



## Truro Board of Selectmen Meeting Agenda

**Tuesday, March 22, 2016**

**Executive Session Meeting - 4:00pm**

**Regular Board of Selectmen Meeting - 5:00pm**

Selectmen's Chambers Town Hall 24 Town Hall Road, Truro

**EXECUTIVE SESSION:** *Move that the Board of Selectmen enter into Executive Session to discuss strategy relative to 402/404 Shore Road – discussion and possible votes concerning Town's options for compelling property owners to clean-up abandoned property; open and executive session expected to discuss anticipated litigation strategy in accordance with G.L. c. 30A, s. 21(a)(3), if an open session will have a detrimental effect on the Town's litigating position and the Chair so declares.*

*Pursuant to G.L. c. 30A, §21(a)(2), to discuss strategy in preparation for negotiations with non-union personnel and/or to conduct contract negotiations with non-union personnel: Town Administrator contract.*

### 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 conduct a public hearing on a petition from Eversource Energy to install 45 feet of conduit/cable and 2 new hand holes in the public sidewalk in Knowles Heights Road, Truro to provide electric service to a customer at 1 Bluff Terrace. Said hearing will be held on **Tuesday, March 22, 2016 at 5:00 p.m.** at the Truro Town Hall, 24 Town Hall Road, Truro. All interested parties are urged to attend at which time all comments from the public will be heard.

### 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS NONE

### 4. TABLED ITEMS NONE

### 5. BOARD OF SELECTMEN ACTION

- A. County Government Reorganization-Presentation by the League of Women Voters  
Presenter: Judy Thomas, League of Women Voters of the Cape Cod Area
- B. Discussion of Fire Department Budget  
Presenter: Fire Chief Tim Collins and Rae Ann Palmer, Town Administrator
- C. Vote to Recommend Warrant Articles to Annual Town Meeting 2016  
Presenter: Rae Ann Palmer, Town Administrator

### 6. CONSENT AGENDA

- A. Review/Approve and Authorize the Chair to sign:
  1. MassDOT Highway Division, Event Notification Form for Ragnar Events LLC, Saturday, May 14<sup>th</sup>, 2016, 8AM-8PM
- B. Review and Approve Seasonal Alcohol Licenses for the following: Top Mast Café, Beach Point Health and Swim Club, Whitman House Restaurant, Fuller's Package Store, Payomet Performing Arts Center, Highland Links Golf Course, Jams Inc., Blackfish Restaurant, Terra Luna Restaurant and the 2016 Seasonal Renewal Certification for the Alcohol Beverages Control Commission
- C. Review and Approve Application to Serve on the Council on Aging Board –Marla Perkel for a three year unexpired term
- D. Review and Approve Meeting Minutes: March 8, 2016, Work Session March 15, 2016

### 7. SELECTMEN AND LIAISON AND TOWN ADMINISTRATOR REPORTS

### 8. NEXT MEETING AGENDA: TUESDAY, March 29



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administrative Office

**REQUESTOR:** Noelle Scoullar, Executive Assistant, on behalf of Jessica Elder, Right of Way Agent for Eversource Energy

**REQUESTED MEETING DATE:** March 22, 2016

**ITEM:** Petition to install 45 feet of conduit/cable and 2 new handholes on Knowles Heights Road, Truro.

**EXPLANATION:** In order for Eversource to provide electric service to the customer at 1 Bluff Terrace, 45 feet of conduit/cable and 2 new handholes will need to be installed on Knowles Heights Road. DPW Director Norton has reviewed the petition and does not see any issues.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Owner of 1 Bluff Terrace will not be able to obtain electric service to their home.

**SUGGESTED ACTION:** *MOTION TO approve Eversource's petition to install approximately 45 feet of conduit/cable and 2 new handholes in Knowles Heights Road to provide electric service to 1 Bluff Terrace and Authorize the Board of Selectmen Clerk to sign.*

**ATTACHMENTS:**

1. Public Hearing Ad
2. Petition from Eversource
3. Review response from DPW Director Norton



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## TOWN OF TRURO PUBLIC HEARING

### **EVERSOURCE ENERGY CABLE, CONDUIT AND HANDHOLES HEARING**

The Truro Board of Selectmen will conduct a public hearing on a petition from Eversource Energy to install 45 feet of conduit/cable and 2 new handholes in the public sidewalk in Knowles Heights Road, Truro to provide electric service to a customer at 1 Bluff Terrace. Said hearing will be held on **Tuesday, March 22, 2016 at 5:00 p.m.** at the Truro Town Hall, 24 Town Hall Road, Truro. All interested parties are urged to attend at which time all comments from the public will be heard.

Paul Wisotzky, Chairman  
Board of Selectmen  
Town of Truro

484 Willow Street  
W. Yarmouth, MA 02673

RECEIVED  
SELECTMENS OFFICE

FEB 17 2016

TOWN OF TRURO  
MASSACHUSETTS

February 12, 2016

Board of Selectmen  
Town of Truro  
Box 2030  
24 Town Hall Road  
Truro, MA 02666

Dear Board Members:

Enclosed is a petition to install approximately 45 feet of conduit/cable and 2 New Handholes in the public sidewalk in Knowles Heights Road, Truro.

This proposed location (s) is necessary to provide electric service to customer @ 1 Bluff Terrace. This petition will require a notice to abutters and a hearing.

Will you please present this petition before the Board for customary action and approval.

Warm Regards,



Jessica Elder  
Right of Way Agent  
NSTAR Electric d/b/a **EVERSOURCE ENERGY**

**PETITION FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#2116829**

**Barnstable, Massachusetts  
To the Board of Selectmen for the Town of Truro, Massachusetts.**

**February 8, 2016**

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

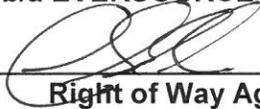
**request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:**

**Knowles Heights Road, Truro  
To install 45' of conduit and cable along side of town road  
2 New Handholes 23/H6A & 23/H6B  
To provide electrical service to customer @ 1 Bluff Terrace**

**Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 103888 Dated January 26, 2016.**

**NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY**

**By** \_\_\_\_\_



**Right of Way Agent  
Jessica S. Elder**

**FORM OF ORDER FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#2116829**

**IN BOARD OF SELECTMEN FOR THE TOWN OF TRURO, MASSACHUSETTS.**

Notice having been given and a public hearing held, as provided by law,  
**IT IS HEREBY ORDERED:**  
that the NSTAR ELECTRIC COMPANY

be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 8th day of February, 2016.

All construction under this order shall be in accordance with the following conditions:

Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 103888 Dated January 26, 2016 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

Knowles-Heights Rd, Truro

Forty-five(45') feet conduit and cable and  
2 Handholes (23/H6A & 23/H6B

To provide electric service for customer @ 1 Bluff Terrace

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Truro, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.

\_\_\_\_\_  
Clerk of Selectmen.

\_\_\_\_\_, Massachusetts \_\_\_\_\_ 2016.

Received and entered in the records of location orders of the Town of Truro  
Book \_\_\_\_\_ Page \_\_\_\_\_.

Attest:

\_\_\_\_\_  
Town Clerk

We hereby certify that on \_\_\_\_\_ 2016, at \_\_\_\_\_ o'clock,  
\_\_\_\_\_ M. at \_\_\_\_\_ a public hearing was held on the  
petition of the

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen of the Town of  
Truro, Massachusetts

**CERTIFICATE**

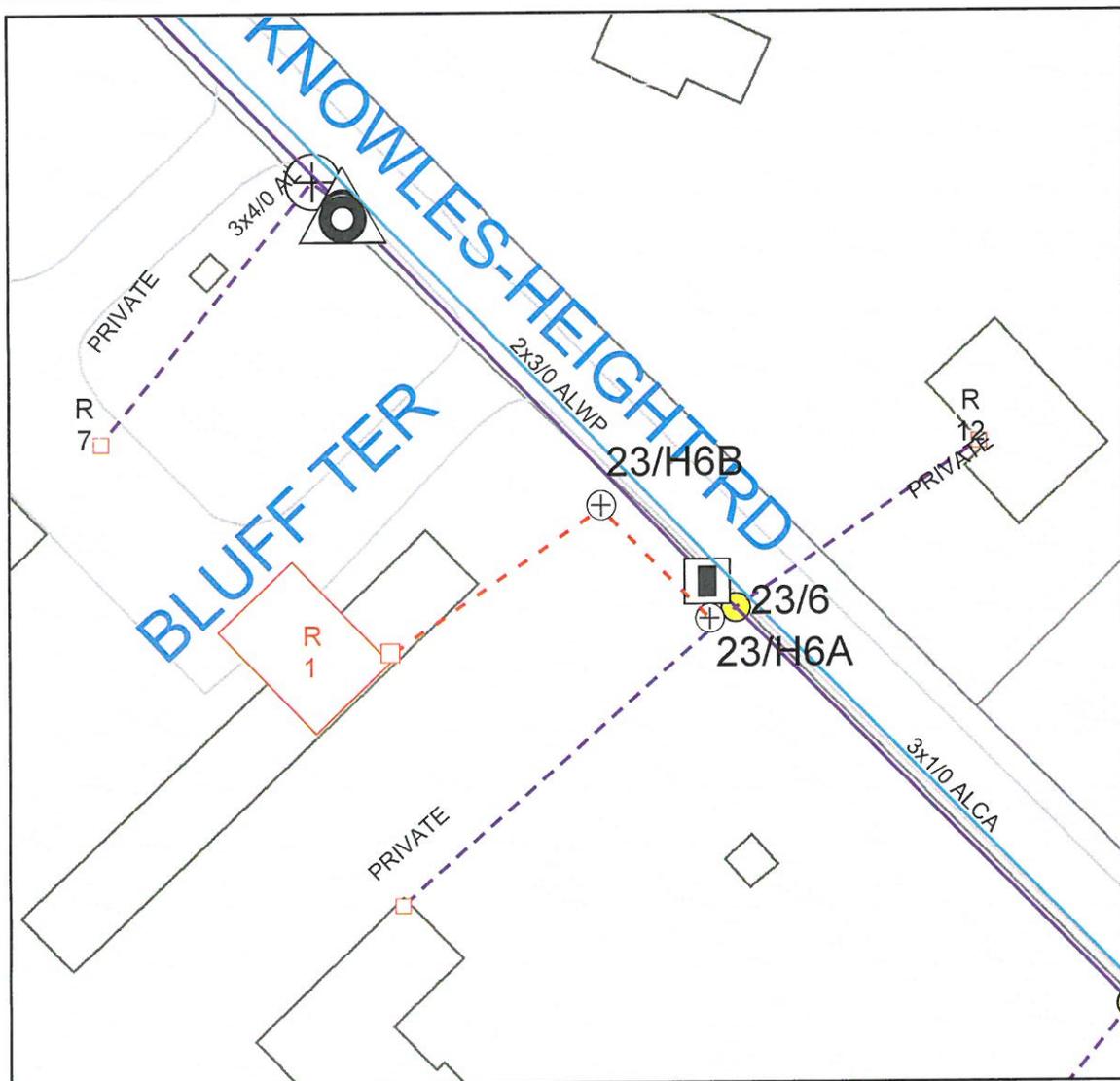
I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Truro, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_ 2016, and recorded with the records of location orders of said Town,  
Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
**Town Clerk.**

|                                                      |                       |                                              |                                 |                                      |
|------------------------------------------------------|-----------------------|----------------------------------------------|---------------------------------|--------------------------------------|
| Service Address:<br><b>1 BLUFF TER</b>               | City:<br><b>TRURO</b> | Page Number:<br><b>1</b> of <b>1</b> Pages   | Auth. No.                       | Work Order Number:<br><b>2116829</b> |
| Customer's Name/Title:<br><b>1 BLUFF TERRACE LLC</b> |                       | Prepared by:<br><b>JOSEPH DEMELLO 1/7/16</b> |                                 |                                      |
| Sales Representative:<br><b>SEAN HAYES</b>           | <b>NEW UG SERVICE</b> |                                              | Circuit Number: <b>4-96-674</b> |                                      |
| Electrician:<br><b>WILLIAM FENDER 508-5482150</b>    |                       |                                              | TLM: <b>460784</b>              |                                      |
| Switch Size:<br><b>200A</b>                          |                       |                                              | Secondary Sheet Number: _____   |                                      |



**CUST/ELECT TO**

23/H6B  
 INST 1-HH @ ON PRIV PROPERTY  
 3 - MOLES FOR CONN  
 \*\*\*\* TO REMAIN PRIVATE \*\*\*\*  
 CABLE & CONDUIT HH TO HOUSE

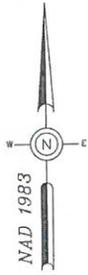
**EVERSOURCE CONTRACTOR TO**

23/6  
 INST NEW 4" SCHED 80 CONDUIT POLE RISER  
 REMV OLD RISERS  
 INST HH AT BASE OF POLE  
 23/H6A  
 INST 4" CONDUIT IN SIDEWALK TO 23/H6B 45 FT+/-  
 BREAK INTO & REROUTE EXISTING SERVS TO NEW HH

**EVERSOURCE TO**

23/6  
 INST 3 x 350 kcMIL CU 3 - 40 FT HC TCL = 120'  
 23/H6A  
 INST MOLES  
 INST 4/0 AL TRI WIRE TO 23/H6B TCL = 50'+/-  
 23/6  
 CUT & REMV 2 OLD UG SERVS TO HSE'S # 11 & 12  
 CONN 3 UG SERVS IN 23/H6A  
 23/H6B  
 CONN NEW UG SERV TO HSE # 1 BLUFF TER

Plan to accompany petition of EVERSOURCE ENERGY  
 To install approximately 45'± of underground cable & conduit under  
 town road from 23/H6A to 23/H6B  
 to provide electric service for customer at #1 BLUFF TER..



|   |                       |
|---|-----------------------|
| ● | - EXISTING POLE       |
| — | - PROPOSED 4" CONDUIT |
| ⊕ | - PROPOSED HANDHOLE   |

SHOWING PROPOSED  
 CONDUIT & HH LOCATION

| LOCATION             | DATE             | PLAN NO. | WORK ORDER NO. |
|----------------------|------------------|----------|----------------|
| #1 BLUFF TER., TRURO | JANUARY 26, 2015 | 103888   | 2116829        |

**EVSOURCE ENERGY**

**PETITION FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#2116829**

Barnstable, Massachusetts  
To the Board of Selectmen for the Town of Truro, Massachusetts.

February 8, 2016

**NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY**

request permission to locate underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures, in, under, along and across the following public way or ways:

Knowles Heights Road, Truro

To install 45' of conduit and cable along side of town road

2 New Handholes 23/H6A & 23/H6B

To provide electrical service to customer @ 1 Bluff Terrace

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 103888 Dated January 26, 2016.

**NSTAR ELECTRIC COMPANY  
d/b/a EVERSOURCE ENERGY**

By \_\_\_\_\_



Right of Way Agent  
Jessica S. Elder

**FORM OF ORDER FOR  
UNDERGROUND CABLE AND CONDUIT LOCATIONS  
WO#2116829**

**IN BOARD OF SELECTMEN FOR THE TOWN OF TRURO, MASSACHUSETTS.**

**Notice having been given and a public hearing held, as provided by law,  
IT IS HEREBY ORDERED:  
that the NSTAR ELECTRIC COMPANY**

**be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 8th day of February, 2016.**

**All construction under this order shall be in accordance with the following conditions:**

**Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 103888 Dated January 26, 2016 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.**

**Knowles-Heights Rd, Truro**

**Forty-five(45') feet conduit and cable and  
2 Handholes (23/H6A & 23/H6B**

**To provide electric service for customer @ 1 Bluff Terrace**

**I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Truro, Massachusetts held on the \_\_\_\_\_ day of \_\_\_\_\_ 2016.**

\_\_\_\_\_  
**Clerk of Selectmen.**

\_\_\_\_\_, Massachusetts \_\_\_\_\_ 2016.

**Received and entered in the records of location orders of the Town of Truro  
Book \_\_\_\_\_ Page \_\_\_\_\_.**

**Attest:**

\_\_\_\_\_  
**Town Clerk**

We hereby certify that on \_\_\_\_\_ 2016, at \_\_\_\_\_ o'clock,  
\_\_\_\_\_ M. at \_\_\_\_\_ a public hearing was held on the  
petition of the

NSTAR ELECTRIC COMPANY d/b/a EVERSOURCE ENERGY for permission to install and maintain the underground cables, conduits, manholes and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to install underground cables, conduits, manholes and fixtures under said order. And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen of the Town of  
Truro, Massachusetts

#### CERTIFICATE

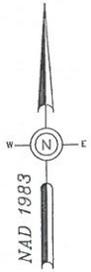
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Book \_\_\_\_\_, Page \_\_\_\_\_.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

\_\_\_\_\_  
**Town Clerk.**

Plan to accompany petition of EVERSOURCE ENERGY  
 To install approximately 45'± of underground cable & conduit under  
 town road from 23/H6A to 23/H6B  
 to provide electric service for customer at #1 BLUFF TER..



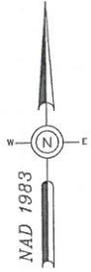
- - EXISTING POLE
- PROPOSED 4" CONDUIT
- ⊕ - PROPOSED HANDHOLE

SHOWING PROPOSED  
 CONDUIT & HH LOCATION

| LOCATION             | DATE             | PLAN NO. | WORK ORDER NO. |
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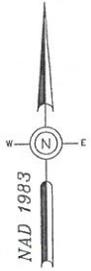
- EXISTING POLE
- PROPOSED 4" CONDUIT
- + - PROPOSED HANDHOLE

SHOWING PROPOSED  
 CONDUIT & HH LOCATION

| LOCATION             | DATE             | PLAN NO. | WORK ORDER NO. |
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| #1 BLUFF TER., TRURO | JANUARY 26, 2015 | 103888   | 2116829        |

**EVSOURCE ENERGY**

Plan to accompany petition of EVERSOURCE ENERGY  
 To install approximately 45'± of underground cable & conduit under  
 town road from 23/H6A to 23/H6B  
 to provide electric service for customer at #1 BLUFF TER..



- - EXISTING POLE
- (red line) - PROPOSED 4" CONDUIT
- ⊕ (red circle) - PROPOSED HANDHOLE

SHOWING PROPOSED  
 CONDUIT & HH LOCATION

| LOCATION             | DATE             | PLAN NO. | WORK ORDER NO. |
|----------------------|------------------|----------|----------------|
| #1 BLUFF TER., TRURO | JANUARY 26, 2016 | 103888   | 2116829        |

**EVSOURCE ENERGY**

**Noelle Scoullar**

---

**From:** Jason Norton  
**Sent:** Thursday, March 10, 2016 2:45 PM  
**To:** Noelle Scoullar  
**Cc:** Nicole Tudor  
**Subject:** RE: Review of Petition from Eversource

Hi Noelle,

I reviewed the documents and do not see any issues. From my interpretation of the plan, the 45' conduit and associated handholes will be installed adjacent to the pavement.

Sincerely,

Jay

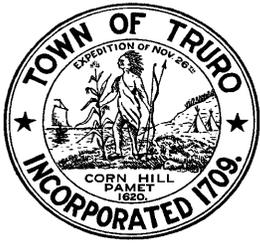
Jason R. Norton, Director  
Department of Public Works  
Town of Truro, MA  
Phone: 508-349-2140  
Fax: 508-349-3982  
PO Box 2030  
Truro, MA 02666

**From:** Noelle Scoullar  
**Sent:** Thursday, March 10, 2016 9:10 AM  
**To:** Jason Norton <[JNorton@truro-ma.gov](mailto:JNorton@truro-ma.gov)>  
**Cc:** Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>  
**Subject:** Review of Petition from Eversource

Hi Jay,

Rae Ann would like you to review this petition from Eversource. It is requesting installation of conduit/cable and handholes on Knowles Heights Rd to provide electrical service to 1 Bluff Terrace. Please look over the information I've scanned to you and respond back with your comments/concerns.

Thank you,  
Noelle



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator, for the Board of Selectmen

**REQUESTED MEETING DATE:** March 22, 2016

**ITEM:** Discussion by the League of Women Voters of the Cape Cod Area regarding the two proposals for Barnstable County Government Reform

**EXPLANATION:** At the request of the Board of Selectmen, representatives of the League of Women Voters will present a summary of two proposals under consideration to reform county government including a discussion of the pros and cons of the two proposals. Attached is a comparison chart, as prepared by the League, detailing the existing Barnstable County Charter with the proposed changes.

**SUGGESTED ACTION:** *None required, for discussion.*

**ATTACHMENTS:**

1. Comparison Chart of the Proposals

A comparison of charter provisions

| Current Charter                                                                                                                                                                                                | Princi Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | McCutcheon Plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Section 2-1<br/>                     (a) composition: 15 members: "Assembly"<br/>                     (b) resident 1 year of town<br/>                     (c) 2 year term/biennial with state election</p> | <p>2-1<br/>                     (a) 5 members from 5 "Commissioners" districts as described in (d)<br/>                     (b) same as current<br/>                     (c) Same as current<br/>                     (d) regional districts composed of wards<br/>                     (e) Municipal finance committee appointed biannually by BOS or Counsel in Barnstable.<br/>                     Receives all fin reports and agendas; to meet at least 2X/with Commissioners</p> | <p>1-7 new section. Powers to regional government: representative, non-partisan body (AofD) which enforces charter and exercises administrative powers through a chief executive officer and chief financial officer, acting through the Speaker, dep. Speaker and clerk. CFO shall also be treasurer.<br/>                     2-1 :<br/>                     (a) An Assembly of 15 members<br/>                     (b) same as current<br/>                     (c) same as current</p> |
| <p>Section 2-2<br/>                     (a-d) organization, speaker, dep. Speaker, clerk duties-</p>                                                                                                           | <p>Section 2-2<br/>                     (a-d) blank, e should be renumbered<br/>                     (e) chair and vice-chair elected (similarly as speaker)<br/>                     (f) powers and duties (same as current 2-4)<br/>                     (c) Clerk – same as current<br/>                     2-3 Prohibitions (d) Mis-</p>                                                                                                                                           | <p>Section 2-2<br/>                     (a-d) organization: no change</p>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <p>Section 2-3<br/>                     Compensation – salary done by ordinance, must be done within first 15 mos after election</p>                                                                           | <p>numbered<br/>                     No influence of county mgr in apt or dismissal of any person in executive branch of govt<br/>                     (e) no giving orders to any officer/employee of county.</p>                                                                                                                                                                                                                                                                      | <p>Section 2-3<br/>                     Compensation<br/>                     Same as current</p>                                                                                                                                                                                                                                                                                                                                                                                          |

All must be done through mgr.  
(f) no commish to be employed by county for 12 mos following term.  
Section 2-4 Compensation \$11,000 and to not include health benefits. Additional increases as in current charter

Section 2-4  
All **leg.** Powers in Assembly.  
Advisory board of expenditures – one from each town elected to serve as member of Assembly

Section 2-4  
All oversight and governance vested in Assembly, laws and ordinances, budget and expenditures, general supervision and direction over all agencies unless otherwise provided. See Executive Branch 3-01  
Assembly may request and be given all reports.

Section 2-5 [New section]  
General powers, exceptions, appointments  
(a) all powers invested in Commissioners but with exceptions noted in (b) [(g-u)] which are to be done by resolution  
(c) Appointments  
a. county manager  
b. Clerk of board, term of 3 years  
c. County counsel term not to exceed 4 years, may have ass't counsel with 3 year term  
d. other members of board  
etc.

Section 2-5  
Exercise of powers, quorum, rules of procedure  
(b) all votes by roll call if requested, vote weighted  
(c) quorum—a majority by weighted vote provided there are at least 8 present, but a smaller may meet from time to time. 50.1% needed for passage  
(d) rules of procedure

(v) approve budget  
(w) pass ordinances

Section 2-5  
Exercise of powers etc  
(a) All legislative powers may be exercised by AofD in manner determined by it.  
(b) All votes by roll call if requested. Weighted vote, “majority-vote” carries.  
Exception “super majority” of 8 towns for passage of budget, changes in tax rate, hire/fire CEO or CFO or such others as may be imposed by ordinance or resolution.

(c) quorum – same

Section 2-6 Prohibition

- No AofD shall influence Commish in appts etc
- AofD may not deal with employees. Done solely through commish

Section 2-6

Exercise of Powers, rules, quorum

(a) form)

(b) acts required to be by ordinance [basically section 2-8 (c) in current]

(y) quorum **three members, vote by roll call, majority needed for passage of ordinance.**

(z) **rules of procedure** [under current 2-8]

(aa) [p.5] **regular meetings shall provide for period of public comment but Commish may promulgate rules that regulate this**

(bb) **special meetings at call of chair or 3 members, 48 hrs notice**

(cc) **compliance with Open Mtg Law**

(dd) **minutes**

(ee) **every matter put to vote**

(ff) **provided with manual**

(gg) **Proposed ordinance procedures may be introduced by any commish or county mgr and procedure**

(a) **public hearing** [section 2-8, (c-j) in current – will deal with Princi below after 2-7

(d) **rules of procedure**  
[same as current found in section 2-5

Section 2-6 Prohibition

**Bullets on 2-6 are deleted**

**No member of AofD to hold any office, position or employment for 12 months**

[Princi sec. 2-1, MC slightly different than current charter]

## Section 2-7

## Inquiries and investigation

- AofD may request a report on any aspect of reg. govt thru the commish.
- AofD may require Commish & adm. To appear before them bringing records, etc as AofD may deem necessary
- AofD may call witnesses on matter of inquiry
- AofD may by % vote delegate any number of del. as an ad hoc committee to consult with commish or adm.

## Section 2-8 Exercise of powers

(a) legislative powers done by ordinance unless done by resolution

(b) Resolutions (adv. Councils, inquiries, rules adoption, mtg times, etc, approval of contracts presented by commish

(c) form of ordinance

(d) list of areas requiring ordinance:  
(i through ix)

## Section 2-7

## Access to information

(a) Commish may make investigations into affairs of county

(b) the Commish may require a member of a multi-member body or county employee to appear before the board to give info

## Section 2-6 Exercise of

powers [contd from above]

Princi does not have anything comparable to 2-8 (a-b)

## Section 2-6 (b)

Areas requiring ordinance  
(i through ix) same as current

## Section 2-7

Inquirers and investigation  
Begins with a preamble re responsibility re

transparency, especially in fiscal matters. Therefore AofD has broad rights to access info re operations affiliated with county are contractual.

- Any member AofD may request a report on any aspect of Co govt thru CEO with copy to clerk
- AofD may require CEO and/or CFO to appear bringing reports etc to clarify issue
- AofD may summon witnesses as provided in General Law
- AofD may by majority vote designate members as ad hoc committee to inquire of CEO/CFO for info

## Section 2-8 Exercise of powers

(a-b) No changes except for (vii) approval of contracts presented by CEO/CFO

(d) areas requiring ordinance  
(i through ix) same as current

(e) procedures for proposed ordinance introduced by a Member of Assembly or Commish must go forward unless rejected by no less than 75% weighted vote.  
(f) public hearing  
(g) Action of AofD: adopt, amend, reject  
(h) publication  
(i) time for taking effect  
(j) publication defined

Section 2-9  
Emergencies ordinances

Section 2-10  
Filling vacancies in AofD

Section 2-11  
Excessive absence  
Re AofD

From section 2-6  
(z) (gg) Ordinance may be introduced by AofD or by County mgr. [draft makes an error by omitting the vote required to reject]  
a. public hearing  
b. Commish adopt, amend, reject  
Same as current charter

Section 2-9  
Emergency ordinance  
No change from current charter except Commish rather than AofD

Section 2-10  
Only change is vacancies of commissioners and district as opposed to town

Section 2-11  
Excessive absence  
Changes only use of Commissioner vacancies

(e) Ordinance may be introduced by any member of AofD and must go forward unless rejected by no less than 75% of weighted vote and at least 8 towns  
(f) public hearing  
(g) AofD adopt, amend, reject  
Same as current charter

Section 2-9  
No change from current charter

Section 2-10  
No changes from current charter

Section 2-11  
Excessive absence  
No changes

## ARTICLE 3 EXECUTIVE BRANCH

### Section 3-1

Board of regional commissioners

- (a) composition, term
- (b) compensation
- (c) organization
- (d) exercise of powers

### Section 3-2

Executive powers

Vested solely in Commish, enforce Charter;  
General supervision and direction over all agencies

### Section 3-3

Powers and duties

Bd of commish

- (a) prepare budget
- (b) supervise/care for all county property
- (c) supervise collection of all revenues and disbursements
- (d) supervising depositories of funds
- (e) keep AofD and public informed re financial and adm. condition of county
- (f) make recommendation to AofD for action to improve county govt and welfare of residents
- (g) sign deeds etc
- (h) inquire in to conduct of any employee
- (i) identify emergencies
- (j) declare emergencies
- (k) designate newspaper

## EXECUTIVE BRANCH

[Princi starts a different numbering system for some reason]

(ii) County Manager

(jj) qualified by executive and adm. experience, appt. or removed, with notice and due process, by majority of Commish for indefinite term. May reside outside county only with permission after appt.

(ii) salary fixed by commish, may not be lowered during tenure.

(iii) vacancies (moving, illness, disability etc.)  
Commish appt. a deputy or dept head.

(iv) duties: the executive power shall be held by county mgr.

(v) report to the commish, the advisory board on expenditures [finance adv. com? 2-1 (e)?] ; recommend to commish whatever actions, programs needed for improvement of county  
(vi) prepare budget, operating and capital, establish schedules and procedures for depts. Etc

(vii) enforce Charter, etc

(viii) supervise care and custody of county property  
(ix) through treasurer have oversight of collection of revenues, audit and control disbursements and expenditures

(x) sign contracts etc

(xi) organize work of dept. subject to code adopted by commish; review their adm. and operation, make recomm. to board

## ART. 3 SUPERVISION & ADMINISTRATION

### CEO AND CFO

Section 3-01 Delegation by Assembly

AofD may authorize CEO/CFO or any subordinate to exercise any power, etc. assigned by Charter to AofD provided acts shall be deemed acts of AofD

### 3-02 CEO

(a) Super majority vote needed for appt. Term: three years with up to two three year renewals. May serve again but only after process has been re-opened.

Qualification by education and experience. Full time.

(b) compensation by AofD, may not be lowered during tenure

(c) admin. Powers: gen. supervision over all agencies. Agencies to provide whatever info needed

### Section 3-03 CEO

Powers and duties

Shall have, possess, may exercise all the powers and duties commonly associate with the CEO of a chief adm. officer of local gov. unit; shall include but not limited to: [from current charter for adm.]

(a) prepare annual budget and capital outlay budget per art. 5

(b) establish schedules and procedures for depts. Etc, [identical to Princi and current charter under administrator]

(c) responsible for conduct of negotiations with employees, wages etc

[From section 3-11 County Administrator]

Shall have, possess and may exercise all powers etc commonly assoc. with chief adm. officer of local govt. unit

- (a) Prepare operation and capital outlay budget
- (b) establish schedules and procedures for all depts. Etc in connection with budget
- (c) responsible for contract negotiations employees
- (d) dev procedures for agencies re purchasing etc
- (e) Recommend personnel actions to Commish including appt/removal of their appointees
- (f) keep Commish, DofA and public informed about fin and adm condition of county
- (g) Make rec. to Commish for any improvements for govt and residents
- (h) Make recommendations re all contracts, bonds, etc to Commish
- (i) Review, analyze trends, make recomm. to Commish, dept heads etc
- (j) Inquire re conduct of any office or employee
- (k) Require any agency to prepare/submit reports as may be necessary
- (l) Anything else that may be necessary by ordinance, Commish

- (xii) Review, analyze, forecast trends
- (xiii) Dev., install centralized budgeting, purchasing procedures
- (xiv) Negotiate contracts subject to Commish, advice Municipal fin. Com., make recommendations re nature and location of county improvements as determined by Commish
- (xv) Assure contracts etc are kept
- (xvi) serve ex officio non-voting member of all appointive bodies in co govt. Powers
- (xvii) shall supervise etc all county administrative depts.
- (xviii) Shall appt deputy mgr if position is created, the heads of dept, and all other adm officers and personnel whose appt is ot prescribed elsewhere.
- (xix) May remove etc any official in unclassified service over whose office the mgr has power of appt.
- (xx) May at his discretion, but subject to GL and civil service regs delegate any dept. head powers of appt. and removal of their dept employees. If the co mgr does not so delegate, he may appoint/remove all employees whose positions have been created
- (xxi) may require and examine accounts, records of any agency of County

different than Princi]

- (d) develop etc centralized procedures of govt agencies re purchasing etc. [slightly different from Princi]
- (e) Be responsible for recommending personnel actions to AofD
- (f) Keep AofD and public informed re fin. And adm condition of Cape, quarterly reports [increase from semi-annually from current charter; think Princi is silent]
- (g) Make recom. To A for actions required for improvements
- (h) Review and make recom. Re contracts, bonds. \$50k or more contracts require A majority vote [change from current]
- (i) Inquire into conduct of any office, dept or employee
- (j) Require submission of reports etc
- (k) perform other duties as may be required

#### Section 3-04

CEO may delegate authority to subordinate any duties assigned by charter to CEO

#### Section 3-05

Chief Financial Officer  
CFO is the treasurer

#### Section 3-06 Duties of CFO

(a-f) these are the same as the section 3-3, (b-e) of the current charter and which Princi has under the duties of the County Mgr

(f) work under the direction of the CEO

#### Section 3-7 Appt by Assembly

Upon recommendation of CEO  
shall appt all govt. officers,  
dept heads, etc  
3-8, 3-9, 3-10 deal with  
temporary appts,  
Communications/special  
meetings and acting  
CEO/removal during contract  
term

McCutcheon's plan includes  
the remainder of the Charter.

She drew attention to Section  
7-2 (d) Supplementary  
Petitions by use of italics and  
**(SIC!!!!)** and section 7-4 by  
**Excluded Materials (SIC!!!)**



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Fire Department

**REQUESTOR:** Rae Ann Palmer, Town Administrator and Tim Collins, Fire Chief

**REQUESTED MEETING DATE:** March 22, 2016

**ITEM:** Discussion, review and recommendation regarding full time firefighter/rescue personnel.

**EXPLANATION:** Currently the Fire Department is staffed with “per diem” firefighters that work shifts as their schedule allows. Many of the staff work enough shifts each week to make their time equivalent to a full time schedule, however, they do not receive any of the benefits of a full time employee. Most of them are seeking full time employment in other communities. We are concerned about losing the services of this core group of firefighting - rescue staff that we depend on to provide services to our citizens. We are, therefore, requesting that the Board consider a proposal to hire six permanent, full time firefighters/rescue personnel for around the clock staffing of the Fire station. The Fire Chief proposes a 2 day on/4 day off schedule with three rotating shifts of two persons. The attached spreadsheet illustrates the number of hours that would result from this schedule. The bottom part of the spread sheet details the change in budget numbers required to implement this plan, including the Town share of health insurance. County retirement costs would not be realized until Fiscal 2018. Should you wish to move this forward, the Town Accountant and I recommend a proposition 2 ½ override to fund the increase to the Fire Department budget.

This requested change would only impact how the Town engages the staff that is in the station around the clock. Per Diem shift coverage would be required to supplement staffing during the summer season and for absences. The Fire Chief will continue to support and build the call squads and the command structure of the Department would remain the same.

**SUGGESTED ACTION:** *Motion to authorize the Town Administrator to prepare a Proposition 2 ½ Override article for Town Meeting to fund the hiring of six full time firefighter/rescue personnel.*

**ATTACHMENTS:**

1. Fire Department Staffing Proposal

**FIRE DEPARTMENT STAFFING PROPOSAL  
DRAFT**

**Agenda Item: 5B1**

**212 hours every 28 days**

28 days

Name:

| Name:         | Total reg hr | Total OT to date | total | reg          | OT          | reg/ot       | ins. Town share | total expense |
|---------------|--------------|------------------|-------|--------------|-------------|--------------|-----------------|---------------|
| Firefighter 1 | 2780         | 200              | 2980  | \$71,001.20  | \$7,662.00  | \$78,663.20  | \$18,447.00     | \$97,110.20   |
| Firefighter 2 | 2780         | 200              | 2980  | \$71,001.20  | \$7,662.00  | \$78,663.20  | \$18,447.00     | \$97,110.20   |
| Firefighter 3 | 2772         | 224              | 2996  | \$66,860.64  | \$8,104.32  | \$74,964.96  | \$18,447.00     | \$93,411.96   |
| Firefighter 4 | 2772         | 224              | 2996  | \$66,860.64  | \$8,104.32  | \$74,964.96  | \$18,447.00     | \$93,411.96   |
| Firefighter 5 | 2732         | 200              | 2932  | \$61,989.08  | \$6,808.00  | \$68,797.08  | \$7,371.00      | \$76,168.08   |
| Firefighter 6 | 2732         | 200              | 2932  | \$61,989.08  | \$6,808.00  | \$68,797.08  | \$7,371.00      | \$76,168.08   |
|               |              |                  |       | \$399,701.84 | \$45,148.64 | \$444,850.48 | \$88,530.00     | \$533,380.48  |

family plan                    \$18,447.00  
single plan                        \$7,371.00

**Proposal**

|                                       |           |                   |                                                    |
|---------------------------------------|-----------|-------------------|----------------------------------------------------|
| Training Pay                          | \$        | 55,000.00         |                                                    |
| Training Expenses                     | \$        | 18,000.00         |                                                    |
| <b>Subtotal</b>                       | <b>\$</b> | <b>73,000.00</b>  |                                                    |
| <b>Full Time Staff</b>                | <b>\$</b> | <b>444,850.00</b> |                                                    |
| <b>Per Diem coverage/overlay</b>      | <b>\$</b> | <b>76,150.00</b>  | Two 12 hour shifts per day for 126 days            |
| <b>Total for station coverage</b>     | <b>\$</b> | <b>594,000.00</b> |                                                    |
| FY 2017 Per Diem request              | \$        | 440,803.00        | Minus original budget request for station coverage |
| Difference                            | \$        | <b>153,197.00</b> |                                                    |
| Health Insurance/Town Share           | \$        | <b>88,530.00</b>  |                                                    |
| <b>Total Additional Amount Needed</b> | <b>\$</b> | <b>241,727.00</b> |                                                    |



Agenda Item: 5C

# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Administrator

**REQUESTED MEETING DATE:**

**ITEM:** Review and vote to recommend or not recommend the articles as presented in the attached draft 2016 Annual Town Meeting Warrant.

**EXPLANATION:** In accordance with the Truro Town Charter, any article sponsored by a multi-member body shall state in the warrant the sponsor's recommendation and recorded vote before it shall be acted upon by the Town Meeting.

The Board of Selectmen must review and either vote to recommend or to not recommend each article to Town Meeting. The draft warrant is attached for review and action. Town Counsel is currently reviewing the warrant; I will forward you comments as soon as I receive them. Many of the articles were prepared either by or in consultation with Kopelman & Paige, I will note those articles as they are discussed. The warrant must be completed and prepared for printing no later than March 31, 2016.

Please note that the ballot is currently being prepared and reviewed and is not attached to the warrant at this time.

**SUGGESTED ACTION:** *Motion to recommend Articles to the 2016 Annual Town Meeting.*

**ATTACHMENTS:**

1. Draft of Proposed 2016 Annual Town Meeting Warrant



**Warrant**  
**Truro Annual Town Meeting**  
**April 26, 2016, 6:00 pm**  
**Truro Central School**

**&**

**Annual Election Ballot**  
**7am to 8pm**  
**Tuesday, May 10, 2016**  
**Truro Community Center**

**Free drop-in child care available for ages 3 and up during Annual Town Meeting.  
Pre-registration is not required.**

**Transportation will be available for our senior citizens by the Council on Aging.  
Reservations must be made in advance by calling #508-487-2462, ext. 20.**

**Please note: Accommodations for individuals with disabilities including assistive listening devices (ALD) and material in alternative formats may be arranged by contacting Town Hall four business days prior to annual town meeting at (508) 349-7004 ext. 10 or ext. 24**

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Article 33 – Amendment to Add Dog Excrement By Law – Petition Article

Annual Town Election

Posting of the Warrant and Ballot

Appendix A – Non-Union Compensation for FY2016 and FY2017

Appendix B – FY2017 Omnibus Budget

DRAFT

## Message from the Board of Selectmen

Dear Truro Voter:

Respectfully,

The Truro Board of Selectmen

Paul Wisotzky, Chair  
Janet W. Worthington, Vice Chair  
Maureen Burgess, Clerk  
Jay H. Coburn  
Robert Weinstein

DRAFT

## Message from the Finance Committee

Truro Finance Committee,

Robert Panessiti, Chairman

Lori Meads, Vice -Chair

Richard Wood

Roberta Lema

Dennis Clark

DRAFT

## Terms Used In Municipal Finance

**Appropriation:** An amount of money which has been authorized by vote of Town Meeting to be spent for a designated purpose.

**Available Funds:** Available funds refer to the Stabilization Fund, Golf Course Receipts Reserved for Appropriation, Beach Receipts Reserved for Appropriation, Pamet Harbor Receipts Reserved for Appropriation, Recreation Receipts Reserved for Appropriation, Conservation Commission Receipts Reserved for Appropriation, and continued appropriations left in Articles voted at previous Town Meetings.

**Bond and Interest Record** (Bond Register) – The permanent and complete record maintained by the treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bond Anticipation Note** (BAN) – Short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school-related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

**Capital Outlay Expenditure Exclusion** – A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen or city council (sometimes with the mayor's approval) and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

**Cherry Sheet:** A form showing all State and County charges and reimbursements to the Town as certified by the Massachusetts Department of Revenue.

**Classification of Real Property** – Assessors are required to classify all real property according to use into one of four classes: Residential, Open Space, Commercial, and Industrial. Having classified its real property, local officials are permitted to determine locally, within limits established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Classification of the Tax Rate** – Each year, the selectmen or city council vote whether to exercise certain tax rate options. Those options include choosing a residential factor (MGL Ch. 40 §56), and determining whether to offer an open space discount, a residential exemption (Ch. 59, §5C), and/or a small commercial exemption (Ch. 59, §5I) to property owners.

**CMR** – Code of Massachusetts Regulations.

**Code of Ethics** – The provisions and requirements of MGL Ch. 286A pertaining to the standards of behavior and conduct to which all public officials and employees are held.

**COLA** – Cost of Living Adjustment

**Collective Bargaining** – The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor unit.

**Commitment** – Establishes the liability for individual taxpayers. The assessors' commitment of real estate taxes fixes the amount that the collector will bill and collect from property owners.

**Community Preservation Act** (CPA) – Enacted as MGL Ch. 44B in 2000, CPA permits cities and towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for: a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of

open space, land for recreational use and community housing that is acquired or created using monies from the fund. Acceptance requires town meeting or city council approval or a citizen petition.

**Overlay (Also called Allowance for Abatements and Exemptions):** The amount raised by the Assessors to be used for potential abatement of property taxes. The Overlay Surplus is the portion of each year's Overlay Account no longer required to cover the property abatements.

**Free Cash:** This is the amount certified annually by the State Bureau of Accounts. Town Meeting may appropriate from Free Cash for any purpose. Sometimes referred to as Excess and Deficiency.

**Transfer:** The authorization to use an appropriation for a different purpose; in most cases only Town Meeting may authorize a transfer. However, in Truro, with certain restrictions, transfers may be authorized if the transfer is \$2,500.00 or less, the transfer is within the same Department, and is approved by the Department Head, Town Administrator and the Finance Committee.

**Reserve Fund:** This fund is established by the voters at an Annual Town Meeting through the Omnibus Budget. Transfers from the Reserve Fund are within the exclusive control of the Finance Committee and are for extraordinary or unforeseen expenditures.

**Stabilization Fund:** This is a special reserve account. Without an authorizing two-thirds ( $\frac{2}{3}$ ) vote at a Town Meeting, funds cannot be deposited into or withdrawn from this account.

## **PROPOSITION 2½ TERMS**

**Community Preservation Fund** – A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a Community Preservation Program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

**Contingent Votes:** Chapter 634 of the Acts of 1989 permits a Town Meeting to appropriate funds contingent upon passage of a referendum question (Override). A contingent vote does not automatically result in an override referendum. An override referendum can only be called by the Board of Selectmen. If a referendum is called by the Selectmen, it must take place within ninety days of the Town Meeting vote.

**Debt Exclusion and Capital Outlay Expenditure Exclusion:** These two override ballot questions can be placed on a referendum by a two-thirds ( $\frac{2}{3}$ ) vote of the Board of Selectmen. If a majority of the voters approve the ballot question, the Town's levy limit is temporarily increased for the amount voted at the referendum. The increase may exceed the Town's levy limit.

**General Override:** A general override ballot question can be placed on a referendum if a majority of the Board of Selectmen votes to do so. If the ballot question is approved by a majority of the voters, the Town's levy limit is permanently increased by the amount voted at the referendum. The levy limit increases may not exceed the Town's levy ceiling.

**Levy:** The property tax levy is the revenue the Town can raise through real and personal property taxes. The levy is the largest source of revenue for the Town.

**Levy Ceiling:** This is the maximum amount of the levy limit. The ceiling equals  $2\frac{1}{2}\%$  of the Town's full and fair cash value.

**Levy Limit:** The limit is based on the previous year's levy plus certain allowable increases.

**Levy Limit Increase:** The levy limit automatically increases each year by  $2\frac{1}{2}\%$  of the previous year's levy limit.

**New Growth:** The increase in the levy limit attributable to new construction and new parcel subdivisions.

**Override:** A community can increase its levy limit by voting at a referendum to exceed the limit. There are three (3) types of overrides: general, debt exclusion and capital outlay expenditure exclusion.

## **Fiscal Year 2017**

### **Five Year Capital Improvement Plan**

In accordance with the requirements of the Truro Charter (Paragraph 7-2-6), the Board of Selectmen respectfully present for your review the FY 2017 Five Year Capital Improvement Plan. The expenditures listed are presented to give an updated overview of the projects and capital needs planned for the future. Attempts to define the future, while prudent from a planning point of view, must be fully recognized as “best estimates” that will be subject to continual change as each capital question moves forward.

During the calendar year 2003, the Town consolidated all long-term debt, including certain Cape Cod Land Bank acquisitions, into one general obligation bond, and refinanced the debt during a period of low interest rates, saving the Town almost \$500,000.00 over the life of the bond; thus concurrently improving its Standard & Poor’s Bond Rating three (3) levels to an A+ rating. The attached “previously committed long-term debt” schedule, and the new “previously committed Land Bank debt” schedule, reflects that refinancing. The Town’s bond rating now is an “AA+” after a 2014 review by Standard and Poor.

Commencing with the FY2002 Municipal Operating Budget, the Town approved a new procedure to incorporate safety and other high priority capital items in the operating budget, up to a maximum expenditure amount to be set annually. Concerted effort has been focused on gradually increasing the annual appropriation for priority capital items to insure sufficient budget capacity to develop and maintain a realistic upgrade and/or replacement schedule for the town’s rolling stock of vehicles, equipment and machinery. If an item does not succeed in being placed in the operating budget for purchase through this Operating Capital Account, Budget Line Item #01-133-5800, then the capital item may be funded in a different manner.

As one alternative, the Capital Improvement Fund (approved by Article 17 of the April 11, 2000, Annual Town Meeting) may be used. The Capital Improvement Fund is a special revenue fund authorized by a Home Rule Petition to the Legislature and the Governor, and which requires approval by a two-thirds vote at Town Meeting (similar to the Stabilization Fund) for appropriation. There is a balance of \$251,065.00 in the Capital Improvement Fund after the 2014 Annual Town Meeting approved the use of \$95,000 to air condition the gymnasium in Truro Central School. Two other ways to acquire a capital item individually require either a separate article specifying use of other available funds, or a Capital Exclusion Article, on the Town Meeting Warrant. The Capital Exclusion Article is considered to be a so-called "menu-override," requiring a majority vote at both Town Meeting and at the next referendum.

For FY2017, most of the safety and high priority capital needs are included in the Operating Capital Account budget request. One item will appear as Capital Exclusion appropriation and several other capital items have been deferred to FY 2018, or later.

## FIVE YEAR CAPITAL IMPROVEMENT PLAN

\*\*Debt figures include principal and interest

| PREVIOUSLY COMMITTED LONG TERM DEBT**                                           | FY2017             | FY2018             | FY2019           | FY2020           | FY2021           |
|---------------------------------------------------------------------------------|--------------------|--------------------|------------------|------------------|------------------|
| <u>Year committed/amount/repayment</u>                                          |                    |                    |                  |                  |                  |
| <b>TRURO PUBLIC LIBRARY</b> (Note 1)                                            | \$63,000           | \$00.00            | \$00.00          | \$00.00          | \$00.00          |
| 1999/\$1,108,708/20 - paid in full FY2017                                       |                    |                    |                  |                  |                  |
| <b>TOWN HALL REHABILITATION</b> (Note 2)                                        | \$205,000          | \$194,000          | \$188,000        | \$182,000        | \$177,000        |
| 2002/\$3,258,360/20 - paid in full FY2023                                       |                    |                    |                  |                  |                  |
| <b>SEWER (MWPAT)</b> (Note 3)                                                   | \$11,000           | \$11,000           | \$11,000         | \$11,000         | \$11,000         |
| 2003/\$197,404/19 - paid in full FY2021                                         |                    |                    |                  |                  |                  |
| <b>COMMUNITY CENTER</b> (Note 4)                                                | \$278,000          | \$269,000          | \$255,000        | \$247,000        | \$240,000        |
| 2006/\$3,735,000/20 - paid in full FY2026                                       |                    |                    |                  |                  |                  |
| <b>HARBOR JETTY REPAIR</b>                                                      | \$120,000          | \$115,000          | \$00.00          | \$00.00          | \$00.00          |
| 2009/\$1,100,000/10 - paid in full FY2018                                       |                    |                    |                  |                  |                  |
| <b>SUB TOTAL</b>                                                                | <b>\$677,000</b>   | <b>\$589,000</b>   | <b>\$454,000</b> | <b>\$440,000</b> | <b>\$428,000</b> |
| PREVIOUSLY COMMITTED LAND BANK DEBT**<br>(Note 5)                               | FY2017             | FY2018             | FY2019           | FY2020           | FY2021           |
| <u>Year committed/amount/repayment</u>                                          |                    |                    |                  |                  |                  |
| <b>Morea Property</b>                                                           | \$18,000           | \$17,000           | \$16,000         | \$16,000         | \$00.00          |
| 2002/\$312,000/17 - paid in full FY2020                                         |                    |                    |                  |                  |                  |
| <b>Meldahl Property</b>                                                         | \$58,000           | \$56,000           | \$54,000         | \$52,000         | \$00.00          |
| 2001/\$860,000/17 - paid in full FY2020                                         |                    |                    |                  |                  |                  |
| <b>Poor Property</b> (Note 6)                                                   | \$135,000          | \$130,000          | \$125,000        | \$115,000        | \$00.00          |
| 2005/\$1,500,000/13 - paid in full FY 2020                                      |                    |                    |                  |                  |                  |
| <b>SUB TOTAL</b>                                                                | <b>\$211,000</b>   | <b>\$203,000</b>   | <b>\$195,000</b> | <b>\$183,000</b> | <b>\$00.00</b>   |
| NEW AND POTENTIAL CAPITAL PROJECTS**                                            |                    |                    |                  |                  |                  |
| <u>Year to Commit/Amount/Repayment</u>                                          | <b>FY2017</b>      | <b>FY2018</b>      | <b>FY2019</b>    | <b>FY2020</b>    | <b>FY2021</b>    |
| <b>New DPW Facility</b> Land Acquisition/Trade & Building Construction (Note 7) | \$311,000          | \$303,000          | \$296,000        | \$287,000        | \$280,000        |
| 2015/\$3,700,000/20 - Paid in full FY 2034                                      |                    |                    |                  |                  |                  |
| <b>SUB TOTAL</b>                                                                | <b>\$311,000</b>   | <b>\$303,000</b>   | <b>\$296,000</b> | <b>\$287,000</b> | <b>\$280,000</b> |
| <b>TOTAL</b>                                                                    | <b>\$1,199,000</b> | <b>\$1,095,000</b> | <b>\$945,000</b> | <b>\$910,000</b> | <b>\$708,000</b> |

**NOTES**

1. The total project borrowed reflects a Commonwealth Board of Library Commissioners grant of \$640,000 and the receipt of donations in excess of \$400,000 to offset the total cost.
2. The total project amount borrowed has been reduced by receipt of a Small Cities Grant in the amount of \$312,000.
3. MA Water Pollution Abatement Trust loan. This is a no interest loan. Septic betterment receipts used to repay the debt.
4. The total project amount borrowed has been reduced by the receipt of donations in the amount of \$223,000.
5. On May 10, 2005 the Town completed acceptance of Section 298/Chapter 149 of the Acts of 2004 which replaces the Cape Cod Land Bank with the Community Preservation Act (with modifications).
6. The Poor Property is the last Land Bank Acquisition.
7. The DPW facility project is included for long range planning purposes only. Any such increase in the Town's long term debt is not recommended until such time as other long-term debt has retired. The Town is in the early stage of identifying a site for the project

## CAPITAL IMPROVEMENT BUDGET FY2017- FY2021

### Projected Capital Needs

Includes equipment, technology and other Departmental capital requests exceeding \$5,000

| DEPARTMENT ITEM REQUESTED                        | FY 2017  | FY 2018  | FY 2019   | FY 2020   | FY 2021   |
|--------------------------------------------------|----------|----------|-----------|-----------|-----------|
| <b><u>DPW</u></b>                                |          |          |           |           |           |
| Zero-turn mower                                  | \$12,000 |          |           |           |           |
| F 150 Pick Up Truck                              | \$37,000 |          |           |           |           |
| Brush cutter/mower                               |          | \$80,000 |           |           |           |
| One-ton Dump Truck                               |          | \$70,000 |           |           |           |
| Kinematic GPS                                    |          | \$15,000 |           |           |           |
| Software                                         |          | \$15,000 |           |           |           |
| Chipper                                          |          |          | \$40,000  |           |           |
| Rubber-tire Front End Loader                     |          |          | \$120,000 |           |           |
| Zero-turn Lawn Mower                             |          |          |           | \$15,000  |           |
| Rough terrain lawn mower                         |          |          |           | \$18,000  |           |
| Dump truck, plow & sander                        |          |          |           | \$140,000 |           |
| Pick Up Truck                                    |          |          |           |           | \$40,000  |
| Tracked Bobcat                                   |          |          |           |           | \$100,000 |
|                                                  |          |          |           |           |           |
| <b><u>TRANSFER STATION</u></b>                   |          |          |           |           |           |
| Recycling Compactor (2)                          |          | \$60,000 |           |           |           |
| Trash Compactor                                  |          | \$80,000 |           |           |           |
| Transfer Trailer                                 |          |          | \$80,000  |           |           |
| Roll-off Trailer                                 |          |          |           | \$100,000 |           |
|                                                  |          |          |           |           |           |
| <b><u>PUBLIC BUILDING MAINTENANCE</u></b>        |          |          |           |           |           |
| Public Safety Building carpet and matting        | \$15,000 |          |           |           |           |
| Public Safety Building exterior door replacement | \$30,000 |          |           |           |           |
| Public Safety Building key fob system            | \$44,000 |          |           |           |           |
| Public Safety Building Siding and Trim           |          | \$60,000 |           |           |           |
| Library Roof                                     |          |          | \$65,000  |           |           |
| Town Hall Siding and Trim                        |          |          | \$30,000  |           |           |
| Community Center Carpet Replacement              |          |          |           | \$20,000  |           |
| Community Center interior painting               |          |          |           | \$22,000  |           |
|                                                  |          |          |           |           |           |
|                                                  |          |          |           |           |           |
| <b><u>COUNCIL ON AGING</u></b>                   |          |          |           |           |           |
| Ford FLEX Passenger Vehicle                      |          | \$32,000 |           |           |           |
|                                                  |          |          |           |           |           |
| <b><u>RECREATION AND BEACH DEPARTMENT</u></b>    |          |          |           |           |           |
| Recreation Software                              | \$20,000 |          |           |           |           |
| 4X4 Beach Truck                                  |          | \$40,000 |           |           |           |
| ATV                                              |          | \$10,000 |           |           |           |
| Community Center Shade Sail                      |          | \$10,000 |           |           |           |
| Snow's Field Improvements                        |          |          | \$50,000  |           |           |
| Snow's Fieldhouse: finish basement               |          |          |           | \$50,000  |           |
| Sedan vehicle replacement                        |          |          |           | \$25,000  |           |
| Addition to Recreation Lounge (Feasibility)      |          |          |           |           | \$50,000  |
|                                                  |          |          |           |           |           |

| <b><u>FIRE AND RESCUE</u></b>                    |                          |                            |                          |                          |                          |
|--------------------------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|--------------------------|
| Tanker (A)                                       |                          | \$250,000                  |                          |                          |                          |
| Radio System Replacement                         |                          | \$85,000                   |                          |                          |                          |
| Radio System Replacement                         |                          |                            | \$85,000                 |                          |                          |
|                                                  |                          |                            |                          |                          |                          |
| <b><u>LIBRARY</u></b>                            |                          |                            |                          |                          |                          |
| Replace carpet on lower level                    |                          | \$25,000                   |                          |                          |                          |
| Carpet in Children's room                        |                          | \$12,000                   |                          |                          |                          |
| Replace carpet in main area                      |                          | \$25,000                   |                          |                          |                          |
| Furniture on Lower Level                         |                          | \$10,000                   |                          |                          |                          |
| Engineering/Architectural Plans                  |                          |                            | \$50,000                 |                          |                          |
|                                                  |                          |                            |                          |                          |                          |
| <b><u>POLICE</u></b>                             |                          |                            |                          |                          |                          |
| Dodge Charger                                    | \$31,500                 | \$41,000                   | (2) \$70,200             | (2) \$82,655             |                          |
| Dodge SUV                                        | \$37,000                 | \$37,000                   |                          | \$36,655                 | \$37,000                 |
| Furniture/Equipment in training room             | \$20,000                 |                            |                          |                          |                          |
| Radio System Replacement                         |                          | \$110,000                  | \$110,000                |                          |                          |
| (3) Moving radar units for cruisers              |                          | \$5,000                    |                          |                          |                          |
| Firing Range EPA Cleanup (A)                     |                          |                            |                          | \$250,000                |                          |
| Toyota Camry                                     |                          |                            |                          |                          | \$30,000                 |
|                                                  |                          |                            |                          |                          |                          |
| <b><u>HARBOR OPERATIONS/SHELLFISH WARDEN</u></b> |                          |                            |                          |                          |                          |
| New Engine for Harbormaster Boat                 |                          | \$10,000                   | \$10,000                 | \$10,000                 |                          |
| Upweller                                         |                          | \$5,000                    |                          |                          |                          |
| Float and Poles                                  |                          |                            | \$6,000                  |                          |                          |
|                                                  |                          |                            |                          |                          |                          |
| <b><u>SCHOOL</u></b>                             |                          |                            |                          |                          |                          |
| Technology                                       | \$17,500                 | \$25,000                   | \$17,500                 | \$17,500                 | \$25,000                 |
| Repaint Exterior: West Side                      | \$25,000                 |                            |                          |                          | \$27,500                 |
| Reseal Parking lots/playground                   | \$40,000                 |                            |                          |                          |                          |
| Paint Exterior: East Side                        |                          | \$25,000                   |                          |                          |                          |
| Paint Exterior: South Side                       |                          |                            | \$25,000                 |                          |                          |
| Interior Painting                                |                          |                            | \$15,000                 | \$15,000                 | \$15,000                 |
| Paint Exterior: North Side                       |                          |                            |                          | \$27,500                 |                          |
| Replace Carpet                                   |                          |                            |                          |                          | \$20,000                 |
|                                                  |                          |                            |                          |                          |                          |
| <b><u>ANIMAL CONTROL OFFICER</u></b>             |                          |                            |                          |                          |                          |
| Replace 4X4 Truck                                |                          | \$37,000                   |                          |                          |                          |
|                                                  |                          |                            |                          |                          |                          |
| <b><u>TOTAL</u></b>                              | <b><u>\$ 329,000</u></b> | <b><u>\$ 1,174,000</u></b> | <b><u>\$ 773,700</u></b> | <b><u>\$ 829,310</u></b> | <b><u>\$ 344,500</u></b> |

(A) This may appear as Capital Exclusion Article (Articles)

***Greetings:***

In the name of the Commonwealth, you are hereby required to warn the inhabitants of the Town of Truro qualified to vote in town affairs, to meet at the Truro Central School on Tuesday, April 26, 2016 at 6:00 pm, then and there, to vote on the following articles:

**ARTICLE 1: AUTHORIZATION TO HEAR THE REPORTS OF MULTI-MEMBER BODIES**

To see if the Town will vote to hear reports of any multi-member body, whose annual report was not published in the 2015 Annual Town Report, or take any other action relative thereto. ***Requested by the Board of Selectmen***

**Board of Selectmen Recommendation:**

**Comment: *Customary Article***

**ARTICLE 2: AUTHORIZATION TO SET THE SALARY OF THE BOARD OF SELECTMEN**

To see if the Town will vote to determine and set the following as the salary for the Board of Selectmen, who shall receive for Fiscal Year 2017: Board of Selectmen 5 @ \$3,000.00 = \$15,000.00, or take any other action relative thereto. ***Requested by the Finance Committee***

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Comment: *Customary article***

**ARTICLE 3: AUTHORIZATION TO SET THE SALARY OF THE MODERATOR**

To see if the Town will vote to determine and set the salary for the Town Moderator, who shall receive for Fiscal Year 2017: Moderator @ \$150.00

Or take any other action relative thereto. ***Requested by the Board of Selectmen***

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Comment: *Customary article***

**ARTICLE 4: AMENDMENTS TO THE FY2016 OPERATING BUDGET**

To see if the Town will vote to appropriate from available funds (Free Cash) such sums of money necessary to supplement the operating budgets of the various Town departments for the current fiscal year 2015-2016 (FY2016), or take any other action relative thereto. *Requested by the Board of Selectmen*

**Finance Committee Recommendation:**  
**Board of Selectmen Recommendation:**

| <b>FROM</b>                                                                    | <b>TO</b>                               | <b>AMOUNT</b>    |
|--------------------------------------------------------------------------------|-----------------------------------------|------------------|
| Free Cash                                                                      | Snow Removal                            | \$17,600         |
| <i>To balance FY 2016 budget for emergency snow and ice removal operations</i> |                                         |                  |
| Free Cash                                                                      | Beach Program – Purchase of Services    | \$10,000         |
| <i>To purchase Beach Sticker Sales and Tracking Software</i>                   |                                         |                  |
| Free Cash                                                                      | Transfer Station – Purchase of Services | \$10,000         |
| <i>To purchase Transfer Station Sticker Sales and Tracking Software</i>        |                                         |                  |
| Free Cash                                                                      |                                         |                  |
| Free Cash                                                                      |                                         |                  |
| <b>TOTAL</b>                                                                   |                                         | <b>\$ 37,600</b> |

**ARTICLE 5: FY 2017 OMNIBUS BUDGET APPROPRIATION**

To see if the Town will vote to raise and appropriate and transfer from available funds the sum of Eighteen Million, Two Hundred forty-seven thousand, Six Hundred seventy-six dollars and no cents (\$18,247,676.00) to defray the expenses and charges of the Town of Truro in Fiscal Year 2017 (the period from July 1, 2016 through June 30, 2017), including the costs of public education, debt service and interest payments, and to meet said appropriation by the following means:

| <b>Source</b>                                                             | <b>Amount</b>        |
|---------------------------------------------------------------------------|----------------------|
| Raise through taxation                                                    | 17,217,715.86        |
| Transfer from Beach Receipts Reserved for Appropriation                   | 361,500.00           |
| Transfer from Golf Receipts Reserved for Appropriation                    | 270,335.14           |
| Transfer from Pamet Harbor Receipts Reserved for Appropriation            | 77,500.00            |
| Transfer from Recreation Receipts Reserved for Appropriation              | 21,000.00            |
| Transfer from Conservation Commission Receipts Reserved for Appropriation | 17,000.00            |
| Transfer from Educational/Governmental Programing Access Fund             | 63,050.00            |
| Appropriate within the Septic Betterment Program Fund                     | 10,400.00            |
| Appropriate within the Community Preservation Act Fund                    | 209,175.00           |
| <b>TOTAL</b>                                                              | <b>18,247,676.00</b> |

Or take any other action relative thereto. *Requested by the Board of Selectmen*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

***Comment:*** *The proposed Fiscal Year 2017 Operation Budget can be found after the text of the Annual Town Meeting Warrant as Appendix B. The Budget Format contains the expenditure figures for the Fiscal Year 2015, appropriation figures for Fiscal Year 2016 (as amended), and request for Fiscal Year 2017 for Town Departments, the Finance Committee’s recommendations and the Board of Selectman’s recommendations. Please refer to the Selectmen’s Letter to the voters on Page 1 and the Finance Committee’s letter to the voters on Page 3.*

**ARTICLE 6: TRANSFER OF FUNDS FROM FREE CASH**

**Section One: To Reduce or Stabilize the FY 2016 Tax Rate**

To see if the Town will vote to transfer One Million Three Hundred Thousand dollars (\$1,300,000.00) from Free Cash to reduce or stabilize the Tax Rate, or to take any other action relative thereto.

*Requested by the Board of Selectmen*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

***Comment:*** *Customary Article.*

**Section Two: To the OPEB Trust Fund**

To see if the town will vote to transfer the sum of Four Hundred Thousand dollars (\$400,000.00) from free cash to the Other Post-Employment Benefits (OPEB) Trust Fund, or take any other action relative thereto. *Requested by the Board of Selectmen*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

***Comment:** This is a Customary Article that began at the 2014 ATM to transfer funds into the Other Post-Employment Benefits (OPEB) Trust Fund to cover future liability in accordance with government accounting standards. This year's proposal is to transfer four hundred thousand dollars (\$400,000).*

**Section Three: To the Affordable Housing Trust Fund**

To see if the town will vote to transfer the sum of three thousand and fifty two dollars (\$3,052.00) from free cash to the Affordable Housing Trust Fund, which is the amount of monies received from the rental house property management company as excess rental proceeds, or take any other action relative thereto. *Requested by the Board of Selectmen*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

***Comment:** Excess rental housing proceeds are the difference between rent received by the Management Company and the cost of the ongoing upkeep and maintenance on the property.*

**ARTICLE 7: COMMUNITY PRESERVATION ACT**

**Section One: Access to Town Green at Truro Center**

To see if the Town will vote to appropriate the sum of twenty-six thousand, five hundred dollars (\$26,500.00) from Community Preservation Act Undesignated Fund Balances for the design and construction of ADA-compliant (Americans with Disabilities Act) parking and access pathways at the Town Green at Truro Center or take any other action relative thereto. *Requested by the Truro Commission on Disabilities*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation: 7-0-0 in favor**

***Comment:** Many town-sponsored activities, such as the Thursday evening concert series and the Truro Agricultural Fair, are held on the Town Green at Truro Center, even though the access to the area, and to the stage, does not permit handicapped persons, particularly those who are wheelchair-bound, any reasonable access to the area. This proposal will provide a designated parking area and a path around the perimeter of the park, which will allow access to the area and to the stage for those who need the assistance. The design of the path incorporates a gradual incline to the stage, and the path will not require handrails. The path will be constructed with a water-permeable material that will permit grass to grow and be mowed, as well as water to flow away, while stabilizing the ground surface to support automobiles and pedestrians.*

**Section Two: Restoration of the Revere Foundry Bell for the Truro Meeting House**

To see if the Town will vote to appropriate the sum of forty-eight thousand six hundred dollars (\$48,600.00) exactly from Projected Fiscal Year 2017 Community Preservation Act Surcharge Revenues to restore the Revere Foundry Bell at the Truro Congregational Meeting House, or take any other action relative thereto.

*Requested by the Friends of the Truro Meeting House*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation: 7-0-0 in favor**

*Comment: This request is to provide funds for the restoration of the Congregational Meeting House Paul Revere Bell, a bell that was built by Paul Revere's workshop, and is about a century younger than our Meeting House. This Revere bell, circa 1849, has called our community to weddings and funerals, to celebrations of good times and to mourn together in sorrow. With this appropriation this bell will ring again to mark the 500<sup>th</sup> anniversary of the Pilgrims arrival, in Provincetown, and here at Pilgrim Spring and Corn Hill. This appropriation request also marks the end of the multi-year project to restore the Meeting House, one of the oldest buildings in Truro, and the end of a project which, in our opinion, exemplifies the best kind of community involvement in preservation. Several years ago Town Meeting first approved funds for this project, and each year since we have come back to town meeting to share our progress and request additional funds. We have funded this project in phases, annually expanding our work, starting with a grant to the Parish and then for several years with the Friends of the Truro Meeting House. Our meeting house is now a venue for summer entertainment and education, having held 14 events with 760 people attending, as well as for worship, and the Friends are now firmly established as a community group committed to on-going protection of this historic property. The end result has been well worth the work.*

**Section Three: Edgewood Farm Historic Preservation Project**

To see if the Town will vote to appropriate the sum of one hundred and fifty thousand dollars (\$150,000.00) exactly from Projected Fiscal Year 2017 Community Preservation Act revenues to restore and preserve three historic buildings at Edgewood Farm, or take any other action relative thereto. *Requested by the Truro Center for the Arts at Castle Hill*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation: 7-0-0 in favor**

*Comment: Edgewood Farm is home to the historic Manuel Corey House, Barn and Cottage, all of which were built in the 1800s by Manual Corey. Corey was a Truro native, and was for many years the Town Clerk for Truro. After Mr. Corey's demise, and for over 50 years, Eleanor Meldahl and her family lived at the farm. Ms. Meldahl, one of the founders of the Center for the Arts at Castle Hill, facilitated the acquisition of Edgewood Farm by Castle Hill, in order to preserve the property and to foster the further development of Truro as a flourishing creative community. The Center has raised a significant amount of money to acquire Edgewood Farm and to rehabilitate and restore the farm's buildings. This first phase of rehabilitation will include a deed restriction, in a form acceptable to the Truro Community Preservation Committee to ensure that the Farm remains a*

*historic property owned by a non-profit organization.*

**Section Four: Historic Preservation and Rehabilitation of Highland House Museum**

To see if the Town will vote to appropriate the sum of One hundred sixty-eight thousand, two hundred dollars (\$168,200.00) exactly, including one hundred twenty thousand, six hundred and fifty two dollars (\$120,652.00) exactly from Undesignated Fund Balances and Forty-seven thousand five hundred and forty eight dollars (\$47,548.00) exactly from Projected Fiscal Year 2017 Community Preservation Act Surcharge Revenues for the historic restoration of the Highland House Museum or take any other action relative thereto. *Requested by the Truro Historical Society*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation: 6-0-1**

***Comment:** The Truro Historical Society has worked with the Cape Cod National Seashore and the National Park Service (NPS) to put together the basic elements required for Community Preservation Act funding of the restoration and adaptation to contemporary use as a museum, of the Highland House Hotel, built in 1835. Over the past year, the NPS has finally agreed that it will meet the conditions for Community Preservation Act Funding of this project, including a long term lease (20 years) for the Historical Society. This agreement finally allows the Historical Society and the CPC to move forward with Phase I of this project: securing the building envelope to prevent further interior damage and to protect the artifacts and executing the lease with the National Park Service. As the project accomplishes the goals of phase I, the Historical Society plans to advance this project in Phases, with a planned final phase, completion of this important project, in FY 2020.*

**Section Five: Regional Housing Consultant**

To see if the Town will vote to appropriate the sum of Forty thousand dollars (\$40,000.00) exactly from Projected Fiscal Year 2017 Community Preservation Act Surcharge Revenues to permit the Truro Housing Authority, by itself or jointly with other communities, to hire technical consultants for specific Affordable Housing projects or take any other action relative thereto. *Requested by the Truro Housing Authority*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation 6-0-1**

***Comment:** The members of the Truro Housing Authority, like members of the Wellfleet Housing Authority and other small communities, are volunteers, working with very detailed and complicated state and Federal regulations. In order to achieve the best use of our limited resources, the Truro Housing Authority needs access to professional expertise in developing and implementing housing projects. These funds will be used for consultants to work on an “as needed” basis, in conjunction with other housing authorities, and specifically the Wellfleet Housing Authority. The consultants will work on property acquisition, construction and preservation, and will include technical support.*

**Section Six: Reserve for Affordable Housing**

To see if the Town will vote to appropriate the sum of thirteen thousand five hundred sixty-seven dollars and no cents (\$13,567.00) exactly from 2017 Anticipated Community Preservation Act

revenues for a reserve for Community Housing as required by the Community Preservation Act, or take any other action relative thereto. *Requested by the Truro Preservation Committee*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation: 7-0-0**

***Comment:** The Community Preservation Act and our implementing By-laws require that at least ten percent of each year's revenues be allocated to the development of community housing. This reserve is necessary to satisfy the requirement that at least ten percent of current revenues be allocated to, or reserved for, community housing projects. Article 7 Section Five is a request for the other portion of the 10%.*

**Section Seven: Administrative Percentage**

To see if the Town will vote to appropriate the sum of Twenty six thousand, seven hundred eighty-four dollars (\$26,784.00) exactly from Projected Fiscal Year 2017 Community Preservation Act Surcharge Revenues for the administrative expenses of the Community Preservation Committee or take any other action relative thereto. *Requested by the Community Preservation Committee*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

**Community Preservation Committee Recommendation: 7-0-0**

***Comment:** The Community Preservation Act and the Truro Community Preservation By-Law permit 5% of the Community Preservation Act revenue to be used to cover expenses for a consultant to manage CPC operations, as well as for legal expenses, membership in the Community Preservation Coalition, printing, advertising and supplies. Any money remaining unspent at the end of Fiscal Year 2017 will be retained in the Community Preservation Act as undesignated funds.*

**ARTICLE 8: AUTHORIZATION TO EXPEND FUNDS IN ANTICIPATION OF REIMBURSEMENT FOR STATE HIGHWAY ASSISTANCE AID**

To see if the Town will vote to authorize the Town Treasurer, under the direction of the Board of Selectmen and under the authority of Massachusetts General Laws Chapter 44 Sections 6 and 6A, as amended, to borrow a sum of money as approved in the final 2017 Commonwealth of Massachusetts budget; to appropriate this sum for work on roads located on the state Primary System as approved by the Massachusetts Highway Department; to authorize, under the direction of the Board of Selectmen and the Town Administrator, the expenditure of these funds in anticipation of state reimbursement; and to accept any and all state highway assistance funds authorized by the Legislature under the provisions of Chapter 45 of the Acts of 2005, and any other different or subsequent legislation, and as approved by the Massachusetts Highway Department under the so-called Chapter 90 Highway Assistance Program, or to take any other action relative thereto. *Requested by the Town Administrator*

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

***Comment:** Customary Article, the amount Chapter 90 funds to be awarded to municipalities by the*

*State is not approved at this time. The FY 2016 amount was \$170,426.*

**ARTICLE 9: CAPITAL EXCLUSION – EAST HARBOR PIPE REPAIR**

To see if the Town will vote to raise and appropriate the sum of one hundred twenty thousand dollars (\$120,000) to fund the repairs of the outfall pipe at East Harbor, and for the payment of all other costs incidental and related thereto; to authorize the Town Administrator to solicit bids, to enter into contracts and to expend this money for this purpose; to meet this appropriation, to seek, accept and expend any funds or grants which may be available to defray a portion of the project's cost; and to provide that no sums shall be expended hereunder unless and until the Town shall have voted to exclude the amounts needed from the limitations imposed by Chapter 59, Section 21C(i½) of the General Laws (Proposition 2½), or to take any other action relative thereto.

*Requested by the Town Administrator*

**Finance Committee Recommendation:  
Board of Selectmen Recommendation:**

*Comment: The termination point of the East Harbor concrete outfall pipe in Cape Cod Bay is in disrepair. Due to deterioration over the years, the concrete pipe sections are forming voids and are separating from one another causing a concern for public safety. In addition, the grate that should be secured to the end of the pipe is missing. This repair constitutes an interim fix to the pipe with design, permitting and construction and does not include the replacement of the entire length of pipe that connects to Pilgrim Lake. The larger scope continues to be assessed with staff and Town consultants.*

**In order for the Capital Exclusion to be finalized, the request must be approved by a majority of voters at Town Meeting and at the Annual Town Election on May 10, 2016.**

**ARTICLE 10: TRANSFER OF FUNDS FROM STABILIZATION FUND TO EMPLOYEE BENEFITS ACCOUNT**

To see if the Town will vote to transfer the sum of Fifty Thousand dollars (\$50,000.00) from the Stabilization Fund, if required, to an account designated to pay the unused sick and vacation time benefits for employees that retire, and to vote to appropriate for redeposit into the Stabilization Account the transferred funds unused at the end of the fiscal year 2017, or to take any other action relative thereto. *Requested by the Town Administrator and Town Accountant*

**Finance Committee Recommendation:  
Board of Selectmen Recommendation:**

*Comment: Several Town employees with long years of service are near retirement. This transfer would help mitigate the impact of pay outs those employees will receive for unused sick and vacation time when they retire. Our recommendation is to continue to reserve funds annually for this purpose as more employees reach retirement. The transfer will only be completed if required.*

**ARTICLE 11: NON-UNION PERSONNEL CLASSIFICATION AND COMPENSATION SCHEDULE, COST OF LIVING ALLOWANCE FOR FISCAL YEAR 2016**

To see if the Town will vote to amend the Personnel Bylaw, Section 12.3, Classification and Compensation Schedule (Non-Union Personnel) by deleting the applicable personnel classification and compensation schedule, and inserting in its place the following schedule to be effective July 1, 2016, (said schedule appearing in Appendix A). Said amendments having been incorporated in the FY 2017 Omnibus Operating Budget in the COLA Undistributed-Reserved for Transfer Account, Budget Line Item #01015457, or take any other action relative thereto. *Requested by the Town Administrator*

**Finance Committee Recommendation:**  
**Board of Selectmen Recommendation:**

**Comment:** *Customary Article. The Town Administrator has recommended a 1.5% non-union personnel cost of living allowance for FY 2017, which was incorporated in the FY 2017 Omnibus Operating Budget. This article does not increase the operating budget as presented in Article 5. This is included solely to seek your approval of the non-union Classification and Compensation Plan. See Attachment A beginning on page 37.*

**ARTICLE 12: REAUTHORIZATION OF REVOLVING FUND FOR COA**

To see if the town will vote to reauthorize the Council on Aging revolving fund originally established by Article 13 of the Annual Town Meeting held April 29, 2009 under the authority of MGL Chapter 44 Section 53E1/2. Said revolving fund will be used to aid in the development of self-funded, self-sustaining programs, activities and events. Receipts received from activities, events and programs shall be deposited into the fund and shall be available for expenditure by the Director of the Council on Aging, with the approval of the Town Administrator, for purposes connected to the development and promotion of self-supporting activities. The total authorized expenditures from the fund shall not exceed Thirty Thousand dollars in any one fiscal year. As per MGL Ch.44 sec 53E1/2, expenditures from said fund shall not exceed the balance in the fund nor the total authorized expenditures established by annual town meeting. The fund will not be used to pay salary, wages or benefits of any full time employee. The fund shall be subject to annual authorization by annual town meeting, or take any other action relative thereto. *Requested by the Town Accountant*

**Finance Committee Recommendation:**  
**Board of Selectmen Recommendation:**

**Comment:** *Customary article.*

**ARTICLE 13: AUTHORIZATION TO CREATE A CAPITAL PROJECT AND EQUIPMENT STABILIZATION FUND AND TO APPROPRIATE FREE CASH INTO THE NEWLY CREATED FUND**

To see if the Town will vote to establish, as per MGL Chapter 40, section 5c, a separate Stabilization Fund which shall be labeled the "CAPITAL EXPENSE STABILIZATION FUND". The purpose of

this fund is to reserve such sums of money as annual or special town meeting shall vote to appropriate into it for future capital expense purposes; appropriations for use of the fund shall be taken at any annual or special town meeting; and further, to see if the town will vote to transfer the sum of One Hundred Thousand dollars from Free Cash into the Capital Expense Stabilization Fund authorized by this article, or take any other action relative thereto. *Requested by the Town Administrator and Town Accountant*

**Finance Committee Recommendation:**  
**Board of Selectmen Recommendation:**

***Comment:** The administration is frequently made aware of significant capital purchases that will occur several years in the future. Rather than waiting and appropriating or borrowing the entire sum in one year, this fund will allow us to reserve, with town meeting approval, incremental sums of money over a period of time. When the project or purchase is ready to be funded, a town meeting vote will be required to appropriate the funds.*

#### **ARTICLE 14: RESCISION OF BORROWING AUTHORIZATION – TRURO CONSERVATION TRUST**

To see if the Town will vote to rescind the \$500,000 borrowing approved by the Town under Article 18 of the Warrant for the Annual Town Meeting held on April 29, 2014, which borrowing was approved to pay costs of purchasing a conservation restriction on the entirety of two parcels of land located at 8 and 10 Edgewood Way, respectively, or take any other action relative thereto. *Requested by the Town Treasurer*

**Finance Committee Recommendation:**  
**Board of Selectmen Recommendation:**

***Comment:** The Truro Conservation Trust has indicated that they do not need the funding for this purchase.*

#### **ARTICLE 15: REQUEST FROM TRURO CONSERVATION TRUST FOR A PERMANENT EASEMENT OVER TOWN LAND**

To see if the Town will authorize the Board of Selectmen to grant a perpetual pedestrian access easement to the Truro Conservation Trust, a non-profit land conservation organization, over Town-owned conservation land located at 139 State Route 6, shown as Parcel 91 on Town Assessors' Map 51, totaling 11.38 acres, more or less, and shown as Lot 5 recorded on a plan recorded in the Barnstable County Registry of Deeds in Plan Book 569, Page 44, on such terms and conditions as the Board of Selectmen deem appropriate, for the purpose of providing access from the portion of State Route 6 adjoining Lot 5 to the southern corner of the parcel of land owned by the Truro Conservation Trust and shown as Lot 4 on the aforementioned plan, and, further, to authorize the Selectmen, if necessary, to petition and obtain approval for this transaction from the Massachusetts General Court in accordance with Article 97 of the Amendments to the Massachusetts Constitution., or to take any other action

relative thereto. *Requested by the Board of Selectmen.*

**Conservation Trust Recommendation:**

**Finance Committee Recommendation:**

**Board of Selectmen Recommendation:**

***Comment:*** *The purpose of this article is to enable the Town and the Truro Conservation Trust (TCT) to form a partnership for conservation and trail development and maintenance at Edgewood Farm. Last year the Town of Truro established a public parking lot on Rt. 6 and the TCT started the installation of a public walking trail system on the 11 acres, with the approval of the Selectmen. A short spur is needed off the existing Town-sponsored trail to reach the new conservation lots owned by the Truro Conservation Trust, which will extend the public trail to an overlook across the Upper Pamet Valley. The Town has worked cooperatively with the TCT many times in the past on joint acquisitions, such as at High Head, Poor's Hill, and the Arnold property across Rt. 6. No Town funding will be involved in the creation or maintenance of the trail spur.*

## **ARTICLE 16: ROOM OCCUPANCY TAX**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for special legislation applying the local room occupancy tax to seasonal rentals as set forth below; provided, however, that the General Court may make clerical or editorial changes of form only to said bill, unless the Board of Selectmen approves amendments thereto prior to enactment by the General Court, and provided further that Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition.

### **AN ACT APPROVING THE APPLICATION BY THE TOWN OF TRURO OF THE LOCAL OPTION ROOM OCCUPANCY EXCISE TO SEASONAL RENTAL PROPERTIES IN THE TOWN OF TRURO**

Section 1. Notwithstanding the provisions of any general or special law to the contrary, in addition to the authority to impose a local excise tax upon any transfer of occupancy of any room or rooms as may be set forth in and authorized by Chapter 64G section 3A of the Massachusetts General Laws or other law, as the same may be amended from time to time, the town of Provincetown shall, commencing on the first day of the fiscal year that begins after the effective date of this Act, be authorized to impose a local excise tax upon the transfer of occupancy of any room in a seasonal rental property or other transient accommodations located within said town by any operator at the rate of up to but not exceeding six (6) percent of the total amount of rent of each such occupancy.

Section 2. For the purposes of this chapter, all terms used herein shall, unless the context requires otherwise, have the same meanings as set forth in Chapter 64G section 1 of the Massachusetts General Laws and as follows:

“Occupancy”, the use or possession, or the right to the use or possession, of any room or rooms in a bed and breakfast establishment, bed and breakfast home, hotel, lodging house, motel, seasonal rental property or other transient accommodation designed and normally used for sleeping and living purposes, or the right to the use or possession of the furnishings or the services and accommodations, including breakfast in a bed and breakfast establishment or bed and breakfast home, accompanying the

use and possession of such room or rooms, for a period of ninety consecutive calendar days or less, regardless of whether such use and possession is as a lessee, tenant, guest or licensee.

“Seasonal rental property or other transient accommodations” shall mean any bed and breakfast home, as defined by Chapter 64G section 1 of the Massachusetts General Laws and any residential or commercial dwelling, dwelling unit or part thereof, unit of a condominium as defined by Chapter 183A of the Massachusetts General Laws or time-share as defined by Chapter 183B of the Massachusetts General Laws, used for the lodging of guests or invitees in exchange for rent.

Section 3. No excise shall be imposed upon for the transfer of occupancy of any room in a seasonal rental property or other transient accommodations if the total amount of rent is less than fifteen dollars per day or its equivalent or if the accommodation, other than a bed and breakfast home, is exempt under the provisions of Chapter 64G section 2 of the Massachusetts General Laws.

Section 4. All operators of seasonal rental property or other transient accommodations shall be responsible for assessing, collecting, reporting and paying such local excise tax as set forth in Chapter 64G sections 3, 4, 5, 6 and 7A of the Massachusetts General Laws and shall be liable in the same manners as operators in Chapter 64G section 7B of the Massachusetts General Laws.

Section 5. This act shall take effect upon its passage.

or to take any other action relative thereto. *Requested by the Board of Selectmen.*

**Finance Committee Recommendation:**

**Selectmen Recommendation:**

***Comment:** This article requests that the State Legislature grant the town the ability to raise revenue by closing a loophole in the rooms tax. Currently visitors staying in motels and guest houses pay a 9.7% rooms tax (5.7% goes to the state and 4% goes to the Town). If approved by Legislature, this article would require visitors who rent homes or condos for 90 days or less to pay the same rooms tax applied to motels and guest houses. The rooms tax is applied to short-term vacation rentals in most neighboring states.*

**ARTICLE 17: TO AMEND THE GENERAL BYLAWS TO INCLUDE A PROVISION FOR CIVIL FINGERPRINTING**

To see if the Town will vote to create a civil fingerprinting by-law in the Town of Truro as authorized by Massachusetts General Laws as Chapter 6, Section 172 B 1/2, enabling the Police Department to conduct state and federal fingerprint based criminal history records checks for individuals applying for or in possession of certain licenses enumerated in the by-law, and further, that the Truro General Bylaw be amended by inserting the by-law as Chapter II *Licensing and Permits* Section 4 *Civil Fingerprinting* as follows:

**Fingerprint-Based Criminal History Record Checks**

**2-4-1 Purpose and Authorization**

In order to protect the health, safety, and welfare of the inhabitants of the Town of Truro, and as authorized by Chapter 6, section 172B 1/2 of the Massachusetts General Laws as enacted by Chapter

256 of the Acts of 2010, this by-law shall require a) applicants for certain Town licenses permitting the engagement in specific occupational activities within the Town as enumerated in Section 2-4-2 below to submit to fingerprinting by the Truro Police Department, b) the Police Department to conduct criminal history record checks based on such fingerprints pursuant to sections 168 and 172 and 28 U.S.C. §534, and c) the Town to consider the results of such background checks in determining whether or not to grant a license.

Fingerprint submissions may be submitted under this Chapter to the identification unit within the department of the Massachusetts State Police through the Massachusetts Department of Criminal Justice Information Systems (DCJIS), or its successor, for a state criminal history records check and to the Federal Bureau of Investigation (FBI) for a national criminal history records check, as may be applicable and consistent with this by-law. The Town authorizes the Licensing Authority and Police Department to receive and utilize these state and FBI records in connection with such background checks, consistent with this bylaw.

2-4-2 Applicant's Submission to Fingerprinting by the Truro Police Department Any applicant for a license to engage in any of the following occupational activities within the Town shall submit a full set of fingerprints taken by the Truro Police Department within ten (10) days of the date of the application for a license for the purpose of conducting a state and national criminal history record check to determine the suitability of the applicant for the license:

Hawker and Peddler  
Ice Cream Truck Vendor

At the time of fingerprinting, the Police Department shall notify the individual fingerprinted that the fingerprints will be used to check the individual's state and FBI criminal history records.

2-4-3 Police Department Processing of Fingerprint-Based Criminal Record Background Checks and Communication of Results

The Police Department shall transmit fingerprints it has obtained pursuant to Section 2-4-2 of this by-law to the Identification Section of the Massachusetts State Police, DCJIS, and/or the FBI as may be necessary for the purpose of conducting fingerprint-based state and national criminal history records checks of license applicants specified in Section 2-4-2.

The Police Department shall provide the applicant with a copy of the results of his or her fingerprint-based criminal history record check and supply the applicant the opportunity to complete or challenge the accuracy of the information contained in it, including in the FBI identification record. The Police Department shall also supply applicants with information regarding the procedures for obtaining a change, correction, or updating of a criminal record, including a copy of 28 C.F.R. Part 16.34 pertaining to FBI identification records. The Police Department shall not utilize the fingerprint-based criminal history record check pursuant to the paragraph below until it has taken the steps detailed in this paragraph and otherwise complied with the Town's policy applicable to Town licensing-related criminal history record checks.

The Police Department shall communicate the results of fingerprint-based criminal history record checks to the applicable licensing authority within the Town. The Police Department shall indicate whether the applicant has been convicted of, or is awaiting final adjudication for, a crime that bears upon his or her suitability, or any felony or misdemeanor that involved force or threat of force, controlled substances or a sex-related offense.

2-4-4 Reliance on Results of Fingerprint-Based Criminal History Record Checks

Licensing authorities of the Town shall utilize the results of fingerprint-based criminal history record checks for the sole purpose of determining the suitability of the applicants for the proposed occupational activity that is the subject of the license applications specified in Section 2-4-2. A Town licensing authority may deny an application for a license on the basis of the results of a fingerprint-based criminal record background check if it determines that the results of the check render the subject unsuitable for the proposed occupational activity. The licensing authority shall consider all applicable laws, regulations and Town policies bearing on an applicant's suitability in making this determination. The licensing authority shall not deny a license based on information in a criminal record unless the applicant has been afforded a reasonable time to correct or complete the record or has declined to do so.

2-4-5 Compliance with Law, Regulation, and Town Policy

Implementation of this by-law and the conducting of fingerprint-based criminal record background checks by the Town shall be in accordance with all applicable laws, regulations, and Town policies, including, but not limited to, the Town's policy applicable to licensing-related criminal record background checks which shall include record retention and confidentiality requirements. The Town shall not disseminate the results of fingerprint-based criminal background checks except as may be provided by law, regulation, and Town policy. The Town shall not disseminate criminal record information received from the FBI to unauthorized persons or entities.

2-4-6 Fees

The fee charged by the Police Department for the purpose of conducting fingerprint-based criminal record background checks shall be one hundred dollars (\$100). A portion of the fee, as specified in Mass. Gen. Laws Chapter 6, Section 172B 1/2, shall be deposited into the Firearms Fingerprint Agency Account, and the remainder of the fee may be retained by the Town for costs associated with the administration of the fingerprinting system.

Or take any other action relative thereto. *Requested by the Town Administrator.*

**Board of Selectmen Recommendation:**

***Comment:*** Pursuant to Massachusetts General Law c.6, § 172B1/2 and Public Law 92-544, municipalities are now able to request fingerprint-based national criminal record checks on applicants for certain municipal licenses. However, before being permitted to submit fingerprint-based criminal record checks, a municipality must have in place a local bylaw or ordinance specifically requiring that fingerprint-based checks be done on certain license applicants. This article allows the Town's Police Department to request criminal history record checks for individuals who are seeking certain licenses including those listed. Many of these licenses now require a criminal records check and our residents need to apply to the State or another entity in order to accomplish this. Having the ability to perform the checks locally will provide an additional service to residents. Fees will be charged for the service to offset the costs of administering the program.

**ARTICLE 18: TO AMEND THE GENERAL BYLAWS APPENDIX A SECTION 3-3  
REGARDING LICENSING OF SWIMMING POOLS**

To see if the Town will vote to amend Appendix A Section 3-3 *Swimming Pools* of the Truro General Bylaws by deleting existing language and replacing it with the following (new language shown in **bold italics**, deleted language shown in ~~strike-out~~):

|     |                |                     |                                                                           |
|-----|----------------|---------------------|---------------------------------------------------------------------------|
| 3-3 | Swimming pools | \$50.00 per offense | <del>Licensing agent</del> <b>Health Agent,<br/>Building Commissioner</b> |
|-----|----------------|---------------------|---------------------------------------------------------------------------|

Or to take any other action relative thereto. *Requested by the Board of Selectmen.*

**Board of Selectmen Recommendation:**

***Comment:*** *The Licensing Agent is not involved in the licensing swimming pool, this change more accurately reflects responsibilities. The construction of the private swimming pools is under the Building Commissioner’s review. The Health Agent enforces the sanitary code on semi-public and public-pools.*

**ARTICLE 19: TO AMEND THE GENERAL BYLAWS CHAPTER VI PRESERVING HISTORIC PROPERTIES SECTION 5-PROCEDURES FOR REVIEW OF APPLICATIONS PARAGRAPH 6-5-4 TO CLARIFY ABUTTER NOTIFICATION PROCESS**

To see if the Town will vote to amend the General Bylaws, Chapter VI Preserving Historic Properties, Section 5, Procedures for Review of Applications paragraph 6-5-4, by adding additional language (new language shown in **bold italics**, deleted language shown in ~~strike-out~~)

6-5-4 Notice of the time, place, and subject matter of the Historic Review Board hearings shall be provided by publication in a newspaper of general circulation in the Town once a week for two (2) consecutive weeks, the first notice to appear at least fourteen (14) days before the day of the hearing (including the day of publication and excluding the day of the hearing); and ***the applicant is responsible for obtaining the list of certified abutters (which includes direct abutters and abutters to abutters within 300 feet ), mailing public hearing notice*** by certified mail, ~~return receipt to the owner or applicant,~~ ***to*** all abutters to the subject property, ***and to*** the Truro Historical Commission, the Board of Selectmen, the Planning Board, and such other persons as the Historical Review Board may determine ***and demonstrate that they have done so.***

Or to take any other action relative thereto. *Requested by the Historic Review Board.*

**Historic Review Board Recommendation: 3-0**

**Board of Selectmen Recommendation:**

***Comment:*** *This additional language will clarify for Town staff and applicants the abutter notification process and identify which precise abutters are being notified.*

## **ARTICLE 20: ACQUISITION OF STATE PROPERTY**

To see if the Town will vote to authorize the Board of Selectmen to acquire from the Commonwealth of Massachusetts a parcel of land containing 4 acres, more or less, located near the intersection of Highland Road and Route 6, for general municipal purposes, including, without limitation, for affordable housing purposes, and for the purpose of conveyance and/or lease (which may be a 99-year lease), and further to authorize the Board of Selectmen to dispose of said property and grant easements therein, said acquisition and disposition to be on such terms and conditions and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate; or take any other action relative thereto. *Requested by the Board of Selectmen*

### **Board of Selectmen Recommendation:**

*Comment: The land is currently owned by the Massachusetts Department of Transportation for future expansion of Route 6.*

## **ARTICLE 21: CHARTER AMENDMENT TO SECTION 4-2-10**

To see if the Town will vote to amend Section 4-2-10 of the Town Charter by adding new language and deleting language as follows (new language shown **underlined**, deleted language shown in ~~strike-out~~):

4-2-10 The Board of Selectmen shall **appoint a collective Bargaining Team**, ~~act as the collective bargaining agent for the Town unless otherwise provided by the General Laws, **which shall include the Town Administrator, and may include members of the Board of Selectmen**~~ It shall appoint a collective bargaining team which shall consist of not less than two selectmen, the Town Administrator, and those department heads whose employees shall be subject to the collective bargaining agreement. The Board of Selectmen may use professional assistance on the collective bargaining team, **and** ~~the~~ collective bargaining team shall appoint one of its members to serve as the **Chief** negotiator.

Or to take any other action relative thereto. *Requested by the Board of Selectmen.*

### **Board of Selectmen Recommendation: Charter Review Committee:**

*Comment: This change makes the language less specific, which allows for more operating flexibility. It is also consistent with current practice.*

## **ARTICLE 22: CHARTER AMENDMENT TO SECTION 5-4-2**

To see if the Town will vote to amend Section 5-4-2 of the Town Charter by adding new language and deleting language as follows (new language shown **underlined**, deleted language shown in ~~strike-out~~):

5-4-2 ~~After consultation with the Board of Selectmen, the Town Administrator shall appoint the following, subject to the provisions of section 5-5-4 of this Charter:~~

|                                      |                             |
|--------------------------------------|-----------------------------|
| Director of Public Works             | Beach Commission Supervisor |
| Town Accountant                      | Golf Course Manager         |
| Building Commissioner                | Recreation Director         |
| Deputy Assessor                      | Harbormaster                |
| Administrative Secretary             | Town Clerk                  |
| Licensing Agent                      | Town Treasurer              |
| Agent to the Zoning Board of Appeals |                             |
| Collector of Taxes                   |                             |
| Agent to the Board of Health         | Council on Aging Director   |

5-4-2 **After consultation with the Board of Selectmen, the Town Administrator shall appoint all Department Heads, which are those positions reporting directly to the Town Administrator. All such appointments shall be subject to disapproval by a majority vote of the Board of Selectmen, provided that such a vote is taken prior to the date of the offer. This section does not apply to appointment authority granted to the Board of Selectmen in accordance with section 4-3-1 of this Charter.**

Or take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:  
Charter Review Committee:**

***Comment:** Currently, all of these positions are listed in section 5-4-2 of the Charter. This requires a charter change any time a department head position is added, deleted or otherwise changed. In addition, disapproval by the Board of Selectmen (formerly in 5-4-5) is limited to Department Heads only, and requires the disapproval vote to occur earlier in the process.*

**ARTICLE 23: CHARTER AMENDMENT TO SECTION 5-4-3**

To see if the Town will vote to amend Section 5-4-3 of the Town Charter by adding new language and deleting language as follows (new language shown **underlined**, deleted language shown in ~~strike-out~~):

5-4-3 After consultation with the appropriate elected officials, department heads or ~~multi-member-bodies~~ supervisors, the Town Administrator shall appoint all full-time, part-time or seasonal employees, except those of ~~the Police Department, the Fire Department or~~ the School Department.

*Note: Deleted language in red is pending approval on the May 2016 ballot.*

**Board of Selectmen Recommendation:  
Ad-Hoc Charter Review Committee:**

***Comment:** This change eliminates multi-member bodies from the consultation process.*

**ARTICLE 24: CHARTER AMENDMENT TO SECTION 5-4-5**

To see if the Town will vote to amend Section 5-4-5 of the Town Charter by deleting language as follows (deleted language shown in ~~strike out~~):

- 5-4-5 ~~All appointments for regular full-time and regular part-time employees made by the Town Administrator shall be subject to disapproval by a majority vote of the Board of Selectmen, provided that such a vote is taken prior to the date of the appointment~~

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:**  
**Charter Review Committee:**

**Comment:** *Amended language has been included in 5-4-2.*

**ARTICLE 25: CHARTER AMENDMENT TO SECTION 5-4-6**

To see if the Town will vote to amend Section 5-4-6 of the Town Charter by deleting language as follows (deleted language shown in ~~strike out~~):

- 5-4-6 ~~The Town Administrator shall appoint, as needed, the director, clerk, and employees of the Council on Aging, notwithstanding the provision of section eight B of chapter 40 of the General Laws.~~

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:**  
**Charter Review Committee:**

**Comment:** *These appointments are covered by sections 5-4-2 and 5-4-3.*

**ARTICLE 26: CHARTER AMENDMENT TO SECTION 6-3-1**

To see if the Town will vote to amend Section 6-3-1 of the Town Charter by adding new language and deleting language as follows (new language shown underlined, deleted language shown in ~~strike out~~):

- 6-3-1 The multi-member bodies listed in ~~appendix B part 1~~ section 3-1-1 shall be elected in accordance with subsections 3-2-3 and 6-2-6 of this Charter.

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:**  
**Charter Review Committee:**

***Comment: At the 2015 Town Meeting, the listing of elected multi-member bodies was removed from Appendix B, Part 1 and was included in section 3-1-1.***

**ARTICLE 27: CHARTER AMENDMENT TO SECTION 7-1-2**

To see if the Town will vote to amend Section 7-1-2 of the Town Charter by adding new language and deleting language as follows (new language shown **underlined**, deleted language shown in ~~strike-out~~):

- 7-1-2 On or before December 15 of each year, the Town Administrator shall submit to the Board of Selectmen the following:
- (a) A draft budget of the probable expenditures of the Town government, including the draft school budget, for the ensuing fiscal year, together with an estimate of such expenditures for the current fiscal year and a statement of such expenditures for the two preceding fiscal years;
  - (b) Revenue projections for the ensuing fiscal year, together with an estimate of such revenues for the current fiscal year and a statement of such revenues for the two preceding fiscal years;
  - (c) The draft budget document for the ensuing year shall:
    - (1) Include a financial summary listing all proposed expenditures, show the tax levy limit, disclose the source of any additional revenues, and itemize the Town's reserves;
    - (2) Explain the budget in terms of service changes or major expenditure changes and outline the reasons for such changes;
    - ~~(3) Indicate any major changes from the current fiscal year in financial policies together with the reasons for such changes;~~
    - (4) Summarize the Town's debt position and projections;
    - (5) Include such other material deemed to be appropriate.
  - (d) A Budget Task Force shall be formed on or before December 15 of each year. The Budget Task Force shall consist of two (2) members of the Finance Committee, two (2) members of the Board of Selectmen, the Town Accountant and the Town Administrator. It shall be the charge of the Budget Task Force to review with department heads individual budgets.
  - (e) **Changes to the preliminary budget by the Budget Task Force shall be forwarded to the Board of Selectmen for review and recommendations on or before January 31<sup>st</sup>. The Board of Selectmen shall then forward any recommendations to the Finance Committee by February 21<sup>st</sup>.**

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:**  
**Charter Review Committee:**

***Comment: Changes to the Financial Procedures section are intended to reflect current practice and to establish dates for decision points.***

**ARTICLE 28: CHARTER AMENDMENT TO SECTION 7-2-1**

To see if the Town will vote to amend Section 7-2-1 of the Town Charter deleting language as follows (deleted language shown in ~~strike-out~~):

- 7-2-1 On or before December 15 of each year, the Town Administrator shall submit to the Board of Selectmen a five-year capital improvement plan that shall include:
- (a) A clear summary of its contents;
  - (b) A list, together with supporting data, of all capital improvements proposed to be undertaken in the next five years; such list to include all capital improvements of the School Department and those resulting from any inter-municipal or regional agreements. Such list shall detail proposed:
    - (1) Acquisition of new land, facilities, vehicles, and equipment;
    - (2) Construction and expansion of existing facilities;
    - (3) Major maintenance and repairs of facilities, vehicles and equipment;
    - (4) Replacement program for existing equipment and vehicles;
  - (c) Cost estimates, methods of financing, and recommended timetables;
  - (d) ~~Estimated annual operating costs including maintenance for newly acquired or constructed facilities.~~

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:**  
**Charter Review Committee:**

***Comment:*** *Changes to the Financial Procedures section are intended to reflect current practice and to establish dates for decision points.*

**ARTICLE 29: CHARTER AMENDMENT TO SECTION 7-2-2**

To see if the Town will vote to amend Section 7-2-2 of the Town Charter by adding new language and deleting language as follows (new language shown **underlined**, deleted language shown in ~~strike-out~~):

7-2-2 On or before ~~January 15~~ **February 21<sup>st</sup>** of each year, the Board of Selectmen shall submit to the Finance Committee the capital improvement plan together with its recommendations thereon.

Or to take any other action relative thereto. *Requested by the Board of Selectmen*

**Board of Selectmen Recommendation:**  
**Charter Review Committee:**

***Comment:*** *Changes to the Financial Procedures section are intended to reflect current practice and to establish dates for decision points.*

**ARTICLE 30: AMENDMENT TO SECTION 40.6 – GROWTH MANAGEMENT OF THE ZONING BYLAWS**

To see if the Town will amend the Zoning Bylaw Section 40.6 – Growth Management, by removing

the language shown below with a strikethrough and adding the language shown below with bold underline, for the purpose of extending the time period of Section 40.6 by five years.

#### § 40.6. Growth Management

A. Purpose. The purpose of § 40.6 of the bylaw is **to provide adequate time for the Town to plan and prepare for the effects of future residential growth, and ensure that control the pace of the Town's growth does not diminish the Town's rural character, impair natural resources or overwhelm town services or infrastructure.** ~~so that build-out will be gradual. This gradual~~ pace of development afforded by the bylaw will provide opportunities for the Town to: 1) ~~an opportunity to purchase and protect open spaces, thereby reducing the Town's ultimate density and preserving, as much as possible, the Town's rural character;~~ 2) **undertake comprehensive planning to the time for the Town to adequately identify a community land use vision to guide the regulation of land use and development;** 3) **study-assess the impacts of anticipated growth on town infrastructure, roads, drinking water supply and fresh and marine wetlands and water bodies, and plan appropriate measures to protect the integrity of those resources,** and possibly regulate the impact of continued development on the Town's existing roads and water quality; and 4) **develop a financially sustainable plan for the provision of town services and infrastructure necessary to support the community's land use vision.** ~~protection for the Town from a sharp acceleration of population growth that could suddenly overwhelm our current public services. This section, 40.6, shall expire on December 31, 2021+6.~~

#### B. Residential Development Limitation.

1. There shall be no more than forty (40) building permits for new single family dwelling units authorized within any calendar year, beginning January 1 and ending December 31. Permits not issued within the calendar year may be carried over and added to the next calendar year's quantity. This bylaw shall be effective as of March 3, 2006.
2. The Building Commissioner shall issue building permits in accordance with the following:
  - a. For the purposes of this section, an application shall be accepted for review only if it conforms to all applicable building and zoning requirements, and has received all necessary approvals from pertinent Town boards, including the Board of Health, Planning Board, Board of Appeals, Conservation Commission, and so forth.
  - b. Applications for building permits for single family dwelling units certified complete by the Building Commissioner shall be dated and time-stamped upon determination of completeness. Building permits shall be issued on a first-come/first-served basis.
  - c. Within any calendar month, no more than six (6) permits for single family dwelling units may be issued. Permits not issued during one month may be carried forward and issued the next month, assuming it is within the same calendar year.
  - d. No applicant may have more than one (1) application processed for a single family dwelling unit in any given month.
  - e. No more than four (4) building permits for single family dwelling units shall be issued to any one applicant within a single calendar year unless 1) there are available permits within the yearly limit and 2) no other applicant has applied for them before the fifteenth day of December.

#### C. Exemptions.

1. Construction of affordable housing units provided such housing units have deed restrictions to ensure they remain affordable for the maximum period permitted under Massachusetts law. Occupancy permits for such affordable units are not to be issued until the restricted deed has been recorded or registered.

2. A presently existing structure which is otherwise subject to this bylaw but which is destroyed by fire or other calamity. Such a structure may be rebuilt outside of these limitations as long as: 1) the structure is not expanded beyond one additional bedroom; 2) it complies with all other provisions of these bylaws; and 3) so long as application for a building permits is submitted within two (2) years of the destruction.

3. A presently existing structure which, following demolition, is being rebuilt to no more than one hundred twenty-five percent (125%) of its current footprint. Such a structure may be rebuilt so long as: 1) the structure is not expanded beyond one additional bedroom; 2) it complies with all other provisions of these bylaws; and 3) the application for a building permit is submitted within two (2) years of the existing structure's demolition. (4/16)

Or to take any other action relative thereto. *Requested by the Planning Board*

**Board of Selectmen Recommendation:**

**Planning Board Recommendation:**

***Comment:** The purpose of this proposed change is to extend the time period of the Growth Management bylaw, which caps single-family residential building permits at 40 per year. Affordable housing units are exempt from this building permit cap. The annual cap on permits ensures that the rate of residential growth does not outpace the Town's ability to provide services and infrastructure, and to put in place measures to protect the community's rural character and natural resources. The additional five years will allow time to complete comprehensive community-based planning for land use, water resource protection, infrastructure and services.*

**ARTICLE 31: WITHDRAWN**

**ARTICLE 32: PETITIONED ARTICLE – AMEND THE CURRENT DEFINITION OF “STREET” WITHIN THE ZONING BYLAW**

To see if the Town will vote to Amend the current Definition of “STREET” within the Zoning Bylaw to include the actual requirements of the Town of Truro Subdivision Regulations, Section IV, Design Standards, (b), (c), & (d) as they existed on January 1, 1989.

**Street.** A public or private way which affords access to abutting property. For the purposes of this bylaw, the terms “street”, “road”, “way”, and “road right-of-way” bear the same meaning. When a street(s) is to be used for lot frontage, the street(s) shall conform to the requirements of the Town of Truro Subdivision Regulations, Section IV, Design Standards, (b), (c), & (d) as they existed on January 1, 1989.

*The aforementioned 1989 Design Standards are: b) The minimum width of street right-of-ways shall be 40 feet, c) Property lines at street intersections shall be rounded to provide for a curb radius of not less than 20 feet, and d) Dead-end streets shall be provided at the closed end with a turnaround having a property line diameter of at least 80 feet. When ways requiring turnarounds may be extended in future subdivision, the Board may require only an area equal to the above requirement to be shown and marked “Reserved For Turning”. Upon extension of the way through this turning area, the portions not included in the way shall revert to their respective lots.*

Street(s) shall have a center line length in excess of 100 feet. For dead-end street(s), this distance

shall be measured from the sideline of the layout of the road to be intersected to the opposite end of the layout of the turnaround cul-de-sac. Town of Truro paved street(s) that: (1) have a minimum layout width of 20 feet, (2) were created prior to January 1, 1989 and (3) were accepted by Truro Town Meeting, are exempt from the width requirements of the Town of Truro Subdivision Regulations, Section IV, Design Standards. These accepted public paved ways shall be deemed adequate as lot frontage for the issuance of building permits. The list of accepted Truro public paved ways is available from the Town of Truro Town Clerk upon request.

Or to take any other action relative thereto. *Requested by Petitioner.*

**Board of Selectmen Recommendation:**

**Planning Board Recommendation:**

**Comment:** . *This is a housekeeping article. This amendment simply inserts the actual language of the requirements of the Town of Truro Subdivision Regulations, Section IV, Design Standards, (b), (c), & (d) as they existed on January 1, 1989. The insertion of the missing language makes the definition clear and easy for all to understand and does not alter the current 'Street' definition in any way. This was submitted by petition for consideration at Town Meeting*

**ARTICLE 33: PETITIONED ARTICLE-AMEND GENERAL BYLAW BY ADDING THE FOLLOWING SECTION 4-2-4 DOG EXCREMENT BYLAW**

To see if the Town will vote to amend the General Bylaw by adding the following section 4-2-4 Dog Excrement Bylaw:

4-2-4 Dog Excrement Bylaw- No owner shall permit a dog to defecate upon sidewalks, streets, beaches, or Town-owned land or structures without immediately and permanently removing the excrement therefrom, nor shall said person permit such excrement to remain on private property without consent of the owner or occupant same. A non-criminal disposition penalty will be assessed in the amount of \$100 (one hundred dollars) to the owner for the first offense; \$200 (two hundred dollars) for the second offense; and \$300 (three hundred dollars) for the third subsequent offenses. Or to take any other action relative thereto. *Requested by Petitioner.*

**Board of Selectmen Recommendation:**

**Finance Committee Recommendation:**

**Comment:** *This was submitted by petiton for consideration at Town Meeting.*

**ANNUAL TOWN ELECTION  
TUESDAY, MAY 10, 2016  
TRURO COMMUNITY CENTER  
7:00AM – 8:00PM**

DRAFT

In conformity with Section 2.3.5 of the Truro Town Charter, you are hereby directed to serve these warrants, by posting duly-attested copies in Town Hall, the United States Post Offices, two other public places in Truro and two other public places in North Truro, fourteen days, at least, before the date of said meetings.

Hereto fail not and make due return of the warrants, together with your doings thereon, to the Town Clerk, at time and place of said meetings. Given unto our hands this xx day of xx in the Year of our Lord, Two Thousand and Sixteen.

We, the members of the Board of Selectmen of the Town of Truro, have read the warrant for Annual Town Meeting to be held at 6:00 p.m. on April 26, 2016, at the Truro Central School and have read the warrant for the Town election to be held on Tuesday May 10, 2016 at the Truro Community Center from 7:00 a.m. to 8:00 p.m.

Acting in capacity of the Board of Selectmen we do hereby grant approval of and permission for the above mentioned warrant

\_\_\_\_\_  
Paul Wisotzky, Chair

\_\_\_\_\_  
Jan Worthington, Vice-Chair

\_\_\_\_\_  
Maureen Burgess, Clerk

\_\_\_\_\_  
Jay Coburn

\_\_\_\_\_  
Robert Weinstein

A true copy, attest:

Cynthia A. Slade  
Town Clerk, Town of Truro

Sirs: I have served this warrant by posting duly attested copies thereof at the following places: Grozier's Garage, Lower Cape Auto & Truck Repair, Savory & Sweet Escape, Pamet Valley Liquors, Truro Post Office, N. Truro Post Office, Truro Public Safety Facility, Truro Public Library, Transfer Station, Truro Central School, Truro Community Center, and Truro Town Hall

\_\_\_\_\_  
date Constable

Appendix A  
 Non-Union Personnel  
 Compensation and Classification  
 FY2016 and FY2017

| FROM FY15 - CLASSIFICATION & COMPENSATION SCHEDULE |                                                             |             |          |          |          |          |          |          |
|----------------------------------------------------|-------------------------------------------------------------|-------------|----------|----------|----------|----------|----------|----------|
| NON-UNION & NON-CONTRACT                           |                                                             |             |          |          |          |          |          |          |
| Grade                                              |                                                             |             | TOTAL    | TOTAL    | TOTAL    | TOTAL    | TOTAL    | TOTAL    |
|                                                    | Job Title                                                   |             | STEP 1   | STEP 2   | STEP 3   | STEP 4   | STEP 5   | STEP 6   |
|                                                    | Salaries are rounded                                        |             |          |          |          |          |          |          |
| 1                                                  | Beach Attendant                                             | Hrly        | \$11.68  | \$12.06  | \$12.52  | \$12.91  | \$13.35  | \$13.76  |
|                                                    | Election Teller                                             | Hrly 1 step | \$11.68  |          |          |          |          |          |
| 2                                                  | <i>No current position</i>                                  | Hrly        |          |          |          |          |          |          |
| 3                                                  | Beach Sales Clerk                                           | Hrly        | \$13.43  | \$13.88  | \$14.56  | \$15.11  | \$15.64  | \$16.25  |
|                                                    | Recreation Counselor                                        | Hrly        | \$13.43  | \$13.88  | \$14.56  | \$15.11  | \$15.64  | \$16.25  |
|                                                    | Council on Aging Van Drivers                                | Hrly        | \$13.43  | \$13.88  | \$14.56  | \$15.11  | \$15.64  | \$16.25  |
| 4                                                  | Golf Ranger/Starters                                        | Hrly        | \$13.66  | \$14.62  | \$15.57  | \$16.66  | \$17.82  | \$19.06  |
|                                                    | Golf Sales Clerks                                           | Hrly        | \$13.66  | \$14.62  | \$15.57  | \$16.66  | \$17.82  | \$19.06  |
|                                                    | Recreation Assistant Dir/<br>Program Coordinator            | Hrly        | \$13.66  | \$14.62  | \$15.57  | \$16.66  | \$17.82  | \$19.06  |
| 5                                                  | Beach Assistant Supervisor                                  | Hrly        | \$15.01  | \$16.01  | \$16.97  | \$17.95  | \$18.92  | \$19.96  |
|                                                    | Beach Lifeguard                                             | Hrly        | \$15.01  | \$16.01  | \$16.97  | \$17.95  | \$18.92  | \$19.96  |
|                                                    | Golf Assistant Manager                                      | Hrly        | \$15.01  | \$16.01  | \$16.97  | \$17.95  | \$18.92  | \$19.96  |
|                                                    | Golf Greenskeeper                                           | Hrly        | \$15.01  | \$16.01  | \$16.97  | \$17.95  | \$18.92  | \$19.96  |
| 6                                                  | Beach Head Lifeguard                                        | Hrly        | \$16.08  | \$17.07  | \$18.09  | \$19.09  | \$20.11  | \$21.20  |
| 7                                                  | Office Assistant 1                                          | Hrly        | \$18.15  | \$18.80  | \$19.45  | \$20.06  | \$20.72  | \$21.35  |
|                                                    | Library Tech Services/Youth Services                        | Hrly        | \$18.15  | \$18.80  | \$19.45  | \$20.06  | \$20.72  | \$21.35  |
| 8                                                  | Assistant Harbormaster (2 pt positions)                     | Hrly        | \$18.44  | \$19.06  | \$19.68  | \$20.27  | \$20.90  | \$21.53  |
|                                                    | Library Programs/Comm. Outreach                             | Hrly        | \$18.44  | \$19.06  | \$19.68  | \$20.27  | \$20.90  | \$21.53  |
| 9                                                  | <i>No Current Position</i>                                  |             |          |          |          |          |          |          |
| 9A                                                 | Staff Librarian (convert to hourly)                         | Ann'l.      | \$36,167 | \$38,133 | \$40,099 | \$42,065 | \$44,058 | \$46,020 |
| 10                                                 | Ass't. Rec./Beach Dir.<br>(plus stipend- flat rate \$8,100) | Ann'l       | \$41,022 | \$44,762 | \$45,558 | \$47,826 | \$50,106 | \$52,370 |
|                                                    | Assistant Library Director                                  | Hrly        | \$22.45  | \$24.50  | \$24.94  | \$26.18  | \$27.42  | \$28.66  |
| 11                                                 | Harbormaster/Shellfish Warden                               | Hrly        | \$30.00  | \$31.20  | \$32.45  | \$33.75  | \$35.10  | \$36.50  |

|     |                                                            |                |          |           |          |          |          |          |
|-----|------------------------------------------------------------|----------------|----------|-----------|----------|----------|----------|----------|
|     | Greens Sup't                                               | Ann'l.         | \$43,157 | \$45,552  | \$47,944 | \$50,340 | \$52,730 | \$55,172 |
|     | Executive Assistant                                        | Ann'l          | \$50,820 | \$53,380  | \$56,369 | \$59,336 | \$62,326 | \$65,315 |
|     |                                                            |                |          |           |          |          |          |          |
| 12  | Recreation/Beach Dir.<br>(plus stipend- flat rate \$9,900) | Ann'l.         | \$48,225 | \$51,117  | \$54,185 | \$57,435 | \$60,881 | \$64,212 |
|     | Library Director                                           | Ann'l.         | \$48,707 | \$51,628  | \$54,727 | \$58,010 | \$61,491 | \$64,855 |
|     |                                                            |                |          |           |          |          |          |          |
| 14A | Golf Course Manager                                        | Ann'l          | \$51,211 | \$54,199. | \$57,378 | \$60,719 | \$64,419 | \$68,307 |
|     |                                                            |                |          |           |          |          |          |          |
| 15  | Inspector of Buildings/Building<br>Commissioner            | Hrly           | \$30.18  | \$31.96   | \$33.72  | \$35.49  | \$37.27  | \$39.00  |
|     |                                                            |                |          |           |          |          |          |          |
| 17  | DPW Director – Employment<br>Agreement                     | Ann'l.         |          |           |          |          |          |          |
|     |                                                            |                |          |           |          |          |          |          |
| 18  | Assistant Town Admin.                                      | Ann'l          | \$76,379 | \$80,197  | \$84,206 | \$88,418 | \$92,838 | \$97,481 |
|     |                                                            |                |          |           |          |          |          |          |
| P1  | <i>No Current Position</i>                                 |                |          |           |          |          |          |          |
| P2  | Parking Magistrate                                         | Ann'l.         | \$4,865  |           |          |          |          |          |
| P3  | Plumbing/Gas Inspector                                     | Per<br>Inspec. | \$40.00  |           |          |          |          |          |
| P3A | Deputy Plumbing/Gas Inspector                              | Per<br>Inspec. | \$32.00  |           |          |          |          |          |
| P5  | Shellfish Warden                                           | Ann'l.         | \$10,482 |           |          |          |          |          |
| P5  | Wiring Inspector                                           | Ann'l          | \$13,844 |           |          |          |          |          |
| P5A | Deputy Wiring Inspector                                    | Per<br>Inspec. | \$32.00  |           |          |          |          |          |
| P6  | Dog Officer/Animal Control                                 | Hrly 1<br>step | \$27.55  |           |          |          |          |          |
| P7  | <i>No Current Position</i>                                 |                |          |           |          |          |          |          |
| P8  | Deputy Building Inspector                                  | Per<br>Inspec. | \$32.00  |           |          |          |          |          |
| P9  | Field Inspector:<br>Conservation/Health                    | Per<br>Inspec. | \$45.00  |           |          |          |          |          |
|     |                                                            |                |          |           |          |          |          |          |
| F5  | FF/First Responder                                         | Hrly           | \$16.44  |           |          |          |          |          |
| F15 | FF/EMT/Basic                                               | Hrly           | \$21.92  |           |          |          |          |          |
| F18 | FF/EMT/Intermediate                                        | Hrly           | \$23.29  |           |          |          |          |          |
| F19 | FF/EMT/Paramedic                                           | Hrly           | \$24.67  |           |          |          |          |          |
| F20 | Squad Member flat rate                                     | Ann'l          | \$2,391  |           |          |          |          |          |
| F1  | Fire Chief flat rate (reflects add'l<br>\$10,000 atm 2013) | Ann'l          | \$49,050 |           |          |          |          |          |

| 2%                       |                                                                   | <b>TO FY17 – CLASSIFICATION &amp; COMPENSATION SCHEDULE</b> |          |          |          |          |          |          |  |
|--------------------------|-------------------------------------------------------------------|-------------------------------------------------------------|----------|----------|----------|----------|----------|----------|--|
| NON-UNION & NON-CONTRACT |                                                                   |                                                             |          |          |          |          |          |          |  |
| Grade                    |                                                                   |                                                             | TOTAL    | TOTAL    | TOTAL    | TOTAL    | TOTAL    | TOTAL    |  |
|                          | Job Title                                                         |                                                             | STEP 1   | STEP 2   | STEP 3   | STEP 4   | STEP 5   | STEP 6   |  |
|                          | Salaries are rounded                                              |                                                             |          |          |          |          |          |          |  |
| 1                        | Beach Attendant                                                   | Hrly                                                        | \$11.91  | \$12.30  | \$12.77  | \$13.17  | \$13.62  | \$14.04  |  |
|                          | Election Teller (1 step)                                          | Hrly                                                        | \$11.91  |          |          |          |          |          |  |
| 2                        | <i>No Current Position</i>                                        |                                                             |          |          |          |          |          |          |  |
| 3                        | Beach Sales Clerk                                                 | Hrly                                                        | \$13.70  | \$14.16  | \$14.85  | \$15.41  | \$15.95  | \$16.58  |  |
|                          | Recreation Counselor                                              | Hrly                                                        | \$13.70  | \$14.16  | \$14.85  | \$15.41  | \$15.95  | \$16.58  |  |
|                          | Council on Aging Van Drivers                                      | Hrly                                                        | \$13.70  | \$14.16  | \$14.85  | \$15.41  | \$15.95  | \$16.58  |  |
| 4                        | <i>Golf Ranger/Starters*</i>                                      |                                                             |          |          |          |          |          |          |  |
|                          | <i>Golf Sales Clerks*</i>                                         |                                                             |          |          |          |          |          |          |  |
|                          | Rec. Assistant Dir/ Program Coordinator                           | Hrly                                                        | \$13.93  | \$14.91  | \$15.88  | \$16.99  | \$18.18  | \$19.44  |  |
| 5                        | Beach Assistant Supervisor                                        | Hrly                                                        | \$15.31  | \$16.33  | \$17.31  | \$18.31  | \$19.30  | \$20.36  |  |
|                          | Beach Lifeguard                                                   | Hrly                                                        | \$15.31  | \$16.33  | \$17.31  | \$18.31  | \$19.30  | \$20.36  |  |
|                          | <i>Golf Assistant Manager*</i>                                    |                                                             |          |          |          |          |          |          |  |
|                          | <i>Golf Greenskeeper*</i>                                         |                                                             |          |          |          |          |          |          |  |
| 5A                       | Library Assistant (21 hours)                                      | Hrly                                                        | \$17.09  | \$17.95  | \$18.83  | \$19.96  | \$21.15  | \$22.37  |  |
| 6                        | Beach Head Lifeguard                                              | Hrly                                                        | \$16.40  | \$17.41  | \$18.45  | \$19.47  | \$20.51  | \$21.62  |  |
| 7                        | Office Assistant 1                                                | Hrly                                                        | \$18.51  | \$19.18  | \$19.84  | \$20.46  | \$21.13  | \$21.78  |  |
|                          | Library Tech. Serv/Youth Serv (23 hours)                          | Hrly                                                        | \$18.51  | \$19.18  | \$19.84  | \$20.46  | \$21.13  | \$21.78  |  |
| 8                        | Assistant Harbormaster (2 pt positions)                           | Hrly                                                        | \$18.81  | \$19.44  | \$20.07  | \$20.68  | \$21.32  | \$21.96  |  |
|                          | Library Prog/Comm Outreach (25 hours)                             | Hrly                                                        | \$18.81  | \$19.44  | \$20.07  | \$20.68  | \$21.32  | \$21.96  |  |
| 9                        | <i>No Current Position</i>                                        |                                                             |          |          |          |          |          |          |  |
| 9A                       | Staff Librarian                                                   | Hrly                                                        | \$20.20  | \$21.29  | \$22.39  | \$23.48  | \$24.60  | \$25.69  |  |
| 10                       | Asst. Recreation/Beach Director (plus stipend – flat rate \$8100) | Ann'l                                                       | \$41,842 | \$45,657 | \$46,469 | \$48,783 | \$51,108 | \$53,417 |  |
| 10A                      | Assistant Library Director                                        | Hrly                                                        | \$22.90  | \$24.99  | \$25.44  | \$26.70  | \$27.97  | \$29.23  |  |
| 11                       | Harbormaster/Shellfish Warden                                     | Hrly.                                                       | \$30.60  | \$31.82  | \$33.10  | \$34.43  | \$35.80  | \$37.23  |  |
|                          | <i>Greens Superintendent*</i>                                     |                                                             |          |          |          |          |          |          |  |

|     |                                                                   |                        |          |          |          |          |          |          |
|-----|-------------------------------------------------------------------|------------------------|----------|----------|----------|----------|----------|----------|
|     | Executive Assistant                                               | Annual                 | \$51,836 | \$54,448 | \$57,496 | \$60,523 | \$63,573 | \$66,621 |
| 12  | Recreation/Beach Director<br>(plus stipend - flat rate - \$9,900) | Ann'l.                 | \$49,190 | \$52,139 | \$55,269 | \$58,584 | \$62,099 | \$65,496 |
|     | Library Director                                                  | Ann'l.                 | \$49,681 | \$52,661 | \$55,822 | \$59,170 | \$62,721 | \$66,152 |
| 14A | <i>Golf Course Manager*</i>                                       |                        |          |          |          |          |          |          |
| 15  | Insp. of Buildings/Bldg Comm                                      | Hrly.                  | \$30.78  | \$32.60  | \$34.39  | \$36.20  | \$38.02  | \$39.78  |
| 17  | DPW Director                                                      | Ann'l.                 | \$87,720 | \$89,760 | \$91,800 | \$93,840 | \$95,880 | \$97,920 |
| 18  | Assistant Town Admin.                                             | Ann'l                  | \$77,907 | \$81,801 | \$85,890 | \$90,186 | \$94,695 | \$99,431 |
| P1  | <i>No Current Position</i>                                        |                        |          |          |          |          |          |          |
| P2  | Parking Magistrate                                                | Ann'l.                 | \$4,962  |          |          |          |          |          |
| P3  | Plumbing/Gas Inspector                                            | Per Inspection \$40.00 |          |          |          |          |          |          |
| P3A | Deputy Plumbing/Gas Inspector                                     | Per Inspection \$32.00 |          |          |          |          |          |          |
| P5  | Wiring Inspector (plus \$64/Week<br>office hours)                 | Ann'l                  | \$10,692 |          |          |          |          |          |
| P5A | Deputy Wiring Inspector                                           | Per Inspection \$32.00 |          |          |          |          |          |          |
| P6  | Dog Officer/Animal Control                                        | Hrly                   | \$28.10  |          |          |          |          |          |
| P8  | Deputy Building Inspector                                         | Per Inspection \$32.00 |          |          |          |          |          |          |
| P9  | Field Inspector:<br>Conservation/Health                           | Per Inspection \$45.00 |          |          |          |          |          |          |
| F5  | FF/First Responder                                                | Hrly                   | \$16.77  |          |          |          |          |          |
| F15 | FF/EMT/Basic                                                      | Hrly                   | \$22.36  |          |          |          |          |          |
| F18 | FF/EMT/Intermediate                                               | Hrly                   | \$23.76  |          |          |          |          |          |
| F19 | FF/EMT/Paramedic                                                  | Hrly                   | \$25.16  |          |          |          |          |          |
| F20 | Squad Member flat rate                                            | Ann'l                  | \$2,439  |          |          |          |          |          |
| F1  | Fire Chief flat rate                                              | Ann'l                  | \$50,031 |          |          |          |          |          |

**\*Position Currently Not Funded**

Appendix B

Omnibus Budget

Fiscal Year 2017

DRAFT



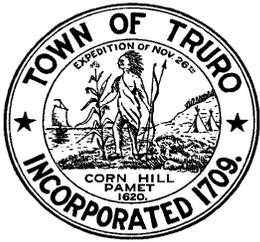
# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

## 6. CONSENT AGENDA

- A. Review/Approve and Authorize the Chair to sign:
  - 1. MassDOT Highway Division, Event Notification Form for Ragnar Events LLC, Saturday, May 14<sup>th</sup>, 2016, 8AM-8PM
- B. Review and Approve Seasonal Alcohol Licenses for the following: Top Mast Café, Beach Point Health and Swim Club, Whitman House Restaurant, Fuller's Package Store, Payomet Performing Arts Center, Highland Links Golf Course, Jams Inc., Blackfish Restaurant, Terra Luna Restaurant and the 2016 Seasonal Renewal Certification for the Alcohol Beverages Control Commission
- C. Review and Approve Application to Serve on the Council on Aging Board –Marla Perkel for a three year unexpired term
- D. Review and Approve Meeting Minutes: March 8, 2016, Work Session March 15, 2016



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Exec. Assistant, on behalf Mike Dionne, Ragnar Relay

**REQUESTED MEETING DATE:** March 22, 2015

**ITEM:** Approval of Annual Massachusetts Department of Transportation Notification Form for Ragnar Relay

**EXPLANATION:** The Ragnar Relay event held Saturday May 14, 2016 and will traverse Route 6 during their day long relay. The Department of Transportation requires that the MassDOT Event Notification Form be completed by Event Organizers, with authorization from the local Police Department, Fire Department, Selectmen Chair and State Police.

**FINANCIAL SOURCE (IF APPLICABLE):** n/a

**IMPACT IF NOT APPROVED:** Ragnar Relay will not have the required State form submitted in time for their event and could delay and or cancel their event through Truro.

**SUGGESTED ACTION:** MOTION TO *Approve the MassDOT Event Notification Form for Ragnar Relay and Authorize the Chair to sign.*

**ATTACHMENTS:**

1. MassDOT Event Notification Form

### EVENT NOTIFICATION FORM

Date: \_\_\_\_\_

Ms. Mary-Joe Perry  
District Highway Director, District Five  
MassDOT, Highway Division  
1000 County Street  
Taunton, MA 02780

Dear Sir:

Please be advised that the City/Town of TRURO has notified the Board of Selectmen/City Council, Local Police Department, Local Fire Department and if applicable the State Police of its intention to conduct **road work/parade/race**/or other events impacting State Highways on Route(s) 1 & 10A in or through the City/Town(s) of TRURO benefiting Hole in the wall gang camp

The Board of Selectmen/City Council understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed work or event.

The Grantee must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit. All officials listed below shall assume all responsibility and liability for all activity associated under their jurisdiction.

**LOCAL POLICE DEPARTMENT**

Signed: Kyle Takafjian  
Title: Chief of Police  
City/Town: Truro, MA

**FIRE DEPARTMENT**

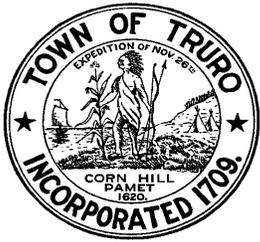
Signed: Thomas Calk  
Title: Fire Chief  
City/Town: Truro, Ma

**BOARD OF SELECTMEN/CITY COUNCIL**

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
City/Town: \_\_\_\_\_

**STATE POLICE DEPARTMENT**

Signed: \_\_\_\_\_  
Title: \_\_\_\_\_  
City/Town: \_\_\_\_\_



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Licensing Department

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** March 22, 2016

**ITEM:** Renewal of Seasonal Alcohol Licenses for 2016

**EXPLANATION:** Every March the review and approval of the Seasonal alcohol licenses comes before the Local Licensing Authorities/Board of Selectmen for restaurants and package stores. These Seasonal licenses run from April 1-January 15. The Town of Truro currently has 9 such licenses: 7 On-Premise (MGL 138 § 12) Restaurants and 2 Off-Premise (MGL 138 § 15) package stores.

The following establishments are seeking renewal: **Whitman House Restaurant, Blackfish Restaurant, Top Mast Café, Jams Inc., Fuller's Package Store, Terra Luna Restaurant, Beach Point Health & Swim Club, Payomet Performing Arts Center, and Highland Links Golf Course.**

All Liquor Liability and Certificates of Inspection will be required prior to issuance of on-premise licenses as required by the Alcoholic Beverages Control Commission.

In addition to the Alcohol Beverages Control Commission license renewal applications, the renewal certification must also be signed by the local licensing authorities. No seasonal licensees failed to renew in 2016.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The Seasonal Alcohol Licensees will not be renewed for 2016 if not approved by the Local Licensing Authority and the renewal certification will not be approved for submission to the Alcohol Beverages Control Commission (ABCC).

**SUGGESTED ACTION:** *MOTION TO approve the renewal of the seasonal alcohol licenses for the Whitman House Restaurant, Blackfish Restaurant, Top Mast Café, Jams Inc., Fuller's Package Store, Terra Luna Restaurant, Beach Point Health & Swim Club, Payomet Performing Arts Center, and Highland Links Golf Course and approval of the Alcohol Beverages Control Commission 2016 renewal certification.*

**ATTACHMENTS:**

1. ABCC Seasonal License Holders Applications
2. Chief of Police Review of Seasonal Licensees
3. ABCC Seasonal Renewal Certification



The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200034

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal  
CLASS

LICENSED FOR 2016  
YEAR

LICENSEE NAME: BEACH POINT HEALTH AND SWIM CLUB,LLC  
DOING BUSINESS A

ADDRESS 217 SHORE ROAD

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: SILVA, ALBERT

TYPE OF LICENSE: General on  
premise

CATEGORY: All Alcohol

EMAIL ADDRESS:

VACATION@TOPMASTRESORT.COM

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

THE BLDG. IS A 5,000 SQ. FT. COMPLEX HOUSING A 50' POOL ,KIDDIE POOL, HOT TUB, SAUNA,  
STRAM ROOM, EXERCISE ROOM, 3 PRIVATE SHOWERS, 2 BATHROOMS, EXITS ARE LOCATED ON  
EACH END OF THE BLDG. AND IN THE REAR OF THE BLDG.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*Albert Silva*

Individual, Partner or Authorized Corporate Officer

DATE:

2/18/16

TELEPHONE NUMBER:

508-487-1189



EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

**We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.**

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE:



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200003

CITY OR TOWN **TRURO**

APPLICATION FOR RENEWAL:

Seasonal  
 CLASS

LICENSED FOR 2016  
 YEAR

LICENSEE NAME: **PAMET RESTAURANT GROUP INC.**

DOING BUSINESS AS **BLACKFISH**

ADDRESS **17 TRURO CENTER RD**

CITY/TOWN: **TRURO**

STATE: **MA**

ZIP CODE: **02666**

MANAGER: **JANSEN, ERIC**

TYPE OF LICENSE: **Restaurant**

CATEGORY: **All Alcohol**

EMAIL ADDRESS:

[Redacted Email Address]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

**1 1/2 STORY BLDG WITH 3 ROOMS AND ADJACENT TERRACE, BOTH ENTRANCE AND EXIT ON EAST SIDE OF ROAD**

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*[Signature]*  
 Individual, Partner or Authorized Corporate Officer

[Redacted Signature Area]

DATE: **3/10/16**

TELEPHONE NUMBER:

[Redacted Telephone Number]

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

**We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.**

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**OFF-PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200012

CITY OR TOWN **TRURO**

APPLICATION FOR RENEWAL:

Seasonal  
 CLASS

LICENSED FOR 2016  
 YEAR

LICENSEE NAME: **2D'S TRANSPORT INC.**

DOING BUSINESS AS **FULLER'S PACKAGE STORE**

ADDRESS **ROUTE 6**

CITY/TOWN: **TRURO**

STATE: **MA**

ZIP CODE: **02666**

MANAGER: **DUNN,  
 FREDERICK R.**

TYPE OF LICENSE: **Package Store**

CATEGORY: **All Alcohol**

EMAIL ADDRESS: **FULLERS@FullersPackage.com CAST BIZ**  
YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

**SINGLE STORY, TWO ROOMS, FULL BASEMENT FOR STORAGE. LOCATED ON ROUTE 6 IN TRURO, MASS**

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*[Handwritten Signature]*  
 Individual, Partner or Authorized Corporate Officer

DATE:

*2/22/16*

[Redacted]

TELEPHONE NUMBER:

[Redacted]

EMPLOYER IDENTIFICATION NUMBER:  
 (Note: **NOT** Individual Social Security Number)

Please Check Below:

APPROVED:   
 DISAPPROVED:   
 (If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200038

CITY OR TOWN **TRURO**

APPLICATION FOR RENEWAL:

Seasonal  
 CLASS

LICENSED FOR 2016

YEAR

LICENSEE NAME: **JOHNSON GOLF MANAGEMENT INC.**

DOING BUSINESS AS **HIGHLAND LINKS GOLF COURSE**

ADDRESS **10 HIGHLAND LIGHT ROAD**

CITY/TOWN: **TRURO**

STATE: **MA**

ZIP CODE: **02666**

MANAGER: **LARAMEE, KELLY** TYPE OF LICENSE: **Restaurant**

CATEGORY: **All Alcohol**

EMAIL ADDRESS:

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

**TWO STORY BUILDING..FIRST FLOR: PRO SHOP, FOOD & BEVERAGE..ADJACENT AREA..SECOND FLOOR: OFFICES, EXIT, AND ENTRANCE..EXITS/ENTRANCES..FRONT AND REAR..**

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Individual, Partner or Authorized Corporate Officer

DATE: **2/29/16**

**508-487-9201**  
 TELEPHONE NUMBER:

EMPLOYER IDENTIFICATION NUMBER:  
 (Note: **NOT** Individual Social Security Number)

**We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.**

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:

APPLICATION FOR RENEWAL MUST BE FILED BY LICENSEES DURING THE MONTH OF MARCH (M.G.L. Ch. 138 § 16A)



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**OFF-PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200011

CITY OR TOWN **TRURO**

APPLICATION FOR RENEWAL:

**Seasonal**  
CLASS

LICENSED FOR **2016**

YEAR

LICENSEE NAME: **JAMS INC.**

DOING BUSINESS AS

ADDRESS **14 TRURO CENTER RD**

CITY/TOWN: **TRURO**

STATE: **MA**

ZIP CODE: **02666**

MANAGER: **ROSENTHAL, AVE** TYPE OF LICENSE: **Package Store**  
D.

CATEGORY: **Wine and Malt Regular**

EMAIL ADDRESS:

[Redacted Email Address]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

**TWO STY BLDG. 1ST FLR SALES RM ANS ST. 2ND FLR APT**

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*Julie D. Rosenthal*

Individual, Partner or Authorized Corporate Officer

**3-2-2016**  
DATE:

[Redacted Telephone Number]  
TELEPHONE NUMBER:

[Redacted Employer ID Number]  
EMPLOYER IDENTIFICATION NUMBER:  
(Note: **NOT** Individual Social Security Number)

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:

APPLICATION FOR RENEWAL MUST BE FILED BY LICENSEES DURING THE MONTH OF MARCH (M.G.L. Ch. 138 § 16A)



*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200039

CITY OR TOWN **TRURO**

APPLICATION FOR RENEWAL:

Seasonal  
 CLASS

LICENSED FOR 2016

YEAR

LICENSEE NAME: **PAYOMET, INC.**

DOING BUSINESS AS **PAYOMET PERFORMING ARTS CENTER**

ADDRESS **29 OLD DEWLINE RD**

CITY/TOWN: **TRURO**

STATE: **MA**

ZIP CODE: **02666**

MANAGER: **RICE, KEVIN**

TYPE OF LICENSE: **General on  
 premise**

CATEGORY: **Wine and  
 Malt Regular**

EMAIL ADDRESS:

[Redacted Email Address]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

PERFORMING ARTS CENTER (MUSIC, THEATER PRESENTATIONS FROM JUNE THROUGH SEPTEMBER LOCATED IN A MAIN TENT (50X75) AND TWO ADJACENT SIDE TENTS (20X50 & 29X49). MAIN TENT INCLUDES A LOBBY WITH CONCESSION/BAR AREA, STAGE AND FIXED SEATING AREAS; SIDE TENTS ACCOMMODATE ADDITIONAL FIXED SEATING.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*[Handwritten Signature]*

Individual, Partner or Authorized Corporate Officer

DATE:

*2/26/16*

TELEPHONE NUMBER:

*508-349-2929*

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

**We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.**

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200006

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal  
 CLASS

LICENSED FOR 2016  
 YEAR

LICENSEE NAME: TOP MAST RESORT INC.

DOING BUSINESS AS TOP MAST CAFÉ

ADDRESS 209 SHORE ROAD

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02652

MANAGER: SILVA, ALBERT R. TYPE OF LICENSE: Restaurant

CATEGORY: All Alcohol

EMAIL ADDRESS:

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

TWO STORY BLDG. UPPER STORY MANAGERS QUARTERS. LOWER STORY IS THE RESTAURANT & KITCHEN, RESTROOMS & GARAGE.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*Albert Silva*

Individual, Partner or Authorized Corporate Officer

DATE: 2/19/16

TELEPHONE NUMBER:

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200018

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal

LICENSED FOR 2016

CLASS

YEAR

LICENSEE NAME: STOSTEF, INC.

DOING BUSINESS AS TERRA LUNA RESTAURANT

ADDRESS ROUTE 6A

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: PASQUALE,  
ANTHONY J.

TYPE OF LICENSE: Restaurant

CATEGORY: All Alcohol

EMAIL ADDRESS:

[REDACTED]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

ONE STORY BLDG. DINING ROOM AND KITCHEN

\_\_\_\_\_  
 \_\_\_\_\_

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*Anthony Pasquale*  
 Individual, Partner or Authorized Corporate Officer

DATE:

3/9/16

TELEPHONE NUMBER:

508 487 1019

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 239 Causeway Street  
 Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**ON PREMISES LICENSE RENEWAL APPLICATION**

LICENSE NUMBER: 129200002

CITY OR TOWN TRURO

APPLICATION FOR RENEWAL:

Seasonal  
 CLASS

LICENSED FOR 2016  
 YEAR

LICENSEE NAME: ROBERT L. RICE INC.

DOING BUSINESS A WHITMAN HOUSE

ADDRESS 7 GRT.HOLLOW RD.

CITY/TOWN: TRURO

STATE: MA

ZIP CODE: 02666

MANAGER: RICE, ROBERT L. TYPE OF LICENSE: Restaurant

CATEGORY: All Alcohol

EMAIL ADDRESS:

[Redacted Email Address]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

**DESCRIPTION OF LICENSED PREMISES:**

DINING ROOMS AND COCKTAIL LOUNGE, CELLAR, STORAGE, 2ND FLOOR RESTROOMS AND STORAGE. LOCATED OFF ROUTE 6 IN N.TRURO, MASS

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

*Robert L. Rice*

Individual, Partner or Authorized Corporate Officer

DATE:

2/22/16

TELEPHONE NUMBER:

508 487 1740

EMPLOYER IDENTIFICATION NUMBER:  
 (Note: **NOT** Individual Social Security Number)

[Redacted EID Number]

**We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.**

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE:



# 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](mailto:ntudor@truro-ma.gov) or [nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)

### MEMO

**To:** Chief of Police, Kyle Takakjian, Truro Police Department  
**From:** Nicole Tudor, Executive Assistant  
**Date:** March 10, 2016  
**Re:** 2016 Seasonal Liquor License Renewals

Please review the following 9 renewals for the seasonal alcohol beverage licenses for 2016 and kindly make any comments or concerns as you deem necessary. We anticipate the Local Licensing Authority (BOS) will review these renewal applications March 22nd.

If you have any questions please feel free to contact this office. Thank you very much for your time and assistance, as always.

#### 2016 SEASONAL LIQUOR LICENSE RENEWAL APPLICANTS:

1. **Beach Point Health and Swim Club, LLC**, 217 Shore Road, Albert Silva, Manager  
 License #129200034 (ABCC) Type of License: General On Premise Category: All Alcohol

Approved/No Issues or Violations  Reason for Denial

Comments: \_\_\_\_\_

2. Pamet Restaurant Group, Inc., dba **Blackfish Restaurant**, 17 Truro Center Rd, Eric Jansen Manager  
 License # 129200003 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations  Reason for Denial

Comments: \_\_\_\_\_

3. 2 D's Transport, Inc. dba **Fuller's Package Store**, 300 Route 6, Frederick W. Dunn, Manager  
 License # 129200012 (ABCC) Type of License: Package Store Category: All Alcohol

Approved/No Issues or Violations  Reason for Denial

Comments: \_\_\_\_\_

4. Johnson Golf Management, Inc., dba **Highland Links Golf Course**, 10 Highland Light Road, Kelly Laramée, Manager  
License # 129200038 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations  Reason for Denial

Comments: \_\_\_\_\_

5. Jams, Inc., dba **Jams**, 14 Truro Center Rd, Ave Rosenthal, Manager  
License # 129200011 (ABCC) Type of License: Package Store Category: Wine & Malt

Approved/No Issues or Violations  Reason for Denial

Comments: \_\_\_\_\_

6. Payomet, Inc., dba **Payomet Performing Arts Center**, 29 Old Dewline Rd, Kevin Rice, Manager  
License # 129200039 (ABCC) Type of License: General on Premises Category: Wine and Malt

Approved/No Issues or Violations  Reasons for Denial

Comments: \_\_\_\_\_

7. Top Mast Resort Inc, dba **Top Mast Cafe**, 209 Shore Rd, Albert R. Silva, Manager  
License # 129200006 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations  Reasons for Denial

Comments: \_\_\_\_\_

8. Stostef, Inc dba **Terra Luna Restaurant**, 104 Shore Rd, Anthony Pasquale, Manager  
License # 129200018 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations  Reasons for Denial

Comments: \_\_\_\_\_

9. Robert L. Rice, Inc, dba **Whitman House Rest.**, 7 Great Hollow Rd, Robert L. Rice, Manager  
License # 129200002 (ABCC) Type of License: Restaurant Category: All Alcohol

Approved/No Issues or Violations  Reasons for Denial

Comments: \_\_\_\_\_

**POLICE DEPARTMENT APPROVAL**

Date: 3/10/16

Signature: Kyle Takakjian  
Kyle Takakjian, Chief of Police

**Consent Agenda Item: 6B3**  
**2016 SEASONAL LIQUOR LICENSE RENEWAL APPLICATIONS GUIDELINES**

Licensees must sign all applications during the month of **March**. Please review and correct the data if necessary. The licensee who is applying for renewal must provide the social security number or federal identification number and an e-mail contact. That field is located under the signature line. Failure to provide this information will result in the renewal form being returned and renewal denied by the ABCC.

Any changes must be made in red ink and an approved form 43 must be attached to verify the change. If no approved form 43 is attached, the change will not be accepted.

For licenses in process of transfer, the license holder as of March 31, 2016 must file the renewal.

Certification letter identifying any non-renewals must be included with the renewals.

Applications should be put in numerical order (See License # in upper left hand corner of application) before mailing to A.B.C.C. Renewal applications should be sent in one mailing along with the renewal certification letter.

***ANY QUESTIONS REGARDING THE ABOVE GUIDELINES SHOULD BE DIRECTED TO RYAN MELVILLE AT EXT 718 OR RMELVILLE@TRE.STATE.MA.US***

*Ryan Melville, Licensing Supervisor*

# SEASONAL RENEWAL CERTIFICATION 2016

CITY/TOWN:

## A. LICENSEES WHO FAILED TO RENEW FOR 2016:

LICENSE #:

NAME AND ADDRESS:

|      |  |
|------|--|
| None |  |
|      |  |
|      |  |
|      |  |
|      |  |

## B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2016:

LICENSE #:

NAME AND ADDRESS:

|      |  |
|------|--|
| None |  |
|      |  |
|      |  |
|      |  |
|      |  |

We hereby certify that we have determined that the premises described in all the 2016 Renewal Applications approved by us and forwarded to the A.B.C.C. are now occupied, used or controlled by the licensee and will be on April 1, 2016.

## The Local Licensing Authorities

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|  |
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|  |
|  |

PLEASE ATTACH ALL RENEWAL APPLICATIONS MENTIONED ABOVE TO THIS CERTIFICATION.

IF EXTRA SPACE IS NEEDED, PLEASE USE THE BACK OF THIS FORM.

**A. LICENSEES WHO FAILED TO RENEW FOR 2016:**

| LICENSE #: | NAME AND ADDRESS: |
|------------|-------------------|
| None       |                   |
|            |                   |
|            |                   |
|            |                   |
|            |                   |
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|            |                   |
|            |                   |
|            |                   |
|            |                   |

**B. LICENSEES DISAPPROVED BY THE CITY/TOWN FOR 2016:**

| LICENSE #: | NAME AND ADDRESS: |
|------------|-------------------|
| None       |                   |
|            |                   |
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|            |                   |
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|            |                   |
|            |                   |

**RETURN THIS FORM WITH 2016 SEASONAL RENEWALS**

It is important for the ABCC to be updated on the individual in charge of licensing matters and assist them in serving the needs of your city/town regarding liquor license issues. Please fill out this form and return it with your renewals. Thank you in advance for your cooperation.

|                         |                                                        |
|-------------------------|--------------------------------------------------------|
| <b>Email Address:</b>   | <input type="text" value="ntudor@truro-ma.gov"/>       |
| <b>Contact Name:</b>    | <input type="text" value="Nicole Tudor"/>              |
| <b>City/town:</b>       | <input type="text" value="Truro"/>                     |
| <b>Mailing Address:</b> | <input type="text" value="PO Box 2030"/>               |
| <b>Phone:</b>           | <input type="text" value="508-349-7004 Extension 10"/> |
| <b>Fax:</b>             | <input type="text" value="508-349-5505"/>              |



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Council on Aging Board

**REQUESTOR:** Nicole Tudor, Executive Assistant, on behalf of Council on Aging Board

**REQUESTED MEETING DATE:** March 22, 2016

**ITEM:** Application to Serve from Marla Perkel for a vacancy on the Council on Aging Board

**EXPLANATION:** Marla Perkel's application to serve was received in the Selectmen's office on March 09, 2016. After review by the Council on Aging Board Chair, Bonnie Sollog, the application will next be reviewed by the Board of Selectmen\* for appointment. *\*In accordance with the Charter passed at ATE, April 22, 1993, the **Board of Selectmen** shall be the appointing authority under the provisions of Chapter 6-4-1. Membership changed from 9 members to 12 on February 8, 2000. Meeting held the 2nd and 4th Tuesdays at 10:00 am at the COA.* Marla Perkel will receive for her appointment an unexpired 3 year term for a recent vacancy on the Council on Aging Board.

**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The 3 year term vacancy on the Council on Aging Board will not be filled.

**SUGGESTED ACTION:** *Move to Appoint Marla Perkel for a three year unexpired term ending June 30, 2017 on the Council on Aging Board.*

**ATTACHMENTS:**

1. Application to Serve-Marla Perkel



# 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: MARLA S. PERKEL HOME TELEPHONE: [REDACTED]  
 ADDRESS: 6 HILLBOURNE TERR WORK PHONE: [REDACTED]  
 MAILING ADDRESS: PO BOX 1043 E-MAIL: [REDACTED]

FAX: \_\_\_\_\_ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: \_\_\_\_\_  
BOARD COA

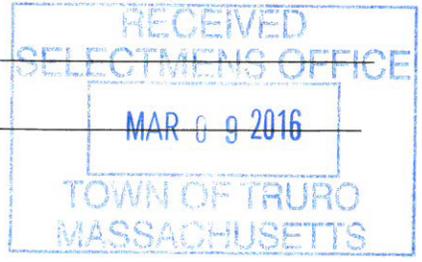
SPECIAL QUALIFICATIONS OR INTEREST: Member and interested in all of the COA activities.

COMMENTS: Marla will be a great addition to our board. I look forward to having her join us.

SIGNATURE: Mark Sperkel DATE: 3/9/16

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) \_\_\_\_\_  
**Chair's Comment , please see above in Comments section**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF APPLICABLE): \_\_\_\_\_



# DRAFT

## Truro Board of Selectmen

Meeting, March 8, 2016

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**

Paul Asher-Best came forward to read what he had planned as a petitioned Article but now presented as a statement requesting resolution regarding the house at 6 Steven's Way. He objected to further spending on litigation for the case.

### **BOARD OF SELECTMEN ACTION**

#### ***Presentation of Fiscal Year 2017 Budget to the Board of Selectmen***

Town Administrator Rae Ann Palmer presented the Fiscal Year 2017 Operating Budget. Two major recommendations that she made reduced the Legal and Recreation Budgets. She had a proposed decrease in time for an Assessing position and introduced an increase for the Selectmen's stipends.

Jay Coburn moved to not increase the stipend for the Board of Selectmen. Robert Weinstein seconded. Discussion followed about the appropriateness of voting on their own stipend and the wisdom of avoiding the increase. The motion carried 4-1-0.

The Police Budget was deferred until another meeting. Rae Ann Palmer explained changes in the DPW and Transfer Station. The Transfer Station would not be open all week and would close on more holidays. Single stream recycling would be instituted at the Transfer Station with staff monitoring at the hopper. The second recommendation for DPW was the addition of a night time and weekend cleaning position. Jay Coburn expressed interest in keeping positions for a full-time Assistant Town Administrator and a near full-time Town Planner. Ms. Palmer also discussed cuts from the Capital Budget.

#### ***Preliminary List of Articles for 2016 ATM Warrant***

Rae Ann Palmer presented the preliminary list of Warrant Articles for 2016 Annual Town Meeting. The first eight Articles are standard ones, including transfers. Articles for union contracts are included. A Capital Stabilization Fund needs to be set up, Ms. Palmer said. The Town Clerk is requesting some fee increases. There is a Veterans' Tax Work-off Program that was considered, but it is not ready to go forward to this Town Meeting. Other items for the

Warrant included: an easement over Town property; the Civil Fingerprinting bylaw; a General Bylaw for swimming pools; a parking bylaw; the Historic Commission's amendment allowing for abutter notifications; acceptance of the DOT "Clover leaf property" as 4-acres for Affordable Housing, which led to discussion of location for DPW facilities; Charter changes in the Warrant involving the Budget process; and zoning bylaws on Growth Management and Accessory Dwelling proposed by the Planning Board. There are two petitioned Articles submitted, but one needs to be revised by its proponent, according to Ms. Palmer. The other petitioned Article is for a zoning bylaw and needs to be referred to the Planning Board.

Jay Coburn moved to refer the petitioned Article on Street Definition to the Planning Board. Maureen Burgess seconded, and the motion carried 5-0.

### ***Truro Police Department Annual Report and Emergency Management Annual Report***

Chief of Police Kyle Takakjian first presented the Police Department 2015 Annual Report. Three new police officers graduated from the Police Academy. Two officers are participating in a training program by the FBI. The Department continues to be involved in mental health programs and partnerships. The K-9 program came to life with Officer Raneo and Ella's training. Statistics are included and available on calls to the station. He noted that the calls don't always turn out to be what was initially reported. Board members commented on the report and raised questions that Chief Takakjian answered. One major concern was the police approach to the opiate crisis. He will provide further information on the private donations for the K-9 support.

Chief Takakjian also summarized the Emergency Management Annual Report. The emergency shelter in partnership with Provincetown was put into use during the winter storms of 2015, he said. Improvements are being developed this year. Information for preparing home emergency kits will be added to the Town website.

### ***Outer Cape Selectmen's Working Group on Addiction***

Chair Paul Wisotzky said two volunteers were needed to continue work with the Outer Cape group on addiction issues. Robert Weinstein and Janet Worthington volunteered to serve.

### **CONSENT AGENDA**

The Consent Agenda consisted of the following:

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

1. Cooperative Agreement with Barnstable County for the Dredging Pamet Harbor;
2. Amendment to the Net Metering Credit Purchase and Sale Agreement with SunEdison Origination1, LLC;

B. Review and Approve the 2016 Rental Registration Fee;

C. Review and Approve Meeting Minutes: February 16, 2016 (Regular), February 23, 2016 Work Session; the Budget Task Force Meeting Minutes for February 1 and February 22, 2016.

Robert Weinstein asked for the removal of Item A-1, which did not have the attachment and had language that he said Town Counsel should review. Rae Ann Palmer said that the dredging had been completed, so she suggested that the Selectmen approve it. However, she would still have Town Counsel review the Cooperative Agreement with Barnstable County as soon as possible.

Jay Coburn moved to approve the entire Consent Agenda. Maureen Burgess seconded, and the motion carried 5-0.

### **SELECTMEN AND LIAISON AND TOWN ADMINISTRATOR REPORTS**

Robert Weinstein, in his role as Regional D Cape Cod Regional Transit Funding, requested an alternate to meet in the event he could not attend a meeting. This does not have to be a member of the Board of Selectmen.

Maureen Burgess reported on the final meeting of the Budget Task Force and praised their overall effort on the Budget. She held Selectmen's Hours at the Community Center on March 1. As a member of an Ad Hoc Committee of the COA concerned with senior citizens in the community, she explained their survey on senior needs.

Paul Wisotzky acknowledged the service of Bernie Robbins to the COA. Pre-town Meeting will be held on April 12, 2016, he said.

Janet Worthington had attended a Chamber of Commerce dinner and expressed her appreciation of the cooperation between the BOS and the Chamber. She asked about possible video recording of future Budget Task Force meetings. Overall taping policy and costs will be reviewed before there is a decision on this.

Jay Coburn discussed home rule petitions for room tax. Sarah Peake had put in the request to the Speaker of the House, and a date is set for March 30, 2016. Jay Coburn had attended a Mass Housing Partnership meeting on use of CPA money for developing Affordable Housing.

Town Administrator Rae Ann Palmer asked for and received feedback on the weekly report of the Town departments. She said there is now a scope of work report for Ballston Beach and the Pamet Valley. She will explore funding sources to keep the project moving forward. She expects the publication of a newspaper article that included Truro's ability to provide requested public records. COA Director Susan Travers has been attending workshops on aging sponsored by AARP, something that the Town Administrator had recommended for her.

### **Agenda for Next Meeting**

Rae Ann Palmer and the Board planned for upcoming meetings. On Tuesday, March 15, 2016 there will be a brief regular meeting followed by a work session. The March 22, 2016 meeting agenda concentrates on Warrant recommendations. There will be an executive session first at 4 p.m. The April 19, 2016 meeting will focus on the motions for Town Meeting.

### **Adjournment**

Maureen Burgess moved to adjourn. Jay Coburn seconded, and the motion carried 5-0. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

Mary Rogers

Recording Secretary

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Paul Wisotzky, Chair

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Maureen Burgess, Clerk

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Jay Coburn

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Janet Worthington, Vice-chair

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Robert Weinstein

**Public Records Material of 3/8/16**

- 1.) Fiscal Year 2017 Budget
- 2.) Preliminary List of Warrant Articles for FY16 ATM
- 3) Police Annual Report and Emergency Report
- 4.) Cooperative Agreement with Barnstable County for the Dredging Pamet Harbor
- 5.) Amendment to the Net Metering Credit Purchase and Sale Agreement with SunEdison Origination1, LLC
- 6.) Rental Registration Fee 2016

# DRAFT

**Truro Board of Selectmen  
Meeting, March 15, 2016  
Truro Public Library**

**Members Present:** Chair Paul Wisotzky; Maureen Burgess, Robert Weinstein, Janet Worthington

**Regrets:** Jay Coburn

**Present:** Town Administrator Rae Ann Palmer, Town Accountant/Acting Assistant Town Administrator Trudi Brazil

Chair Paul Wisotzky called the meeting to order at 5:00 p.m.

Robert Weinstein moved to close the Warrant for 2015 Annual Town Meeting as of March 16, 2016. Maureen Burgess seconded, and the motion carried 4-0.

Janet Worthington moved to adjourn the regular meeting. Robert Weinstein seconded, and the motion carried 4-0. The regular meeting was adjourned at 5:04

## **Work Session**

Paul Wisotzky opened the Work Session at 5:05 p.m.

### **Discussion of Tax Bill Insert**

Town Administrator Rae Ann Palmer explained the planned use of a tax bill insert giving information about CDBG's loan program. She suggested developing an insert policy for future use. The Selectmen will develop a policy on inserts before the fall tax bills are ready.

### **Discussion of Budget**

Rae Ann Palmer said the Budget was now balanced. She reviewed items that had changed on the Summary Sheet.<sup>1</sup>

### **Discussion of Annual Town Meeting Articles**

Town Counsel will be reviewing the Warrant, Rae Ann Palmer said. She will send the Selectmen the version with the Town Counsel comments. A few Articles had been removed from the Warrant, she said.

### **Discussion of Fire Department Staffing**

Fire Chief Tim Collins was present to discuss a draft Fire Department Staffing Proposal<sup>2</sup> with the Board of Selectmen. He has been working on staffing ideas with the BOS Chair and the Town Administrator. There is now a proposal to hire six full-time firefighters, yet maintain the Call Firefighters. The Fire Chief and Accounting Assistant Tami Francis had compiled a 212 hour every 28 day schedule model. The plan totals including the Chief, Captain and Squad, as well as training expenses and health insurance, would require an Override. Board members discussed how a 28 day schedule would work. Rae Ann Palmer asked about a second in command for the Chief. The Board and Town Administrator will continue to work with the Fire Chief on the

staffing proposal. There is also potential for a regional effort for the Fire Department. Fire Department staffing issues will be on the agenda for the March 22, 2016 BOS meeting.

**Town Counsel Conversation**

Robert Weinstein requested permission to discuss an issue with Kopelman & Page. He and Rae Ann Palmer will have a phone conversation with Town Counsel.

**Adjournment**

Robert Weinstein moved to adjourn. Janet Worthington seconded, and the motion carried 4-0. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Mary Rogers

Recording Secretary

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Paul Wisotzky, Chair

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Maureen Burgess, Clerk

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Jay Coburn

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Janet Worthington, Vice-chair

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Robert Weinstein

**Public Records Material for 3/15/16**

- 1.) Budget Summary Sheet
- 2.) Draft Fire Department Staffing Proposal