



**Truro Board of Selectmen  
Joint Meeting with the  
Truro Planning Board  
Tuesday, June 28, 2016**

**Regular Board of Selectmen Meeting - 5:00pm**  
Selectmen's Chambers Town Hall 24 Town Hall Road, Truro

**1. PUBLIC COMMENT**

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

**2. PUBLIC HEARINGS**

- A. Discussion of Fiscal Year 2017 Goals and Objectives with Town Moderator, Department Heads and Chairs

**3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Review and Approve applicant Jack McMahon for Truro Conservation Commission

**4. TABLED ITEMS NONE**

**5. BOARD OF SELECTMEN ACTION**

- A. Joint meeting with the Planning Board  
Presenter: Paul Wisotzky, Chairman Board of Selectmen
- B. Senior Housing Needs Survey  
Presenters: COA Board Ad Hoc Committee
- C. Discussion of potential scholarship endowment; review, approval and execution of donation agreement.  
Presenter: Paul Wisotzky, Chair Board of Selectmen
- D. Discussion and finalization of Agenda for July 18, 2016 Part-time Resident Meeting  
Presenter: Paul Wisotzky, Chair Board of Selectmen

**6. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
  - 1. Harbor to the Bay Event Notification Form (Town Manager to sign the application for permit for organized bike & road race)
- B. Reappointments of Board/Committee/Commission Members
- C. Authorize the Submission of the Application to the Cape Cod Commission by the Herring River Restoration Project
- D. Truro Fire Department-Failed Fire Hose to be Declared as Surplus
- E. Review and Approve Regular Selectmen Meeting Minutes for May 17, 2016; June 7, 2016 (Goals Meeting); June 14, 2016; June 21, 2016 (Work Session)

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

**8. NEXT MEETING AGENDA: Tuesday, July 12th**



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Draft Values, Goals and Objectives for Public Hearing

**SUGGESTED ACTION:** *Report on 2016 Goals and Objectives and to Solicit Comments on FY 2017 Goals and Objectives.*

**ATTACHMENTS:**

1. Public Hearing Notice
2. 2016 Goals and Objectives Status Report
3. FY 2017 Final Draft Goals and Objectives



# TOWN OF TRURO

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## TOWN OF TRURO PUBLIC HEARING FY 2017 SELECTMEN'S GOALS & OBJECTIVES

In accordance with the Truro Charter, Chapter 4-2-11, the Board of Selectmen will hold a public meeting on June 28, 2016 at 5:00 p.m. at the Truro Town Hall, 24 Town Hall Road, to state the Board's Goals & Objectives for the coming fiscal year, review its goals & objectives for the concluding year, and review its accomplishments relative to those goals. This presentation will be followed by a question and answer session led by the Town Moderator. All town officials, department heads, and chairs of multi-member bodies shall attend. All interested parties are urged to attend.

Paul Wisotzky, Chairman  
Board of Selectmen  
Town of Truro

## Fiscal Year 2016 Goals and Objectives

### TOWN SERVICES

**The Town of Truro will provide efficient and effective municipal services that meet the needs of year-round residents, part-time residents and visitors.**

<b>TS1</b>	<b>The Town Administrator will conduct a comprehensive review of the staffing structure of the Town and propose changes necessary to further this goal.</b>
<p><b>1<sup>st</sup> Quarter:</b> Draft submitted to BOS 10/28.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> BOS approved Phase 1 of the reorganization on December 8, 2015; vacant Assistant Town Administrator position was advertised, part time Town Planner position included in 2017 budget.</p> <p><b>4<sup>th</sup> Quarter:</b> Assistant Town Manager hired, start date of June 20, 2016.</p>	

<b>TS2</b>	<b>The Town Administrator will meet regularly with the Town Administrators of Provincetown and Wellfleet to explore opportunities for greater collaboration, shared programs and services, and to jointly address issues related to infrastructure.</b>
<p><b>1st Quarter:</b> Ongoing. Met with Provincetown on 10/5; meeting scheduled for 11/9.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Mutual Aid Agreement with Provincetown signed at joint meeting with the Provincetown Board of Selectmen on February 11, 2016. Biweekly meetings scheduled with Provincetown TM. Wellfleet on hold due to retirement of TA.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

<b>TS3</b>	<b>The Town will continue to work closely with the Cape Cod National Seashore and Barnstable County exploring opportunities for efficiencies and shared programs and services. <i>(Continuing)</i></b>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing Purchasing and IT work; Grant requests recently submitted.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Ongoing group procurement opportunities with Barnstable county. IT staff support; email installation and new phone system procurement and installation through Barnstable county. Preliminary Discussions with CCNS on parking scheduled for 4<sup>th</sup> quarter.</p> <p><b>4<sup>th</sup> Quarter:</b></p>	

<b>TS4</b>	<b>The Board of Selectmen will revise Policy Memo #17 regarding maintenance and snow removal on private roads to differentiate between private roads, private roads in subdivisions and roads within the Cape Cod National Seashore.</b>
<p><b>1<sup>st</sup> Quarter:</b> Draft to BOS 11/12. Approved on December 15, 2015. <b>COMPLETED</b></p>	

<b>TS5</b>	<b>The Town Administrator will explore the development of alternative beach parking including the feasibility of permitting privately run shuttle bus services to access town beaches and attractions for the summer of 2016.</b>
<p><b>1<sup>st</sup> Quarter:</b>  “Parking” Committee in process.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>  Staff committee has identified all public parking in Town; meeting scheduled with CCNS to discuss parking.</p> <p><b>4<sup>th</sup> Quarter:</b></p>	

<b>TS6</b>	<b>The Town Administrator will facilitate a discussion with the Regional Transit Authority and private transportation services to initiate the development of a coordinated transportation system for the community that will improve access for year round and summer residents to Town beaches, Post Offices, Town Hall, Community Center, Library and Council on Aging.</b>
<p><b>1<sup>st</sup> Quarter:</b>  Initial conversation last Spring-Process Ongoing.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>  Selectperson Worthington and the Town Administrator met with the RTA to discuss a shuttle. The RTA provided a draft proposal. The next step is for staff to work with the staff from the RTA to develop a plan for consideration for FY 2018.</p> <p><b>4<sup>th</sup> Quarter:</b></p>	

<b>TS7</b>	<p><b>The Board of Selectmen, working with the Board of Health and the Recycling Committee will explore ways to reduce the cost of solid waste disposal handled through the Transfer Station by:</b></p> <p><b><i>(Continuing)</i></b></p> <ul style="list-style-type: none"> <li><b>a. Increasing recycling and exploring more aggressive use of composting.</b></li> <li><b>b. Exploring fee structures such as PAYT (Pay as You Throw) that will reduce solid waste disposal costs.</b></li> <li><b>c. Consider and implement the recommendations of the PAYT/SMART Committee.</b></li> </ul>
<p><b>1<sup>st</sup> Quarter:</b> SMART Committee Report completed, on 12/1 Agenda.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The Board of Health is considering the PAYT program. The 2017 budget includes a reconfiguration of the Transfer Station operation and implementation of single stream recycling. The Health Board is considering a fee increase for the Transfer Station and elimination of single bag disposal with no sticker.</p> <p><b>4<sup>th</sup> Quarter:</b></p>	

<b>TS8</b>	<p><b>The Town Administrator and Licensing staff will review all policies and procedures regarding licensing approval and renewal and will recommend changes to the Board of Selectmen for adoption of Licensing Rules and Regulations and changes as necessary to Policy Memorandum #14.</b></p>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The Board of Selectmen transferred authority to the Town Administrator for approval of use of Town owned property, bike and road races, staging/beach access permits and Filming Agreements. Licensing Staff is preparing revisions to licensing procedures.</p> <p><b>4<sup>th</sup> Quarter:</b> Comprehensive review of Town regulations ongoing.</p>	

<b>TS9</b>	<b>The Town Administrator will increase the availability of Web-based municipal services.</b>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing-researching several software packages (CRM, Beach &amp; Transfer Station Stickers, Recreation) for inclusion in 2017 Budget requests.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Beach and Transfer station software request in current year free cash transfer at ATM. Recreation software included in 2017 Capital Budget request.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

<b>TS10</b>	<b>The Board of Selectmen will revise evaluation forms for the Town Administrator, the Police Chief and the Fire Chief. (Continuing)</b>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The Town Administrator evaluation form is completed.</p>	

<b>TS11</b>	<b>The Police Chief and Town Administrator will complete an update of the Town's Hazard Mitigation Plan. (Continuing)</b>
<p><b>1<sup>st</sup> Quarter:</b> In process.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Staff is working with the Cape Cod Commission, funded by a grant, to complete the plan.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

## FISCAL MANAGEMENT

The Town of Truro will develop short and long-term fiscal policies that increase revenue from sources other than property taxes and minimize annual budget growth.

<b>FM1</b>	<b>The Board of Selectmen will renew the Town Meeting Vote in support of a Home Rule Petition to extend the room's tax to short-term vacation rental of private homes and condominiums.</b>
<b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> An article to renew the vote is included in the 2016 Annual Town Meeting warrant. <b>4<sup>th</sup> Quarter:</b> Approved at Town Meeting.	

<b>FM2</b>	<b>The Town Administrator will prepare quarterly financial reports for the Board of Selectmen.</b>
<b>1<sup>st</sup> Quarter:</b> First Quarter Expenditure Report completed. <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Ongoing, report format completed for both revenue and expenditures. <b>4<sup>th</sup> Quarter:</b> Ongoing.	

<b>FM3</b>	<b>The Town Administrator will prepare revenue &amp; expense reports for the following Departments/Functions: Pamet Harbor, Recreation, Beach, Transfer Station, Shellfish and the Council on Aging.</b>
<p><b>1<sup>st</sup> Quarter:</b> In process-anticipate completion with Budget submissions.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> In process, first draft in May.</p> <p><b>4<sup>th</sup> Quarter:</b> Pending 4<sup>th</sup> quarter revenues.</p>	

<b>FM4</b>	<b>The Board of Selectmen, Finance Committee and Town Administrator will work to develop a five-year strategic plan for the Town.</b>
<p><b>1<sup>st</sup> Quarter:</b> Not initiated.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Not initiated.</p> <p><b>4<sup>th</sup> Quarter:</b> Not initiated.</p>	

<b>FM5</b>	<b>The Board of Selectmen and the Finance Committee will work with the Town Administrator to develop a ten-year Capital plan for the Town.</b>
<p><b>1<sup>st</sup> Quarter:</b>          Compiling requests for discussion during budget process.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>          The Five Year Plan is completed and included in the ATM warrant. The draft of years 6-10 requires additional analysis.</p>	

<b>FM6</b>	<b>The Board of Selectmen will work with the Town Administrator to develop a feasibility and cost study of the potential options to move the DPW facility off Town Hall Hill by building or acquiring a new facility. (Continuing)</b>
<p><b>1<sup>st</sup> Quarter:</b>          STM Article submitted to hire a consulting firm to complete analysis to include preliminary plans and cost estimates.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>          The article was approved; the feasibility study is on hold pending discussions with the State Department of Transportation regarding the State's Route 6 facility.</p> <p><b>4<sup>th</sup> Quarter:</b>          Ongoing.</p>	

<b>FM7</b>	<b>The Town will identify and apply for grants appropriate to undertake studies and special projects. (Revised/Continuing)</b>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing as required. Green Community grant submitted and received to replace the heating controls at Truro Central School.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Ongoing as required. The Fire Chief has submitted two grants to the Assistance to Firefighter’s Program for breathing apparatus and for replacement of the Tanker.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing as required.</p>	

<b>FM8</b>	<b>The Board of Selectmen will annually conduct a comprehensive review of Town Fees in order to provide for reasonable and equitable fees that maximize income for the Town and work towards self-sustaining programming. (Revised/Continuing)</b>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing, will be included with budget submissions.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Fees for the Harbor were approved by the State. The Fire Chief will submit a request for fee increases to the BOS. Recreation fees are pending a quorum of the Recreation Commission.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing as required.</p>	

<b>FM9</b>	<b>The TA will develop a fiscal policy manual that covers new accounting requirements including addressing unfunded OPEB benefits, auditor's recommendations and sound business practices.</b>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing, expect draft in 4<sup>th</sup> Quarter.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Ongoing.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

**PUBLIC SAFETY**

**The Town of Truro will provide high quality and cost effective police, fire and emergency services to residents and visitors in coordination and collaboration with neighboring towns.**

<b>PS1</b>	<b>The Board of Selectmen will hire an Interim Fire Chief.</b>
<p><b>1<sup>st</sup> Quarter:</b> Chief hired effective October 12, 2015. <b>COMPLETED</b></p>	

<b>PS2</b>	<b>The Board of Selectmen, Town Administrator and Interim Fire Chief will work to address the long term sustainability of the Fire &amp; Rescue Department including the feasibility of creating a regional Fire and Rescue department with the Town of Wellfleet.</b>
<p><b>1<sup>st</sup> Quarter:</b> Initiated, ongoing.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Ongoing. The State has approved a Community Compact for an analysis of a regional Fire and Rescue with the Town of Provincetown.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

<b>PS3</b>	<b>The Board of Selectmen will work with the Police Chief to develop a vision and mission statement (policy memorandum) that informs policy and practice at the Truro Police Department.</b>
<p><b>1<sup>st</sup> Quarter:</b> This was initiated last fiscal year and is in draft form.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b></p> <p><b>4<sup>th</sup> Quarter:</b></p>	

<b>PS4</b>	<b>The Police Chief will arrange for emergency management training for the Board of Selectmen so that the Board members may better understand their roles and legal responsibilities. (Continuing)</b>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The Chief of Police has provided the following link for Board members to take an online class: <a href="http://training.fema.gov/is/courseoverview.aspx?code=IS-908">http://training.fema.gov/is/courseoverview.aspx?code=IS-908</a>.</p> <p><b>4<sup>th</sup> Quarter:</b> Not completed.</p>	

<b>PS5</b>	<b>The Town Administrator will work with the State and local business owners and residents to create safe pedestrian access to the village centers of Truro and North Truro.</b>
<p><b>1<sup>st</sup> Quarter:</b> Not initiated.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Staff has met with the State on traffic and safety issues; no coordinated effort has been initiated.</p> <p><b>4<sup>th</sup> Quarter:</b> No coordinated effort has been initiated.</p>	

<b>PS6</b>	<b>The Town Administrator and Police Chief will work with their counterparts on the Outer Cape to strengthen available mental health and substance abuse prevention and treatment services in our Communities.</b>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The Truro Police Department has partnered with both the States Department of Mental Health and Gosnold on Cape Cod. For each organization they met with the Directors of Clinical Outreach Services, Clinicians and Recovery Coaches to discuss what services could be provided in dealing with our continuing substance abuse and mental health concerns. In Truro's case both clinicians and the recovery coaches will be utilized. Those individuals meet with people in need AND offer their assistance to families who may be struggling to help loved ones. The next step is to meet with Outer Cape Health (OCH). After enlisting their participation, the final piece will involve building a partnership with all three disciplines, the State Department of Mental Health, Gosnold and OCH so that the right resources are available based on needs as determined in the field and to facilitate cross referrals.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing</p>	

## COMMUNITY SUSTAINABILITY

The Town of Truro will support policies and programs that:

- Foster sustainable and appropriate economic development
- Create more affordable, year-round places for people to live
  - Protect and restore our fragile environment

<b>CS1</b>	<p>In an effort to support economic development the Board of Selectmen, working with the Cable &amp; Internet Advisory Committee will</p> <ol style="list-style-type: none"> <li>a. Identify ways to ensure broadband internet service is available in all areas of the Town <i>(Continuing)</i></li> <li>b. Continue to closely monitor Comcast contract compliance including expansion of service.</li> <li>c. Explore the expansion of Cape Net to Truro residents.</li> </ol>
<p><b>1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>                  Broadband internet service was completed by Comcast in the areas of Aunt Sal’s Lane, Bad Axe Way, Collins Road, Dead Pine Hill, Head of Pamet Way, Long Dune Lane, Misty Hollow, South Pamet Road, Dyers Hollow Road and North Pamet Road.</p> <p><b>4<sup>th</sup> Quarter:</b>                  No further activity.</p>	

<b>CS2</b>	<p>The Board of Selectmen will work to develop a stronger partnership with the Chamber of Commerce to support sustainable economic development.</p>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>                  Selectperson Worthington is attending Chamber meetings.</p> <p><b>4<sup>th</sup> Quarter:</b>                  Selectperson Worthington is attending Chamber meetings.</p>	

<b>CS3</b>	<b>The Town will identify ways to increase staff resources in support of the creation of more affordable housing including partnering with the Town of Wellfleet to hire an Affordable Housing Specialist.</b>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The 2016 ATM Warrant includes a CPC article for funding of a shared person.</p> <p><b>4<sup>th</sup> Quarter:</b> Approved at Town Meeting.</p>	

<b>CS4</b>	<b>The Board of Selectmen will propose a By-law at the Annual Town Meeting, similar to measures in place in Provincetown and Wellfleet, to ban single-use plastic bags in the Town.</b>
<p><b>1<sup>st</sup> Quarter-</b>Proposed for STM 11/5/2015.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Article was approved, implementation date of 3/31/2016.</p> <p><b>4<sup>th</sup> Quarter:</b> Implemented - <b>COMPLETED</b></p>	

<b>CS5</b>	<b>The Board of Selectmen will hold a joint meeting with the School Committee to address such issues as declining school enrollment, the long-term financial needs of the school and our relationship to the Nauset Regional School District.</b>
<p><b>1<sup>st</sup> Quarter:</b> In process.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> &amp; 4<sup>th</sup> Quarter:</b> Scheduling has been attempted on multiple occasions.</p>	

<b>CS6</b>	<b>The Board of Selectmen working with the Planning Board will explore zoning by-law changes that will increase the diversity of year round housing options for affordable and community housing for current and future residents.</b>
<p><b>1<sup>st</sup> Quarter:</b> In process.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> A draft article was prepared for the 2016 ATM and after the Public Hearing, the Planning Board tabled it for more review and possible revisions.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing</p>	

<b>CS7</b>	<b>The Board of Selectmen working with the Truro Housing Authority will utilize the Housing Needs Assessment to be completed in the Fall of 2015 to inform policies that increase the availability of affordable housing in the Town of Truro.</b>
<p><b>1<sup>st</sup> Quarter:</b> In process.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The Board of Selectmen, the Town Administrator and the Housing Authority are working with The Department of Housing and Economic Development, the Governor’s Office and the Department of Transportation to acquire a portion of land at the corner of Highland and Route 6. The 2016 ATM Warrant includes an article authorizing the Board to accept the land.</p> <p><b>4<sup>th</sup> Quarter:</b> Article approved at Town Meeting.</p>	

<b>CS8</b>	<b>The Board of Selectmen, working with the Housing Authority and other Town Committees, will hold a Summit on Community Housing to develop recommendations for changes in policies, programs and by-laws to increase the availability of affordable/community housing. <i>(Revised)</i></b>
<b>1<sup>st</sup> Quarter:</b> Held on October 24, 2015. <b>COMPLETED</b>	

<b>CS9</b>	<b>The Town Administrator will continue to develop and implement plans for the restoration of tidal flow to the Pamet River Valley and to develop long-term solutions to the effects of erosion and over washing at Ballston Beach. <i>(Continuing-revised)</i></b>
<b>1<sup>st</sup> Quarter:</b> In process. Pending scope of work from the US Army Corps of Engineers (UACE). <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Initial scope and cost estimate received from the UACE, Town share of cost is roughly \$210,000. Funds are identified. Pending contract from UACE. <b>4<sup>th</sup> Quarter:</b> Army Corps to begin work in July.	

<b>CS10</b>	<b>The Town Administrator will develop plans and identify funding to implement remedial efforts at Eagle Creek and East Harbor.</b>
<p><b>1<sup>st</sup> Quarter:</b> In process. Meeting scheduled with Woods Hole Group on East Harbor <del>Eagle Creek to be included in CS9.</del></p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> The ATM Warrant has a Capital Exclusion article to repair the outflow pipe on Town property. Staff will begin to reach out to the other state and federal agencies that will need to be part of a long term plan for repair of the entire pipe. Eagle Creek will not be included in the Pamet River Valley Study, staff will be meeting with the Woods Hole Group to review the engineering documents for the required work, Town Meeting has already approved borrowing for this project, so depending on the engineering, staff will get the project going.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing, additional modeling required prior to project implementation.</p>	

<b>CS11</b>	<b>The Board of Selectmen will hold quarterly joint meetings with the Planning Board to encourage information sharing and coordinated policy development.</b>
<p><b>1<sup>st</sup> Quarter:</b> Ongoing.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Goals Meeting proposed for 5/24.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

## COMMUNITY ENGAGEMENT & GOVERNANCE

The Town of Truro will have an open and transparent government that proactively engages and involves the town's residents.

<b>CEG1</b>	<b>The Town Administrator will establish a Town of Truro Facebook Page as another way to better communicate with residents and visitors.</b>
<b>1<sup>st</sup> Quarter:</b> <b>COMPLETED</b>	

<b>CEG2</b>	<b>The Town Administrator will be responsible for ensuring that the town's website is up-to-date and will continue to improve the quality, timeliness and ease of access to information and services available on it.</b>
<b>1<sup>st</sup> Quarter:</b> Work in progress. <b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> This is an ongoing effort. A multi-media consultant will begin work with Department Heads on May 1 to revise individual department pages appearance and content. <b>4<sup>th</sup> Quarter:</b> Ongoing.	

<b>CEG3</b>	<b>The Town Administrator will recommend ways to increase use of the Town’s website and newly created Facebook page as a way to communicate with and gather information from residents, property owners and visitors. <i>(Revised/Continuing)</i></b>
<p><b>1<sup>st</sup> Quarter:</b> Work in progress.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> This is a continuous improvement objective that will be a multi-year initiative with some progress achieved through the efforts described in CEG2.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

<b>CEG4</b>	<b>The Town Administrator will investigate the feasibility of bringing the Truro E-Newsletter and distribution list in-house and integrating it into an overall e-communication strategy and plan.</b>
<p><b>1<sup>st</sup> Quarter:</b> Not initiated.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> No progress.</p> <p><b>4<sup>th</sup> Quarter:</b> No progress.</p>	

<b>CEG5</b>	<b>The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2016. (Continuing)</b>
<p><b>1<sup>st</sup>, 2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>  Selected policies have been updated and/or deleted as follows:</p> <ul style="list-style-type: none"> <li>• Policy 17 Repair or Snow Plowing of private roads (revised 12/15/2015)</li> <li>• Policy 48 Construction Staging Permit for Use of Town-Owned Property and or Beach access (revised 1/26/2016)</li> <li>• Policy 54 Standards of Professional Conduct (revised 2/10/15)</li> <li>• Policy 55 Replacement of Police Vehicles (revised 2/10/15)</li> <li>• Policy 56 Board of Selectmen Work Sessions (created 12/15/15)</li> </ul> <p><b>4<sup>th</sup> Quarter:</b>  Ongoing.</p>	

<b>CEG6</b>	<b>The Board of Selectmen will review the charges of all town boards and committees for relevance and clarity and revise if necessary.</b>
<p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>  On Board of Selectmen Agenda – April 19, 2016 Meeting.</p> <p><b>4<sup>th</sup> Quarter:</b>  Ongoing.</p>	

<b>CEG7</b>	<b>The Town will equip an additional meeting room with cameras and sound to record meetings of Town Boards and Commissions.</b>
<p><b>1<sup>st</sup> Quarter:</b> In process-use of training room at the Public Safety Facility. Equipment specifications being prepared for bid solicitation.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Procurement process in place.</p> <p><b>4<sup>th</sup> Quarter:</b> Procurement underway.</p>	

<b>CEG8</b>	<b>The Town will create and provide support, training and educational materials to all of our citizen volunteers in order to make our volunteer driven committees and services more effective and compliant with State and Federal regulations.</b>
<p><b>1<sup>st</sup> Quarter:</b> Training provided on Ethics and Open Meeting Law. Public records law to be scheduled.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b> Additional training in discussion stage.</p> <p><b>4<sup>th</sup> Quarter:</b> Ongoing.</p>	

<b>CEG9</b>	<b>The Town will collect information from residents and visitors that help inform budget priorities and policy making.</b>
<p><b>1<sup>st</sup> Quarter</b>-Not initiated.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>  Selectmen’s Hours and Selectmen and Town Administrator attendance at Friends Of and Committee meetings has solicited information from volunteers and residents.</p> <p><b>4<sup>th</sup> Quarter:</b>  Ongoing.</p>	

<b>CEG10</b>	<b>The BOS and the Charter Review Commission will continue to review and propose changes to the Town’s Charter. (Continuing)</b>
<p><b>1<sup>st</sup> Quarter:</b>  Charter Review to submit recommendations at 12/1/2015 meeting.</p> <p><b>2<sup>nd</sup> &amp; 3<sup>rd</sup> Quarter:</b>  Recommendations endorsed by the Board of Selectmen and included in the 2016 ATM Warrant: articles include minor edits to the hiring processes, labor negotiation team composition and Budget Task Force dates.</p> <p><b>4<sup>th</sup> Quarter:</b>  Ongoing.</p>	



# TOWN OF TRURO

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

## Values and Fiscal Year 2017 Goals and Objectives

### **VALUES:**

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

#### **Excellence:**

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

#### **Integrity:**

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

#### **Openness and Transparency:**

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

#### **Historic and Environmental Protection:**

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

#### **Fiscal Integrity:**

We believe in sound fiscal policy and practice.

#### **Diversity:**

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

### **GOALS AND OBJECTIVES:**

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

The goals and objectives are divided into five broad categories:

- TOWN SERVICES
- FISCAL MANAGEMENT
- PUBLIC SAFETY

- COMMUNITY SUSTAINABILITY
- COMMUNITY ENGAGEMENT & GOVERNANCE

Some of the objectives and activities are ongoing or continuing from FY2015 or earlier. Continued objectives have been marked as such.

The Truro Board of Selectmen has agreed to pursue the following goals and objectives for Fiscal Year 2017, July 1, 2016 through June 30, 2017.

## **TOWN SERVICES**

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

- TS1. The Town Manager will on an ongoing basis assess the staffing structure of the Town and the related delivery of services and propose changes that further this goal.
- TS2. The Town Manager will continue to explore opportunities for greater collaboration, shared programs and services with the Outer Cape towns, Barnstable County Government and the State of Massachusetts.
- TS3. The Board of Selectmen will advocate for solutions to address the lack of regular maintenance for the unpaved roads within the Cape Cod National Seashore used by the general public to access Park resources and by private home owners.
- TS4. The Town Manager will explore the development of alternative beach parking including the feasibility of permitting privately run shuttle bus services to access town beaches and attractions.
- TS5. The Town Manager will continue to work with the Regional Transit Authority to develop a coordinated transportation system that will improve access for year round and summer residents to Town beaches, Post Offices, Town Hall, Community Center, Library, Council on Aging and Town Center of Truro and North Truro.
- TS6. The Town Manager will continue efforts to relocate the DPW facility including investigating Town properties and/or shared facilities/property with Mass DOT and neighboring Towns and, if timely, to conduct a needs assessment and feasibility study in preparation for relocation.
- TS7. The Board of Selectmen, working with the Town Manager and the Board of Health will reduce the cost of solid waste disposal handled through the Transfer Station by: *(Continuing)*
- Implementing Single Stream Recycling.
  - Creating and implementing a public education campaign that educates citizens about ways to decrease household solid waste disposal and increase recycling.
  - Creating more opportunities for Town-wide recycling.

- TS8. The Town Manager and Licensing staff will review all policies and procedures regarding licensing approval and renewal and will recommend changes to the Board of Selectmen for adoption of Licensing Rules and Regulations and changes as necessary to Policy Memorandum #14.
- TS9. The Town Manager will implement technology to facilitate the business of Town Government.
- TS10. The Board of Selectmen and the Town Manager will revise the process and related forms for conducting annual performance evaluations for the Police Chief and the Fire Chief. *(Continuing & revised)*
- TS11. The Police Chief and Town Manager will complete and update of the Town's Hazard Mitigation Plan. *(continuing)*

## **FISCAL MANAGEMENT**

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

- FM1. The Town Manager will present quarterly financial reports for the Board of Selectmen.
- FM2. The Town Manager will prepare revenue & expense reports as part of the Budget Task Force process for the following Departments/Functions: Pamet Harbor, Recreation, Beach, Transfer Station, Shellfish and the Council on Aging.
- FM3. The Board of Selectmen, Finance Committee and Town Manager will work to develop a five-year strategic plan for the Town.
- FM4. The Board of Selectmen and the Finance Committee will work with the Town Manager to develop a ten-year Capital plan for the Town
- FM5. The Board of Selectmen will annually conduct a comprehensive review of Town Fees that will be included in the Budget Task Force process in order to provide for reasonable and equitable fees that maximize income for the Town and work towards self-sustaining programming. *(Revised/Continuing)*
- FM6. The Town Accountant and Town Manager will develop a fiscal policy manual that covers new accounting requirements including addressing unfunded OPEB benefits, auditor's recommendations and sound business practices. *(continuing)*

## **PUBLIC SAFETY**

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

- PS1. The Board of Selectmen, Town Manager and Fire Chief will work to address the long term sustainability of the Fire & Rescue Department including opportunities for shared services and/or regionalizing with our neighboring communities.
- PS2. The Board of Selectmen will work with the Town Manager and the Police Chief to develop a vision and mission statement (policy memorandum) that informs policy and practice at the Truro Police Department.
- PS3. The Police Chief will arrange for emergency management training for the Board of Selectmen by December 31, 2016 so that the Board members may better understand their roles and legal responsibilities. (*Continuing*)
- PS4. The Town Manager and the Board of Selectmen will work with the State, Truro Chamber of Commerce and local business owners and residents to create safe and accessible centers of Truro and North Truro.
- PS5. The Board of Selectmen will work collaboratively with the Bike and Walkways Committee to develop a bike and pedestrian safe roadway agenda.
- PS6. The Town Manager and Police Chief will work with their counterparts on the Outer Cape to strengthen the availability of mental and substance abuse prevention and treatment services in our Communities.
- PS7. The Town Manager and the Board of Selectman will explore the Gloucester Massachusetts Police Department “Angel Program” model for addressing the growing opioid addiction problem on Cape Cod.

## **COMMUNITY SUSTAINABILITY**

### **THE TOWN OF TRURO WILL SUPPORT POLICIES AND PROGRAMS THAT:**

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

- CS1. The Board of Selectmen, with input from the Planning Board, will appoint and develop a charge for a committee to update the Town’s Comprehensive plan to be completed by January 1, 2018.
- CS2. The Board of Selectmen working with the Town Manager, Planning Board and Truro Housing Authority will bring forward an article to the next Town Meeting on Accessory Dwelling Units.
- CS3. The Board of Selectmen working with the Planning Board will explore zoning by-law changes that will increase the diversity of year round housing options for affordable and community housing for current and future residents.
- CS4. The Board of Selectmen will work with the Planning Board to initiate a community conversation around zoning bylaws to protect the character of the National Seashore.

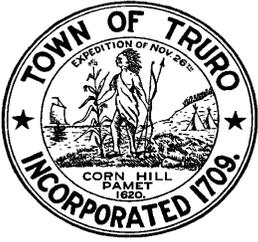
- CS5. The Board of Selectmen and the Truro Housing Authority will continue to pursue acquisition of the cloverleaf parcel for affordable and community housing, conduct a feasibility study for use of the property and secure a developer to develop the property.
- CS6. The Board of Selectmen and the Town Manager will support the Truro Housing Authority in their efforts to complete the 2015 draft Housing Needs Assessment and Housing Production Plan and seek approval by the Planning Board, the Board of Selectmen and the Department of Housing & Community Development per 760 CMR 56.03(4) to inform future initiatives and policies that increase the availability of affordable and community housing in the Town of Truro.
- CS7. The Town Manager will continue efforts on the following environmental projects and develop and implement public outreach and education components for them:
- a. develop plans for the restoration of tidal flow to the Pamet River Valley and develop long-term plans for the management of the effects of erosion and over washing at Ballston Beach.  
(Continuing-revised)
  - b. continue to pursue strategies for repairing the East Harbor culvert and restoring tidal flow to East Harbor.
  - c. continue to pursue necessary repairs/improvements to Mill Pond and Eagle Creek.
- CS8. The Board of Selectmen working with the Town Manager will research the impacts of implementing a differential property tax rate (residential property tax exemption) and present findings and recommendations to be included in the Budget Task Force Process.
- CS9. The Board of Selectmen will develop a policy statement regarding the use of town roads, property and facilities for fundraising events to ensure that a portion of the proceeds benefit agencies/programs serving residents of the Town.
- CS10. The Town Manager will work with Town counsel to review the Historic Preservation bylaw to further historic preservation.
- CS11. The Board of Selectmen will encourage the Historical Commission to work with the Historical Society to develop programs, publications and events that increase awareness of Truro's cultural heritage.
- CS12. The Board of Selectmen will hold a joint meeting with the Community Preservation Committee prior to the beginning of their funding cycle to share respective priorities in the CPC's focus areas of Affordable Housing, Open Space (Recreation) and Historic Preservation in order to develop a more coordinated effort in these areas.
- CS13. In an effort to support economic development the Board of Selectmen, working with the Cable & Internet Advisory Committee will
- a. identify ways to ensure broadband internet service is available in all areas of the Town. *(Continuing)*
  - b. continue to closely monitor Comcast contract compliance including expansion of service.  
*(Continuing)*

## **COMMUNITY ENGAGEMENT & GOVERNANCE**

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

- CEG1. The Town Manager will develop policy regarding social media content and posting across departments.
- CEG2. The Town Manager will develop an overall vision and e-communication strategy and plan that will include ways to increase use of the Town's website, Facebook page and other electronic and social media as a way to communicate with and gather information from residents, property owners and visitors.
- CEG3. The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2017. (*continuing*)
- CEG4. The Board of Selectmen will conduct a thorough review of charges for Boards, Committees and Commissions under its purview. This will include:
- a. An assessment of relevance to the current and future work of the Town of Truro.
  - b. Revisions to charges to ensure clarity of purpose, role and authority.
  - c. Consolidation if possible and appropriate.
  - d. Develop incentives for residents to volunteer to serve on Boards, Commissions and Committees.
- CEG5. The Town will equip an additional meeting room with cameras and sound to record meetings of Town Boards and Commissions.
- CEG6. The Town will create and provide support, training and educational materials to all of our citizen volunteers in order to make our volunteer driven committees and services more effective and compliant with State and Federal regulations.
- CEG7. To enhance compliance with the State's public records law, the Town Manager will provide truro-ma.gov email accounts and training in their use for all members of regulatory boards and the Town will require the accounts to be used for all Town related email correspondence.
- CEG8. The Town Manager will develop and implement data collection methods to gather evaluative information from residents and visitors that utilize Town services and resources that can inform service delivery, program, and budget and policy development.
- CEG9. The Board of Selectmen will hold a summer meeting with Part Time Residents to inform and engage them in Town affairs.
- CEG10. The Board of Selectmen will hold a joint meeting with the School Committee to address such issues as declining school enrollment, the long-term financial needs of the school and our relationship to the Nauset Regional School District
- CEG11. The Board of Selectmen will hold joint meetings with the Planning Board to encourage information sharing and coordinated policy development.

- CEG12. The Board of Selectmen will hold a joint meeting with the Planning Board and Zoning Board of Appeals to encourage information sharing and coordinated policy development.
- CEG13. The Board of Selectmen will hold a joint meeting with the Conservation Commission to encourage information sharing and coordinated policy development.
- CEG14. The Board of Selectmen will hold a joint meeting with the Board of Health to encourage information sharing and coordinated policy development.
- CEG15. The Board of Selectmen will work with the Town Manager, the State Department of Transportation, and the Truro Chamber of Commerce to create signage for Truro Center and North Truro Center businesses.



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administrative

**REQUESTOR:** Noelle Scoullar, Executive Assistant on behalf of Deborah McCutcheon, Chair Conservation Commission

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Review and approval of application to serve on the Truro Conservation Commission

**EXPLANATION:** Jack McMahan has submitted an application to serve on the Truro Conservation Commission. Chair, Deborah McCutcheon, has approved this candidate.

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

**IMPACT IF NOT APPROVED:** The applicant will not be able to participate on the commission.

**SUGGESTED ACTION:** *MOTION TO appoint Jack McMahan to serve a three-year term on the Truro Conservation Commission expiring June 30, 2019.*

**ATTACHMENTS:**

1. Application to Serve



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED  
SELECTMENS OFFICE

JUN 21 2016

TOWN OF TRURO  
MASSACHUSETTS

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: JACK McMAHON HOME TELEPHONE: [REDACTED]

ADDRESS: 3 PROFESSIONAL HEIGHTS WORK PHONE: [REDACTED]

MAILING ADDRESS: PO Box 109 No. Truro E-MAIL: [REDACTED]

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

CONS. COMM.

SPECIAL QUALIFICATIONS OR INTEREST: \_\_\_\_\_

PREVIOUS MEMBER PROVINCETOWN  
CONSERVATION COMMISSION  
2008 - 2011

COMMENTS: \_\_\_\_\_

SIGNATURE: Jack McMahon DATE: 6-17-16

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

Experience and qualifications are a plus. This candidate will work well with our agents the Commission

SIGNATURE: Edward C. McCabe DATE: \_\_\_\_\_

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



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Joint meeting with the Planning Board

**EXPLANATION:** Joint meeting with the Planning Board to discuss and agree on mutual goals and objectives.

**SUGGESTED ACTION:** *MOTION TO*

**ATTACHMENTS:** N/A



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**BOARD/COMMITTEE/COMMISSION:** Council on Aging Board Ad Hoc Committee

**REQUESTOR:** Bonnie Sollog, Chair of Council on Aging Board and Claudia Tuckey, Council on Aging Board Member

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Truro Senior Housing Needs Survey

**EXPLANATION:** Informational Discussion on the Senior Housing Needs Survey with members of the Council on Aging Board Ad Hoc Committee. Request to authorize use of funding from the Cape Cod Commission to complete an analysis of survey responses.

**FINANCIAL SOURCE (IF APPLICABLE):** Friends of the Council on Aging in conjunction with the Cape Cod Commission.

**IMPACT IF NOT APPROVED:** Important information on Senior Housing will not be captured in order to address the needs of the Truro Senior population.

**SUGGESTED ACTION:** *MOTION TO authorize use of Cape Cod Commission funds to complete the survey analysis and to authorize the Town Manager to sign the agreement with Barry Bluestone.*

**ATTACHMENTS:**

1. Goals of the Survey
2. Senior Housing Needs Survey message
3. Census facts from 2000, 2010, and 2014
4. Barry Bluestone Proposal
5. Barbara Correa Letter to Board of Selectmen March 9,2016

**Senior Housing Needs Survey Goals:**

- to obtain the senior community’s feedback regarding housing needs
- to obtain information to guide future planning
- to obtain information to compliment our *Local Comprehensive Plan*
- to obtain town-specific information relating to World Health Organization and AARP initiatives for “Age Friendly Communities”

“It is clear that housing and support that allow older people to age comfortably and safely within the community to which they belong are universally valued” (c.f., *Global Age-friendly Cities: A Guide WHO*)

**Technical Assistance:**

The survey questions were developed by an ad hoc committee of the Council on Aging Board.

Dr. Barry Bluestone (Professor of Public Policy and Urban Affairs at the Kitty and Michael Dukakis Center for Urban and Regional Policy, Northeastern University), will analyze the survey information and be available for presentations to the community. Dr. Bluestone is a part-time Truro resident. The survey will be distributed by mail and will be available online.

**Funding:**

Funding for the analysis is available from the Friends of the Council on Aging and the Cape Cod Commission.



## Survey of Future Senior Housing Needs 2016

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Truro's Senior citizens represent a substantial portion of the Town's homeowners and residents. To understand the future housing needs of our current & future senior residents, an ad hoc committee of the Council on Aging has put together a brief survey so we can hear directly from our residents. Whether you have lived in Truro all your life, recently retired here or plan to move to Truro full time in the future, we would like to understand the housing options you envision as you age in Truro.



## Wake up and Smell the Demographics!

### Census Data for Truro:

2000:	Total Population:	2,087	Age 65+	354 (17.0%)
2010:	Total Population:	2,003	Age 65+	485 (24.2%)
2014:	Total Population:	1,738	Age 65+	521 (30.0%)

*(Bluestone, 2016)*

**Truro's population has been shrinking while the percentage of people 65+ has been increasing. The 2014 number (521) does not reflect the non-resident seniors who will be retiring to Truro in the near future.**

- \* This low-cost survey will provide precise information about Truro's present and future senior housing needs.
- \* Hearing *directly* from Truro's senior citizens will provide locally-specific information to help guide this planning.

To: Truro Council on Aging

Fr: Barry Bluestone  
James Huessy

Da: March 28, 2016

Re: **Proposal to Complete and Analyze Survey of Future Senior Housing Needs 2016**

In order to complete this survey project for the Truro Council on Aging, the following tasks need to be completed:

- Task 1: Based on the completed questionnaire, prepare an electronic version suitable for dissemination to email addresses supplied by TCoA.  
*Bluestone & Huessy (10 hours)*
- Task 2: Work with TCoA to prepare written survey instrument with link to electronic version of the survey.  
*TCoA, Bluestone & Huessy (10 hours)*
- Task 3: TCoA will mail survey instrument with electronic link to Truro seniors  
*TCoA*
- Task 4: Code survey responses from written surveys  
*Huessy (30 hours)*
- Task 5: Merge written survey responses with electronic survey responses for purposes of analysis  
*Huessy (10 hours)*
- Task 6: Analyze survey responses putting all responses into tables and charts  
*Huessy (50 hours)*
- Task 7: Prepare a written report including text, tables, and charts on all survey responses (Camera-ready/Download ready)  
*Bluestone & Huessy (30 hours)*
- Task 8: Prepare a Powerpoint Slide Presentation based on the written report suitable for presentation to TCoA and Truro citizens (Camera-ready/Download ready)  
*Bluestone & Huessy (10 hours)*

Task 9: Present final report and Powerpoint Slide Presentation to TCoA and other venues  
*Bluestone & Huessy (10 Hours)*

**Time Schedule:** April 1, 2015 – June 30, 2015

**Budget:**

Staff:

Barry Bluestone	(40 Hours)	Pro Bono
James Huessy	(120 Hours @ \$30.00/hr)	\$3,600
Total (excluding mailing and printing)		\$3,600

The Housing Authority  
Truro Town Hall  
March 9, 2016

Dear Members of the Board,

My name is Barbara Correa. My husband Michael and I own a condo at Stone's Throw. I know that as a result of the Housing Forum, Truro is looking at many ways to add needed housing. One of those ideas included ways of repurposing some of the existing condominiums as year round affordable housing in ways the community can support. This is of particular interest to us. My husband and I are retired seniors on a fixed income. As a result we are downsizing by selling our home and would love to be able to live comfortably; both physically and financially in Truro.

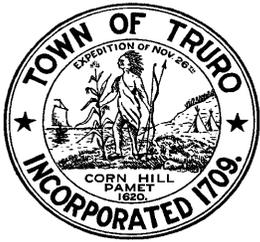
I recently read an article in AARP that really struck a cord with regards to this.

" A livable community is a place where all ages can enjoy secure healthy lives and stay engaged in civic and social life. Livable communities offer housing choices, transportation, shopping and other services that meet everyone's needs. Supporting efforts to make a community more livable is an exercise in good citizenship and a smart investment in our tax dollars"

I hope the board and study committee are looking at this option. I thank you for your time and your hard work.

Sincerely,  
Barbara Correa





# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Discussion and Approval of an Agreement for a Scholarship Endowment

**EXPLANATION:** A financial management firm contacted Chairman Wisotzky to notify him that a former Town resident wished to endow an annual college scholarship for residents of Truro. Attorney Michele Randazzo of Kopelman and Paige has been communicating with the financial manager to prepare an agreement. Briefly, the donor will establish a scholarship fund, sufficient to support two annual scholarships to be awarded to eligible students who are Truro residents, in the amount of \$10,000 each annually. All monies in this scholarship fund shall be held by the Fund. The Town shall have no authority, responsibility or liability for fund management or maintenance. The Town shall be responsible for establishing procedures for selecting recipients of said scholarships, subject to the eligibility criteria set in the agreement. Attorney Randazzo is clarifying the criteria; therefore, the agreement is not attached to the packet. I will have it prior to your meeting for your review.

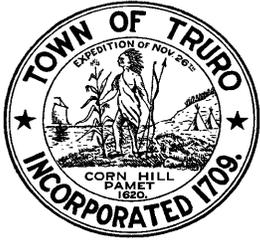
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** The fund will not be created.

**SUGGESTED ACTION:** *Motion to approve and execute the donation agreement for a scholarship endowment.*

**ATTACHMENTS:**

1. Donation Agreement (to be provided - not attached)



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

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

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Discuss and finalize agenda for July 18, 2016 part-time resident meeting.

**EXPLANATION:** To discuss and finalize the agenda for the July 18<sup>th</sup> meeting. Chairman Wisotzky has prepared a draft agenda for discussion.

**SUGGESTED ACTION:** *MOTION TO approve the July 18<sup>th</sup> Part Time Resident Summer Meeting Agenda.*

**ATTACHMENTS:**

1. Proposed Agenda for July 18, 2016 Meeting

**Draft for Discussion Purposes Only**

# TOWN OF TRURO

P.O. Box 2030, 24 Town Hall Road

Truro, MA 02666

**Office of the Board of Selectmen**



## **Part Time Resident Summer Meeting Agenda**

5:00 – 5:30

Meet and Greet

5:30 – 5:45

Welcome, Introductions and Purpose of Meeting

- Board of Selectmen
- Town Manager
- Department Heads
- Board/Committee/Commission Chairs

5:45 – 6:30

Introduce our five goal areas. Highlight key activities, priorities and plans in each of the five Goal areas. Each should be presented individually with time for questions and conversation before moving on to the next goal area. With each of the goals we should make sure to include brief updates on major projects – Pamet Valley Restoration, Transfer Station Operations, Affordable Housing, Budget/Taxes etc...

- Town Services
- Fiscal Management
- Public Safety
- Community Sustainability
- Community Engagement and Governance

6:30 – 6:50

Comment and Question Period – Time for people to ask questions or comment on agenda items or other Town Business

6:50 – 7:00

Last thoughts, final questions, closing remarks.

- How do I stay informed and in the loop? Website, Facebook etc...
- How can I get involved?
- What more do I need from the Town?

**Draft for Discussion Purposes Only**

**Agenda Item: 5D1**



# 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 Signature:
  - 1. Harbor to the Bay Event Notification Form (Town Manager to sign the application for permit for organized bike & road race)
- B. Reappointments of Board/Committee/Commission Members
- C. Authorize the Submission of the Application to the Cape Cod Commission by the Herring River Restoration Project
- D. Truro Fire Department-Failed Fire Hose to be Declared as Surplus
- E. Review and Approve Regular Selectmen Meeting Minutes for May 17, 2016; June 7, 2016 (Goals Meeting); June 14, 2016; June 21, 2016 (Work Session)



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant, on behalf of James Morgrage, Harbor to the Bay

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Application for Permit for Organized Bike and Road Race Event Notification Form

**EXPLANATION:** The annual Harbor to the Bay bike ride will be taking place from 2-6pm on Saturday, September 17, 2016. The Town Manager will be signing the application, and the Chair of the Board of Selectmen will be signing the Event Notification Form.

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

**IMPACT IF NOT APPROVED:** The Harbor to the Bay bike ride would not be approved.

**SUGGESTED ACTION:** *MOTION TO approve, and authorize the Chair to sign, the event notification form for the Harbor to the Bay bike ride.*

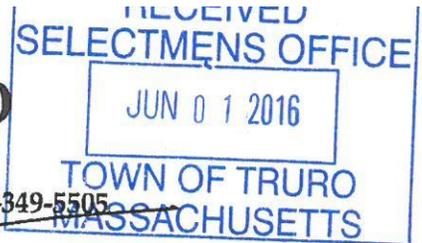
**ATTACHMENTS:**

1. Application, event notification form, route and fact sheets.



# TOWN OF TRURO

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



## APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

Applicant: Harbor To The Bay Email: [REDACTED]  
Group Affiliation (If Any): Harbor To The Bay Kids Bike Ride  
Mailing Address: 209 Columbus Ave City: Boston State: MA Zip: 02116  
Phone: [REDACTED] Cell Phone: [REDACTED]

Type of Event (Please be specific as to number of persons, equipment to be used (if any), whether food or beverages will be served, parking arrangements, etc.):

Bike Ride - year 14 -  
200 - 300 riders on Rt. 6, S. Highland  
Streets &/or Roads to be Used: + 6A

above

Date(s) and Hours Race/Event: 2-6 PM Day: Sat 6/12/16

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

Signature of Applicant: [Signature] Date: 6/1/16

Action by the Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Approved as submitted

\_\_\_\_ Approved with the following condition(s): \_\_\_\_\_

\_\_\_\_ Disapproved with the following reason(s): \_\_\_\_\_

Signature of the Town Administrator: \_\_\_\_\_

**APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS**

<b>Health/Conservation Agent Signature:</b> _____ Comments/Conditions:  Permits/Inspections needed:	<b>Building Commissioner Signature:</b> _____ Comments/Conditions:  Permits/Inspections needed:
-----------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------



<b>Police Department Signature:</b> <i>Kyle Takatjian</i> _____ Comments/Conditions:	<b>Fire Department Signature:</b> <i>Tom Allen</i> _____ Comments/Conditions:
-----------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------



<b>DPW Signature:</b> <i>James R. N...</i> _____ Comments/Conditions:	<b>Harbormaster Signature:</b> _____ Comments/Conditions:
--------------------------------------------------------------------------------	-----------------------------------------------------------------



<b>Recreation and Beach Director:</b> _____ Comments/Conditions:	<b>Other:</b> _____ Comments/Conditions:
------------------------------------------------------------------------	------------------------------------------------

# EVENT NOTIFICATION FORM

May 2016

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

Dear Ms. Perry,

Please be advised that the City/Town of **Truro, MA** 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/other events impacting State Highways on Route(s): **6, South Highland, 6A** in or through the City/Town(s) of **Truro, MA** benefiting **The 14<sup>th</sup> Annual Harbor To The Bay Aids Benefit Bike Ride on Saturday, September 17, 2016.**

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.

**Please fill out this form and fax it back to The Harbor to the Bay Committee at: 617 - 536 - 7979. Thank you!**

## LOCAL POLICE DEPARTMENT

Signed: Kyle Takadjian  
Title: Police Chief  
City/Town: TRURO

## FIRE DEPARTMENT

Signed: Thomas Allen  
Title: Fire Chief  
City/Town: Truro

## BOARD OF SELECTMEN/CITY COUNCIL

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

## STATE POLICE DEPARTMENT

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

**All Riders must check in at each Check Point.**

**Pit 1 Weymouth**  
14 Miles from the Start of the Ride  
Opens: 6:30 a.m.  
Closes: 8:45 a.m.

**Pit 2 Halifax (Check Point)**  
15.2 Miles from Pit 1  
Opens: 7:15 a.m.  
Closes: 9:45 a.m.

**Pit 3 Plymouth**  
14 Miles from Pit 2  
Opens: 8:00 a.m.  
Closes: 11:00 a.m.

**Pit 4 Bourne (Check Point)**  
17 Miles from Pit 3  
Opens: 8:30 a.m.  
Closes: 12:45 p.m.

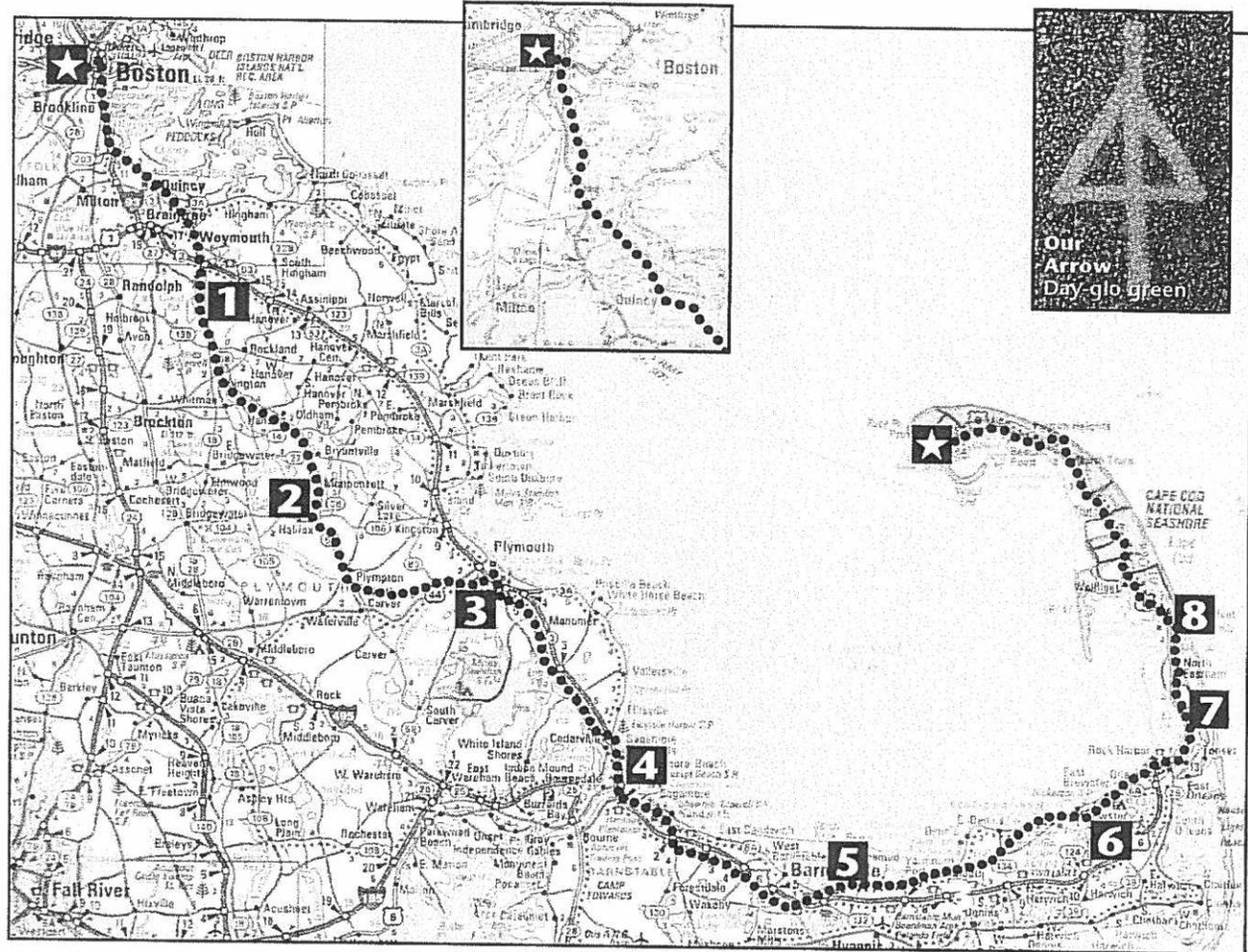
**Pit 5 Barnstable**  
16.5 Miles from Pit 4  
Opens: 10:45 a.m.  
Closes: 2:15 p.m.

**Pit 6 Brewster (Check Point)**  
13.6 Miles from Pit 5  
Opens: 11:30 a.m.  
Closes: 3:45 p.m.

**Pit 7 Eastham**  
7.5 Miles from Pit 6  
Opens: 11:45 a.m.  
Closes: 4:15 p.m.

**Pit 8 Wellfleet (Check Point)**  
6 Miles from Pit 7  
Opens: 12:00 p.m.  
Closes: 5:00 p.m.

**Pit 9 Provincetown (Check Point)**  
15.5 Miles from Pit 8  
Opens: 1:00 p.m.  
Closes: 6:30 p.m.





Harbor to the Bay, Inc. · Box 990243 · Boston, MA 02199  
Telephone: 855-422-2453 · www.harbor-to-the-bay.org

May 20, 2016

Board of Selectmen Chairman Jay Coburn  
Truro Town Hall  
PO Box 230  
Truro, MA 02666

Dear Chairman Coburn,

On Saturday, September 17, 2016, the Harbor to the Bay Charity Bike Ride requests permission to come through Truro as part of the 14th annual Harbor to the Bay Charity Ride. This will be our 14th time coming through Truro and we graciously thank you for your cooperation in previous years.

Harbor to the Bay Inc., is a 501(C) 3 non-profit organization, incorporated in the state of Massachusetts. Its members are local men and women, committed to deliver 100% of rider received pledges to our designated beneficiaries. The four beneficiaries are: AIDS ACTION, AIDS Support Group of Cape Cod, Community Research Initiative and Fenway Health. Last year Harbor to the Bay raised \$400,000 and since its beginning has raised over four million dollars. Thank you again for your support!

The ride, which begins in Boston at 6:00 AM and ends in Provincetown MA at 6:45 PM, involves a total of 200 – 300 cyclists.

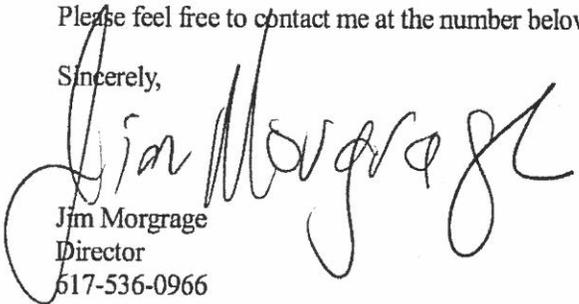
The route through Truro will be as follows: **Route 6 to South Highland Rd; Right on South Highland Road, left on Highland Road; Right on Route 6A(Shore Rd).**

The approximate time the riders will be coming through Truro is between **2:00 PM to 6:00 PM**

Thank you again for your consideration.

Please feel free to contact me at the number below if you have any questions.

Sincerely,

  
Jim Morgrage  
Director  
617-536-0966  
617-320-7202

Cc: Route Map, Fact Sheet, Event Notification Form, 501C Form



*Dedicated to the memory of community leader & philanthropist  
Michael A. Tye, United Liquors Corp.*

### Fact Sheet

- When:** Saturday, September 17, 2016
- Where:** 125 miles from Boston to Provincetown, or 68 miles from upper Cape Cod to Provincetown.
- Who:** Harbor to the Bay, Inc. is a 501(C) 3 not-for-profit organization incorporated in the state of Massachusetts. Its members are local men and women, participants in past AIDS bicycle fundraising, and friends, committed to deliver 100% of rider pledges to our chosen beneficiaries.
- Costs:** Operating expenses of the ride will be met by a rider registration fee of \$50 and by corporate and individual sponsorship, both in-kind and monetary.
- Our Mission:** The mission is to deliver 100% of rider received pledges to our chosen beneficiaries.
- Compensation:** No one receives compensation of any kind in helping to plan the event.
- Why:** 100% of rider raised funds are donated to charity.
- Founding Sponsors:** JetBlue Airways, Ketel One Vodka, Club Café, Bay Windows, Boston, Massachusetts, Boatslip Resort, Harbor Hotel, Provincetown, Massachusetts
- Information:** For further information, contact Jim Morgrage or Frank Ribaudo at: 617-536-0966 (Club Café) or visit [www.harbortothebay.org](http://www.harbortothebay.org).

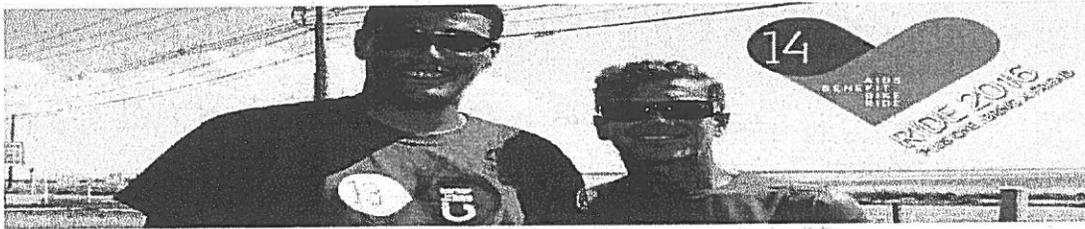
Harbor to the Bay, Inc., P. O. Box 99024, Boston, MA 02199  
Telephone: 617-320-7202 or [www.harbortothebay.org](http://www.harbortothebay.org)



**Beneficiaries:** Fenway Health, (FH) has been serving the diverse neighborhood of Fenway and greater Boston since 1971 with full line of health care services. From the early 1980's, when Fenway diagnosed the first cases of HIV in New England, Fenway has become an international leader in the fight against HIV and AIDS. A variety of programs provide accurate, up-to-date information on HIV and AIDS. Prevention programs focus on helping HIV negative individuals stay healthy while also dealing with the emotional impact that HIV has on self, family, friends, and community. Other programs assist HIV positive clients, their loved ones, and caregivers to deal with the medical, social, financial, and legal aspects of HIV and AIDS. Fenway is the largest provider of free anonymous HIV testing in New England. Fenway currently cares for more than 2000 people living with HIV, the largest provider of outpatient services in New England.

**The AIDS Support Group of Cape Cod, (ASGCC)** one of the first AIDS organizations established in the United States, works to foster health, independence and dignity for people living with HIV/AIDS and Viral Hepatitis by providing care, support and housing. We work to help reduce the spread of HIV and other sexually transmitted infections through prevention, education and testing services. Our services span all of Cape Cod and the Islands and whenever possible, ASGCC works to address the global epidemic. ASGCC currently serves nearly 450 individuals and families living with HIV/AIDS providing a full range of supportive services and food and nutritional support. Our Prevention & Screening services team reaches nearly 100,000 residents and visitors to Cape Cod each year providing life-saving health education and access to testing and screening for HIV and a full range of sexually transmitted infections. [www.asgcc.org](http://www.asgcc.org)

Harbor to the Bay, Inc., P. O. Box 99024, Boston, MA 02199  
Telephone: 617-320-7202 or [www.harbortothebay.org](http://www.harbortothebay.org)



The mission of **Community Research Initiative,(CRI)** is to improve the lives of people living with HIV/AIDS for over 14 years; Boston-based **CRI** has participated in some of the most promising HIV medication research being conducted in the world. Through its continued outreach efforts, **CRI** provides the latest critical treatment information to all people living with HIV/AIDS, including women, people of color, and others who have been traditionally underserved. **CRI** has produced critical research and drug testing data that has contributed to the FDA approval of nearly half the currently available HIV treatments. **CRI's** contributions to Phase IV (post-drug approval) studies continue to have a major impact on treatment evaluation.

**AIDS Action Committee, (AAC)** of Massachusetts is the state's leading provider of prevention and wellness services for people vulnerable to HIV infection. It provides services to one in six people in Massachusetts living with an HIV diagnosis. These services include HIV counseling and testing; needle exchange; mental health counseling; housing assistance; and legal services. **AIDS Action** works to prevent new HIV infections, support those affected by HIV, and tackle the root causes of HIV/AIDS by educating the public and health professionals about HIV prevention and care; and advocating for fair and effective HIV/AIDS policy at the city, state, and federal levels. Founded in 1983, **AIDS Action Committee of Massachusetts** is New England's first and largest AIDS service organization. Learn more at [www.aac.org](http://www.aac.org).

Harbor to the Bay, Inc., P. O. Box 99024, Boston, MA 02199  
Telephone: 617-320-7202 or [www.harbortothebay.org](http://www.harbortothebay.org)



June 3, 2016

Board of Selectmen, Chairman Paul Wisotzky  
Truro Town Hall  
PO Box 230  
Truro, MA 02666

Dear Chairman Wisotzky,

On Saturday, September 17, 2016, the Harbor to the Bay Charity Bike Ride requests permission to come through Truro as part of the 14th annual Harbor to the Bay Charity Ride. This will be our 14th time coming through Truro and we graciously thank you for your cooperation in previous years.

Harbor to the Bay Inc., is a 501(C) 3 non-profit organization, incorporated in the state of Massachusetts. Its members are local men and women, committed to deliver 100% of rider received pledges to our designated beneficiaries. The four beneficiaries are: AIDS ACTION, AIDS Support Group of Cape Cod, Community Research Initiative and Fenway Health. Last year Harbor to the Bay raised \$400,000 and since its beginning has raised over \$4 million dollars. Thank you again for your support!

The ride, which begins in Boston at 6:00 AM and ends in Provincetown MA at 6:45 PM, involves a total of 200 – 300 cyclists.

The route through Truro will be as follows: **Route 6 to South Highland Rd; Right on South Highland Road, left on Highland Road; Right on Route 6A(Shore Rd).**

The approximate time the riders will be coming through Truro is between **2:00 PM to 6:00 PM**

Thank you again for your consideration.

Please feel free to contact me at the number below if you have any questions.

Sincerely,  
Jim Morgrage  
Director

617-536-0966  
617-320-7202

Cc: Route Map, Fact Sheet, Event Notification Form, 501C Form

Internal Revenue Service



Date: August 24, 2004

Harbor To The Bay, Inc.  
% James M. Mortgage Club Cafe  
209 Columbus Avenue  
Boston, MA 02116-5109

Department of the Treasury

P. O. Box 2508

Cincinnati, OH 45201

Person to Contact:

Mrs. Jones 31-03886

Customer Service Specialist

Toll Free Telephone Number:

8:00 a.m. to 6:30 p.m. EST

877-829-5500

Fax Number:

513-263-3756

Federal Identification Number:

Advance Ruling Period Ends:

December 31, 2007

Dear Sir or Madam:

This is in response to your request of August 24, 2004, regarding your organization's tax-exempt status.

In November 2003 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code until the Advance Ruling Period Ending date indicated in the header above.

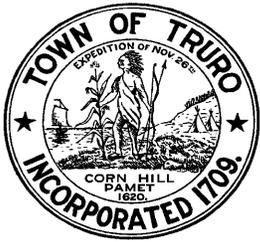
Within 90 days from the end of the advance ruling period, your organization must submit to us information needed to determine whether it has met the requirements of the applicable support test during the advance ruling period. This information is currently supplied on the Form 8734, *Support Schedule for Advance Ruling Period*.

Contributions to your organization are deductible under section 170 of the Code. Grantors and contributors may rely on the determination that your organization is not a private foundation until 90 days after the end of its advance ruling period. If the organization submits the required information within 90 days, grantors and contributors may continue to rely on the advance determination until the Service makes a final determination of your organization's foundation status.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca, Director, TE/GE  
Customer Account Services



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** June 28, 2016

**ITEM:** Reappointments of Board/Committee/Commission Members

**EXPLANATION:** The following individuals wish to be reappointed to the Board or Committee on which they currently serve:

- Michael Forgione to the Board of Assessors for the term 6/30/2016-6/30/2019.
- Henry "Hank" Janowsky to the Truro Cultural Council for the term 6/30/2016-6/30/2019.
- Susan Howe to the Commission on Disabilities for the term 6/30/2016-6/30/2019.
- Mary Abt to the Commission on Disabilities for the term 6/30/2016-6/30/2019.
- Tim Rose to the Board of Health for the term 6/30/2016-6/30/2019.
- Beryl Smith to the Truro Concert Committee for the term 6/30/2016-6/30/2019.
- Art Hultin to the Zoning Board of Appeals for the term 6/30/2016-6/30/2021.
- Richard Wood to the Pamet Harbor Commission for the term of 6/30/2016-6/30/2019.
- Scott Brazil to the Pamet Harbor Commission for the term of 6/30/2016-6/30/2019.
- Stanley Sigel to the Pamet Harbor Commission for the term of 6/30/2016-6/30/2017.
- John Goff to the Pamet Harbor Commission for the term of 6/30/2016-6/30/2017.
- Joan Moriarty to the Council on Aging Board for the term of 6/30/2016-6/30/2019.

The attached check list provides information regarding each individual's compliance with appointment requirements

**IMPACT IF NOT APPROVED:** Applicants will not be able to participate on their respective Committee or Board.

**SUGGESTED ACTION:** *MOTION TO appoint the applicants as noted above to serve on their respective boards/committees.*

### ATTACHMENTS

1. Reappointment checklist



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Office of the Board of Selectmen**

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

## Committees/Commissions/Board Members Seeking Reappointment

Committee/Commission/Board Name: Board of Assessors

Committee/Commission/Board Member Name: Michael Forgione

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Truro Cultural Council

Committee/Commission/Board Member Name: Henry "Hank" Janowsky

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Commission on Disabilities

Committee/Commission/Board Member Name: Susan Howe

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Commission on Disabilities

Committee/Commission/Board Member Name: Mary Abt

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Board of Health

Committee/Commission/Board Member Name: Tim Rose

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Truro Concert Committee

Committee/Commission/Board Member Name: Beryl Smith

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Water Resources Oversight Committee

Committee/Commission/Board Member Name: Amanda Reed

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Zoning Board of Appeals

Committee/Commission/Board Member Name: Art Hultin

Length of term: **5 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Pamet Harbor Commission

Committee/Commission/Board Member Name: Richard Wood

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Pamet Harbor Commission

Committee/Commission/Board Member Name: John Goff

Length of term: **1 Year Alternate**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Pamet Harbor Commission

Committee/Commission/Board Member Name: Stanley Sigel

Length of term: **1 Year Alternate**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Pamet Harbor Commission

Committee/Commission/Board Member Name: Scott Brazil

Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law

Committee/Commission/Board Name: Council on Aging Board

Committee/Commission/Board Member Name: Joan Moriarty

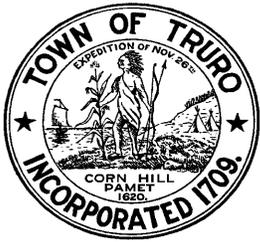
Length of term: **3 Year Term**

Chair's endorsement of reappointment

Standards of Professional Conduct signed

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

Signed Acknowledgment/Summary of Conflict of Interest Law



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager on Behalf of Board of Selectmen

**REQUESTED MEETING DATE:** June 14, 2016

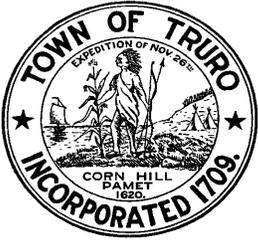
**ITEM:** Authorize the Submission of the Application to the Cape Cod Commission

**EXPLANATION:** The Herring River Restoration Committee requested, on recommendation from their Attorney, that the Board vote to authorize the submission of an application for a Hardship Exemption from the Development of Regional Impact (DRI) process with the Cape Cod Commission. The premise is that this is a Project of Community Benefit. The DRI regulations require submission for any project for which an Environmental Impact Report is required and the regulations allow for exemptions. This vote would allow for submission of an exemption on behalf of the Towns of Truro and Wellfleet.

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

**IMPACT IF NOT APPROVED:** The Herring River Restoration Project will not be able to apply for an exemption on behalf of the Town.

**SUGGESTED ACTION:** MOTION TO *authorize the Town Manager and/or the Chairperson of the Board of Selectmen to sign, as a Co-Applicant with the Town of Wellfleet, a Hardship Exemption (Project of Community Benefit) Application to be submitted to the Cape Cod Commission for review and approval of the Herring River Restoration Project as set forth in the Herring River Restoration Project Final Environmental Impact Statement/Environmental Impact Report, dated May 2016 (MA EOOEA Number 14272), and further to authorize the Herring River Restoration Committee and Friends of Herring River, Wellfleet/Truro, Inc., and their respective consultants, to represent the Town of Truro in connection with the public hearing process with the Cape Cod Commission.*



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Truro Fire Department

**REQUESTOR:** Fire Chief, Tim Collins

**REQUESTED MEETING DATE:** 21 June 2016

**ITEM:** Failed Fire Hose to be declared as surplus.

**EXPLANATION:** In the annual testing of hose, the Fire Department was left with sections of hose that failed its pressure testing. This hose may no longer be use for firefighting and is too large to be used in any other application (this hose is designed to carry 1000 us gallons of water and is not suitable for other departments' needs).

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

**IMPACT IF NOT APPROVED:** The hose will remain in the station taking up space on the racks or on the apparatus floor

**SUGGESTED ACTION:** *MOTION TO declare the failed fire hose as surplus and to dispose of the hose.*

**ATTACHMENTS:** None

# DRAFT

**Truro Board of Selectmen  
Meeting, May 17, 2016  
Truro Public Library**

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

**Present:** Town Manager Rae Ann Palmer; Town Accountant Trudi Brazil

Chair Paul Wisotzky called the meeting, an open work session, to order at 5:00 p.m.

### **Interview with Assistant Town Manager Candidate**

The Selectmen met with Maureen Thomas, the candidate for Assistant Town Manager, and asked her a number of questions. She responded with explanations of what enthused her about the Truro position; her projected time of service; the challenges she foresees; transition to the executive level of government; her management style which she described as *facilitative*; the most difficult situation that she's faced; her perspective on Selectmen-Town Manager relationship; and the values, goals and objectives that the Board has developed. Ms. Thomas' final comments were on things she wanted the selectmen to know about: Rae Ann Palmer as her mentor; her excellent work ethic; support for the goals; her personality; her fairness and resiliency. She also commented about the long commute she would be undertaking, especially during the summer season. She asked the Board about challenges and opportunities that they perceived for the Assistant Town Manager position. She will be able to begin on June 20, 2016. The Board was very pleased with their choice.

### **Discussion of FY2017 Objectives**

Chair Paul Wistozky and Rae Ann Palmer had worked on a draft of the *Fiscal Year 2017 Goals and Objectives*, prepared by Jay Coburn. Maureen Burgess also had prepared a number of revisions to the *Goals and Objectives*. The Board reviewed the revisions that had been proposed. Board members offered suggestions for Town Services TS3 and TS4, regarding issues in the Cape Cod National Seashore. Jay Coburn said that he would further revise TS3 and TS4.

### **Executive Session**

There was a need, for the purpose of discussing pending litigation, to go into executive session. The Board decided to do this at 6:00 p.m. since Town Counsel had arrived at the meeting.

Paul Wisotzky moved to go into executive session in accordance with the provisions of Massachusetts General Law, Chapter 30A, section 21 (a) number 3, to discuss strategy relative to pending litigation involving 25-27 Stephens Way, whereas discussion of these matters in open session would have a detrimental effect on the litigating position of the Town (and the Chair so declares it) and to reconvene the public meeting when the executive session was finished.

Paul Wisotzky; Maureen Burgess, Jay Coburn, Robert Weinstein, and Janet Worthington each said *aye*, and the motion carried 5-0, and the Board went into executive session.

At 7:05 p.m. Chair Paul Wisotzky reconvened the open meeting.

**Goals & Objectives (Cont.)**

The Board of Selectmen and Rae Ann Palmer continued the discussion of the Fiscal Year 2017 Goals and Objectives.

**Adjournment**

Jay Coburn moved to adjourn. Robert Weinstein seconded, and the motion carried 5-0.

The regular meeting was adjourned at 7:35 p.m.

Respectfully submitted,

Mary Rogers, Secretary

---

Paul Wisotzky, Chair

---

Maureen Burgess, Clerk

---

Jay Coburn

---

Janet Worthington, Vice-chair

---

Robert Weinstein

# DRAFT

**Truro Board of Selectmen  
Meeting, June 7, 2016  
Truro Community Center**

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

**Present:** Town Manager Rae Ann Palmer; Building Inspector Russell Braun; Town Accountant Trudi Brazil; Recreation and Beach Department Director Kelly Sullivan Clark; Fire Chief Timothy Collins; Library Director Patricia Ford; Assessor Cathy Fryxell; Harbor Master/Shellfish Warden Anthony Jackett; DPW Director Jay Norton; Health Agent Patricia Pajaron; Administrative Assistant Noelle Scoullar; Town Clerk Cynthia Slade; Police Chief Kyle Takakjian; Animal Control Officer Suzanne Trasavage; Council on Aging Director Susan Travers; Administrative Assistant Nicole Tudor; IT Director David Wennerberg

Chair Paul Wisotzky called the meeting to order at 1:00 p.m. This meeting was tape recorded.

### **FY2017 Goals & Objectives Discussion with Department Heads.**

Chair Wisotzky reviewed the purpose of the meeting to review goals and objectives of the Department Heads. To begin the session, each person offered three adjectives that a friend or relative would use to describe them. When flipped, the words from this exercise apply to the character of Truro: *loyal, generous, funny, smart, weird, passionate, private, outspoken, inquisitive, observant, kind, serious, dedicated, organized, strict, fun, determined, spontaneous, tenacious, leader, caring, independent, easy going, understanding, empathetic, supportive, motivated, friendly, contradictory, thoughtful, creative, reliable, compassionate, analytical, level, trustworthy, kind, strong, resilient, quiet, committed, entertaining and stubborn.*

All the Department Heads had been asked in advance to explain where the department should be in two years and to set goals for the department. Discussion began with the goals.

### **Assessor**

Assessor Cathy Fryxell explained Assessor Department goals. She said the biggest thing is preparing the differential tax rates for the Town. As far as Town services, she said that the Outer Cape Assessors Group shares information, training and development. A public safety concern for the Assessor is the clear identification of all parcels of land, including those in the National Seashore.

### **Town Accountant**

Town Accountant Trudi Brazil shared her goals of ensuring compliance with Federal and Massachusetts Department of Revenue laws; providing information to Town Manager on irrevocable trusts for OPEB; refining the Budget process; working with Cape Tech on their building committee; installing the MUNIS computer system for Accounting; and keeping up her reports to the Town Manager. Rae Ann Palmer spoke more on the importance of using MUNIS for managing money. Jay Coburn suggested including MUNIS usage in the Selectmen's objectives.

**Town Clerk/Treasurer/Tax Collector**

Town Clerk Cynthia Slade said she would utilize Human Resource services more; keep up to date on municipal affairs of the Town; review fees for the three departments; participate in seminars, conferences and training; review Mass General Law for allowable investment options; work to submit bylaws to the Attorney General at a faster pace and get them onto the web; and keep up with the monthly reports to the Town Manager.

**Administrative Office**

The Town Manager's Administrative Assistants, Nicole Tudor and Noelle Scoullar, are working on revising licensing and providing support for the development of the Selectmen and Town Manager's *Goals and Objectives*.

**Department of Public Works**

DPW Director Jay Norton plans provide more efficient services for the Town. Goals already in progress include single stream recycling at the Transfer Station, trash barrels at the beaches, and improved recycling. He outlined more improvements for the Transfer Station and an upgrade of the HVC system at Town Hall. DPW will collaborate with the Police and Fire Departments in emergency situations, he said. He continues to work on the plans for East Harbor and Eagle Creek. He is working on a Complete Streets Policy with MassDOT as a part of traffic congestion mitigation. He plans to produce literature on single stream recycling to educate the public and will also work closely with Administration to keep the public updated through Facebook and the Town website. He answered question on the plans for the East Harbor culvert. Trudi Brazil offered suggestions about composting opportunities and available funding for it. He also discussed construction debris management but said that DEP requirements govern it.

**Building Department**

Building Inspector Russell Braun gave public safety, customer service and regionalization efforts as three main goals. Besides building safety he is ready to integrate larger safety concerns with Fire, Police and Harbor in times of emergency. He said he would be happy to be involved in regionalization ideas. Much of his interest was ensuring that he and the staff deal with customers sufficiently in a direct way and provide avenues to get information to their contractors. He favors keeping permit fees, Zoning Board fees and Planning Board fees comparable with other towns. He explained how penalties are now handled. Rae Ann Palmer suggested that a change in the General Bylaws could amend the present penalty fee schedule.

**Harbor/Shellfish**

Harbor Master/ Shellfish Warden Anthony Jackett discussed collaboration with Provincetown on aquaculture and visionary aspect for customers, visitors, and taxpayers for harbor usage. He would like to create a dual launch system with increased dockage to create better flow and free up the existing dock space. He foresees gradual increases in fees for launching boats and fees for shellfish licenses. Other goals include: ongoing training to keep up with newer guidelines and annual dredging which maintains the harbor and keeps flow healthy for shellfish. His overall goal is to keep the harbor beautiful and safe. He answered questions on fees, and Rae Ann Palmer discussed State grant possibilities could be available for economic activity on the waterfront.

**Recreation & Beach Department**

Recreation and Beach Department Director Kelly Sullivan Clark enumerated a number of goals: dealing with trailer parking when attendants are not there; software for faster beach stickers, beach parking, budget and scheduling; having transparent fee schedules and parking fines with expected increases, giving the public a chance to prepare for them; selling beach merchandise; increasing fire permit fees; planning ways to subsidize after school programs; and exploring use of credit card options. She said the public safety goals included review beach fires, a shark siting network, the lifeguards' communication system, recruitment of life guards, and housing for the guards. For sustainability, she looked at balancing recreational needs of the public and environmental concerns. Diversity in encouraging younger families to come or stay in the community and developing more child care are also Recreation goals. She plans to use social media for community outreach with Facebook, a name for the Pamet Puma contest, and providing childcare services during community events. She and the Harbor Master responded to questions about combining the two committees they oversee. Both said their two committees were very different, but mergers would help with achieving quorums for meetings. It could work where there is overlap as well.

**Animal Control**

Wellfleet & Truro Animal Control Officer Suzanne Trasavage said finding balance is a big goal for her. She assists with pet assistance for emergencies, food collection and a free spayed and neuter program. Fiscally speaking, she said licensing fees could increase gradually, and she will maintain a zero-increase budget by purchasing only necessary items. Safety goals fit in with the Rabies control program and MEMA pet information. She works with the National Seashore and Harbor providing dog poop bags and maintains a Wellfleet-Truro website geared towards educating the public on Beach regulations and leash laws. Trudi Brazil mentioned a private North Truro website that she might also use. She hopes to align animal control regulations found in Animal Control Act of 2012 with the Truro Bylaws. Other goals include: signage for beaches, dogs on private beaches and rules for dogs to alleviate the problems of cleaning up after them and leaving the poop bags behind.

**Library**

Library Director Patricia Ford explained how the Library collaborates with other organizations and provides emergency information. She said Library fees are set regionally, but she will look for grants and grants and savings opportunities to hold the Library budget to 0. The Library provides information on public safety issues such as opioids, tick borne diseases and emergency training. Now that the Library has a generator, there are more opportunities to help out in emergency situations. Making a portable film cart available at the Library is another valuable resource planned for the community. This will enable groups to film all programs presented at the Library. Ms. Ford also has plans for an additional Internet service of lending out hotspots will become possible. The Youth Librarian will continue the play group that fosters literacy at a young age, she said. The Library has just completed its 3-year strategic plan but will do another one after the community strategic plan is finished. A new website is planned with features that allow downloading programs, reading lists online and a community calendar. Patricia Ford concluded with the goal to keep the library as a place where people come.

**Health Department**

Health Agent Patricia Pajaron discussed the solid waste management at the Transfer Station which will be evaluated in fall; the Pamet River Restoration and grant funding possibilities; flood management; hazardous waste plans; a CZM grant mapping of storm tide pathways; and work with Beach and Recreation on beach clean-up.

**Information Technology**

IT Director David Wennerberg said his goals include getting infrastructure that is up to date and can handle any piece of software. The servers are connected to CapeNet. The Town is already using Barnstable County IT services, which provides extra networking knowledge and a second entity that knows the infrastructures here. Public safety is always a part of IT, he said. A goal he is working on is getting Town emails for all board and committee members. There are plans underway to install videotaping equipment in a room in the Public Safety Facility, which will serve as an alternative meeting room. IT will continue to provide information for visitors, web forms, Survey Monkey, Facebook and Twitter accounts.

**Council on Aging**

Council on Aging Director Susan Travers discussed the COA van, collaboration with other towns, and relationships with other departments to look at issues that pertain to seniors. The COA continues to seek grant opportunities and analyze program fees. The COA produces a newsletter and offers programs such as the memoir group. The COA collaborates with the police and DPW on the Reassurance List of people of special concern and works with the state Department of Mental Health. They work with the Senior Needs Committee to develop an age community model for Truro. The COA uses Facebook and Twitter for the youngest seniors who use social media. Jay Coburn suggested that the Selectmen prepare a policy on use social media.

**Police Department**

Police Chief Kyle Takakjian highlighted Police goals of providing for citizens' needs, disabled persons in particular, and working with all Town departments. The Chief said that financially they are heading towards significant expenses but are interested in sharing services with other municipalities. He will have a financial model in place and look at essential needs of the Police Department. One of these is for improved software. He expects the long term certification for officers and will have officers attending leadership workshops. Housing for staff is a sustainability goal he would like to achieve. He also discussed becoming a model for victim's advocacy, adding citizens' classes, continuing to help with neighboring towns, and the improved shifts.

**Fire Department**

Fire Chief Timothy Collins said that the *Standard Operating Procedures for Firefighters* speaks to all the areas of the goals. Particular goals include: keeping Truro as a safe place to live; developing a program in line with National Fire Protection; and defining roles and responsibilities of firehouse with a chain of command in place. Chief Collins said community programs, such as those on smoke detectors and helmet safety, would be stressed. Fees for homes inspection could be increased. He is looking at fire apparatus and the replacement plan. Adding personnel was the biggest thing that happened this year, he said.

Paul Wisotzky said there would be another meeting to discuss a five-year plan for each department. Since the department heads had prepared a two-year vision, they have already started planning along those lines. Trudi Brazil suggested adding what will be done differently or won't be done at all in five years. Any strategic planning needs to consider changes in the community, Paul Wisotzky said. Rae Ann Palmer noted that the staff has been concerned with protecting the natural environment. Another improvement that she noted was in IT services.

Paul Wistozky reminded everyone of the meeting for Truro's part time residents on July 18, 2016. He encouraged participation.

The meeting was adjourned by consensus at 2:40 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Paul Wisotzky, Chair

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Maureen Burgess

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Jay Coburn, Clerk

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Janet Worthington, Vice-chair

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Robert Weinstein

# DRAFT

**Truro Board of Selectmen Meeting  
Tuesday, June 14, 2016  
Selectmen's Chambers Town Hall**

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

**Present:** Town Manager Rae Ann Palmer

## **OPENING REFLECTIONS**

Chair Paul Wisotzky called the meeting to order at 5:00 p.m. and held a moment of silence for those killed in the Orlando shootings. He read a statement of condolence for the victims and invited the other Selectmen to share their thoughts in an affirmation that Truro is a community that chooses love over hate and to comment on actions that should be taken to prevent future violence. Janet Worthington said she was willing to work on a letter of support to the governing body of Orlando on behalf of the Truro Board of Selectmen.

## **PUBLIC COMMENT**

J. Santos said he had registered a complaint about fees at the Transfer Station but hadn't heard back from anyone. He wanted to bring this to the attention of the Board of Selectmen. Rae Ann Palmer explained the increase in fees and advertising for the public hearing in advance of the increase.

## **BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

Bertram "Buddy" Perkel, applicant for Truro Representative to Barnstable County Human Rights Commission, came forward and explained his interest in the position.

Jay Coburn moved to approve the appointment of Bertram Perkel for Barnstable County Human Rights Commission. Robert Weinstein seconded, and the motion carried 5-0.

## **BOARD OF SELECTMEN ACTION**

### ***Meeting with Committee/Board Chairs to discuss their FY17 Goals and Objectives***

Paul Wisotzky, Chair Board of Selectmen explained the process for determining their *Goals and Objectives* which includes feedback from Committee, Board and Commission Chairs.

### **Housing Authority**

Mark Wisotzky, Chair of the Truro Housing Authority, went first. He emphasized the need for more community housing.

### **Finance Committee**

Finance Committee Chair Robert Panessiti said that he was pleased to see the 10-year Capital Improvement Plan as well as the 5-year Strategic Plan included in the Selectmen's *Goals and*

*Objectives.* The Fiscal Policy Manual is being brought up to date. The Finance Committee is always studying the fees schedule, he said. He elaborated on what a strategic plan for the Town should include. He said to keep in mind it is a work in progress to keep up with financial aspects of physical needs, personnel, services and policies of the Town. The Finance Committee will continue to seek community involvement in financial decisions. Janet Worthington suggested that the Budget Task Force meetings be videotaped for greater awareness of financial matters.

### **Shellfish Advisory Committee**

Scott Lindell, Chair of the Shellfish Advisory Committee, noted the overlapping goals of his board and the Selectmen's Goals and Objectives: coordination with the National Seashore, in particular for development of shellfishing for Pilgrim Lake and the Pamet River; advice on fee increases; and more aquaculture development. Mr. Lindell said they would review the job description of the combined Harbor Master/Shellfish Warden position with the Town Manager.

### **Conservation Commission**

Deborah McCutcheon, Co-Chair of the Community Preservation Committee and Chair of the Conservation Commission, came forward to discuss the goals of both groups. She discussed Conservation Commission goals first. One point was the accreted property at Beach Point, which is now of interest to developers but has environmental and flood zone issues. The Conservation Commission concerns include: Moon Pond, coastal engineering structures on the coastal bank for sifting sand, rising water levels and erosion. Education about these issues is an important Conservation Commission goal. She said a series of talks would be one way to reach out to the public. Conservation goals will fit into the Selectmen's Land Use goals, Paul Wisotzky said. The Conservation Commission is interested in creating a Coastal Management Plan, which reflects the Selectmen's Land Use goals.

### **Community Preservation Committee**

Ms. McCutcheon discussed Community Preservation Committee goals second. Funding for Affordable Housing has been a priority from the start and continues to be a priority, she said. Paying down the debt service that CPC took over from Land Bank Open Space purchases is another big goal. The Selectmen would like to schedule a joint meeting with the CPC in fall before the next grant cycle begins.

### **Recreation Commission**

Recreation Commission Chair Jackson Dutra said they needed to increase their own membership to ensure quorums for meetings. Another goal is finding avenues to get more revenue for the after school programs. Mr. Dutra was open to merging the Recreation Commission with the Beach Commission although what they do is very different.

### **Energy Committee**

Brian Boyle, Chair of the Energy Committee, discussed their smaller efforts and their focus on the major Solar Landfill Project. He said that the Energy Committee hopes to get this project revived. At a suggestion to consolidate into one Green Community Committee, Mr. Boyle said he would bring this up with the Energy Committee. Jay Coburn said energy goals should be incorporated into the Selectmen's Goals.

**Charter Review Committee**

Phil Smith, Chairman of the Charter Review Committee, said that committee's main goal is to ensure that the Town is governed as effectively and as efficiently as possible. The past three Town Meetings have had Warrant Articles offering Charter amendments which were approved. There is specific guidance for the Capital Improvement Plan in the current Charter.

**Zoning Board of Appeals**

Bertram Perkel, Chair of the Zoning Board of Appeals, said there are a number of issues that require a great deal of technical competence. The ZBA has been in contact with the Town Manager to develop a way to require applicants to provide technical information at their expense.

**Pamet Harbor Commission**

Tim Silva, Chairman of the Pamet Harbor Commission, said maintenance dredging was important. There is an upcoming meeting about allowed State fees vs. what revenue the Harbor could potentially generate.

After a five minute recess to adjust room temperature, the Board reconvened.

***Report from Truro's Representative to the Assembly of Delegates***

Deborah McCutcheon, as Representative to the Assembly of Delegates, returned to give a report on the Assembly's reorganization proposal. The Barnstable delegate withdrew the proposal and will work on another restructuring plan. She said she planned to run again for her seat on the Assembly of Delegates.

***Presentation on Ballston Beach***

Dr. Mark Borrelli, Coastal Geologist from the Provincetown Center for Coastal Studies, gave a PowerPoint presentation on Ballston Beach. He reviewed historical storm elevations and over washes. He stated that there is no possibility of an inlet forming from storm overwash. Recommendations for the short term are to remove the asphalt from the northern part of the parking lot and return, to the lying areas, the sand deposited during the 2015 storms. Two short term/long term recommendations are to allow the southern dune to evolve naturally and to get residents' input. A final long term recommendation is to restore tidal flow to the Upper Pamet River. His last slide showed a projected shoreline for the area after future erosion at two or three feet per year.

***Proposal for Coast Guard Beach Use***

Chair of the Beach Commission Eliza Harned discussed a proposal from the Commission to restrict Coast Guard Beach to residents only. The Selectmen expressed interest in the idea but were not ready to vote on the parking proposal. Kelly Clark, Recreation and Beach Director joined Ms. Harned to answer questions from the Selectmen. She said other possibilities in a future year were shuttle services or restricting a certain number of spaces for residents at a beach with a larger parking lot. Rae Ann Palmer said it was late in the season to institute restricted parking at Coast Guard Beach this year since beach stickers are already on sale.

Jay Coburn moved to table the proposal to have resident only parking at Coast Guard Beach.. Maureen Burgess seconded. The motion carried 5-0.

***Labor Day Weekend Beach Commission Fees***

Kelly Clark, Recreation and Beach Director, remained at the table to discuss Labor Day Weekend Beach fees. Ms. Clark said that when they put together the Beach Fees Schedule, the Commission had not set the Labor Day Weekend fees. The suggested Non-Resident fee for the Saturday of Labor Day was \$35 and for Sunday \$20.

Jay Coburn moved to approve the Labor Day fees as presented by the Beach Director. Maureen Burgess seconded, and the motion carried 5-0.

***Revised Truro Beach Rules and Regulations***

Kelly Clark, Recreation and Beach Director, reviewed changes in the revised *Beach Rules and Regulations*. She had already submitted copies the old rules and regulations and a highlighted copies of the revised *Rules and Regulations* for the Selectmen's review.

Maureen Burgess moved to approve the proposed Beach Rules and Regulations as proposed. Janet Worthington seconded, and the motion carried 5-0.

***Army Corps of Engineers Agreement for Study of the Pamet River Area***

Before the presentation began, Rae Ann Palmer said she would be asking for approval to have the Chair sign the agreement, but Town Counsel will first review an updated version of the agreement.

Director of Public Works Jay Norton and Health and Conservation Agent Patricia Pajaron discussed the proposal by the Army Corps of Engineers Agreement. The study would be an update of the 1998 study of the Pamet River and restoration of the tidal flow. It would cover historic data, high estimate data, sea level rise, and improved LIDAR modeling which was not available in 1998. This study would also look at the impact on wells and septic systems and also the area around Snow's Park, according to Ms. Pajaron. The Town would partner with the Center for Coastal Studies and the National Seashore to do the study. This could help offset the cost of the project. The Army Corps of Engineers would pay half of the cost, Rae Ann Palmer said. Jay Norton added that the topography has changed since 1998 and that the data provided by the other entities should provide cost savings. There will be a public meeting on the study.

Jay Coburn moved to authorize the Chair to execute the Section 22 Planning Assistance Agreement with the Army Corps of Engineers for the Pamet River investigation pending a review by Town Counsel. Janet Worthington seconded, and the motion carried 5-0.

***Policy Development on Licensing***

Town Manager Rae Ann Palmer discussed developing a policy on licensing. According to 1994 policy, a valid license must be issued prior to opening, but the process needs to be defined. The transition from issuance of licenses by the Selectmen to the Health Department has gone smoothly, she said. There are still some glitches to be fixed. She asked for more time to improve

the licensing forms and process since she would be giving this task to the new Assistant Town Manager. Rae Ann Palmer said there will be more credit card provisions for licensing.

### **CONSENT AGENDA**

The Consent Agenda consisted of the following items:

**A. Review/Approve and Authorize Signature:**

1. Curb Cut Application -10 Hatch Road- John Rice;
  2. Entertainment License for Truro Concert Committee (Thursdays 7/7- 8/25);
  3. Entertainment License for Friends of the Truro Meeting House and Sunday State Entertainment License (7/5, 7/16, 7/24, 8/3, 8/28);
  4. Entertainment License for Truro Vineyards of Cape Cod (Wednesdays 6/29-8/31; 6/25; 9/18);
  5. Entertainment License for Truro Center for the Arts at Castle Hill (Edgewood Farm-August 27th);
  6. MassDOT Contract for Police Details for direction and control of traffic at Bridge Inspection, Bridge and Road Work;
  7. Review and Approve the Town Manager to sign CPC Contracts for: Revere Foundry Bell; Highland House Museum; Edgewood Farm Restoration; Affordable Housing Technical Assistance; Snow's Park;
- B. Review and Approve Seasonal Licenses: Local Scoop (Hawker Peddler – Truro Farmers' Market);**
- C. Approval of Gift of a Tree for Snow's Park with Memorial Plaque;**
- D. Declaration of Truro Public Library shelving as surplus;**
- E. Reappointments of Board/Committee/Commission Members;**
- F. Reappointments of Staff : Rae Ann Palmer, Town Manager; Pat Pajaron, Rep. to Cape Cod Water Protection Collaborative; Susan Joseph, Registrar of Voters; & Susan Travers, Alternate Rep. Cape Cod Regional Transit Authority;**
- G. Approval of the Unmanned Aircraft System (UAS) flyover in the Pamet River Valley System;**
- H. Review and Approve Regular Board of Selectmen Minutes – May 11, 2016 & May 24, 2016.**

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

### **SELECTMEN AND TOWN MANAGER'S REPORTS**

Maureen Burgess said that Horton's Campground had been discussed with much attention at the latest meeting of the Cape Cod National Seashore Advisory Commission. The Commission is following up their concerns with the Town's regulatory boards and a letter that considers revocation of the campground's Suspension of Condemnation certificate from the National Seashore as a consequence of the violations. She also reported that there would be an Outer Cape Bike and Pedestrian Master Plan Committee meeting this week and distributed information on the Highland Fest and an upcoming Friends of the Herring River Restoration meeting.

Janet Worthington praised the Shellfish Commission for their work on the job description for the Harbor Master/ Shellfish Warden position.

Jay Coburn reported on the last Planning Board meeting which he had attended. The Planning Board will meet jointly with the BOS on June 28, 2016, he said. He also had attended the State's first organizational meeting of the Rural Policy Commission. They hope to have their next meeting on Cape Cod, he said.

Town Manager Rae Ann Palmer said that the chair of ZBA has requested Town Counsel's services for the issues at Horton's Campground. She also noted the opening in the Assessor's Office that will be advertised.

**AGENDA**

Rae Ann Palmer reviewed the agenda for the June 21, 2016 work session on the Selectmen's *Goals and Objectives*. The June 28, 2016 meeting will include a public hearing on the Goals, a joint meeting with Planning Board and a number of other items.

**ADJOURNMENT**

Jay Coburn moved to adjourn. Maureen Burgess seconded, and the motion carried 5-0. The meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Paul Wisotzky, Chair

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Maureen Burgess

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Jay Coburn, Clerk

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Janet Worthington, Vice-chair

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Robert Weinstein

**PUBLIC RECORDS MATERIAL OF 6/14/15**

1. Bertram Perkel's application papers for Barnstable County Human Rights Commission
2. Draft of Selectmen's *Goals and Objectives* for FY17
3. Labor Day Beach Fee Schedule
4. Revised Truro Beach Rules and Regulations
5. Curb Cut Application -10 Hatch Road- John Rice
6. Entertainment License for Truro Concert Committee (Thursdays 7/7- 8/25)
7. Entertainment License for Friends of the Truro Meeting House and Sunday State Entertainment License (7/5, 7/16, 7/24, 8/3, 8/28)
8. Entertainment License for Truro Vineyards of Cape Cod (Wednesdays 6/29-8/31; 6/25; 9/18)
9. Entertainment License for Truro Center for the Arts at Castle Hill (Edgewood Farm- August 27th)
10. MassDOT Contract for Police Details for direction and control of traffic at Bridge Inspection, Bridge and Road Work
11. CPC Contracts for: Revere Foundry Bell; Highland House Museum; Edgewood Farm Restoration; Affordable Housing Technical Assistance; Snow's Park
12. Seasonal Licenses: Local Scoop (Hawker Peddler – Truro Farmers' Market)
13. Approval of Gift of a Tree for Snow's Park with Memorial Plaque;
14. Declaration of Truro Public Library shelving as surplus
15. Reappointments of Board/Committee/Commission Members
16. Reappointments of Staff : Rae Ann Palmer, Town Manager; Pat Pajaron, Rep. to Cape Cod Water Protection Collaborative; Susan Joseph, Registrar of Voters; & Susan Travers, Alternate Rep. Cape Cod Regional Transit Authority
17. Approval of the Unmanned Aircraft System (UAS) flyover in the Pamet River Valley System

# DRAFT

**Truro Board of Selectmen  
Meeting, June 21, 2016  
Truro Public Library**

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

**Present:** Town Manager Rae Ann Palmer; Assistant Town Manager Maureen Thomas; Town Accountant Trudi Brazil

Paul Wistozky called the meeting to order at 5:00 p.m. The purpose of the meeting was to finalize the proposed Fiscal Year 2017 Board of Selectmen *Goals and Objectives*. This was based on suggestions and additions from the meetings with the department heads, boards, committees and commissions.

### ***Fiscal Year 2017 Goals and Objectives***

The Board began with the Planning Board's goals and objectives. The Planning Board had ranked their top priority list: 1.) Comprehensive Planning, 2.) Affordable Dwelling Units (AADU), 3.) zoning bylaws for the Seashore District, and 4.) AADU bylaws and duplex apartments/ Affordable Rental Housing Overlay District. The Planning Board is in charge of the Comprehensive Plan, but the Board of Selectmen will assist in updating the Comprehensive Plan. Selectmen's Community Sustainability Goals on bylaw revision and AADU's that matched these Planning Board goals were reordered in the Fiscal Year 2017 *Goals and Objectives*. Members of the Board of Selectmen agreed to add a goal to work with the Planning Board on a community conversation around zoning bylaws to protect the character of the National Seashore on the 100<sup>th</sup> anniversary of the National Park System.

Catherine C. Haynes, Chair of the Truro Bike and Walkways Committee, had submitted their goals and objectives for safe access for bicyclists and pedestrians. The Board and Town Manager added a goal to the Public Safety section of the 2017 *Goals and Objectives* that the Selectmen will continue to work with the Bike and Walkways Committee on safety for bikes and pedestrians and will collaboratively explore the development of safe walkways and bikeways.

The Historical Commission also had submitted their goals and objectives. The Selectmen discussed what is within their goals and objectives and what is within the Historical Commission's charge. Selectmen members studied the Historical Commission's goals and added to the Community Sustainability section of the 2017 *Goals and Objectives* two items that the Town Manager will have Town Counsel review our historic bylaws and the Selectmen will encourage the Historical Commission to work with the Historical Society and the Historical Review Board.

The Board of Selectmen reviewed the other goals and objectives presented by department heads and board chairs. Assistant Town Manager Maureen Thomas said that environmental planning for the event

of a natural disaster was about Environmental Resilience. She will work on language for this goal with the Assistant Health Agent. Fire Chief Tim Collins discussed including Beach Point in the Emergency Planning Mitigation Plans, which would be a part of this.

#### *Community Sustainability*

Other Community Sustainability Goals were refined. The Town Manager and Energy Committee will continue to pursue plans to install solar panels at the Transfer Station. The Town Manager will continue to pursue strategies to repair culvert for East Harbor and the restoration of tidal flow of the Pamet River. This will include a public education effort based on the scientific findings and in accordance with Coastal Resilience.

#### *Community Engagement & Governance*

Under the Community Engagement & Governance Goals, CEG 6 will include provisions for e-mail accounts for all Town boards.

#### *Town Services*

Board members discussed TS4 on roads within the Cape Cod National Seashore. Janet Worthington stated that two members had a conflict of interest in developing this goal. Robert Weinstein and Jay Coburn said there was a town-wide interest in maintenance of the roads within the Seashore. Maintenance would benefit Town vehicles that need to respond for fire and emergency calls. Janet Worthington maintained that it was not a responsibility of the Board of Selectmen. The National Seashore Superintendent says it is the Town's responsibility. Selectmen will reexamine Policy 17 on roads. Fire Chief Tim Collins had language suggestions for TS4 also. Robert Weinstein reminded the Board that the Cape Cod National Seashore is the only National Park with residents living within its bounds. Jay Coburn drafted a new version of TS4 to advocate solutions to address access and the lack of regulations for the unpaved roads within the Seashore.

#### *Fiscal Management*

The Fiscal Management section of the *2017 Goals & Objectives* needed no further scrutiny.

#### *Public Safety*

The Selectmen reordered some of the goals in the Public Safety Section. Rae Ann Palmer said she has asked the National Seashore Superintendent about use of Highland Center for parking.

#### *Community Engagement & Governance*

Goals on meetings were moved from the Community Sustainability section to the Community Engagement & Governance goals. Otherwise the Community Engagement & Governance goals were fine as written.

#### **Deadlines**

The final version needs to be prepared by Thursday, Rae Ann Palmer said. Hand-outs will be provided at the meeting on Tuesday, June 28, 2016. Each Board member will present a summary of one section of the *2017 Goals & Objectives*.

**Meeting Schedule**

Rae Ann Palmer had a request for an executive session and needed to schedule a time that work with the Board. The meeting will be held June 29, 2016 at 4 p.m. The remediation meeting will be held July 27, 2016.

**Adjournment**

Robert Weinstein moved to adjourn the meeting. Jay Coburn seconded, and the motion carried. The meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Paul Wisotzky, Chair

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Maureen Burgess

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Jay Coburn, Clerk

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Janet Worthington, Vice-chair

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Robert Weinstein

**Public Records Material of 6/21/16**

1. Memo from Planning Board with top goals and priority scoring
2. Bike & Walkways letter dated 6/12/17
3. Historical Commission memo dated 6/18/17
4. Draft of *Values and Fiscal Year 2017 Goals and Objectives*