



Truro Select Board Hybrid Meeting

Tuesday, February 25, 2025

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

REGULAR MEETING

<https://us02web.zoom.us/j/84720782445>

1-646-931-3860 Meeting ID: 847 2078 2445

Office of Town Clerk

3:54pm
FEB 21 2025

Received TOWN OF TRURO
By: *na*

This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To provide comment during the meeting please call-in at 1-646-931-3860 and enter the following access code when prompted: 847 2078 2445 or you may join the meeting from a computer, tablet or smartphone by entering the follow URL into your web browser; <https://us02web.zoom.us/j/84720782445>**

Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comments so that you may be heard clearly. We ask that you identify yourself when calling in to help us manage multiple callers effectively.

Estimated Start Time

**All start times are approximate. Items may be taken out of order at the discretion of the Board and agenda items may require more or less time than allocated, resulting in changes to the approximate schedule.*

5:00pm **1. PUBLIC COMMENT**

5:15pm **2. PUBLIC HEARINGS**

A. Public Hearing on Proposed Changes to the Pamet Harbor Fee Schedule and Skiff Regulation Changes

5:25pm **3. INTRODUCTION TO NEW EMPLOYEES - NONE**

5:25pm **4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS - NONE**

5. STAFF/COMMITTEE UPDATES

5:25pm A. Zoning Task Force Quarterly Update

Presenter: David Bannard, Zoning Task Force Chair

A quorum of the Zoning Task Force may be present

5:40pm B. Energy Committee Update on Annual Town Meeting 2025 and Possible Select Board Vote

Presenter: Brian Boyle, Energy Committee Co-Chair

5:55pm C. Ad Hoc Building Committee for the Future Public Works Facility Update and Recommendation to the Select Board and Possible Select Board Vote

Presenters: Michael Cohen & Bob Higgins-Steele, DPW Ad Hoc Building Committee Co-Chairs, and Jarrod Cabral, DPW Director

6:15pm D. Environmental Monitoring and Testing Update for Town Hall Hill Site and Transfer Station

Presenter: Jarrod Cabral, DPW Director

6. TABLED ITEMS - NONE

7. SELECT BOARD ACTION

- 6:25pm A. Discussion and Possible Vote of Search Process for Town Manager and Updates to Policy #63, Select Board's Powers of Appointment
Presenter: Susan Areson, Chair
- 6:50pm B. Authorization to Enter into Contract Amendment Agreement with Weston & Sampson for the DPW Facility Schematic Design Plans
Presenter: Jarrod Cabral, DPW Director
- 6:55pm C. Discussion and Possible Approval of Waiver of Policy 35: Town Manager's Powers of Appointment for Town Clerk Appointment
Presenter: Kelly Clark, Assistant Town Manager
- 7:05pm D. Discussion and Possible Approval of Revised Policy 66: Communications
Presenter: Susan Areson, Chair
- 7:10pm E. Discussion and Possible Approval of Policy 35: Town Manager Powers of Appointment
Presenter: Kelly Clark, Assistant Town Manager
- 7:15pm F. Review and Approve 2025 Annual Election Date and Revised Annual Municipal Calendar
Presenter: Kelly Clark, Assistant Town Manager
- 7:20pm G. Review and Approve Letter to Governor Healy Regarding Closure of the Pocasset Mental Health Center
Presenter: Susan Areson, Chair

7:25pm **8. REPORTS**

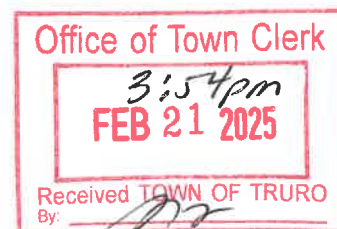
- A. Select Board Reports
- B. Town Manager Report

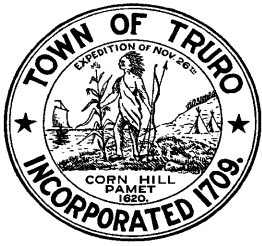
7:45pm **9. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature: Captain's Choice-Seasonal Entertainment License
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2025 Seasonal Business Licenses: Top Mast Café-Common Victualer; Captain's Choice-Common Victualer
- D. Review and Approve Select Board Meeting Minutes: Regular Meeting Minutes of 10-17-24 and 01-14-25

7:55pm **10. NEXT MEETING AGENDA**

Executive Session, Work Session and Special Meeting: March 4, 2025; Executive Session and Regular Meeting: March 11, 2025





Agenda Item: 2A

TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Pamet Harbor Commission

REQUESTOR: Noelle Scoullar, Executive Assistant, on Behalf of Tim Silva, Chair of the Pamet Harbor Commission

REQUESTED MEETING DATE: February 25, 2025

ITEM: Public Hearing to Amend the Pamet Harbor Commission Regulations to Increase Fees and Add Skiff Regulations

EXPLANATION: The Pamet Harbor Commission is proposing new fees and is adding skiff regulations to their Pamet Harbor Rules and Regulations. Pamet Harbor Commission Chair Tim Silva and Harbormaster Tony Jackett will be present to provide details on the proposal.

FINANCIAL SOURCE (IF APPLICABLE): Fees go to Receipts Reserved for Appropriation

IMPACT IF NOT APPROVED: Current fees will continue to be charged, and no skiff regulations will be posted.

SUGGESTED ACTION: *Motion to Approve the Proposed Changes to the Pamet Harbor Rules and Regulations.*

ATTACHMENTS:

1. Public Hearing Notice
2. Minutes from December 19, 2024 meeting
3. Red-lined Pamet Harbor Rules and Regulations

**SELECT BOARD
PUBLIC HEARING
PAMET HARBOR FEE SCHEDULE**

The Truro Select Board will hold a public hearing on **TUESDAY, FEBRUARY 25, 2025, AT 5:00 P.M.** at the Truro Town Hall, 24 Town Hall Road, Truro, and remotely via Zoom: <https://us02web.zoom.us/j/84720782445> or dial in using your phone: 1-646-931-3860 Meeting ID: 847 2078 2445, at which time proposed changes to the Pamet Harbor fee schedule and Skiff regulation changes will be discussed. Comments from the public will be heard, and all interested parties are urged to attend.

Susan Areson, Chair
Truro Select Board

Published: Provincetown Independent,
February 6 and February 13, 2025

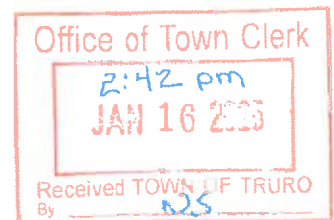
Pamet Harbor Commission – Draft Minutes

December 19, 2024

2 pm, Town Hall

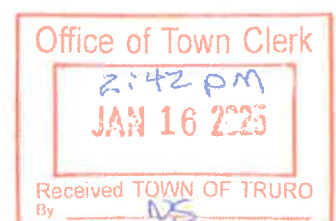
Present: Tim Silva - Chair, Scott Donelly - Member, Dave Crocker – Vice-Chair, Harbormaster Tony Jackett, Assistant Town Manager Kelly Sullivan-Clark

- 1. The Chair called to meeting to order.**
- 2. Kelly spoke in detail about the current and future dredging opportunities and challenges. Dredging is permissible until January 31. We could probably get an extension is dredging is either in progress or imminent. She is working with Matt Creighton from BSC group on a new ten-year permit. We also need a small amendment to our five-year water quality permit. She has looked into hiring an independent dredging contractor in case Barnstable County Dredging cannot get to Truro in time. If a mechanical dredge is used, they will likely cost double what the county dredge would cost, and the cost of dewatering the spoils would be added to that. Our permit does not allow for disposal of dredge spoils, only beach nourishment. There are three barriers to mechanical dredging. Permitting is not in place, time-of year restrictions, and the procurement process can take time. Procurement would be faster if the total cost is under \$50,000. Tony said that just dredging the harbor approach would be a waste of time and money. Our ten-year permit expires in 2029. Bourne took five years to obtain permit approval. De-watering would require Health and Conservation Commission approval.**
- 3. The Board discussed harbor fee increases and will forward the following recommendations to the selectboard:**
 - Basin moorings from \$385 to \$425**
 - Shallow moorings from \$265 to \$290**
 - Rule #26 mooring rentals (monthly) from \$205 to \$230**
 - Small boat line from \$100 to \$110**
 - Seasonal ramp from \$180 to \$200**
 - Kayak seasonal rack from \$100 to \$110**
 - Rental Mooring from \$30 to \$40/day**
 - Commercial Hauler from \$775 to \$850**
 - Commercial single launch from \$70 to \$85**
 - Skiffs from \$40 to \$50**
- 4. The Board discussed Skiff regulation changes and will recommend the following changes: Painters shall be between 3/8" and 1/2" in diameter and between 12' and 15' in length. Skiffs will have a maximum length of 10'. No metal or inflatable skiffs will be allowed. No motors on skiffs will be allowed.**



5. Scott discussed harbor signage.
6. Dave discussed the John Bloom plaque.
7. October 31, 2024 minutes were approved. Additionally, Tim resubmitted the previously approved June 20, 2024 minutes for inclusion on the Pamet Harbor Commission section on the town website.
8. The next meeting will be January 16, 2025.
9. The meeting adjourned.

Tim M D P
PHC Chair 1/14/25





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

PAMET HARBOR RULES AND REGULATIONS

Definitions

For the purpose of these rules and regulations, the following definitions shall apply;

- A. Mooring shall mean the actual block, weight, or physical structure to which lines or chains are affixed and rests on the sea floor.
- B. Moor shall mean the act of tying off or affixing a vessel to a fixed point, including but not limited to, a block, pier, float, or any other object capable of securing vessel from moving.
- C. Personal watercraft shall mean a vessel propelled by a water jet, pump, or other machinery as its primary source of motor propulsion, which is designed to be operated by a person sitting, standing, or kneeling on the vessel rather than being operated in the conventional manner by a person sitting or standing inside the vessel (323 CMR 4.02)
- D. Shallow water area shall mean the tidal area north of the channel.
- E. Deep water area shall mean the basin area south of the channel.
- F. Space shall refer to the designated area to which a vessel moors, i.e., the mooring space.

Rules

- 1. Violations of any of these rules or regulations will be subject to a maximum fine of \$50.00 for each offense, with the possibility of loss of mooring privileges, unless covered under other laws or regulations.
- 2. Absolutely no wake in the anchorage or mooring area. Speed not to exceed 5 mph, or the minimum speed required for steerage, whichever is less, from the entrance jetties, throughout the inner harbor, and up the Pamet River and its branches.
- 3. No swimming, SCUBA diving, snorkeling, or windsurfing in any of the Pamet's navigable waters and channels, unless prior approval of the harbormaster is granted.
- 4. Personal watercraft may only use the marked channels of the Pamet from the launching ramp through the jetties as a means to exit or enter the harbor.
- 5. Launching or recovering of any craft over any fence or guardrail in the harbor area without permission from the harbormaster is prohibited.
- 6. Boats must not be moored, or at anchor, in any channel or passage so as to interfere with the operation of the launching ramp area.

7. No one will be permitted to place or maintain a mooring within Pamet Harbor except in accordance with, and fully subject to, these rules & regulations. All moorings must be placed under the supervision of the harbormaster. Moorings placed without the harbormaster's prior approval are subject to being moved on his order. Failure to do so will result in forfeiture of the mooring space. Any charges incurred by the harbormaster in moving the mooring shall be enforced by the Town against the mooring owner, as per MGL Ch. 91 Sec. 10A, Ch. 102 Sec. 21,24,& 28.

8. All boat owners will be limited to one mooring space, and that mooring space may only be used by the mooring owner or by persons approved in advance by both the owner and the harbormaster. The subleasing of any mooring, or space, will not be allowed.

9. All permits to moor or launch a boat or float in the Pamet Harbor will be for a specific boat or float, and only that boat or float, and only for the time period specified on the permit. All permits must be paid for in advance. Each boat and dingy must display its permit in a clear and visible manner.

9a. Pamet Harbor shall have two distinct seasons; a boating season, and an off season. The boating season commences on April 1st and ends on November 14th. All floats are to be placed in the Harbor by June 10th. By November 15th, all floats are to be removed from the basin and tackle marked with a buoy with the owner's name on it. Accordingly, all buoys in the shallow area are to be removed and replaced with a six inch net buoy with an assigned number. The removal of the floats and buoys are the responsibility of the mooring holder. Persons located in the basin area and wishing to upgrade will be placed on the top of the waiting list. Any float space which becomes available will be occupied in accordance with rule 13.

10. No mooring can be placed, or occupied, until the harbormaster has verified that the proper fee has been paid and a copy of the current boat registration is on file with the harbormaster. No boat shall be placed on any mooring unless the current registration sticker issued by the harbormaster is properly displayed.

11. Mooring owners shall be fully and exclusively responsible for maintaining their moorings, floats, and associated equipment and gear in good, safe, and serviceable condition.

12. The transfer of boats between moorings will not be permitted, except on specific approval of the harbormaster. In emergencies, however, the Town, (harbormaster, police, fire department), may move, or cause to be moved, any boat from its mooring to any other mooring place for the purpose of safety, specifically in the interest of the boat owner(s).

13. There shall be composed a Pamet Harbor mooring waiting list. The order of the list is determined by date of placement on the list, except for those previously placed on the basin waiting list by lottery conducted in 2002. These lottery participants shall have seniority over all others waiting for basin moorings, regardless of the dates they were placed on the list. A person need not hold a shallow water mooring to qualify for a basin mooring, but must be on the list and meet other requirements as stated below. All individuals who wish to remain on the waiting list must submit the required \$10.00 fee by June 30th of each year. Failure to respond shall result in the removal of the subject's name from the waiting list. This fee will be an annual fee required to

remain on the list. There will be a late fee period from July 1st – July 31st during which time failure to pay the required fee will result in a late fee of \$25.00. Failure to pay the waiting list fee by August 1st will result in removal from the list.

When a deep water spot opens up, (or one side of a float), the owner will then have the opportunity to choose from the first ten (10) people on the waiting list, and must do so within two (2) weeks from notification by the harbormaster. The person chosen must accept / decline within one (1) week. If the current float owner does not want any of the top ten (10) people, the float owner will then forfeit his / her mooring space and be required to leave the Harbor within seven (7) days. The person chosen from the waiting list, who accepts the deep water spot as outlined, will be required to provide proof of property damage and liability insurance to the float owner and harbormaster.

When a person from the shallow water moves to the deep water, the next person on the waiting list without any mooring will move to the new vacant mooring in the shallow water mooring field. If that person refuses the spot, he / she may remain on the waiting list, and the next person on the waiting list will be offered the vacant mooring.

The only exception to the waiting list policy will be if an owner gives his / her side of the float or mooring to an immediate family member which includes spouse, son, daughter, father, mother, brother or sister. A signed and notarized letter from the current owner authorizing the transfer will be required, and must be delivered to the harbormaster in order to take effect. No other exceptions will be permitted.

When a space becomes available in the tidal mooring area, the following procedure will take place; Prior to referring to the waiting list, the harbor master will inquire of those currently moored in the tidal area if they have any interest in moving into the newly vacated space. For example, if a space becomes available in the tidal area, those currently in the tidal area will have first preference of that tidal mooring before someone from the waiting list is issued a spot. The desire of a mooring holder to upgrade will be indicated on the mooring renewal form at the beginning of the season.

14. During the boating season, the mooring holder must use the mooring for a minimum of thirty (30) days. The time frame for this use requirement shall be between May 1 and November 1. For the purpose of complying with the thirty day use requirement, only the boat registered to the mooring, or float, will qualify.

14a. In the event a mooring holder fails to use his / her mooring for thirty (30) days during the season, or forfeits it as outlined in paragraph 13 above, the mooring owner: (a) may sell the mooring tackle to the next person assigned the same mooring space, or (b) must remove the mooring tackle within seven (7) days of being told to do so by the harbormaster. If the mooring tackle is not removed as directed, it shall be deemed to be abandoned and shall be removed by the harbormaster and such expense to be endured by the owner.

15. As stated in MGL Ch. 91 Sec. 10a, and Ch. 102 Sec.24, any vessel, unauthorized mooring or object constituting a hazard to navigation, and any vessel or object improperly secured, swamped, sunk, washed ashore or found in a restricted area, may be removed or relocated by or at the direction of the harbormaster. The expense of such removal or relocation, and any liability incurred

thereof, shall be the responsibility of the owner.

16. No pulpits or bow extensions are permitted on boats moored in the harbor. All exposed, elevated, or hazardous engine propellers and skegs will be covered so as to prevent damage to other boats. Engine propellers and skegs as used in this paragraph include those on outboard motors and I/O drives. The adequacy of covers used may be determined by the Harbor Master.

17. Use of harbor facilities will be at the owner's risk, including any sharing of float and mooring tackle. See paragraph 13 for additional insurance requirements.

18. No vessel, mooring or other object may be abandoned, sunk, or placed where it may constitute a hazard to navigation or other boats in the harbor.

19. A mooring plan of the Pamet harbor basin shall be maintained by the harbormaster. The harbormaster shall allow for the mooring of up to sixty-two boats in the Basin, a tidal basin measuring approximately 500' x 200' and bordered on the south by the inlet to Eagles Neck Creek, on the north by the channel of the Pamet inlet, on the east by the state boat ramp and the Pamet Yacht Club, and on the west by tidal marshlands of the Conservation Trust. The sixty-two boats shall be held by thirty-one mooring anchors, each one anchoring a rafting of two boats side by side. No two boats shall be moored on the same mooring, unless on a float, and no more than two boats shall be moored on one float. All floats and moorings shall be individually and positively identified (a) for floats; by displaying the owner's name and float number on the top of the surface of the float near the end, (b) for moorings; by attaching a tag engraved with the owner's name to the top of the mooring.

In the basin, each mooring must be situated a minimum of 55' from a neighboring mooring, and no moored boat shall exceed 28' in overall length (including bow and stern extensions - pulpits, swim decks, etc.) and no rafting float shall exceed a size of 24' x 4'6".

The only type of mooring anchor allowed shall be a concrete block. No mushroom or helical type screw shall be allowed, nor any automotive parts as radiators, engine blocks, or cement filled tires. Acceptable concrete blocks must not exceed 24" in height, but must have a minimum weight of 900 pounds for basin moorings, and 600 pounds for shallow water moorings.

In the basin, the length of anchoring chain must be twenty (20) feet, +/- one (1) foot, with the exact length being determined by a consultation of the respective boater and the harbormaster as to the specific basin location of the mooring. The chain used shall be five-eighths (5/8) inch. [*Note:#19 Amended January 29, 2013 & February 26, 2013*] No pennant from the buoy to the boat shall exceed three (3) feet, except with the specific permission of the harbormaster. Winter spar buoys shall float upright at all times and have a length deemed reasonable to locate the mooring without fouling the prop of a vessel underway in the basin. If the harbormaster determines that a mooring is insufficient for securing the boat, or is improperly rigged, the harbormaster shall notify the owner to correct the situation. Failure to do so within a time limit fixed by the harbormaster will result in the forfeiture and removal of the mooring as outlined in Massachusetts General Laws, Chapter 102.

The initial assignment of mooring space was originally based upon the sixty-two boaters moored

in the basin as of October 15, 1995. Subsequent to that date, there is no association of the mooring right with property ownership. When a property (boat, float, cement anchor, chain, etc.) is transferred, there shall be no promise made of the right to a mooring space going with it. Instead, the vacated space shall be assigned in accordance with the waiting list policy and these rules and regulations.

Any dispute on the assignment of mooring space by the harbormaster may be appealed in the following order: 1) directly to the Truro Town Administrator, 2) to the Truro Board of Selectmen, and 3) to the State Division of Waterways.

20. All moorings and tackle are to be inspected for wear every two (2) years by an individual chosen from the list of approved divers, or the harbormaster, as set forth by the Pamet Harbor Commission or the harbormaster. Documentation for such inspection shall be recorded with the harbormaster. Owners name to be marked on the mooring block.

21. In the shallow water mooring field, all mooring balls are to be 12", white with a blue stripe, and marked with the mooring number in 3" or larger black letters.

22. In the shallow water mooring field, all mooring lines shall consist of the following; a maximum of three (3) feet of 3/8" or 2" chain (depending on the size of the vessel), and a maximum of twelve (12) feet of 5/8" or 3/4" line.

23. The discarding of dead fish within the harbor, or beach area is discouraged.

24. No vessel shall be allowed to tie up at the town float in a manner as to hinder access without prior approval of the harbormaster.

25. Unless prior arrangements have been made with the harbormaster, all mooring fees must be paid by June 30th. A \$100.00 late fee will be added to all mooring fees paid after June 30th .

26. The following plan was designed to allow an individual to use a float on a short term basis when it is unoccupied by the float owner. An individual wishing to use a float must follow the rules listed below and **MUST HAVE PERMISSION FROM THE HARBORMASTER PRIOR** to using the float. Said individual must:

- A. Receive permission of float owner and harbormaster;
- B. Pay the required fee to the Town of Truro for use of the float; (an individual upgrading in the same mooring field will not be subject to the additional charge.)
- C. Sign a "Hold Harmless Agreement" releasing the Town and the float owner from any responsibility for any damage to vessels or property while float is being used;
- D. Notify the harbormaster of the dates he wishes to use the float;
- E. Sign a condition of use form;
- F. Vacate the float immediately upon request of the harbormaster and/or the float owner;
- G. Be responsible for maintaining a secure mooring and lines at all times and be responsible for damage or injury caused by his/her vessel.

Use of floats may be limited to thirty days continuous use.

All float owners and renters must still comply with the Pamet Harbor Rules and Regulations, including the thirty day rule, unless waived by the harbormaster. They will provide the harbormaster with the dates the float is expected to be used.

Float owners are required to give at least three days' notice to individual who must vacate the float.

The rules regarding subleasing of floats or moorings will be strictly enforced. Any violations of the above rules may be considered as grounds for removal from the mooring field and/or wait list.

The Town will install four moorings to be rented on a daily/weekly basis. During periods in which these moorings are unoccupied, the Transient Use Program may be implemented.

27. The Town will have two dinghies available for public use. The boats are used at the users own risk. These boats must be returned to their mooring location and not left on the mooring or float of said user.

28. (a) A Waterways User Permit shall apply to all vessels on moorings, slips, docks, rack storage, launching ramps, piers or floats. Waterways User Permits are calendar year permits and expire on 31 December. For vessels attached to a current mooring permit, the Waterways User Permit will be included within the mooring permit with no additional decal issued. For all other vessels the Waterways User Permit can be obtained at the Office of the Harbormaster. The Waterways User Permit decal shall be affixed to the portside of the vessel adjacent to the registration decal.

(b) The following are exempt from the Waterways User Fee.

1.) State agencies, County Dredge vessels, municipalities and the U.S. Coast Guard.

NOTE Waterways User Permit Fee is in addition to the mooring permit fee.

29. Painters coming off of skiffs shall be between 3/8" and 1/2" in diameter and between 12' and 15' in length. Skiffs will have a maximum length of 10'. No metal or inflatable skiffs will be allowed. No motors on skiffs will be allowed.

These regulations were amended by the Select Board at duly held public hearings on January 29, 2013; February 26, 2013; March 17, 2015; and February 13, 2018; March 22, 2022; February 25, 2025

Copies of the Rules and Regulations may be obtained at the Truro Town Hall, 24 Town Hall Road, P.O. Box 2030, Truro, MA 02666.



Robert Weinstein, Chair



Kristen Reed, Vice Chair



Susan Areson, Clerk



Stephanie Rein



John Dundas
Select Board
Town of Truro

PAMET HARBOR FEES

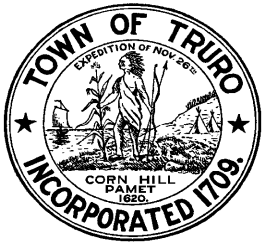
*** (Daily Fees with Waterway Fee Included) ***		
	Resident and Non-Resident Fee	Total Fee
Kayak Launch	\$7 + \$3 =	\$10.00
Ramp	\$10 + \$10 =	\$20.00

** (Fees with Waterway Fee Included) **				
	Resident Fees	Fee Total	Non-Resident Fees	Fee Total
Mooring Basin	\$385 \$425 + \$25 =	\$410.00 \$450.00	\$385 \$425 + \$75 =	\$460.00 \$500.00
Mooring Shallow	\$265 \$290 + \$25 =	\$290.00 \$315.00	\$265 \$290 + \$75 =	\$340.00 \$365.00
Unused Mooring - Rule #26	\$205 \$230 + \$25 =	\$230.00 \$255.00	\$205 \$230 + \$75 =	\$280.00 \$305.00
Small Boat Line	\$100 \$110 + \$25 =	\$125.00 \$135.00	\$100 \$110 + \$75 =	\$175.00 \$185.00
Seasonal Ramp	\$180 \$200 + \$50 =	\$230.00 \$250.00	\$180 \$200 + \$100 =	\$280.00 \$300.00
Kayak-Seasonal Rack	\$100 \$110 + \$10 =	\$110.00 \$120.00	\$100 \$110 + \$30 =	\$130.00 \$140.00
Kayak-Seasonal Launch	\$40 + \$10 =	\$50.00	\$40 + \$30 =	\$70.00
Rental Mooring	\$30 \$40 + \$10 =	\$40.00 \$50.00	\$30 \$40 + \$10 =	\$40.00 \$50.00

<u>Truro User Fees — Waterway Only</u>		
	Boats	Kayaks
Resident and Truro Taxpayers — Seasonal	\$25.00	\$10.00
Non Residents — Seasonal	\$75.00	\$30.00
Daily	\$10.00	\$3.00

	Fee
Commercial Hauler	\$775.00 \$850.00
Commercial Single	\$70.00 \$85.00

	Resident and Non-Resident Fee
Skiff	\$40.00 <u>\$50.00</u>



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Town of Truro Zoning Task Force

REQUESTOR: David Bannard, Chair

REQUESTED MEETING DATE: February 25, 2025

ITEM: Quarterly Update

EXPLANATION: The charge of the Zoning Task Force (ZTF) requires the ZTF to provide a quarterly update to the Select Board. Our first meeting was held in late October 2024, and this will be the first ZTF quarterly update for the Select Board. The ZTF has been meeting at least twice a week since its formation and has focused the majority of its work on developing a proposed Zoning Bylaw amendment that would create a new Walsh Overlay District encompassing the entire Walsh Property. The ZTF is providing the Select Board with a near-final draft of the proposed bylaw amendment that has been unanimously approved by the members of the ZTF and a brief white paper explaining the proposed bylaw amendment. The ZTF is holding a public meeting February 26, 2025 at Town Hall to solicit input from the public on the proposed bylaw amendment and the ZTF will consider suggested changes to the draft bylaw amendment, as a result of comments received, at its next meeting, March 3, 2025, and submit its final recommendation with respect to the bylaw amendment to the Select Board following that meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No approval requested at this time. The ZTF will provide its recommended form of zoning bylaw amendment to the Select Board on March 3, 2025.

SUGGESTED ACTION: None at this time.

ATTACHMENTS:

1. February 18, 2025, draft of proposed zoning bylaw amendment that would create a Walsh Overlay District
2. White paper summarizing proposed bylaw amendment.

*Zoning Task Force - Draft Zoning Proposal***Agenda Item: 5A1**

NOTE: All gray text below currently exists in the Truro Zoning Bylaw and is added for your reference. Text highlighted in blue is forthcoming or needs to be updated when the draft is ready for adoption.

§ 10.4 Definitions

For the purpose of the bylaw, certain terms and words shall have the following meaning unless a contrary meaning is required by the context or is specifically prescribed. Terms and words not defined herein but defined in the Zoning Act, Massachusetts General Laws, Chapter 40A, as amended, shall have the meaning given therein unless a contrary intention clearly appears. Words not defined in either place shall have the meaning given in Webster's Third New International Dictionary of the English Language, Unabridged.

Affordable Dwelling Unit. A dwelling unit exclusively available for sale or lease to Affordable Households. The Town will require assurances of compliance in writing, and provide copies to the Building Commissioner prior to the issuance of a building permit.

Affordable Households. Households earning no more than 100% of the current Area Median Income for Barnstable County, as determined by the Executive Office of Housing and Livable Communities (EOHLC), or its successor.

Affordable Housing. Housing registered as Affordable Dwelling Units with the Town.

Attainable Dwelling Unit. A dwelling unit exclusively available for sale or lease to Affordable Households or Attainable Households. The Town will require assurances of compliance in writing, and provide copies to the Building Commissioner prior to the issuance of a building permit.

Attainable Households. Households with current median income limits no greater than 200% of the current Area Median Income for Barnstable County or, if greater, the percentage of the current median income for attainable households as determined by the Executive Office of Housing and Livable Communities (EOHLC), or its successor. This definition supersedes any definition of "Attainable" or similar terms set forth in this Zoning bylaw.

Building Separation. The space between multiple buildings or structures on a single lot as measured from the nearest exterior point on the building or structure.

Bungalow Court. A group of three or more detached dwelling units owned by one or more persons located on a single lot, which are available for permanent occupation and arranged around a shared communal open space with shared pedestrian access.

Coliving Community. A building or development composed primarily of single or double occupancy rooms with at least one communal kitchen and one communal space in any form or configuration, including structures housing communal facilities and non-residential uses and separate structures within one lot.

Coliving Unit. A living area intended for one family or nonfamily household that shall have complete or independent or permanent provisions for shared living, eating, and sanitation.

Dwelling Unit. One or more rooms containing both cooking and bathroom facilities and designed for human habitation by one family independent of other facilities. Each accessory building or portion thereof, studio or guesthouse, which has both cooking and bathroom facilities, is considered to be a separate dwelling unit. Affordable Dwelling Units and Attainable Dwelling Units are included in this definition.

Mixed-use Development. Development containing a mix of residential uses and non-residential uses, including, without limitation, commercial, institutional, industrial or other uses.

Multi-family Housing. A building with three (3) or more residential dwelling units or two (2) or more buildings on the same lot with more than one (1) residential dwelling unit in each building, which may be owned by one or more persons.

Townhouse. One (1) or a series of buildings with a party wall or walls, common to adjoining buildings, which is constructed with a yard or public way on not less than two (2) sides that may contain multiple dwelling units.

§ 20.1 Districts Enumerated

For the purposes of this bylaw, the Town of Truro is divided into Zoning Districts designated as follows:

- Residential
- Beach Point Limited Business
- Route 6A, North Truro, Limited Business
- Truro Center Limited Business
- North Truro Center General Business
- Route 6 General Business
- Seashore

For the purposes of this bylaw, the following Overlay Districts are established:

- Flood Plain
- Water Resource Protection
- Affordable Rental Housing
- Solar Farm Overlay District
- Walsh Overlay District

§ 20.2 Purposes of Districts

[To be inserted at the end of article]

Walsh Overlay District. The Walsh Overlay District is intended to create housing opportunities through a variety of housing products for seniors, individuals, and families. Three subdistricts promote a diversity of housing stock and mixed-use development. Development located within this Overlay District shall provide or be located near recreational opportunities in all subdistricts and may provide compatible accessory commercial and other mixed-uses that support a walkable mixed-use development.

§ 20.3 Location of Districts

The location and boundaries of the Zoning Districts are enumerated in § 90 of this bylaw and are shown on the map entitled “Zoning District Map of the Town of Truro, Massachusetts,” dated May 2, 2013 which accompanies the bylaw as Appendix A and is declared to be a part of this bylaw. The location and boundaries of the Water Resource Protection Overlay District are identified in § 90.5 of this bylaw, and are shown on the map entitled “Water Resources Protection Overlay District” dated August 18, 2015 which appears as Appendix B to this bylaw and is declared to be a part of this bylaw. The location and boundaries of the Walsh Overlay District and its subdistricts are identified in § 90.5 of this bylaw, and are shown on the map entitled “Walsh Overlay District,” dated **[MAP DATE]** which appears as **Appendix C** to this bylaw and is declared to be a part of this bylaw.

§ 30.X Walsh Overlay District

- A. Purpose.** The Walsh Overlay District hereinafter referred to as the “WOD” is intended to create housing opportunities through a variety of housing products for seniors, individuals, and families, including both affordable and attainable dwelling units. Three subdistricts promote a diversity of housing stock and mixed-use development. Development located within this Overlay District shall provide or be located near recreational opportunities in all subdistricts and may provide compatible accessory commercial and other mixed-uses that support a walkable mixed-use development. The Walsh Recreational Subdistrict is intended to offset the impact of such density by preserving much of the land in that subdistrict for recreational and open space uses, subject to certain stated exceptions, primarily for educational and municipal uses.

- B. Establishment.** The WOD is an overlay district that is superimposed over the underlying zoning district(s) and is shown on the Truro Zoning Map, a copy of which is available for inspection and study in the office of the Truro Building Commissioner, as set forth in on the map entitled “Walsh Overlay District,” dated [MAP DATE] which appears as Appendix C to this bylaw and is declared to be a part of this bylaw.
- C. Subdistricts.** The WOD contains the following subdistricts shown on the Truro Zoning Map as set forth on the map entitled “Walsh Overlay District,” dated [MAP DATE] which appears as Appendix C to this bylaw. The subdistricts are as follows:
- i. Walsh Low-Density Subdistrict.** The Walsh Low-Density Subdistrict hereinafter referred to as the “WLS” is intended to create affordable and attainable housing opportunities and home-ownership opportunities on compact lots organized around a shared communal open space or compact single family dwellings for seniors, individuals, and families. The WLS encourages compact development that is pedestrian-scaled, healthy, safe, and affordable.
 - ii. Walsh Moderate-Density Subdistrict.** The Walsh Moderate-Density Subdistrict hereinafter referred to as the “WMS” is intended to create affordable and attainable housing opportunities and home-ownership opportunities through Mixed-Use Development and/or Multi-family Housing, as well as on compact lots organized around a shared communal open space or compact single family dwellings, for seniors, individuals, and families. Development located within this Overlay District shall provide ample recreational opportunities and may provide compatible accessory commercial and other mixed-uses that support a walkable mixed-use development.
 - iii. Walsh Recreational Subdistrict.** The Walsh Recreational Subdistrict hereinafter referred to as the “WRS” is intended to protect and preserve the natural features, existing topography, wildlife, visual character, and open space for recreational and civic uses that serve the general welfare of the public.
- D. Applicability.** To qualify for inclusion in the WOD, the proposed development must have 67% or greater of the Gross Floor Area dedicated to Residential uses. WOD provisions shall supersede all other provisions in the Zoning Bylaw with respect to the underlying district including and without limitation, use, dimensions, parking, design standards, and site plan review; however, the provisions of any other overlay district shall continue to apply.
- For any land within the WOD, an applicant may choose to conform either to the zoning regulations which govern the underlying zoning district or to the WOD regulations and procedures set forth by this Section.
- E. Residency Requirement.** Units within the WOD shall be made available only for year-round occupancy as prescribed in leases of one-year minimum duration.
- F. Inclusionary Zoning.** No less than twenty percent (20%) of all new residential units (of each type) constructed within the WOD shall be Affordable Dwelling Units.
- G. Permitted Uses.** The use requirements in the WOD shall comply with § 30.2 Use Table, herein, except for the following:
- i.** Any and all uses permitted by subdistrict in Table B, entitled “Walsh Overlay District Permitted Uses by Subdistrict” are consistent with the purposes for which the subdistrict was established and shall supersede the underlying Zoning District; however, the provisions of any other applicable overlay district shall continue to apply.
 - ii. Mixed-use Developments.** Any and all other non-residential uses permitted by subdistrict in Table B and the underlying Zoning District shall be permitted in Mixed-use Developments. Any non-residential uses allowed by Special Permit in the underlying Zoning District, shall be permitted by special permit in Mixed-use Developments, with the Board of Appeals serving as the Special Permit Granting Authority. Any non-

residential uses not permitted in **Table B** shall supersede the underlying Zoning District in Mixed-use Developments; however, the provisions of any other overlay district shall continue to apply

- iii. **Non-residential Uses.** All non-residential uses shall not contain any dangerous, noxious, injurious, or otherwise objectionable fire, explosion, radioactive or other hazard; noise, or vibration, smoke, dust or other form of air pollution; electrical or other disturbance; glare, liquid or solid refuse or wastes; conditions conducive to the breeding of insects, rodents, or other substance, conditions or elements in a manner or in an amount as to affect adversely the surrounding areas.

KEY

P	Permitted
SP	May be allowed by special permit granted by the Board of Appeals, or the Planning Board, where noted
N	Not Permitted
N/A	Not Applicable
WOD	Walsh Overlay District
WLS	Walsh Low-Density Subdistrict
WMS	Walsh Moderate-Density Subdistrict
WRS	Walsh Recreational Subdistrict
*	Already Permitted in the Residential District

Table B - Walsh Overlay District Permitted Uses by Subdistrict

Principal Uses	WLS	WMS	WRS
Commercial			
Professional office ¹	P	P	N
Restaurant	SP	P	N
Retail business service (4/14)	SP	P	N
Retail sales (4/14)	SP	P	N
Trade, repair shop, etc. (4/14)	SP	P	N
Wholesale Trade (4/14)	SP	P	N
Industrial			
Industrial or manufacturing use ²	N	SP	N
Public utility	P	P	P
Research or experimental lab ³	SP	SP	N
Small engine repair	SP	SP	N
Institutional			
Hospital, nursing and/or convalescent home	N	SP	N
Private club not conducted for profit	N	SP	N
Large-Scale Ground-Mounted Photovoltaic Array (4/11)	N	N	N
Residential			
Attainable Undersized Lot (5/24)	P	P	N
Bungalow Court	P	P	N
Coliving Community	N	SP ⁴	N
Duplex (as defined in §40.1) (5/24)	*	*	N
Mixed-use Development	SP	P	N
Multi-family Housing	P	P	N
Townhouse	P	P	N
Single family dwelling ⁵	*	*	N

Table B - Notes

1. No more than four (4) offices per lot; 20% lot coverage permitted, exclusive of parking; storage of equipment or materials where they are visible from neighboring properties or public or private ways is prohibited; the Board of Appeals shall find that the proposed use does not produce any injurious or offensive dirt, odor, fumes, gas, noise, or danger from explosion or fire.
2. The Board of Appeals shall find that a proposed use is not injurious or offensive or tends to reduce values in the same district by reason of dirt, odor, fumes, gas, sewage, noise, or danger from explosion or fire.
3. The Board of Appeals may approve activities which are necessary in connection with scientific research or scientific development or related production, and which are accessory to a permitted use, if the Board finds the proposed accessory use does not substantially derogate from the public good.
4. Only for year-round residency.
5. Uses in this category are further subject to the special regulations set forth in §40.2, Accessory Dwelling Unit and the Building Commissioner shall serve as the Permit granting authority. (04/07, 4/17, 5/24)

H. Dimensional Requirements. The dimensional requirements in the WOD shall comply with § 50 Area and Height Regulations, herein, except for the following:

- i. Any and all dimensional requirements in **Table C**, entitled “**Walsh Overlay District Dimensional Requirements by Subdistrict**,” shall supersede the underlying Zoning District.
- ii. **Multiple Buildings on a Single Lot.** Multiple buildings on a single lot must comply with the minimum Building Separation distance per subdistrict in **Table C**.
- iii. **Setbacks Abutting Residential Districts.** All front, rear, and side yard setbacks for buildings or structures abutting a Residential District outside of the WOD shall meet a minimum setback of 25-ft or a minimum setback equivalent to 10-ft per story of the building or structure in question, whichever is greater.
- iv. **Setbacks Abutting Route 6.** All front, rear, and side yard setbacks for buildings or structures abutting Route 6 shall meet a minimum setback of 25-ft.
- v. **Senior Housing.** Nursing, Convalescent Homes, or any Residential use deed restricted or exclusively leased to occupants over 65 years of age shall be permitted to increase the Maximum Building Height to 5-stories or 55-feet, whichever is lesser, by special permit granted by the Board of Appeals.

KEY

N/A	Not Applicable
WOD	Walsh Overlay District
WLS	Walsh Low-Density Subdistrict
WMS	Walsh Moderate-Density Subdistrict
WRS	Walsh Recreational Subdistrict

Table C - Walsh Overlay District Dimensional Requirements by Subdistrict

Dimensional Requirement	WLS	WMS	WRS
Minimum Lot Size	None	None	N/A
Minimum Lot Frontage	None	None	N/A
Minimum Frontyard Setback	10 ft ¹	10 ft ¹	25 ft ^{1, 3}
Minimum Sideyard Setback	5 ft ¹	5 ft ^{1, 3}	25 ft ^{1, 3}
Minimum Backyard Setback	10 ft ¹	10 ft ¹	25 ft ^{1, 3}
Minimum Building Separation	10 ft	10 ft	25 ft
Maximum Building Height	2 stories; 30-ft ^{2, 3}	3.5 stories; 45-ft ^{2, 4}	2 stories; 30-ft ^{2, 3}
Lot Shape	N/A	N/A	N/A
Gross Floor Area	No limit ⁵	No limit ⁵	N/A
Lot Coverage	No limit	No limit ⁵	N/A
Lot Clearing	No limit	No limit ⁵	N/A

Table C - Notes

1. All setbacks shall meet the minimum setbacks for buildings or structures abutting Route 6 or a Residential District outside of the WOD as specified in the Dimensional Requirements Sections of this by-law.
2. All building heights shall meet the maximum building height for buildings or structures abutting a Residential District outside of the WOD as specified in the Dimensional Requirements Sections of this by-law.
3. Dimensional Requirement match the **§ 50 Area and Height Regulations** in the Underlying Zoning, and must also meet the minimum setbacks for buildings or structures abutting Route 6 or a Residential District outside of the WOD as specified in the Dimensional Requirements Sections of this by-law.
4. Nursing, Convalescent Homes, or any Residential use deed restricted or exclusively leased to occupants over 65 years of age shall be permitted to increase the Maximum Building Height to 5-stories or 55-feet, whichever is lesser, by special permit granted by the Board of Appeals.
5. Except as applied to single family residences or duplexes, which remain subject to the existing by-law limitation.

I. Landscape Buffer. All buildings or structures abutting Route 6 or a Residential District outside of the WOD shall provide a year-round landscaped or vegetated buffer.

J. Design Standards. The following Design Standards shall apply to development in the WOD. Furthermore, these standards provide guidance for building massing, siting, and design solutions. It is understood that buildings and structures may not be able to comply with all of the following guidelines, but buildings and structures should comply if it is physically possible. For projects in the WOD, the following design guidelines shall apply:

- i. All development should be designed to facilitate, accommodate, and encourage use by pedestrians.
- ii. Non-residential uses should be located on the ground floor in Mixed-use Developments.
- iii. Buildings on a corner lot should have a façade that relates to both streets.
- iv. All development located in the subdistricts WMS, WLS, and WRS, should provide public access to common and public recreational land whenever feasible.

K. Parking Requirements. The parking requirements in the WOD shall comply with **§ 30.9 Parking**, herein, except for the following:

- i. Any and all parking requirements in **Table D**, entitled “**Walsh Overlay District Parking Requirements for all Subdistricts**” shall supersede the parking requirements of the underlying Zoning District.
- ii. Parking may not be located within the minimum setback abutting a Residential District outside of the WOD as specified in the Dimensional Requirements Sections of this by-law.
- iii. **Mixed-use Developments.** In the case of mixed-use development or multiple uses on a single lot, the parking provided shall meet the total requirements for all uses, except as permitted by the Board of Appeals as specified in the Shared Parking and Off-site Parking Sections of this by-law.
- iv. **Shared Parking.** An applicant may request to the Board of Appeals to meet the parking requirements for two or more uses by sharing a common shared parking area, provided that the shared spaces are held in common ownership with all uses being served through easements or fee title, and that all spaces are located within four hundred (400) feet of all uses they serve. It is the responsibility of the applicant to provide documentation to the Board of Appeals showing the expected peak use of all parking spaces, that the usage of such parking area would not occur simultaneously, and that the total proposed number of parking spaces

will meet the demands of the uses proposed for the site.

In order to be granted shared parking approval, the Board of Appeals shall determine that a lesser number of spaces would be adequate for all parking needs because of special circumstances such as shared parking for uses having peak parking demands at different times or other measures reducing parking demand.

A reciprocal agreement shall be executed by the owners and operators of the different sources or uses in the building or development ensuring the long-term joint use of such shared parking, and defining the terms upon which the parking is shared.

Table D - Walsh Overlay District Parking Requirements for all Subdistricts

Principal Use	Parking Requirement
Residential	
Bungalow Court; Duplex; Mixed-use Development; Multi-family Housing; Single Family Dwelling	1 space per dwelling unit
Home Occupation, including Commercial Fishing Activity	1 space per dwelling unit as required above, plus 1 space for each non-resident employee
Home Occupation – permitted office use	1 space per dwelling unit as required above, plus 1 space per each non-resident employee
Coliving Community	0.25 space per coliving unit, plus 1 space for each non-resident employee
Park, playground, non-commercial recreation	1 space for each 3 users at maximum utilization ¹

Table D - Notes

1. All parking spaces dedicated to Park, Playground, or Non-Commercial Recreation uses shall be available for free to the public.
2. Parking spaces and aisles located in the WRS are to be permeable and shall be maintained with a level surface of at least four (4) inches of blue stone or T-base equivalent at all times.

- v. **Off-site Parking.** An applicant may request to the Board of Appeals to utilize off-site parking to meet the parking requirement. All municipal or other parking facilities which are used to satisfy the parking requirement must meet the following criteria:

The parking facility must be less than one thousand (1,000) feet from the proposed development, measured as measured from the nearest exterior point on a building or structure.

The applicant must provide the Board of Appeals with proof of ownership or lease for those parking spaces in order to satisfy the parking requirement. The owner shall provide offsite parking in perpetuity of the building use, as required by the needs of the tenants. Prior to the expiration of any parking lease, the Board of Appeals shall approve the new mechanism to satisfy the parking requirement.

- vi. **Parking Access.** The location and number of curb cuts shall be minimized to reduce turning movements and hazardous exits and entrances. To the extent possible, access to parking from the public right of way should be located at the rear or the side of the parcel, with the exception of subdistrict WLS. At no point should access to parking be located between the front building facade and the front lot line.
- vii. **Shared Driveways and Private Roads.** Where appropriate and allowable, access to adjoining properties shall be provided. Joint access driveways between adjoining properties shall be encouraged.

A shared driveway, private road, or cross-access connection between abutting parking lots with a binding easement and joint maintenance agreement defining the responsibilities of abutting property owners sharing access is permitted in subdistricts WLS and WMS.

All shared driveways and private roads shall have a minimum of one 5-foot sidewalk on one side of the driveway or roadway.

- viii. **Loading Requirements.** Every Mixed-use Development hereafter erected, enlarged, or occupied which has over 5,000 square feet of non-residential Gross Floor Area shall provide a minimum of one area for the loading and unloading of service vehicles. Every building hereafter erected, enlarged, or occupied for residential use with more than 10 Dwelling Units shall provide a minimum of one area for the loading and unloading of service vehicles.

Trash collection, trash compaction, recycling collection and other similar service areas must be fully enclosed within a building or located to the side or rear of buildings and fully screened from view from a public street, public space, or abutting residential use.

Loading and unloading areas shall be provided in addition to off-street parking spaces and shall not be considered as supplying required parking spaces. Unless otherwise authorized by the Board of Appeals under site plan review, loading and unloading areas shall be located in the rear of the building.

- L. **Violations and Penalties.** Violation of any of the provisions of this bylaw may result in fines of up to \$300 for each offense. Each day that such a violation continues shall constitute a separate offense.

- M. **Exemptions.** The Board of Appeals, through Site Plan Review, may waive any regulation or requirement within **§30.X Walsh Overlay District.**

§ 90.5 Overlay Districts

[To be inserted at the end of article]

- E. **Walsh Overlay District.** The Walsh Overlay District and its subdistricts is the area designated as such on the Truro Zoning Map as set forth on the map entitled “Walsh Overlay District,” dated [MAP DATE] which appears as **Appendix C** to this bylaw and which is more particularly described and bound as follows:
[Boundaries to be determined by the Zoning Task Force and/or Walsh Ad Hoc Committee. Attached Appendix C draft map is for discussion purposes only.]

The land shown on a plan entitled “Walsh Overlay District, made for the Town of Truro” by [TBD] Registered Land Surveyors, dated [DATE] and recorded with the Barnstable County Registry of Deeds in **Plan Book [#], Page [#]** and shown more specifically as an unnumbered parcel with an area of [#] acres.

Commencing at a point...[TBD]

DRAFT

Agenda Item: 5A2

Zoning Task Force Walsh Overlay District Frequently Asked Questions

The Zoning Task Force (ZTF) is preparing a draft article to be recommended to the Select Board for adoption at spring Town Meeting which would create a new Overlay District covering the Walsh Property. Below are frequently asked questions regarding the proposed overlay district.

What is zoning and why is it important?

Zoning refers to regulations adopted by a municipality that govern the use, dimensions and related matters (e.g., parking) of buildings located within designated areas of the municipality (“zones”). Zoning is intended to regulate development in a planned and thoughtful manner to help avoid haphazard or inconsistent development and over-building, and enhance public health and safety.

What is an overlay district?

An overlay district is an area within an existing zone on which different requirements from and that supersede those in the underlying zone are overlaid. In this case, the proposed Walsh Overlay District “overlays” the town’s existing residential zone in the area of the Walsh Property.

What is the Walsh Property’s current zoning?

The Walsh Property is currently zoned “residential” and is within the Town’s Water Protection Overlay District. Currently, the zoning bylaw allows only single-family homes, duplexes and auxiliary dwelling units that meet specified setback and water protection requirements to be located within the Walsh Property. The dimensional requirements would significantly limit the number of dwelling units that can be located on the Walsh Property under current zoning regulations.

What are the ZTF’s goals for the Walsh Overlay District?

The ZTF seeks to balance the vision for the Walsh Property articulated by the Walsh Committee and approved by the Town at the 2024 Town Meeting with the Town’s character as a rural, residential community on the Outer Cape. Thus, the proposed bylaw amendment provides for multiple types of housing in addition to those permitted in the residential district and smaller lot sizes and encourages development of affordable and attainable housing. It provides setbacks from Route 6 and adjoining neighborhoods and gradually increases the density of buildings on the Walsh Property further from existing neighborhoods. Taller structures would be located furthest from the boundaries, while smaller buildings would be located closest to existing homes and Route 6. No change to the Water Protection Overlay District is proposed.

What is proposed?

The proposed bylaw amendment would establish an overlay district covering all of the Walsh Property, with 3 subdistricts:

- (1) Medium Density Subdistrict - The medium density subdistrict is intended to permit a mix of types of housing and light intensity commercial uses, with buildings nearer the parcel boundaries being smaller, lower and set back from the abutting neighborhoods, and denser buildings, up to 3 ½ stories, located farther away from the property boundaries. With a special permit, buildings of up to 5 stories for senior housing could be allowed. Certain low-impact commercial uses, such as retail, professional offices and restaurants would also be permitted on the ground floor of buildings.
- (2) Low Density Subdistrict - The low density subdistrict takes a similar approach to the land on the boundary of the subdistrict, which abuts existing residences, but is intended to include smaller structures with a maximum height of 2 stories. Limited kinds of commercial uses would be permitted only by special permit.
- (3) Recreational Subdistrict – The recreational subdistrict would set aside a large portion of the Walsh Property for active recreation, including both walking trails and potential outdoor or other educational uses by the Truro Central School. This subdistrict would not be subject to development for housing or commercial uses.

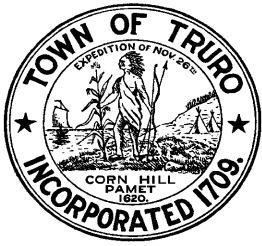
In both the medium and low density subdistricts, buildings abutting existing residentially zoned areas and Route 6 would require a minimum 25 foot setback and landscaping to minimize impacts on the abutting neighborhoods. The required distance between buildings would be reduced to allow for more dwelling units to be developed and several different types of housing not previously provided for in the Truro zoning bylaw, such as multi-family housing, townhouses, bungalow courts and coliving housing, would be permitted.

What is the Zoning Task Force's Charge?

The ZTF's charge, in general, is to review and make recommendations for changes to the Town's Zoning Bylaw and general Bylaws to help effectuate the Town's goals, as set forth in recent planning documents and, working with other Town committees, community organizations and businesses, to help increase affordable and attainable housing in Town, and to modernize and make the bylaws clearer.

How can I participate in the process?

- Hybrid Select Board Meeting on Tuesday, February 25, 2025 at 5:00 pm – the ZTF is scheduled to brief the Select Board on its progress to date and will provide the February 18, 2025 draft of the proposed bylaw amendment in advance of the meeting.
- The ZTF is holding a hybrid public meeting and listening session at Town Hall on Wednesday, February 26, 2025 from 5:00 – 7:00 pm. The ZTF encourages members of the public to attend to obtain an overview of the proposed Walsh Overlay District and to offer suggested changes and to ask questions. The meeting and listening session will also be broadcast live on Truro TV Channel 8 and a recording will be available after the meeting.
- Interested persons are encouraged to submit comments to the ZTF by email to ztf@truro-ma.gov.



TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Energy Committee

REQUESTOR: Brian Boyle, co-chair

REQUESTED MEETING DATE: Feb 25, 2025

ITEM: Energy Committee update for ATM 2025

EXPLANATION: The Energy Committee has developed its ATM agenda and wishes to gain Select Board support for it to advance to the Warrant.

FINANCIAL SOURCE (IF APPLICABLE): n/a

IMPACT IF NOT APPROVED: further delays in executing the Town's decarbonization roadmap. Continued loss of revenue from energy generation.

SUGGESTED ACTION: review and endorse solar warrant article presented by the EC and supported by the Climate Action Committee

ATTACHMENTS:

1. Update on Solar Development, Proposed ATM 2025 Warrant

TO: Select Board
CC: Kelly Sullivan-Clark, Assistant Town Manager,
Jarrod Cabral, DPW Director
Climate Action Committee
FROM: Truro Energy Committee
DATE: February 21, 2025
SUBJECT: Update on Solar Development, Proposed ATM 2025 Warrant

Summary

The Truro Energy Committee (EC) is advancing solar development to reduce energy costs and meet decarbonization goals. As described during our last update, five municipal sites have been identified for potential solar installations. The Committee recommends engaging with one or more consultants to assist in expediting procurement. A Letter of Intent to that effect could allow further analysis without financial obligation. The landfill is a key focus due to its large solar potential. The anticipated projects will significantly increase Truro's solar capacity and could generate millions of dollars in savings over time. The EC drafted an example warrant article intended to authorize the Select Board to enter into solar agreements.

Background

Due to the rising cost of energy and emissions reduction goals set by the Commonwealth of Massachusetts, and the adoption of Truro's Decarbonization Roadmap, the EC has been investigating various solutions to help curb energy costs while meeting decarbonization goals.

One solution: Develop additional solar across our municipal portfolio. In January 2025, the Town released a Request for Proposal to help determine where additional solar potential might exist. Unfortunately, this RFP only related to leasing town land to third party developers.

Based on this effort, five sites have been identified for future potential solar installations.

The EC recommends engaging with one or more consultants to allow for expedited procurement and project development.

Updates/Progress

Further analysis will lead to a Letter of Intent (LOI) that the Select Board may sign. This LOI allows our consultant(s) to move to deeper engineering analysis and to apply for space for the solar projects in the MA SMART incentive program, as well as utility interconnection agreements. An LOI will not obligate Truro to move forward on projects that are financially or technically disadvantageous.

Initial solar estimates are now being developed.

Tasks will include site visits to verify and document roof and ground conditions; complete additional analyses on factors that could limit solar output (such as shading); optimize solar sizing to maximize benefit for the Town of Truro; and prepare pro-forma calculations to provide for more refined estimates of system sizing, incentive potential, savings potential, and other pertinent information to allow further development.

These calculations will be specifically performed for the Landfill that has solar potential because it represents the Town's largest land area where solar output could have the most significant impact. A separate process will be conducted to consider additional municipal facilities.

If all systems are developed as expected, over time the Town's total installed solar capacity will increase many-fold. When all solar systems are developed as anticipated, their energy outputs will be essential to helping Truro achieve its decarbonization roadmap. Presently, approximately 75% of Truro's energy consumption comes from fossil fuels, meaning that significant solar capacity will be required to electrify those energy requirements.

Overall, the savings over the life of the projects could exceed several million dollars. Savings depends on what state incentive SMART block projects are enrolled in and whether the current 30% or 40% Investment Tax Credit (ITC) will remain available (50% ITC may be available with domestic content). Cost/Revenue projections will be refined in the coming months.

The EC looks forward to continuing to move Truro forward toward a cleaner future and will provide additional updates on solar development across our portfolio to the Select Board, as desired.

Draft Warrant Articles for ATM 2025 – 2 options under consideration

Option 1 is to enter into an equipment lease with a developer who will construct the system, and the Town will use the solar revenues to make the lease payments. When the lease is paid off, the Town will then own the system outright.

Option 2 is to simply purchase the system from the developer, financing that purchase through a bond issuance.

Draft Warrant Article for ATM 2025 – OPTION 1

In order to enable progress to proceed during FY 2026, the EC recommends that the Select Board consider the following draft warrant article. This article allows for an equipment lease financing of a solar system that the Town will own upon payment of the lease.

To see if the Town will vote

to authorize the Select Board to negotiate and enter into agreements for solar energy facilities on such terms and conditions as the Select Board deems to be in the best interests of the Town, and to take such actions as may be necessary to implement such agreements;

or take any other action relative thereto.

Explanation:

The Energy Committee anticipates that solar power can be profitably developed by Truro for the Town's benefit in converting fossil fuel use to solar electricity use. Several alternative methods of procuring and funding solar capacity at the Town's various locations are under consideration, which include, among others, the use of tax credits or equivalents, state incentive payments, grants, and a revenue stream from the value of electricity generated. Should any borrowing be deemed desirable to help finance solar projects, the Select Board will make a specific borrowing authorization request at a future town meeting.

Proposals are being sought from solar development organizations to provide technical and regulatory expertise, perform project construction and maintenance, and/or provide equipment financing. The Committee anticipates that the project revenue streams in the aggregate will exceed project costs, resulting in a positive return to the Town.

Draft Warrant Article for ATM 2025 – OPTION 2

This article allows for the Town to purchase the solar system outright using a bond issuance of up to \$5 million. If we can get market feedback that the cost will be significantly less than \$5 million, we will recommend reducing the amount of the authorization.

Annual Town Meeting – Saturday, May 3, 2025

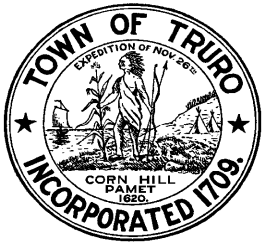
FINANCIAL
ARTICLE SO

TWO-THIRDS VOTE

Article SO: Borrowing Authorization for Solar Electricity Generation Systems

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow the sum of _____ Dollars (\$_____.00) more or less, associated with engineering services, construction, and project management related to solar electricity facilities on Town property, and for the payment of all other costs incidental and related thereto; provided that no sums shall be borrowed or expended hereunder unless and until the Town shall have voted to exclude the amounts needed to repay any bonds or notes issued pursuant to this vote from the limitations imposed by G.L. c.59, §21C (Proposition 2 ½) or take any other action relative thereto.

Requested by the Energy Committee



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: DPW Ad Hoc Building Committee Co-Chairs, Michael Cohen & Bob Higgins - Steele, and DPW Director Jarrod Cabral

REQUESTED MEETING DATE: February 25, 2025

ITEM: Ad Hoc Building Committee for the Future Public Works Facility Update and Recommendation to the Select Board and Possible Select Board Vote

EXPLANATION: Ad Hoc Building Committee for the Future Public Works Facility Co-Chairs will provide a recommendation on an overall conceptual design and layout for the Town Hall site. Additionally, Co-Chairs will recommend a funding recommendation for the Annual Town Meeting in 2026.

DPW Director Cabral will also provide an update regarding the site cost comparison for 340 Route 6.

FINANCIAL SOURCE: N/A

IMPACT IF NOT APPROVED: Project will not move forward

SUGGESTED ACTION: *MOTION TO direct the Assistant Town Manager, the Ad Hoc Building Committee for the Future Public Works Facility and Town staff to continue work on the future DPW facility design and to draft a borrowing authorization for the engineering and construction of the new public works facility for the 2026 Annual Town Meeting Warrant.*

ATTACHMENTS:

1. Ad Hoc Committee memo
2. Apex Cost Comparison Memo
3. Conceptual consolidated design
4. Weston & Sampson Schedule



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Fax: 508-349-5505

Department of Public Works

To: Members of the Select Board
From: DPW Ad Hoc Building Committee
CC: Kelly Clark, Assistant Town Manager; Jarrod J. Cabral, Public Works
Director; Alex Marini Lessin, Finance Director
Date: February 20, 2025
Subject: DPW Ad Hoc Building Committee

The DPW Ad Hoc Building Committee (“AHBC”) commenced its work on Monday, April 1st, 2024, to review the existing conceptual designs, square footage requirements, and project costs. In response to the Acting Town Manager’s request on February 5th, 2025 for the AHBC to consider extending the timeline for its work, we are pleased to recommend a project funding request to develop a consolidated, single structure facility plan for the DPW, located at the current Town Hall site; such plan to be presented by the AHBC to the Select Board for its consideration to present at the Annual Town Meeting in 2026 or such date that the Select Board in its sole discretion shall elect. The additional time requested will enable the AHBC to concentrate on schematic design, final design, and bid document development while seeking to foster community support around such plan

Approved by 5-0-0 2/20/ 2025 AHBC meeting

Sincerely,

Michael Cohen, and Bob Higgins Steele, Co-Chairs of
the DPW Ad Hoc Building Committee.



Memorandum

Date: February 19, 2025

To: Jarrod Cabral, DPW Director

From: Paul Millett, PE

CC: Building Committee

Subject: DPW Facility: Route 6 Site Assessment

Background

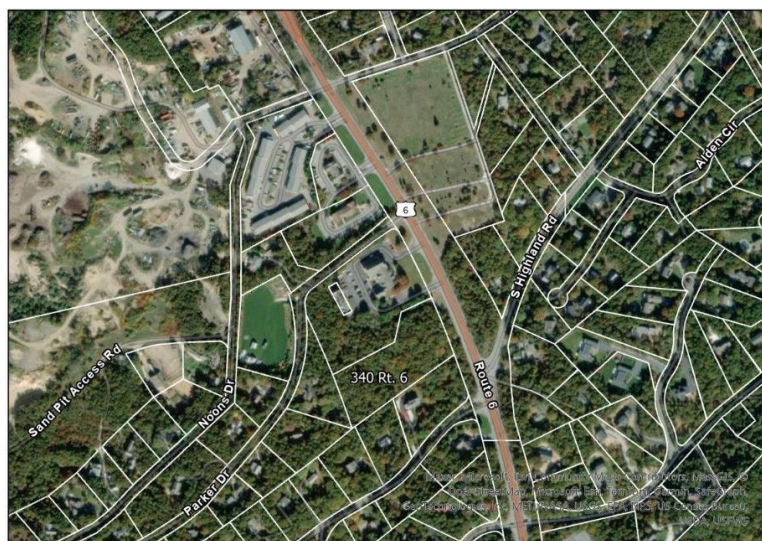
The Town has requested that Apex provide its opinion on the feasibility of using the Route 6 site for the proposed DPW facility.

Apex understands that the site was previously considered for the facility but rejected at the Town meeting in the fall of 2024 due to significant opposition that included concerns from the neighborhood. Apex's opinion in this memorandum is based on an objective and unbiased assessment of the site.

Environmental considerations to identify the soils and groundwater conditions and any potential site remediation are not part of this assessment as these are being considered by another consultant.

Site Description

The site is located on the Town-owned parcel located at 340 Route 6, between Parker Drive and Fisherman's Road, and is adjacent to the Police/Fire Station facility. An aerial map of the site is provided below. The site is generally heavily wooded and slopes off toward the east (back of the site) and toward Fisherman's Road. The closest residences are located 1 Fisherman's Road and 10 Parker Drive. A cellular communications tower is located at the rear of the Police/Fire buildings.



Apex Comments

Significant tree clearing would be required to prepare the site.

There is adequate space at this site for the proposed DPW facility (23,000 SF +-).

For vehicle movement or circulation, a single two-lane road or a dedicated one-way in/out looped access road to and from Route 6 could be designed.

Traffic patterns would need to be carefully designed and coordinated with the Police/Fire Department's operations to avoid interferences during construction and after the facility is completed.

Access to service the communications tower and utility sheds need to be coordinated during the site design.

Utilities: Public water is available on Route 6 from the Provincetown system. The proposed water connection (presumed to be a single 6" pipe) could be tapped from the existing main and extended to the site, with a hydrant branch on site, and then further branched into a dedicated 4" fire service pipe and a separate 2" domestic supply pipe. These pipe sizes are preliminary and would be confirmed during design.

On-site sewage collection, treatment and disposal would be needed but there appears to be adequate space for underground systems.

Storm drainage would also be managed via catch basins, piping, treatment and underground leaching chambers.

Electrical service would require communication with the utility provider Eversource but it is likely that the supply feeder would be tapped off the existing system in the Route 6 area.

Costs

Cost savings compared to the Town Hall Hill (THH) Site were identified. These are a) Reduced cost for connection to the water system and b) No temporary facilities costs for current DPW operations during construction.

Water: The THH site as currently envisioned will use a new well supply at Snows Field, a new well pump, and a 4" +- main from the Well to the THH site. A cistern will also be needed for storage for fire protection.

The cost difference between the THH site and Rt. 6 for water supply and fire protection is estimated at approximately \$475k.

Temporary Facilities: No facilities are required for DPW operations during construction. This savings is estimated at approximately \$480k.

Site Preparation: Due to the tree density, tree clearing at this site is estimated to be approximately \$35k greater than at the THH site.

Note: All other cost components for the buildings and Mechanical-Electrical-Plumbing (MEP) systems are considered to be equal at either site.

For these three significant site-related items, the net total construction cost savings is approximately \$920k. Adding in the proportional soft costs at 28%, the total project cost savings are approximately \$1.18M.

Town of Truro New Public Works Facility

23,135 SF Enclosed Space
3,850 SF Canopy Space

-  OFFICE
-  EMPLOYEE FACILITIES
-  SHOPS
-  VEHICLE MAINTENANCE
-  WASHBAY
-  VEHICLE / EQUIPMENT STORAGE

Option 1
DPW Consolidated Option





Town of Truro New Public Works Facility



Project Schedule / Schematic Design Schedule

February 13, 2025

Contractor Start
May 2026



Contractor Start
August 2026

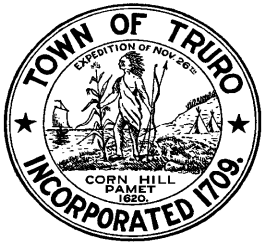
Cost of Waiting

- 3 MONTHS @ 4% - 5% ANNUALLY RESULTS IN ESTIMATED \$250,000-\$300,000 CONSTRUCTION COST INCREASE
- RISK OF ADVANCING PROJECT FUNDING REQUEST NOW IN 2025:
 - Will require abbreviated cost estimate; Will only be one month into schematic design
 - Uncertainties with tariffs and potential future Presidential executive orders impacts on project
 - If spring 2026 bids come in higher than 2025 appropriation, could delay project another 6 months minimum for re-design and re-bid.
 - Could add \$500,000 - \$600,000 increase to project

Truro DPW - Schematic Design Schedule

February 13, 2025

Items		Feb	March	April	May
NTP; Select Board Meeting 2/25		★			
1.1	Project Kick-off Meeting				
1.2	Hazardous Building Material Investigation				
1.3	Geotechnical Investigation				
1.4	Subsurface Environmental Conditions (ongoing coordination with Town's LSP)				
1.5	Sustainable Design Charette/Workshop (w/Town)				
1.6	Energy Incentives Meeting (w/Cape Light Compact)				
1.7	Schematic Design Plans				
	Draft site layout and grading plan				
	Develop draft floor plan				
	Draft building elevations				
	Draft building sections and assembly details				
1.8	Develop Narratives / Basis-of-Design Docs (ongoing)				
1.9	Zoning Review				
	Meet with regulatory authorities				
1.10	Finalize Schematic Design				★
1.11	Schematic Design Cost Estimate				
1.12	Independent Cost Estimate				
	Abbreviated Schematic Design Order of Magnitude Estimate (if necessary)				
1.13	Review and Reconcile Cost Estimates				
1.15	Meetings				
	Ad-Hoc Building Committee (5, dates TBD)	★	★	★	★
	Progress meetings (5, Ongoing)				
	Select Board Meeting (date TBD)			★	
	Annual Town Meeting (April 29, 2025)				★



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Chair

REQUESTED MEETING DATE: February 25, 2025

ITEM: Discussion of search process for town manager and updates to Policy #63, Select Board's powers of appointment

EXPLANATION: The Select Board needs to recruit a new town manager.

FINANCIAL SOURCE: Possible costs associated with hiring a search consultant. The chair is working with the Finance Director to determine potential sources for funding.

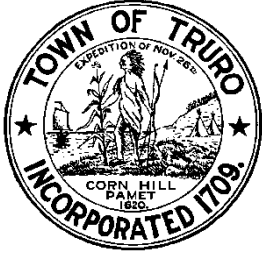
IMPACT IF NOT APPROVED: There will be a delay in appointing a new town manager

SUGGESTED ACTION: MOTION TO accept revisions to Policy #63, Select Board's Powers of Appointment

POSSIBLE MOTION to begin the Town Manager search process by seeking a consultant and applicants for a search committee

ATTACHMENTS:

1. Existing Policy #63
2. Proposed Policy #63 revisions—redlined
3. Proposed Policy #63 revisions—formatted



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #63

Date: January 14, 2020; rev 9/13/2022

** This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **POLICY ON SELECT BOARD'S POWERS OF APPOINTMENT**

I. Introduction

This policy is created by the Select Board in accordance with Chapter 4, Section 2 of the Truro Charter and establishes the process by which the Select Board may exercise their powers of appointment in accordance with Chapter 4, Section 4-3-1 of the Truro Charter, the General Laws of Massachusetts, and the Truro Personnel Bylaws,

II. Procedures

Effective as of the date this Policy is adopted by the Truro Select Board, the Board shall adhere to the following procedures when appointing the Town Manager, Police Chief or Fire Chief for permanent positions within the Town of Truro:

A. Recruitment of Candidates

1. When a position becomes vacant or will be vacant shortly, or a new position is created, the Select Board shall review the existing job description for the position, with input from the Town Manager, and determine whether it needs to be modified or updated.
2. The Town Manager shall solicit the services of a search consultant on behalf of the Select Board in accordance with MGL c 30B procurement requirements. The Select Board shall interview and select the firm in accordance with MGL c 30B procurement requirements.
3. Working with the selected firm, the Select Board, with staff assistance from the Town Manager, shall prepare a position profile.
4. The Search Consultant shall advertise in appropriate professional publications and newspapers and conduct the recruitment.

5. The Search Consultant shall review all application materials submitted in response to the Position Profile and shall determine the candidates who qualify for further consideration based on merit and fitness.

B. Appointment of Employees

1. The Select Board will appoint a Search Committee comprised of seven to nine individuals including two members of the Select Board, the Town Manager and/or a Town employee, and 4-6 community members.
2. Working with the Search Consultant, the Search Committee shall review the qualified applicants and determine how many applicants to interview. The Search Committee shall interview the selected candidates and provide the Select Board with a short list of three to five candidates for their consideration.
3. The Select Board shall receive all recruitment materials and search committee comments on the selected candidates.
4. Each Select Board member shall interview each candidate individually while escorting the candidate to Town Buildings, beaches or points of interest.
5. After completion of the individual interviews, or prior to the interviews, the Select Board shall hold a public reception for the candidates to meet Town staff and community members.
6. The Select Board may elect to host a community meet and greet for the candidates on the evening prior to the Select Board interview to allow community members an opportunity to ask questions to and learn about the candidates.
7. Each candidate will then be interviewed separately at a duly posted and recorded meeting of the Select Board. Each candidate will be asked the same initial questions. To ensure that no advantage is provided to any candidate, the candidates will only be present in the meeting room for their individual interview.
8. The Select Board will reconvene the next day to deliberate on which candidate will be selected. The Board may meet in Executive Session to determine the terms of an initial offer in preparation for contract negotiations.
9. Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks and reference verification.
10. The Town Manager will prepare an offer letter on behalf of the Select Board and work with the Select Board and Town Counsel to prepare a contract of employment.



Kristen Reed, Chair



Robert Weinstein, Vice-Chair



John Dundas, Clerk



Susan Areson



Stephanie Rein
Truro Select Board

POLICY #63 ON SELECT BOARD'S POWERS OF APPOINTMENT

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2. **At the discretion of the Select Board**, the Town Manager ~~shall~~ **or designated staff may** solicit the services of a search consultant on behalf of the Select Board in accordance with MGL c 30B procurement requirements. **If a consultant is desired**, the Select Board shall interview and select the ~~firm~~ **consultant** in accordance with MGL c 30B procurement requirements.
3. Working with the selected ~~firm~~, **consultant**, the Select Board, with assistance from the Town Manager **and/or designated staff**, shall prepare a position profile.
4. The ~~Search-C~~ consultant shall advertise in appropriate professional publications and newspapers and conduct the recruitment.
5. The ~~Search-C~~ consultant shall review all application materials submitted in response to the Position Profile and ~~shall~~ determine the candidates who qualify ~~for~~ further consideration based on merit and fitness.

B. Appointment of Employees

1. The Select Board ~~will~~ **may** appoint a Search Committee ~~comprised~~ of seven to nine individuals, including two members of the Select Board, the Town Manager and/or a Town employee, and four to six community members. **In a search for a town manager, a town employee will be appointed to the committee rather than the outgoing town manager.**
2. Working with the ~~Search-C~~ consultant, the Search Committee shall review the qualified applicants and determine how many applicants to interview. The Search Committee shall interview the selected candidates and provide the Select Board with a ~~short~~ list of three to five candidates for their consideration.
3. The Select Board shall receive all recruitment materials and search committee comments on the selected candidates.

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9. Employment offers will be conditional in nature and will require satisfactory physical exams, drug/alcohol screens, background record checks and reference verification.

10. **When filling the positions of Fire Chief or Police Chief**, the Town Manager will prepare an offer letter on behalf of the Select Board and work with the Select Board and Town Counsel to prepare a contract of employment.

11. **When filling the positions of Town Manager, the Select Board will hire outside labor counsel to negotiate and prepare a contract of employment for the Town Manager – to avoid potential conflict with inside labor counsel. The Select Board chair will work with labor counsel to prepare an offer letter on behalf of the Select Board.**



TOWN OF TRURO

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

POLICY MEMORANDUM #63

Date: January 14, 2020; rev 9/13/2022, 2/25/25

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3. Working with the selected consultant, the Select Board, with staff assistance from the Town Manager and/or designated staff, shall prepare a position profile.
4. The consultant shall advertise in appropriate professional publications and newspapers and conduct the recruitment.

5. The consultant shall review all application materials submitted in response to the Position Profile and determine the candidates who qualify for further consideration based on merit and fitness.

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1. The Select Board may appoint a Search Committee of seven to nine individuals including two members of the Select Board, the Town Manager and/or a Town employee, and 4-6 community members. In a search for a town manager, a town employee will be appointed to the committee rather than the outgoing town manager.
2. Working with the consultant, the Search Committee shall review the qualified applicants and determine how many applicants to interview. The Search Committee shall interview the selected candidates and provide the Select Board with a short list of three to five candidates for their consideration.
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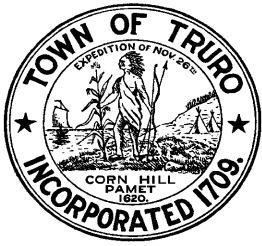
Susan Areson, Chair

Robert Weinstein, Vice-Chair

Nancy Medoff, Clerk

Stephanie Rein

Susan Girard-Irwin
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral

REQUESTED MEETING DATE: February 25, 2025

ITEM: Authorization to Enter into Contract Amendment Agreement with Weston & Sampson for the DPW Facility Schematic Design Plans

EXPLANATION: The next step in the design process for the new DPW facility is to advance the selected pre-schematic design concept to schematic design.

FINANCIAL SOURCE: Funding was approved at the May 2024 annual Town Meeting under Article 13.

IMPACT IF NOT APPROVED: Project will not move forward.

SUGGESTED ACTION: MOTION TO authorize the Assistant Town Manager to enter into and sign the Weston & Sampson contract amendment.

ATTACHMENTS:

1. Contract amendment

AMENDMENT NO. 3
TO
AGREEMENT FOR ENGINEERING SERVICES
BY AND BETWEEN

TOWN OF TRURO
AND
WESTON & SAMPSON ENGINEERS, INC.
FOR
TRURO DPW PROJECT

The AGREEMENT for the Truro DPW Project made on the October 22, 2018 by and between the Town of Truro acting through its Town Manager, hereinafter called the OWNER, and Weston & Sampson Engineers, Inc., with offices at 100 Foxborough Boulevard, Foxborough, Massachusetts, hereinafter called the ENGINEER is hereby amended in accordance with the provisions of said AGREEMENT.

This amendment is issued to incorporate the following changes:

Additional work as requested by the Town and as described herein.

ARTICLE 2 - SCOPE OF SERVICES is hereby amended as follows:

See attached Scope of Services dated February 5, 2025.

ARTICLE 4 - TIME OF PROJECT is hereby amended as follows:

The work defined in this amendment shall be completed within 3 months from the Notice to Proceed.

ARTICLE 5 - PAYMENTS TO THE ENGINEER is hereby amended as follows:

Description	Existing Contract	Amendment No. 3	TOTAL REVISED CONTRACT
Feasibility Study	\$52,800	N/A	\$52,800
Site Survey	\$17,679	N/A	\$17,679
Revised Concepts	\$28,500	N/A	\$28,500
Schematic Design	\$0	\$248,500	\$248,500
<i>A&E Special Services:</i>			
Sustainable Design Charette and Strategy	\$0	\$19,700	\$19,700
TOTAL CONTRACT:	\$98,979	\$268,200	\$367,179

IN WITNESS WHEREOF, the parties hereto have executed this AMENDMENT NO. 3 this
_____ day of _____, 2025.

ACCEPTED FOR:

TOWN OF TRURO

WESTON & SAMPSON ENGINEERS, INC.

By its:

TOWN MANAGER

Darrin Tangeman
Town Manager



Michael J. Richard, PE
Discipline Leader

CERTIFICATION OF AVAILABLE FUNDS

Certification is herewith given that funds are available for payments required by the terms of this AMENDMENT NO. 3.

By: _____
OWNER Accountant

Date: _____

APPROVED AS TO FORM:

By: _____
OWNER Counsel

Date: _____

A TRUE COPY, ATTEST:

By: _____
OWNER Clerk

Amendment No. 3
Truro DPW Project
Exhibit A – Scope of Services
February 5, 2025

DESIGNER SERVICES

The following scope of services for Schematic Design is based on on-going discussions with the Town regarding the new DPW facility concepts. This design includes potable water source from a remote site adjacent to Snow's field, water main to the project site, septic system, specialized energy code, and other design elements included herein.

Schematic Design

- 1.1 The Consultant shall attend a kick-off meeting with the Town and Owner's Project Manager (OPM) to review the project goals, the scope of tasks to be undertaken, procedural protocols, and the nature and schedule of deliverables
- 1.2 Hazardous Building Materials Assessment: Conduct a hazardous building materials investigation for lead, asbestos, and other hazardous building materials as applicable to document potential hazardous building material remediation and the associated cost to abate the hazardous building materials. Testing for PCB's will not be conducted at this time. The results shall be assembled in a final report documenting the location and quantity of hazardous building materials. It should be noted that this investigation will not identify all potential hazardous building materials as many materials are concealed and cannot be accessed for testing at this time. The assessment is limited to hazardous building materials (existing building materials) within the buildings and do not include site investigations.
- 1.3 Geotechnical Investigation: Based on the preferred alternative and the review of existing site documentation, the consultant shall conduct a geotechnical subsurface investigation for the preferred site. Work shall include hiring a drilling contractor and advancing soil borings over a two-day period to identify soil conditions for construction of the proposed facility and to measure depth to groundwater. Drilling shall be performed using Hollow Stem Auger techniques. Work shall also include digging test pits to visually observe subsurface conditions on the site and to determine suitability of subsurface conditions to accept stormwater systems. Quantity and locations of test pits shall be selected following the initial drilling program and preliminary design of the stormwater system. The scope is based upon the Town providing the equipment and operator to dig the test pits. Costs of the drill rig will be shared with ongoing LSP work in order to reduce overall costs to the Town, and therefore this scope only include one day of the drill rig. The consultant shall provide a field representative to document observations of the subsurface conditions at the test pits for up to two (2) days.

- 1.4 Subsurface Environmental Conditions: Our design effort will include coordination with the Town's LSP for ongoing site environmental assessment. It is understood that construction of the remedial cap design will be incorporated into this project's construction bid package. The cap will be designed and permitted with MassDEP by the Town's LSP and under a separate contract.
- 1.5 Sustainable Design Charette and Strategy: We will facilitate a sustainable design charette to identify and document alternative energy solutions and possible sustainable design elements that may be incorporated into the project to meet the Specialized Energy Code, and will recommend design strategies and technologies for incorporation into the project. Building energy modeling will be completed as part of this process to identify energy savings above code requirements and inform the energy incentive task as described below.
- 1.6 Energy Incentives: We will meet with the Town and Cape Light Cooperative at the start of design to discuss the project and utility incentives available for the project.
- 1.7 Schematic Design Plans: Utilizing the preferred sites and preferred alternative, create schematic level plans of sufficient detail to show all interior spaces, exterior spaces, and operational adjacencies. Documents shall consist of conceptual level drawings including:
 - a. Existing conditions plan
 - b. Site Construction/Layout Plan
 - c. Preliminary grading and drainage plan
 - d. Architectural floor plans
 - e. Code review plan
 - f. Mezzanine plans
 - g. Building elevations
 - h. Architectural typical wall section
 - i. Industrial Equipment plan showing general equipment locations and descriptions including an equipment list for input / confirmation / approval of the Owner.
- 1.8 Schematic Design Narratives: The drawings shall be supplemented with narratives for geotechnical / foundation, structural, mechanical (HVAC and plumbing), electrical, and fire protection.
- 1.9 Review the previously completed zoning analysis and update the zoning analysis for the project. Meet with the Planning/Zoning Official and the Health Agent, if applicable, to review the proposed program and identify any permitting limitations which need to be addressed by the design.

- 1.10 The Consultant shall submit to the Town for approval an electronic copy of said schematic design documents on or before the date or time for submission specified in the Notice to Proceed or any supplement thereto, unless the Consultant shall have obtained from the Town an extension of time in writing
- 1.11 Schematic Design Cost Estimate: Utilizing the Schematic Design Documents, the consultant shall prepare an internal conceptual cost estimate for the preferred building and site alternative. The estimate shall be based on square foot costs from similar recent DPW projects and shall identify potential soft costs associated with the project including design contingencies, construction contingencies, architectural and engineering design fees, OPM fees, and escalation. All costs shall be projected to the anticipated mid-year of construction.
- 1.12 Independent Cost Estimate: The Consultant shall utilize the services of an independent cost estimating firm to prepare an independent schematic design cost estimate. The cost estimate shall be a full and complete cost estimate for the project including, but not be limited to, information technology, telecommunications, furniture, fixtures, and equipment. The Consultant shall compare its cost estimate to the cost estimate prepared at the completion of previous phase and recommend appropriate actions to modify, correct, or value engineer ("VE") the design in order to avoid potential cost overruns. The Consultant shall implement all such actions approved by the Owner, and shall be entitled to additional compensation for such services.
- 1.13 Upon completing the independent estimate, the Consultant shall review and reconcile the Engineer's estimate with the independent estimate accordingly.
- 1.14 For this phase of the work, we have budgeted for the following meetings beyond what identified in the previous items:
 - a. Up to five (5) virtual meetings with the Town Committee and OPM to discuss the progress of the project.
 - b. Up to five (5) meetings with the Owner to review and discuss the development of design. This may include meetings with regulatory agencies to review the scope of the project. We understand that some of these meetings will be in person.
 - c. Support at one Select Board meeting.
 - d. Support at the 2025 Annual Town Meeting.

Design Development, Construction Documents, and Bidding Assistance

A scope of work will be provided for this Task upon completion of Schematic Design.

Construction Administration

A scope of work will be provided for this Task at a later date.

ASSUMPTIONS

- This scope of work does not include testing for and remediation of hazardous materials/waste other than stated above. Any uncovered environmental conditions encountered during construction will be addressed as a separate additional service, if necessary.
- This scope of work does not include MassDEP notifications and/or remedial activities to address any surface or subsurface contamination at the site beyond those stated above. A separate scope and fee can be provided to prepare reports and/or conduct remedial activities if contamination is identified.
- This scope assumes that the subsurface conditions are suitable for standard shallow foundations / slab-on-grade construction and that specialty foundation design, over-excavation of undocumented fill, and/or ground improvements are not required.
- Durations for each phase do not include time for Town and OPM review of documents. The schedule will be adjusted as required to support time for the associated reviews if necessary.
- It is assumed that the Town will hire a Commissioning Agent for the mechanical systems. Commissioning Agent shall be selected during the design development phase of the project to provide input to the design team during design. The agent shall provide commissioning specifications to be included in the final bid package.
- Selection of furnishings for the new facility are excluded from this scope of services. The Consultant will assist the Town with the coordination of furnishings for the new facility. Assistance shall include meeting with the Town and a furniture vendor to review furnishings for the facility. The Consultant shall include a furnishings plan in the Contract Documents for informational purposes. It is assumed that the furnishing vendor will provide layout drawings during construction administration.

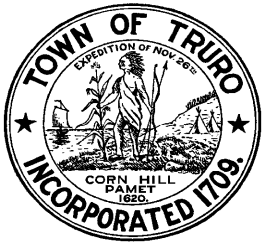
SCHEDULE

This scope of work identified above will be completed within three months of receiving a notice to proceed. The schedule identified does not include time for Town reviews and approvals for each phase.

FEE OF SERVICES

The following is a summary of the proposed lump sum fees associated with the scope of services identified above. The total fee will not exceed the fee schedule below unless written authorization is granted by the Town.

TASK	FEE
Schematic Design	\$248,500
<i>A&E Special Services:</i>	
Sustainable Design Charette and Strategy (Item 1.5)	\$19,700
TOTAL AMENDMENT	\$ 268,200
Design Development, Construction Documents, and Bidding Assistance	<i>Fee will be provided upon completion of Schematic Design</i>
Construction Administration	<i>Fee will be provided at a later date</i>



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: February 25, 2025

ITEM: Discussion and Possible Approval of Waiver of Policy 35: Town Manager's Powers of Appointment for Town Clerk Appointment

EXPLANATION: In consultation with the Select Board, the Town Manager may waive any of the Policy 35: Town Manager's Powers of Appointment requirements on a case-by-case basis. The Town Clerk position was officially vacated in January 2025. Since December 3, 2024, Executive Assistant Nicole Tudor has served as Acting Town Clerk.

Succession planning and internal promotions are key practices in maintaining operational continuity, retaining employees, developing employees, and encouraging positive employee morale. The Town of Truro is fortunate to have an excellent, qualified internal candidate for the Town Clerk position who has experience performing the duties, and has demonstrated competency in the role, excellent public service skills, dedication to the organization, and a commitment to professional development. As hiring internally will require posting the candidate's current position, I would recommend waiving Policy 35 to expedite the hiring process for the Town Clerk, thus allowing me to focus on hiring for the candidate's current position to limit the amount of time that the department operates shorthanded.

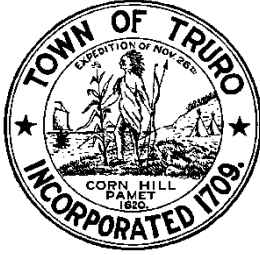
FINANCIAL SOURCE: Town Clerk Budget (01016151)

IMPACT IF NOT APPROVED: The Town Clerk position will be advertised for a minimum of three weeks as required for salaried positions and the recruitment process will proceed as described by the policy. If the internal candidate is selected at the completion of the recruitment process, the next recruitment for the vacated position will begin. Presently, the six-person department is operating with four employees plus one temporary part-time employee. Additionally, these timelines would overlap with Town Meeting and Town Election planning, events where the Clerk's role is critical.

SUGGESTED ACTION: *MOTION TO approve the Assistant Town Manager's recommendation to waive Policy 35: Town Manager's Powers of Appointment for the permanent appointment of the internal candidate.*

ATTACHMENTS:

1. Policy 35: Town Manager's Powers of Appointment
2. Town Clerk Job Description



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #35

Date: Adopted December 15, 2004; Revised November 28, 2017; Revised September 13, 2022; Revised March 7, 2023.

Subject: **POLICY ON TOWN MANAGER'S POWERS OF APPOINTMENT**

I. Introduction

This policy is created by the Select Board in accordance with Chapter 5, Section 4 of the Truro Charter and establishes the process by which the Town Manager may exercise their powers of appointment in accordance with Chapter 5, Sections 4 and 5 of the Truro Charter, the General Laws of Massachusetts, the Truro Personnel Bylaws, and collective bargaining agreements in effect at the time of the appointment.

II. Procedures

Effective as of the date this Policy is adopted by the Truro Select Board, the Town Manager shall adhere to the following procedures when appointing personnel for permanent positions within the Town of Truro:

A. Recruitment of Candidates

- 1) When a position becomes vacant or will be vacant shortly, or a new position is created, the Town Manager shall review the existing job description for the position and determine whether it needs to be modified or updated.
- 2) If the Town Manager determines the job description needs to be modified or updated, or, in the case of a new position, created, the Town Manager shall prepare the revisions or new description. If necessary, the Town Manager shall negotiate revisions to job descriptions with the appropriate labor group before posting the vacancy.
- 3) The Town Manager shall then prepare a Notice of Permanent Vacancy. Said Notice shall include the job title, qualifications, salary and/or wages, hours of work, and applicant instructions, including a closing date for application.
- 4) The Notice of Permanent Vacancy shall be posted on the Town website, on appropriate Town bulletin boards and in at least the newspaper designated by the Select Board to post hearings and notices or as may be

required by collective bargaining agreement. Such postings will occur simultaneously or successively in compliance with all collective bargaining agreements.

- 5) The Town Manager may also post the Notice of Permanent Vacancy in relevant trade and professional journals, on relevant web-sites, with employment agencies, and other employment related sites if the Town Manager determines such postings to be appropriate and/or necessary in the recruitment of candidates.
- 6) Unless constrained by collective bargaining agreements, a permanent vacancy for a department head or salaried position shall be open for a minimum of three (3) weeks. All other positions shall remain open for as long as the Town Manager deems it prudent.
- 7) A candidate shall be required to submit the requested application materials to the office of the Town Manager on or before the closing date for such submission.
- 8) Notwithstanding the provisions outlined above, in the event of an emergency and after consultation with the Select Board, the Town Manager may fill a permanent vacancy on a temporary basis without advertising.

B. Appointment of Employees

- 1) The Town Manager or Assistant Town Manager or Department Head shall review all application materials submitted in response to the Notice of Permanent Vacancy and shall determine the candidates who qualify for further consideration based on merit and fitness. Residential preference points will be awarded to qualifying individuals as specified in Policy 57: Residential Preference Hiring Policy.
- 2) Qualified candidates' initial applications will complete a written exam, if an exam is deemed appropriate by the Town Manager or Assistant Town Manager or Department Head. Candidates with the highest scores of the written exam will proceed to an oral interview by panel. If a written exam is not deemed appropriate, the qualified candidates will participate in an oral interview by panel.
- 3) The oral interview panel and Town Manager or Assistant Town Manager or Department Head will develop a list of questions that are asked to each candidate. Candidates will be scored using a Town Manager approved metric appropriate for the vacant position that will allow the panel to assign a score based on specific criteria to each applicant. The oral interview will be completed by a panel of three individuals; one or more of whom may not be a Town employee.

- 4) The Town Manager or Assistant Town Manager or Department Head shall then interview those candidates with the highest scores as determined by the panel interview, using the same procedures as outlined in Section B (3) of this policy. Department heads will participate on this interview panel for non-department head staff vacancies in their respective departments.
- 5) In the case of the appointment process for the Library Director, the Library Trustees will designate one member of their body to assist the Town Manager in the review and recommendation of applicants for interviews and then participate as one of the members of the three-person interview panel with the Town Manager.
- 6) The Town Manager shall make the final determination of the candidates' merit and fitness for the position based on the scores and shall choose an individual for appointment from the qualified candidates.
- 7) In accordance with the Town Charter, the Town Manager shall present their selection for applicable department head positions to the Select Board by consulting individually with each member of the Board prior to making an employment offer to the selected candidate.
- 8) Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks or reference verification.
- 9) In certain cases, the Town Manager may choose to maintain a certified copy of applicants and their scores from the hiring process to allow qualified applicants who perform well in the hiring process to be considered for future vacant positions.

III. Waiver of Provisions

The Town Manager in consultation with the Select Board may waive any of the foregoing requirements on a case-by-case basis.



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk



Susan Areson

A handwritten signature in blue ink, appearing to read "Step J. R.", is positioned above a horizontal line.

Stephanie Rein

Select Board
Town of Truro

TOWN CLERK

Position Purpose:

The purpose of this position is to provide professional administrative, supervisory and technical work in connection with the keeping of official municipal records, the issuing of various license and official documents, and the direction of election and census activities; performs all other related work as required.

Supervision:

Supervision Scope: Exercises independent judgment and initiative in the planning, administration and execution of services, and in the interpretation and application of laws, regulations and procedures. Performs a variety of responsible functions in accordance with state statutes and local bylaws. Supervises Executive Assistants.

Supervision Received: Work is performed under the general direction of the Town Manager and in accordance with applicable Massachusetts General Laws, town policies, town bylaws and relevant state, federal, and local regulations and standards with considerable latitude for independent judgment and action.

Supervision Given: Provides supervision to two full time employees.

Job Environment:

Work is performed under typical office conditions; work environment is moderately noisy.

Operates computer and general office equipment, such as calculator, copier, facsimile machine, and telephone.

Makes frequent contacts with the public, federal and state agencies, town departments, vendors, and the MA Clerk Association. Most contacts require an information exchange dialogue.

Has access to sensitive information, which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in delay and confusion in the provision of services, and have significant legal and/or financial repercussions.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Town Clerk Responsibilities

Acts as the *Information Source* to the town departments and the general public regarding all federal, state and local regulations and town bylaws, rules and regulations.

Serves as *Custodian of all Town Records*. Goes to court on behalf of the Town when served. Has custody of books, reports, and laws received from the Commonwealth.

Serves as *Records Access Officer* in accordance with Massachusetts General Law. Receives requests, tracks timeframes and responses, and assesses appropriate fees as permitted by law.

Serves as *Chief Election Officer* for the Town with full responsibility for all election activities; records votes taken at town meetings and notifies appropriate agencies. Serves as ex-officio member and clerk of the *Board of Registrars* supervising all aspects of voter registration; hires, trains and supervises part-time election personnel. Manages voter list and related functions using automated State voter registration information system. Prepares and receives nomination papers of candidates for town elections and posts lists of candidates duly nominated. Prepares and orders ballots and other necessary forms for local elections. Makes arrangements for application, mailing and return of absentee ballots at all elections. Makes arrangement to get voting equipment to the precincts. Transmit to the Secretary of State after every annual election, a complete list of town officers elected and qualified, and reports any changes in such offices as they occur.

Serves as *Registrar of Vital Statistics*, recording births, marriages and deaths; serves as custodian of town records and issues certified copies of same; records and issues certified copies of births, deaths and marriages; submits reports to state and other authorities as required. Assists the public in conducting genealogical research, using such records.

Serves as Municipal Licensing Agent. The Licensing Agent shall be responsible for preparing and coordinating all activities in a timely manner for the renewal and issuance of licenses issued and approved by the Select Board in conformity with provisions of any policies, rules, regulations and general laws in place and as set forth and in accordance with the Town Charter (4-2-9).

The Licensing Agent shall also prepare and coordinate all activities in cooperation with Town departments as it relates to new businesses which call for Select Board licenses including applications and documentation in conformity with provisions of any policies, rules, regulations and general laws in place and as set forth and in accordance with the Town Charter (4-2-9).

Records *Town Meeting Votes* and sends accepted bylaws to the Attorney General's office for approval. Certifies town budget in order for Assessor to set tax rate; certifies votes of all Town Meeting actions, as required.

Records and files applications, maps and decisions of the Planning Board. Records and maintains files on preliminary and definitive subdivision plans; receives and records decisions of Zoning Board of Appeals and all appeals to such decisions.

Administers the *Annual Town Census*; responsible for the updating, printing, and mailing of the census; conducts follow-up calls for unreturned census; prepares annual street list.

Receives and files meeting notices of all town boards and committees.

Issues a variety of *State and Town Licenses, Permits and Certificates*, including burial permits; provides for adequate maintenance of associated records and the collection of fees; submits monthly reports and fees to the Treasurer; maintains bank accounts. Issues annual dog licenses, ensuring that vaccination against rabies is current. Responsible for the notifications, issuance of citations to dog owners, and the collection of all related fees related to late licensing. Issues fishing/game licenses.

Serves as *Keeper of the Official Seal of the Town*; administers oaths as necessary to all elected officials, appointed members of boards and committees, and police and fire department personnel.

Handles *Public Notice Filings*. Records telephone pole locations; bills for pole locations and collects fees. Records, files and indexes business certificates, tax liens, and other documents. Searches for records for public and furnishes certified copies.

Submits copy of Annual Town Report to the DOR Director of Accounts and also furnishes to said Director, copies of all votes to authorize the incurrence of indebtedness within 48 hours after such votes become effective. Sends notices to State of all Chapter 90 actions taken and certifies annually all funds appropriated for road work.

Supervises and participates in all operations of the Town Clerk's office. Collects and records all fees.

Reviews and implements new legislation concerning the functions of the office.

Receives, records and tracks non-criminal ticket fines, provides notification to issuing agency when same are paid and/or remain unpaid.

Receives and records Planning Board and Board of Appeals applications; notifies Board of same and tracks definitive subdivision approvals and/or recorded decision for 20-day appeal period, signs off on the original plan or decision and signs off on the original plan if no complaint is filed.

Receives court complaints, as filed or served, notifies town counsel of same and forwards information available in the office on the case and provides copies to the Board of Selectmen.

Records and posts all agendas, minutes, and public notices in accordance with MA Open Meeting Law, including legal advertising through local newspapers. Posts agendas and minutes to the Town website.

Packages and remits all zoning and general bylaw amendments to the Office of the Attorney General, posts and/or advertised approved bylaws and provides notification to the Board of Selectmen and various boards/committees.

Receives, records and files state tax liens, and business UCC (Uniform Commercial codes) forms, terminations, continuances and researches as requested.

Issues raffle/bazar permits to qualifying organizations; issues dog licenses, prepares monthly and semiannual reports, and provides remittance of funds due the county, prepares monthly listing of licenses issued; issues sporting licenses (hunting, sporting, archery stamps, etc.), prepares monthly report and remittance of funds due the state.

Receives voter registrations, party change affiliations, voter cancellations from various sources (in person, registry of motor vehicles, mail, social service agencies) – process in the central voter registry system. Prepares and manages voter's list.

Coordinates and compiles the annual street list, oversees the gathering of information and checks results with the database.

Reports all unusual cases and legal matters to Town Manager.

General Management Responsibilities:

Manages the department of the Town Clerk.

Supervises the Executive Assistants.

Responsible for the drafting and administration of department budget.

Prepares various local, state and federal forms as required by law.

Answers inquiries from other interested parties regarding any matter related to the department of the Town Clerk.

Maintains the Central Voter Registry Information System (VRIS) as outlined in Massachusetts General Laws.

Manages the organization and access to files; manages the retention schedules and develops procedures for the disposal of obsolete records; maintains the physical condition and control of records preservation.

Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

Associate degree strongly preferred. Bachelor's degree desirable. Minimum of three years of experience in a Clerk's Office desired. Minimum of three years progressively responsible experience in an office setting with responsibilities in records management, voting/elections and/or licensing preferred. Certification through International Institute of Municipal Clerks and/ or Massachusetts Town Clerks Association preferred. Ability to obtain either certification within three years of hire is required. Any equivalent combination of education, certification and experience will be considered. Commissioned as a Notary Public or willingness to be commissioned upon appointment to the position.

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of local, state and federal laws, regulations and procedures applicable to the duties and responsibilities of a town clerk's office. General knowledge of office procedures and the ability to supervise support staff in an effective and harmonious manner.

Ability: Ability to interact effectively and appropriately with the public and other personnel, assess situations and formulate appropriate resolutions. Ability to deal with disgruntled members of the public. Ability to apply legal interpretations and precedents to current problems. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex recordkeeping systems. Ability to manage and prioritize multiple tasks in a detailed and organized manner. Ability to prepare accurate records.

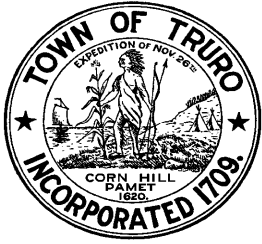
Skill: Effective leadership skills, diplomacy in dealing with the public. Proficient written and oral communication skills and administrative skills. Skill in computers and appropriate software applications. Excellent customer service skills and skill in working with details.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Regularly required to maintain a stationary position, move about the inside of the building, position self to reach low objects (objects under desks, in filing cabinet drawers); must be able to manipulate objects, tools or controls, and be able to pick up and use paper, books, and other common office objects. Ability to communicate with members of the public and exchange accurate information. Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed. Ability to move/ set up small equipment (up to 30 lbs).

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Chair

REQUESTED MEETING DATE: February 25, 2025

ITEM: Discussion and Possible Approval of Revised Policy 66: Communications

EXPLANATION: The Select Board discussed a draft revised Policy 66: Communications at the work session earlier today. No votes are taken at work sessions per Policy 56. The Board will have an opportunity to vote on the revised policy at tonight's regular meeting.

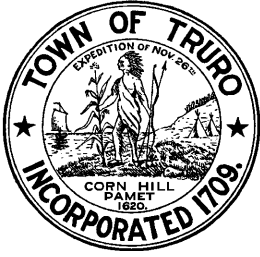
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The existing policy will remain in effect.

SUGGESTED ACTION: *Motion to revise Policy 66: Communications as drafted and authorize digital signature.*

ATTACHMENTS:

1. Policy 66: Communications (current)
2. Draft Policy 66: Communications (revised)—Red-lined
3. Draft Policy 66: Communications (revised)—Formatted



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #66

Date: Adopted January 25, 2022; rev 9/13/2022

** This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **TOWN OF TRURO PUBLIC COMMUNICATION POLICY**

Effective on the above date, the Town of Truro Select Board hereby adopts the following policy and procedures to be adhered to by all Town of Truro entities, departments, employees, volunteers, special municipal employees and members of multi-member bodies.

I. PURPOSE

The communication policy aims to ensure that accurate and timely information about the Town of Truro is provided to the public. As the forms of communication proliferate, it is important that those who communicate on behalf of the town work in concert to promote the interests and goals of Truro.

II. POLICY

The town's website, www.truro-ma.gov is the primary vehicle for disseminating information. All communications from any Town of Truro department, board, committee or commission shall be submitted to the Town Manager for inclusion in the town newsletter, the website or any other official town channel of communication, including press releases, emails and social media platforms.

If a multi-member board, committee or commission wishes to distribute information via other channels, after using official town resources the decision to do so must be:

- 1) Made by a majority vote of the members of said body;
- 2) Must be typed on Town of Truro letterhead; and
- 3) Must adhere to all applicable local, state and federal public records and record retention laws, rules, budgetary, and procurement regulations and policies.

If any member of a board, committee, commission or department wishes, as an individual, to communicate any information, opinion, or point of view, it is imperative that the individual make clear that the

communication is personal and is not representing any board, committee, commission or department of the Town of Truro.

III. GUIDELINES AND CONSIDERATIONS

A. Intellectual Third-Party Rights. When any department, board, committee or commission posts content in any form, it must ensure that it has the right to do so and it must seek advance approval from the town manager. In the case of copyrighted works (e.g. news reports, literary expression, photos, videos, etc.), it needs to ensure that either (a) it has the copyright; (b) written permission to use the work; or (c) the use of the work is permissible under statute. Written authorization from the third-party copyright holder or owner of the material is required.

B. Privacy. Under some circumstances, videos and images of individual(s) may only be used when a written release has been obtained from the individual or from the parent or guardian if the individual is a minor. Copies of these releases should be kept on file by the department, board, committee or commission. Alternatively, agencies may alter the videos or images to effectively hide the identity of individuals if no permission has been granted.

C. Public employees, conflict of interest. The state Conflict of Interest law applies to all public employees, including volunteers. The definition of public employee – in Truro’s case, municipal employee – is broad: anyone performing services for or holding an office, position or job in a municipal agency – whether elected, appointed or contracted and whether serving with or without compensation.

The law aims to assure that municipal employees do not use their official positions to obtain any special privileges or exemptions not available to others.

The law bars municipal employees from engaging in political activity and prohibits any use of public resources in connection with such activity. In addition, town-sponsored publications – electronic or print – or social media entities may not be used for political purposes. This includes election-related and non-election-related political activity, such as one directed at influencing governmental decision-makers or one supporting or opposing a town meeting warrant article.

Municipal employees may engage in private political activity without violating the Conflict of Interest Law. Where an impression might be given that an individual is acting in an official capacity, he or she should state that such activity such as speaking at a public meeting, to the news media or to an organization is as an individual, not in an official capacity. Individual board or committee members should not purport to represent the opinion of that board/committee, except when specifically authorized by a recorded vote to do so.

D. Advertising, Endorsement Limitations

State procurement and ethics laws largely prohibit municipal employees or agencies from endorsing products, businesses, or vendors.

IV. CORRECTIONS

The Town of Truro is committed to providing accurate information in all of its communications. When an error in fact or misleading information appears in material disseminated by the town, the Town Manager

will determine the best method to correct the inaccurate information on all platforms through which it was distributed as soon as is practically possible. This includes the town website and any town newsletters, town-issued press releases, Truro TV, and any social media feeds, such as Facebook, twitter, Instagram.

Corrections will not repeat the original error, except in the circumstance that the correction would not be easily understood without repeating the error.



Kristen Reed, Chair



John Dundas, Clerk



Robert Weinstein, Vice-Chair



Susan Areson



Stephanie Rein
Truro Select Board

TOWN OF TRURO COMMUNICATIONS POLICY (#66)

INTRODUCTION All communications generated or received by the Town of Truro, including those from employees, elected or appointed officials, and volunteers in their official capacity, are governed by Massachusetts Public Records Law. This includes written, electronic (emails, text messages, social media), and public relations communications.

PURPOSE This policy establishes clear standards for communication among town officials, employees, and volunteers, ensuring transparency and accountability while respecting individuals' First Amendment rights to express personal opinions distinct from their municipal roles.

This policy aligns with:

- Policy #54: Code of Conduct
- Policy #62: Social Media Policy

APPLICABILITY This policy applies to all Town employees, elected and appointed officials, and volunteers when acting in their official capacity.

EMAIL, CELL PHONE & TEXT COMMUNICATIONS

- Town-issued email accounts must be used for all official communications and not for personal use or expressing personal opinions on town matters.
- Communications must adhere to the standards of civility, respect, and integrity outlined in the Code of Conduct.
- Responses to public or media inquiries must specify whether the individual is speaking personally or on behalf of the board/committee.
- Personal email accounts used for town business are subject to the same guidelines and public records law.
- "Reply all" should not be used in board/committee emails to comply with Open Meeting Law, except for scheduling matters.
- All official email correspondence should be copied to the relevant department head, Town Manager, or Assistant Town Manager, as appropriate.
- Anonymous emails will not be responded to.
- Blind copying (Bcc) in official town emails is not permitted.
- Information shared with fellow committee members should be routed through their staff liaison if outside of public meeting.

PUBLIC RECORDS & RETENTION

- Town boards and departments must securely maintain public records.
- Public records must be stored in a public building, not private residences.

- The Town Clerk serves as the records custodian and provides access upon request per Massachusetts Public Records Law.

MEDIA INQUIRIES & PUBLIC STATEMENTS

- The Town Manager **or designee** serves as the primary spokesperson and may delegate media responses to department heads or staff.
- Board/committee members responding to media must clarify if they speak as an individual or represent the board, which requires a majority vote.
- Official town statements cannot be printed on town stationery or town-sponsored media without approval.

SOCIAL MEDIA POLICY

- Only designated employees may post on official Town of Truro social media accounts.
- Posts must be accurate, respectful, and relevant, complying with public records law.
- Employees and officials using personal social media must clarify when expressing personal opinions and should avoid discussing town matters unless explicitly stating they do not represent the town.
- Refer to [social media policy # 62](#)

CELL PHONES

- Town-issued or reimbursed cell phones are subject to public records requests.
- Town-issued phones may not be used for personal purposes.
- Personal cell phones used for town business may be subject to public records requests.

PUBLIC COMMUNICATION & INFORMATION DISSEMINATION

- The town's website (www.truro-ma.gov) serves as the primary source for official information.
- Any communication from a town entity for public dissemination must be submitted to the Town Manager for inclusion in official town **channels**.
- Boards/committees seeking to use additional communication methods must vote as a majority and comply with public records and ethics laws.
- Individuals communicating opinions must clarify they do not represent the town unless authorized by a board vote.

LEGAL & ETHICAL CONSIDERATIONS

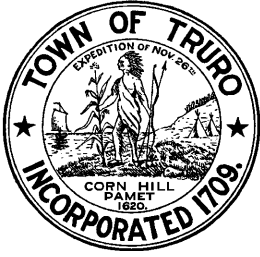
- Town communications must comply with conflict-of-interest laws, barring municipal employees from using their positions for personal gain or political activity.

- Town-sponsored publications and social media cannot be used for political advocacy.
- Employees and officials must ensure they have legal rights before posting third-party content.
- Privacy considerations apply when sharing images or videos of individuals, requiring consent or modification to obscure identities.

CORRECTIONS

- The Town Manager will oversee corrections of factual errors in official communications across all relevant platforms.
- Corrections will be made as soon as practical and will not unnecessarily repeat the original error.

This policy ensures the Town of Truro's communications remain professional, transparent, and legally compliant. For further guidance, contact the Town Manager's office.



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #66

Date: Adopted January 25, 2022. Revised September 13, 2022; February 25, 2025

** This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

Subject: **TOWN OF TRURO PUBLIC COMMUNICATION POLICY**

INTRODUCTION

All communications generated or received by the Town of Truro, including those from employees, elected or appointed officials, and volunteers in their official capacity, are governed by Massachusetts Public Records Law. This includes written, electronic (emails, text messages, social media), and public relations communications.

PURPOSE

This policy establishes clear standards for communication among town officials, employees, and volunteers, ensuring transparency and accountability while respecting individuals' First Amendment rights to express personal opinions distinct from their municipal roles.

This policy aligns with:

- Policy #54: Code of Conduct
- Policy #62: Social Media Policy

APPLICABILITY

This policy applies to all Town employees, elected and appointed officials, and volunteers when acting in their official capacity.

EMAIL, CELL PHONE & TEXT COMMUNICATIONS

- Town-issued email accounts must be used for all official communications and not for personal use or expressing personal opinions on town matters.
- Communications must adhere to the standards of civility, respect, and integrity outlined in the Code of Conduct.

- Responses to public or media inquiries must specify whether the individual is speaking personally or on behalf of the board/committee.
- Personal email accounts used for town business are subject to the same guidelines and public records law.
- "Reply all" should not be used in board/committee emails to comply with Open Meeting Law, except for scheduling matters.
- All official email correspondence should be copied to the relevant department head, Town Manager, or Assistant Town Manager, as appropriate.
- Anonymous emails will not be responded to.
- Blind copying (Bcc) in official town emails is not permitted.
- Information shared with fellow committee members should be routed through their staff liaison if outside of public meeting.

PUBLIC RECORDS & RETENTION

- Town boards and departments must securely maintain public records.
- Public records must be stored in a public building, not private residences.
- The Town Clerk serves as the records custodian and provides access upon request per Massachusetts Public Records Law.

MEDIA INQUIRIES & PUBLIC STATEMENTS

- The Town Manager or designee serves as the primary spokesperson and may delegate media responses to department heads or staff.
- Board/committee members responding to media must clarify if they speak as an individual or represent the board, which requires a majority vote.
- Official town statements cannot be printed on town stationery or town-sponsored media without approval.

SOCIAL MEDIA POLICY

- Only designated employees may post on official Town of Truro social media accounts.
- Posts must be accurate, respectful, and relevant, complying with public records law.
- Employees and officials using personal social media must clarify when expressing personal opinions and should avoid discussing town matters unless explicitly stating they do not represent the town.
- Refer to [social media policy # 62](#)

CELL PHONES

- Town-issued or reimbursed cell phones are subject to public records requests.

- Town-issued phones may not be used for personal purposes.
- Personal cell phones used for town business may be subject to public records requests.

PUBLIC COMMUNICATION & INFORMATION DISSEMINATION

- The town's website (www.truro-ma.gov) serves as the primary source for official information.
- Any communication from a town entity for public dissemination must be submitted to the Town Manager for inclusion in official town channels.
- Boards/committees seeking to use additional communication methods must vote as a majority and comply with public records and ethics laws.
- Individuals communicating opinions must clarify they do not represent the town unless authorized by a board vote.

LEGAL & ETHICAL CONSIDERATIONS

- Town communications must comply with conflict-of-interest laws, barring municipal employees from using their positions for personal gain or political activity.
- Town-sponsored publications and social media cannot be used for political advocacy.
- Employees and officials must ensure they have legal rights before posting third-party content.
- Privacy considerations apply when sharing images or videos of individuals, requiring consent or modification to obscure identities.

CORRECTIONS

- The Town Manager will oversee corrections of factual errors in official communications across all relevant platforms.
- Corrections will be made as soon as practical and will not unnecessarily repeat the original error.

This policy ensures the Town of Truro's communications remain professional, transparent, and legally compliant. For further guidance, contact the Town Manager's office.

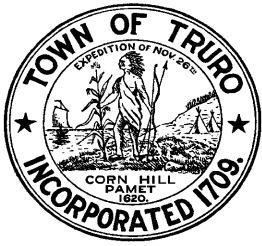
Susan Areson, Chair

Robert Weinstein, Vice-Chair

Nancy Medoff, Clerk

Stephanie Rein

Susan Girard-Irwin
Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: February 25, 2025

ITEM: Discussion and Possible Approval of Revised Policy 35: Town Manager's Powers of Appointment

EXPLANATION: The Select Board discussed a draft revised Policy 35: Town Manager's Powers of Appointment at the work session earlier today. No votes are taken at work sessions per Policy 56. The Board will have an opportunity to vote on the revised policy at tonight's regular meeting.

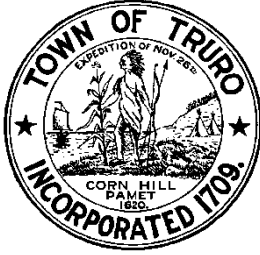
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The existing policy will remain in effect.

SUGGESTED ACTION: *Motion to revise Policy 35: Town Manager's Power of Appointment as drafted and authorize digital signature.*

ATTACHMENTS:

1. Policy 35: Town Manager's Powers of Appointment (current)
2. Draft Policy 35: Town Manager's Powers of Appointment (revised)



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #35

Date: Adopted December 15, 2004; Revised November 28, 2017; Revised September 13, 2022; Revised March 7, 2023.

Subject: **POLICY ON TOWN MANAGER'S POWERS OF APPOINTMENT**

I. Introduction

This policy is created by the Select Board in accordance with Chapter 5, Section 4 of the Truro Charter and establishes the process by which the Town Manager may exercise their powers of appointment in accordance with Chapter 5, Sections 4 and 5 of the Truro Charter, the General Laws of Massachusetts, the Truro Personnel Bylaws, and collective bargaining agreements in effect at the time of the appointment.

II. Procedures

Effective as of the date this Policy is adopted by the Truro Select Board, the Town Manager shall adhere to the following procedures when appointing personnel for permanent positions within the Town of Truro:

A. Recruitment of Candidates

- 1) When a position becomes vacant or will be vacant shortly, or a new position is created, the Town Manager shall review the existing job description for the position and determine whether it needs to be modified or updated.
- 2) If the Town Manager determines the job description needs to be modified or updated, or, in the case of a new position, created, the Town Manager shall prepare the revisions or new description. If necessary, the Town Manager shall negotiate revisions to job descriptions with the appropriate labor group before posting the vacancy.
- 3) The Town Manager shall then prepare a Notice of Permanent Vacancy. Said Notice shall include the job title, qualifications, salary and/or wages, hours of work, and applicant instructions, including a closing date for application.
- 4) The Notice of Permanent Vacancy shall be posted on the Town website, on appropriate Town bulletin boards and in at least the newspaper designated by the Select Board to post hearings and notices or as may be

required by collective bargaining agreement. Such postings will occur simultaneously or successively in compliance with all collective bargaining agreements.

- 5) The Town Manager may also post the Notice of Permanent Vacancy in relevant trade and professional journals, on relevant web-sites, with employment agencies, and other employment related sites if the Town Manager determines such postings to be appropriate and/or necessary in the recruitment of candidates.
- 6) Unless constrained by collective bargaining agreements, a permanent vacancy for a department head or salaried position shall be open for a minimum of three (3) weeks. All other positions shall remain open for as long as the Town Manager deems it prudent.
- 7) A candidate shall be required to submit the requested application materials to the office of the Town Manager on or before the closing date for such submission.
- 8) Notwithstanding the provisions outlined above, in the event of an emergency and after consultation with the Select Board, the Town Manager may fill a permanent vacancy on a temporary basis without advertising.

B. Appointment of Employees

- 1) The Town Manager or Assistant Town Manager or Department Head shall review all application materials submitted in response to the Notice of Permanent Vacancy and shall determine the candidates who qualify for further consideration based on merit and fitness. Residential preference points will be awarded to qualifying individuals as specified in Policy 57: Residential Preference Hiring Policy.
- 2) Qualified candidates' initial applications will complete a written exam, if an exam is deemed appropriate by the Town Manager or Assistant Town Manager or Department Head. Candidates with the highest scores of the written exam will proceed to an oral interview by panel. If a written exam is not deemed appropriate, the qualified candidates will participate in an oral interview by panel.
- 3) The oral interview panel and Town Manager or Assistant Town Manager or Department Head will develop a list of questions that are asked to each candidate. Candidates will be scored using a Town Manager approved metric appropriate for the vacant position that will allow the panel to assign a score based on specific criteria to each applicant. The oral interview will be completed by a panel of three individuals; one or more of whom may not be a Town employee.

- 4) The Town Manager or Assistant Town Manager or Department Head shall then interview those candidates with the highest scores as determined by the panel interview, using the same procedures as outlined in Section B (3) of this policy. Department heads will participate on this interview panel for non-department head staff vacancies in their respective departments.
- 5) In the case of the appointment process for the Library Director, the Library Trustees will designate one member of their body to assist the Town Manager in the review and recommendation of applicants for interviews and then participate as one of the members of the three-person interview panel with the Town Manager.
- 6) The Town Manager shall make the final determination of the candidates' merit and fitness for the position based on the scores and shall choose an individual for appointment from the qualified candidates.
- 7) In accordance with the Town Charter, the Town Manager shall present their selection for applicable department head positions to the Select Board by consulting individually with each member of the Board prior to making an employment offer to the selected candidate.
- 8) Employment offers will be conditional in nature and will require satisfactory physical exams, drug/ alcohol screens, background record checks or reference verification.
- 9) In certain cases, the Town Manager may choose to maintain a certified copy of applicants and their scores from the hiring process to allow qualified applicants who perform well in the hiring process to be considered for future vacant positions.

III. Waiver of Provisions

The Town Manager in consultation with the Select Board may waive any of the foregoing requirements on a case-by-case basis.



Kristen Reed, Chair



Robert Weinstein, Vice Chair



John Dundas, Clerk

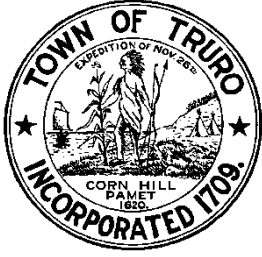


Susan Areson

A handwritten signature in blue ink, appearing to read "Step J. R.", is positioned above a horizontal line.

Stephanie Rein

Select Board
Town of Truro



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

POLICY MEMORANDUM #35

Date: Adopted December 15, 2004; Revised November 28, 2017; Revised September 13, 2022; Revised March 7, 2023; Revised February 11, 2025

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- 2) If the Town Manager determines the job description needs to be modified or updated, or, in the case of a new position, created, the Town Manager shall prepare the revisions or new description. If necessary, the Town Manager shall negotiate revisions to job descriptions with the appropriate labor group before posting the vacancy.
- 3) At the discretion of the Town Manager, in the case of non-union positions, if an internal candidate or multiple internal candidates are identified as meeting the minimum qualifications of the position, the Town Manager shall post the position internally for a minimum of 5 days. In the case of union positions, the Town Manager shall post the position internally as described in the appropriate collective bargaining agreement. Interested internal candidates shall submit the application materials identified in the internal posting by the deadline. In the case of non-union

positions the remainder of Section A may be waived, and the Town Manager may appoint from the internal candidates. If no internal candidates apply, the external posting process identified in Section A shall apply.

- 4) The Town Manager shall then prepare a Notice of Permanent Vacancy. Said Notice shall include the job title, qualifications, salary and/or wages, hours of work, and applicant instructions, including a closing date for application.
- 5) The Notice of Permanent Vacancy shall be posted on the Town website, on appropriate Town bulletin boards, and if deemed appropriate by the Town Manager, the newspaper designated by the Select Board to post hearings and notices or as may be required by collective bargaining agreement. Such postings will occur simultaneously or successively in compliance with all collective bargaining agreements.
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Manager or Department Head. Candidates with the highest scores of the written exam will proceed to an oral interview by panel. If a written exam is not deemed appropriate, the qualified candidates will participate in an oral interview by panel.

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Susan Areson, Chair

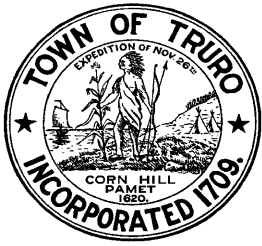
Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein

Susan Girard-Irwin

Select Board
Town of Truro



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Assistant Town Manager

REQUESTED MEETING DATE: February 25, 2025

ITEM: Review and Approve 2025 Annual Election Date and Revised Annual Municipal Calendar

EXPLANATION: The Truro Charter identifies the last Tuesday in April as the Annual Town Meeting date and the second Tuesday in May as the Annual Town Election date, however, the Select Board may move the date of either of those events. The Select Board has voted to move the Annual Town Meeting to Saturday, May 3, 2025. Staff reviewed the key election dates and have determined that even with less days between the two events, the Election can be held on Tuesday, May 16, 2025, if the Board wishes.

The Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparation was approved prior to changing the date of the Annual Town Meeting. An amended version of the calendar to reflect the new date of the Town Meeting is included for the Board's approval. If the Board would like to change the date of the Annual Town Election, the calendar will require further updates.

The calendar is under review by Town Counsel to verify that all dates are consistent with MGL.

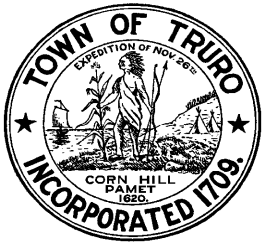
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: No date will be chosen for the Annual Town Election and the Municipal Calendar will not reflect the appropriate dates.

SUGGESTED ACTION: *MOTION TO set the Annual Town Election date as {{insert date here}} and update the Municipal Calendar to reflect the dates and associated timelines of 2025 Annual Town Meeting and Annual Town Election, making any adjustments to the calendar recommended by Town Counsel.*

ATTACHMENTS:

1. Amended Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparation—To Be Provided Prior to the Meeting



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Susan Areson, Chair

REQUESTED MEETING DATE: February 25, 2025

ITEM: Review and Approve Letter to Governor Healy Regarding Closure of the Pocasset Mental Health Center

EXPLANATION: The fiscal 2026 budget filed by Governor Maura Healey included the closure of Pocasset Mental Health Center, along with other budget cuts to the Department of Mental Health. Chair Areson prepared a letter urging Governor Healey to reconsider this closure on behalf of the Select Board.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Select Board will not submit a letter regarding the closure of the Pocasset Mental Health Center.

SUGGESTED ACTION: *MOTION TO approve the letter urging Governor Healey to reconsider the closure of the Pocasset Mental Health Center as drafted and authorize digital signature.*

ATTACHMENTS:

1. Draft Letter to Governor Healy Regarding Closure of the Pocasset Mental Health Center



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

February 25, 2025

Governor Maura Healey
Massachusetts State House
24 Beacon St.
Office of the Governor, Room 280
Boston, MA 02133

Dear Governor Healey,

The Truro Select Board joins other Cape Cod communities and Barnstable County agencies in strongly opposing proposals to close the Pocasset Mental Health Center and to cut by 50 percent the number of mental health case managers statewide.

The Pocasset center is the only state-run psychiatric on the Cape and, while it offers just 16 beds, it is typically at capacity. Closing this facility poses a risk to a vulnerable population of people, many of whom may forgo needed treatment or end up in hospital emergency rooms.

Our Outer Cape communities already face significant challenges in providing adequate mental health services for those who need it. Requiring patients and their families to travel off Cape for these services and eliminating case workers is unreasonable at a time when the demand for mental health services is increasing.

We urge you to reconsider these proposed cuts in the FY 2026 budget.

Sincerely,

Susan Areson, Chair

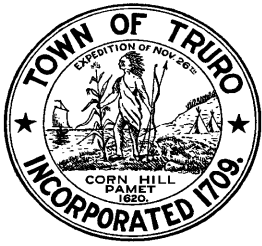
Robert Weinstein, Vice-Chair

Nancy Medoff, Clerk

Susan Girard-Irwin

Stephanie Rein
The Truro Select Board

cc: Senator Julian Cyr
Senator Dylan Fernandes
Representative Kip Diggs
Representative Christopher Flanagan
Representative Hadley Luddy
Representative Thomas Moakley
Representative David Vieira
Representative Steven Xiarhos



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 25, 2025

ITEM: Review and Possible Approval of Captain's Choice Seasonal Entertainment License

EXPLANATION: Kristi Wageman, Manager of Captain's Choice, has submitted an application for a Seasonal Entertainment License. The Police Chief has reviewed and approved this application.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Manager will not have permission to have entertainment at the Captain's Choice establishment.

SUGGESTED ACTION: *Motion to approve the 2025 Seasonal Entertainment License for Captain's Choice, Sundays (with occasional Saturdays) with a start time of 3:00pm and an end time of 5:00pm, and to authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Application for Entertainment License-Captain's Choice



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505

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

Application for an Entertainment License

- ☐ Annual ☐ Weekday ☐ Saturday ☒ Sunday
☒ Seasonal ☐ Seven-Day

*Please complete the Commonwealth's
Public Entertainment on Sunday
Application

The undersigned hereby applies for a license in accordance with the provisions of
Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4

BUSINESS/ORGANIZATION INFORMATION

Name of Applicant: Kristi Wageman Business/Organization Name: Captain's Choice
 Mailing Address of Business/Organization: PO Box 678 N. Truro MA 02652

Is this a Non-profit or For-profit Entity (Check the appropriate box)

☐ Yes

☒ No

If yes, proof of Non-profit status must accompany this application

Contact Person: Kristi Wageman Phone Number: [REDACTED] Email: truro.com

INDIVIDUAL APPLICANT INFORMATION

Individual's Name: _____ Mailing Address: _____
 Phone Number: _____ Email Address: _____

EVENT INFORMATION

Day (s)/Date (s) of Event for License to be issued: May-Sept 2025 Purpose of Event (example: fundraiser): Summer music
Sundays occasional Saturday

Hours of Event (from - to): 3-5 PM

Location (Must provide facility name, if any, street number and name): 4 Highland Rd N. Truro Event is: ☐ Indoor ☒ Outdoor Event
 [REDACTED] (Must provide facility name, if any, street number and name)

Property Owner Name and Address: John White Phone number: [REDACTED]

Seating Capacity: 40 Occupancy Number: 84

Approximate number of people attending _____

Name of Caterer (if applicable): _____
 Truro Application for Entertainment License

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

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

Will there be Police Traffic Control?

☐ Yes

☒ No

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)

2-5 guitar, vocals, drums

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.

Kristi A. Warr

Signature

2.5.25

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, under MGL 136.
- 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. _____

Select Board Chair _____

Meeting Date _____

Police Department _____

Jamie Calise

Date

2.11.25

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

State Fee, \$ 65.00
Municipal Fee, \$ 140.00

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF TRURO



LICENSE

For

PUBLIC ENTERTAINMENT ON SUNDAY

The Name of the Establishment is Captains Choice in or on the property at No.

4 Highland Rd. N. Truro MA 02652 (address)

The Licensee or Authorized representative, Kristi Wagelman in

accordance with chapter 136 of the General Laws, as amended, hereby request a license for the following program or entertainment:

DATE	TIME	Proposed dancing or game, sport, fair, exposition, play, entertainment or public diversion
5/25, 6/15	3-5	live band
6/22, 6/29 7/6, 7/13	3-5	live band
7/20, 7/27 8/3, 8/10	3-5	live band

8/17, 8/24, 8/31

Hon. _____ Mayor/ Chairman of Board of Selectman, of the Town of Truro (City or Town)

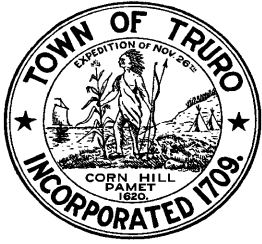
Fees per occurrence (Individual Sunday(s)): Regular Hours (Sunday 1:00pm - Midnight): \$2.00 Special Hours (Sunday 12:00 am- Midnight): \$5.00 Annual Fee (For Operating on every Sunday in calendar year): Regular Hours (Sunday 1:00pm - Midnight): \$50.00 Special Hours (Sunday 12:00 am- Midnight): \$100.00

This license is granted and accepted, and the entertainment approved, upon the understanding that such entertainment that the licensee shall comply with the laws of the Commonwealth applicable to licensed entertainments, and also to the following terms and conditions: The licensee shall at all times allow any person designated in writing by the Mayor, Board of Selectmen, or Commissioner of Public Safety, to enter and inspect his place of amusement and view the exhibitions and performances therein; shall permit regular police officers, detailed by the Commissioner of Public Safety or Chief of the local Police Department to enter and be about this place of amusement during performances therein; may employ to preserve order in his place of amusement only regular or special police officers designated therefore by the Chief of Police, and shall pay to said Chief of Police for the services of the regular police officers such amount as shall be fixed by him; shall permit at all times to enter and be about his place of amusement such members of the Fire Department as shall be detailed by the Chief of the Fire Department to guard against fire; shall keep in good condition, go as to be easily accessible, such standpipes, hose, axes, chemical extinguishers and other apparatus as the fire department may require; shall allow such members of the fire department in case of any fire in such place, to exercise exclusive control and direction of his employees and of the means and apparatus provided for extinguishing fire therein; shall permit no obstruction of any nature in any aisle, passageway or stairway of the licensed premises, nor allow any person therein to remain in any aisle passageway or stairway during an entertainment; and shall conform to any other rules and regulations at any time made by the Mayor or Board of Selectmen. This license shall be kept on the premise where the entertainment is to be held, and shall be surrendered to any regular police officer or authorized representative of the Department of Public Safety. This license is issued under the provisions of Chapter 136 of the General Laws, as amended, and is subject to revocation at any time by the Mayor, Board of Selectmen, or Commissioner of Public Safety.

Do not write in this box

This application and program must be signed by the licensee or authorized representative of entertainment to be held. No Change to be made in the program without permission of the authorities granting and approving the license.

THIS LICENSE MUST BE POSTED IN A CONSPICUOUS PLACE ON THE PREMISES



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: February 25, 2025

ITEM: Approval of Renewal of 2025 Seasonal Business Licenses:

- Top Mast Café
- Captain's Choice

EXPLANATION: These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve the licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees and proof of taxes paid in full for the fiscal year. There were no reported issues with these establishments in 2024.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualer (Cooking, Preparing and Serving food)	Top Mast Café Captain's Choice

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicants will not be issued their licenses to operate.

SUGGESTED ACTION: *Motion to approve the 2025 Common Victualer License for Top Mast Café and Captain's Choice, upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2025: Top Mast Café
2. Renewal Application for 2025: Captain's Choice

SMOKE: 1/20/25
SEPTIC: ?

Consent Agenda Item: 9C1



Town of Truro Board of Health

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508
Email: lbudnick@truro-ma.gov or nrichey@truro-ma.gov

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Top Mast Cafe

☐ New ☒ Renewal/No Changes (Skip to Section 3)

Section 1 – License Type

Type of License: ☒ Food Service ☒ Common Victualer (\$50)

Type of Food Service Establishment:

- | | |
|---|--|
| ☒ Food Service (restaurant or take out)/ \$75 | ☒ Catering/ \$50 |
| ☐ Retail Food (commercially prepared foods)/\$15 | ☐ Manufacturer of Ice Cream/Frozen Dessert / \$10 |
| ☐ Residential Kitchen \$25 | ☐ Bakery \$10 |
| ☐ Bed & Breakfast w/Continental Breakfast | |

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ Email Address: _____

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 50 Outside: 22 Number of Employees: 8

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 7am To 11pm

Days Closed Excluding Holidays: None

If Seasonal: Approximate Dates of Operation: 5 / 1 / 25 To 10 / 31 / 25

Person Directly Responsible for Daily Operations: (Owner, Person in Charge, Supervisor, Manager)

Name: Jason Silva Email Address: vacation@topmastresort.com

Mailing Address: Box 44, N.Truro, MA 02652

Phone No: [REDACTED] 24 Hour Emergency: [REDACTED]

Certified Food Manager(s) (attach copy): (at least 1 full-time equivalent PER SHIFT required)

Jason Silva

Allergen Awareness Certification (attach copy):

Jason Silva

Has your menu changed from last year? ☐ Yes ☒ No

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

Section 4 - Attestation

Attestation

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant:

Jason Silva

Date: 1/19/25

Application Checklist:

- ☒ Food Service Permit Application
- ☒ Smoke Detector/Fire Protection Certification
- ☒ Workers Compensation Affidavit/Certificate of Insurance
- ☒ Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- ☒ Copy of Service report of mechanical washing equipment (Dishwasher)
- ☒ Copy of ServSafe Certification and Allergy Awareness
- ☒ Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

FOR HEALTH DEPARTMENT USE ONLY

Comments: ALL FOOD SERVICE/FOOD HANDLING CERTIFICATIONS ARE CURRENT

Greg B...

Review by

1/29/2025
Date



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Top Mast Resort dba Top Mast Cafe

Address: 209 Shore Rd

City/State/Zip: N. Truro, MA 02652

Phone # [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with 8 employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Associated Employers Insurance Company

Insurer's Address: 54 Third Ave.

City/State/Zip: Burlington, MA 01803

Policy # or Self-ins. Lic. # WCC-500-5003179-2024A

Expiration Date: 9/30/25

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: *[Signature]*

Date: 1-19-25

Phone #: 508-487-1189

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



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

**FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT**

BUSINESS NAME: Top Mast Resort & Cafe

OWNER/MANAGER: Jason Silva

ADDRESS: 209 Shore Rd. N. Truro, MA 02652

PHONE #: [REDACTED] NUMBER OF UNITS: 77

CONTACT PERSON: Jason Silva-[REDACTED]

ADDRESS: 209 Shore Rd, N. Truro, MA 02652

TESTING COMPANY: George Felton-Master Electricial

TESTING ELECTRICIAN/TECHNICIAN: Jamie White

COMPANY PHONE #: 508-487-3428 HOME PHONE #:

LICENSE #: 11223-B

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

COMMENTS: Fire Alarm Panels Tested OK

DATE OF CERTIFICATION: 1/20/25 BY: [Signature]
Signature of Licensed Electrician

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



FIRE EQUIPMENT
INCORPORATED

Kitchen Suppression System Inspection Certificate

For

Top Mast Cafe
209 Shore Road
North Truro, MA 02652

Tested to NFPA Standards

This Inspection was performed in accordance with NFPA 17 or 17A Standards. The subsequent pages of this report provide performance measurements, listed ranges of acceptable results, and complete documentation of the inspection. Whenever discrepancies exist between acceptable performance standards and actual test results, notes and/or recommended solutions have been proposed or provided for immediate review and approval.

Inspection Date:
12/20/2024

Inspector Name: James Spinosa - T6
Title: Service Technician



FIRE EQUIPMENT INCORPORATED

Kitchen Suppression System Inspection Certificate

Property: Top Mast Cafe	Street: 209 Shore Road	City/State/Zip: North Truro, MA 02652
Frequency: Annual	Inspector Name: James Spinosa - T6	Date: 12/20/2024
Installed Product: K 00072512	Product: Kitchen Suppression System	Equipment Location: #1 Cafe

System in service before conducting tasks	Yes
Pertinent parties notified before conducting tasks	Yes
Appliances Left to Right:	Fry fry , 8 burner , flat top , salamander
Type of special agent extinguishing system: Wet chemical Dry chemical Prior to performing the required maintenance steps, verify that the system protection is designed and installed correctly for the existing appliance and ventilation system configuration. If not, note deficiencies.	Wet Chemical
Were building alterations/renovations made since last inspection?	No
Is system connected to building fire alarm?	No
Automatic Shutdown	
What is fuel source? Electricity Gas or Both	Gas
Nozzles	
Are caps in place?	Yes
Quantity of Nozzle Caps Changed	
Quantity of Nozzle Seals Changed	8
Are nozzles properly oriented to protect hazard?	Yes
Are there signs of damage or clogging?	No
Manual Releases	
Are manual releases clear and unobstructed?	Yes
System Cylinders and Mechanical Controls	
Are system pressure gauges in proper operating range?	Yes
Tanks mounted and secured?	Yes
All visible piping & conduit properly supported and in good condition?	Yes
Proper pipe schedule and fitting weight(s) for hazard design?	Yes
Flexible discharge hoses? Date: Part#: Size: :	Yes
Portable Fire Extinguishers	
Are fire extinguishers provided?	Yes
Mechanical Detection Line	
Function tested	Yes
Quantity of 165° F Links Changed	



FIRE EQUIPMENT INCORPORATED

Quantity of 212° F Links Changed	
Quantity of 280° F Links Changed	
Quantity of 360° F Links Changed	4
Quantity of 450° F Links Changed	2
Quantity of 500° F Links Changed	
Interlocks	
Fuel shutoff	Yes
CERTIFICATE OF INSPECTION	
System tagged and left in service	Yes
Pertinent parties notified after conclusion of tasks	Yes
System returned to service	Yes
COMMENTS:	
6-Year Maintenance Test	
Are 6-year tests recorded?	
12-Year Tests	
Are 12-year tests recorded?	



FIRE SUPPRESSION CYLINDER RECORD

Kitchen Manufacturer	Model	Hydro	Number of Tanks	Location
Range Guard	6	10/01/2027	1	Cafe

ServSafe

National Restaurant Association

ServSafe® CERTIFICATION

JASON SILVA

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

22238898

CERTIFICATE NUMBER

10748

EXAM FORM NUMBER

3/4/2021

DATE OF EXAMINATION

3/4/2026

DATE OF EXPIRATION

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



#0655

Sherman Brown
Executive Vice President, National Restaurant Association Solutions



In accordance with Minnesota Labor Code 100, Section 100.01, 100.02, 100.03, 100.04, 100.05, 100.06, 100.07, 100.08, 100.09, 100.10, 100.11, 100.12, 100.13, 100.14, 100.15, 100.16, 100.17, 100.18, 100.19, 100.20, 100.21, 100.22, 100.23, 100.24, 100.25, 100.26, 100.27, 100.28, 100.29, 100.30, 100.31, 100.32, 100.33, 100.34, 100.35, 100.36, 100.37, 100.38, 100.39, 100.40, 100.41, 100.42, 100.43, 100.44, 100.45, 100.46, 100.47, 100.48, 100.49, 100.50, 100.51, 100.52, 100.53, 100.54, 100.55, 100.56, 100.57, 100.58, 100.59, 100.60, 100.61, 100.62, 100.63, 100.64, 100.65, 100.66, 100.67, 100.68, 100.69, 100.70, 100.71, 100.72, 100.73, 100.74, 100.75, 100.76, 100.77, 100.78, 100.79, 100.80, 100.81, 100.82, 100.83, 100.84, 100.85, 100.86, 100.87, 100.88, 100.89, 100.90, 100.91, 100.92, 100.93, 100.94, 100.95, 100.96, 100.97, 100.98, 100.99, 100.100

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Contact us with questions at 233 S. Wacker Drive, Suite 3600, Chicago, IL 60606-6383 or ServSafe@restaurant.org.



Jason Silva attended a one hour training in "Anti-Choking Procedures for Food Establishments" as required by the Massachusetts Department of Public Health 105 CMK590.009. Included with this training was "Hands Only CPR" for adults and children. This training was conducted by the Cape Cod Medical Reserve Corps American Heart Association certified trained instructors.

This certificate is good for two years from the date of issuance.

Diana R. Gaumond, RN, BSN, MPH
Director, Cape Cod Medical Reserve Corps
Date: February 9, 2023

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: JASON SILVA

Certificate Number: 4953693

Date of Completion: 3/7/2021

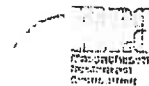
Date of Expiration: 3/7/2026



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

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

Issued By:



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

NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org

DO NOT REMOVE PER ORDER OF STATE FIRE MARSHAL

DATE OF
LAST SERVICE

CLEAN SWEEP NORTH-SOUTH

NEXT SERVICE
DUE IN

1-508-778-7222

78 South Yarmouth Road
Dennis, MA 02638

30 DAYS ☐

60 DAYS ☐

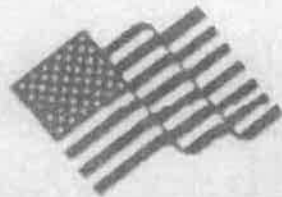
90 DAYS ☐

120 DAYS ☐

180 DAYS ☐

365 DAYS ☐

___ DAYS ☐



HCI-000032

No. 2358

License no:

137

Serviced by:

SR

This system has been

☒ Cleaned

☒ Inspected

2022 ☐

2023 ☐

2024 ☒

2025 ☐

2026 ☐

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	31
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE

Associated Employers Insurance Company
54 Third Avenue, Burlington, Massachusetts 01803-0970
(800) 876-2765

NCCI NO 40959

POLICY NO. WCC-500-5003179-2024A
PRIOR NO. WCC-500-5003179-2023A

ITEM

- 1 The Insured: Top Mast Resort Inc As Per Schedule
DBA:
Mailing address: P O Box 44
North Truro, MA 02652

FEIN: **-***9681

Legal Entity Type: Corporation

Other workplaces not shown above: See Location

2. The policy period is from 09/30/2024 to 09/30/2025 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
- B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

Bodily Injury by Accident	\$	1,000,000	each accident
Bodily Injury by Disease	\$	1,000,000	policy limit
Bodily Injury by Disease	\$	1,000,000	each employee

C. Other States Insurance: Coverage Replaced by Endorsement WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules: SEE SCHEDULE

4. The premium for this policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Classifications		Premium Basis	Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA	000032012			
INTER		SEE CLASS CODE SCHEDULE		

Minimum Premium \$292

GOV	GOV
STATE	CLASS
MA	9052

Total Estimated Annual Premium \$7,375
Deposit Premium \$1,922

State Assessments/Surcharges
\$6,662.00 x 4.6800% \$312

This policy, including all endorsements, is hereby countersigned by

Authorized Signature

10/10/2024
Date

Service Office:
54 Third Avenue
Burlington MA 01803

Acrisure New England Partners Insurance Services
10 Research Parkway, Suite 400
Wallingford, CT 06492

WC 00 00 01 A (7-11)

Includes copyrighted material of the National Council on Compensation Insurance, used with its permission.

Number: 2025-074

Fee \$75.00

Town of Truro Board of Health
24 Town Hall Road, Truro, MA 02666
Permit To Operate A Food Establishment

In accordance with Regulations promulgated under authority of Chapter 111, Section 127A of the General Laws a Permit is hereby granted to:

Jason Silva, mgr., d/b/a Top Mast Cafe

Whose place of business is **209 Shore Rd**

Type of business and any restrictions **Restaurant**

To operate a food establishment in **Truro**

Permit Expires: **December 31, 2025**

Date Issued:

Jan 29, 2025

Seating: **72**



Emily Beebe, RS

Truro Board of Health Agent



**Town of Truro
Board of Health**

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666
Tel: 508-349-7004, Extension: 131 Fax: 508-349-5508
Email: lbudnick@truro-ma.gov or nrichey@truro-ma.gov

APPLICATION FOR FOOD SERVICE – COMMON VICTUALER

Name of Business: Captain's Choice

☐ New ☒ Renewal/No Changes (Skip to Section 3)

Section 1 – License Type

Type of License: ☐ Food Service ☒ Common Victualer (\$50)

Type of Food Service Establishment:

- ☒ Food Service (restaurant or take out)/ \$75 ☐ Catering/ \$50
☐ Retail Food (commercially prepared foods)/\$15 ☐ Manufacturer of Ice Cream/Frozen Dessert / \$10
☐ Residential Kitchen \$25 ☐ Bakery \$10
☐ Bed & Breakfast w/Continental Breakfast

Section 2 – Business/Owner/Manger Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____ Email Address: _____

Mailing Address: _____

Phone No: _____

Section 3 – Business Operation Details

Number of Seats: Inside: 16 Outside: 24 Number of Employees: 20

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 11 am To 10 pm

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 4/1/25 To 11/1/25

Person Directly Responsible for Daily Operations: (Owner, Person in Charge, Supervisor, Manager)

Name: Kristi Wageman Email Address: _____

Mailing Address: Box 1072 N. Truro MA 02662

Phone No: _____ 24 Hour Emergency: Same

Certified Food Manager(s) (attach copy): (at least 1 full-time equivalent PER SHIFT required)

Robert Wageman

Allergen Awareness Certification (attach copy):

Kristi Wageman

Has your menu changed from last year? ☐ Yes ☒ No

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

Section 4 - Attestation

Attestation

I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the food service establishment as specified under § 8-402.11. I affirm that the food establishment operation will comply with 105 CMR 590.000, Truro Board of Health Regulation Section X, Food Service Regulations and all other applicable laws. Pursuant to MGL Ch. 62C § 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid state and local taxes required by law.

Signature of Applicant:

Kristi Wageman

Date:

2.4.25

Application Checklist:

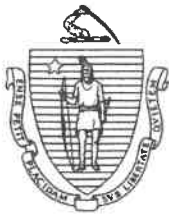
- ☐ Food Service Permit Application
- ☐ Smoke Detector/Fire Protection Certification
- ☐ Workers Compensation Affidavit/Certificate of Insurance
- ☐ Copy of Inspection of Kitchen Equipment: Commercial Hood and Ventilation System Report
- ☐ Copy of Service report of mechanical washing equipment (Dishwasher)
- ☐ Copy of ServSafe Certification and Allergy Awareness
- ☐ Copy of Choke Saver (for food service establishment w/seating capacity of 25 or more)

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017
www.mass.gov/dia

Workers' Compensation Insurance Affidavit: General Businesses.
TO BE FILED WITH THE PERMITTING AUTHORITY.

Applicant Information

Please Print Legibly

Business/Organization Name: Captain's Choice

Address: 4 Highland Rd.

City/State/Zip: N. Truro MA 02652 Phone #: [REDACTED]

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with 20 employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: Norfolk Dedham Mutual Fire

Insurer's Address: 222 Ames St.

City/State/Zip: Dedham, MA 02026

Policy # or Self-ins. Lic. # WE157800A Expiration Date: 5.21.25

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: Krishna Wam Date: 2.4.25

Phone #: [REDACTED]

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: _____ Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: _____



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

FIRE PROTECTION SYSTEMS
ANNUAL TEST REPORT

BUSINESS NAME: Captain's Choice
OWNER/MANAGER: Kristi Wageman
ADDRESS: 4 Highland Rd. N. Truro
PHONE: [REDACTED] NUMBER OF UNITS: _____
CONTACT PERSON: Kristi Wageman
ADDRESS: Box 1072 N. Truro

TESTING COMPANY: _____

TESTING ELECTRICIAN/TECHNICIAN: _____

COMPANY PHONE #: _____ HOME PHONE #: _____

LICENSE #: _____

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

COMMENTS: _____

DATE OF CERTIFICATION: _____ BY: _____

Signature of Licensed Electrician

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

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY
INSURANCE POLICY ---- INFORMATION PAGE

INSURER:

NORFOLK & DEDHAM MUTUAL FIRE INSURANCE COMPANY
222 AMES STREET
DEDHAM, MA 02026

POLICY NO: WE157800A

ENDORSEMENT EFF 05/21/2024

NCCI Company No: 21059

Account No:

FEIN: 47-3961930

ITEM 1. NAMED INSURED AND MAILING ADDRESS:
CAPTAIN'S CHOICE INC
PO BOX 678
NORTH TRURO, MA 02652

AGENT NAME AND ADDRESS:
BENSON, YOUNG, & DOWNS
INSURANCE AGENCY LLC
56 HOWLAND STREET PO BOX
559
PROVINCETOWN, MA 02657

AGENT NO.: 20654

LEGAL ENTITY: CORPORATION

OTHER WORKPLACES NOT SHOWN ABOVE: (See Workers Compensation Classification Schedule)

ITEM 2. POLICY PERIOD: From: 05/21/2024 To: 05/21/2025

Effective 12:01 A.M. Standard Time at the Insured's mailing address.

ITEM 3. COVERAGE:

A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here:
MA

B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in Item 3.A. The limits of liability under Part Two are:

Bodily Injury by Accident:	\$	100,000	each accident
Bodily Injury by Disease:	\$	500,000	policy limit
Bodily Injury by Disease:	\$	100,000	each employee

C. Other States Insurance: Part Three of the policy applies to the states, if any, listed here:
SEE ENDORSEMENT WC 20 03 06 B

D. This Policy includes these Endorsements and Schedules:
See Schedule of Forms and Endorsements.

ITEM 4. PREMIUM: The premium for this Policy will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required on the Workers Compensation Classification Schedule is subject to verification and change by audit.

Minimum Premium: \$ 205
Audit Period: ANNUAL

Total Estimated

Annual Premium: \$ 1,854

Additional / Return Premium: \$ 131 ADDITIONAL

Comments: CHANGE PAYROLL PER AUDIT

Issued At:

Date: 12/11/2024

Countersigned by _____



Kristi Wageman

attended a one hour training in "Anti-Choking Procedures for Food Establishments" as required by the Massachusetts Department of Public Health 105 CMK590.009. Included with this training was "Hands Only CPR" for adults and children. This training was conducted by the Cape Cod Medical Reserve Corps American Heart Association certified trained instructors.

This certificate is good for two years from the date of issuance.

Diana R. Gaumond, RN, BSN, MPH
Director Cape Cod Medical Reserve Corps
Date: April 23, 2024

CERTIFICATE

of

COMPLETION

Kristi Wageman

has successfully completed the required Allergen Awareness program for

Allergen Awareness

Date Completed: 2024-2-6

Valid through: 2027-2-6

Certificate Number: 3306228

Exam Form Number : 79



The Always Food Safe Company
899 Montreal Circle, St. Paul, 55102
www.alwaysfoodsafecom



Nick Eastwood
President
The Always Food Safe Company

ServSafe® CERTIFICATION

Robert Wageman

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

20346127

CERTIFICATE NUMBER

10748

EXAM FORM NUMBER

3/17/2021

DATE OF EXAMINATION

3/17/2026

DATE OF EXPIRATION

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



#0655

A handwritten signature in dark ink, appearing to read "Sherman Brown".

Sherman Brown
Executive Vice-President, National Restaurant Association Solutions





TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

TAX STATUS REQUEST FOR LICENSING

Date 11.06.2024

Request is coming from the Selectmen's Office X

Owner's Name Kristi Wageman

Business Name Captain's Choice Rest.

Business Address 4 Highland Rd.

Map and Parcel 36-93

Please verify whether the Real Estate and Personal Property taxes to this property are up to date for the current fiscal year.



Tax Collector's Signature

11/7/2024

Date

Select Board Work Session Minutes

January 14, 2025

Via Zoom Platform (Hybrid)

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Susan Girard-Irwin-Member; Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Holly Ballard-Gardner (Truro Resident); Peter Cook (Truro Resident); Sue Lichtenstein (Truro Resident); Isadora Medley (Truro Resident); Chris Nagle (Truro Resident); Harry Irwin (Truro Resident); Michael Forgione (Truro Resident); Chris Lucy (Truro Resident)

Chair Areson opened the meeting at 5:01 am and read aloud the information for members of the public to join the meeting. She stated that comments and votes would not be taken during the work session.

EXECUTIVE SESSION MINUTES REPORT

PUBLIC COMMENT

Chair Areson read aloud the rules for the public to follow when making public comments.

Chair Areson recognized the following individuals who made public comments: Michael Forgione who was concerned that DPW Facility does not have a designer chosen via competitive bidding, a designated site, budget considerations and whether it will be presented in an article at Town Meeting; Darrin Tangeman who entered a correction and an apology to Mr. Janopolis for statements about the DPW Facility made in the Truro Talks article.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Appointment of Members to the Ad Hoc Town Seal Committee (Five Full-Members and One Alternate Member): Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, Chris Nagle, Apryl Shenk

Holly Ballard-Gardner (Truro Resident):

Holly Ballard-Gardner works as Head of Strategy and Marketing for a consulting firm where they work on visual identity and branding development work. She believes she would be an asset to the group because she sees this as a way to represent Truro's history and what is important in the town. She is currently chair of the cemetery commission and has been on committees for museums, school boards, fundraising events and has worked on many non-profit teams. She sees the town seal daily and has

noticed the historical inaccuracies it contains and would like an opportunity to create a modern seal that still honors the character of the original.

Peter Cook (Truro Resident):

Peter Cook is the transfer station supervisor, the vice chair of Truro school committee, and a member of the wellness committee. He stated he feels this is a good time to modernize the seal. He has been researching the history of the seal and has noticed some ways it can be changed to reflect Truro. Peter Cook's history of being on many different committees demonstrates his ability to work on a team. He has done some video editing and has assisted with advertising and branding.

Sue Lichtenstein (Truro Resident):

Sue Lichtenstein was born in Truro, and her family has been here for many generations. She is an artist who has done designing for art exhibitions of her own work and for group shows. She curated shows for a gallery in New York City for about ten years. She is looking to get more involved in the town.

Isadora Medley (Truro Resident):

Isadora Medley grew up in Truro. She has worked on many brand and marketing initiatives and is employed as a creative director, where she manages teams of designers. She knows the technical details needed to create a new seal and has many connections to artists in the town. She believes the seal should represent the people of Truro better since it currently has many historical inaccuracies.

Chris Nagle (Truro Resident):

Chris Nagle has been a resident of Truro for seventeen years. He has been involved in residential design as well as the design of graphics and logos. It is notable that he was on the Chamber Board in Eastham, and he was very involved in the art direction for the logo on the sign as you enter Eastham that features Nauset Lighthouse. He has also designed logos for local businesses. He has had his own art gallery. He sees this as an exciting opportunity to reflect on what can represent the town graphically in a modern way. He feels Native Americans should be involved in creating a new seal and believes it should show the history, ideals, and inclusivity of the town.

Apryl Shenk (Truro Resident):

Apryl Shenk was not in attendance to be interviewed.

Chair Areson suggested appointing the five individuals interviewed to the committee, and if the sixth applicant would like to be interviewed there is still an alternate member position to which they could appoint her.

Member Rein made a motion to appoint as full members Holly Ballard-Gardner, Peter Cook, Sue Lichtenstein, Isadora Medley, and Chris Nagle to the Ad Hoc Town Seal Committee for a two-year term which expires June 30, 2026.

Co-Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

- B. Interview and Appointment for Full-Member and Possible Appointment of Alternate-Member to the Energy Committee: Paul Holt (New Applicant) and Harry Irwin (Current Alternate)

Paul Holt (Truro Resident):

Paul Holt was unable to attend the meeting to be interviewed.

Harry Irwin (Truro Resident):

Harry Irwin is currently an alternate member of the committee and would like to become a full member. He has fifty years of experience in residential construction in Boston and on the Cape. He has been on the Energy Committee for a year and a half.

Co-chair Weinstein made a motion to appoint Henry Irwin to fill the full member vacancy of the Energy Committee with an end date of June 30, 2026.

Member Rein seconded the motion

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

STAFF/ COMMITTEE UPDATES

- A. Public Works Update: Snows Landing, Pamet Harbor North Jetty, Longnook Beach Access, and Public Works Facility Phase 2

Presenter: Jarrod Cabral DPW Director

Snow's Landing: DPW Director Cabral stated that there is a question of ownership for Snow's Landing,. He has pulled the records for the property and stated there had been a recommendation for a survey of road ownership, but it was not completed. He found that there is a homeowner that owns the Landing so the public cannot visit or store items at that property. He is unsure if the town has ever owned the Landing and stated that habitual use and access by the public does not change allowance of public access, other than to fish, fowl, and navigate on the water. The lower part of Meeting House Road is not confirmed as town owned, so it never went to town meeting or was surveyed.

Truro Resident Roberta Lema, who spoke to family of the owners, stated that she had been told that the new owner would not bother anyone who wanted to use the Landing, but then asked visitors to leave. Jarrod Cabral stated he would have to request that KP Law review Jonathan's legal opinion and then advise them on what to do next, perhaps a survey and a title search. They could get a cost estimate for the survey and bring it back to the Select Board for discussion.

Co-chair Weinstein made a motion to authorize the town manager to seek KP's advice and opinion on how to go forward with researching and a survey of Snow's Landing,

Member Rein seconded.

Co-chair Weinstein suggested amending the motion to state performing an estimate for a survey because the current estimate is very outdated. Chair Areson noted this as an amendment to the original motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

Pamet Harbor North Jetty: DPW Director Cabral will request a reserve fund transfer for sand nourishment, estimated at \$48,000, and a truck to get to the site, for a total of \$54,000. The top portion has been eroded away and the repair for that is estimated to be between \$50,000-\$60,000, not including any sand. DPW Director Cabral suggested it may be best to nourish the jetty with sand annually and not repair the coir envelope. They may be able to provide an alternative that is more permanent next year after Woods Hole finishes their study, but there will still be at least four more years of nourishment. He requested funding from the budget task force, \$72,000 for nourishment and the truck, and that total includes nourishment for Beach Point and Great Hollow. In response to a question, he stated that they have not historically gotten enough sand from the maintenance dredging of the channel and the basin, but they would take any sand from that process.

The town must complete design, permitting, which takes at least two years, and then a bid for construction. There is an existing permit that prevents them from extending the jetty north, so they would have to submit a new permit. Woods Hole is exploring extending the jetty further into the dune, but they are currently not allowed to put any kind of permanent structure in the dune. They would have to show that the method being used now, which is the preferred solution, has not been effective.

Longnook Beach Access: DPW Director Cabral stated that before Christmas, town staff met with National Park Service (NPS) staff and discussed Longnook Beach. They hoped to receive a special permit, as long as the town was not expanding beyond the already undisturbed land. NPS said the FAA owns the land south of the access point on the beach. He learned at a meeting with NPS today that their plan for projects throughout the Cape includes inspections by archaeology first. They discussed ownership and Jennifer Flynn wants to treat the land as NPS owned so the permit for final design is not delayed. The next steps is to take the Wood Hole group alternative, move to final design and document the scope of work and review it with NPS.

Questions for the FAA will hopefully be addressed at the meeting on Thursday, and DPW Director Cabral invited NPS to see what they say about ownership. The archaeologist did his own research on ownership and feels NPS owns the south portion of the beach, where the path is located now. Jennifer Flynn feels the FAA may look to NPS for permitting as a federal agency. Once the special permit is in place for this year, the work will only take about four days. They would like to finish the project for this year and then address a longer O&M plan once we know the erosion over time and maintain a path every year. The path currently is partially on NPS property. This process has to be complete by April 15 and their goal is April 1.

Public Works Facility Phase 2: DPW Director Cabral stated that the remediation work for the parcel behind his office is \$2 million. Since that is not financially feasible, the area would have to be capped with asphalt or a lining, like the one that is used at the transfer station. It is recommended by HRP to cap it with asphalt. It is not recommended, however, to build on it. A structure cannot be built on the area behind DPW Director Cabral's office. They have five years to do remediation on the land, and the clock starts once a report is filed with DEP. The costs for the end of this fiscal year are \$250,000 for the remaining environmental testing and reports for DEP. HRP advised that the town budget \$200,000 a year for the next five years to do reporting and monitoring of the site, as well as potential maintenance and water filtration systems, which DPW Director Cabral has put into the CIP plan. There are 22 homes around the site that need water testing, which will begin tomorrow with the 8-10 homes that have volunteered.

Regardless of the site chosen for the DPW facility, the town is still responsible for capping the area within the next five years. DPW Director Cabral did not know of any grants available to help fund this project. He stated that nothing can be built on the capped area, and it could only be driven on. At least 300 square feet need to be capped, but the current design of the facility does not use that area.

DPW, the OPM, and Weston and Sampson had a meeting on Friday to see what variations of the building design and the square footage that is needed will cost. DPW Director Cabral spoke to Town Counsel about an announcement for final design and noted that the RFQ in 2018 the feasibility study was written so Weston and Sampson, who was contracted for that study, could also do the final design. This is preferable to avoid slowing down the process. The town would save money by presenting a design at this year's Town Meeting.

The Study Group is updating their plan to use the buildable land, and they will present it at the Ad Hoc Building Committee meeting. Anthony Garrett of the Study Group and Ad Hoc Building Committee requested to meet with the OPM and Weston and Sampson to review the plan. Once the conceptual work is approved, DPW Director Cabral would like to follow the guidance of Paul Millett to present a final design proposal to the town. There is not a budget for the design, but costs will be checked by EP and Town Counsel. The cost will be based on conceptual work and market costs. There will hopefully be an estimate in time for Town Meeting.

The Ad Hoc Building Committee may be entertaining another proposal by the DPW Study Group that is not peer reviewed, and Town Manager Tangeman is concerned that this may impact the vote at Town Meeting. The Ad Hoc Building Committee liaison Member Girard-Irwin stated that she will speak to them about the issues that come with another proposal. Vice Chair Weinstein stated that the OPM has not reviewed the site at 340 Route 6, for which the engineering firm has submitted plans.

The Board discussed whether they should put deadlines in place to get a design to Town Meeting. The design will also designate the site. This will go on a future Select Board agenda, and they will invite the OPM and the Ad Hoc Building Committee to the meeting. The OPM and the Ad Hoc Building Committee should bring building estimates, which does not include the costs for remediation, to the select board by early March.

The OPM needs to do a site cost analysis for the site at 340 Route 6 and an environmental study. The Phase 1 environmental study cost is \$20,000, and the cost of more testing is \$121,000. Once Phase 1 is completed, they will know if Phase 2 is recommended. Town Manager Tangeman stated that though they could find funding for Phase 1, he is unsure the town could fund Phase 2 at that site. Chair Areson expects that land at 340 Route 6 will be used for something eventually or plans for the DPW Facility could be cheaper at that site so they should do a Phase 1 environmental study.

Vice Chair Weinstein made a motion to authorize the Town Manager to use available funding for a Phase 1 study of 340 Route 6.

Member Rein seconded.

Clerk Medoff stated that she needs more data and information on the Route 6 site, so she would abstain.

Vice Chair Weinstein withdrew the motion since there was not a vote indicated on the agenda.

At the beginning of March they should have the correct language to allow a warrant article to be written. DPW Director Cabral and Town Manager Tangeman will sit with the consultant and do backwards planning to determine when the design needs to be presented to Select Board to then be placed on the Town Meeting warrant.

Chair Areson opened the floor to public comment. Truro Resident Chris Lucy, a DPW employee asked if it was known what the specific source of the PFAS was at the site so they can make sure they are not unknowingly still using these chemicals - DPW Cabral stated that identification is possible through forensic accounting, but that they believe it is from dumping catch basin sweepings and street sweepings in the area behind his office; Mike Forgione stated that six months ago voters gave the town \$2.8 million and that they knew the next phase required a designer, and is upset that they would default to no bid contract because they ran out of time while also questioning whether Weston and Sampson is reputable. Chair Areson responded to Mr. Forgione that the OPM is an independent person hired by the town and that the Ad Hoc Building Committee is doing its job.

TABLED ITEMS

None

SELECT BOARD ACTION

- A. Vote to Enter into a Grant Agreement Amendment with the USDA (United States Department of Agriculture) for the Mill Pond Culvert Replacement Project

Presenter: Jarrod Cabral, DPW Director

USDA reps have been present at meetings each month, but it has been revealed that they do not have the amendment to the existing contract that the town has been awarded. They are now lobbying for Truro to get a \$1 million grant without a town match attached. They will see the amendment at the end of February after administration changes.

DPW Director Cabral also stated there was a site visit for the OPM for Pamet River, which is being funded by NOAH. There are three applicants, \$50 million. The RFQ is a performance-based process, not price based; able to access 1.2 million grant from NOAH - hope to have in February

- B. Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C.268A

Presenter: Art Hultin, ZBA, and Darrin Tangeman, Town Manager

This agenda item was skipped.

- C. Vote to Set Town Meeting Date, and the Opening and Closing of the Warrant

Presenter: Susan Areson, Chair

Chair Areson stated that for this year's Town Meeting, they should plan for the same number of people as last year. She suggested they hold the meeting on Saturday May 3. Town staff would be able to secure a tent, and the audio-visual set up. She also suggested that the warrant closes March 3.

Chair Areson made a motion that, pursuant to general law chapter 39 section 9, the Select Board set the date for the Annual Town Meeting as May 3, 2025, and open the warrant for the 2025 Annual Town meeting on January 31, 2025 at 8am and close the warrant for petitioned and committee articles on March 3, at 4pm.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

- D. Update on Cloverleaf Development and Discussion and Possible Vote on Groundbreaking Ceremony

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark told the Select Board that a press release for the closing of the Cloverleaf Development is in the packet. She spoke to the project team and they decided on planning a groundbreaking ceremony for mid-March. The project team's primary focus is finalizing conditions in ZBA's comprehensive permit, mobilizing equipment, and beginning to do site work. The town should get out invitations and staff to prepare for the ceremony. The ceremony will be held inside at the

community center and then move to the site to actually break the ground. Assistant Town Manager Clark read a list of suggested invites and asked for any others the Board thought was missing. She also asked them for any ideas that the program should include and for feedback on the time frame or information that should be included.

E. Discussion and Possible Vote on Town Manager Evaluation Scoring

Presenter: Susan Areson, Chair

Chair Areson stated that the Board had discussed the scoring system for the Town Manager Evaluation at a workshop, but that they needed to vote on which scale to use. The Select Board agreed on five goals for the Town Manager and the proposed scoring scales were a 3-scale rating system or a 5-scale rating system. The 3-scale system includes the following options: exceeds expectations, meets expectations, or does not meet expectations. The 5-scale system includes the following options: does not meet expectations, partially meets expectations, meets expectations, exceeds expectations, greatly exceeds expectations. All agreed that the 3-scale rating system was simpler and more concrete and direct. Member Girard-Irwin noted that the 3-scale system is more appropriate considering the scope of the evaluation.

Member Rein moved to approve a 3-scale rating system for the town manager's goals and schedule future discussion on how the numeric ratings will affect potential merit increase.

Clerk Medoff seconded

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

F. Discussion and Possible Vote on 2024 Annual Town Report Cover, Theme and Dedication

Presenter: Darrin Tangeman, Town Manager

The only theme suggested for the Annual Town Report was "Truro Pets". Chair Areson proposed the theme "Truro's icons", though Vice Chair Weinstein noted that might be a good theme for next year when they propose a new town seal. They decided to revisit deciding on the dedication for the Annual Town Report at a later date since it is just one page in the book.

Member Girard-Irwin made a motion to approve "Truro Pets" as the cover and theme for the 2024 annual town report.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye
So voted, 5-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

A. Select Board Reports

Member Rein stated that she attended the beach commission and that they will hopefully have a new deputy director by March. She informed meeting attendees that Fire and Rescue will be providing “Stop the Bleed” classes in May 2025. She also informed everyone that in late January the online paddle craft rack registration will be online. She stated that the Chair Round Tables have been helpful to increase communication and help citizens learn about protocol and job assignments of the Board. Member Rein also proposed they add a future agenda item related to the possible procurement of a facilitator to work with Select Board and Town Manager to delineate roles, jobs, and responsibilities and help with communication between the Board, Members, Town Manager, and Town Staff, for which they would be able to use a line item for a management consultant.

Vice Chair Weinstein stated that there has been a problem of beer cans, and six pack rings left on the ground in town, which shows citizens have broken laws related to open containers and driving and littering. He also noted that people have been leaving bags of dog feces on the paths and roads. His Select Board hours will be at Town Hall on 1/22/25 from 11 am to 12 pm.

Clerk Medoff attended the joint Walsh and Zoning Task Force meeting, which was very collaborative, and noted that there will be another in January. She stated that one of the Select Board goals and objectives is to create a housing playbook, and informed the group that the process has begun by Maura Glatzel and Betty Gallo. She attended the Provincetown and Truro Water and Sewer Board meeting and noted that the Chair suggested that Provincetown inform citizens of the water communications plan. Truro may include the plan in the Town Meeting Report. Clerk Medoff’s office hours are generally Thursdays after the Select Board meeting, but she will not be available this week.

Member Girard-Irwin attended the board of health meeting where Brie Smith from Outer Cape Health Services gave updates for the Truro Navigator program, which has been a successful program. She attended the COA Board meeting on 1/8/25 and noted that there are many popular activities hosted by the COA and Recreation Department. She joined a Zoom call with Board, Committee and Commission Chairs, and they set up on their section of the website to put meeting agendas and minutes and committee priorities, focusing on these five pillars: recruiting consistency, advice, collaboration, communication. They created a subcommittee of three members who will be looking at the Board Committee and Chair handbook and policy, which will focus on the five pillars. They have also proposed a Committee Community Board Fair, holding the first in summer and the second in six months, to help others learn what committees are about. Member Girard-Irwin’s Select Board hours are on 1/23/25 at the Community Center. She also informed the Board that on 1/16/25, the CPC will have a hybrid meeting to approve the grants that will be voted on at Town Meeting.

Chair Areson attended the Part-time Resident Advisory Committee, which collected feedback of about 120 responses, categorized them, and created subcommittees to make recommendations based on the feedback. Results may be posted online in some way. She was also happy to note that town contracts

have been put online by Kelly Clark. She and Paul Wisotzky have done research on electronic voting for Town Meeting, either as a pilot program or budgeted, and have found the Town Moderator Association has lots of resources. The Housing Authority is having a listening session on 1/29/25 from 5 pm to 7 pm to talk about the Municipal Affordable Housing Trust for the public in February; Chair Areson also informed the Board that the county dredge program is working on permitting and scheduling, and trying to find ways to be more cost efficient. The Seashore Advisory Committee meeting discussed the town's policy on ADUs, which creates a conflict with the State Affordable Homes Act, which allows ADUs by right in all residential districts. Truro voted to allow ADUs in all districts, to which the National Seashore was opposed due to how it affects certificate of suspension of condemnation. A subcommittee was created to figure out how to research the issue.

B. Town Manager Report

Town Manager Tangeman stated that dog tags would be available 1/28/25. He also noted that they have hired a consulting company to assist with getting the Select Board minutes up to date. He also stated that Assistant Town Manager Clark met with the dredge consultant to discuss early season surveying to help prioritize projects before the season starts.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: NONE
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2025 Annual Business Licenses: Common Victualer-Savory on the Cape
- D. Review and Approve Select Board Meeting Minutes: August 27, 2024 (Regular Meeting); September 10, 2024 (Work Session); September 10, 2024 (Regular Meeting); September 24, 2024 (Regular Meeting)

Chair Areson stated that she sent along corrections for the minutes but if the Board had any other suggestions they can also send them.

Chair Areson moved to approve the Consent Agenda.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff – Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

Vice Chair Weinstein – Aye

So voted, 5-0-0, motion carries.

NEXT MEETING AGENDA

Regular Meeting: January 28, 2025

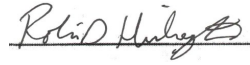
Work Sessions to discuss policies

Vice Chair Weinstein made a motion to adjourn at 7:48 pm.

Chair Areson seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

Application to Serve - H. Ballard-Gardner

Application to Serve - P. Cook

Application to Serve - S. Lichtenstein

Application to Serve - I. Medley

Application to Serve - C. Nagle

Application to Serve - A. Shenk

Ad Hoc Town Seal Committee Charge

Application to Serve - P. Holt

Application to Serve - H. Irwin

Quitclaim Deed

Zisson & Veara Legal Opinion

Slade Associates Opinion

KP Law Opinion - Privately Owned Tidelands

Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing

Authority as required by MGL C.268A & 19: Art Hultin
Copy of G.L. c. 268A, s. 29
Press Release *Cloverleaf Financing Officially on Record; Groundbreaking Plans Underway*
Provincetown's May 13, 2024, weighted Town Manager scoring system to establish an overall rating and merit increase recommendation
Town Manager Discussion/Recommendations
2023 Annual Town Report Cover and Dedication
Renewal Application for 2025: Savory on the Cape-Common Victualer

Select Board Work Session Minutes

October 17, 2024, Work Session

Via Zoom Platform (Hybrid)

Select Board Members Present: Susan Areson-Chair, Robert Weinstein-Vice Chair; Nancy Medoff-Clerk; Susan Girard-Irwin-Member; Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Trudi Brazil (Town Accountant); Jarrod Cabral (DPW Director); Alex Lessin (Finance Director); Michael Forgione (Truro Resident)

Chair Areson opened the meeting at 11:00 am and read aloud the information for members of the public to join the meeting. She stated that comments and votes would not be taken during the work session.

PRESENTATION AND DISCUSSION ON FY2025 BUDGET OVERVIEW AND YEAR-TO-DATE ACTUALS

Alex Lessin began his presentation with a timeline for the budget process, which begins with Select Board Guidance. Select Board members noted it is a very quick turn around and offered assistance to improve that part of the process.

Finance Director Lessin shared a pie chart showing the breakdown of the FY25 operating budget, which includes public safety, education, public works, employee benefits, culture and recreation, and health and human services. Conversations about financial policies began in August and Finance Director Lessin stated he hopes to have the budget ready to present to the board in November.

Finance Director Lessin was tasked with looking into Community Compact Grants. They applied for and were awarded a grant of \$17,000 from the Community Compact Program. The Local Technical Finance Bureau did a management review through interviews and finance data, and created a report, which is available online as the Financial Management Review. That report recommended they create written financial policies. Using the grant from Community Compact, they were able to have the Collins Center assist them in drafted policies. Town Manager Tangeman believes this process increased trust with the community.

Features of the last budget included identifying and enhancing revenue, level non-salary budgets, and using pilot programs to meet critical needs. This aspect of the budget highlights the importance of being able to continue hiring and staffing the town, which is challenging, even though level funding for non-salary budgets may mean service cuts with inflation. Lessin provided actuals through the first quarter and stated that expenses are on trend with the rest of the Cape. Chair Areson asked if all legal expenses were included in the Town Counsel line, and Finance Director Lessin believed they were. They will review any non-personnel costs to see the variance between appropriated and expended to then see where there are cost-saving opportunities for the budget.

Finance Director Lessin shared that, because these may be unpredictable, he is watching for the transition from FY25 to FY 26 with the rooms tax, utility costs (a new contract for solid waste is still being worked on and selling solar recs), health insurance (retirees and senior plans - the town pays 65% and prescription drugs is driving the costs), and debt service, since we will likely be borrowing for new projects.

PRESENTATION AND DISCUSSION ON FY2026 BUDGET OUTLOOK

A. Revenues

To create a projection for the levy of FY26, Finance Director Lessin stated he used the previous years levy limit, added or subtracted changes from new growth, added 2.5% of last years levy limit, added new growth (new homes, construction on homes), and overrides. It is optional to add debt exclusions, including the community center. This formula gives the high end of levy limit. They are able to tax up to that amount. The Cape Cod Commission environmental assessment has been added to the levy calculation so as to not simply absorb the cost since it was implemented in 1990. Under the levy limit are the local tax receipts.

State aid has been decreasing though local assessments have also decreased. This local aid is calculated by the state by using the total value of the town and dividing it by the number of people in the community, which makes Truro look much wealthier than it is.

Free cash is the surplus at the end of the year without any outstanding taxes, and it is used in Truro for expenditures that are not repeated every year or until they are able to generate their own revenue. It is necessary because they cannot spend more than what is budgeting unless approval is received from the town, so free cash allows them to meet those expenditures, such as emergency services, otherwise they may need to raise taxes in future years to make up the deficit. The recommended 5% would be less than a month of revenue and potentially create challenges. Town Manager Tangeman stated that keeping free cash at a higher percentage of reserves of the overall budget is preferable and the financial policy should explain the need. Town Manager Tangeman does not feel the free cash percentage is too high because it helps them pay down expenditures without increasing the tax rate. Most of free cash has come from the inability to be fully staffed and retain employees. Free cash is used for many important projects.

The chart detailing actuals and projections uses an illustration for possible debt exclusions based on estimations of borrowing for potential projects added to the revenue, so they are able to see the debt service going into effect the year after borrowing. The Cape Cod Commission's assessment started in 1990 and has been on the town's levy since then.

B. Expenses

Finance director Lessin stated that the projections used on the expenses chart have many assumptions. They include a 5% increase for all personnel and taking into consideration new collective bargaining agreements will be in place. The new position of Human Resource Coordinator is also included, as well as level funding all non-personnel budgets, a 9% increase for health insurance (employee benefits), an increase for municipal insurance, and increases in the Barnstable County assessment.

Expenses includes the reduction in state aid, and the offset, which includes school choice and library revenue, is part of the assessment for which they have to raise money, so it is included as an expenditure. The Collins Center will help them write an explanation for the school revenue that includes it.

With level non-salary expenditure, an increase in local receipts and a conservative personnel budget increase there is a potential deficit. They must look at the budgets for all departments to reduce the

deficit. The guidance letter from the select board will be important to direct departments on reducing their budgets. They will aim to balancing priorities rather than asking for an equal reduction for all departments.

PRESENTATION AND DISCUSSION ON FY2026 BUDGET PROCESS

A. Budget Guidance Letter

Departments will be asked to use “Clear Gov”, an online program, to input their budget information and narrative. The finance department will aim to have everything ready multiple days before the Budget Task Force meeting. The length of the narratives has shortened so departments can focus on the budget. In the past departments have been asked to discuss any high variances and they can be asked to discuss any significant changes between the FY24 budget to FY24 actuals in their narratives or be prepared for that discussion this year.

The current draft of the letter discusses sustainability, which departments should consider as part of the budget plan. Promoting sustainability incorporates environmental sustainability, for which the town as a whole has made progress by lowering energy costs, as well as the long-term sustainability of the year-round community. They should include an economic overview, that follows trends in town that inform the needs for the FY26 budget, as well as the top priorities they will be looking for.

Also noted in the current draft of the letter is an explanation that the Select Board and town meeting approved four different staffing needs. This explains why departments will need to look over their non-personnel budgets to level or reduce costs. The town must find space in the existing budget to fund these positions, notably the HR Coordinator, so as not to need an override. Thus, the letter currently encourages departments to create a lower non-personnel budget than the previous year. The Finance Department will assist department heads to meet the needs and expectations of their budgets while lowering costs. They will also ask departments not to propose any new positions so as not to compete with funding the HR Coordinator.

Departments are also asked to implement suggestions to create revenue and may do market research to justify increases if they are offering more services or and/or meeting increased need.

B. Budget Task Force Schedule and Budget Referral Dates

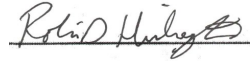
Alex Lessin will make edits to the draft of the letter, and the Select Board will discuss the revised version on Tuesday, after which they will vote on it. The guidance letter will go out to departments by October 22, 2024, and ask them to have budgets prepared by Thanksgiving. Then he and Trudi will refine them, completing a preliminary budget by December 3. This schedule meets requirements of the Charter. Finance Director Lessin will make recommendations for changes to the Charter and the Select Board will decide if they will give the direction to the Charter Committee. Finance Director Lessin stated he would like to consider the meeting of the Budget Task Committee to be an opportunity for the Select Board and Finance Committee to speak. All agreed that the meeting schedule as proposed is acceptable and noted that it is aggressive and transparent.

Member Rein made a motion to adjourn at 12:50 pm.

Clerk Medoff seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Robin D. Huibregtse", written over a horizontal line.

Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member