



Truro Board of Selectmen
 Tuesday, September 23, 2014 **-5:00PM**
 Selectmen's Chambers Town Hall
 24 Town Hall Road, Truro

AMENDED

| Agenda Topic | Presenter |
|--|--|
| Open the Regular Meeting | |
| Executive Session: (Lower Level Conference Room) "Move that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, Sec. 21(a) number 2 to conduct strategy sessions in preparation for negotiations with non-union personnel, Town Administrator and to reconvene in regular session." | |
| Public Comment Period - <i>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.</i> | |
| Continuation of Public Hearing: NSTAR for installation of Cable, Conduit and 5 Manholes (Standish Way & South Hollow Rd) and Authorize the BoS Clerk to sign | |
| Joint meeting with Board of Health and Recycling Committee members to begin Discussion on the creation of a working group to study cost analysis on savings with Pay As You Throw | Board of Health Recycling Committee Jay Coburn |
| Review & Approve Contract with Town Administrator Finalist | Jay Coburn |
| Update on FY15 Goals and Objectives | Robert Lawton |
| Discussion & Approval of Implementation of Publishing Legal Ads in the Provincetown Banner per Board of Selectmen Goal # 19C | Robert Lawton |
| Consent Agenda <ol style="list-style-type: none"> 1) Review and Approve Meeting Minutes- September 9, 2014 Regular & Executive & September 16, 2014 2) Review and Approve FY2016 Municipal Calendar & 2015 BoS Meeting Schedule 3) Review & Approve and authorize Chair to sign: <ol style="list-style-type: none"> a. Solid Waste Transfer Trailer Bid-DPW Department-Spector Manufacturing Inc. 4) Reappointment of Board and Committee members-Robin Robertson-Hist. Comm; Steve Royka-TAC; John Hopkins-AgCom; Peter Graham-COD; Jennifer Shannon-TAC; Peter Fontecchio-EnCom; and Larry Lown-ConsCom; Maureen Cronin-CPC 5) Review and Approve filling a vacancy at the Truro Public Library –Library Assistant 6) Review and Approve- Entertainment Application-Vinegrass Music Festival at Truro Vineyards (10/4) 7) Review and Approve Use of Town property-Head of the Meadow Parking lot-Vinegrass Music Festival (10/4) 8) Request for BoS Approval of a transfer from the Reserve Account for the Fire Department | |
| Request for public comment regarding the Monomoy National Wildlife Refuge (MNWR) Draft Comprehensive Conservation Plan and Environmental Impact Statement (CCP/EIS) from the Board of Selectmen | Maureen Burgess |
| Selectmen Reports and Liaison Reports | |
| Next Meeting Agenda: October 14, 2014 | |
| Town Administrator's Report | |



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

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

CONTINUED HEARING

TOWN OF TRURO
PUBLIC HEARING
NSTAR CABLE, CONDUIT AND MANHOLE HEARING

The Truro Board of Selectmen will conduct a public hearing on a petition from NSTAR Electric to install underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures in, under, along and across the following public ways: South Hollow Road between Route 6A and Route 6, and Standish Way. Said hearing will be held on **Tuesday, September 9th, 2014 at 5:00 p.m.** at the Truro Town Hall, 24 Town Hall Road, Truro.

Jay Coburn, Chairman
Board of Selectmen
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

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

TOWN OF TRURO
PUBLIC HEARING
NSTAR CABLE, CONDUIT AND MANHOLE HEARING

The Truro Board of Selectmen will conduct a public hearing on a petition from NSTAR Electric to install underground cables, conduits and manholes, including the necessary sustaining and protecting fixtures in, under, along and across the following public ways: South Hollow Road between Route 6A and Route 6, and Standish Way. Said hearing will be held on **Tuesday, September 9th, 2014 at 5:00 p.m.** at the Truro Town Hall, 24 Town Hall Road, Truro.

Jay Coburn, Chairman
Board of Selectmen
Town of Truro

Notice to Abutters:

The NSTAR Public Hearing was continued from the date above to the September 23, 2014 Board of Selectmen meeting.

**Thank you.
Board of Selectmen's Office**



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

MEMO

To: Board of Selectmen

From: Nicole Tudor, Board of Selectmen Secretary

Date: September 19, 2014

Re: NSTAR Response to questions from Public hearing on September 9, 2014

Jessica Elder, NSTAR Right of Way Agent responded below to the following questions:

- 1.) Question regarding NSTAR trucks located at South Highland Road and Aldrich Rd.
RESPONSE: *Many times our "trouble trucks" tend to centrally locate themselves to be "at the ready" if a call comes in or again locating themselves centrally while speaking with dispatch before or after a call.*

- 2.) Question regarding the installation of below ground at 2 locations.
RESPONSE: *John Gomber-Lead Engineer, "NSTAR owns property and has existing facilities on Shore Rd in between those street {See attached Plans}. These conduits and manholes will connect the old and new systems."*



Vanasse Hangen Brustlin, Inc.

Transportation
Land Development
Environmental Services

101 Walnut Street, P.O. Box 9151
Watertown, Massachusetts 02471
617.924.1770 • FAX 617.924.2286

Notes:

1. MANHOLE AND WORK AREAS SHOWN ARE APPROXIMATE. CONTRACTOR TO FIELD ADJUST TO AVOID EXISTING UTILITIES, STRUCTURES, LANDSCAPING, ETC.
2. EROSION CONTROLS AND CATCH BASIN SEDIMENT TRAPS SHOWN HEREON ARE PRELIMINARY AND APPROXIMATE. CONTRACTOR SHALL BE FULLY RESPONSIBLE TO MAINTAIN EROSION CONTROL MEASURES SUCH THAT SEDIMENTATION SHALL NOT AFFECT REGULATORY PROTECTED AREAS AND IN ACCORDANCE WITH ALL APPLICABLE PERMITS AND REGULATIONS. EROSION CONTROLS SHALL BE INSPECTED PERIODICALLY AND AFTER ALL STORM EVENTS. CLEANING OR REPLACEMENT SHALL BE PERFORMED PROMPTLY AS NEEDED. EROSION CONTROLS SHALL BE MAINTAINED UNTIL UPSTREAM AREAS HAVE BEEN PERMANENTLY STABILIZED.
3. POLICE DETAIL TO BE PROVIDED AT ALL LOCATIONS WHERE WORK MAY INTERFERE WITH THE FLOW OF TRAFFIC OR IMPEDE SIGHT DISTANCES.

| No. | Revision | Date | App'd |
|-----|----------|------|-------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Designed by _____ Drawn by _____ Checked by _____
CAD checked by _____ Approved by _____
Scale 1"=40' Date May 5, 2014

NSTAR Route 6 Study

Wellfleet-Truro-Provincetown
Massachusetts
Issued for _____

Not Approved for Construction
Drawing Title _____

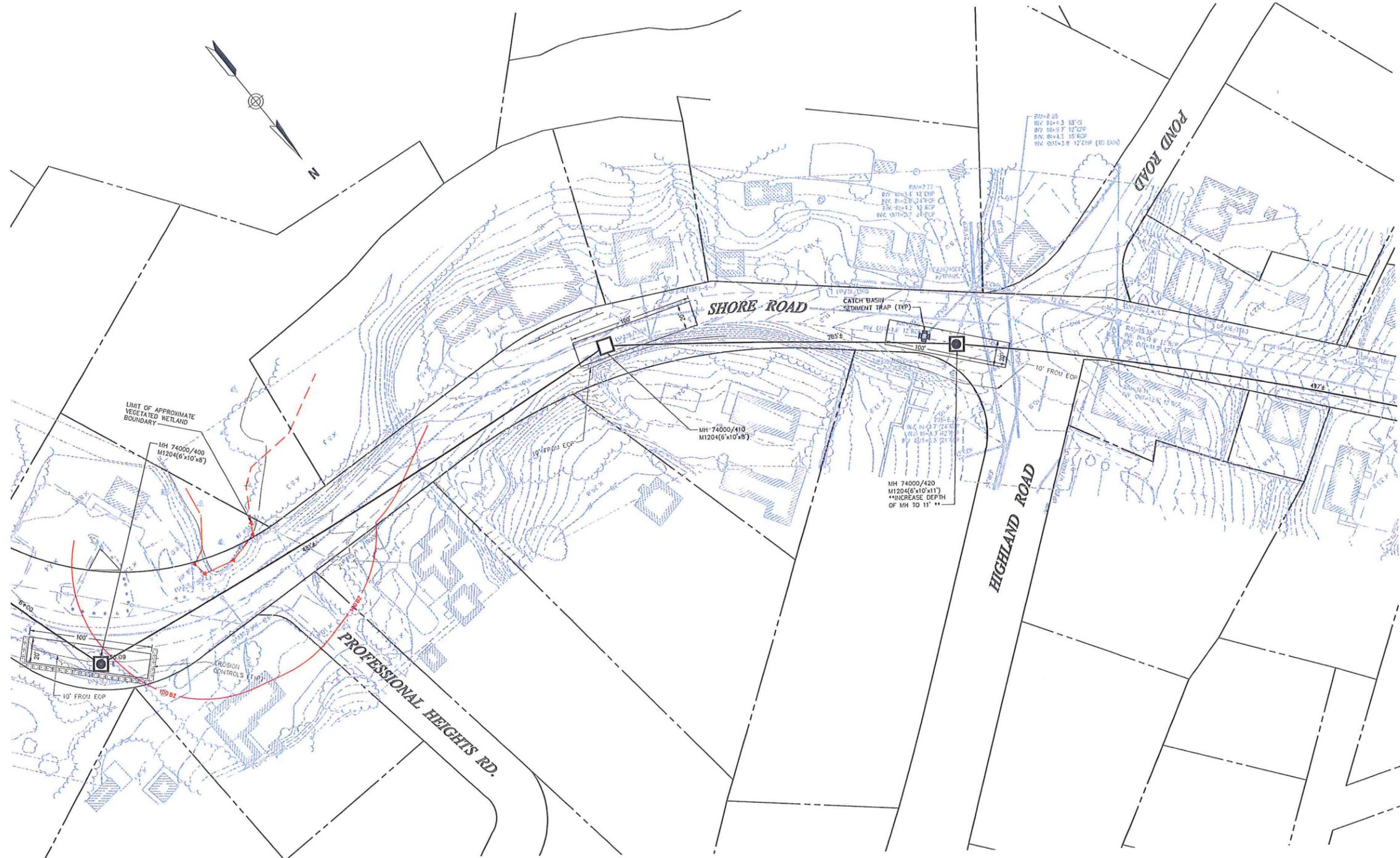
Project Plan

Drawing Number

PR-32

Sheet of 32 57

Project Number
12542.00





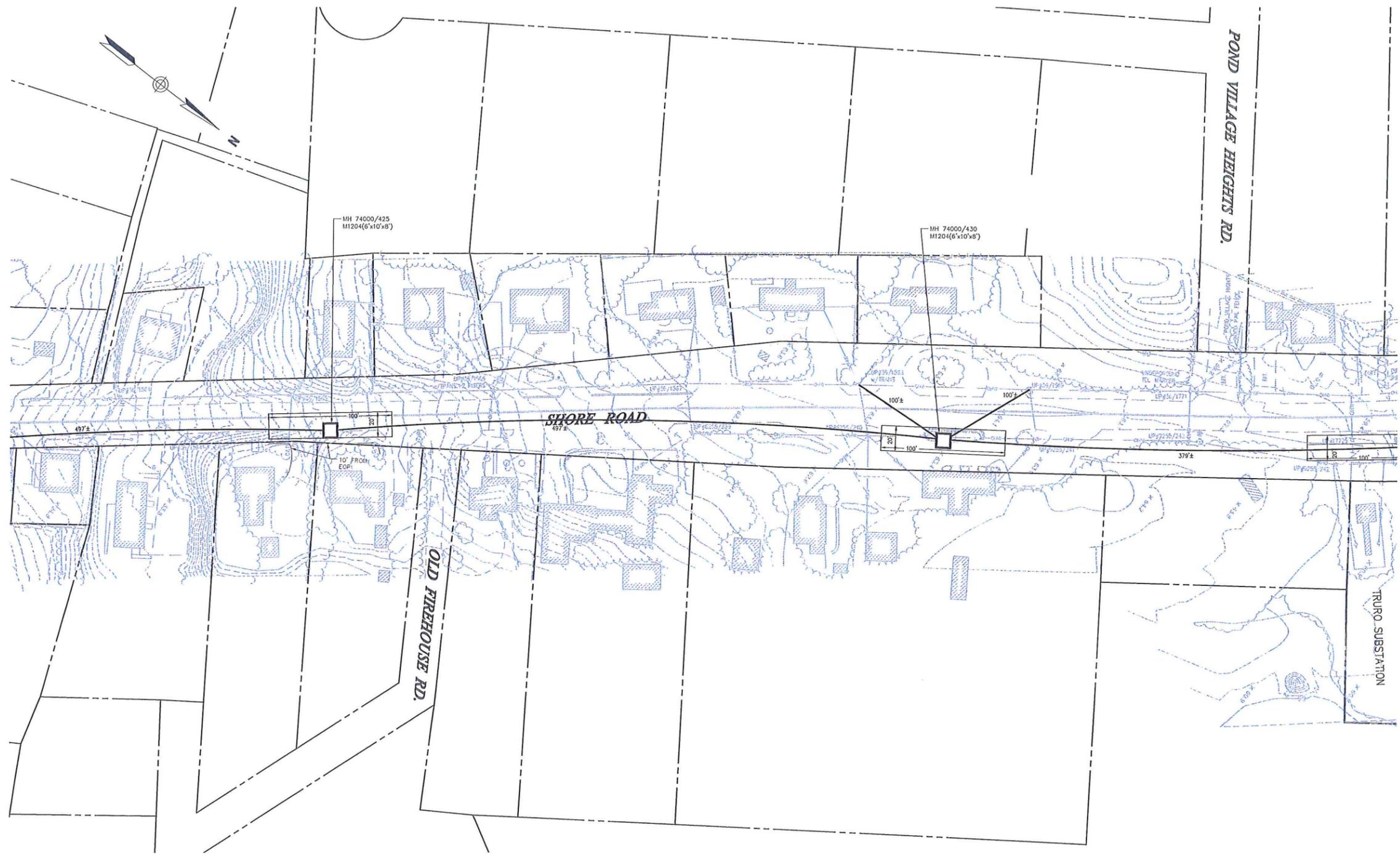
Vanasse Hangen Brustlin, Inc.

Transportation
Land Development
Environmental Services

101 Walnut Street, P.O. Box 9151
Watertown, Massachusetts 02471
617.924.1770 • FAX 617.924.2286

Notes:

1. MANHOLE AND WORK AREAS SHOWN ARE APPROXIMATE. CONTRACTOR TO FIELD ADJUST TO AVOID EXISTING UTILITIES, STRUCTURES, LANDSCAPING, ETC.
2. EROSION CONTROLS AND CATCH BASIN SEDIMENT TRAPS SHOWN HEREON ARE PRELIMINARY AND APPROXIMATE. CONTRACTOR SHALL BE FULLY RESPONSIBLE TO MAINTAIN EROSION CONTROL MEASURES SUCH THAT SEDIMENTATION SHALL NOT AFFECT REGULATORY PROTECTED AREAS AND IN ACCORDANCE WITH ALL APPLICABLE PERMITS AND REGULATIONS. EROSION CONTROLS SHALL BE INSPECTED PERIODICALLY AND AFTER ALL STORM EVENTS; CLEANING OR REPLACEMENT SHALL BE PERFORMED PROMPTLY AS NEEDED. EROSION CONTROLS SHALL BE MAINTAINED UNTIL UPSTREAM AREAS HAVE BEEN PERMANENTLY STABILIZED.
3. POLICE DETAIL TO BE PROVIDED AT ALL LOCATIONS WHERE WORK MAY INTERFERE WITH THE FLOW OF TRAFFIC OR IMPEDE SIGHT DISTANCES.



| No. | Revision | Date | App'd. |
|-----|----------|------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Designed by _____ Drawn by _____ Checked by _____
 CAD checked by _____ Approved by _____
 Scale 1"=40' Date May 5, 2014
 Project Title

NSTAR Route 6 Study

Wellfleet-Truro-Provincetown
Massachusetts
Issued for _____

Not Approved for Construction
Drawing Title

Project Plan

Drawing Number

PR-33

Sheet of 33 57

Project Number 12542.00



One NSTAR Way
Westwood, Massachusetts 02090



August 7, 2014

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

Dear Board Members:

Enclosed is a petition to install approximately 1087 feet of conduit/cable and 5 New Manholes in the public way in Standish Way and South Hollow Road, Truro.

This proposed location (s) is required for system improvement. This petition will require a notice to abutters and a hearing.

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

If you have any questions please call me at 508-957-4522.

Warm Regards,

A handwritten signature in blue ink, appearing to read "Jessica Elder".

Jessica Elder
Right of Way Agent
NSTAR Electric

**PETITION FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS
WO#01735508**

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

August 7, 2014

NSTAR ELECTRIC COMPANY

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

South Hollow Road, Truro
To install 328' of conduit and cable
2 New Manholes (MH74000/360-MH74000/350)

Standish Way, Truro
To install 759' of conduit and cable
3 New Manholes (MH74000/450-74000/455 & MH74000/460).

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to install and maintain underground cables, conduits, and manholes, together with such sustaining and protecting fixtures as it may find necessary, said underground cables, conduits, and manholes to be installed in accordance with the plan files herewith marked Plan No. 103815 Dated August 7, 2014.

NSTAR ELECTRIC COMPANY

By _____



Right of Way Agent
Jessica S. Elder

**FORM OF ORDER FOR
UNDERGROUND CABLE AND CONDUIT LOCATIONS**

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

Notice having been given and a public hearing held, as provided by law,
IT IS HEREBY ORDERED:

that the NSTAR ELECTRIC COMPANY be and it is hereby granted a location for and permission to install and maintain underground cables, conduits and manholes, together with such sustaining and protecting fixtures as said Company may deem necessary, in, under, along and across the public way or ways hereinafter referred to, as requested in petition of said Company dated the 7th day of August, 2014.

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

Cables, conduits, and manholes shall be installed substantially at the point indicated upon the plan marked Plan No. 103815 Dated August 7, 2014 filed with said petition. The following are the public ways or parts of ways under, along and across which the cables above referred to may be installed under this order.

South Hollow Road, Truro

Three Hundred twenty-eight feet conduit/cable
2 New Manholes(MH74000/350 & 360)

Standish Way, Truro

Seven Hundred-Fifty-nine feet conduit/cable
3 New Manholes(MH74000/450,455&460)

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Truro, Massachusetts held on the _____ day of _____ 2014.

Clerk of Selectmen.

_____, Massachusetts _____ 2014.

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

Attest:

Town Clerk

We hereby certify that on _____ 2014, at _____ o'clock,
_____ M. at _____ a public hearing was held on the
petition of the

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

Selectmen of the Town of
Truro, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Truro, Massachusetts, on the _____ day of _____ 2014, and recorded with the records of location orders of said Town,
Book _____, Page _____.

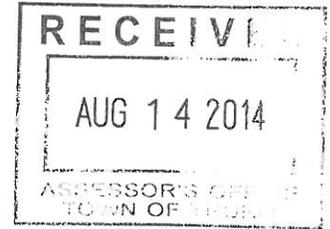
This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

Town Clerk.



TOWN OF TRURO
ASSESSORS OFFICE



CERTIFIED ABUTTERS LIST
REQUEST FORM

DATE: August 14, 2014

NAME OF APPLICANT: Board of Selectmen

NAME OF AGENT (if any): Noelle Scollari

MAIL ADDRESS: 24 Town Hall Rd. P.O. Box 2030 TRURO, MA 02666

PHONE: HOME N/A

WORK 508-349-7004 x 24

CELL N/A

FAX 508-349-5505

PROPERTY LOCATION: STANDISH WAY & South Hollow Rd (between 4A + 4 only)
(street address)

PROPERTY IDENTIFICATION NUMBER: MAP _____ PARCEL _____

ABUTTERS NEEDED FOR:

| (Please check one) | FEE | | FEE: |
|--|---------|--|---------|
| <input type="checkbox"/> Board of Health | \$10.00 | Planning Board | |
| <input type="checkbox"/> Cape Cod Comm. | \$15.00 | <input type="checkbox"/> Special Permit | \$15.00 |
| <input type="checkbox"/> Conservation Comm. | \$10.00 | <input type="checkbox"/> Site Plan | \$15.00 |
| <input type="checkbox"/> Zoning Bd. Of Appeals | \$15.00 | <input type="checkbox"/> Preliminary Subdivision | \$15.00 |
| <input type="checkbox"/> Licensing | \$15.00 | <input type="checkbox"/> Definitive Subdivision | \$15.00 |

Other NETAR CONDUIT / cable & manhole install \$ _____
(Please Specify) (Inquire)

Note: We have up to 10 calendar days to process your order.

THIS SECTION FOR ASSESSORS OFFICE USE ONLY

Date request received by Assessors: 8/14/2014 Date completed: 8/14/2014

List completed by: Dennis Kopasz

TOWN OF TRURO
ASSESSOR'S OFFICE

P.O. Box 2012, Truro, MA 02666

Tel. 508-349-7004, Ext. 15+16+17 Fax 508-349-5506

Date: August 14, 2014

To: Board of Selectman

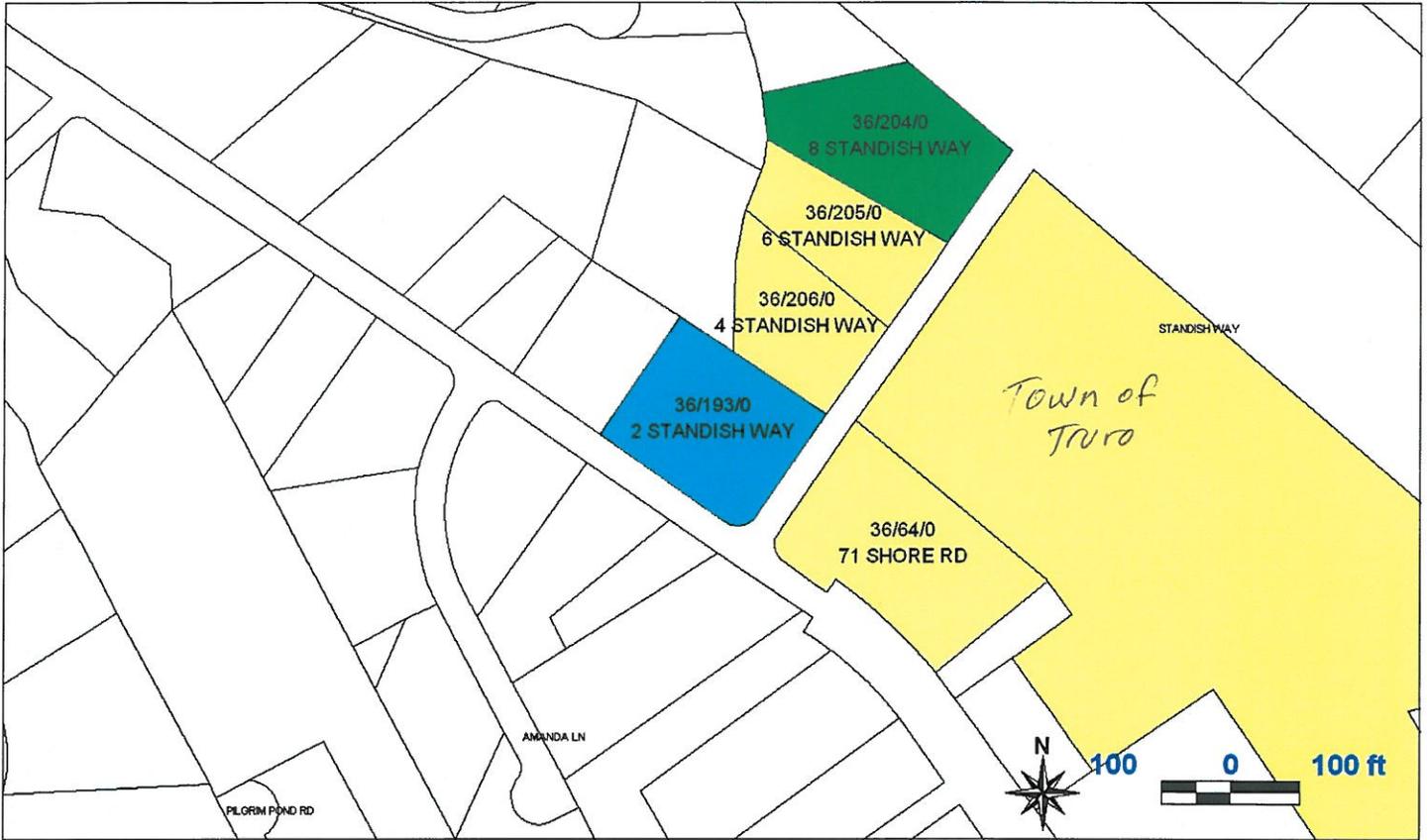
From: Assessor's Office

Attached is a list of abutters for the property located at South Hollow Rd (Between 6, 6A) map 39
Standish Way - (Between 6, 6A) map 36
on Assessor's Map N/A Parcel N/A. The current owner(s) as of Jan. 1, 2014
is/are N/A.

The names and addresses of the abutters are as of Jan. 1, 2014 according to the most recent documents received from the Barnstable County Registry of Deeds.

Certified by: Frances M. Coco
Frances M. Coco
Assistant Deputy Assessor

TOWN OF TRURO, MA
 BOARD OF ASSESSORS
 P.O. BOX 2012, TRURO MA 02666
 Abutters List Standish Way, between Rt 6 & 6A
 Board of Selectman
 Custom Abutters List

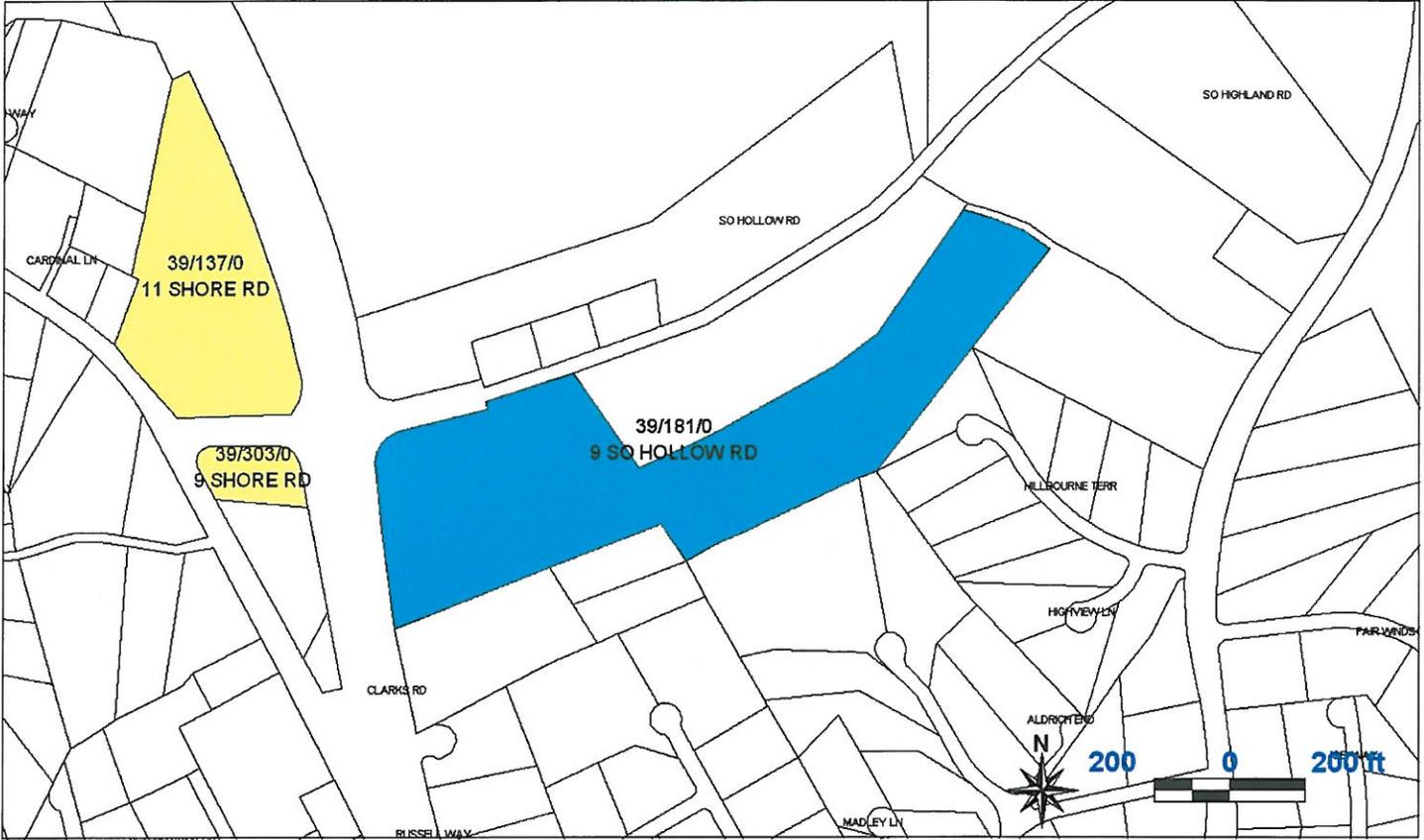


| Key | Parcel ID | Owner | Location | Mailing Street | Mailing City | ST | ZipCd/Country |
|--------|------------|--|----------------|----------------|--------------|----|---------------|
| ✓ 961 | 36-64-0-R | DAYS THOMAS L | 71 SHORE RD | PO BOX 201 | NO TRURO | MA | 02652-0201 |
| ✓ 0 | 966-0-0 | GIS Parcel Not in PK Database <i>TOWN</i> | | N/A | | | |
| ✓ 1078 | 36-193-0-R | CERUTTI FRANCESCA D | 2 STANDISH WAY | PO BOX 43 | PROVINCETOWN | MA | 02657-0043 |
| ✓ 1089 | 36-204-0-R | BENS ALICE P LIFE ESTATE RMNDR: BENS BETH & AMY & EILEE | 8 STANDISH WAY | PO BOX 817 | NO TRURO | MA | 02652-0817 |
| ✓ 1090 | 36-205-0-R | SILVA TIMOTHY L & APRIL L | 6 STANDISH WAY | PO BOX 420 | NO TRURO | MA | 02652-0420 |
| ✓ 1091 | 36-206-0-R | MELLETT PETER J & CASSIDY HELEN T | 4 STANDISH WAY | PO BOX 5 | NO TRURO | MA | 02652-0005 |

Mailed on August 18, 2014

TOWN OF TRURO, MA
 BOARD OF ASSESSORS
 P.O. BOX 2012, TRURO MA 02666

Abutters List Board of Selectman
 South Hollow Road between Rt. 6 & 6A
 Custom Abutters List



| Key | Parcel ID | Owner | Location | Mailing Street | Mailing City | ST | ZipCd/Country |
|--------|------------|-----------------------------|-------------|----------------|--------------|----|---------------|
| ✓ 1262 | 39-137-0-R | ROBERTS FAMILY PROPERTY LLC | 11 SHORE RD | PO BOX 834 | NO TRURO | MA | 02652-0834 |
| ✓ 1422 | 39-303-0-R | PETERS THOMAS H & ERIK A | 9 SHORE RD | PO BOX 910 | SO WELLFLEET | MA | 02663-0910 |

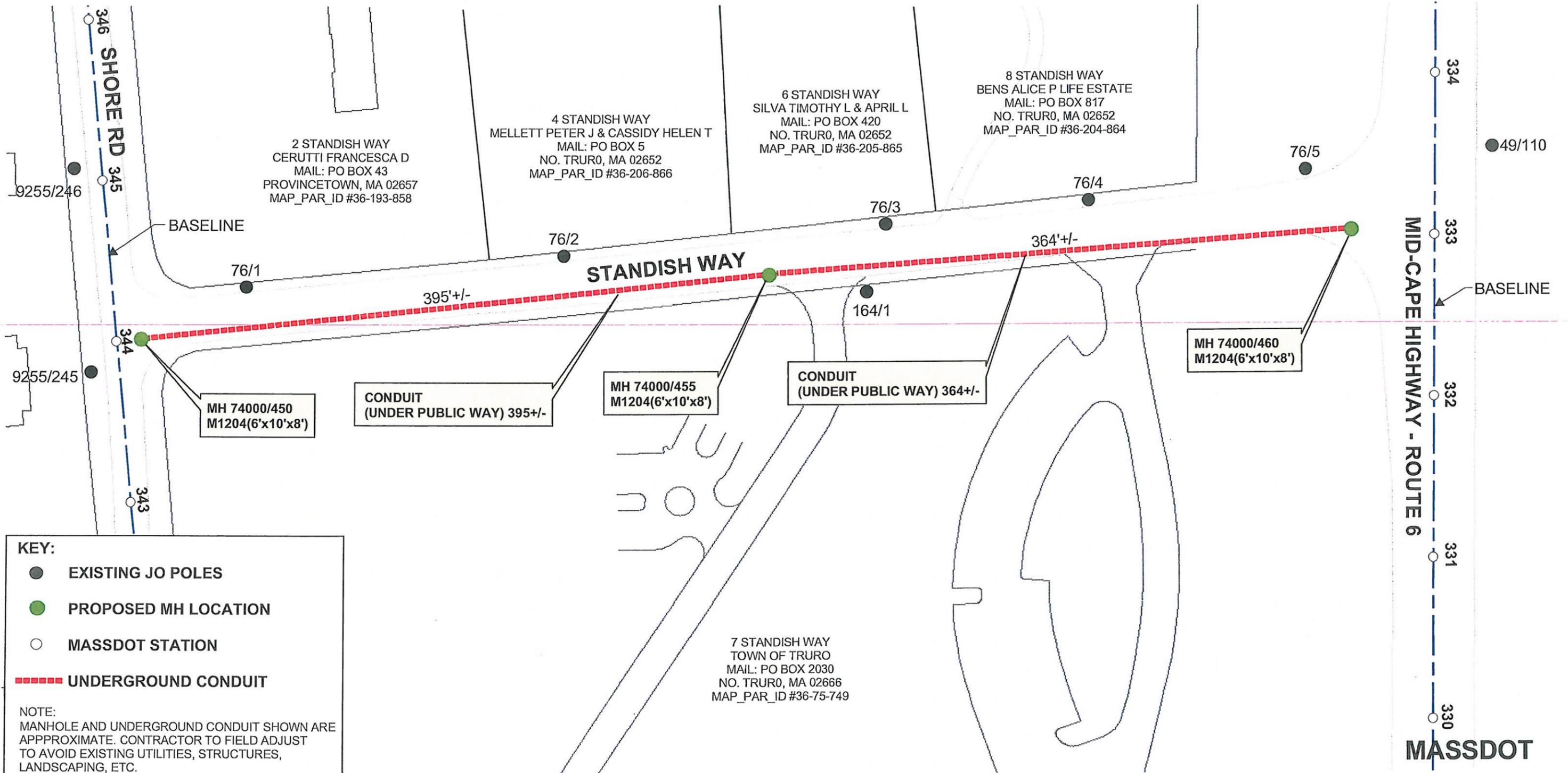
Mailed on August 18, 2014

| | | |
|----------------------|-------------------------------|--|
| TOWN TRURO | DATE AUGUST 7, 2014 | PLAN NO. 103815 - W/O# - 1735508 SH2 |
|----------------------|-------------------------------|--|



Plan to accompany petition of
NSTAR ELECTRIC COMPANY

To install approximately 759'+/- of underground conduit under public way
from new manhole 74000/450 to new manhole 74000/455 to new manhole 74000/460.



KEY:

- EXISTING JO POLES
- PROPOSED MH LOCATION
- MASSDOT STATION
- UNDERGROUND CONDUIT

NOTE:
MANHOLE AND UNDERGROUND CONDUIT SHOWN ARE APPROXIMATE. CONTRACTOR TO FIELD ADJUST TO AVOID EXISTING UTILITIES, STRUCTURES, LANDSCAPING, ETC.



ALL PARCEL LOT LINES ARE APPROXIMATE

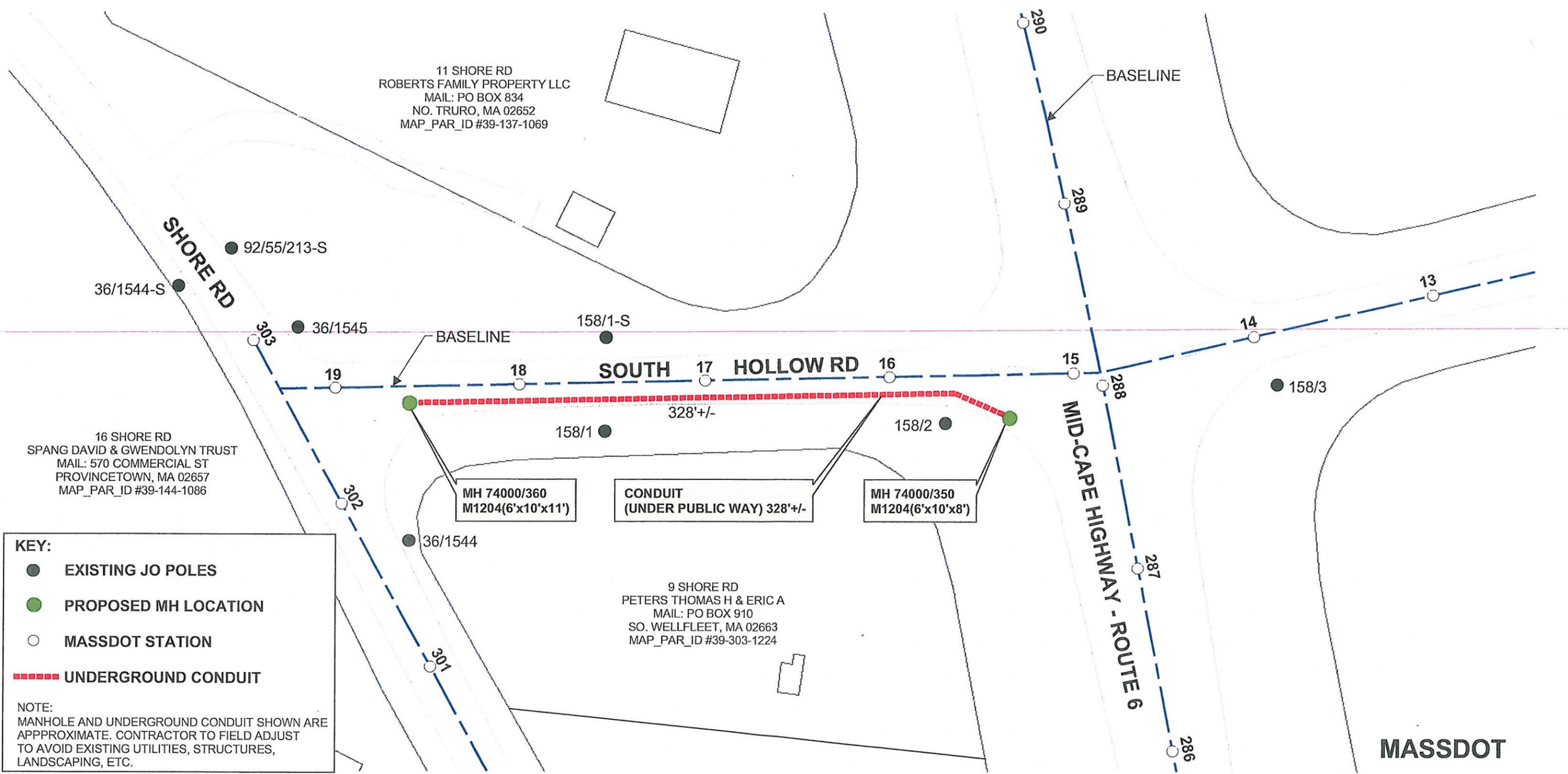
MASSDOT

| | | |
|---------------|-------------------------|---|
| TOWN TRURO | DATE AUGUST 07, 2014 | PLAN NO. 103815 - W/O# - 1735508 SH1 |
|---------------|-------------------------|---|



Plan to accompany petition of
NSTAR ELECTRIC COMPANY

To install approximately 328'+/- of underground conduit under public way
from new manhole 74000/350 to new manhole 74000/360.



KEY:

- EXISTING JO POLES
- PROPOSED MH LOCATION
- MASSDOT STATION
- UNDERGROUND CONDUIT

NOTE:
MANHOLE AND UNDERGROUND CONDUIT SHOWN ARE APPROXIMATE. CONTRACTOR TO FIELD ADJUST TO AVOID EXISTING UTILITIES, STRUCTURES, LANDSCAPING, ETC.



ASSESSORS MAP #39

ALL PARCEL LOT LINES ARE APPROXIMATE

MASSDOT



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

MEMO

To: Board of Selectmen

From: Robert C. Lawton Jr., Co-Acting Town Administrator

Robert Lawton Jr. N.T.

Date: September 18, 2014

Re: FY 2015 Goals and Objectives –Updates for September 23rd, 2014

Attached is an Update on the Goals and Objectives listed Number 1 through 27 with updates on the following **in blue, bold, and italicized**; #1 (c), #8, #9, #10, #13, #14(b), #18, #19(c), #20(a)(b), #21(b), #22, #23, #25, #24, #26



TOWN OF TRURO

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

Fiscal Year 2015 Goals and Objectives Updates September 23, 2014

Introduction

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

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

TOWN FINANCE

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

ACTION ITEMS

1. The Board of Selectmen will pursue the following objectives in order to increase non property tax revenues to the town:
 - a. The Board of Selectmen will support the efforts of our representative to the Great & General Court of the Commonwealth of Massachusetts to gain approval of the Town's home rule petition to enable the Town to collect the local option rooms tax for short term vacation. *(New)The Town Administrator has sent a letter, on behalf of the Board of Selectmen, to our State Representative and State Senator notifying them of the vote at the 2014 ATM supporting the home rule petition and asking for the support of the legislation.*
 - b. The Town Administrator, Police Chief and Fire Chief will identify and apply for grant funding appropriate and relevant to the current and future needs of the Town of Truro to support the operations and enhancement of public safety and emergency management. *(New)*
 - c. The Town Administrator will evaluate the Town's grant seeking capacity and will make recommendations to the Board of Selectmen for ways to increase capacity in this area. *(New)The Town Administrator has sent a letter to the Cape Cod Commission asking for an indication of the level of assistance in grant writing they can provide to the Town. We have received a call from the deputy Director of CCC stating that there County resources available to assist Truro*

with grant applications. A meeting will be set up with a representative of the CCC and the County Development Office to explore specific ways to assist the Town.

2. The Board of Selectmen will conduct a comprehensive review of Town Fees in order to provide for reasonable and equitable fees that maximize income for the Town. The TA will prepare a complete list of all Town fees and recommend to the Board of Selectmen a process for reviewing Town fees that incorporates recommendations from Town Staff, relevant Boards and Committees and data regarding fee structures in other towns. *(Continuing-revised) We are currently compiling the lists of fees Truro currently charges. We are researching studies already completed by other Cape Towns on fees and will fill in any gaps to show comparisons with other similar Cape Towns. We will then make recommendations to the Board from affected Departments and the Administrator.*
3. The Board of Selectmen will establish fiscal policies to address unfunded Other Post-Employment Benefits based on recommendations from the Finance Committee and the Town Administrator. *(New)The Town Administrator and Accountant have developed several options which they are discussion and will submit to the Finance Committee for review and ultimately present to the Selectmen for adoption.*
4. The Town Administrator will report to the Board of Selectmen on actions taken to respond to the Auditor's Management Recommendations contained in the two most recent audits. *(New) I have reviewed the FY 12 and FY 13 audit recommendations. Several recommendations have been implemented. The balance will be assigned to individuals for action. A separate report will be submitted to the Selectmen on each of the audit recommendations.*

LONG-RANGE PLANNING

GOAL: TRURO WILL USE PLANNING AS A MEANS TO:

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

5. The Board of Selectmen will continue to review and update the Town Charter by
 - a. Considering changes proposed by the Charter Review Commission and recommending proposals to the Annual Town Meeting *(Continuing-revised) WORTHINGTON & WEINSTEIN*
 - b. Placing changes approved at the 2014 Annual Town Meeting on the November 4, 2014 election ballot. *(new) I submitted to the Board information submitted by the Town Clerk who has stated that in her conversations with the State Election Board the Town cannot place the Charter questions on the November 2014 State ballot. (see memo in 7/8 packet)*
6. The Board of Selectmen, working with the Housing Authority and other Town Committees, will hold a Summit on Community Housing to develop recommendations for changes in policies, programs and by-laws to increase the availability of affordable/community housing. *(revised) WISOTZKY*

7. The Board of Selectmen will revitalize the Economic Development Committee and work with them to identify strategies for supporting sustainable economic development in the Town. **(Continuing) WORTHINGTON & WISOTZKY**
8. The Board of Selectmen will work with the Building Committee, the DPW Director, and the Town Administrator to develop a feasibility and cost study of the potential options to move the DPW facility off Town Hall Hill by building or acquiring a new facility. **(Continuing) WORTHINGTON** *I have secured the name of the Mass DOT official we need to speak with to determine the availability of the Mass DOT facility on Route 6 and or the 7 acre parcel in North Truro. The DPW Director and I will contact the appropriate person and set a meeting time, with the Selectmen contact. I have spoken to the Mass DOT representative and, at his request, sent him plans of the two areas we are interested in. He is having his staff review the requests and will set up a time to visit Truro and review the requests on site.*
9. The Board of Selectmen will catalogue and review all of the Board's Policy Memorandums to identify those in need of update or deletion. The Board of Selectmen will work to complete revision of policies by the end of FY2015. **(new) WISOTZKY** *A PDF file of all the Selectmen Policies has been provided to Mr. Wisotzky and Ms. Burgess to start the review.*

ENVIRONMENT:

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

10. The Board of Selectmen, the Beach Commission, the Town Planner and the Police Chief/Emergency Management Director will initiate a process for developing long-term solutions to the effects of erosion at Ballston Beach and resulting flooding of the Pamet River Valley. **(Continuing-revised) BURGESS** *Ms. Burgess will be contacting the National Seashore to determine what studies they have completed on both goals 10 and 11. The Town Administrator and DPW Director will be viewing the situations and then meet with Ms. Burgess to discuss solutions. Ms. Burgess and Charleen Greenhalgh have found several existing studies on erosion control and possible solutions. Those studies are being reviewed.*
11. The Board of Selectmen, the Beach Commission, the Town Planner and the DPW Director will develop a long-term plan for the likely loss of parking spaces at Town beaches due to coastal erosion. **(New-revised) BURGESS** *We are reviewing prior studies on beach parking areas and have viewed the sites. We will submit a summary of prior studies and recommendations.*
12. The Town Administrator will conduct a comprehensive risk assessment that addresses issues related to climate change such as increased coastal erosion, sea-level rise and more powerful weather events and the impact these issues/events will have on Town property and services. **(New) BURGESS**

TOWN SERVICES & PUBLIC SAFETY

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

13. The Board of Selectman, in conjunction with the Fire Chief, will implement recommendations contained in the Truro Fire and Rescue Advisory Committee (TFRAC)'s February 2014 report including conducting and completing a search for a full time Fire Chief by June 30, 2015. *(new) WISOTZKY Selectman Wisotzky, Chief Davis, R. Loomer R. Lawton, C. Greenhalgh ,J. Dolan met recently to move forward in implementing the recommendations of the Fire/Rescue report. The Chief has control of his overtime obligations and is proceeding to be ready to present candidates to be named fire fighters by the Selectmen. Selectman Wisotzky is working with counsel and the Chief on other policy matters to be presented to the Selectmen. The Fire Chief and Mr. Loomer have a second draft of rules and regulations to be presented to the Board of Selectmen in October. They will also review operating procedures with the Board as information as the Selectmen are not required to adopt operating procedures.*
14. The Board of Selectmen, working with the Board of Health and the Recycling Committee will explore ways to reduce the amount of solid waste handled through the Transfer Station by: *(Continuing)*
 - a. Increasing recycling and exploring more aggressive use of composting
 - b. Exploring fee structures such as PAYT (Pay as You Throw) that will reduce solid waste disposal costs *WEINSTEIN Mr. Weinstein and the Chair, has invited the Board of health and Recycling Committee to the Board of Selectmen meeting on September 23d to start the discussion on PAYT.*
15. The Board of Selectmen will work with the Chief of Police and the Bike and Walkway Committee to develop a safe roadway agenda that addresses the needs of currently "dangerous" roads as well as the expansion of safe bike-ways. *(Continuing) BURGESS*
16. The Police Chief will arrange for an emergency management training for the Board of Selectmen so that the Board members may better understand their roles and legal responsibilities. *(Continuing-revised) COBURN*
17. The Board of Selectmen will review the Town's General By-law regarding Alcoholic Beverages (Chapter III Public Health, Section 1 Alcoholic Beverages) and Policy Memorandum #14 (**LICENSE APPROVAL AND RENEWAL PROCEDURES**) recommend any changes that may be needed to accommodate special events and provide consistent policy guidance for Department Head approvals. *(Continuing) WORTHINGTON Nicole Tudor, in the Town Administrator office, is reviewing the Policy Memorandum and will make recommendations for changes, if necessary, to the Board of Selectmen.*
18. The Board of Selectmen will consider proposals from the Town Administrator to comply with new State regulations regarding the kenneling of lost and stray pets. *(new) The Town Administrator is reviewing the State Regulations regarding kennels and will make a recommendation on how to proceed to comply with the law. After research determined that there is no requirement for a Town to have a kennel we started working on developing an animal shelter option. We are going to work regionally with Wellfleet and possibly other communities to present options to the Towns. The Town*

Administrators in Wellfleet and Truro have sent a letter to the Sea Shore to see if there are any buildings available in the Highland area which could be used for a temporary animal shelter.

OUTREACH, COMMUNITY RELATIONS AND COMMUNICATION

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

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

- a. The Board of Selectmen with the support of the Town Administrator and the Police Chief will develop a Code of Conduct for members of all elected and appointed Committees and Boards. *We have received a copy of another town's code of conduct and we are reviewing and modifying the code to fit Truro. The Chief and I will make a recommendation after our modifications are complete. A first draft of a Code of Conduct has been prepared and submitted to the Chair for review. After receiving corrections and comments we will submit a second draft to the full Board of Selectmen for review.*
 - b. The Town Administrator will arrange for initial and ongoing training on the State's Open Meeting Law, Ethics Law and Public Records Law for all Town Committee Chairs and members as well as related Town Staff. *We are working with legal counsel to arrange for onsite training for the items above. No dates have been arranged as of this update. We have received a proposal from bargaining Counsel to provide training. Dates need to be set to start the process.*
 - c. The Town Administrator will arrange for the provision of training and/or materials on civic participation, leadership and meeting management to all Town Committee Chairs and related Town Staff. The Town Administrator will develop a system for monitoring and ensuring all Town Elected and Appointed Officials and Town Staff complete the on-line Ethics Test administered by the State Ethics Commission on a regular basis. *The Town Administration staff have developed an ongoing chart to show individual and committee members who have completed the required courses and a chart showing who has not met the requirement. We will develop a recommended policy for the Selectmen to consider for adoption to ensure compliance with the education requirements.*
 - d. The Town Administrator will develop policies and systems for ensuring that all Town Employees complete the State Ethics Law Training as a condition of employment. *Same as 20 c.*
 - e. The Board of Selectmen will develop policies and systems for ensuring that members of all appointed Town Boards and Committees complete the State Ethics Law Training as a condition of appointment. **COBURN** *Same as 20 c.*
21. The Board of Selectmen, working with the Cable & Internet Advisory Committee will
- a. identify ways to ensure broadband internet service is available in all areas of the Town. *(Continuing) WEINSTEIN & WISOTZKY*
 - b. review the Town's contract with Comcast and monitor compliance with the terms of the contract including expansion of service. *(Continuing) WEINSTEIN & WISOTZKY I have reviewed the contract extension with Comcast and have sent a letter to the Comcast Local Affairs office asking for an update in the commitments that Comcast made. Dependent upon the answer I may suggest that a Comcast representative appear before the Selectmen to answer questions. As of September 17 there has been no response to our July 30 letter. A follow up call has been made to Ms. Mary O'Keefe, the Town contact from Comcast, and we are awaiting a reply to the voice message which was left.*

TOWN ADMINISTRATION

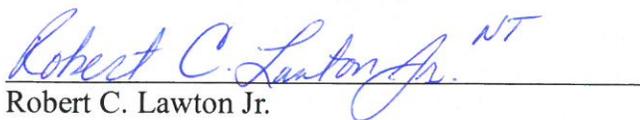
- GOAL: THE TOWN ADMINISTRATION OF TRURO WILL:**
- A. UTILIZE BEST PRACTICES;**
 - B. BE OF AN APPROPRIATE SIZE;**
 - C. HAVE A STAFF THAT IS ADEQUATELY AND FAIRLY COMPENSATED;**

**D. UTILIZE INTER-GOVERNMENTAL COOPERATION WHEN APPROPRIATE;
AND,
E. IS SUSTAINABLE.**

22. The Town Administrator, Police Chief & Fire Chief will develop and implement a system to enhance communication with Town Employees (Policy changes, Department or employee tasking, notification to Departments affected by specific actions/changes, strategic direction) *(New) The Town Administrator will hold regular Department head meetings to insure that staff is up to date on all new policies and changes. The first Department Head meeting is scheduled for 8/27. Department Head meeting will be held on the Wednesday after the last Selectmen meeting each month to provide information and updates.*
23. The Board of Selectmen will review legal services needed by Town Government, and how to best provide them. *(Continuing) COBURN & WEINSTEIN The Town Administrator has submitted to the Selectmen an example of how to secure requests for qualifications from individual attorneys and or legal firms to provide general counsel services. At the Board of Selectmen meeting on September 9 authorization was given to develop an RFQ for general legal services. A draft has been created and is being reviewed by the Selectman subcommittee.*
24. The Board of Selectmen will review and implement recommendations of the wage and classification study. *(Continuing) WISOTZKY The job descriptions have been submitted to departments for review. Review will end July 18 and the changes will be submitted to the consultant. Once revised the consultant will match the descriptions to the suggested pay scales. An update on the status of this project will be given at the August 12th Selectmen meeting. 90% of the job descriptions have been submitted to the consultant. We are awaiting a response. Once received we will do a one week review and return the descriptions to the Consultant for final printing and assignment of suggested wage rates for each position. The Consultant stated that this should be completed by the first part of September 2014. We have been pushing the consultant to finish the review and update of the job descriptions submitted a number of weeks ago. We are hopeful that the consultant will complete her second drafts and submit them to us by September 19th. We will then distribute the descriptions to employees for a final review.*
25. The Board of Selectmen will complete renegotiation of multi-year labor contracts with AFSCME (DPW employees) LIUNA, Police Federation and Communicators (Dispatchers) by November 1st. *(new) COBURN I have reviewed all of the union contracts and have made notes on suggested changes. I have also asked several department heads for recommendations for changes in language. Once I receive the recommendations I will forward a package to Atty. Jack Dolan for review. After his review we will set a meeting with the Selectmen in executive session to review the recommendations and receive authority to move to bargaining.*
26. The Board of Selectmen will revise evaluation forms for the Town Administrator, the Police Chief and the Fire Chief. *(Continuing & New) WISOTZKY I have reviewed material submitted by the Police Chief on evaluations and have made comments back to the Chief. The Chief and I will be meeting during the week of August 25 and will forward a recommendation to the Selectmen for review and adoption. The Police Chief and I have met and agreed upon an evaluation form. The form has been submitted to Mr. Wisotzky for review. If approved we will submit the form to the full Board for adoption.*

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

Submitted:



Robert C. Lawton Jr.
Co-Interim Town Administrator

Town of Truro



TOWN OF TRURO

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

MEMO

To: Board of Selectmen

From: Robert C. Lawton Jr.

Date: September 4, 2014

Re: Legal Ads

Robert C. Lawton Jr. NLS.

One of the objectives set by the Board of Selectmen was to secure prices to have legal ads in the Banner, as opposed to the Cape Codder. With the change in ownership of the Banner we were delayed in securing legal ad prices. We've now been informed that the legal ad price for the Town of Truro would be \$12 for the first 25 words and \$.30 for each word thereafter. The estimate would be eight dollars per inch. Currently the Cape Codder charges \$3.08 per inch of copy.

This would be an approximate five dollar per inch increase but we would have, according to some, better coverage for such legal ads. I believe we would be able to either absorb the cost, or pass this cost along to applicants who require legal advertisement.

Please let me know if you would like to proceed.

Truro Board of Selectmen
Meeting Minutes – September 9, 2014
Truro Town Hall, 5:00 p.m.

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Maureen Burgess

Others Present: Co-Acting Town Administrator Robert Lawton

Chair Jay Coburn called the meeting to order at 5:00 p.m.

At 5:00pm Coburn moved that the Board of Selectmen enter into Executive Session in accordance with the provisions of Massachusetts General Law, Chapter 30A, Sec. 21(a) number 2 to conduct strategy sessions in preparation for negotiations with non-union personnel, Town Administrator & in accordance with the provisions of Massachusetts General Law Chapter 30A, Sec. 21(a) number 3 to discuss strategy with respect to pending litigation, whereas discussion of these matters in open session would have a detrimental effect on the bargaining/litigating position of the Town and to reconvene in regular session. So declared by Chair. Roll Call Vote: Robert Weinstein, aye; Maureen Burgess, aye; Jay Coburn, aye; Paul Wisotzky, aye; Jan Worthington, aye. Motion was approved 5-0.

Public Comment Period

Chris Lucy commented on the current status of the Kline property and the issue of the substandard roads; adding that the Kline property also built on a substandard road is the only one “under a microscope”. He asked the Board of Selectmen to take action towards a solution.

Public Hearings:

Tax Classification Hearing pursuant to MGL Ch. 40 § 56

Coburn read the Tax Classification hearing notice into the record¹. Ray Squire, Acting Deputy Assessor introduced Board of Assessor members Michael Forgione and Bruce Boleyn. He explained that the values were done and sent to the Department of Revenue which was approved within 24 hours. The Assessing Department is done and the next steps are completed by the Town Treasurer and Town Accountant.

Mr. Squire explained the classifying the tax rate and explained the consequence of shifting the tax burden to commercial, industrial and personal property classes adding that the residential factor of “1” remain in place. The Board of Assessors recommends that the residential factor of “1” remain in place.

Worthington moved to approve the residential factor of “1” for the residential tax rate. Weinstein seconded the motion. So voted unanimously 5-0.

Mr. Squire explained the Open Space exemption and noted that the Board of Assessors voted not to have the Open Space exemption.

Weinstein made a motion not to grant an open space discount which would shift the tax burden from Open Space property to the residential property class. Wisotzky seconded the motion. So voted unanimously 5-0.

Mr. Squire explained the Residential Exemption and with the tax burden shifting to the non-resident tax payers. He explained further that the tax rate would increase to make up the loss of value. He explained that the Town would still be burdened with the same taxes.

Coburn added that the Residential Exemption is a conversation that we need to have after Town meeting.

Burgess moved not to grant a residential exemption which would shift the tax burden within the residential class from residents to non-residents. Weinstein seconded the motion. So voted unanimously 5-0.

Mr. Squire explained the small commercial exemption and that it was not recommended by the Board of Assessors.

Wisotzky moved not to grant the small business exemption which would shift the tax burden within the commercial, industrial and personal property classes from certain small commercial properties to other commercial and industrial properties. Worthington seconded the motion. So voted unanimously 5-0.

Mr. Squire stated that the new tax rate is preliminary and is not set but will be \$6.63 (FY15) with an increase of 20 cents (per \$1,000). He asked that he and Belinda Eyestone be authorized to electronically sign the LA-5.

Coburn asked for a motion to authorize Belinda Eyestone, Deputy Assessor and Ray Squire, Acting Deputy Assessor to sign the LA-5 (Department of Revenue Gateway form) on behalf of the Board of Selectmen. Wisotzky so moved. Burgess seconded the motion. So voted unanimously 5-0.

Public Hearings:

NSTAR for installation of Cable, Conduit and 5 Manholes (Standish Way & South Hollow Rd) and Authorize the BoS Clerk to sign

Coburn read the NSTAR public hearing notice into record². Jessica Elder, representing NSTAR explained the proposed new electrical distribution underground work that will be utilizing two manholes with the work running along Standish Way and South Hollow Rd. Coburn asked why there was electrical lines being placed under ground versus on a utility pole.

Coburn stated that NSTAR continues to spray herbicide along right-aways. Ms. Elder explained that she would get the answer to Coburn's question. Burgess also asked about an NSTAR truck working at Route 6 and South Highland Rd and Route 6 and Aldrich Rd.

Worthington moved to table the NSTAR public hearing until more information was gathered. Burgess seconded the motion. So voted unanimously 5-0.

Town Administrator Search Committee , Chair presentation of the 4th Town Administrator Finalist Name & Review and Approve Interview Question Assignments for TA Finalists & Discussion of Reimbursement for Travel Expenses

Coburn explained that the 4th finalist withdrew leaving 3 remaining finalists. The interview questions were before the Board of Selectmen with their names alongside questions each member wished to ask of the finalists. It was noted that the third finalists was requesting travel expense reimbursement. It was noted that the questions would be asked in the order of the names currently listed on the questionnaire.

Wisotzky suggested that interview time be increased to 45 minutes. Coburn reminded the Board of Selectmen that they will be interviewing them in the course of the day. He reminded everyone of the guideline for interviewing as presented by Attorney Dolan. Mark Morse of MMA Consulting Group suggested that there be no scenarios given to the finalists. The candidates were designated as follows Candidate 1: Jillian Douglas; Candidate 2: Michelle Jarusiewicz; and Candidate 3: Rae Ann Palmer. It was discussed to allow for a ½ hour lunch break. It was agreed to post a meeting on Wednesday at 6:30PM in case a decision could not be rendered on Tuesday. There was a brief discussion to allow for travel reimbursement such as overnight accommodations and mileage.

Review and Approve Fire department Per Diem Staff Appointments- Donald West, Jesse Capello, Michael Lopriore, & Rastislav Mariak

Chief Davis came before the Board of Selectmen with 4 applicant names for the Fire Department for Per diem shifts³. Chief Davis stated that he had four candidates for their approval to work Per diem shifts. He gave information on each candidate. Chief Davis explained that all four candidates are Fire Fighter I&II and EMT basic trained. Wisotzky thanked Chief Davis.

Wisotzky moved to appoint Donald West, Jesse Capello, Michael Lopriore, & Rastislav Mariak as Per diem staff members of the Truro Fire department. Weinstein seconded the motion. So voted unanimously 5-0.

Coburn told the Board and Fire Chief that he recently saw a banner affixed to a Fire department seeking volunteers and suggested that might be an option for Truro to try and use to recruit people.

Discussion of RFQ for General Legal Services

Coburn explained that there was a legal services survey that was provided to Truro's current Town Counsel. He explained that currently there is no standing contract with Town Counsel Zisson and Veara and there needs to be a periodic review and assessment of the services provided. In the packet material was a memo provided by Mr. Lawton for the July 22nd meeting⁴. There was a brief discussion that the Board of Selectmen would be looking for a firm that is familiar with the community. The pros and cons were discussed of a law firm being located on the Cape versus off the Cape. Mr. Lawton explained that he will have a Request for Quotes (RFQ) available for the Board of Selectmen to review. Weinstein discussed his meeting with Attorney Veara and discussed the survey that was provided to 10 respondents in total. He felt that the search should extend beyond Cape Cod Law firms. It was explained what legal services Attorney Dolan and Veara provide the Town. It was reiterated that there is no standing contract with Zisson and Veara for legal services. Mr. Lawton briefly explained the process of the RFQ for legal services.

Weinstein moved that the Board of Selectmen authorize Bob Lawton as Acting Town Administrator to prepare the RFQ for legal services, to include no more than 4 providers in addition to Zisson and Veara and that all of the parties have experience with municipalities on Cape Cod, in Barnstable County. Burgess seconded the motion. So voted 4-1-0. Worthington opposed.

Review & Approve TCT request for Edgewood Farm public trail & 4 space parking area

Fred Gaechter spoke of the proposal of the walking trail at the Edgewood farm property⁵. He explained that the TCT will be acquiring the land in conjunction with Castle Hill Center for the Arts. He explained how the trails would run on the property between the adjoining parcels. Mr. Gaechter explained that Paul Morris has been involved in the discussions and has arranged for the approval from the State Highway for the curb cut. He added that the Open Space Committee voted to unanimously support this project. Burgess expressed enthusiasm for the project.

Weinstein asked if there was an issue should Castle Hill Art Center be unable to raise funds for the

purchase of their portion of the property. Mr. Gaechter confided confidence that Castle Hill would be able to acquire the funds needed to purchase the land.

Weinstein moved to authorize the TCT to construct and maintain a public trail across the Town-owned land at Book-Page 569-44 Lot 5 (Parcel 91) with a connection to another trail on the adjacent property to be owned by the TCT at Book-Page 569-44 Lots 3 and 4 (Parcels 89 and 90). Also, the Town will construct a 4-space parking area for public access to the trails. The trail and parking will be constructed in accordance with plans submitted to and approved by this Board on this date. Construction of the upper trail on the future TCT property will commence after the TCT has acquired title to the property. Worthington seconded the motion. So voted unanimously 5-0.

Mr. Gaechter asked if the curb-cut could also be approved.

Worthington moved to approve the curb-cut on Town owned land at Book-Page 569-44 Lot 5 (Parcel 91). Wisotzky seconded the motion. So voted unanimously 5-0.

FY14 Department of Housing and Community Development Block Grant Program Fund I & Authorize the Vice-Chair & Charleen Greenhalgh to sign the proper documents

Coburn recused himself due to a conflict of interest with his employer Community Development Partnership. Wisotzky Chaired the discussion deferring to Mr. Lawton for back ground information on the DHCD grant⁶. Mr. Lawton explained the town's history with the grant for affordable housing and childcare subsidies with Truro being the lead town. He explained that usually the Town Administrator is listed as the contract manager asking that the motion also approve the next Town Manager to sign the grant documents.

Wisotzky asked for a motion to approve the FY14 Department of Housing and Community Development Block Grant Program Fund I contract and authorize Vice-Chair to sign, Charleen Greenhalgh and the next Town Administrator to sign the appropriate documents. Burgess so moved. Seconded by Weinstein. So voted: 4-0. Coburn recused self from discussion & vote.

Consent Agenda

- 1) Review and Approve Meeting Minutes- August 26, 2014 Regular⁷
- 2) Review , Approve and Authorize Charleen Greenhalgh to sign Dept. of Public Utilities Application for a Municipality or Other Governmental Entity for Net Metering and other NSTAR applications and forms for PVs on the landfill⁸
- 3) Review & Approve and authorize Chair to sign:
 - a. Roof Replacement Bid –Public Safety Facility Building – KelKor, Inc.⁹
- 4) Review & Approve Application to Serve - Dan Smith- Shellfish Advisory Committee; Co-Acting Town Administrator, Robert C. Lawton, Jr. -Temporary Appointment to Cape Cod Regional Transit Authority & Authorize the Chair to sign letter¹⁰
- 5) Review & Approve Bike and Road Race Application- Wounded Warrior Project-Training (9/26)¹¹
- 6) Review & Approve Use of Town Property-Pamet Harbor Parking lot-Truro Treasures (9/21)¹²
- 7) Review & Approve One Day License Applications for Highland Links Golf Course (9/21, 9/22, 9/28)¹³
- 8) Review & Approve Entertainment Application-Truro Vineyards-Grape Stomp-(9/21)¹⁴

Weinstein questioned (#3) KelKor Inc. contract. He noted a typo regarding the year on the award notice provided by Barnstable County. He stated concern that there was no specific time period associated with the contract. He asked that the contract be held until a date certain is specified for the completion of the

work.

Burgess moved to approve the Consent Agenda for September 9, 2014. Wisotzky seconded the motion. So voted unanimously 5-0.

Selectmen Reports Liaison Reports

Worthington – She made a suggestion to dedicate the pathway at Edgewood farm to Paul Morris.

Wisotzky- He spoke of the Fire Department setting up a training program within the department and a policies and procedures which will be before the Board of Selectmen for approval on the 23rd. Mr. Loomer will be applying for a grant for upgrading the department’s breathing apparatus.

Coburn-Stated that he and Weinstein met with the Board of Health Chair, Dianne Eib, to go over starting the Pay as You Throw program which she was enthusiastic about.

Burgess- No report was given.

Weinstein- Stated that the Town of Wellfleet has implemented the Pay As You Throw program and he will speak with their Town Administrator to discuss how Wellfleet implemented the program. He explained that Dianne Eib, will serve out her term as Board of Health Chair and then resign.

Next meeting Agenda: September 23, 2014

Fire department appointments; Town Administrator Contract; begin discussions on Pay as You Throw; Solid Waste Transfer Trailer contract; Approval of September 9th Minutes; Mr. Lawton spoke of his memo regarding the cost for placing legal ad notices in the Provincetown Banner versus the Cape Codder. There was a brief discussion regarding the current status of the Wage and Classification study with HRC, Inc. He added that the revised job descriptions should be in hand by this week and he will get them back out to Department heads for a one week turn around.

Town Administrator’s Report

Mr. Lawton spoke of Town Employee Jarrod Cabral’s recent training and accolades. He added that the Police Chief applied and received a MEMA grant along with Provincetown Police department for a grant towards equipment and operations for the Emergency shelter. Interviews for the shared Animal Control Officer with the Town of Wellfleet will be held next week.

At 6:45pm Wisotzky moved to adjourn the meeting. Weinstein seconded the motion. So voted unanimously 5-0.

Respectfully submitted, Nicole Tudor, Board of Selectmen Secretary

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

¹ Tax Classification hearing notice;FY15 Classification hearing Motions;FY15 classification hearing LA-5 Motion request; MASSDOR Assessment Classification report FY15; Residential Exemption Estimator; Residential Exemption Memo from Ray Squire; Classification Tax allocationFY15

² NSTAR Public hearing notice; Letter to BoS from Jessica elder, Right of Way Agent; Petition for underground Cable and conduit locations South Hollow Rd and Standish Way; Abutters notification; Site plans for South Hollow Rd and Standish Way;

³ Fire Chief Memo to the Board of Selectmen –Appointments for Per diem shifts dated Sept. 3, 2014

⁴ July 22nd meeting memo from Mr. Lawton to the Board of Selectmen regarding legal services

⁵ Memo to BoS dated Sept. 2, 2014 Edgewood Trail Plan and Request from the Truro Conservation Trust

⁶ FY14 CDBG Grant packet from the Department of Housing and Community Development

⁷ Meeting Minutes- August 26, 2014 Regular

⁸ Dept. of Public Utilities Application for a Municipality or Other Governmental Entity for Net Metering and other NSTAR applications and forms for PVs on the landfill; Memo from Charleen Greenhalgh and signature page authorizing Ms. Greenhalgh to sign.

⁹ Contract with KelKor, Inc., and Award Notice to KelKor, Inc.

¹⁰ Application to Serve - Dan Smith- Shellfish Advisory Committee; Chair of Shellfish Committee email; Co-Acting Town Administrator, Robert C. Lawton, Jr. -Temporary Appointment to Cape Cod Regional Transit Authority letter and Memo

¹¹ Bike and Road Race Application- Wounded Warrior Project (9/26) & letter from Practice Manager Jerrell Williams

¹² Use of Town Property-Pamet Harbor Parking lot-Truro Treasures (9/21)-5K Road Race

¹³ One Day License Applications for Highland Links Golf Course (9/21, 9/22, 9/28), TIPS certification and Liq. Liability

¹⁴ Entertainment Application-Truro Vineyards-Grape Stomp-(9/21)

Truro Board of Selectmen
Meeting Minutes – September 16, 2014
Truro Town Hall, 9:00AM

Members Present: Jay Coburn-Chair, Paul Wisotzky-Vice Chair, Jan Worthington-Clerk, Robert Weinstein, and Maureen Burgess

Others Present: Co-Acting Town Administrator Robert C. Lawton Jr, Town Administrator Finalists- Jillian Douglass, Michelle Jarusiewicz, & Rae Ann Palmer

The meeting was called to order at approximately 9:00AM in the Selectmen's Hearing Room in the Truro Town Hall. In attendance were: Chair-Jay Coburn, Vice Chair-Paul Wisotzky, Clerk-Jan Worthington, Selectman Bob Weinstein, and Selectman Maureen Burgess. Co-Acting Town Administrator Robert Lawton, and the three Town Administrator candidates Ms. Douglas, Ms. Janusiewicz, and Ms. Palmer were also in attendance.

After brief introductions and discussion regarding the tours¹, the assigned Selectmen took candidates to various areas and buildings within the community, following the schedule attached.

At approximately 12 noon, the candidates, Selectmen, and the two Co-Acting Town Administrators had lunch in the Selectmen's Hearing Room at Town Hall.

At approximately 1 PM assigned members of the Board of Selectmen took candidates to other areas in the community in accordance with the schedule attached.

At approximately 3 PM the members of the Board of Selectmen, the Town Administrator candidates, and most Town Department heads met at the Truro Community Center for light refreshments and discussion between Department heads and the candidates. This event ended just after 4 PM.

At approximately 5 PM the Board of Selectmen met in formal session in the Selectmen's Hearing Room at Truro Town Hall. After opening the meeting, the Chairman invited each candidate to appear before the Board to be asked a series of questions by each member of the Board of Selectmen. The order of interviews were; Ms. Douglas at 5 PM, Ms. Jaruseiwicz was interviewed at approximately 5:45 PM, and Ms. Palmer was interviewed at approximately 6:25 PM.

At approximately 7 PM the Board of Selectmen discussed their initial impressions of the interviews and the candidates. It was determined that given the length of the day, and that it was after 7:00 PM, the Selectmen determined that they would adjourn the Selectmen's meeting and come together again at their posted meeting scheduled for Wednesday, September 17 at 6:30 PM for further discussion and a possible decision regarding the Town Administrator candidates.

It was moved by Mr. Wisotzky, seconded by Ms. Worthington, to adjourn the Board of Selectmen's meeting. It was unanimously voted, meeting adjourned at 7:05 PM.

Respectfully submitted,

Robert C. Lawton Jr. Co-Acting Town Administrator

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

¹ Town Administrator Candidate Interview Schedule September 16, 2014



TOWN OF TRURO

Charleen L. Greenhalgh, Co-ATA/Planner
Robert C. Lawton, Jr. Co-Acting Town Administrator
P.O. Box 2030, Truro, MA 02666
Tel: (508) 349-7004, Ext. 27 Fax: (508) 349-5505
asstownadm@truro-ma.gov

September 16, 2014

To: Board of Selectmen
From: Robert C. Lawton, Jr and Charleen L. Greenhalgh
Co-Acting Town Administrators
Re: Municipal Calendar for FY16 and Meeting Schedule for 2015

Attached please find the two documents referenced above.

The Municipal Calendar for FY16 was prepared using the Town Charter and past practices. Cynthia Slade, Town Clerk/Treasurer/Collector and Trudi Brazil, Town Accountant were also consulted. The final approved memo will be distributed to the Department Heads, Board/Committee/Commission Chairs, Finance Committee Members and the Town Moderator on October 1, 2014.

The Meeting Schedule for 2015 was also prepared using the Town Charter, elections, and coordination with the Planning Board's schedule.

We respectfully request your approval of both documents.



TOWN OF TRURO

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

October 1, 2014

To: Board of Selectmen
Department Heads
Chairs of Boards, Committees and Commissions
Town Moderator
Finance Committee

From: Robert C. Lawton, Co-Acting Town Administrator
Charleen L. Greenhalgh, Co-Acting Town Administrator

Re: Annual Municipal Calendar for 2015 ATM and Fiscal Year 2016 Budget Preparation

The Board of Selectmen has consented to the following Municipal Calendar for the 2015 Annual Town Meeting and the Fiscal 2016 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2015 Annual Town Meeting will be held on Tuesday, April 28, 2015.

- Oct 14, 2014** Board of Selectmen and Finance Committee preliminary discussion on FY2016 budget and fiscal planning parameters
- Oct 31, 2014** Distribution of budget worksheets
- Nov 1, 2014** CPC deadline for application for possible funding at the 2015 ATM
- Nov 5, 2014** Department Heads and Board/Committee/Commission Chairs meeting to discuss the FY2016 Operating Budget and Capital Improvement Plan. 10:00 am Truro Public Safety Building Training Room
- Dec 1, 2014** **All budgets and CIP requests must be turned into the Town Administrator and the Town Accountant by noon.**
- Dec 16, 2014** All draft budgets and CIP requests to the Board of Selectmen, including preliminary School budget/CIP
- Jan 9, 2015** **All Annual Town Reports must be submitted electronically** to Nicole Tudor (ntudor@truro-ma.gov) or Noelle Scoullar (nscoullar@truro-ma.gov)
- Jan 13, 2015** Board of Selectmen review of budget and CIP and submit to Finance Committee (*Per Truro Charter – on or before January 15*)

Jan 27, 2015 Board of Selectmen vote to open the Warrant for the 2015 Annual Town Meeting, effective January 28, 2015

Jan 28, 2015 Annual Town Meeting Warrant Opens

Feb 10, 2015 Deadline for Money Articles

Feb 10, 2015 Draft FY2016 Town and School Budgets, CIP presented to the Board of Selectmen and Finance Committee

Feb 27, 2015 Annual Town Meeting Warrant Closes at 4:00pm

Mar 13, 2015 Final date for Finance Committee to hold Public Hearing on the FY2015 Budget (*Per Truro Charter – on or before March 15*)

Mar 14, 2015 FY2015 “final” Budget and CIP and draft Warrant presented to Board of Selectmen for review and approval.

Mar 24, 2015 Final Board of Selectmen review and approval of warrant and last day for Board of Selectmen letter to voters on FY2015 Budget/CIP, etc., for inclusion in the Town Meeting Warrant

Mar 24, 2015 Last day for Finance Committee to submit letter to voters on FY2015 Budget/CIP for including in the Town Meeting Warrant

Mar 24, 2015 Last day to file nomination papers with the Registrar

Mar 31, 2015 Warrant to the Printer

Apr 9, 2015 Last day to object or withdraw nomination papers

Apr 10, 2015 Post Warrant

TBD Pre-Town Meeting and Candidates Night

Apr 28, 2015 Annual Town Meeting, 7:00 pm Truro Community Center

May 12, 2015 Annual Town Election, 7:00 am – 8:00 pm Truro Community Center

Truro Board of Selectmen Meeting Schedule - 2015

| <u>HEARING/MEETING</u> (Tues, unless otherwise noted) | <u>FILING DEADLINE</u> <u>LEGAL NOTICE*</u> | <u>FILING DEADLINE</u> <u>NO LEGAL NOTICE*</u> |
|--|--|---|
| January 13 | December 2 | December 16 |
| January 27 | December 16 | December 30 |
| February 10 | December 30 | January 13 |
| February 24 | January 13 | January 27 |
| March 17 | February 3 | February 17 |
| March 24 | February 10 | February 24 |
| April 7 | February 24 | March 10 |
| April 21 | March 10 | March 24 |
| Annual Town Meeting - April 28 | N/A | N/A |
| May 6 (Wed) | March 24 | April 7 |
| Annual Town Election - May 12 | N/A | N/A |
| May 26 | April 14 | April 28 |
| June 9 | April 28 | May 12 |
| June 16 | May 5 | May 19 |
| July 14 | June 2 | June 16 |
| July 28 | June 16 | June 30 |
| August 11 | June 30 | July 14 |
| August 25 | July 14 | July 28 |
| September 15 | August 4 | August 18 |
| September 29 | August 18 | September 1 |
| October 13 | September 1 | September 15 |
| October 27 | September 15 | September 29 |
| November 10 | September 29 | October 13 |
| November 24 | October 13 | October 27 |
| December 1 | October 20 | November 3 |
| December 15 | November 3 | November 17 |

*For a complete list, please see page 2

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

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

MEETING DATES AND TIMES ARE SUBJECT TO CHANGE

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

LICENSES AND PERMIT ISSUED BY THE BOARD OF SELECTMEN

| LICENSE OR PERMIT TYPE | HEARING REQUIRED | REQUIRES LEGAL NOTICE | REQUIRES ABUTTER NOTICE* |
|---|------------------|-----------------------|--------------------------|
| Common Victualer - All Alcohol or Beer & Wine | Y | Y | Y |
| Common Victualer - Food | Y | Y | Y |
| Entertainment | Y | Y | Y |
| Entertainment - 1-day | Y | N | N |
| Package Store - All Alcohol/Beer & Wine | Y | Y | Y |
| One-Day Pouring License | Y | N | N |
| Farm Winery | Y | Y | Y |
| Lodging | Y | N | N |
| Staging Permit | Y | N | N |
| Transient Vendor, Hawkers, Peddlers | Y | Y | N |
| Use of Town Property | Y | N | N |
| Change of Manager | Y | N | N |
| Change of Hours | Y | Y | N |
| Aquaculture | Y | Y | Y |
| Curb Cut Permit | Y | N | N |
| Other | Y | TBD | TBD |

*The applicant is responsible for filing with the Assessors' Office for a certified abutters list and the applicant is responsible for sending notices to abutters via certified-return receipt mail. Copies of the Certified Mail Receipt and or the Domestic Return Receipt must be submitted to the Licensing Agent prior to the hearing

TBD - Other types of Licenses or Permit may be required. The applicant shall consult with the Licensing Agent prior to submitted an application to determine if a legal notice and abutter notification will be required.



TOWN OF TRURO

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

August 26, 2014

Charles Spector
Spector Manufacturing Inc.
PO Box 158 Industrial Park Road
St. Clair, PA 17970

Re: Notice of Award for Supply & Delivery of one solid waste transfer trailer with the Town of Truro and Spector Manufacturing Inc.

Dear Mr. Spector,

Please be advised that as Acting Town Administrator for the Town of Truro, I am happy to inform that the Town of Truro has accepted your bid for Supply & Delivery of one solid waste transfer trailer in accordance with the bid specifications.

Your accepted bid specifications for Supply & Delivery of one solid waste transfer trailer are as follows:

Bid Price: \$ 56, 811.00

Enclosed you will find an Acceptance of Notice of Bid Award which you must complete and return to this office within 5 days. The Board of Selectmen will review the attached contract at a duly held meeting on September 23rd.

If you should have any questions regarding this, please feel free to contact me at extension #27. Thank you for your interest in the Town of Truro.

Sincerely,

Charleen Greenhalgh
Acting Town Administrator
Town of Truro

Enc.

Cc: Trudi Brazil, Town Accountant
Paul Morris, DPW Director
Elaine Davis, Barnstable County Chief Procurement Officer



Agreement Between
Town of Truro, MA
and
Spector Manufacturing, Inc.

This agreement, made the 23rd day of September 2014 by and between ***Spector Manufacturing, Inc.***, mailing address of ***PO Box 158 Industrial Park Road, St. Clair, PA 17970*** herein called the "Contractor" and the Town of Truro, mailing address PO Box 2030, Truro, MA 02666, herein call the "Town".

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

Article 1. Scope of Work

The contractor shall furnish ***SERVICES/SUPPLIES*** as called for in the specifications for: "Invitation for Bids for the supply and delivery of one solid waste transfer trailer" issued on August 5, 2014.

Article 2. Time Period

The contract is for the period of *work to be completed by December 31, 2014 unless an extension of time is approved by the awarding authority.*

Article 3. Contract Sum

\$56,811.00

Article 4. Time of Payment

The Contractor shall submit original invoices to the Town. Payment will be made within fourteen days of receipt of the invoice.

Article 5. Contract Documents

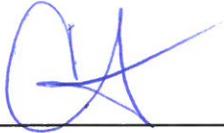
The Specifications, Bid and this Agreement form the Contract, and they are fully a part of the Contract as attached and incorporated herein by reference.

Article 6. Termination for Cause

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

Article 7. Non-Discrimination Clause

As the party agreeing to provide services or materials to the Town of Truro, the contracting party agrees that it shall not discriminate in its employment against any individual on the basis of race, color, religious creed, national origin, age, handicap when the person is qualified to perform the functions of his or her employment, marital status, sex, gender identity, sexual orientation, private sexual activity that does not involve minor children, genetic information, or ancestry unless it is based upon a *bona fide* occupational qualification or results from a lawful affirmative action program or the accommodation of other employees' handicap or religious practices.



**Charles Spector, Sales
Spector Manufacturing, Inc**

**Chair, Board of Selectmen
Town of Truro**



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

SEPTEMBER 23RD , 2014

THE FOLLOWING PEOPLE ARE SEEKING RE-APPOINTMENTS TO
COMMITTEES/COMMISSIONS AND BOARDS LISTED
THREE YEAR TERMS UNLESS INDICATED OTHERWISE

- MAUREEN CRONIN-COMMUNITY PRESERVATION COMMITTEE
- DAVID DEWITT-OPEN SPACE COMMITTEE
- LARRY LOWN-CONSERVATION COMMISSION
- PETER FONTECCHIO-ENERGY COMMITTEE
- JENNIFER SHANNON-TAXATION AID COMMITTEE
- PETER GRAHAM- COMMISSION ON DISABILITIES
- STEVE ROYKA-TAXATION AID COMMITTEE
- ROBIN ROBERTSON-HISTORICAL COMMISSION
- JOHN HOPKINS-AGRICULTURAL COMMISSION

MEMBERS NOT SEEKING RE-APPOINTMENT

- JOE BUTEAU -ENERGY COMMITTEE



RECEIVED
SELECTMENS OFFICE
SEP 09 2014
TOWN OF TRURO
MASSACHUSETTS

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Robin Robertson HOME TELEPHONE: _____

ADDRESS: 9 Sandy Lane WORK PHONE : _____

MAILING ADDRESS: PO Box 1222 E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: PhD in Anthropology, have served for a long time on
Historical Society Board of Directors and curated exhibitions at the Highland House Museum.

Familiar with historical properties in Truro based on work at the Cobb Archive.

COMMENTS: _____

SIGNATURE: *Robin Robertson* DATE: September 9, 2014

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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



APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: JOHN HOPKINS HOME TELEPHONE: _____

ADDRESS: 314 RT 6 / P.O. 1188 WORK PHONE: _____

MAILING ADDRESS: P.O. 1188 TRURO E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: _____
FARMER, BUILDER

COMMENTS: _____

SIGNATURE: [Signature] DATE: 9-10-14

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMENS OFFICE
SEP 15 2014
TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: David DeWitt HOME TELEPHONE: _____

ADDRESS: 41 Holsbery Rd. WORK PHONE: 11 _____

MAILING ADDRESS: Po Box 613 Truro E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: _____

COMMENTS: _____

SIGNATURE: [Signature] DATE: 9-15-14

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

RECEIVED
SELECTMENS OFFICE

P.O. Box 2030, Truro MA 02666

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

SEP 12 2014

TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: PETER GRAHAM HOME TELEPHONE: _____

ADDRESS: 1 CHICKADEE LN WORK PHONE: _____

MAILING ADDRESS: P.O. Box 856 E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: SERVED BEFORE

COMMENTS: _____

SIGNATURE: [Signature] DATE: 9/12/14

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

SIGNATURE: [Signature] DATE: 9-12-14

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMEN'S OFFICE

SEP 15 2014

TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: JENNIFER L. SHANNON HOME TELEPHONE: _____

ADDRESS: PO BOX 2014 WORK PHONE: _____

MAILING ADDRESS: ONE NELSON DRIVE E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: I have served on this board since its inception.

COMMENTS: _____

SIGNATURE: _____ DATE: _____

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

SIGNATURE: [Signature] DATE: 9.11.14

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



RECEIVED
SELECTMENS OFFICE
SEP 10 2014
TOWN OF TRURO
MASSACHUSETTS

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: STEVE ROYKA HOME TELEPHONE: _____

ADDRESS: 4 PINE RIDGE DR WORK PHONE: NA

MAILING ADDRESS: PO BOX 448 E-MAIL: _____

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

TAXATION AID COMMITTEE

SPECIAL QUALIFICATIONS OR INTEREST: HAVE BEEN A

MEMBER - RENEWING APPT.

COMMENTS: _____

SIGNATURE: S. J. Royka DATE: 9/9/14

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMENS OFFICE
EP 1 5 2014
TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Peter Fontecchio HOME TELEPHONE: _____

ADDRESS: 2 SANDY LANE WORK PHONE: _____

MAILING ADDRESS: PO BOX 1146 (21P02666) E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: _____

COMMENTS: _____

SIGNATURE: Peter Fontecchio DATE: 9/15/14

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

SIGNATURE: _____ DATE: _____

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



RECEIVED
SELECTMENS OFFICE
SEP 15 2014
TOWN OF TRURO
MASSACHUSETTS

TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: LARRY E LOON HOME TELEPHONE: _____

ADDRESS: 120 Old County Rd. WORK PHONE: _____

MAILING ADDRESS: PO Box 697 E-MAIL: _____

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

Conservation Commission

SPECIAL QUALIFICATIONS OR INTEREST: Renewal - have

served 5 years

COMMENTS: _____

SIGNATURE: [Signature] DATE: September 15, 2014

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

SIGNATURE: _____ DATE: _____

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



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

RECEIVED
SELECTMENS OFFICE
SEP 17 2014

TOWN OF TRURO
MASSACHUSETTS

APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Maureen Cronin HOME TELEPHONE: _____

ADDRESS: 1 Chickadee Lane WORK PHONE: _____

MAILING ADDRESS: PO BOX 856 E-MAIL: _____

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

SPECIAL QUALIFICATIONS OR INTEREST: Have already served two at-large terms -

COMMENTS: _____

SIGNATURE: Maureen Cronin DATE: 9/17/14

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

SIGNATURE: _____ DATE: _____

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

From: Tricia Ford <libraryd@truro-ma.gov>
To: Nicole Tudor <ntudor@truro-ma.gov> **Cc:** rlawton@truro-ma.gov
Date: 09/18/2014 08:19 AM
Subject: **Re: Permission to advertise vacant position**

I am requesting permission to fill a staff vacancy of at the library.

The final day of employment for that employee is September 27, 2014.

Library Assistant , Grade 5A, (Pay range: \$16.75 - \$21.93/hour)

Tricia Ford
Library Director





TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

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

Application for an Entertainment License

Weekday Saturday Sunday

The undersigned hereby applies for a license in accordance with the provisions of Mass. General Laws, c.140 §181

BUSINESS/ORGANIZATION INFORMATION

Monica Fasano Vinegrass
Name of Applicant Business/Organization Name
P.O. Box 23 Yarmouth Port, MA 02675
Mailing Address of Business/Organization

Is this a Non-profit or For-profit Entity (Check the appropriate box) Yes No
If yes, proof of 501c3 must accompany this application

Monica Fasano 1
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Monica Fasano ~~66210~~ PO Box 23
Individual's Name Mailing Address Yarmouth Pt
MA 02675
Phone Number Email Address

EVENT INFORMATION

Saturday Oct 4, 2014
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 11am - 6pm Fundraiser

Truro Vineyards 11 Shore Rd N. Truro Event is: Indoor Outdoor Event
Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Kristen Roberts 11 Shore Rd N. Truro
Property Owner Name and Address Phone number

Seating Capacity: 500 Occupancy Number: 500

Name of Caterer (if applicable) Approximate number of people attending 350

If the event is catered please return Caterer Food Service Form to Health Agent at Fax # 508.349.5508

Will an admission fee be collected? Yes No

Will there be a One Day Alcohol License Yes No

Will there be Police Traffic Control? Yes No

If yes; you must also apply for a One Day Alcohol License

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: By Patron By Entertainers No Dancing

Music: Recorded Juke Box Live No Music

Number of Musicians & Instruments (Type) There are 6 small bands up to approx 4 musicians per band

Amplified System: Yes No

Shows: Theater Movies Floor Show Light Show
 No Show

Other: Video Games Pool/Billiard Tables (Please indicate quantity) _____

Applicant's Signature

I certify under the pains and penalties of perjury that the above information is true and that I will comply with all applicable regulations of the Town of Truro.

Monica Jasano
Signature

9/8/2014
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

License No _____

Board of Selectmen _____ Meeting Date _____

Police Department Kyle Takajian Date 9/18/14

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

TOWN OF TRURO

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

APPLICATION FOR PERMIT TO USE TOWN-OWNED PROPERTY

Applicant: MONICA RIZZO Email: _____
Group Affiliation (if Any): VINEGRASS
Mailing Address: PO BOX 23 City: YARMOUTH PORT State: MA Zip: 02675
Phone: _____ Cell Phone: _____

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

USE HEAD OF MEADOW PARKING TO SHUTTLE TO TRURO VINEGRASS

Town Property to be Used: HEAD OF MEADOW
Date(s) and Hours of Use: 10/4/2014 11-6 Day: _____

Applicant is responsible for obtaining all necessary permits and inspections (see page 2)

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. A fee of \$50.00 is to be submitted to the Town upon approval of the application by the Board of Selectmen.

Monica Rizzo _____ 9-16-14
Signature of Applicant Date

Action by the Board of Selectmen: _____ Date: _____

Approved as submitted

Approved with the following condition(s): _____

Disapproved with the following reason(s): _____

Signatures of the Board: _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

| | |
|--|---|
| Health/Conservation Agent Signature: <hr/> | Building Commissioner Signature: <hr/> |
| Comments/Conditions: Permits/Inspections needed: | Comments/Conditions: Permits/Inspections needed: |
| | |
| Police Department Signature: <i>Kyle Takajian</i> <hr/> | Fire Department Signature: <hr/> |
| Comments/Conditions: | Comments/Conditions: |
| | |
| DPW Signature: <hr/> | Harbormaster Signature: <hr/> |
| Comments/Conditions: | Comments/Conditions: |
| | |
| Recreation & Beach Director: <i>Kelly Clark</i> <hr/> | OTHER: <hr/> |
| Comments/Conditions: <i>none</i> | Comments/Conditions: |

From: Monica Rizzio
To: ntudor@truro-ma.gov
Date: 09/16/2014 01:56 PM
Subject: Re: Vinegrass Parking

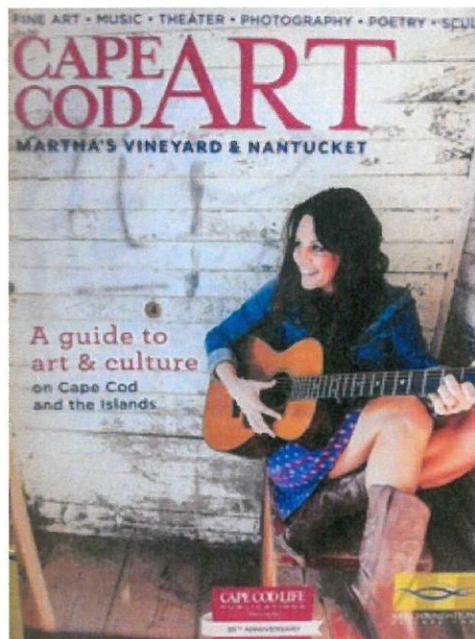
Hi Nicole,

We're still waiting on confirmation and pricing from 2 other shuttle companies. We can't imagine that it would be more than 100 cars max! I hope that helps.

Support Live Music,

[Monica Rizzio & Old Kings Highway](#)
[West Bend Music](#)
[VineGrass](#)

"Opportunity doesn't knock, it presents itself when you beat down the door"





TRURO ACCOUNTING DEPARTMENT

Memo

To: Nicole Tudor
From: Trudi Brazil
Date: 19 September 2014
Re: Request for Consent Agenda addition BOS 23 September 2014 meeting

Nicole,

I respectfully request that the Board of Selectmen approve a transfer of \$35,519.00 from the encumbered Reserve for Transfer account established by Article #11 ATM 4.30.2013 "Fire Department Personnel and Staffing Plan" to the Board of Selectmen Purchase of Service – Consultant Services account. Transferred funds will be used to pay invoices rendered by Municipal Resources, Inc. for the duration of the existing contract.

Thank you for your attention to this request. Please let me know if additional information is required

To: Jay, Jan, Paul, Bob and Bob
From : Maureen
Re: 9/23/14 agenda item
Date: 9/17/14

I have attached some information relevant to our agenda item which is basically asking the Board of Selectmen to support the town of Chatham in responding to the National Fish and Wildlife Service via public comment. There will be a draft form letter in your packets.

I have printed out the material because Nicole was unable to open the links I had sent (link was imbedded within an online document). If you are unfamiliar with the issue or have trouble visualizing the contested area I think the Question and Answer pages will be helpful.

Thank you.

Maureen



U.S. Fish & Wildlife Service

Monomoy

National Wildlife Refuge | Massachusetts

A UNIT OF THE
National Wildlife
Refuge System

Comprehensive Conservation Planning



The purpose of a comprehensive conservation plan (CCP) is to guide refuge management over the next 15 years. The plan includes goals, objectives, and strategies for refuge programs, and details the combination of actions we will implement to protect

species, manage habitats, and support compatible, public recreational and other uses.

Latest News in Developing the Monomoy NWR CCP

*****UPDATE: Comment Period Extended through October 10, 2014; Additional Open House Added on September 17*****

In response to requests from local residents, and town, State, and Federal officials, we have extended the public comment period on the draft comprehensive conservation plan (CCP) and environmental impact statement (EIS) for Monomoy National Wildlife Refuge (NWR) through October 10, 2014. This extension will give the public, including local summer residents, additional time to learn about and review the document and provide meaningful input on the draft plan. We look forward to receiving your comments, which will be instrumental in developing our final plan (see below for where to send written comments).

As part of the comment period extension, we will also be holding an additional open house on September 17, 2014. At the open house, the public will have the chance to meet one-on-one with refuge staff and discuss questions on the draft plan.

Draft Plan Released for Public Comment

We are pleased to announce the release of a draft CCP/EIS for Monomoy NWR for public comment. The draft CCP/EIS presents three alternatives for managing the refuge. The Service's preferred alternative (alternative B) emphasizes managing refuge habitats to benefit federally listed species, enhancing public use opportunities, and protecting wilderness values.

[Click here to download the chapters, appendixes, and executive summary of the Monomoy NWR draft CCP/EIS.](#)
[\(/refuge/Monomoy/what_we_do/draftccp.html\)](#)

We will accept comments on the draft CCP/EIS through October 10, 2014, including via emails, letters, and faxes, or by formal statements made at the public hearing. To submit written comments, request a copy of the plan on CD-ROM, or obtain additional information, contact Libby Herland, Project Leader, Eastern Massachusetts National Wildlife Refuge Complex; mailing address: 73 Weir Hill Road, Sudbury, MA, 01776; phone (978) 443-4661 ext. 11; fax (978) 443-2898; email: northeastplanning@fws.gov ([mailto:northeastplanning@fws.gov?subject=Monomoy NWR](mailto:northeastplanning@fws.gov?subject=Monomoy%20NWR))(Please put "Monomoy Refuge" in the subject line).

We have added an additional open house on September 17. Both written and oral comments will also be collected at the public hearing. The location of this meeting is fully accessible.

Open Houses

Date: Wednesday, September 17, 2014 (New Addition)

Time: 3:00 pm to 7:00 pm

Location: Chatham Community Center

702 Main Street

Chatham, MA

Public Hearing

[Click here to read the transcripts from the June 17, 2014 public hearing on the draft comprehensive conservation plan for Monomoy NWR.](#)
([/uploadedFiles/hearing transcript061714.pdf](#))

Frequently Asked Questions: Refuge Boundary

We understand that there have been some questions about the refuge boundary. At the link below, you can find clarification about refuge lands and the jurisdiction of the U.S. Fish and Wildlife Service. [Click here to download the Q&A on boundary jurisdiction.](#)
([/uploadedFiles/MonomoyQABoundary_Jurisdiction6_3_2014.pdf](#))

Other Plans

- [Wilderness Character Monitoring - Final](#)
([/uploadedFiles/Region_5/NWRS/North_Zone/Eastern_Massachusetts_Complex/Monomoy/MonomoyWildernessCharacterReport.pdf](#))
(pdf - 1.81MB)
- [Alternative Transportation Study - Final](#)
([/uploadedFiles/Region_5/NWRS/North_Zone/Eastern_Massachusetts_Complex/Monomoy/Monomoy_AlternativeTransStudy.pdf](#)) (pdf - 8.65MB)

Page Photo Credits — John Heinz city refuge - USFWS, Great Swamp credit: USFWS, Credit: USFWS

Last Updated: Aug 20, 2014



U.S. Fish & Wildlife Service

National Wildlife Refuge System

[Notices](#)

[Accessibility](#)

[Disclaimer](#)

[Privacy](#)

[FOIA](#)

Department of the Interior (<http://www.doi.gov/>)

USA.gov (<http://www.usa.gov/>)



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

September 18, 2014

Ms. Libby Herland, Project Leader
Eastern Massachusetts National Wildlife Refuge Complex
73 Weir Hill Road
Sudbury, MA 01776

RE: Monomoy Refuge Draft CCP/EIS

Dear Ms. Herland:

The Board of Selectmen of the Town of Truro is responding to the request of the US Fish and Wildlife (FWS) for public comment regarding the Monomoy National Wildlife Refuge (MNWR) Draft Comprehensive Conservation Plan and Environmental Impact Statement (CCP/EIS). Though the MNWR solely lies within the borders of the Town of Chatham, the lands and waters surrounding the MNWR are utilized by all Cape communities. These areas have provided vital fishing grounds for local commercial fishermen as well as important recreational opportunities for generations of Cape Cod residents and visitors.

Among many other issues, the draft CCP/EIS contains two major and troubling assertions concerning the re-defining of ownership and jurisdiction over certain lands and waters adjacent to the MNWR. If implemented, these changes would have a substantial adverse effect on Chatham and its citizens and would likely cause reverberating effects throughout all the Cape communities.

First, the FWS has laid claim to 717 acres of Chatham-owned land know as South Beach. If left unchallenged, those activities which are currently allowed and enjoyed by ALL Cape visitors will be greatly restricted as these lands would now be managed as a federal Wilderness Area. Picnicking, jogging, kite flying and various other beach sports are only a few of the recreational activities that have been enjoyed by the public for many years on South Beach but would now be prohibited under the recommendations of the draft CCP/EIS. We respectfully support Chatham in its claim of their continued ownership and management over all of South Beach.

Second, the FWS now asserts jurisdiction over more than 4,000 acres of waters and submerged lands of Nantucket Sound within the area referred to as the Declaration of Takings (DOT). For hundreds of years, Chatham shellfishermen and Cape Cod fishermen have traditionally harvested fish and shellfish from these waters under the oversight and enforcement of state and local regulations. Both the local and state authorities have historically and successfully managed these fisheries in a sound and sustainable manner.

We are disappointed to read that the FWS now claims jurisdiction over these waters and proposes to prohibit many of the traditional harvesting methods undertaken within these areas; the bounties of which are shared in restaurants and markets throughout the Cape. These fisheries have been properly managed for decades and they contribute to the job security of year-round fishermen and shellfishermen which in turn benefits the economic stability of all of Cape Cod. We, therefore, respectfully support Chatham's contention that both local and state authorities maintain management over the shellfishing and fishing activities within the DOT and we DO NOT support the FWS unfounded claim of jurisdiction of these waters.

The Town of Chatham has indicated that they are willing to work with the FWS to resolve these issues in a manner that respects the interests and mission of the FWS and the wilderness character of the lands. However, these efforts must recognize the continued management and rights presently held by both the Town and the Commonwealth. We support Chatham's position and would urge you to reconsider those proposals that dramatically alter the historical boundary delineations, and work cooperatively with Chatham prior to the issuance of a final CCP/EIS.

Thank you.
Sincerely,

Jay Coburn, Chairman

Paul Wisotzky, Vice-Chairman

Janet W. Worthington, Clerk

Robert Weinstein

Maureen Burgess
Board of Selectmen
Town of Truro

Cc: Senator Elizabeth Warren Senator Edward Markey
Representative William Keating State Senator Dan
Wolf

State Representative Sarah Peake Chatham Board of
Selectmen



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

MEMO

To: Board of Selectmen

From: Nicole Tudor, Board of Selectmen Secretary *N.T.*

Date: September 18, 2014

Re: Town Administrator Report : Correspondence from Sandy Stapczynski, HRS Consulting

The following is a time table of recent emails from Sandy Stapczynski of Human Resource Services Consulting with the attached emails.

1. September 10, 2014 – Bob Lawton to Sandy Stapczynski 1:19PM
2. September 10, 2014 – Sandy Stapczynski to Bob Lawton 1:15PM {Time on email is not correct}
3. September 10, 2014 – Bob Lawton to Sandy Stapczynski 1:56PM {Time on email is not correct}
4. September 10, 2014 – Sandy Stapczynski to Bob Lawton 1:48PM {Time on email is not correct}
5. September 11, 2014 – Sandy Stapczynski to Bob Lawton 11:01AM
6. September 15, 2014 – Sandy Stapczynski to Bob Lawton 3:13PM

From: Robert Lawton [mailto:rlawton@truro-ma.gov]

Sent: Wednesday, September 10, 2014 1:19 PM

To: Sandy Stapczynski

Cc: Charleen Greenhalgh

Subject: Job Descriptions

Email #1

Sandy: I didn't get your update in time for the Selectmen meeting last night so I told them, based upon your prior email, that we would be receiving the revised descriptions this week. Can you confirm that we will receive them before the end of this week?

I have to do another update for 9/16 so dependent upon whose court the ball is in I will update one where the Departments are or you can give me new submission dates.

Thanks, Bob

From: Sandy Stapczynski [mailto:hsrcsconsulting@comcast.net]

To: 'Robert Lawton' [mailto:rlawton@truro-ma.gov]

Cc: 'Charleen Greenhalgh' [mailto:asstownadm@truro-ma.gov]

Sent: Wed, 10 Sep 2014 13:15:51 -0500

Subject: RE: Job Descriptions

Email #2

Hi Bob,

I'm working hard to get everything done for you. I thought I sent you an update? But I can pull together another memo update with some specific dates for completion of everything.

Thanks,

Sandy

Sandy Stapczynski, President

Human Resources Services, Inc.

9 Bartlet Street, Suite 186

Andover, MA 01810

Voice: 978-474-0200

Cell: 978-430-2061

Fax: 978-475-7925

Email: hsrcsconsulting@comcast.net

Webmail | Kerio Connect 7.4.3

<http://mail.truro-ma.gov/webmail/mailView.php?desktop=mailView.p...>

From: Robert Lawton <rlawton@truro-ma.gov>

To: Sandy Stapczynski <hsrcsconsulting@comcast.net> **Cc:** 'Charleen Greenhalgh' <asstownadm@truro-ma.gov>

Date: 09/10/2014 01:56 PM

Subject: RE: Job Descriptions

Sandy: The note you sent on 9/5 indicated that you were putting together an update over the weekend. I may have misunderstood. A revised note with dates would be good.

Thanks, Bob

Email # 3

From: Sandy Stapczynski <hrsconsulting@comcast.net>
To: 'Robert Lawton' <rlawton@truro-ma.gov>
Date: 09/10/2014 01:48 PM
Subject: RE: Job Descriptions

o.k., will do that today. Sorry about that.... J

Sandy Stapczynski, President
Human Resources Services, Inc.
9 Bartlet Street, Suite 186
Andover, MA 01810
Voice: 978-474-0200
Cell: 978-430-2061
Fax: 978-475-7925
Email: hrsconsulting@comcast.net
Web: www.hrsconsultinginc.com

Email #4

From: Sandy Stapczynski <hrsconsulting@comcast.net>
To: rlawton@truro-ma.gov Cc: 'Charleen Greenhalgh' <asstown@truro-ma.gov>, ntudor@truro-ma.gov
Date: 09/11/2014 11:01 AM
Subject: job descriptions

Hi Bob,

It will most likely be this weekend that I send you all the job descriptions. Thank you for your patience.
Sandy

Sandy Stapczynski, President
Human Resources Services, Inc.
9 Bartlet Street, Suite 186
Andover, MA 01810
Voice: 978-474-0200
Cell: 978-430-2061
Fax: 978-475-7925

Email #5

From: Sandy Stapczynski <hrsconsulting@comcast.net>
To: ntudor@truro-ma.gov, rlawton@truro-ma.gov, 'Noelle Scoullar' <nscoullar@truro-ma.gov>, 'Charleen Greenhalgh' <asstown@truro-ma.gov>, 'Charleen Greenhalgh' <asstownadm@truro-ma.gov>
Date: 09/15/2014 03:13 PM
Subject: job descriptions update

Hello everyone,

Will be getting the job descriptions to you this week. I apologize for the delay, I had a family emergency. I'll be sending you things throughout the week, including a pay/class plan with a cost-out that we have been working on. Bob, I will also send you a project update for the Selectmen as you requested. Thank you for your great patience. We are all working hard on your project.

Best,
Sandy

Email #6

Sandy Stapczynski, President
Human Resources Services, Inc.
9 Bartlet Street, Suite 186
Andover, MA 01810
Voice: 978-474-0200
Cell: 978-430-2061
Fax: 978-475-7925
Email: hrsconsulting@comcast.net