreement between Seacoast Harley Davidson and the Town of Truro will be in effect from July 1, 2015 to June 30, 2016.

Consent Agenda Item B: Entertainment Application for Lower Cape Outreach Council

The Entertainment License to the Lower Cape Outreach Council is for Tuesday, July 21, 2015 from 6 to 9 p.m. at Truro Vineyards.

Consent Agenda Item C: Application for Permit for Organized Bike & Road Race

Harbor to the Bay had applied for a permit to hold their bike ride on September 19, 2015.

Consent Agenda Item D: Applications for Reappointments and Appointment

There were eight applications for reappointments to Boards and Committees: Scott Lindell to the Shellfish Advisory Committee for a 3-year term, expiring June 30, 2018; Parker Small as an alternate to the Shellfish Advisory Committee for a 1-year term, expiring June 30, 2016; Steve Wisbauer to the Shellfish Advisory Committee as an alternate for a 1-year term, expiring June 30, 2016; Tony Hodgins to the Open Space Committee for a 3-year term, expiring June 30, 2018; R. Bruce Boleyn to the Board of Assessors for a 3-year term, expiring June 30, 2018; Girard Smith to the Council on Aging Board for a 3-year term; Stanley Sigel to the Pamet Harbor Commission as an alternate for a 1-year term, expiring June 30, 2016; and Janice Parky to the Open Space Committee for a 3-year term, expiring June 30, 2018. Also needed was approval was the appointment of Ansel B. Chaplin to the Board of Health for a 3-year term, expiring June 30, 2018.

Consent Agenda Item E: One-Day Alcohol License for Pamet Harbor Yacht Club

The Pamet Harbor Yacht club sought a one-day Alcohol License for wine only at the Yacht Club, located at 7 Yacht Club Road, for July 18, 2016 from 5 to 10 p.m. at the non-profit rate of \$12.50 as allowed by BOS Policy #53.

Consent Agenda F: Minutes

Three sets of minutes awaited approval: the Joint Meeting Workshop of June 16, 2015, the BOS Regular Meeting of June 9, 2015, and the June 23, 2015 Regular Meeting and Goals and Objectives Workshop.

Jay Coburn moved to approve Consent Agenda Items A through F. Maureen Burgess seconded, and the motion carried 5-0 with the exception of Consent Agenda Item E with Paul Wisotzky abstaining.

Selectmen Reports and Liaison Reports

Robert Weinstein reported on his Transfer Station hours and said that two issues he'd heard were the path at Ballston Beach and the absence of lifeguards, particularly at Coast Guard Beach. He recommended placing these topics on a future meeting agenda. Town Administrator Rae Ann Palmer discussed conditions at the Ballston Beach path. Maureen Burgess recommended the latest exhibit at the Highland House. During her Selectmen hours, she heard concerns about false alarms. She suggested as a future agenda item discussion of enforcement of fines for police or fire false alarms. Mr. Weinstein also had a suggested change for the bus stop. Paul Wisotzky reported on the Finance Committee's latest meeting. Janet Worthington gave testimony to the positive activities of the Shellfish Advisory Committee and said they were seeking new members. She also commented on parking issues at Truro Center.

Agenda for Next Meeting

Paul Wisotzky and the Board decided that the next meeting will be held on July 21, 2015. A public hearing cannot be advertised adequately for that date, but one will be scheduled for an August meeting. Rae Ann Palmer reviewed the proposed agenda for July 21.

Town Administrator's Report

In her report, Rae Ann Palmer discussed: parking issues in Truro Center; beach parking permits; lifeguard assignments; and the petition on Fore 'N Aft property.

Adjournment

Jay Coburn moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Mary Rogers
Recording Secretary

Paul Wisotzky, Chair

Maureen Burgess, Clerk

Jay Coburn

Janet Worthington, Vice-chair

Robert Weinstein

Public Records Material of 7/14/15

- 1.) *Shellfish Regulations for the Taking of Shellfish, Sea Worms, Eels and Crabs* with proposed amendment
- 2.) *Amended Regulations for Aquaculture Licenses*
- 3.) Local Initiative Program Application and Support for 143 Route 6 by Habitat for Humanity of Cape Cod, Inc. and the Truro Housing Authority
- 4.) Schedule for 2016 BOS Meeting Dates and 2016 Municipal Calendar
- 5.) Amended 2016 Values, Goals and Objectives for Town of Truro
- 6.) Agenda Request to adopt revised Policy 10 – Access to Town Counsel
- 7.) Renewal of one-year contract for Truro TV production consultant
- 8.) One-year contract with Multi-State Billing Services
- 9.) Lease agreement for Police Department motorcycle
- 10.) Entertainment Application for Lower Cape Outreach Council for 7/21/15
- 11.) Application for permit for Organized Bike & Road Race on 9/19/15
- 12.) Applications for reappointments from Scott Lindell, Parker Small, Steve Wisbauer, Tony Hodgins, R. Bruce Boleyn, Girard Smith, Stanley Sigel, Janice Parky; and appointment application for Ansel B. Chaplin to the Board of Health
- 13.) Application for a one-day Alcohol License by the Pamet Harbor Yacht Club

DRAFT

Agenda Item: 6G

Truro Board of Selectmen Special Meeting, July 21, 2015 Town Hall Historic Meeting Room

Members Present: Chair Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, Janet Worthington

Present: Town Administrator Rae Ann Palmer; Assistant Town Administrator Charleen Greenhalgh; Town Accountant Trudi Brazil

Chair Paul Wisotzky opened the meeting at 5:00 p.m. and stated that the meeting was being tape recorded.

Public Comment

Mr. and Mrs. Michael Powers, Beach Point Association members and abutters to the White Sands Motel, were present to discuss their concerns about the rebuilding plans for White Sands Motel.

Approval of Exemption for Jay Coburn

Jay Coburn recused himself from the meeting and left the room.

In order for Jay Coburn to continue to serve on the Truro Board of Selectmen, the Board needed to approve an ethics disclosure form for Mr. Coburn. Any time the Community Development Corporation (CDP) makes a contract with the Town, Mr. Coburn, will be required to sign and submit an ethics disclosure.

Maureen Burgess moved to approve the exemption provisions for Jay Coburn each time the Town enters a contract agreement with CDP. Weinstein seconded, and the motion carried 4-0.

Approval of Monitoring Contract for CDP

Jay Coburn had recused himself for this portion of the meeting.

Assistant Town Administrator Charleen Greenhalgh presented the Truro Monitoring Contract with Community Development Partnership. She requested that the Board sign the contract.

Robert Weinstein moved to approve the contract. Maureen Burgess seconded, and the motion carried 4-0.

Jay Coburn returned to the meeting.

Consent Agenda A: Review & Approvals for Signing

1. Curb Cut Application for 13 Arrowhead Rd.

Property owner Michael Coelho has requested a curb cut for 13 Arrowhead Rd. in order to create a driveway. The Building Inspector will include this on the plans, which will require permitting and inspection.

2. Statement of Authorization for COA Formula Grant/Allocation

The Formula Grant funds the printing and mailing of the Council on Aging newsletter.

3. Chamber of Commerce Agreement

The Chamber of Commerce agreement was amended for Fiscal Year 16 to include funding for additional advertising and increased hours at the information booth.

4. Barnstable County IT Services Agreements

The Barnstable County Agreements has provisions for its IT services to the Town.

5. Mass DOT Title VI/Nondiscrimination Assurance

The MassDOT Federal Highway Administration Title VI/Nondiscrimination Assurance is in compliance with state regulations.

6. Green Communities Grant Contract

In an effort to complete the thermostat conversion work at the Truro Central School before the school year begins, the Department of Energy Resources (DOER) Green Communities contract needed to be approved and signed.

7. Authorization for CDP to sign CDBG Documents

The Community Development Partnership (CDP) sometimes needs to sign Community Development Block Grant documents. Authorization to do this will facilitate this need.

Consent Agenda B: Reappointments

Five Board and Committee members were up for reappointment by the Board of Selectmen: Barbara Wood to the Taxation Aid Committee for a three-year term, expiring June 30, 2018; John Thornley to the Zoning Board of Appeals for a two-year term June 30, 2016; John Dundas to serve as an alternate to the Zoning Board of Appeals for one year with a term expiring June 30, 2016; Raymond Cordeiro to the Pamet Harbor Commission to serve a three-year term expiring June 30, 2018; and John Goff to serve on the Pamet Harbor Commission as an alternate for a one-year term, expiring June 30, 2016. Town Administrator Rae Ann Palmer explained that an amendment to John Thornley's appointment was done so as to stagger ZBA terms

Jay Coburn moved to approve all of the Consent Agenda items. Jan Worthington seconded, and the motion carried 5-0 with the exception of items A-6 and A-7 from which Paul Wisotzky abstained.

Selectmen's Reports & Liaison Reports

Jay Coburn, Maureen Burgess and Paul Wisotzky commented favorably on the visit with the Lieutenant Governor. Robert Weinstein reported that a Transportation meeting which he had attended focused on a traffic safety study and the continuation of the bike trail. Maureen Burgess said that water sampling would take place in a number of locations on Wednesday, July 22, 2015. Paul Wisotzky mentioned Board openings for Recreation and Shellfish.

Agenda for Next Meeting

A preliminary agenda for the next BOS meeting to be held August 11, 2015 was distributed. Jay Coburn suggested an agenda addition of road policy examination, and other Board members and the Town Administrator considered this a topic of interest which might be presented through a public discussion. Bob Weinstein suggested having a Comcast representative attend the second meeting in August.

Town Administrator's Report

Town Administrator Rae Ann Palmer said she had heard from the Community Compact, which provides technical assistance to towns. There are six applicants for interim Fire Chief, she reported.

Adjournment

Jay Coburn moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 5:41 p.m.

Respectfully submitted,

Mary Rogers
Recording Secretary

Paul Wisotzky, Chair

Maureen Burgess, Clerk

Jay Coburn

Janet Worthington, Vice-chair

Robert Weinstein

Public Records Material of 7/21/15

- 1.) Disclosure agreement for Jay Coburn
- 2.) Housing Rehabilitation Loan Monitoring Contract with Cape CDP
- 3.) Application for Curb Cut at 13 Arrowhead Rd.
- 4.) Statement of Authorization for COA Formula Grant/Allocation
- 5.) FY16 Agreement with Chamber of Commerce
- 6.) Barnstable County Agreements for IT services
- 7.) MassDOT Title VI/Nondiscrimination Assurance documents
- 8.) Green Communities Grant Contract for Thermostat Conversion at Truro Central School
- 9.) Authorization for CDP to sign CDBG documents
- 10.) Reappointment requests by Barbara Wood, John Thornley, John Dundas, Raymond Cordeiro and John Goff