



Truro Select Board Hybrid Meeting

Tuesday, January 28, 2025

Executive Session-4:00pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION 4:00 pm

<https://us02web.zoom.us/j/87505943494>

1-309-205-3325 Meeting ID: 875 0594 3494

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 the litigation of the DeAngelo v. Town of Truro, et al. (Barnstable Superior Court, C.A. No. 1872CV00510) matter;*
- (2) In accordance with the provisions of Massachusetts General Law, Chapter 30A, §21 (a)(7) To comply with, or act under the authority of, any general or special law (Massachusetts General Law, Chapter 30A, §22 (f)(g)(Open Meeting Law), specifically to review and approve and determine whether continued nondisclosure of the following executive session meeting minutes is warranted: November 12, 2024; December 5, 2024; December 10, 2024; December 17, 2024; and not to reconvene in open session.*

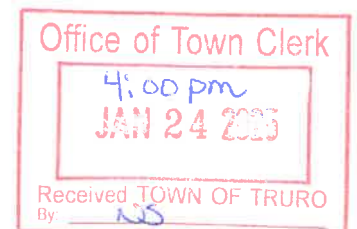
REGULAR MEETING

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

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

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>**

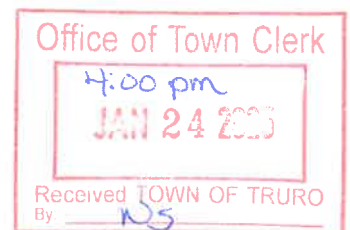
Please note that there may be a slight delay (15-30 seconds) between the meeting and the live-stream (and television broadcast). If you are watching the meeting and calling in, please lower the volume on your computer or television during public comments so that you may be heard clearly. We ask that 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. EXECUTIVE SESSION REPORT**
- 5:00pm **2. PUBLIC COMMENT**
- 5:15pm **3. PUBLIC HEARINGS**
A. FY2025 CDBG Grant Application for Housing Rehabilitation and Childcare Subsidies
- 5:20pm **4. INTRODUCTION TO NEW EMPLOYEES/ RECOGNITION OF SERVICE**
A. Introduction to Christopher Palmer, Climate Action Coordinator
B. Recognition of Service of Lead Town Counsel John Giorgio and Introduction to New Lead Town Counsel Gregg Corbo
- 5:30pm **5. BOARD/COMMITTEE/COMMISSION APPOINTMENTS**
A. Interview and Possible Appointment Alternate Members to Energy Committee: Paul Holt and Kristin Savage
B. Interview and Possible Appointment of Member to Conservation Commission: Sharon Basco Koch
C. Interview and Possible Appointment of Alternate Member to Ad Hoc Town Seal Committee: Apryl Shenk
D. Interview and Possible Appointment of Member to Part Time Resident Advisory Committee: Frederick Goldsmith
- 6:00pm **6. STAFF/COMMITTEE UPDATES**
A. Energy Committee Update on Solar Electricity at Town Facilities
Presenters: Brian Boyle and Bob Higgins-Steele, Energy Committee Co-Chairs
- 6:25pm **7. TABLED ITEMS - NONE**
- 6:55pm **8. SELECT BOARD ACTION**
A. Discussion and Possible Vote on Pursuing Phase I Environmental Study of 340 Route 6
Presenter: Darrin Tangeman, Town Manager, and Jarrod Cabral, Public Works Director
B. Discussion and Approval of Public Works Facility Design and Article Preparation Timeline
Presenter: Darrin Tangeman, Town Manager, and Jarrod Cabral, Public Works Director
C. Discussion and Possible Vote to Declare Items as Surplus
Presenter: Jarrod Cabral, Public Works Director
D. Review and Approval of Net Metering Intermunicipal Agreement
Presenter: Alex Lessin, Finance Director
- 7:15pm **9. REPORTS**
A. Select Board Reports
B. Town Manager Report
- 7:35pm **10. CONSENT AGENDA**
A. Review/Approve and Authorize Signature: NONE
B. Review and Approve Appointment Renewals: NONE
C. Review and Approve 2025 Seasonal Business Licenses: Transient Vendor-North of Highland Camping Area

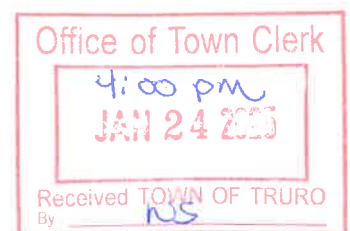


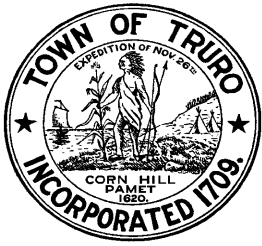
- D. Review and Approve Select Board Meeting Minutes: September 30, 2024 (Regular Meeting); December 3, 2024 (Budget Task Force Meeting); December 10, 2024 (Budget Task Force Meeting); December 17, 2024 (Budget Task Force Meeting); January 7, 2025 (Budget Task Force Meeting)

7:40pm

11. NEXT MEETING AGENDA

Regular Meeting: February 11, 2024 Regular Meeting; February 24, 2025 Joint Meeting with Provincetown Select Board on Water; February 25, 2025 Regular Meeting; February Work Session (Date TBD)





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant, on Behalf of Cassie Boyd Marsh, Bailey Boyd Associates, Inc.

REQUESTED MEETING DATE: January 28, 2025

ITEM: Public Hearing for Truro's FY25 Regional CDBG Application

EXPLANATION: The Massachusetts Executive Office of Housing & Livable Communities has announced its Community Development Block Grant (CDBG) round and application deadline. Truro has the opportunity to apply for up to \$ 1,250,000 as the lead community for a regional grant. Bailey Boyd is proposing to submit the grant for Truro, Provincetown, Eastham and Harwich to continue the housing rehabilitation and childcare subsidy programs. Additionally, an allocation of \$50,000 of CDBG Miscellaneous Income is requested to be used as a contingency for the FY25 Housing Rehabilitation Program.

FINANCIAL SOURCE (IF APPLICABLE): The Massachusetts Community Development Block Grant Program is a federally funded, competitive grant program designed to help small cities and towns meet a broad range of community development needs.

IMPACT IF NOT APPROVED: Truro will not apply as the lead community for the regional grant and the housing rehabilitation and childcare subsidy programs would no longer be available.

SUGGESTED ACTION: *(1) MOTION TO submit an FY25 CDBG grant for housing rehabilitation and childcare subsidies and authorize the Town Manager or Designee to sign the grant application and associated forms.*

(2) MOTION TO allocate \$50,000 from CDBG Miscellaneous Income to use as a contingency for the FY25 Housing Rehabilitation Program.

ATTACHMENTS:

1. Memorandum from Cassie Boyd Marsh and Public Hearing Advertisement



MEMORANDUM

To: Truro Select Board
Darrin Tangeman, Town Manager
From: Cassie Boyd Marsh, Bailey Boyd Associates, Inc.
Subject: FY25 Truro Regional CDBG Grant Application
Date: January 13, 2025

The Massachusetts Executive Office of Housing & Livable Communities has recently announced its CDBG grant round and application deadline. The town of Truro has an opportunity to apply for up to \$1,250,000 as the lead community for a regional grant. We are proposing to submit the grant for four towns (Truro, Provincetown, Eastham & Harwich) to continue the popular housing rehabilitation and childcare subsidy programs.

The Housing Rehab Program would fund 13 households with a 0% interest deferred-payment forgivable loan, making repairs of up to \$70,000 to keep low and moderate-income residents in their homes. Code repairs, weatherization, and health and safety violations will continue to be the priority. All applicants are accepted on a first-come/first-served basis.

The Childcare Subsidy Program would provide up to \$7,000 per eligible child to subsidize care while parents work, go to school, or seek employment. The funds go directly to the participating certified childcare provider based on the child's attendance. These funds subsidize the parent's payments on a sliding scale basis.

These two programs are well-known in the community and continue to have a long waitlist. As always there is no cost to the town and an enormous benefit to residents.

The following motion may be useful as you consider this vote:

Proposed Motion: Move to submit an FY25 CDBG grant for housing rehabilitation and childcare subsidies and authorize the Town Manager or Designee to sign the grant application and associated forms.

Proposed Motion: Move to allocate \$50,000 from CDBG Miscellaneous Income to use as a contingency for the FY25 Housing Rehabilitation Program.

CAPE COD TIMES

Govt Public Notices

Originally published at [capecodtimes.com](https://www.capecodtimes.com) on 01/10/2025

PUBLIC HEARING FY25 TRURO REGIONAL CDBG GRANT

The Truro Select Board will hold a Public Hearing on Tuesday, January 28, 2025, at 5:00pm at Truro Town Hall, 24 Town Hall Road in Truro, MA, to discuss the town's FY25 regional CDBG application including housing rehabilitation and childcare subsidies serving residents of Truro, Provincetown, Eastham & Harwich. Residents from all four towns are invited to participate and will be heard. Written comments will also be accepted and considered and must be submitted to the Select Board by January 27, 2025. Residents of the four towns may also join the meeting by computer or tablet at:

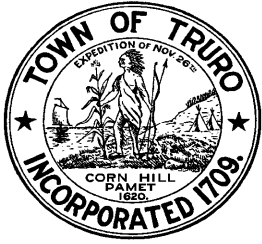
<https://us02web.zoom.us/j/84720782445>

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

For additional information or questions please contact Cassie Boyd Marsh, grant administrator, at 508-430-4499 x1.

January 10, 17 2025

LNEO0217776



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: January 28, 2025

ITEM: Introduction to Christopher Palmer, Climate Action Coordinator

EXPLANATION: Town Manager Tangeman and Health/ Conservation Agent Emily Beebe will introduce Christopher Palmer, Truro's Climate Action Coordinator, to the Board and the community.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: NONE

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Darrin Tangeman, Town Manager

REQUESTED MEETING DATE: January 28, 2025

ITEM: Recognition of Service of Lead Town Counsel, John Giorgio, and Introduction to New Lead Town Counsel, Gregg Corbo

EXPLANATION: John Giorgio, who was appointed as Lead Town Counsel to the Town of Truro in June 2015, will be stepping down as Lead Counsel for the Town. The Town would like to recognize the service John Giorgio provided.

In his place, Gregg Corbo will serve as Lead Town Counsel. Attorney Corbo graduated from Long Island University with a Bachelor of Arts, cum laude, in 1995. He then received his Juris Doctor from Boston University School of Law in 1998. He has been practicing municipal law for over 20 years.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: N/A

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: January 28, 2025

ITEM: Interview and Possible Appointment of Paul Holt and Kristin Savage to the Energy Committee

EXPLANATION: The Energy Committee has two Alternate positions vacant. Both Mr. Holt and Ms. Savage have submitted applications to serve.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Alternate positions will remain vacant.

SUGGESTED ACTION: *Motion to Appoint Paul Holt to serve on the Energy Committee for a one-year, alternate position, with an expiration date of June 30, 2025.*

Motion to Appoint Kristin Savage to serve on the Energy Committee for a one-year, alternate position with an expiration date of June 30, 2025.

ATTACHMENTS:

1. Application to Serve-P. Holt
2. Application to Serve-K. Savage

Application to Serve on a Board or Committee

Agenda Item: 5A1

Applicant Information

Last Name	Holt
First Name	Paul
Middle Initial	S
Email Address	
Phone Number	
Address (Street)	113 Castle Rd,
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 584

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

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

I was a board member of Green Newton in Newton MA for many years. I am also the president of the Newton Community Farm board of directors. I will be stepping down as president in May. I have been a champion of encouraging people to use renewable energy for the past 15 years. My home in Truro uses heat pumps for heat, induction stove top and has an electric charger for my plug in Prius.

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:

Recycling
Climate Action

Experience

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

I am currently the President of the Board of the Newton Community Farm.
I am also a Trustee of the Newton Public Library
I was a board Member of Green Newton

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 was CEO of my Company called GroupComm Systems for 15 years and when se sold the company we had over 60 employees. After selling the business I work for the new owners for 3 years and then left do become a professional fund raiser for 9 years before retiring. I worked for Northeastern University , American Red Cross and Big Brother and Big Sister.

Signature

Paul Holt

Date

01/01/2025

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="Kristin"/>
First Name	<input type="text" value="Savage"/>
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="618 Shore Road"/>
Address (City)	<input type="text" value="North 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="PO Box 409, Truro MA 02652"/>

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Are you a full-time resident of Truro?

☐ Yes ☐ No

Are you registered to vote in Truro?

☐ Yes ☐ No

RECORDS SECTION
ADMINISTRATIVE SERVICES
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 served on my local Environmental Advisory Committees and Energy Working Groups in Media, Pennsylvania and Mount Holly, New Jersey because of my background in energy policy professionally and my love for the subject at the municipal level. I am a lifelong public servant and have served in elected and appointed office in the past as well as worked as a public policy advocate in New Mexico, Pennsylvania and New Jersey. I am a former employee of Conservation Services Group, ClearResult and the Keystone Energy Efficiency Alliance in the energy efficiency policy space, and headed policy efforts for a Senator in the Pennsylvania Senate. I am currently a consultant in strategic communications and government relations as well as a new resident of North Truro year round. My recent consulting work has included implementation of the IRA in three states (PA, GA, MI) to ensure the program's promise of family sustaining union jobs for communities of color and communities impacted by environmental racism is realized through community led workforce pipelines into the clean energy trades. I am a big energy nerd (especially energy regulatory policy) and I'd be honored to serve locally!

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:

I'd also be very interested in the Climate Action Committee (one of my clients is a global Climate action campaign), The Economic Development Committee, the Conservation Commission and I have also served on the Planning Board in Mount Holly, New Jersey and enjoyed that service.

Experience

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

I am a solid teammate in the sense that I do my homework (I read the packets before meetings!), I share my skills and expertise where it's useful, I make myself available to residents and committee or board members for support and questions, I like to work collaboratively to solve problems, and I'm as good a listener as I am a speaker. I have spent years in service helping explain municipal and state policies to concerned neighbors when issues arise in a community and am usually a person neighbors come to for answers on these issues. I am a big proponent of finding ways to bridge the divides that sometimes arise between community and government around decision making and implementing laws, codes, rules and policy.

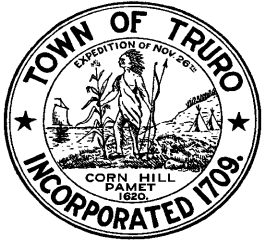
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Kristin Savage

Date

01/11/2025



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: January 28, 2025

ITEM: Interview and Possible Appointment of Sharon Basco-Koch to the Conservation Commission

EXPLANATION: The Conservation Commission has a vacant, unexpired three-year term, position. Ms. Basco-Koch has applied to serve on the Committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The Conservation Commission will continue to have this vacancy.

SUGGESTED ACTION: *Motion to appoint Sharon Basco-Koch to the Conservation Commission, filling an unexpired three-year term which ends on June 30, 2026.*

ATTACHMENTS:

1. Application to Serve-S. Basco Koch

Application to Serve on a Board or Committee

Agenda Item: 5B1

Applicant Information

Last Name	Basco Koch
First Name	Sharon
Middle Initial	
Email Address	
Phone Number	
Address (Street)	53 S. Pamet Road (P.O. Box 1192)
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	P.O. Box 1192, Truro, 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

Board/ Committee Information

What Board/ Committee Are You Applying For? conservation commission

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

As a full-time resident of Truro I'm always aware of and concerned about conservation issues. I've covered science and technology as an editor, journalist and broadcaster, and although I'm not an expert in any of this I'm a thorough researcher and would like to serve the town.

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.

My experience as an assigning editor on newspapers, as the acquisitions editor of a series of books at The MIT Press, and as a public radio anchor/executive producer has given me lots of varied experience of being part of a team.

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.

For 14 years before I retired I ran the public radio department of Spectrum Magazine (flagship publication of the Institute of Electrical and Electronic Engineers). Conservation is one of the major fields we reported on via NPR's "Here and Now."

Signature

Sharon Basco Koch

Date

01/14/2025



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: January 28, 2025

ITEM: Interview and Possible Appointment of Member to the Ad Hoc Town Seal Committee (Alternate Position Vacant): Apryl Shenk

EXPLANATION: Five applicants have been appointed to serve on the newly formed Ad Hoc Town Seal Committee. The Committee shall have five members and one alternate member to be appointed by the Select Board for a definite period of time, not to exceed two years. The last applicant, Apryl Shenk, is to be interviewed for possible appointment.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If not appointed, the charge for the Ad Hoc Town Seal Committee will not be fulfilled.

SUGGESTED ACTION: *Motion to Appoint Apryl Shenk as an Alternate to the Ad Hoc Town Seal Committee for a one-year term which expires June 30, 2025.*

ATTACHMENTS:

1. Application to Serve-A. Shenk
2. Ad Hoc Town Seal Committee Charge

Application to Serve on a Board or Committee

Agenda Item:5C1

Applicant Information

Last Name	Shenk
First Name	Apryl
Middle Initial	
Email Address	
Phone Number	
Address (Street)	28 Old County Rd
Address (City)	530
Address (State)	Truro
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	POB 1030 02652

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Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

TOWN OF TRURO
ADMINISTRATIVE SERVICES
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:

As a younger community member and constant student of art and history, I would love the opportunity to be a part of this special 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.

Currently serve on the COA Board

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

Apryl Shenk

Date

11/18/2024



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Ad Hoc Town Seal Committee

Adopted: November 12, 2024

In accordance with the Truro Town Charter, Section 6-4-4, and Article 39 of the May 4, 2024 Annual Town Meeting, the Select Board hereby establishes the Town Seal Committee as an ad-hoc committee.

Ad Hoc Town Seal Committee

The Committee shall have five (5) members and one (1) alternate member appointed by the Select Board for a definite period of time, not to exceed two years. The Committee will be composed of at-large members where the Select Board will attempt to appoint a demographically diverse membership that best represents the broad and critical interests of the community. Should the Ad Hoc Town Seal Committee not achieve its charge and purpose for which it was created, members may be reappointed for additional one-year terms until the charge is complete. The Committee shall function in conformance with the Town Charter.

The Committee will meet as needed to perform its functions. The Committee will meet at least quarterly or as requested. The Committee shall be tasked with presenting a proposed Town Seal to Town Meeting, in accordance with MGL Chapter 40, Section 47. The process for developing a proposed Town Seal shall include:

- a) Review the existing Town Seal, including any background on why the seal is in its current form, and determine considerations that should inform a future Town Seal, including cultural and historical accuracy, appropriate representation of the community, other communities' seals, and potential themes that a future Town Seal should include.
- b) Review the Local Comprehensive Plan to identify potential themes that a future Town Seal should include.
- c) Engage stakeholders, including experts on historical and cultural accuracy, to provide iterative feedback throughout the seal development process.
- d) Work with Town staff and the Select Board to identify funding opportunities for professional design services to support the Committee's preparation of Town Seal design(s).
- e) Provide the Select Board with progress reports on a quarterly basis.
- f) Develop a Town Meeting Warrant article for approval of the Town Seal.



Susan Areson, Chair



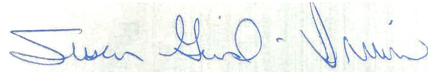
Robert Weinstein, Vice-Chair



Nancy Medoff, Clerk

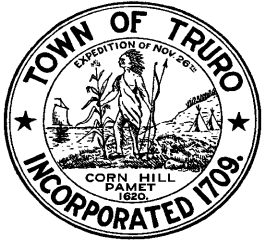


Stephanie Rein



Susan Girard-Irwin

Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Chair-Select Board

REQUESTED MEETING DATE: January 28, 2025

ITEM: Interview and Possible Appointment of Frederick Goldsmith to the Part Time Resident Advisory Committee

EXPLANATION: The Part Time Resident Advisory committee has had an unexpired, one-year term, vacancy and Mr. Goldsmith has applied to fill that vacancy. This will complete the committee in terms of membership.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The vacant position will not be filled.

SUGGESTED ACTION: *Motion to appoint Frederick Goldsmith to the Part Time Resident Advisory committee, filling an unexpired one-year term which will end on June 30, 2025.*

ATTACHMENTS:

1. Application to Serve-Frederick Goldsmith

Application to Serve on a Board or Committee

Applicant Information

Last Name	Goldsmith
First Name	Frederick
Middle Initial	B.
Email Address	
Phone Number	
Address (Street)	5415 Aylesboro Avenue
Address (City)	Pittsburgh
Address (State)	PA
Address (Zip Code)	15217
Mailing Address (Please indicate box number and zip code)	In Truro: 4 Harding's Way, 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

2020-2023 TOWN OF TRURO
ADMINISTRATIVE OFFICE

Board/ Committee Information

What Board/ Committee Are You Applying For? Part Time Resident Advisory Committee

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

To liaise with the Select Board on matters of interest and concern to the part time resident community. I have been a part time Truro resident since August 2016. I am in Truro throughout the year, splitting my time between Pittsburgh and Truro. I try to keep abreast of important issues in the Town, including but not limited to affordable housing, water resources, and town infrastructure.

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.

Trustee, Truro Conservation Trust
Member, Board of Directors, Maritime Law Association of the U.S.
Chair, Marine Torts & Casualties Committee, Maritime Law Association of the U.S.
Member, Court Rules Committee, Civil Litigation Section, Allegheny County (PA) Bar Association
Member, Alternate Dispute Resolution Committee, Allegheny County (PA) Bar Association
Former Chair and Council Member, Federal Court Section, Allegheny County (PA) Bar Association
Former Member, Local Rules Advisory Committee, U.S. District Court, Western District of Pennsylvania
Former Director, Waterways Association of Pittsburgh

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.

Managing Member, Goldsmith & Ogradowski, LLC (law firm) (2006 to present), licensed in MA, PA, WV, OH, and TX
Former attorney with law firms in Pittsburgh, PA and Houston, Texas
Former VP & General Counsel, The Great Lakes Towing Company, Cleveland, OH
Former Law Clerk, U.S. District Court, Eastern District of Texas
Formally-trained state and federal court mediator
B.A., Tulane University (1983); J.D., Tulane Law School (1990)
Part time Truro resident since August 2016

Signature

/s/ Frederick B. Goldsmith

Date

01/22/2025



Agenda Item: 6A

TOWN OF TRURO

Select Board Agenda Item

BOARD/COMMITTEE/COMMISSION: Energy Committee

REQUESTOR: Brian Boyle, Energy Committee Co-chair

REQUESTED MEETING DATE: January 28, 2025

ITEM: Energy Committee Update on Solar Electricity at Town Facilities

EXPLANATION: The Energy Committee presentation from October was postponed due to SB meeting running long. The Energy Committee is seeking review and endorsement of suggestion presented by the Committee and supported by the Climate Action Committee.

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: NONE

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: January 28, 2025

ITEM: Discussion and Possible Vote on Pursuing Phase 1 Environmental Assessment of 340 Route 6

EXPLANATION: The Owner's Project Manager (OPM) for the new DPW facility recommended an apples-to-apples comparison for the 340 Route 6 site and the Town Hall site. The comparison includes an existing data review for 340 Route 6 parcel, and an environmental assessment of the 340 Route 6 Parcel. The existing data review is funded and underway with our OPM, the first phase of the environmental assessment is \$12,500, and the Town is currently exploring alternative funding sources as directed by the Select Board. It is important to note that town water and sewer are available on 340 Route 6, so an environmental 1 study will have less of an impact on an apples-to-apples comparison than currently discussed publicly. It is important to also note that there is no funding for a design on 340 Route 6 in the current fiscal year, so design and engineering funding will have to be secured at the upcoming Town Meeting before presenting an accurate cost estimate for the DPW facility on that site.

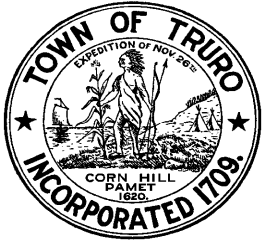
340 Route 6 is a backup construction site to the Town Hall site for the DPW facility, as well as a possible future site for housing, so there are multiple reasons to move forward with an environmental 1 assessment so that we do not incur delays in the future. Staff's recommendation is to approve the environmental assessment pending identification of a funding source. If no funding source is identified, the Select Board should direct staff to seek a free cash transfer or other source of funding at Annual Town Meeting in order to fund this future requirement.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: Direct staff to move forward with the environmental assessment if funding is identified, to mitigate potential delays in the future if Town Hall hill is determined to be undevelopable or significantly more expensive to development than the Town Hall hill site. If no funding source is identified, direct staff to seek a free cash transfer or other source of funding at Annual Town Meeting in order to fund this future requirement.

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral

REQUESTED MEETING DATE: January 28, 2025

ITEM: Discussion and Approval of Public Works Facility Design and Article Preparation Timeline

EXPLANATION:

Below is the proposed timeline for the Public Works Facility Design Process:

January 30, 2025 Ad Hoc Building Committee Meeting

Goals:

Staff, OPM, and W&S to:

- Present single facility with updated cost estimate;
- Present campus plan with updated cost estimate;
- Review the updated Study Group's campus plan and provide a cost estimate;
- Provide a cost for three material types – all steel, all wood, hybrid steel/wood;
- Provide cost estimates with each scenario showing gas vehicles stored outside and note the reduction in square footage; and
- Provide a schedule that will explain when certain taskings will be completed during the design process and through construction.

Ad Hoc Building Committee to vote on DPW facility lay out – campus plan or monolith

February 6, 2025 Ad Hoc Building Committee Meeting

Goals:

Review the selected facility layout and estimates, and discuss final layout and potential square foot needs/cuts

February 11, 2025 Select Board Meeting

Goals:

W&S to submit a contract amendment for the next design scope of work up to schematic design.

February 13, 2025 Ad Hoc Building Committee Meeting

Goals:

Review the selected facility layout and estimates, discuss final layout and potential square foot

needs/cuts

February 20, 2025 Ad Hoc Building Committee Meeting

Goals:

Finalize facility layout and square foot needs

Vote on funding recommendation for the February 25th Select Board Meeting.

February 25, 2025 Select Board Meeting

Staff, OPM, W&S, Ad Hoc Building Committee present recommendation for funding and draft Town Meeting Article

February 27, 2025 Ad Hoc Building Committee Meeting

Reserved for further review/ refinement

March 6, 2025 Ad Hoc Building Committee Meeting

Reserved for further review/ refinement

March 11, 2025 Select Board Meeting

Staff, OPM, W&S, Ad Hoc Building Committee present final recommendation for funding and Town Meeting Article.

Select Board begins to discuss vote to recommend article and public outreach/ information.

Remaining Select Board Meetings in March

Continued discussed on vote to recommend article and public outreach/ information.

May 3, 2025 Annual Town Meeting

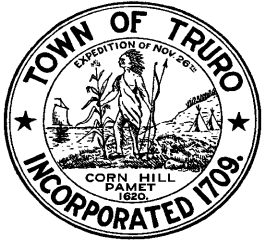
Town Meeting voters to consider article.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *MOTION TO affirm the proposed timeline and direct the Ad Hoc Building Committee to adhere to the proposed timeline.*

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: DPW

REQUESTOR: Jarrod J. Cabral, DPW Director

REQUESTED MEETING DATE: January 28, 2025

ITEM: Discussion and Possible Vote to Declare Items as Surplus

EXPLANATION: The following assets have been declared surplus by the DPW, and meet the requirements in Policy #67 paragraph A. There is no other interest from other Town Departments or neighboring municipalities.

2011 - E350 Van

2006 - E350 Van

2007 - Closed top ejector trailer

2007 - Ford Sterling dump truck with plow and sander

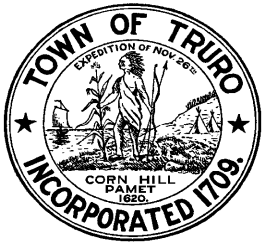
Year unknown - Landscape trailer

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: *MOTION TO authorize the Chair to declare the vehicles and trailers as surplus.*

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Finance

REQUESTOR: Alex Marini Lessin, Finance Director: Treasurer/Assistant Collector

REQUESTED MEETING DATE: January 28, 2025

ITEM: Revised Intermunicipal Agreement with the Town of Brewster Regarding Purchase of Net Metering Energy Credits

EXPLANATION: In June of 2023, the Truro and Brewster Select Boards signed the “Intermunicipal Agreement Towns of Truro and Brewster Transfer of Net Metering Credits” (“IMA”). Staff in both Towns have agreed to the attached changes to the IMA, which are on the Brewster Select Board’s consent agenda for January 27.

Starting in October of 2024, Brewster and Truro began negotiating the sale of Truro’s Net Metering credits. As discussed at prior meetings, the goal is for Truro to sell our excess credits to Brewster. As part of the negotiation, the Truro team proposed changes to the agreement to ensure that payments made by Brewster would result in immediate cost savings for Truro. The attached revisions to the IMA allow Brewster to make partial payments directly to the solar generator, Altus. In addition, Brewster further proposed flexibility so that either Town could propose a change to the agreement throughout the year.

FINANCIAL SOURCE (IF APPLICABLE): N/A. Resulting agreement would lead to avoiding costs and increasing revenue.

IMPACT IF NOT APPROVED: Intermunicipal Agreement would remain unchanged. Truro would not be able to see benefits of sale until FY26 or FY27.

SUGGESTED ACTION: *Motion to approve the changes to the Intermunicipal Agreement Towns*

of Truro and Brewster Transfer of Net Metering Credits as they appear in the packet; and to sign electronically.

ATTACHMENTS:

1. KP-#865620-v2-TRUR_BREW_IMA_for_NMC redlined draft update 12.06.24

**INTERMUNICIPAL AGREEMENT
TOWNS OF TRURO AND BREWSTER
TRANSFER OF NET METERING CREDITS**

This Intermunicipal Agreement (“Agreement”) is entered into this ____ day of _____, 202~~5~~³, by and between the Towns of Truro and Brewster acting by and through their respective Select Boards.

RECITALS

WHEREAS, the Town of Truro (“Truro”) has entered into a Solar Net Metering Credit Agreement (“NMCA”) with Altus Power dba CA MA Solar, LLC, (“Altus”) dated in October 2016 for the purchase of net metering credits generated as a result of a solar power generating facility located in Canton, Massachusetts;

WHEREAS, Truro purchases 100% of the net metering credits generated by the solar electricity generating facility, which is producing more net metering credits than Truro can use;

WHEREAS, the Town of Brewster (“Brewster”) has energy accounts that can be offset by Truro’s net metering credits;

WHEREAS, both parties have been authorized to enter into this Agreement by the votes of their respective Select Boards in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 4A; and

WHEREAS, the parties agree that it is in their mutual best interests for Truro to sell and Brewster to buy Truro’s net metering credits.

NOW THEREFORE, in consideration the mutual covenants set forth herein and for other good and valuable consideration, the receipt and sufficiency are hereby acknowledged, Truro and Brewster hereto covenant and agree as follows:

The Parties agree that terms used but not defined in this Agreement shall be as defined in the NMCA, a copy of which is attached hereto.

1. Transfer of Net Metering Credits. Truro agrees to sell and Brewster agrees to purchase any excess net meter credits (“NMC”) received from Eversource subject to the terms of conditions set forth in this Agreement.
2. Procedure for Transfer of NMCs. The Transfer of NMCs from Truro to Brewster shall be processed as follows:
 - A. Upon the Parties’ execution of this Agreement, Truro will offer to Brewster a specific percentage of Truro’s total NMCs available for purchase by Brewster (“Offered NMCs”) as well as an estimate of the financial value of such NMCs. Brewster will, within 30 days of receipt of such information from Truro, (i) either agree to such percentage, or propose a different percentage of total NMCs it wishes to purchase (“Contracted NMCs”), which number will not exceed the Offered NMCs, and (ii) will provide Truro with the Brewster electric accounts to which NMC’s are to be allocated together with the percentage of such NMC’s to be assigned to each such account. Such Contracted NMCs shall then become the basis for the NMC allocation between the Parties. For avoidance of doubt, the actual financial value of the NMCs will fluctuate from month to month with the performance of the solar facility and the value of NMCs and rates established by Eversource. Truro makes no representation with respect to the financial value of NMCs or the performance of the solar generating station.
 - B. Brewster shall provide Truro with its Eversource account numbers and percentage allocations to each account to which NMCs are to be allocated. To the extent that Brewster purchases electricity from a competitive electricity supplier for any of such

accounts, Brewster shall request consolidated billing, so that its electricity supply charges are included on the Eversource invoices for such accounts. Truro will submit a Schedule Z to Eversource with Brewster's as well as Truro's NMC allocations. The Parties understand and acknowledge that Eversource limits changes to a Schedule Z to twice per calendar year.

- C. If, during the term of this Agreement, Truro intends to file a Schedule Z to adjust the allocation of NMCs to its own electric accounts, it shall provide Brewster advance written notice so that Brewster will have an opportunity either to make an adjustment to its own accounts or initiate a modification of its Contracted NMCs in accordance with Section 2C, below. If Brewster desires to make such an adjustment or modification, it shall provide written notice to Truro within 30 days of receipt of Truro's notice. If Brewster does not provide such notice, Truro may proceed to file a Schedule Z without adjustment to Brewster's NMC allocation.
- D. From time to time as initiated by either Party, ~~but no more frequently than once per calendar year~~, Truro may modify its Offered NMCs to Brewster, and Brewster may modify its Contracted NMCs from Truro, according to the procedure outlined in 2(A), but without the need for an estimate of financial value. The revised Contracted NMCs will become the new basis for NMC allocation only when implemented by Eversource following the filing of a revised Schedule Z. If, however, within 30 days following delivery of its Offered NMCs to Brewster, Truro has not received a response from Brewster, Truro may prepare and file a revised Schedule Z with Eversource according to Truro's Offered NMCs, with allocations to Brewster's accounts adjusted pro rata to its then current allocations.

E. Within 30 days' of receipt of the Eversource invoices for Brewster's electric accounts on the Schedule Z, Brewster shall remit payment to ~~Altus Truro~~ in an amount equal to ~~eighty~~ seventy-five percent (~~75~~80%) of the value of the credits received and payment to Truro in an amount equal to five percent (5%) of the value of the credits received. For example, if Brewster receives \$1,000 in credits from Eversource, it will pay ~~Truro~~ Altus the sum of ~~\$75~~80.00 and Truro the sum of \$50.00.

F. The Parties agree to exchange documentation as needed to confirm the transactions, including electric bills or other correspondence sent to or received from Eversource. Before the end of each fiscal year on a date to be agreed upon, the Parties shall designate representatives who shall meet to review NMCs allocated to Brewster and amounts paid by Brewster for the fiscal year, and the associated Eversource invoices for Brewster's Schedule Z electric accounts. To the extent that such review indicates an underpayment or overpayment, the Parties shall cooperate so that the payment or credit, as applicable, necessary to rectify the discrepancy is promptly made by the appropriate Party.

3. No Obligation. The Parties acknowledge and agree that the transfer of NMC's for any given period is subject to availability, and Truro expressly reserves the right to use all of the NMCs allocated to it. The parties further acknowledge and agree that, for any given period, Truro may elect not to sell any NMC's to Brewster, in its sole discretion, for any reason or no reason at all; and Brewster may elect not to purchase all or any portion of the NMC's offered by Truro in any given period, in its sole discretion, for any reason or no reason at all. If either party chooses not to exercise its right of sale or purchase for a particular period, it shall not be deemed a waiver of its right to sell or purchase NMCs in subsequent periods.

Notwithstanding the foregoing, any change to an existing NMC allocation to Brewster will

not take effect unless and until a revised Schedule Z has been filed with and implemented by Eversource.

4. The Parties shall reasonably cooperate and assist each other in performing all activities and in the execution of other instruments necessary to implement the provisions of this Agreement, including without limitation, drafting and filing Schedule Zs, and conferring with Eversource or Truro's counterparty under the NMCA. The Parties shall also reasonably cooperate and exercise reasonable efforts to negotiate and resolve any disputes arising under this Agreement.
5. Appropriation. Brewster's obligations to purchase NMCs from Truro shall be subject to appropriation. If Brewster anticipates insufficient funds to pay for NMCs, it shall make reasonable efforts to notify Truro of such as soon as reasonably practicable, upon which notification the Parties shall confer regarding the status of funding, the allocation of other available funds, if any, and/or reducing Brewster's NMC allocation through the filing of a revised Schedule Z with Eversource.
6. Term. This Agreement shall commence on the date first written above and shall expire on May 31, 2037 unless sooner terminated as set forth herein.
7. Termination. Notwithstanding anything to the contrary in this Agreement: This Agreement may be terminated for any reason, or no reason, by either party upon ninety (90) days written notice to the other party; provided, however, that Truro may terminate this Agreement upon 30 days' written notice in the event Brewster fails to pay undisputed amounts for NMCs allocated to its electric accounts by Eversource, unless Brewster cures such failure within such 30-day period, and Brewster shall be entitled to keep and be obligated to pay for all NMCs allocated to its electric accounts by Eversource before and after termination, provided

that the Parties shall reasonably cooperate to file a revised Schedule Z with Eversource as soon as reasonably practicable following any termination of this Agreement.

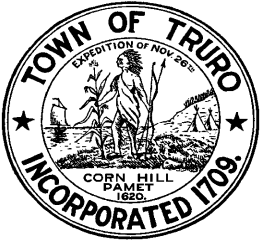
8. Entire Agreement. The parties understand and acknowledge that this Agreement and the documents attached hereto contain the entire agreement between them, and the terms of this Agreement are contractual and not a mere recital.
9. Authorization. The Parties further state that they have carefully read the foregoing Agreement and fully understand the contents thereof, and that the signatories hereto are duly authorized to sign this Agreement on behalf of the respective parties and that each signs and executes this Agreement as their free act and deed.
10. No Inducement. The Parties hereby acknowledge that no promise or inducement which is not herein expressed has been made and in executing this Agreement, the Parties do not rely upon any statement or representation made by any person, firm, or entity hereby released other than those set forth in this Agreement.
11. Amendments. This Agreement may not be varied in its terms by an oral agreement or representation or otherwise, and none of the terms hereof may be waived, except by an instrument in writing of subsequent date hereof executed by all of the Parties.
12. No Third Party Beneficiaries. Notwithstanding anything to the contrary herein, there are no third party beneficiaries to this Agreement.
13. Severability. Each provision of this Agreement shall be considered separate and if, for any reason, any provision herein is determined to be invalid or contrary to any existing or future law, such invalidity shall not impair the operation of or affect those portions of this Agreement which are valid, except that if all or any part of the release of claims provided by a Party is deemed invalid, the Agreement shall be deemed invalid.

14. Assignment. Neither Party may assign this Agreement in whole or in part without the written consent of the other Party. Subject to the foregoing, this Agreement shall be binding upon and inure to the benefit of each of the Parties hereto and the respective heirs, legal representatives, successors and assigns of each.
15. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts. Any litigation arising hereunder shall be brought solely in the courts of the Commonwealth of Massachusetts.
16. Counter Parts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same instrument. The facsimile signature or signature sent electronically by .pdf or otherwise of any party to any counterpart shall constitute the signature of such party for all purposes.

IN WITNESS WHEREOF, the undersigned have duly executed this Agreement as a sealed instrument as of the date first above written.

Brewster Select Board

Truro Select Board



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: January 28, 2025

ITEM: Approval of Renewal of 2025 Seasonal Business License:

- North of Highland Camping Area

EXPLANATION: This license is under the authority of the Select Board as the Local Licensing Authority. If you approve this license for renewal, the license will be issued only upon compliance with all regulations, receipt of the necessary documents, fees and proof of taxes paid in full for the fiscal year. There was no reported issue with this establishment in 2024.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 101 § 2	Transient Vendor (Seasonal Retail)	North of Highland Camping Area

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The applicant will not be issued their license to operate.

SUGGESTED ACTION: *Motion to approve the 2025 Seasonal Transient Vendor License for North of Highland Camping Area upon compliance with all regulations, receipt of the necessary fees and documentation.*

ATTACHMENTS:

1. Renewal Application for 2025: North of Highland Camping Area

CAMP# 2025-072

HEALTH DEPARTMENT
TOWN OF TRURO

3532

JAN 15 2025

RECEIVED BY



TOWN OF TRURO

50 + 50 late

PO Box 2030, Truro MA 02666

Tel: 508-349-7004, Extension: 131 or 124 Fax: 508-349-5508

LICENSE APPLICATION: Condominiums, Cottage Colonies, Motels, Campgrounds, Lodging, Gas Station/Retail Service, Transient Vendor
Section 1 – LICENSE TYPE

Please check the appropriate box the best describes the license type(s).

☐ New ☒ Renewal/No Changes (Skip to Section 3) **NAME OF BUSINESS:** North of Highland Camping Area
FACILITY:

Motel-\$50 Cottage Colony-\$50 Condominium-\$50 # Units Lodging-\$50

☒ Transient Vendor-\$75 ☒ Campground-\$50 Gas Station*-\$25

237 sites

*Gas Station-\$25 (Please submit your Service Station Compliance Form & Third Part Underground Storage Tank Inspection Report (FP 289))

Section 2 – BUSINESS INFORMATION

Federal Employers Identification Number (FEIN/SS)

[REDACTED]

Brandon T Carrier

North of Highland Camping Area

Print Name of Applicant

Business Name

Brandon T Carrier and

Gregory S. Carrier

Owner Name

52 Head of the Meadow Road

P.O. Box 297

North Truro, MA 02652

North Truro, MA 02652

Street Address of Business

Mailing Address of Business

Business Phone Number

Business E-Mail Address gmail.com

Section 3-HOURS OF OPERATION
☐ Annual ☒ Seasonal Opening Date: 5-23-25 Closing Date: 9-8-25

Days of the Week Open: 7

PAID 4013

☐ Check if New Manager (if checked, MUST submit Application to Name a Manager)

Section 4-MANAGER INFORMATION

Name of Onsite Manager:

Name: Brandon T Currier Unit Number: 52 Head of the Meadow Road

Mailing Address: P.O. Box 297 North Truro, MA 02652

Phone: (24 Hour Contact): [REDACTED] Email Address: [REDACTED]

Brandon Currier

Manager's Signature (REQUIRED)

Name of Offsite Manager:

Name: _____ Business Name: _____

Business Address: _____

Phone: (24 Hour Contact): _____ Email Address: _____

Manager's Signature (REQUIRED)

Name of Co- Manager:

Name: Gregory S. Currier Business Name: North of Highland Camping Area

Business Address: 52 Head of the Meadow Road North Truro, MA 02652

Phone: (24 Hour Contact): [REDACTED] Email Address: [REDACTED]

Gregory S. Currier

Co-Manager's Signature (REQUIRED)

Section 5 - ATTESTATION

Pursuant to M.G. L. Ch. 62C, sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all local state taxes required under law and the information I have provided is true and accurate. Any misstatement in this application, or violation of state or applicable town bylaws or regulations, shall be considered sufficient cause for refusal, suspension or revocation of the license.

Brandon Currier
Signature of Applicant

Brandon T Currier
Print Name

1-14-2025
Date

Additional Applications & Documentation

REQUIRED FOR ALL MOTELS, COTTAGE COLONIES, CONDOMINIUMS & CAMPGROUNDS

☒ Smoke detector (CO detector fire protection certification)

☒ IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance

☐ IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit

ADDITIONAL (SEPARATE) APPLICATIONS THAT MAY PERTAIN TO YOUR OPERATION

☐ Application for Pool or Hot Tub Permit

☐ Application to Name a Manager

☐ Entertainment License ☐ Application to sell Tobacco ☒ Application for Food Service Permit

☐ Business certificate with the clerk's office

☐ Septic System Inspection Report (submitted every 3 years)

(rev 10/2022)



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: North of Highland Camping Area

Address: 52 Head of the Meadow Road

City/State/Zip: North Truro, MA 02652 Phone #: 508-487-1191

Are you an employer? Check the appropriate box:

1. ☒ I am an employer with 14 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 campground

*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: Markel Insurance Company

Insurer's Address: 4521 Highwoods Parkway

City/State/Zip: Glen Allen, VA 23060

Policy # or Self-ins. Lic. # AWC 0008781-06

Expiration Date: 01-01-2026

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: Brandon Currie

Date: 1-14-2025

Phone #: cell: [REDACTED] in-season office: 508-487-1191

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 #: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/15/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Terri Wedderburn
Leavitt Recreation & Hospitality	PHONE (A/C No. Ext): (800) 525-2060
942 14th Street	FAX (A/C No.): (866) 465-2797
	E-MAIL ADDRESS: terri-wedderburn@leavitt.com
	INSURER(S) AFFORDING COVERAGE
Sturgis SD 57785	INSURER A: Philadelphia Indemnity Insurance Compar 18058
	INSURER B: Markel Insurance Company 38970
INSURED	INSURER C:
North of Highland Camping Area LLC	INSURER D:
P.O. Box 297	INSURER E:
	INSURER F:
North Truro MA 02652	

COVERAGES

CERTIFICATE NUMBER: 25-26 WC POI

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PBPK2639377-009	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Trailer Spotting Endorsement \$ 100,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PBPK2639377-009	1/1/2025	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			PBUB894997-009	1/1/2025	1/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A		AWC0008781-06	1/1/2025	1/1/2026	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	Jimmy Tumblin/JOGALS

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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 11.07.2024

Request is coming from the Selectmen's Office X

Owner's Name Stephen Currier/Currier Nominee Trust Trs.

Business Name North of Highland Camping Area

Business Address 52 Head of the Meadow Road

Map and Parcel 33-32

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

Joint Meeting with Truro Select Board, Provincetown Select Board, Water and Sewer Board, and the Water Resource Working Group Meeting Minutes

September 30, 2024, Meeting

Truro Community Center 7 Standish Way

Via Zoom Platform (Hybrid)

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

Provincetown Select Board Members Present: Leslie Sandberg-Acting Chair and Vice Chair; Eric Borg-Member; Austin Miller-Member

Water Sewer Board Present: Robert O'Malley-Chair; Courtney Warren-Vice Chair; Nancy Medoff-Member; Tracy Rose-Member

Water Resource Working Group Present: Jarrod Cabral (DPW Director Truro); Jim Vincent (DPW Director Provincetown); Cody Salisbury (Provincetown Water Superintendent); Daniel Riviello (Provincetown Assistant Town Manager); Kelly Clark (Truro Assistant Town Manager); Emily Beebe (Truro Health and Conservation); Tim Famulare (Provincetown Community Development Director); Thaddeus Soule (Provincetown Town Planner)

Board Members Absent: Susan Areson-Chair (Truro); Dave Abramson-Chair (Provincetown); John Golden-Vice Chair (Provincetown); Larry Black-WSB Member; Jonathan Sinaiko-WSB Member; Steven Fossella-WSB Alternate Member

Others Present: Jennifer Knauer-Professional Mediator; Darrin Tangeman-Truro Town Manager; Alex Morse-Provincetown Town Manager; Joan Holt (Truro Town Resident); Jeff Fischer (Truro Town Resident); Jack Reimer (Truro Town Resident, Truro Planning Board); John Dundas (Truro Resident); Paul Benson (Provincetown Independent); Rich Sullivan (Truro Town Resident)

MEETING PURPOSE AND PROCEDURE

Jennifer Knauer opened the meeting at 5:35pm and explained her role as a professional mediator (from Jericho, Vermont). She stated her function was to be an impartial player, manage and pace the conversation, and take notes during the conversation segments of the meeting. She reviewed the agenda for the meeting and the goals for all parties to gather emerging questions and plan next steps.

PRESENTATION

Provincetown Water Superintendent Cody Salisbury share a Power Point Presentation to review the history and current capacity and needs of the Provincetown water system.

Cody Salisbury showed a timeline that outlined the development of the water system beginning in 1892 and updates to the system throughout the 20th century. The first wells were built in Truro on land taken by eminent domain. In 1952, Provincetown was authorized to take more land to establish more wells at South Hollow Road. In 1980-81 they began using the Cape Cod National Seashore wells seasonally, which continued for several decades. In 2013, the wells at the North Union field site came online and the Knowles Crossing Membrane Filtration Facility was finished. Today the system consists of three well sites in Truro: North Union - two independent wells; Knowles Crossing - three wells; and Paul Daley - six

wells. There are 50 miles of water mains for just under 41,000 accounts and a current asset value is \$200 million. The water is regularly tested for different contaminants and bacteria.

The Inter-Municipal Agreement (IMA) between Provincetown and Truro was first drafted in 1982 and updated in 2010. It established the Water and Sewer Board, on which there are three members from Truro and four from Provincetown with each member entitled to a vote. The IMA also stipulated that Provincetown could only increase the land area utilized or sink more wells in Truro with approval of the Truro Select Board. In the 2000s, a Water System Master Plan was created as well as a Watershed Management Plan.

The system currently supports 3,567 billable accounts in Provincetown and 530 in Truro. Provincetown uses 156.2 million gallons and Truro uses 20.5 million gallons of water. User fees fund the entire operation. The Water and Sewer Board determines rates and fees, adapt master planning, and evaluate future demands. The Joint Water Resource Working Group was established to plan for expansion of the current system to meet increased demand, which is not meeting peak demand despite operational redundancies. Each town estimated the amount of additional supply that they require (600,000 for Provincetown; 120,000 for Truro).

During the off-season, sources are able to meet the demand and add water to storage tanks. During the peak season, water must be taken from storage and the system struggles to recover. Cody Salisbury presented a timeline (by 2027-28) and chart of costs (\$250,000 to finish the Master Plan and \$9 million for construction of a new tank) for options that have been identified to expand the system's capacity. Topics of discussion have been planned for the Joint Select Board Meetings to 2027.

QUESTION AND ANSWER

Truro Select Board Clerk Medoff asked whether the Walsh Project in Truro was included in the estimates for the projection of needed capacity determined by the town. Jarrod Cabral (DPW Director Truro) answered yes, the project was included.

Truro Member Girard-Irwin asked whether the wells located at the North Truro Air Force Base, which have not been used by the current system in eleven years, are monitored to ensure that they are still useful. Cody Salisbury responded that they have continued to replace equipment and test the water. A later question asked if these wells are part of the sampling plan to test for contaminants, but they would become routinely tested if entering the system. She also questioned what hurdles prevented agreement in 2010 and the answer was that Truro would not sell the land but leased the land at North Union Field to Provincetown for a 99-year agreement.

Provincetown Member Miller asked for more context around the North Truro Air Force Base well field, wondering what prevents it from being used to create a redundant source. Cody Salisbury's answer was that the land belongs to the National Seashore, and it is registered to Provincetown for emergency use only. Provincetown has a MOU with the National Seashore and more studies would need to be done to ensure it is a viable and reliable source. The site would meet half of the projected need of both towns.

Provincetown Member Eric Borg mentioned the possibility of building a regional desalination facility. As of right now, this is not being planned for many reasons, including regulations, waste water disposal plans, and difficulty retrofitting the current system.

Provincetown Vice-Chair Sandberg suggested having a conversation with the National Seashore to see if it is an option to help meet the increased need. She also asked where Truro would connect to the Provincetown waste water treatment system, but plans are too preliminary, and it would be a good idea to update the IMA to reflect that need as well.

PENDING QUESTIONS

Moderator Knauer stated that she would begin a list of questions that do not yet have answers or cannot be answered with a quick clarifying question. Some of the comments and questions included were:

Can we speak to the National Seashore to see if we could increase capacity using the existing wells rather than building more wells?

How do we interface projections of mapping usage with known build out figures and known developable land in Truro? What will the demands be with known build out figures? (Clarified - Provincetown has a growth management bylaw and has projected out to 2040.)

Since growth projections are not supported by the existing capacity, where in the process do we ensure the ability to meet the needs of future projects (such as the Walsh Project)?

How do we ensure that lack of redundancy and ability to expand capacity is not a negating factor for creating new housing opportunities to address the housing crisis?

If we do not hear about the One Stop Grant or are not given the grant, towns should bring the question of funding to town meeting so a placeholder can ensure the ability to fund expanding the system.

PUBLIC COMMENT

Moderator Knauer reviewed the policies for public comment and informed them of how much time was allowed for each speaker.

Moderator Knauer recognized the following individuals who made public comments: Joan Holt (via Zoom) who wanted to make sure those discussing and planning the system do not ignore the impact of climate change, including drought, storms surges, and sea level rise; Jeff Fischer who suggested using the Air Force Base wells during peak-season and supplementing them during the off-season with the water in storage to restore the aquifer and he also was concerned about how close any new wells would be to the Walsh property; Jack Reimer asked what the preferred site for a new source well would be and also wanted to let the boards know there are residents in Truro who may want to connect to the water system and wondered whether they had considered the need to build out private water supplies; John Dundas who wanted to know the life cycle of the current storage towers - to which an answer of at least 30 more years was given - as well as what they plan to do with effluence created and whether we are considering possible PFAS in the waste water; Paul Benson who asked whether proposed sites were included in the forecasted capacity estimates, to which the answer was yes; Rich Sullivan who asked when the 99 year lease went into effect to know when it will expire, to which an answer of 2013 was given, and whether they have considered the Herring River Project or the breakthroughs at Ballston Beach that impact private dwellings and wells causing more residents to want to connect to the Provincetown system.

MOTIONS AND VOTES

Moderator Knauer asked the Select Board members if there were any premade motions or votes needed. The Select Boards were asked to approve the general plan as presented in the power point.

Provincetown Vice-Chair Sandberg made a motion for the Provincetown Select Board to approve the process outlined this evening with all of the questions that were raised as part of the process going forward.

Provincetown Member Miller seconded the motion.

Provincetown Roll Call Vote:

Vice-Chair Sandberg - Aye

Member Miller - Aye

Member Borg - Aye

So voted, 3-0-0, motion carries

Truro Vice-Chair Weinstein made a motion for the Truro Select Board to approve the process outlined this evening with all of the questions that were raised as part of the process going forward.

Truro Member Girard-Irwin seconded the motion, and clarified that public comments were also included.

Truro Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Vic- Chair Weinstein - Aye

So voted, 4-0-0, motion carries.

There was a brief discussion of potential dates for the next meeting of the Joint Select Board meeting.

Provincetown Vice-Chair Sandberg made a motion for the next meeting to be February 24, 2025 at 5:30pm in Provincetown.

Provincetown Member Miller seconded the motion.

Provincetown Roll Call Vote:

Vice-Chair Sandberg - Aye

Member Miller - Aye

Member Borg - Aye

So voted, 3-0-0, motion carries

Truro Vice-Chair Weinstein made a motion for the next meeting to be February 24, 2025 at 5:30pm in Provincetown.

Truro Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Vice-Chair Weinstein - Aye

So voted, 4-0-0, motion carries.

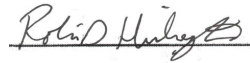
Provincetown Vice-Chair Sandberg made a motion to adjourn at 7:30 pm.

Provincetown voted unanimously to adjourn.

Truro Vice-Chair Weinstein made a motion to adjourn at 7:30pm.

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 Attachment

Legal Notice

Select Board Meeting Minutes

December 10, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Jarrod Cabral-DPW Director, Tony Jackett-Harbormaster/Shellfish Constable, Trudi Brazil-Town Accountant, Paul Wisotzky-Town Moderator, Robert Panessiti-Finance Committee Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter and Truro Resident)

Chair Areson called the meeting to order at 8:30 am and turned over the meeting to Finance Director Lessin.

Finance Director Lessin provided an overview of the last BTF meeting and then reviewed the agenda for today's meeting:

1. CIP/DPW Suite
2. Harbor/Shellfish

Finance Director Lessin also announced the Town staff present for the meeting and gave information regarding how to access the FY2026 Capital Improvement Plan under the Budget Overview tab on ClearGov.

Town Manager Tangeman noted that this transparency into the Town's budget process was part of an initiative to give the public the ability to participate in the process.

Finance Director Lessin provided information for the public to contact him on the feedback page with any questions or comments and he then introduced DPW Director Cabral.

CIP/DPW Suite

Note: DPW Director Cabral's FY2026 Proposed Budget is as of 12.5.24.

DPW Director Cabral reviewed the key FY2026 projected capital needs and justifications for Town Hall, Council on Aging, IT, Recreation & Beach, Police Department, Fire Department, Department of Public Works (DPW), Public Building Maintenance, Transfer Station, Truro Central School, Library, Pamet River Resiliency, DPW Facility, Housing, Pond Village, Harbor Jetty, and Public Water.

DPW Director Cabral then provided an update on key FY2025 capital improvement projects for Town Hall, Community Center, Corn Hill, Head of the Meadow, Great Hollow Beach, UTVs, Police Department,

DPW, Transfer Station, Truro Central School, Library, Pamet River Resiliency, DPW Facility, Housing, Harbor Jetty, and Public Water.

Chair Areson announced that (in order) the Select Board members and members of the Finance Committee, and then the members of the public could now comment or ask questions of DPW Director Cabral.

The members, DPW Director Cabral, Town Manager Tangeman, and Finance Director Lessin commented or discussed the following highlighted topics: the priorities for HVAC replacement (nurse's office, art room, and then main area and hallway) and the roof repair cost for Truro Central School; Chapter 90 grant funding for Old County Road (Prince Valley to Depot Road only) and how grant funding mechanisms from the Warrant are reflected in the budget; and the source of funding for the purpose of remediation of the soil on Town Hall Road.

Chair Areson asked if there were any questions or comments from any members of the Finance Committee and there were none.

Chair Areson then opened questions or comments to the members of the public and she recognized Mr. Forgione who commented on the scope of work regarding the Community Center technology update and the Truro Motel. There were no other questions or comments from members of the public.

Finance Director Lessin reviewed the FY2026 proposed department-level budget with comparisons to the FY2024 Revised Budget, FY2024 Actual, FY2025 Budgeted, and FY2025 vs. FY2026 Proposed. The department-level budget included: Municipal Street Lighting (*Note: DPW Director Cabral noted that streetlights did not include parking lots lights.*) and Snow Removal.

DPW Director Cabral then reviewed the DPW Budget Narrative and highlighted Infrastructure, a status update on EV charging stations, updates on additional and ongoing projects, anticipated cost increases or decreases in the areas of Street Light Maintenance (no changes in funding for FY2026), Snow Removal (no changes in funding for FY2026), DPW Highway (total increase for FY2026: \$103,354.86), Building Maintenance (total increase for FY2026: \$18,855.40), and Transfer Station (total increase for FY2026: \$36,812).

DPW Director Cabral highlighted staffing and compared Full Time Equivalent Staff for FY2025 to Full Time Equivalent Staff for FY2026. Public Works staff total is 14 and DPW Director Cabral noted that those staffing levels have been unchanged since 2003.

DPW Director Cabral reviewed expenditures by function for the FY2026 Proposed and compared it to FY2024 Revised Budget, FY2024 Actual, FY2025 Budgeted, and FY2025 Budget vs. FY2026 Proposed. The FY2026 Proposed has an anticipated total expenditures of \$1,068,537 which is a 10.8% increase from the FY2025 Budget.

Chair Areson asked if any members of the BTF or the Finance Committee had any questions or comments and there were none.

Chair Areson recognized Mr. Forgione who commented on the Transfer Station purchased services and noted the increase from FY2024 to FY2025. DPW Director Cabral replied that he would answer that question shortly as the Transfer Station presentation is upcoming.

Chair Areson then recognized Town Moderator Wisotzky who asked for the locations of the EV charging stations. DPW Director Cabral replied that one (dual port like at Town Hall) would be between the Library and the Community Center, another one (dual port as well) at the Beach Office, and two dual ports going in at Noons Landing.

DPW Director Cabral then reviewed the Public Building Maintenance budget and highlighted the following: a small increase in the wage line and purchase of supplies and not otherwise classified expenditures had no significant increases. The FY2026 Proposed has a projected expenditure of \$520,935 that is a 3.1% increase from the FY2025 Budget. There were no questions or comments regarding this budget.

DPW Director Cabral presented the Transfer Station budget and highlighted the following: slightly lower salaries (-1.6%), lower tipping fees (-7%), professional/technical/engineering services, and no increase in supplies. The FY2026 Proposed has a projected expenditure of \$614,668 (-5.7%) from the FY2025 Budget. There were no questions from the Select Board members or the Finance Committee members.

Mr. Forgione confirmed with DPW Director Cabral that he was comfortable with \$361,800 for purchased services in the FY2026 Proposed for the Transfer Station.

Finance Committee Chair Panessiti noted that, regarding municipal finance, changes cannot be made to the budget unless funds are raised and appropriated at Town Meeting. Budgets by nature should be overfunded as this is an exercise to anticipate needs in two years.

Assistant Town Manager Clark gave an update on the Senior Perks Program as it is related to Transfer Station permit sales. The staff group has worked since early summer and calculating the data to develop a conservative estimate of what the Senior Perks Program would cost. The staff group plans to give a Senior Perks Program presentation on January 14, 2025, to the BTF as to how the program would impact the FY2026 Budget. After that presentation, the BTF would make recommendations which would be presented to the Select Board (the fee setting body for beach permit fees) and the Board of Health (the fee setting body for Transfer Station fees). The Town will implement the Senior Perks Program as the Select Board voted this year.

There were no questions or comments for Assistant Town Manager Clark or DPW Director Cabral.

The FY2026 Proposed for Public Works is \$1,068,537 and is a 10.8% increase over the FY2025 Budgeted.

The FY2026 Proposed for Snow Removal is \$25,000 and is a 0% increase over the FY2025 Budgeted.

The FY2026 Proposed for Street Lights is \$1,200 and is a 0% increase over the FY2025 Budgeted.

The FY2026 Proposed for the Transfer Station is \$614,668 and is a 5.7% reduction over the FY2025 Budgeted.

The FY2026 Proposed for Public Building Maintenance is \$520,935 and is a 3.1% increase over the FY2025 Budgeted.

Harbor/Shellfish Department

Harbormaster/Shellfish Constable Jackett gave an overview the FY2026 Budget Narrative and highlighted the following topics: prepare the harbor during the spring (1st or 2nd week of April); mooring blocks are put in the water following the dredging season; dredging shall occur in the next week or two (this is done annually); the shellfish season opens the first part of November and runs through the middle of April; the shellfish stock is put out through different areas of the harbor during early spring; the Harbor has stable revenue; the Harbor Commission is considering fee increases which would require public hearings; went a couple of years understaffed due to the passing of longtime employee John Bloom but hired an employee this past August ; and the shellfish stock has increased in cost so the budget reflects the ability to sustain current stock levels; wages and salaries; seasonal employees have worked well so recruitment efforts have been successful; the water is turned on in the spring and turned off in December; fresh water is used to clean the buildup on the lower part of the boat ramp and the docks; advertising costs will cover the announcement of a public hearing for an increase in fees; a \$1,700 replacement light for the jetty; installation of a buoy that has the ability to measure the wave activity in the deeper end of the channel and this information will help determine why the erosion occurs the way that it does; and uniform costs cover tee shirts and gloves.

The FY2026 Proposed for Harbor/Shellfish is \$175,661 and that is a 2% increase from the FY2025 Budgeted.

The FY2026 Proposed for Pamet Harbor Dredging is \$106,799 and is a 2.5% increase over the FY2025 Budgeted.

Chair Areson noted that dredging occurs every other year in the basin area and Harbormaster/Shellfish Constable Jackett said that this year the entire channel will be dredged. He also noted that harbor has been well maintained annually over the last twenty years so there is less sand to dredge.

There were no questions or comments from the Select Board, Finance Committee, or the public.

Finance Director Lessin announced that the next BTF meeting will be on December 17, 2024, at 8:30 am. The budget presentations will be for the Police Department, Fire & Rescue, and Truro Emergency Management.

Finance Director Lessin also reviewed the BTF meeting scheduled for January 7, 2025, at 8:30 am. The budget presentations will be for Building/Inspections, Planning/Zoning, Health/Conservation, and Community Services.

Chair Areson thanked the Town staff and noted that she liked the ClearGov tool as it was extremely helpful.

Member Rein made a motion to adjourn the meeting at 10:08 am.

Chair Areson seconded the motion.
By unanimous vote, the motion passed.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachment

Legal Notice

Select Board Meeting Minutes

December 3, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent: None

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Paul Wisotzky-Town Moderator, Trudi Brazil-Town Accountant, Robert Panessiti-Finance Committee Chair, Raphael Richter-Finance Committee Vice Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter and Truro Resident)

The meeting to order at 8:30 am and Town Manager Tangeman introduced Finance Director Lessin to review the agenda.

Finance Director Lessin reviewed the agenda for today's meeting.

1. BTF Meeting Schedule
2. Select Board Budget Guidance Discussion
3. Preliminary Draft Budget Submitted to Select Board/Budget Task Force
4. Revenue Projections

Finance Director Lessin then provided an overview of the Budget Task Force (BTF) from the Town website as well as demonstrated how to access the Digital Budget Book (from the BTF website via the ClearGov platform) and the BTF schedule for FY2026. Finance Director Lessin also highlighted the following dates: January 28, 2025 (reserved for a review of the overall budget and any outstanding and unresolved items), February 4, 2025 (reserved for outstanding budget discussions), and February 11, 2025 (*draft* FY2026 Town & School Budgets and CIP presented to the Select Board and Finance Committee).

Finance Director Lessin highlighted the tabs accessible to the FY2026 Digital Budget Book and briefly reviewed the features of ClearGov to include printing the book or specific budgets.

Finance Director Lessin reviewed the four budget priorities for the FY2026 budget cycle as identified by the Select Board:

- Debt service for major capital projects
- Collective Bargaining Agreements
- Human Resource Coordinator
- Investment in water resource infrastructure and planning

Finance Director Lessin also noted that the Select Board had also provided guidance for department heads to carefully review expenses over the last several years and to identify any savings which should

be considered when preparing the FY2026 budget. Finance Director Lessin also said that this was the first time that department heads had submitted their draft budgets on ClearGov. The draft budgets were due last month and some are still undergoing revisions. Finance Director Lessin thanked the department heads for their work in using ClearGov and he asked for the public's patience as Town staff continues to get more familiar with this new tool.

Finance Director Lessin asked if anyone had any questions and Finance Committee Chair Panessiti announced that he was convening the Finance Committee as there was a quorum of members present and the meeting was now open.

Finance Director Lessin and the Members discussed the following topics: the print feature on ClearGov and the ability to print a document as a PDF; version control to ensure the most recent draft budget is on ClearGov and visible to the public; the location of a department head's budget narrative (located under "*Departments*" tab); a review of Revenue Projection (as of 12.3.2024).

Finance Director Lessin asked if there were any additional questions from the Members and there were none.

Finance Director Lessin then recognized Mr. Forgione who noted that rental registrations had diminished by 100 in Truro.

Finance Director Lessin then provided an overview of expenditures by fund and noted that the total general fund would increase by 4.2% when comparing the FY2025 Budgeted to the FY2026 Preliminary. After his overview, Finance Director Lessin noted that the public could comment on the FY2026 Budget through the Town website and those comments or questions would come to him directly for his reply if applicable. This completed Finance Director Lessin's prepared presentation and the meeting was turned over to Chair Areson.

Chair Areson, the Members, Finance Director Lessin, Finance Committee Chair Panessiti, and Finance Committee Vice Chair Richter discussed or commented on the following topics: if the feedback tool for the FY2026 budget would result in an exportable document with the questions and answers and Town Manager Tangeman's reply was that Town staff could post Frequently Asked Questions (FAQs) to reduce repetitive questions; the need for easy accessibility for individuals to view a department's prior year's appropriated versus actuals in order to view what was approved by Town voters and what was actually spent and Town Manager Tangeman replied that a FY2024 Revised Budget, under expenditures by function, reflected that by using the new ClearGov tool; the Finance Committee cannot raise or appropriate funds but it can change where monies are spent on a line item; there will be monies that will not be spent due to a project delay or deferment; management and control of the BTF meeting as there could be issues of participation and communication; and the suggestion of a specified public comment period for non-BTF members to keep the meeting efficient versus the allowance of public comment throughout the meeting.

Chair Areson recognized Mr. Forgione who asked if there was an option to "download" a document rather than "print" was available from ClearGov as some may want to copy data into their own Excel spreadsheet. Finance Director Lessin replied that he will check with ClearGov and see if it is possible to get back to Mr. Forgione.

Mr. Forgione also commented that next week's agenda would include Capital Improvement Projects and asked where the information would be found on ClearGov. Finance Director Lessin replied that there will be a tab "Capital Improvement Plan" where this information can be accessed.

Town Moderator Wisotzky asked about whether or not the closure of Longnook Beach impacted the reduced revenue from beach receipts and what the revenue could be if the Town charged for EV charging. Chair Areson replied that those questions would be difficult to answer at this time but these were relevant questions. Town Manager Tangeman concurred.

Chair Areson noted that usefulness of posting the FAQs on the Town's BTF website and that Town staff should collect those questions and comments from the public to ensure that the Town Administration has responded to them. There were no other questions or comments.

Finance Committee Vice Chair Richter made a motion to adjourn the Finance Committee meeting at 9:30 am.

Finance Committee Member Fee seconded the motion.

By unanimous vote, 3-0, the Finance Committee motion passed.

Chair Areson encouraged everyone to explore the ClearGov tool and to get familiar with it.

Clerk Medoff made a motion to adjourn the meeting at 9:31 am.

Member Girard-Irwin seconded the motion.

By unanimous vote, the motion passed.



Alexander O. Powers

Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachment

Legal Notice

Select Board Meeting Minutes

December 17, 2024, Budget Task Force (BTF) Meeting

Via Zoom Platform

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

Select Board Members Absent:

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Jamie Calise-Chief of Police, Timothy Collins-Fire Chief, Trudi Brazil-Town Accountant, Paul Wisotzky-Town Moderator, Raphael Richter-Finance Committee Vice Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter and Truro Resident)

Chair Areson called the meeting to order at 9:00 am and noted that she had a quorum of Select Board members present (no names provided or roll call taken).

Chair Areson asked if the Finance Committee had a quorum of members present and Finance Committee Member Fee said that he and Finance Committee Vice Chair Richter were present, and Chair Areson instructed him to let her know if another Finance Committee member joined so a Finance Committee meeting could be opened.

Chair Areson then turned over the meeting to Finance Director Lessin who apologized for the change in time as there was a delay to get this meeting posted in accordance with the Open Meeting Law. Moving forward, the other BTF meetings will occur at 8:30 am.

Finance Director Lessin provided an overview of the last BTF meeting and then reviewed the agenda for today's meeting:

1. Police
2. Fire & Rescue
3. Truro Emergency Management

Police

Chief Calise reviewed the FY2026 Budget Narrative and highlighted the following topics: the organizational structure, an overview of requirements regarding Collective Bargaining Agreements and private contracts, requirements for law enforcement certification as set by the Massachusetts Peace Officer Standards and Training Commission, recertification for police officers, professional development, a majority of the budget is associated with personnel costs, sponsorship of two academy recruits, and the body-worn camera program.

After the review of Chief Calise's budget narrative, Chair Areson confirmed with Chief Calise that the budget reflects step increases and any raises as a result of collective bargaining would be in addition to the step increases.

Finance Committee Vice Chair Richter confirmed with Chief Calise that the overall request was a 4.7% increase and was driven by salary (promotions, next steps, overtime rate, holiday rate, educational incentive, and shift differential).

Finance Committee Vice Chair Richter inquired as to the private contracts and Chief Calise summarized that the private contracts were for the chief, deputy chief, and lieutenant.

Finance Committee Vice Chair Richter asked if the police department was fully staffed and Chief Calise replied in the affirmative but noted that vacancies occur frequently. As such, Chief Calise added that he anticipates future vacancies. Chief Calise stated that there have been three new hires within the past year and the department has a turnover rate of about 10% which is consistent with other Cape Cod departments. Chief Calise noted that there are challenges in police department staff and that the Massachusetts State Police currently has 500 vacancies. Yarmouth has established a bonus program (between \$5,000 and \$10,000) to attract new officers and fill its vacancies.

Chief Calise confirmed to Finance Committee Vice Chair Richter that the department has 9 vehicles (8 cars and one police motorcycle).

Chief Calise also stated that only one police officer and one dispatcher reside in Truro. More than 50% of the police department's staff reside beyond the Orleans rotary. Housing is the largest challenge.

Mr. Forgione asked why there was not an animal control officer budgeted for FY2026 and there was one for the FY2025 budget. Chief Calise replied that the position had been reallocated to a dispatcher-telecommunicator as it is a much more critical position for public safety. A Truro police officer is in the process of receiving training as an animal control officer.

Chief Calise highlighted the following topics with the BTF members regarding the FY2026 Proposed: field training pay was cut by 33%; the two current academy recruits will graduate from the academy in February 2025 and will then undergo field training in Truro; a review of police officer academy training and field training; the reduction in field training in the FY2026 budget was a more realistic number after a two-year lookback of what had been spent on that line item previously; lab fees were reduced in the FY2026 budget as a result to identify other labs which offered the same services for significantly less cost; the body-camera program was reduced as a vendor was identified that charged less; a small increase of \$500 for the motorcycle lease; software for technology in order to conduct investigations is \$1,600 per year; the cost of vehicle fuel and vehicle tires were reduced; and medical supplies increased.

Chief Calise also reviewed workshops and conferences. Chief Calise specifically noted the FBI-Law Enforcement Executive Development Association (LEEDA) and the excellent training it provides. Chief Calise also stated that a Truro police officer was certified in accident reconstruction and another one was certified in firearms training.

Town Moderator Wisotzky asked about reimbursement grant funding and Chief Calise replied that 911 emergency medical dispatch is a grant outlay that is about \$50,000. Some of the money is also used for traffic programs. These programs are budgeted and later reimbursed.

The FY2026 Proposed for the Police Department is \$2,659,429 and is an increase of 4.7% from the FY2025 Budget.

Fire & Rescue

Chief Collins reviewed the FY2026 Budget Narrative and highlighted the following topics: this has been a year of transition for the department; a little over a year since the fire department has assumed ambulance transportation for the Town; as of today, the Town has collected \$349,750 in ambulance receipts; the department has 19 staff members and there are currently 2 open positions; staffing has been problematic; the chief, the administrator, and one firefighter/paramedic reside in Truro; 9 live beyond the Orleans rotary and 4 live off Cape Cod; with the exception of salaries which are predominantly contractually driven, the department was able to level fund a majority of the fire department budget that yielded a 4% increase in the FY206 Proposed over the FY2025 Budget.

Chief Collins noted that the cost of supplies was unsure as a majority of the supplies come from outside the United States from external partners. Most of the supplies come from China and Japan.

Chief Collins also reviewed staffing levels and noted that there were 2 current vacancies.

Finance Committee Vice Chair Richter confirmed with Chief Collins that the last several years have been good for staff retention and that the culture was a positive draw to the department.

Finance Committee Vice Chair Richter asked if the projections on collections are looking good and how the collection rate looks. Fire Chief Collins replied that he did not have that information in front of him but he thought the collection rate was about 70%. Chief Collins will confirm with the billing company. Finance Director Lessin added that the Town was on track for collections now but that the Medicare billing rate impacts the cost that the Town can charge patients. Finance Director Lessin also agreed with Chief Collins that the collection rate was about 70%. Finance Director Lessin will confirm and report back with the information.

Chief Collins confirmed with Chair Areson that when a patient gets transported to the hospital the insurance company is billed and so does the patient for whatever the insurance does not cover.

Town Moderator Wisotzky asked Chief Collins to repeat where fire department staff members reside and Chief Collins provided that information as previously stated.

Mr. Forgione asked how Chief Collins felt about the fire department building and he said that it was good. That being said, the size of new apparatuses have increased so that is a consideration for the department when exploring new apparatuses and how they will be garaged. Chief Collins said that he would like to eventually see the bunkroom be modified to accommodate individual quarters for the firefighters/paramedics.

Chief Collins said that he increased salaries and training coverage by 5% over the FY2025 Budget. Chief Collins noted that education incentive pay is new. Uniforms were reduced. One of the fire engines is 28 years old and will eventually have to be replaced. The buildout for a new fire engine is 3-4 years. This issue with an aging fleet is the difficulty in finding and purchasing replacement parts.

Regarding lodging expenses for attendance at the fire academy, Finance Director Lessin noted that the cost could be reduced as some individuals prefer to drive to and from the academy every day versus lodging. This is less cost compared to lodging and the Town will reimburse for mileage.

The FY2026 Projected for the Fire Department is \$2,714,899 and is a 4% increase over the FY2025 Budget.

Truro Emergency Management

Chief Collins stated that this budget was level funded and there was a 0% increase in the FY2026 Projected compared to the FY2025 Budget, as Provincetown maintains a shelter and Truro stocks the shelter. There were no questions or comments made.

The FY2026 Projected budget for the Truro Emergency Management is \$17,425.

After Chief Collins' presentation, Finance Director Lessin announced that the next BTF meeting was scheduled for Tuesday, January 7, 2025 at 8:30 am. The following departments will present their proposed budgets at that meeting: Building Inspection, Planning, Health and Conservation, and Community Services.

Town Accountant Brazil commented on the question raised by Town Moderator Wisotzky regarding the grant reimbursement line item in the Police Department's budget currently at \$60,000. Town Accountant Brazil said that the figure is a net figure. During FY2024, a total of \$55,200 was spent out of that \$60,000 and of which the Town received a reimbursement of \$37,000. This left \$5,700 as unreimbursed.

Finance Director Lessin noted that he posted questions and answers (where applicable) on ClearGov under the "Budget Overview" tab.

Member Girard-Irwin made a motion to adjourn the meeting at 9:58 am.

Chair Areson seconded the motion.

By unanimous vote, the motion passed.

Respectfully submitted,



Alexander O. Powers
Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachment

Legal Notice

Select Board Meeting Minutes

January 7, 2025, Budget Task Force (BTF) Meeting

Via Zoom Platform

Select Board Members Present: Susan Areson-Chair, Nancy Medoff-Clerk, Susan Girard-Irwin-Member

Select Board Members Absent: Robert Weinstein-Vice Chair, Stephanie Rein-Member

Others Present: Darrin Tangeman-Town Manager, Kelly Clark-Assistant Town Manager, Alex Lessin-Finance Director, Barbara Carboni-Town Planner and Land Use Counsel, Stephanie Costigan-Truro Central School Superintendent, Damion Clements-Community Services Director, Rich Stevens-Building Commissioner, Emily Beebe-Health and Conservation Agent, Trudi Brazil-Town Accountant, Paul Wisotzky-Town Moderator, Bob Panessiti-Finance Committee Chair, Raphael Richter-Finance Committee Vice Chair, Michael Fee-Finance Committee Member, Michael Forgione (Truro Voter and Truro Resident)

Chair Areson called the meeting to order at 8:30 am and noted that Clerk Medoff and Member Girard-Irwin were present from the Select Board.

Chair Areson asked if the Finance Committee had a quorum of members present and Finance Committee Chair Panessiti said that he was present as well as Finance Committee Member Fee but that he did not have a quorum. Chair Areson instructed him to let her know if other Finance Committee members joined so a Finance Committee meeting could be convened as a quorum was present.

Chair Areson then turned over the meeting to Finance Director Lessin who wished everyone a Happy New Year and noted that this meeting would be longer than previous meetings.

Finance Director Lessin provided an overview of the last BTF meeting and then reviewed the agenda for today's meeting:

1. Building/Inspections
2. Planning/Zoning
3. Health/Conservation
4. Community Services (formerly Beach, Recreation, COA)

Community Services

Community Services Director Clements presented the FY2026 Projected Budget Narrative and highlighted the following: organizational structure; the proposed budget reflects services for which the community has asked; and recognized the Community Services leadership team for their assistance with the budget preparation.

Community Services Director Clements noted the following: salaries and benefits had the largest increase over the FY2025 Budget due to contractual obligations, step increases, longevity bonus, vacation buy-back, and some adjustments to incorporate the FY2025 pay scale.

The BTF Members, Community Services Director Clements, and Finance Director Lessin discussed or commented on the following: the lack of FY2024 Revised Budget and FY2024 Actual data on ClearGov and the reason was that this was in FY2024 the budget was not combined as it is now and it would be very confusing to understand; Finance Director Lessin's addition of a column during the presentation that showed the FY2024 data for the Beach, Recreation, and COA.

Chair Areson recognized Mr. Forgione who asked if Community Services was fully staffed and Community Services Director Clements replied that there was one vacancy (Deputy Director of Recreation and Beach) and the department was currently in the interview process. Mr. Forgione then asked about the significant differences over previous years in the expenses Budgeted versus Actual and Community Services Director Clements replied that it was due to significant vacancies.

Community Services Director Clements then provided an overview of the following increased Purchases and Services: increased beach call boxes (service and maintenance plan increase of \$6,000); leased vehicles (rented buses for the Out-of-School Program and the Summer Recreation Program); an increase in recreational programming; an anticipated rate increase for independent contractors which will result in an increase in recreational services contracts; the upgrade of the Point of Sale system at the beaches to process the sale of daily passes at Corn Hill Beach and Head of the Meadow Beach; and an increase in printing due to printed brochures requested by the Bike and Walkways Committee.

Community Services Director Clements reviewed the Purchase of Supplies: in general, there was a slight reduction overall of 0.3% in the FY2026 Projected compared to FY2025 Budget; an increase in athletic supplies and seasonal program supplies due to maintaining current program services and to expand programming for programs which have been requested; a reduction in office equipment as furniture as all purchased office furniture occurred in FY2025; an increase in gas/diesel as the COA has increased its transportation program to satisfy community needs; increase in medical supplies due to a consolidation into one area; an increase in groundskeeping due to a request from the Beach Advisory Committee for beach grass seeds for \$2,500 to cover approximately 5,100 square feet; and a decrease in signage as the signage for the Community Center will be purchased in FY2025.

Community Services Director Clements reviewed the Not Otherwise Classified Expenditures: there is an increase to incorporate more staff development; increases projected in travel out of state, training/workshop/conferences, and lodging expenses; and an increase in cell phone reimbursement due to reimbursing employees who use personal cell phones for department use.

Chair Areson recognized Mr. Forgione who asked Community Services Director Clements what the projected revenue would be and Community Services Director Clements replied that the new budgeting format does not show that; however, he added that he could provide basic numbers for beach (\$400,000 to \$450,000), the Summer Recreation Program (\$2,00 to \$5,000). Mr. Forgione then asked if there had been an evaluation of the total expenses required to support the beach operation with the revenue that it returns. Community Services Director Clements replied that the expenditures for the beach operation results in a profit of approximately \$150,000.

Finance Director Lessin added that the revenue projections are posted in ClearGov and will be updated before the end of the BTF process.

Note: Finance Director Lessin announced that Finance Committee Vice Chair Richter had joined the meeting and Finance Committee Chair Panessiti announced that he was convening the Finance Committee meeting at 8:53 am.

Community Services Director Clements reviewed Staffing: 10.25 Full Time Equivalents (FTEs) of which 67% are Truro residents; 32.5 FTEs are summer seasonal staff; and there is currently one vacancy and there have been two positions vacated in the last year.

In closing, Community Services Director Clements said that the FY2026 Projected gives the community the services and programs that it requested. The FY2026 Projected was \$1,345,756 which was a 6.6% increase over the FY2025 Budgeted.

Finance Committee Vice Chair Richter asked if the Finance staff could let the BTF members know, now that programs are fully staffed and running, if previously approved override funds for Community Services been allocated into other areas of other departments. Finance Director Lessin replied that those funds are being deployed for the program and a majority of those funds are found within the salary line and Out-of-School Program. There are other funds which will be in Town share of health insurance and Barnstable County assessment for retirement pensions. The other aspect of the approved override funds included the Childcare Voucher Program which will be covered next week in the Select Board budget presentation. Finance Committee Vice Chair Richter noted that Article XII of 2023 approved an override of funds in the amount of \$703,000. Finance Committee Vice Chair Richter requested that Finance Director Lessin provide a breakdown of the \$703,000 so the public would know exactly where those funds were allocated. Finance Director Lessin agreed to post this information at a later BTF on ClearGov.

Clerk Medoff asked Community Services Director Clements if he knew the type of training that he would seek for his staff. Clerk Medoff noted that staff training was under consideration as an initiative by the Select Board. Community Services Director Clements replied that there are a variety of training workshops and conferences offered by the Massachusetts Recreation and Parks Association and Massachusetts Council on Aging. Other required trainings for staff include certifications in first aid, CPR, and AED.

Town Moderator Wisotzky asked Community Services Director Clements whether the closure of Longnook Beach had adversely impacted beach revenue and Community Services Director Clements replied that he could not draw a correlation between the two. Community Services Director Clements noted that there was an increase in attendance at other beaches. Town Moderator Wisotzky asked if bonuses for seasonal staff allowed them to find housing in Truro and Community Services Director Clements replied that seasonal staff could travel to Truro because of the bonus and not necessarily find local housing.

Chair Areson asked Community Services Director Clements when the bonuses were paid to seasonal staff and Community Services Director Clements said that the bonuses were paid twice during the season in order to maximize retention throughout the season.

Town Manager Tangeman noted that this was the way bonuses were paid out among all departments.

The FY2026 Proposed is \$1,345,756 which is an increase of 6.6% over FY2025 Budgeted.

Building/Inspections

Building Commissioner Stevens wished everyone a Happy New Year and provided an overview of the organizational structure.

Building Commissioner Stevens presented the FY2026 Projected Budget Narrative and highlighted the following: working with the IT Department to institute online permitting and it is ongoing; recently hired for the vacant part-time assistant position (Nora Bates) to assist with the front office.

Building Commissioner Stevens noted under Anticipated Cost Increases or Decreases: any wage increases would be the result of COLA that must be voted upon by the Select Board; and there are slight increases to supplies and printing.

Regarding wages, Building Commissioner Stevens noted that his wages were set for the hours that he works; plumbing, gas, and wiring inspectors are paid per inspection plus two hours per week in the office.

The purchase of office supplies was up 50% from FY2025 Budgeted to FY2026 Projected due to a new building code and the need to purchase the books which are associated with the new code; seminars and workshops were increased 15% from the FY2025 Budgeted to FY2026 Projected.

Chair Areson asked Finance Director Lessin, or Town Accountant Brazil, if the increase in inspection fees last year had been enough to offset the cost of the services provided and Finance Director Lessin replied that there has been an increase in the revenue collected by the Building Department. Building Commissioner Stevens noted that in 2023 the department collected almost \$200,000 in building permits and that the department is on par with almost 500 permits issued.

The FY2026 Proposed is \$140,467 which is an increase of 9.6% over the FY2025 Budgeted.

Note: After Building Commissioner Stevens' budget presentation, Finance Director Lessin then publicly acknowledged and thanked IT Director David Wennerberg who has been instrumental in the transition to ClearGov.

Health/Conservation

Health and Conservation Agent Beebe presented the FY2026 Projected Budget Narrative and highlighted the following: staffing and the hiring of the vacant part-time administrative assistant position (Nora Bates) whose position is shared by the Building Department and Health and Conservation but appears only in the Health and Conservation budget; organizational structure; and there are no vacancies at this time.

Health and Conservation Agent Beebe provided an overview of Purchase of Services and highlighted the following: an increase in human service contracts due to collaborations with the four Outer Cape towns the department has hired a town nurse and mental health clinician to address the needs of the Outer Cape communities; both positions operate through Outer Cape Health; both positions are very busy and collaborate on referrals; the funding for these positions will expire at the start of FY2026 and so the Outer Cape towns will split the cost equally among the four Towns; a funding source has been identified

by the four Outer Cape towns through the Commonwealth of Massachusetts so this ask would be bridge to fund the town nurse and mental health clinician positions to ensure the community is served; a proposed increase of \$5,000 (33%) for management consultants (water resources consultant and a professional facilitator for fresh water resources planning); and the request to fund training for the climate action coordinator who is not yet on staff.

Note: At this point, Finance Director Lessin asked for the "Truro Person" who was online to identify themselves and Town Planner/Land Use Counsel Carboni identified herself as that individual. She added that she will change that screen name to properly identify herself.

Chair Areson asked Health and Conservation Agent Beebe to provide more information as to the town nurse and mental health clinician positions. Health and Conservation Agent Beebe replied that tracking of their activities through the Navigator as there are HIPPA requirements in compliance reporting. There will be reports presented by Outer Cape Health Services and Outer Cape Community Solutions (a key player in administering the Opioid Remediation funding through various programs) at the Board of Health's meeting tonight. This information will be forwarded to the Select Board after the Board of Health's meeting.

Town Moderator Wisotzky asked what happens if one of the four Outer Cape towns is unable to pay its \$60,000 and Health and Conservation Agent Beebe said that it was likely that the other three towns would pay the difference on a short-term basis.

Town Moderator Wisotzky asked for clarification regarding the climate action coordinator's funding source in the budget and Town Manager Tangeman replied that there is a plan being developed and that this would be a request for free cash for this coming year until the solar energy revenues are structured. Once the plan is finalized, the intent is for the solar energy revenues to fund the climate action activities under the climate action coordinator. Town Manager Tangeman added that the Town does have a Climate Action Stabilization and Infrastructure Fund that will be a part of the conversation at Town Meeting. There could be a request for free cash for future capital requirements related to climate action.

Chair Areson noted that Mr. Forgione had raised his hand but then put it down. Mr. Forgione confirmed to Chair Areson that his question had been answered.

The FY2026 Proposed is \$563,342 which is an increase of 15.6% over the FY2025 Budgeted.

Planning/Zoning

Town Planner and Land Use Counsel Carboni presented the FY2026 Projected Budget Narrative and highlighted the following: organizational structure and responsibilities; the addition of a housing coordinator; an explanation of the town planner and land use counsel responsibilities; details of Town Planner and Land Use Counsel Carboni's board certification in procurement by the Commonwealth of Massachusetts as a Public Procurement Officer and the benefits to Town Administration to ensure compliance with M.G.L. Chapter 30B (The Uniform Procurement Act); highlighted the role of the housing coordinator (Katie Halvorsen) who recently joined the Town staff and the housing coordinator's responsibilities including providing guidance to homeowners regarding short-term rental (STR) registrations with the Town, interactions with the homeowners to ensure they understand the

application process and that the application is complete, interactions with the vendor (Harmari) with which the Town has procured its services to ensure that the interface is user friendly to the homeowners and that the information needed by the Town is properly captured; the housing coordinator is also responsible for ensuring that Truro's Subsidized Housing Inventory (SHI) is recognized by the state and that the affordability restrictions which are attached to properties remain enforceable and remain in compliance; the housing coordinator also works with Town Administration on workforce housing initiatives; and the need of hiring of a full-time housing coordinator has been recognized by other Cape Cod towns and the Planning Department is excited to have its first time housing coordinator.

Town Planner and Land Use Counsel Carboni noted that most of the budget was for department salaries. The other categories of the budget are associated with the operations of the office: a request for an increase in advertising in local newspapers for public hearings as newspaper rates are increasing; a request of \$750 for office supplies which includes covering the cost of Planning Department public outreach events where the Town offers childcare and refreshments to make those events more friendly for participants; a request to cover the increase cost of subscriptions to materials such as Westlaw; a request of \$1,500 (an increase of 36.4% from FY2025 Budgeted) to cover dues and professional memberships to which the town planner and land use counsel and housing coordinator belong; and a request for \$2,500 for training, workshop, and conferences which is 20% more than FY2025 Budgeted but reflects the hiring of the housing coordinator.

Clerk Medoff noted that the hiring of the Zoning Task Force's consultant was extremely helpful and wanted to know how, if a grant is not awarded to the Town next year, what would be the funding source to retain the current Zoning Task Force's consultant in FY2026. Town Manager Tangeman replied that the funding would come through a cash transfer since it would be a one-time expense to extend the contract for the Zoning Task Force. For the remainder of FY2025, the Town staff is exploring several options. Assistant Town Manager Clark noted that Town staff had identified some funding in the existing budget but it will require Finance Committee approval to transfer the funds from one line item to another. This could take care of funding for the consultant in FY2025. Assistant Town Manager Clark also said that Town Planner and Land Use Counsel Carboni had applied for a grant, and should the Town receive a DLTA grant that runs until December of the calendar year. The grant notifications go out in mid-February which would be before the budget process would be complete and before the Warrant closes. This would mean that the Town would know before the Warrant closes if there needs to be a request for a free cash transfer for FY2026.

Chair Areson asked if the Town received a DLTA grant, would the funds arrive prior to the start of the FY2026. Town Manager Tangeman replied that would be the case and the funds would have to be spent before the end of the calendar year. Chair Areson added that the Zoning Task Force's work will continue in FY2026 and it would be ideal to retain the consultant.

Finance Committee Member Fee recognized the incredible work and efforts of Town Planner and Land Use Counsel Carboni. Town Planner and Land Use Counsel Carboni appreciated the laudatory comment.

The FY2026 Proposed is \$252,070 which is an increase of 3.2% over the FY2025 Budgeted.

Chair Areson and Finance Director Lessin thanked the department heads this evening for their preparedness as it resulted in an efficient meeting.

Finance Director Lessin then announced the department budgets to be presented at the next BTF meeting on Tuesday, January 14, 2025, at 8:30 am are: Finance (including Treasure/Collector, Assessing, and Accounting), Town Clerk, Administration/Management, and Information Technology.

Chair Areson made a motion to adjourn the meeting at 9:58 am.

Clerk Medoff seconded the motion.

By unanimous vote of the Select Board, the motion passed.

Finance Committee Member Fee made a motion to adjourn the Finance Committee meeting at 9:58 am.

Finance Committee Vice Chair Richter seconded the motion.

By unanimous vote of the Finance Committee, the motion passed.

Respectfully submitted,



Alexander O. Powers

Board/Committee/Commission Support Staff

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachment

Legal Notice