



## Truro Select Board Hybrid Meeting

Tuesday, September 10, 2024

Work Session-1:00pm

Executive Session-4:00pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

### WORK SESSION 1:00 PM

<https://us02web.zoom.us/j/86923916930>

1-646-931-3860 Meeting ID: 869 2391 6930

This will be a hybrid (in-person *and* remote) meeting. Citizens can access the meeting in person or can call in at 1-646-931-3860 and enter the following Meeting ID when prompted **869 2391 6930** or you may join the meeting from a computer, tablet, or smartphone by entering the following URL into your web browser:

<https://us02web.zoom.us/j/86923916930> This work session will be live-streamed on Channel 8/Truro TV.

Per Select Board Policy 56: Select Board Work Session, the meeting is open to the public, however, comments from the public will not be taken and votes will not be taken. To view Policy 56, please visit:

<https://www.truro-ma.gov/board-of-selectmen/pages/board-of-selectmen-policies>

#### 1. Town Manager Evaluation Discussion

### EXECUTIVE SESSION 4:00 PM

<https://us02web.zoom.us/j/89831015211>

1-646-931-3860 Meeting ID: 898 3101 5211

This will be an in-person meeting, with the option for remote participation for Board members and/or the invited participants. The meeting will begin in open session solely for the purpose of moving, as set forth below, to enter into executive session. The meeting will be closed to the public once the Board votes to enter into Executive Session. Access to the open session portion of this meeting will be available in person and via the link/phone number listed above but will not be live-streamed on Channel 8 or Truro TV.

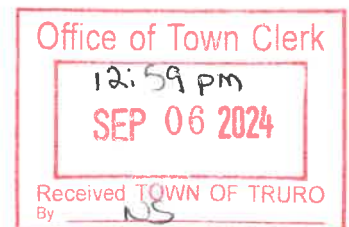
*Move that the Select Board enter into Executive Session for the following purposes:*

- 1) in accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a)(3), to discuss strategy with respect to collective bargaining (Truro Police Employees' Federation) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and not to reconvene in open session.*

### REGULAR MEETING 5:00 PM

<https://us02web.zoom.us/j/83547522062>

1-646-931-3860 Meeting ID: 835 4752 2062



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: 835 4752 2062 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/83547522062>

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.

**1. EXECUTIVE SESSION REPORT**

**2. PUBLIC COMMENT**

**3. PUBLIC HEARINGS – NONE**

**4. INTRODUCTION TO NEW EMPLOYEES – NONE**

**5. BOARD/COMMITTEE/COMMISSION APPOINTMENTS**

- A. Interviews and Possible Appointments to the Ad Hoc Building Committee for the Future Public Works Facility (1 full-member seat, 1 alternate member seat)- Brian Boyle; Clinton Kershaw; Robert Panessiti; Douglas Rose; Tracey Rose; Anastasia Song

**6. STAFF/ COMMITTEE UPDATES – NONE**

**7. TABLED ITEMS – NONE**

**8. SELECT BOARD ACTION**

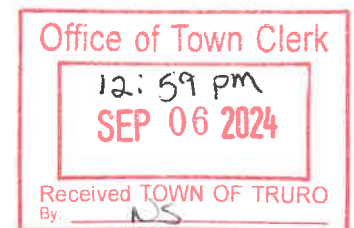
- A. Discussion and Possible Vote to Approve Draft Policy and Procedures for Records Scanning, Retention and Destruction  
Presenter: Barbara Carboni, Town Planner & Land Use Counsel
- B. Review and Possible Approval of Curb Cut: 15 Town Hall Road  
Presenter: Jarrod Cabral, DPW Director
- C. Vote to Approve and Sign Letter to Massachusetts Officials Seeking Financial Assistance for Cloverleaf Project  
Presenter: Susan Areson, Chair
- D. National Suicide Prevention & Action Month Proclamation  
Presenter: Stephanie Rein, Select Board

**9. REPORTS**

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

**10. CONSENT AGENDA**

- A. Review/Approve and Authorize Signature:
1. Commitment Letter to OpenCape
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2024 Seasonal Business Licenses: NONE
- D. Review and Approve Select Board Meeting Minutes: NONE



11. Next Meeting Agenda: Truro Housing Authority's Forum: September 12, 2024 (A quorum of the Select Board may be present); Regular Meeting: September 24, 2024; Water Resources Joint Meeting with Provincetown Select Board: September 30, 2024



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** September 10, 2024

**ITEM:** Interviews and Possible Appointments to the Ad Hoc Building Committee for the Future Public Works Facility (1 full-member seat, 1 alternate member seat)

**EXPLANATION:** Six applications have been received to fill two seats on the Ad Hoc Building Committee for the Future Public Works Facility: a full member unexpired term (expiring June 30, 2025) and an alternate member seat expiring June 30, 2025. Interviews will be conducted with Brian Boyle, Clinton Kershaw, Robert Panessiti, Douglas Rose, Tracey Rose and Anastasia Song.

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

**IMPACT IF NOT APPROVED:** The Ad Hoc Building Committee will not have a full complement of members.

**SUGGESTED ACTION:** *Motion to appoint \_\_\_\_\_ to the Ad Hoc Building Committee as full member to fill an unexpired term expiring June 30, 2025.*

*AND*

*Motion to appoint \_\_\_\_\_ to the Ad Hoc Building Committee as an Alternate for a one-year term expiring June 30, 2025.*

**ATTACHMENTS:**

1. Application to Serve-B. Boyle
2. Application to Serve-C. Kershaw
3. Application to Serve-R. Panessiti

4. Application to Serve-D. Rose
5. Application to Serve-T. Rose
6. Application to Serve-A. Song

Truro

*Application to Serve on a Board or Committee*

**Last Name**

*Boyle*

RECV 2023 JUN 29 AM 10:04

**First Name**

*Brian*

ADMINISTRATIVE OFFICE

**Middle Initial**

TOWN OF TRURO

**Email Address**

[REDACTED]

**Phone Number**

[REDACTED]

**Address (Street)**

*11 Toms Hill Path*

**Address (City)**

*Truro*

**Address (State)**

*MA*

**Address (Zip Code)**

*02666*

**Mailing Address (Please indicate box number and zip code)**

*PO Box 786. 02666*

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

☒ Yes

☐ No

Are you registered to vote in Truro?

☒ Yes

☐ No

What Board/ Committee Are You Applying For?

*Building Committee*

Briefly Describe Why You Wish to Serve on This Board or Committee:

*I feel that my experience and expertise in building science, energy related areas, and general and construction management can serve the town that I have been a resident of for 42 years.*

Have you attended a meeting of the committee listed above?

☐ Yes

☒ No

Have you read the charge of the committee?

☒ Yes

☐ No

Have you met with the chair of the committee?

☐ Yes

☒ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes

☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes

☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

Fifty plus years of professional experience including building and other systems, facilities, communications and teams. Thirteen years on the Truro Energy Committee. All in a team environment. Chaired several committees in Truro, including Energy, Cultural Council, Charter Review, Town Manager Search.

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Several degrees in engineering from M.I.T. Served in US Army Transportation Corp until discharged with rank of Captain (US Army Reserves). Gained significant leadership experience in logistics and operations. CEO of several successful technology startup companies.

**Signature**

Brian E Boyle

**Date**

Jun 29, 2023

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Kershaw"/>
First Name	<input type="text" value="Clinton"/>
Middle Initial	<input type="text"/>
Email Address	<input type="text" value="[REDACTED]"/>
Phone Number	<input type="text" value="[REDACTED]"/>
Address (Street)	<input type="text" value="9 Highland Ave #909"/>
Address (City)	<input type="text" value="North Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02652"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="909. 02652"/>

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

RCAD 2024 JUL 17 PM 1:59  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Briefly Describe Why You Wish to Serve on This Board or Committee:

I have the experience and the knowledge to help this committee bring the new DPW facility to fruition.

Have you attended a meeting of the committee listed above?

☒ Yes ☐ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☐ Yes ☒ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.



Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

### Experience

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

Truro Conservation Commission, Fire Department Boards, Plumbing Boards, nonprofit boards.

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

I have run a heating oil, plumbing, and septic business for 30 years. All having large trucks, excavators, dump trucks skid steers, and endless other equipment. I have also built out commercial space to accommodate these businesses.

Signature

Clinton Kershaw

Date

07/17/2024

Application to Serve on a Board or Committee

Applicant Information

Last Name	Robert
First Name	Panessiti
Middle Initial	
Email Address	
Phone Number	
Address (Street)	20 Knowles Heights Rd
Address (City)	N Truro
Address (State)	MA
Address (Zip Code)	02652
Mailing Address (Please indicate box number and zip code)	PO Box 477 N Truro MA 02652

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

STU 7 2024/05 06:00  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

Board/ Committee Information

What Board/ Committee Are You Applying For?	Ad hoc Building Committee
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Briefly Describe Why You Wish to Serve on This Board or Committee:

As long time member of the FINCOM and various standing and ad hoc committees I have insights into the needs of the community apart from all of the recent rhetoric. Ultimately the FINCOM will be asked to render an opinion on the financing for whatever the Select Board recommends and it would be helpful to have have first hand knowledge of what the building plan entails.

Have you attended a meeting of the committee listed above?

☒ Yes ☐ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☒ Yes ☐ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

### Experience

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

FINCOM (current member and Chair), Charter Review, Ad hoc Public Safety, ad hoc financial policy committee, OPEB Trustee (current), various search committees (assessor, fire chief, etc.).

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Extensive finance and budgeting background including evaluating many private equity real estate investments; undergraduate degrees in English and Poli Sci, Masters Degree in Finance; currently Sr VP at UBS, worlds largest financial service organization, past affiliation with Merrill Lynch and Morgan Stanley.

Signature

Robert Panessiti

Date

08/04/2024

# Application to Serve on a Board or Committee

Agenda Item: 5A4

## Applicant Information

Last Name

Rose

First Name

Douglas

Middle Initial

F

Email Address

Phone Number

Address (Street)

5 Dyer Rd

Address (City)

Truro

Address (State)

Ma

Address (Zip Code)

02666

Mailing Address (Please indicate box number and zip code)

Box 865

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

☐ Yes ☒ No

Are you registered to vote in Truro?

☐ Yes ☒ No

RCVD 2024/08/28 PM 03:50

ADMINISTRATIVE OFFICE

TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Public Works Garage

Briefly Describe Why You Wish to Serve on This Board or Committee:

I am a Truro native and will be moving back "home" in 2 to 3 years. I am a civil engineer with 30+ years of highway/bridge design and maintenance. My last 10 years with the NY Dept of Transportation was in maintenance. I was the Resident Engineer of 2 upstate NY (ie: rural) counties. I was charged with all highway maintenance activities in the county and oversaw a workforce of 50 to 75 employees. I also was responsible for the maintenance of the facilities. Garages, offices, salt storage sheds, fueling stations, etc. This facility is a huge investment by our town and I feel my experience may be useful to the committee.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☐ Yes ☒ No

Have you read the Select Board's current Goals and Objectives?

☐ Yes ☒ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

Experience

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

40 years of civil engineering experience.  
10 years involved the operation of a county based highway maintenance facility.

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Douglas Rose

Date

08/28/2024



# Doug Rose, PE

## PROJECT MANAGER

Doug has 38 years of engineering experience. He is highly skilled in bridge design, load analysis and inspection. Doug spent more than 33 years working for NYSDOT Main Office, Region 8 and Region 1 where he served in various structural engineering roles. He has in-depth knowledge of AASHTO specifications, NYSDOT Bridge/Highway Design Manuals, the Uniform Code of Bridge Inspection, and NYSDOT Standard Specifications. Doug is valued by MJ for his attention to detail, thoughtful reviews, and skill in presenting opportunities for cost savings.

### Doug's representative project experience includes:

**Barnhart Island Bridge, Biennial Inspection & Flag Remediation, NYPA, Massena, NY.** Project manager for the biennial inspection of this three-span truss bridge that consisted of 38 truss panels and was 1,076 feet long. The bridge is supported on fixed bearings at the south pier and on expansion roller bearings at the north pier and both abutments. The scope of work included reviewing existing information, detailed general inspection using the AASHTO element method with NYSDOT defined elements; report preparation; inventory verification and updating; and providing means of access and traffic control. A yellow flag was issued for a fatigue crack in a stringer. Following the biennial inspection, MJ provided a detailed inspection and developed an assessment and repair plan to correct the yellow flag deficiency.

**Replacement of Parker Road Culvert over Breen Brook, Town of Hadley, NY.** Project manager for the culvert replacement. The design included removing the existing structure in its entirety and replacing it with a precast box culvert buried to create a natural streambed to meet DEC requirements. The old structure was a failed six-foot diameter CMP that had areas of 100% section loss, causing veining and a loss of fill around the pipe. The new structure, after completing the hydraulic analysis, was designed to convey the bank full width of the waterway, provide adequate freeboard during the design event, utilize precast wingwalls and cutoff walls, and be properly armored to protect against bank erosion and pool scour at the inlets. Minor reconstruction of the Parker Road approaches was required. Headwalls were utilized to decrease the required length of the proposed structure and right-of-way takings. MJ assisted the Town in completing the initial grant application for this project through the BRIDGE NY Program and received \$997,000 in funding.

**Culvert Repair/Replacement Project For Multiple Sites in Essex, Saratoga, Washington & Warren Counties, Region 1 NYSDOT (PIN 1810.91).** Project manager for this multi-culvert replacement project. As a subconsultant to AECOM, MJ is currently providing design and survey services for seven of the twelve contracted culvert sites. Proposed work includes rehabilitation of the existing culverts with scour protection measures, roadway construction, guide rail installation, landscaping, drainage, and utility relocation.

### EDUCATION

BS, Civil Engineering  
(Structures), Worcester  
Polytechnic Institute (1985)

### PROFESSIONAL REGISTRATIONS

Licensed Professional Engineer:  
New York

### PROFESSIONAL ASSOCIATIONS

New York State Association of  
Transportation Engineers

Association for Bridge  
Construction and Design

American Society of Highway  
Engineers

### YEARS OF EXPERIENCE

Total: 38



# Doug Rose, PE

## PROJECT MANAGER

**Replacement of Florida Avenue Culvert over the South Chuctanunda Creek Tributary, City of Amsterdam, NY.** Project manager for replacement of Florida Avenue Culvert. MJ is leading the design for total replacement of the existing culvert, with a new culvert opening that is 1.5 times the existing. MJ assisted the City in completing the initial grant application for this project through the BRIDGE NY Program and received \$773,000 in funding.

**Emergency Replacement of Large Culvert along Ford Road, Rensselaer County, NY.** Project manager for the emergency replacement of the large culvert structure along Ford Road in Town of Pittstown. The culvert had experienced an extensive amount of deterioration and collapsed in multiple areas, so MJ immediately designed a temporary structure to facilitate the reopening of the road. MJ then completed design plans for the installation of the new structure and all necessary approach work. The replacement structure was designed to be a precast three-sided frame on spread footers keyed into rock. The new structure greatly increased the waterway opening. The non-standard vertical alignment was improved. The firm provided construction inspection for the installation of both the temporary bridge and permanent structure.

**Bridge Superstructure Repairs, Ulster County, NY.** Project manager for the inspection, design, and preparation of plans for the superstructure repair of four bridges. MJ determined the best repair option for each superstructure's deficiencies based on costs, repair longevity and feasibility. Repairs include steel girder repairs at deteriorated sections, bearing replacement, rail replacement, joint repair, and steel diaphragm replacements. Most of the repairs are related to addressing yellow or red flags received through the NYSDOT bridge inspection program. The bridges under this agreement include Sawkill Church Bridge (BIN 3347500); Powdermill Bridge (BIN 3347860); Fishcreek Bridge (BIN 3347750); and Kingston Reservoir Bridge (BIN 3347820).

**Replacement of Bridge S-24 (CR 65) Over the Hunns Lake Creek, Dutchess County, Stanford, NY.** Project manager responsible for addressing the structural deficiencies and scour vulnerability of the existing structure, utilizing cost effective techniques to minimize the life cycle cost of maintenance and repair. MJ's new steel multi-girder bridge design will permit the County to remove the 22-ton load posting to allow for use by all legal highway loadings. The project consists of the removal of the existing structure, and installation of a superstructure composed of galvanized rolled girders supporting a composite monolithic concrete deck.

**Replacement of Bridge C-11, Fiddlers Road Bridge over the Wappinger Creek, Town of Clinton, Dutchess County, NY.** Project manager for the replacement of the Fiddlers Road Bridge over the Wappinger Creek. The bridge was replaced along the same alignment. The previous bridge was 48-foot, single span steel structure with an open grate deck, supported on cast in place abutments, constructed in 1970. The replacement selected by the County was a buried precast three-sided frame, with cast-in-place wingwalls. The frame has a similar opening to the previous structure but provides a natural streambed to meet DEC and USACE's requirements. The footers were doweled into bedrock, which were in proximity to the streambed.

# Douglas Rose, P.E.

## Transportation Quality Control Manager



### EDUCATION

BS, Civil Engineering  
(Structures), Worcester  
Polytechnic Institute (1985)

### PROFESSIONAL REGISTRATION

Licensed Professional Engineer:  
New York

### PROFESSIONAL ASSOCIATIONS

New York State Association of  
Transportation Engineers

Association for Bridge  
Construction and Design

American Society of Highway  
Engineers

### YEARS OF EXPERIENCE

Total: 33

With MJ: 1

Mr. Rose has 33 years of engineering experience. He is highly skilled in structural engineering, bridge design, load analysis, maintenance and repair, and inspection. Mr. Rose spent more than 30 years working for NYSDOT Main Office, Region 8 and Region 1 where he served in various structural engineering roles. He has in-depth knowledge of AASHTO specifications, NYSDOT Bridge/Highway Design Manuals, the Uniform Code of Bridge Inspection and NYSDOT Standard Specifications. Mr. Rose is valued by MJ for his attention to detail, thoughtful reviews and skill in presenting opportunities for cost savings.

### Mr. Rose has had a significant role in the following projects:

**NYCT 207th Street Rail Yard Sewer Line Relocation, New York, NY.**  
(2018) Quality Control Manager for MJ's role in this sewer line relocation project. MJ was responsible for the design to separate the combined sanitary and storm lines within buildings of the 207th Street Train Yard to facilitate connection to NYCDEP combined sewers on the adjacent city streets and internal storm drains. Design included three interior ejector pump stations, two grinder pump stations for individual buildings, backwater valves and check valves on existing building connections, and two oil/water separators. MJ prepared construction documents, including specifications, for public bidding of the proposed improvement. MJ was responsible for the preparation of a topographic survey for the train yard, as well as floor plans for approximately 30 buildings in the train yard. Field work included locating and identifying all sanitary and storm sewer lines within the buildings, as well as all existing utilities within the train yard. MJ performed 3D laser scanning to document the existing features in the buildings and train yard. As MJ's Wastewater, Architectural and Survey groups were involved in this project at the same time, Mr. Rose was MJ's single point of contact for the prime consultant of the project. In that role, he oversaw weekly task force meetings, preparation of project deliverables and administered Quality Assurance and Control activities.



Engineering and  
Land Surveying, P.C.



# Douglas Rose, P.E.

## Transportation Quality Control Manager

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**Lake Champlain Canalway Trail, Fort Ann to Kingsbury, NY.** (2017-2018) Quality Control Manager for the design of a 6.3-mile multi-use canalway trail adjacent to the Champlain Canal, linking the Towns of Fort Ann and Kingsbury. It also included site improvements to Lock C-9. The project was initiated to focus on transforming the canal system into a recreation way that would bring the waterfront heritage into the 21st century, conserve natural resource of the canal and magnify the presence of the canal system through appropriate development. The trail was designed to be 10 feet wide in most areas, constructed with asphalt and exhibited five-foot-wide side buffers. MJ was responsible for the multi-use trail design and plan generation including the design of 18 culverts which were needed to carry the trail over small drainage tributaries.

**Rehabilitation of Boston Post Road Bridge over I-95, Westchester County.** (2017-2018) This structure carries Boston Post Road over I-95 in the "Last Mile" Corridor as I-95 goes into Connecticut. As part of the "Last Mile" project, for the NYSTA, this structure was designated for rehabilitation. The existing structure was a two-simple span, multi-steel girder bridge, and had a failed joint for years which was causing extensive deterioration to the multi-column pier below. MJ's scope of work included identifying concerns that was causing a low condition rating and design the rehabilitation activities. The rehabilitation included joint repairs/replacement, cleaning and resetting bearings, painting girder ends at the pier and abutment of Boston Post Road and replacing the whole pier capbeam and infilling between the columns. The pier work required a full foundation analysis of the existing spread footers below the columns to ensure that the extra weight was still within capacity of the existing footings. Mr. Rose served as quality control manager on this project.

**Altamont Avenue Bridge over Amtrak/CSX (BIN 2203120), City of Schenectady, NY.** (2017-2018) Quality control manager for the reconstruction of both bridge approaches via removal and replacement of existing concrete between the abutment and asphalt. The project also included sealing the concrete deck. This project involved extensive coordination with the City of Schenectady and AMTRAK railroad.

**Pedestrian Walkway over I-890 (BIN 2256670 and BIN 2256680), City of Schenectady, NY.** (2017-2018) These pedestrian bridges located in the City of Schenectady, provide for pedestrian and vehicle separation between Schenectady County Community College (SCCC) and the General Electric campus. The bridges span the "Big Circle" interchange comprising of on and off ramps for Interstate 890. Within the infield of the "Big Circle" the two bridges are connected via a tunnel under I-890. After completing a thorough study and public outreach/meetings, looking at the cost and effects of different alternatives for these bridges, it was determined the most economical solution for the City was to remove the bridges completely and abandon the tunnel. MJ was responsible with developing the removal plan, Work Zone Traffic Control/Detour plan necessary for the removal and develop the necessary construction documents for the work. Mr. Rose served as Design Quality Control Manager on this project.



Engineering and  
Land Surveying, P.C.

# Douglas Rose, P.E.

## Transportation Quality Control Manager

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**Saratoga County Resident Engineer, NYSDOT, Region 1. 2015-2017** Mr. Rose was responsible for the operation and maintenance of the State highway system in Saratoga County. He developed annual work plans for maintenance crews and developed repair plans for work to be completed in-house by County staff or outside contractor labor. Mr. Rose was also responsible for responding to all events affecting the highway systems and supported the Regional Transportation Management Center. A large part of his role included providing review and comment on all Department Capital Program projects in the County. As the local NYSDOT office in the County, Mr. Rose coordinated and worked with the County, Town and Village officials and DPW directors to facilitate highway maintenance work. This was executed via shared stockpiles, shared services agreements and other methods.

**Albany County Resident Engineer, NYSDOT, Region 1. 2011-2015** Mr. Rose was responsible for the operation and maintenance of the State highway system in Albany County. He developed and implemented annual bridge maintenance work plans for in-house maintenance crews and contractor forces. He was responsible for preparing an annual budget for completion of all highway maintenance activities. As the local NYSDOT office in the County, Mr. Rose coordinated and worked with the County, Town and Village officials and DPW directors to facilitate highway maintenance work. This was executed via shared stockpiles, shared services agreements and other methods. He also served as a member of the Regional Structures Management team to determine appropriate work strategies for the Region's bridges.

**Regional Bridge Maintenance Engineer, NYSDOT, Region 1. 2005-2011** Mr. Rose was responsible for the maintenance of Bridges on the State highway system in the 8 Counties that comprise NYSDOT Region One. He developed annual work plans for maintenance crews and developed repair plans for work to be completed in-house by bridge maintenance staff or outside contractor labor. Mr. Rose was also responsible for responding to all bridge related events. As a member of the Regional Structures Management team, his role included providing review and comment on all Department Capital Program bridge projects in the Region.

**Regional Structures Management Engineer, NYSDOT, Region 8 and 1. 1999-2005** Mr. Rose was responsible for the management of Bridges on the State highway system. This included overseeing the Bridge Inspection and Load Rating Program, Bridge Safety Assurance and Overload Permit Review. Mr. Rose reviewed and issued all structural and safety flag reports generated by bridge inspection. Mr. Rose worked with bridge owners on the local highway system to assure that they responded to bridge flags in a timely fashion per the NYSDOT Uniform Code of Bridge Inspection. As a member of the Regional Structures Management team, his role included providing review and comment on all Department Capital Program bridge projects in the Region.



# Douglas Rose, P.E.

## Transportation Quality Control Manager

---

**FDR Drive Rehabilitation, New York, NY. 1999** While working in the NYSDOT Structures Division, Mr. Rose served as a member of the value engineering team for the rehabilitation of FDR Drive from 55<sup>th</sup> to 63<sup>rd</sup> Street in Manhattan. The preliminary project cost was \$69M. The value engineering team proposed \$16M in savings.

**Patroon Island Bridge Rehabilitation, Albany and Rensselaer Counties, NY. 2014** NYSDOT Project Manager responsible for overseeing project scoping and preliminary design phases on this project. The project involved rehabilitating the Patroon Island Bridge and all the ramps comprising the I-90 interchange with I-787 at the western end of the bridge. Work included replacing the bridge decks and bearings, repairing steel, painting the bridges, and replacing and repairing the substructures of the interchange. Work also included building new concrete piers to support the interchange ramps, as well as installing new traffic monitoring systems. New concrete barriers were installed on and between the bridges. Pre-cast concrete deck panels were used to accelerate construction.

**Bridge Safety Assurance Unit, NYSDOT Main Structures Division. 1994-1999** As part of the Bridge Safety Assurance Unit, Mr. Rose was responsible for the development and implementation of NYSDOT's hydraulic, overload and seismic vulnerability assessment procedures. Mr. Rose coordinated assessment implementation and monitored progress within the regions. He developed a seismic lifeline network for the State's bridges in conjunction with local emergency management officials.



Engineering and  
Land Surveying, P.C.

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Rose"/>
First Name	<input type="text" value="Tracey"/>
Middle Initial	<input type="text" value="A"/>
Email Address	<input type="text" value=""/>
Phone Number	<input type="text" value=""/>
Address (Street)	<input type="text" value="1 Town Hall Rd"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="P. O. Box 663"/>

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

RCVD 2024SEP3 04:07  
ADMINISTRATIVE OFFICE  
TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Briefly Describe Why You Wish to Serve on This Board or Committee:

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☐ Yes ☒ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☒ Yes ☐ No

Have you read the Select Board's current Goals and Objectives?

☐ Yes ☒ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.



Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

### Experience

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

Ive had the pleasure of serving the Town of Truro residents as member of the Board of Health. I also serve as a member at large on the Provincetown Water & Sewer Board as a Truro Rep.

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Tracey A Rose

Date

09/03/2024

# Application to Serve on a Board or Committee

## Applicant Information

Last Name	<input type="text" value="Song"/>
First Name	<input type="text" value="Anastasia"/>
Middle Initial	<input type="text" value="M"/>
Email Address	<input type="text" value="[REDACTED]"/>
Phone Number	<input type="text" value="[REDACTED]"/>
Address (Street)	<input type="text" value="17 Bay View Road"/>
Address (City)	<input type="text" value="North Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02652"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="43 Topstone Road, Redding, CT. 06896"/>

Only full-time, registered Truro voters are able to serve on regulatory boards and commissions. All taxpayers/ residents are eligible to serve on non-regulatory boards and commissions.

Are you a full-time resident of Truro?

☐ Yes ☒ No

Are you registered to vote in Truro?

☐ Yes ☒ No

ROUND 2024 STEPS 6-24-27

ADMINISTRATIVE OFFICE

TOWN OF TRURO

## Board/ Committee Information

What Board/ Committee Are You Applying For?

Briefly Describe Why You Wish to Serve on This Board or Committee:

There are two primary reasons - the first is my love of Truro; the second is that my experience could add value to this important Town process. I have extensive experience with and interest in large infrastructure projects. I also bring a strong background in corporate and municipal finance and in the development and financing of public projects. As I have followed the activities around the currently proposed DPW project it seems that my background and experience would be helpful in bringing the best DPW plan forward to the Select Board and then to the Truro voters.

I've closely followed the Committee meetings on Truro TV (in fact have viewed every single meeting) and appreciate the importance of this project both as a way to improve services and conditions for Town DPW (and possibly Town Hall) staff and for all residents of Truro public service and as an issue of critical fiscal concern to the taxpayers of the town.

Having visited Truro since childhood, and now fortunate enough to be a homeowner and taxpayer in the town, I have a deep interest in the well-being and future of Truro for its own sake and for the sake of my wonderful neighbors and fellow townspeople. In the coming weeks my family is starting a renovation to improve and add energy efficiency and other features that will enable us to transition to full-time Truro residency over the next several years.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

Have you spoken with the chair or any committee members solely to get a sense of the work involved?

☒ Yes ☐ No

Have you read the Select Board's current Goals and Objectives?

☒ Yes ☐ No

Do you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve?

☐ Yes ☒ No

If you have any questions or concerns about any Select Board Goals that are relevant to the board/committee on which you are applying to serve, please elaborate.

n/a

Are there other Boards/ Committees in which you are interested? Note: To be appointed to a regulatory board or committee, you must be a full-time resident and registered voter in Truro. Please list the Boards/ Committees names:

n/a

## Experience

Briefly list your experience working on a committee or team. This can be professional, town, volunteer, charity, etc.

I've served on numerous boards and committees, including time as Chair of the Finance Committee of the Board of Directors of the Port Authority of New York and New Jersey where I served as Commissioner for six years. (I also served on the Operations and Security committees and served on the architectural selection committee after the 9/11 attacks.) In this capacity, I was involved in the procurement, oversight and construction of, among other things, the DBOM Contract for the Airtrain (Rail link from Penn Station NYC to JFK Airport), major airport renovations (JFK, LGA, EWR), and procurement and implementation of the EZ Pass project integrating toll collection across New England. I've also served on corporate boards, including a NASDAQ publicly traded company.

My entire career has relied upon the capacity to work in and with committees, boards, and stakeholder groups. For example, I also served as CEO of a major construction firm that provides civil infrastructure, energy, communications as well as storm restoration and other emergency services following weather-related disasters across the US and the Caribbean. As an electrical contracting firm, we also built high voltage utility transmission lines, power generating facilities and related electrical infrastructure, for example, the major electrical submarine cables and converter stations (AC/DC) interconnecting power grid regions through New England. We also built some of the major wind turbine installations in upstate New York. These all involved major communications and committee work to succeed.

Subsequently, I headed a team that oversaw the rebuild of the power grid of the US Virgin Islands in the wake of Hurricanes Irma and Maria in 2017, coordinating the work of many local and national agencies during this process. Our firm maintained a rapid response (IBEW) workforce team of more than 1,000 linemen and trades workers. We also maintained a fleet of emergency response command centers and developed sophisticated software that tools enabled real-time satellite-based communications to facilitate safe and coordinated response to storm emergencies and other natural disasters.

In terms of volunteer work, I have tutored (pro-bono) students in and around Western Connecticut – ranging in ages from 8th grade into Freshman year of college — in the subjects of Mathematics, Physics, Chemistry, and Earth Science.

Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

I hope I have given a sense of my experience already. In terms of education, I have a BA in Economics from Bryn Mawr College (Bryn Mawr, PA), and an MBA (honors in Finance) from Fordham University (New York, NY). I subsequently took additional coursework in accounting and passed the CPA examinations. I also took coursework in electrical engineering at New York University.

I have extensive experience with the governmental procurement process and the financing of public projects, with a career deal volume of over \$10 billion in structured debt financings for a wide range of infrastructure projects.

It would be my honor and privilege to use these skills to the benefit of our town and its citizens.

Signature

Anastasia M. Song

Date

08/31/2024



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Planning, in consultation with Town Clerk

**REQUESTOR:** Barbara Carboni, Town Planner/Land Use Counsel

**REQUESTED MEETING DATE:** September 10, 2024

**ITEM:** Discussion and Possible Vote to Approve Draft Policy and Procedures for Records Scanning, Retention and Destruction

**EXPLANATION:** In accordance with the Select Board goal of digitization of Town records, the Town has contracted with vendor Metasource to scan records (currently proceeding department by department); store them (in the cloud); and ultimately, to provide a portal to the records accessible to the public.

The Planning Department is currently processing Planning Board and ZBA records for digitization. Due to the volume of records and the conversion of storage space in the basement to offices, a decision must be made regarding disposition of department records after they are returned from the vendor.

The Town may, with the permission of the Supervisor of Records, destroy paper copies of most municipal records after they are scanned. (There are exceptions, notably for certain Town Clerk records, for which the original paper copy must be retained). This includes records that must be retained permanently under the Municipal Records Retention Schedule.

Given the Town's very limited storage space, and the permissible use of electronic records to satisfy the requirements of the Records Retention Schedule, the Planning Department, in consultation with the Town Clerk, has prepared for the Board's consideration the attached draft procedures for sorting, scanning, and - with permission of the Supervisor of Records - destroying paper copies of records (with exceptions as noted above). Whether to adopt these procedures - or alternative ones - is a policy decision for the Board. As drafted, the procedures



would apply uniformly across all Town departments.

**FINANCIAL SOURCE (IF APPLICABLE):** Currently N/A; in the future, a budget will be needed for destruction or storage of records.

**IMPACT IF NOT APPROVED:** There will be no uniform policy or procedures with respect to retention and destruction of Town records. The choice to destroy or continue storing paper records after scanning will be department by department; in addition, additional storage space will need to be obtained for records of departments electing to retain.

**SUGGESTED ACTION:** *MOTION TO approve the policy and procedures as presented.*

**ATTACHMENTS:**

1. Draft Policy and Procedures for Digitization of Town Records
2. Secretary of State forms RMU-2 and RMU-2E

**Agenda Item: 8A1**  
**POLICY AND PROCEDURES FOR DIGITIZATION OF TOWN RECORDS**

In accordance with the Select Board goal of Town record digitization, the Town has contracted with a vendor to scan records (currently proceeding department by department); to store them (in the cloud); and, ultimately, to provide a portal to the records accessible to the public.

The Town may, with the permission of the Supervisor of Records, destroy paper copies of the records after they are scanned. Form RMU-2 (Application for Destruction Permission) is submitted to obtain the Supervisor's permission to destroy records after the time period for retention specified in the Records Retention Schedule has expired. Form RMU-2E (Application for Scanning and Destruction Permission) is submitted to obtain the Supervisor's permission to destroy records after they have been scanned; this requires a certification by the department head and Chief Information Officer (CIO) that several conditions have been met:

“I certify that the records listed below have been scanned as required by the indicated disposal schedule. I further certify that the scanned records will be accessible for the full retention period. All scanning has been conducted in accordance with the Massachusetts Public Records Law. The scanned images have been inspected and found to be a complete and accurate representation of the original record.”

Department heads are responsible for filing RMU-2 and RMU-2E forms with the Supervisor of Records to obtain permission to destroy records after they are scanned. Certain records must be retained in paper form (e.g., death certificates), ***but the default procedure is destruction of paper records following scanning and permission is received from the Secretary of State.***

**Department Head Action**

Prepare inventory of your department/board/committee file boxes and/or file cabinets now located in the basement hallway. (Skip those already marked “SCANNED”)

Review the Municipal Records Retention Schedule and divide records into two categories. Category 1: materials requiring retention for additional time (including but not limited to materials requiring permanent retention); and Category 2: materials that have outlived their retention period under the Schedule.

**Category 1:** Any record the Schedule identifies as requiring further retention should be boxed and shipped to the vendor for scanning. Department heads are responsible for maintaining internal records of materials sent to the vendor. When these materials are returned to the Town following scanning:

- Review the scanned images to confirm legibility/completeness (*note: characteristics of review to be determined – i.e., percentage of records reviewed*)
- Complete the RMU-2E Form (Application for Scanning & Destruction Permission) for these records, including signature of CIO and submit to the

Supervisor of Records (*except those records for which paper copies must be retained*).

- Provide a copy of each RMU-2E submitted to the Town Clerk.
- Upon Supervisor's grant of permission, destroy records

Category 2: Records for which retention is no longer required should be boxed or otherwise set aside pending approval of destruction by Supervisor:

- Complete an RMU-2, Application for Destruction Permission for these records, including signature of CIO and submit to the Supervisor of Records.
- Provide a copy of each RMU-2 submitted to the Town Clerk.
- Upon Supervisor's grant of permission, destroy records.



Phone: 617-727-2816 Fax: 617-288-8429



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Jarrod Cabral, DPW Director

**REQUESTED MEETING DATE:** September 10, 2024

**ITEM:** Review and Possible Approval of Curb Cut Application for 15 Town Hall Road

**EXPLANATION:** A curb cut application has been submitted for approval of the cut made at 15 Town Hall Road.

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

**IMPACT IF NOT APPROVED:** There will not be permission to use the curb cut.

**SUGGESTED ACTION:** *Motion to Approve the Curb Cut Application for 15 Town Hall Road and to Authorize the Chair to Sign Electronically.*

**ATTACHMENTS:**

1. Application for a Curb Cut Permit

TOWN OF TRURO  
APPLICATION FOR A CURB CUT PERMIT

**Note:** *This permit application must be accompanied by a plan. If this permit is being applied for by someone other than the Owner of the property, the owner's signature must appear at the bottom of the application.*

Date: 6/13/2024

To the Select Board  
24 Town Hall Road  
P. O. Box 2030  
Truro, MA 02666

BUILDING DEPARTMENT  
TOWN OF TRURO

JUN 11 2024

RECEIVED BY:

Re: **APPLICATION FOR A CURB CUT**

Dear Board Members:

The applicant(s) hereby make application for a curb cut as follows:

Owners Name(s) (Please Print): Joan & Jacqueline Melander

Address: 15 Town Hall Road, Truro, MA 02536

Phone Number: [REDACTED]

Email Address: [REDACTED]

Curb Cut Street Location: 15 Town Hall Road, Truro, MA 02536

Affected Town or State road: Town Hall Road

Truro Assessor's Map Number: 46 Parcel Number: 270

Name of contractor: Backyard ADUs

Contractor Phone Number: 207-713-1346

Contractor Email: kevin.whelan@backyardadus.com

Reason/explanation: Our position is this permit is not applicable, as we did not create or alter any curb cuts for the new accessory dwelling construction.

I/we hereby agree to the terms and conditions as outlined in this policy and attached Exhibits:

Applicant's Signature: [Signature]

Owner's Signature (if different): Jody Melander

Date: 6/13/2024

Owner's Address (if different): 15 Town Hall Road, Truro

**FOR TOWN STAFF/BOARD USE ONLY**

**DEPARTMENT APPROVALS**

**Building Commissioner Approval**

☒ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Building Commissioner  
Building Permit Number \_\_\_\_\_  
8.27.2024  
Date

**Chief of Police Approval**

*I, or my delegate, has conducted an on-site visit. I have reviewed the submitted plan and curb cut location. The proposed curb cut does not create any identifiable impediments for law enforcement access to the home or property.*

☒ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Chief of Police  
Not Applicable  
8.29.2024  
Date

**Fire Chief Approval**

*I, or my delegate, has conducted an on-site visit. I have reviewed the submitted plan and curb cut location. The proposed curb cut does not create any identifiable impediments for fire and emergency services to access the home or property.*

☒ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Fire Chief  
Not Applicable  
20 Aug 24  
Date

**Health & Conservation Agent Approval**

☒ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Health & Conservation Agent  
Not Applicable  
Aug. 30, 2024  
Date

**Public Works Director Approval**

☒ Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Public Works Director  
Not Applicable  
8.26.24  
Date

**Town Manager Approval**

\_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Town Manager  
Date

**Select Board Approval**

\_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
\_\_\_\_\_  
Select Board Chair  
Date

**PROPERTY ADDRESS** \_\_\_\_\_



**FOR TOWN STAFF/BOARD USE ONLY**

**ADDITIONAL APPROVALS (if required)**

**Planning Board Approval (if required)**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_ Not  
Applicable

\_\_\_\_\_ Planning Board Chair

\_\_\_\_\_ Date

**Mass Highway Referral (if required)**

Date  
Forwarded \_\_\_\_\_

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

**PROPERTY ADDRESS** \_\_\_\_\_

**FOR TOWN STAFF/BOARD USE ONLY**

**CERTIFICATION OF COMPLIANCE/FINAL APPROVAL**

**Public Works Director Declaration of Compliance**

*I have inspected the property located at \_\_\_\_\_ and found the  
work requested on the Application for a Curb Cut dated \_\_\_\_\_ to be in compliance  
with the Select Board Policy #28 - Curb Cut Policy.*

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

**Building Commissioner Final Approval**

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Disapproved

Certificate of  
Occupancy \_\_\_\_\_

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

**PROPERTY ADDRESS** \_\_\_\_\_

33,754 s.f.

100' Well Radius

Existing 1500 Gallon Septic Tank

deck

c.o.

Existing Dwelling #15  
t.o.f. = 121.0±  
(2 Bedrooms)

stockade fence

50' Well Radius

Existing ADU

25.4'

25.3'

121.5x

35.0'

121.2x

121

gravel drive

120

119.6x

21'-0"

119.6

119.6x

113.08'

R15'-0"

CAPE COD BERM.  
TOP OF BERM AT  
119.85. SEE DETAIL

119.9

edge of pavement

Town Hall Road  
(Public)

edge of pavement

UG

UG

CB/DH(F)

36.92'

S 87°22'31" W

S 80°58'25" W

119.85

119.6

3"

24"

6"

MIN. 2" OF HMA AT APRON

3" MIN.

EXISTING CRUSHED STONE BASE TO REMAIN

EXISTING STREET SURFACE TO REMAIN

EXISTING SLOPE OF DRIVEWAY TO REMAIN. SEE PLAN

HOT MIX ASPHALT (HMA)  
PPER MASSDOT M3.11.6  
MACHINE FORMED BERM

2  
C1

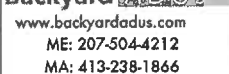
Proposed Berm Detail

SCALE: 1"=1'-0" (When Printed on 22"x34" Sheets)  
1/2"=1'-0" (When Printed on 11"x17" Sheets)

1  
C1

Proposed Berm Plan

SCALE: 1/2"=1'-0" (When Printed on 22"x34" Sheets)  
1/8"=1'-0" (When Printed on 11"x17" Sheets)



**Project:**

Revisions:

Sheet:

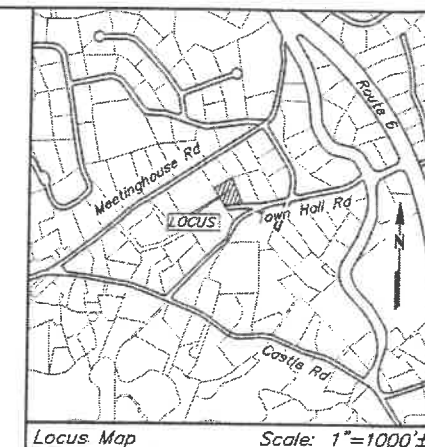
Proposed Driveway Berm

LEGEND	
o w.s.a.	Water Shutoff
--- 72.5 ---	Existing Contour
--- 72.5 ---	Existing Elevation
--- W ---	Existing Water Service
--- E ---	Existing Electric Service
--- 102.9 ---	Proposed Contour
--- 102.9 ---	Proposed Elevation

Zone: R-Residential  
 Minimum Area=33,750 s.f.  
 Yard Requirements:  
 Front - 25'  
 Rear - 25'  
 Side - 25'

LOT COVERAGE		
	Existing	Proposed
Structures	3.9%	5.5%
Structures/Pavement	5.8%	7.4%

ELEVATION SCHEDULE	DESIGN ELEVATION
TOP OF FOUNDATION (ADU)	121.50
FINISHED BASEMENT FLOOR (ADU)	120.00
SEWER INVERT AT FOUNDATION (ADU)	117.55
SEWER INV. INTO PROPOSED SEPTIC TANK	117.25
SEWER INV. OUT OF PROPOSED SEPTIC TANK	117.00
SEWER INV. INTO EXIST. SEPTIC TANK	113.46



HEALTH DEPARTMENT  
 TOWN OF TRURO

DEC 20 2023

RECEIVED BY:

#### SEPTIC SYSTEM COMPONENTS:

1. CONSTRUCT SEWAGE DISPOSAL SYSTEM COMPONENTS IN ACCORDANCE WITH THE STATE ENVIRONMENTAL CODE TITLE 5 AND THE TOWN OF TRURO HEALTH DEPARTMENT SEPTIC SYSTEM REGULATIONS.
2. SEPTIC TANK SHALL BE CONCRETE. OPENINGS MUST BE 20" OR GREATER. INLET TEE TO BE LOCATED 10" BELOW FLOW LINE. OUTLET TEE 14" BELOW WITH GAS BAFFLE OR APPROVED FILTER. MINIMUM COVER OVER TANK IS 9".
3. PIPING SHALL BE SCHEDULE 40 NSF POLYVINYL CHLORIDE (PVC) PLASTIC (ASTM D2665). ALL JOINTS SHALL BE WATER TIGHT.
4. CONTRACTOR SHALL TAKE CARE TO ENSURE THAT NO PONDING OCCURS OVER THE PROPOSED SYSTEM FOLLOWING FINAL GRADING.
5. PROPOSED WATER SERVICE SHALL BE LOCATED A MINIMUM OF 10' FROM ANY COMPONENT OF THE SEPTIC SYSTEM.
6. REQUIRED INSPECTIONS SHALL BE PERFORMED PRIOR TO BACKFILL OF THE PARTICULAR COMPONENT BEING INSPECTED. BACKFILLING SHALL NOT TAKE PLACE UNTIL APPROVED BY THE REGULATING AUTHORITY AS APPLICABLE. CONTRACTOR IS RESPONSIBLE FOR OBTAINING LIST OF INSPECTIONS AND SIGN-OFFS.
7. CONTRACTOR SHALL KEEP ACCURATE RECORDS OF COMPONENT INSTALLATION LOCATIONS AND ELEVATIONS TO ASSIST IN THE CREATION OF THE FINAL AS-BUILT PLAN.
8. SEPTIC SYSTEM COMPONENTS SHALL BE A MAXIMUM OF 36" BELOW GRADE AND A MINIMUM OF 12" BELOW GRADE. CONTRACTOR TO ENSURE COVER REQUIREMENTS ARE MET & POSITIVE DRAINAGE AWAY FROM THE SOIL ABSORPTION SYSTEM.
9. FOR PROPER PERFORMANCE, THE SEPTIC TANK SHOULD BE INSPECTED ANNUALLY. WHEN THE TOTAL DEPTH OF SOLIDS EXCEEDS 1/3 THE LIQUID DEPTH OF THE TANK OR THE SCUM EXCEEDS 10" THICK, THE TANK SHOULD BE PUMPED. ALL FILTERS SHOULD BE INSPECTED AND CLEANED ANNUALLY.

Assessor's Parcel ID: Map 46, Plot 270

Owner: Joan & Jacqueline J. Melander

Deed Reference: Book 32861, Page 54

Plan References: Plan Book 316, Page 60

Building Permit Plan  
 15 Town Hall Road  
 Truro, MA

Prepared For:  
 Backyard ADUs  
 247 Coombs Road  
 Brunswick, ME



340 Manley Street, Unit 3  
 West Bridgewater, MA 02379  
 508-386-0624

Date: 10/16/2023  
 Revised Thru:

Scale: 1"=20'  
 JN\_931

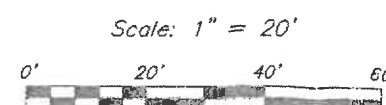
LOCATION OF UNDERGROUND UTILITIES TAKEN FROM THE BEST AVAILABLE INFORMATION AND IS NOT WARRANTED TO BE CORRECT, NOR THAT ALL UNDERGROUND UTILITIES ARE SHOWN.

IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO NOTIFY ALL UTILITY COMPANIES AND AGENCIES PRIOR TO CONSTRUCTION FOR THE LOCATIONS OF UNDERGROUND UTILITIES.  
 DIG-SAFE OPERATIONS: 1-800-DIG-SAFE

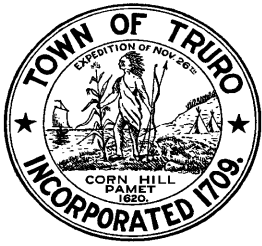


PROFESSIONAL LAND SURVEYOR FOR  
 KLIM LAND SURVEYING, INC.

*JK*  
*ReS*  
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PROFESSIONAL ENGINEER FOR  
 MICHAEL J. KOSKA & ASSOC., INC.



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Select Board

**REQUESTOR:** Susan Areson, Chair

**REQUESTED MEETING DATE:** September 10, 2024

**ITEM:** Letter to Massachusetts officials seeking financial assistance for Cloverleaf project

# AGENDA ITEM

# DEFERRED



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Noelle Scoullar, Executive Assistant

**REQUESTED MEETING DATE:** September 10, 2024

**ITEM:** Suicide Prevention Proclamation Request

**EXPLANATION:** Dr. Maura Weir and Sue Allaire, Co-Chairs of the Cape and Islands Suicide Prevention Coalition have submitted a request to declare the month of September as National Suicide Prevention & Action Month.

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

**IMPACT IF NOT APPROVED:** The Town of Truro will not sign the proclamation to raise awareness and visibility for suicide prevention resources and support.

**SUGGESTED ACTION:** *Motion to Declare the Month of September as National Suicide Prevention & Action Month and Authorize the Chair to sign electronically.*

**ATTACHMENTS:**

1. National Suicide Prevention & Action Month Proclamation



### **National Suicide Prevention & Action Month Proclamation**

**WHEREAS** With September recognized as "Suicide Prevention and Action Month," the Cape and Islands Suicide Prevention Coalition invites our communities, mental health advocates, prevention organizations, survivors, and allies to join us in helping to destigmatize mental health through initiative-taking action toward suicide prevention. We seek to raise awareness and visibility of suicide prevention resources in our communities and help connect individuals with the appropriate support services such as 988; and

**WHEREAS** According to the American Foundation for Suicide Prevention (A.F.S.P.), suicide is the second leading cause of death among individuals between the ages 10 and 34 with more than 49,476 people dying by suicide annually in the United States; and

**WHEREAS** With an average of 132 suicide deaths daily and each one directly impacting 125 additional people, including friends, service members, family, social media connections, and neighbors we know a sizable number of individuals have been impacted by suicide.

**WHEREAS** Barnstable County's suicide rate is 1.5 times higher, standing at 14.4 per 100,000 vs the state of Massachusetts' suicide rate of 9.4 per 100,000, we recognize the need to create hope through action locally.

**WHEREAS** Our local Cape and Islands Suicide Prevention Coalition works hard to spread the word about prevention, awareness, education and action through training, forums, and events in our region.

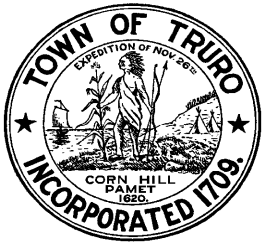
**WHEREAS** the Town of Truro commits to being an active prevention partner with the Cape and Islands Suicide Prevention Coalition and publicly places its full support behind those who work in the field of suicide prevention and research, mental health, community health; education, and law enforcement who deal with this daily.

**WHEREAS** We encourage all residents to take time to understand mental health and suicide through education and recognize that we need to take care of our mental health while we take care of each other.

**NOW, THEREFORE**, be it resolved that we, the Truro Select Board, do hereby proclaim the month of September 2024 as National Suicide Prevention & Action Month in the Town of Truro, Massachusetts.

Town Representative Signature: \_\_\_\_\_

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



# TOWN OF TRURO

## Select Board Consent Agenda Item

**DEPARTMENT:** Information Technology

**REQUESTOR:** David Wennerberg, Information Technology Director

**REQUESTED MEETING DATE:** September 10, 2024

**ITEM:** Review, Approve and Authorize Signature of Commitment Letter to OpenCape

**EXPLANATION:** The Town of Truro was awarded a \$250,000 grant as part of the Community Compact Municipal Fiber Grant Program. This award to the Town of Truro is for the costs associated with connecting various municipal facilities to the existing municipal fiber network.

Staff has met with OpenCape to get preliminary cost estimates for the various portions of the project, and staff recommends using OpenCape to manage/ administer the project. OpenCape will engage vendors available on the state bid list to procure the required goods and services on behalf of the Town and will oversee the build out. OpenCape does not charge for these administrative services and was instrumental in informing the original grant request.

**FINANCIAL SOURCE (IF APPLICABLE):** Community Compact Municipal Fiber Grant Program will fund the build out. The administration/ oversight of the project has no cost.

**IMPACT IF NOT APPROVED:** The Town will have to identify alternative ways to execute the scope of work identified in the grant, some of which may have additional costs associated with them.

**SUGGESTED ACTION:** *MOTION TO secure the services OpenCape for the management of the Community Compact Municipal Fiber Grant Program and to authorize the Town Manager to enter into associated contracts; and to authorize the Town Manager to sign invoices and enter into contracts associated with procurement of the goods and services required to execute the Community Compact Municipal Fiber Grant.*

**ATTACHMENTS:** Proposed Scope of Work



### **Proposed Scope of Work**

In support of the town of Truro's application for the 2024 Massachusetts Fiber Grant, OpenCape will be managing the fiber outside plant build-out, the installation and provisioning of Ciena CPE network termination equipment, and the monitoring and maintenance of both the physical fiber plant as well as the CPE termination equipment to each of the locations listed below.

Transfer Station, 115 Route 6  
Harbor Master Office, 75 Depot Road.  
Beach Office, 36 Shore Road.  
Snows Field, Snows Field Road.  
Truro Central School, 317 Route 6  
Corn Hill Beach  
Head of Meadow Beach

This fiber build-out will enable the extension of the existing virtual network that Truro currently has connected through OpenCape's larger backbone network.

The current locations serviced through OpenCape's Transparent Lan Service and Internet Access Service include the following:

Truro Town Hall  
Truro Police Dept.  
Truro Community Center