



Truro Select Board Hybrid Meeting

Tuesday, April 22, 2025

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

REGULAR MEETING

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

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

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

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

Estimated Start Time

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

5:00pm 1. PUBLIC COMMENT

5:15pm 2. PUBLIC HEARINGS - NONE

5:15pm 3. INTRODUCTION TO NEW EMPLOYEES - NONE

5:15pm 4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Appointment to the Energy Committee: Vince O'Connell

B. Interview and Possible Appointment(s) to the Climate Action Committee: Benoit Allehaut, Charles Cornell and Paul Holt

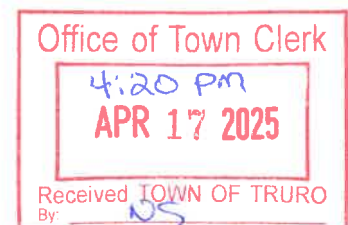
C. Interview and Possible Appointment of Truro's Representative to the Cape Cod Commission: Priscilla Cornell, Kevin Grunwald and Paul Smith

5. STAFF/COMMITTEE UPDATES

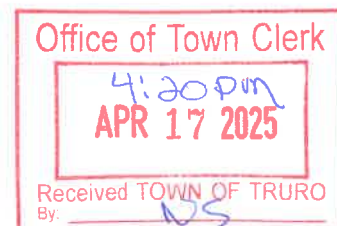
5:40pm A. Presentation and Discussion on Community Satisfaction Survey Results
Presenter: Katie Riconda, Communications & Marketing Coordinator

6. TABLED ITEMS - NONE

7. SELECT BOARD ACTION



- 5:55 pm A. Review and Make Determination: Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as Required by MGL C. 268A §19: Daniel Smith
Presenter: Daniel Smith, Shellfish Advisory Committee and Kelly Clark, Acting Town Manager
- 6:00pm B. Review of Nominations and Possible Vote to Select Fred Todd Community Service Award
Presenter: Kelly Clark, Acting Town Manager
- 6:20pm C. Discussion and Approval of Annual Town Meeting Motions
Presenter: Kelly Clark, Acting Town Manager
- 6:35pm D. Discussion, Review and Possible Vote to Adopt Procedures and Rules for Use of Outdoor Space for Alcohol Serving
Presenter: Kelly Clark, Acting Town Manager
- 6:45pm E. Review, Discussion and Possible Vote to Adopt Curb Cut Regulations
Presenter: Kelly Clark, Acting Town Manager
- 7:00pm **8. REPORTS**
A. Select Board Reports
B. Town Manager Report
- 7:20pm **9. CONSENT AGENDA**
A. Review/Approve and Authorize Signature: Entertainment License (Outdoor) Truro Concert Committee; Entertainment License (Indoor) Truro Concert Committee, Entertainment License-Sustainable Cape (Farmer's Market)
B. Review and Approve 2025 Seasonal Business Licenses: Blackfish Restaurant-Common Victualer; Hillside Farmstand-Transient Vendor; Lewis Brother's Ice Cream (Hawker Peddler)
C. Review and Approve Annual Ruck 4HIT Event Notification Form
D. Review and Approve Select Board Meeting Minutes: 02-25-25-Work Session; 02-25-25-Regular Session; 03-04-25-Work Session; 03-11-25 Regular Session
- 7:25pm **10. NEXT MEETING AGENDA**
Regular Meeting: May 14, 2025 (Wednesday)





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: April 22, 2025

ITEM: Interview and Possible Appointment to the Energy Committee: Vince O'Connell

EXPLANATION: Mr. O'Connell has submitted an application to serve on the Energy Committee. This committee currently has two alternate-member (1-year) vacancies.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The seat will remain vacant.

SUGGESTED ACTION: *Motion to Appoint Vince O'Connell to the Energy Committee for a one-year Alternate position which will expire June 30, 2025.*

ATTACHMENTS:

1. Application to Serve-V. O'Connell

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="Vince"/>
First Name	<input type="text" value="O'Connell"/>
Middle Initial	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="43 Ryder Beach Rd."/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 666, 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

SEAL OF THE TOWN OF TRURO
ADMINISTRATIVE OFFICE
TOWN OF TRURO

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

☒ Yes ☐ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

Experience

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

Served on the following boards and committees:

Plainfield, MA Planning Committee
Plainfield, MA School Building Committee
Plainfield, MA Conservation Committee
Craftsbury, VT Energy Committee
Pacific Northwest Trail Association (statutory non-governmental managing organization of the Pacific Northwest National Scenic Trail)

Served as Utility Commissioner, Hardwick Electric Department, Hardwick, VT

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.

Founded a vertically integrated manufacturing business in 1981. Sold in 2005. With partner founded a second branded manufacturing company in 2003. Sold in 2009.

Renewable energy experience:

1. Designed and installed four grid-tied and off-grid solar and storage systems for personal use.
2. As a volunteer designed and installed a 12kW/40kWh solar and storage system/resilience hub for the Craftsbury, VT Public Library. This included engineering and electrical design and permitting required for a public building as well as grant writing for much of the funding.
3. Developed and drafted a grant proposal for a self-amplifying 500kW/2MW solar and storage system for the USDA Rural Energy Pilot Program.
4. Designed and installed cold climate air-to-air and air-to-water heat pump systems for personal use.
5. EPA 608 certification
6. ETA Photovoltaic designer/installer certification
7. Familiar with Federal, Vermont and to a lesser extent Massachusetts energy policy and regulations.

Signature

Noel Vincent O'Connell

Date

03/17/2025



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Select Board Chair

REQUESTED MEETING DATE: April 22, 2025

ITEM: Interview and Possible Appointment(s) to the Climate Action Committee: Benoit Allehaut, Charles Cornell and Paul Holt

EXPLANATION: Benoit Allehaut, Charles Cornell and Paul Holt have submitted applications to serve on the Climate Action Committee. This committee currently has two full-member vacancies and one alternate (1-year) vacancy. The full-member seats are for two years and three years (expiring June 2026 and June 2027) to stagger terms in accordance with the Town Charter.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The seat(s) will remain vacant.

SUGGESTED ACTION:

Motion to Appoint {{NAME}} as a full-member to the Climate Action Committee for a 3-year term which will expire June 30, 2027.

Motion to Appoint {{NAME}} as a full-member to the Climate Action Committee for a 2-year term which will expire June 30, 2026.

Motion to Appoint {{NAME}} as an alternate member to the Climate Action Committee for a 1-year term which will expire June 30, 2025.

ATTACHMENTS:

1. Application to Serve-B. Allehaut
2. Application to Serve-C. Cornell
3. Application to Serve-P. Holt

Application to Serve on a Board or Committee

Applicant Information

Last Name	Allehaut
First Name	Benoit
Middle Initial	
Email Address	
Phone Number	
Address (Street)	40 South Pamet
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO BOX 967-02666

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? Climate Change

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

I have worked for the last 25 years in the energy transition sector. While I have very limited bandwidth due to my professional endeavors I am full vested in the future of Truro and believe in the importance of the mission of the committee.

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

I recommend that the energy and climate change be merged. Since I cannot participate in both my preference is the more broad scope of Climate Change

Experience

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

I sit on the board of directors of Avantus, one of the leading solar and storage developers in the US. I sit on the board of Exus Renewables, one of the leading wind, solar and storage companies in Europe.

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 am the co-founder of an energy efficiency company called X Carbon Technologies. I have an MBA from the University of Cambridge and I am a dual citizen with US and French nationalities.

Signature

Benoit Allehaut

Date

03/18/2025

Application to Serve on a Board or Committee

Agenda Item: 4B2

Applicant Information

Last Name	Charles
First Name	Cornell
Middle Initial	N
Email Address	
Phone Number	
Address (Street)	76 Ryder Beach Rd
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 726. 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?

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

Climate change is a threat to all of us. I believe strongly if we act as a community we can decrease harmful emissions and take advantage of renewable sources of energy. I think I can contribute to this committee and effort.

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.

I was chairman of orthopedic surgery at an academic medical center in New York City and Stamford CT.

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

I have experience in public health.

Signature

Charles Cornell

Date

04/10/2025

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="Holt"/>
First Name	<input type="text" value="Paul"/>
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="113 Castle Rd"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO 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

ROUND 2023/2024 (opening)

REGISTRATION & NOMINATIONS
THURS 11 - 8PM

Board/ Committee Information

What Board/ Committee Are You Applying For?

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

Have you attended a meeting of the committee listed above?

☐ Yes ☒ No

Have you read the charge of the committee?

☒ Yes ☐ No

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

☐ Yes ☒ No

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

☒ Yes ☐ No

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

☐ Yes ☒ No

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

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

Experience

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

I am currently Co President of the Newton Community Farm I was CEO of a 60 person Technology company for 20 years. I am retired now

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

Paul HOlt

Date

03/10/2025



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 22, 2025

ITEM: Interview and Possible Appointment of Representative to the Cape Cod Commission for a term of three years.

EXPLANATION: The current representative's term is expiring April 24, 2025. Administration has advertised the position and has received three applications to serve: Priscilla Cornell, Kevin Grunwald and Paul Smith.

The Cape Cod Commission Act outlines the purposes, duties, and powers of the agency as well as its structure. The Commission is an agency within Barnstable County regional government, but with its own separate and unique funding source, the Cape Cod Environmental Protection Fund.

Each one of the 15 Cape towns appoints a representative to serve on the Cape Cod Commission. The board of Barnstable County Commissioners also appoint a minority representative, a Native American representative, and a representative from their own board. The Governor's Office appoints the remaining Cape Cod Commission member.

The 19 Cape Cod Commission board members are all citizen volunteers who serve in a quasi-judicial capacity. They are supported by a staff of about 40 professionals, all managed by the agency's executive director.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Truro will not have a representative serving on the Cape Cod Commission.

SUGGESTED ACTION: *Motion to Appoint {{NAME}}* to serve as Truro's Representative on the Cape Cod Commission for a three-year term effective April 25, 2025 through April 24, 2028.

ATTACHMENTS:

1. Application to Serve-P. Cornell
2. Application to Serve-K. Grunwald
3. Application to Serve-P. Smith
4. Cape Cod Commission Act: http://www.capecodcommission.org/resource-library/file/?url=/dept/commission/team/Website_Resources/members/Cape%20Cod%20Commission%20Act.pdf

Application to Serve on a Board or Committee

Applicant Information

Last Name	<input type="text" value="Cornell"/>
First Name	<input type="text" value="Priscilla"/>
Middle Initial	<input type="text" value="B"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Address (Street)	<input type="text" value="76 Ryder Beach Rd"/>
Address (City)	<input type="text" value="Truro"/>
Address (State)	<input type="text" value="MA"/>
Address (Zip Code)	<input type="text" value="02666"/>
Mailing Address (Please indicate box number and zip code)	<input type="text" value="PO Box 726"/>

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:

After serving on the Truro CIAC and having numerous interactions with the CCC, I realized that the Commission is an integral link between important issues that affect all towns on the Cape. As Truro is the smallest community and often in need of stronger and ongoing services, including health, social services and basic infrastructure and affordable housing. As 70 percent of our land is in the CCNS, strong representation to the CCC is vital in helping Truro to achieve necessary and agreed upon goals.

We own a house in CCNS and about Truro conservation land and are proud stewards of the precious environment we are fortunate to live in. I am a retired clinical social worker and was not only a clinician specializing in trauma with children and families, I worked tirelessly advocating for needed services.

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.

I have served on many boards and committees over the years, some including:

Truro CIAC, Family Centers, Den for Grieving Kids, Greenwich CT, Project Return, Westport, CT, Fairfield County Hunt Club, Board Member and chair of Riding Activities, Westport, CT, Giant Steps Therapeutic Riding, Westport, CT, New York Theater Ballet, NY, William Woodard Jr. Nursery School, NY,

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.

see above

BA, Hunter College
MSW, Fordham University

Signature

Priscilla Cornell

Date

03/29/2025

Application to Serve on a Board or Committee

Applicant Information

Last Name	Grunwald
First Name	Kevin
Middle Initial	
Email Address	
Phone Number	
Address (Street)	1 Longnook Drive
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 259

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?	Cape Cod Commission
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Briefly Describe Why You Wish to Serve on This Board or Committee:

I have been Truro's representative to the Commission since 2013, and currently serve as the Secretary of the Executive Committee. I have enjoyed my work in this position, and believe that the Commission serves a critical role in balancing protection and development on the Cape, while providing much needed resources to our fifteen towns. I also believe that I have been an effective member of the Commission, providing leadership on a number of issues including Affordable Housing and protection of important water and wastewater challenges. I would be grateful for an opportunity to continue to serve.

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:

Not at this time.

Experience

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

I have had extensive professional experience working with committees and teams. During my full-time residence in Truro I have served on the following boards and committees: Town Manager Search Committee, Walsh Committee, Housing Authority, Joint Housing Committee, Cloverleaf Advisory Committee, Barnstable County HOME Committee, 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.

Retired Social Worker with 40 years of experience working with organizations in various capacities.

Signature

Kevin Grunwald

Date

04/02/2025

Application to Serve on a Board or Committee

Applicant Information

Last Name	Smith
First Name	Paul
Middle Initial	D
Email Address	
Phone Number	
Address (Street)	14 Yellow Brick Road
Address (City)	Truro
Address (State)	Massachuseets
Address (Zip Code)	02652
Mailing Address (Please indicate box number and zip code)	PO Box 1004 02652

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

Are you a full-time resident of Truro?

☒ Yes ☐ No

Are you registered to vote in Truro?

☒ Yes ☐ No

5-17-2021 11:41 AM
ADMINISTRATIVE OFFICE
TRURO TOWN

Board/ Committee Information

What Board/ Committee Are You Applying For? Cape Cod Commision

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

I am a lifelong resident of cape cod who want s to ensure that it is preserved for future generations. I have thirty years of expertise in energy efficiency/sustainability. I have attached my resume for consideration.

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.

I currently participate as an observing member of the GLCAC board. I have also worked leading cooperative efforts among utilities and intervening agencies.

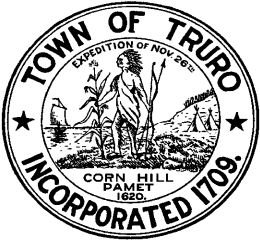
Briefly list any other relevant experience such as professional work, training, education, etc. A resume is NOT required. If you choose to attach a resume, it will become a public document.

Signature

Paul D. Smith

Date

03/31/2025



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Katie Riconda, Communications and Marketing Coordinator

REQUESTED MEETING DATE: April 22, 2025

ITEM: Presentation of 2024 Community Satisfaction Survey Results

EXPLANATION: The 2024 Community Satisfaction Survey was implemented in the Summer of 2024 and there were 500+ respondents. The purpose of the survey was to receive feedback from community members in an effort to continuously improve services. This was the first Community Satisfaction Survey for the Town of Truro.

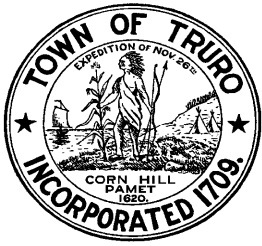
FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: None-discussion only

SUGGESTED ACTION: None-discussion only

ATTACHMENTS:

1. Presentation—to be posted after the meeting



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 22, 2025

ITEM: Review and Make Determination: Disclosure by Non-elected Municipal Employee of Conflict of Interest and Determination by Appointing Authority as required by MGL C. 268A §19: Daniel Smith

EXPLANATION: Daniel Smith, Chair of the Shellfish Advisory Committee, submitted a Disclosure by Non-elected Municipal Employee of Financial Interest and Determination by Appointing Authority as required by MGL C. 268A §19 with respect to a matter to be heard by the Shellfish Advisory Committee at a date to be determined. Pursuant to MGL C. 268A §19(b), the Select Board, as the appointing authority is required to make a determination as to whether the financial interest reported by Mr. Smith is, or “is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee”-that is, in his participation in the matter before the Shellfish Advisory Committee. If the Board finds that the financial interest is “not so substantial” as to affect the integrity of Mr. Smith’s participation, he may participate in the matter without violating MGL C. 268A, §19.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: If the Board does not find that the reported financial interest is “not so substantial” as to affect the integrity of Mr. Smith’s participation, he cannot participate in the matter without being potentially subject to a charge of violating the Conflict of Interest Law. This also has the potential to cloud the Shellfish Advisory Committee proceedings and decision.


SUGGESTED ACTION: The Board should consider the financial interest reported by Mr. Smith in the disclosure form and determine whether the interest is, or is not, “so substantial as to be deemed likely to affect the integrity of the services which the [Town] may expect from [Mr. Smith]” in participating in the Shellfish Advisory Committee matter. If the Board finds that the financial interest is “not so substantial”, a motion may be made to find *that “As required by MGL C. 268A, §19, the Board has reviewed the particular matter and the financial interest identified by Mr. Smith. The Board has determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the Town may expect from Mr. Smith in participating in the matter before the Shellfish Advisory Committee,”* and authorize the Chair to sign electronically.

ATTACHMENTS:

1. Disclosure by Non-elected Municipal Employee of Appearance of Conflict of Interest and Determination by Appointing Authority as required by MGL C. 268A §19: Daniel Smith
2. Copy of MGL C. 268A, §19

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

	MUNICIPAL EMPLOYEE INFORMATION
Name:	Daniel Smith
Title or Position:	Chair – Shellfish Advisory Committee
Municipal Agency:	Town of Truro
Agency Address:	Town of Truro PO Box 2030 24 Town Hall Rd Truro, MA 02666
Office Phone:	508-349-7004
Office E-mail:	
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	PARTICULAR MATTER
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. As the Chair of the Truro Shellfish Advisory Committee, I have responsibility for running the meetings, participating in discussion and decision making as well as casting a vote on matters that require such an action. The Committee will be reviewing an application for the renewal of an Aquaculture License for Douglas Grey. In the past, I sold some of my extra shellfishing gear to Doug when he was planning to start his shellfish farm. In addition to serving as the Chair for Truro's Shellfish Advisory Committee, I also raise and sell oysters from my Aquaculture Farm in Truro. I filed a "Disclosure of Appearance of Conflict of Interest" form with the Town of Truro on Feb 13, 2025.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. As previously noted above, I would be serving as the Chair of the Truro Shellfish Advisory Committee. Doug Grey has applied for the renewal of his Aquaculture License in the Truro ADA. I, along with the rest of the committee members, would be reviewing Doug's application as well as his past history as it relates to his aquaculture license and cast a vote on a recommendation to the Select Board on how the committee suggests they proceed with this matter. The Shellfish Advisory Committee is just that, an advisory committee. The Select Board will have the ultimate decision on what action is taken with Doug's license renewal application.

<p>Write an X by all that apply.</p>	<p align="center">FINANCIAL INTEREST IN THE PARTICULAR MATTER</p> <p><input checked="" type="checkbox"/> I have a financial interest in the matter.</p> <p><input type="checkbox"/> My immediate family member has a financial interest in the matter.</p> <p><input type="checkbox"/> My business partner has a financial interest in the matter.</p> <p><input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter.</p> <p><input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.</p>
<p>Financial interest in the matter</p>	<p>Please explain the financial interest and include a dollar amount if you know it.</p> <p>It is not accurate to say that I have a financial interest in whether Doug's Aquaculture license is renewed or not but as previously stated, I did sell equipment to Doug several years ago.</p> <p>Regardless of whether or not Doug's license is renewed, the operation of his farm will not have any financial impact on me personally nor any other Truro Aquaculture farmer.</p> <p>I have no on-going personal or professional relationship with Doug or any of his family members.</p>
<p>Employee signature:</p>	<p></p>
<p>Date:</p>	<p>04/17/25</p>

DETERMINATION BY APPOINTING OFFICIAL

	<p align="center">APPOINTING AUTHORITY INFORMATION</p>
<p>Name of Appointing Authority:</p>	
<p>Title or Position:</p>	
<p>Agency/Department:</p>	
<p>Agency Address:</p>	
<p>Office Phone:</p>	
<p>Office E-mail</p>	
	<p align="center">DETERMINATION</p>
<p>Determination by appointing authority:</p>	<p>As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.</p>
<p>Appointing Authority</p>	

signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

Form revised February, 2012

Part IV	CRIMES, PUNISHMENTS AND PROCEEDINGS IN CRIMINAL CASES
Title I	CRIMES AND PUNISHMENTS
Chapter 268A	CONDUCT OF PUBLIC OFFICIALS AND EMPLOYEES
Section 19	MUNICIPAL EMPLOYEES, RELATIVES OR ASSOCIATES; FINANCIAL INTEREST IN PARTICULAR MATTER

Section 19. (a) Except as permitted by paragraph (b), a municipal employee who participates as such an employee in a particular matter in which to his knowledge he, his immediate family or partner, a business organization in which he is serving as officer, director, trustee, partner or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment, has a financial interest, shall be punished by a fine of not more than \$10,000, or by imprisonment in the state prison for not more than 5 years, or in a jail or house of correction for not more than 2 1/2 years, or both.

(b) It shall not be a violation of this section (1) if the municipal employee first advises the official responsible for appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, or (2) if, in the case of an elected municipal official making demand bank deposits of municipal funds, said official first files, with the clerk of the city or town, a statement making full disclosure of such financial interest, or (3) if the particular matter involves a determination of general policy and the interest of the municipal employee or members of his immediate family is shared with a substantial segment of the population of the municipality.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Acting Town Manager

REQUESTED MEETING DATE: April 22, 2025

ITEM: Review of Nominations and Possible Vote to Select Fred Todd Community Service Award

EXPLANATION: Each year, the Town asks for nominations from citizens for the Fred Todd Community Service Award. This award is to recognize those whose demonstrated actions exemplify selfless volunteer service and dedication to the Town of Truro.

This year, the Town has received seven nomination submissions for the following people: Alfred "Fred" Gaechter, Paul Wisotzky, Robert Masson and Ken Oxtoby. Past recipients have been Monica Kraft (2023) and Carl Brotman (2024).

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no award given at this year's Annual Town Meeting.

SUGGESTED ACTION: *Motion to select {{NAME}} as the 2025 recipient of the Fred Todd Community Service Award.*

ATTACHMENTS:

1. Nominee 1 submission-For Ken Oxtoby
2. Nominee 2 submission-For Robert Masson
3. Nominee 3 submission-For Fred Gaechter
4. Nominee 4 submission-For Fred Gaechter
5. Nominee 5 submission-For Fred Gaechter
6. Nominee 6 submission-For Paul Wisotzky
7. Nominee 7 submission-For Fred Gaechter



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes ☒ No ☐
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?
List the name of the Board or Committee/Commission: Truro School Committee, Walsh Committee
- Number Of Years 20+
- Is the nominee in good standing? Yes ☒ No ☐
- Date Submitted: March 14, 2024

Nominee Name: Ken Oxtoby

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

Ken Oxtoby has served the students and families of the Truro Central School in the capacity of member, Vice Chair, and Chair of the Truro School Committee for well over twenty years. His leadership, knowledge of the community and its needs, and devotion to the school is unparalleled. His kind, respectful approach combined with his historical knowledge of the schools in this region have been instrumental in creating a path forward for our students and families.

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

Although Ken's children graduated from TCS many years ago, he continually seeks to maintain and improve our presence in the community. Ken's participation in the Walsh property committee is an excellent example of his dedication to the Truro community. He is a strong advocate for the school as well as the members of this town.

3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

Ken has provided the mentorship and support to carry on the traditions of TSC while guiding a committee of newer members of their charge.

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Ken has always been an excellent representative of our community in keeping the values and mission of TCS at the forefront. Through his consistent presence and effective communication with stakeholders, Ken has been a tremendous advocate for our school and the Truro community as a whole. He is an invaluable member of our community and we are indebted to him for his many years of service.

Applicant Name Stephanie Costigan Print and Sign Stephanie Costigan
School Superintendent

Attached more information if needed



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Text

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Screening Criteria (must have):

- Is the nominee a full-time resident? Yes ☒ No ☐
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?
List the name of the Board or Committee/Commission: Truro Cemetery Commission
- Number Of Years 26+ years
- Is the nominee in good standing? Yes ☒ No ☐
- Date Submitted: 19 March 2024

Nominee Name: Robert Masson

Evaluation Criteria (overall assessment)

1. **Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)** Bob has led the Cemetery Commission consistently as other commission members have come and gone. During this time he has been the epitome of professionalism, serving the public in their need to purchase gravesites and conduct burials, and transformed the record-keeping of the commission, spending over 300 hours converting handwritten records to digital form for the public. It is a testament to the skill and stability of his leadership that we hear the commission is a model for other towns today.
2. **Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)** The Cemetery Commission is a lot of work. It entails not only monthly meetings but record keeping, interaction with funeral directors and gravediggers, managing landscape maintenance, overseeing historic preservation, community outreach, sale of lots, measurement and tracking of gravesites, and fielding regular calls from citizens looking for information on how to buy a lot or bury a deceased person. Bob has done this without fail for two decades, completely unpaid, contributing significant social and economic value to the Town of Truro. His professionalism and polite and respectful demeanor is a model of civic engagement.
3. **Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).** During my first year on the commission, Bob undertook a comprehensive program of training to enable me to not only learn the skills necessary to successfully manage the commission, but to share the values and vision he has upheld for two decades. He has been generous with his time. To the public, Bob is an unfailingly kind and supportive guide, treating the bereaved with empathetic respect and advising potential lot purchasers on the best ways to achieve their desires. He is a welcoming presence, always eager to educate those interested in cemeteries.
4. **Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).** Bob is old school in his approach and is an open-minded manager who continually seeks to effect positive change. His work to capture all the handwritten cemetery records in a digital form was an invaluable service to the Town and gave the Commission credibility with the public for the accuracy and comprehensiveness of the information the Commission provides. The stakeholders include the dead who are buried, the owners of gravesites, and those who purchase plots today. Bob ensures their needs are met in a professional manner, always welcoming inquiries and participants in monthly meetings to answer questions and provide knowledgeable guidance.

Applicant Name Holly Ballard-Gardner Print and Sign

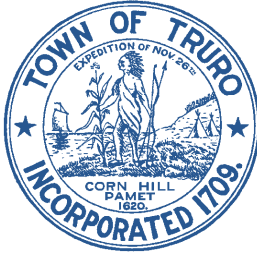
Fred Todd Award Application 2024
Robert Masson
Cemetery Commission

Page 2

I know of no other volunteer who has consistently upheld and worked tirelessly for so long in such a focused way. Not everyone wants to be a Cemetery Commissioner—it is a lot of work, physical staking of cemetery plots, emotional in talking and meeting with bereaved families, administrative tasks from financial, record-keeping, burial permit and deed issuance, and engaging with the public when they inquire. As a colleague, Bob represents the epitome of the Fred Todd Award. I can think of no one more deserving and it would be a signal of the Town's appreciation for Bob's long tenure (Bob will be 89 years old in May).

RESPECTFULLY SUBMITTED,

Holly Ballard-Gardner
Cemetery Commission Chairwoman



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Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes____No____
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?
List the name of the Board or Committee/Commission:
 - Number Of Years
 - Is the nominee in good standing? Yes____No____
 - Date Submitted:

Nominee Name: **Alfred A. "Fred" Gaechter Jr.**

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)
2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)
3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).
4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Applicant Name: Frederick B. Goldsmith Print and Sign

Attached more information if needed

February 20,2025

Fred Gaechter's Truro Resume

1. Regularly attended and participated in Select Board meetings from the second week of full-time residency in Truro.
2. Member of the Conservation Commission
3. Member and Chair of the Truro Charter and Bylaws Committee
4. Member and Chair of the Truro Finance Committee
5. Member (6years) and Chair (4years) of the Truro Select Board
6. Member and Chair of the Barnstable County Charter Review Committee (appointed by the Speaker of the Assembly of Delegates)
7. Member of the Climate Action Committee.
8. Member and Chair of the Board of Assessors (current)
9. Member (3 years) and Co-Chair (2 years) of the Walsh Property Community Planning Committee. Directly negotiated the purchase agreement with the sellers – Walsh family - at the request of the Town Administrator.
10. Member (9 years) and Chair (3 years) of Outer Cape Health Services
11. Member (15 years) and President (11 years) of the Truro Conservation Trust (current)
12. Member and Treasurer of The Truro Group – an association of Truro artists
13. Member of the Board of Directors of Shearwater Homeowners' Association (current).
14. Member and Treasurer of the Cape Cod Viewfinders Camera Club (current) – a nationally sanction camera club for all of Cape Cod including members from Truro
15. Member of the Board of the Outer Cape Chorale – many Truro members

Fred Gaechter for Fred Todd Community Service Award

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

Fred Gaechter's extensive and varied roles in the Truro community clearly demonstrate his exceptional leadership qualities and unwavering dedication. His ability to not only serve on multiple boards and committees but also to lead many of them as chairperson showcases his skill in fostering unity and purpose among his colleagues and in the community. Here are some key points that illustrate his leadership:

Role Model: Fred's long-term commitment, as seen in roles such as the 15-year tenure with the Truro Conservation Trust and leadership positions on the Select Board, positions him as a steadfast role model for volunteerism and community service. His ability to stay committed over long periods exemplifies a dedication that encourages others to strive for similar longevity and impact in their own service.

Professionalism: Throughout his various roles, Fred has maintained a professional demeanor that has undoubtedly contributed to his effectiveness in negotiations and leadership. His direct involvement in negotiating a purchase agreement with the Walsh family demonstrates his capability to handle complex situations with tact and professionalism.

Creativity: Serving on a diverse array of committees, from health services to conservation and finance, Fred has had to employ creativity in solving problems and fostering initiatives that meet the broad needs of the community. His leadership in the Walsh Property Community Planning Committee, for instance, involved creative planning and negotiation directly beneficial to the town.

Mission-Focused: Fred's commitment to the mission of each group he has been part of is evident in the results achieved during his tenure. Whether it's managing community health resources as chair of Outer Cape Health Services or preserving natural resources with the Truro Conservation Trust, his focus has consistently been on the long-term wellbeing and sustainability of Truro.

Fred Gaechter's leadership not only unifies and inspires his colleagues and community members but also propels the missions of the organizations he serves. This commitment to community service, coupled with his demonstrated leadership skills, makes him an exemplary candidate for the Fred Todd Community Service Award, as he embodies the same spirit of selfless dedication as Fred Todd himself.

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

Fred Gaechter has demonstrated a deep commitment to social responsibility through his extensive civic engagement, volunteerism, and outreach efforts, all aimed at improving the Truro community. Here's how he embodies these qualities:

1. Civic Engagement: Fred's active participation in a broad spectrum of municipal roles, including member and chair positions on the Select Board, Conservation Commission, and Finance Committee, highlights his dedication to civic duties and responsibilities. His involvement is a testament to his belief in actively shaping the community through direct involvement in its governance and planning processes.

2. Volunteerism: With years of unpaid service on various boards and committees, Fred exemplifies the essence of volunteerism. His long-standing roles, especially as a member and president of the Truro Conservation Trust for 15 years, show a sustained commitment to volunteering that goes beyond occasional participation and into the realm of lifelong service.

3. Outreach: Fred's leadership in negotiating the purchase agreement for the Walsh Property Community Planning Committee illustrates his ability to engage and collaborate with different stakeholders for the community's benefit. This role, among others, required reaching out to diverse groups, from local families to town administrators, ensuring that all voices were heard and integrated into planning and decision-making processes.

Fred Gaechter's efforts in these areas not only contribute to immediate improvements in Truro but also foster a sustainable and inclusive future for the town. His work in enhancing community structures and promoting engagement among residents sets a strong example of effective social responsibility.

3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

Fred Gaechter's commitment, volunteerism, and outreach efforts are all aimed at improving the Truro community. Here's how he embodies these qualities:

- 1. Civic Engagement:** Fred's proactive involvement across numerous critical committees and boards, including the Select Board and Conservation Commission, showcases his commitment to shaping the community's future. His role in these groups often involves making decisions that directly affect community development and sustainability, reflecting his dedication to civic duty and responsibility.
- 2. Volunteerism:** Fred's extensive service, particularly his leadership roles in organizations like the Truro Conservation Trust and Outer Cape Health Services, demonstrates his commitment to volunteerism. Serving both as a member and in leadership positions for years—often without compensation—underscores his altruistic drive and dedication to community service over personal gain.

3. **Outreach:** Through his various roles, Fred has engaged with different community segments to ensure inclusive community planning and development. His direct involvement in negotiating agreements and leading committees like the Walsh Property Community Planning Committee highlights his ability to facilitate effective communication and collaboration among stakeholders, ensuring that community projects reflect the needs and inputs of all involved.

Fred Gaechter's embodiment of these qualities through his continued efforts in civic engagement, volunteerism, and outreach significantly contributes to the welfare and improvement of the Truro community, making him a stalwart figure in promoting and enhancing the social fabric of the area.

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Fred Gaechter has effectively served as a change agent in Truro, influencing others to effect positive changes through his established trust, credibility, and a deep understanding of stakeholder needs. Here's how he accomplishes this:

1. **Building Trust and Credibility:** Fred's long-term involvement and leadership in key community roles have allowed him to build a solid reputation for reliability and integrity. His consistent presence and dedication in roles such as the Chair of the Select Board and President of the Truro Conservation Trust demonstrate his commitment, earning him the trust of the community and fellow board members. This trust enables him to advocate for and implement changes effectively.
2. **Representing Stakeholders:** Throughout his service, Fred has consistently represented the interests of various community stakeholders. His role in negotiating the purchase agreement for the Walsh Property, for instance, required a deep understanding of both the community's needs and the desires of the Walsh family. By balancing these sometimes competing interests and finding mutually beneficial solutions, Fred has shown his ability to navigate complex negotiations with a focus on the greater good.
3. **Initiating and Leading Change:** Fred's involvement in multiple committees, such as the Climate Action Committee and the Truro Finance Committee, positions him at the forefront of important community changes. Whether it's addressing environmental concerns, managing town finances, or planning community development projects, he leverages his roles to initiate and guide changes that have lasting positive impacts on Truro.

Fred Gaechter's ability to influence and lead change, grounded in his credibility and adept representation of stakeholders, has made him a key figure in driving progressive and sustainable developments in Truro, truly embodying the role of a change agent.



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Fred Todd Community Service Award

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Screening Criteria (must have):

- Is the nominee a full-time resident? Yes____No____
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?
List the name of the Board or Committee/Commission:
 - Number Of Years
 - Is the nominee in good standing? Yes____No____
 - Date Submitted:

Nominee Name: Fred Gaechter

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)
2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)
3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).
4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Applicant Name KMHR Print and Sign KMHR

February 20,2025

Fred Gaechter's Truro Resume

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2. Member of the Conservation Commission
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4. Member and Chair of the Truro Finance Committee
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8. Member and Chair of the Board of Assessors (current)
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12. Member and Treasurer of The Truro Group – an association of Truro artists
13. Member of the Board of Directors of Shearwater Homeowners' Association (current).
14. Member and Treasurer of the Cape Cod Viewfinders Camera Club (current) – a nationally sanction camera club for all of Cape Cod including members from Truro
15. Member of the Board of the Outer Cape Chorale – many Truro members

Fred Gaechter for Fred Todd Community Service Award

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

Fred Gaechter's extensive and varied roles in the Truro community clearly demonstrate his exceptional leadership qualities and unwavering dedication. His ability to not only serve on multiple boards and committees but also to lead many of them as chairperson showcases his skill in fostering unity and purpose among his colleagues and in the community. Here are some key points that illustrate his leadership:

Role Model: Fred's long-term commitment, as seen in roles such as the 15-year tenure with the Truro Conservation Trust and leadership positions on the Select Board, positions him as a steadfast role model for volunteerism and community service. His ability to stay committed over long periods exemplifies a dedication that encourages others to strive for similar longevity and impact in their own service.

Professionalism: Throughout his various roles, Fred has maintained a professional demeanor that has undoubtedly contributed to his effectiveness in negotiations and leadership. His direct involvement in negotiating a purchase agreement with the Walsh family demonstrates his capability to handle complex situations with tact and professionalism.

Creativity: Serving on a diverse array of committees, from health services to conservation and finance, Fred has had to employ creativity in solving problems and fostering initiatives that meet the broad needs of the community. His leadership in the Walsh Property Community Planning Committee, for instance, involved creative planning and negotiation directly beneficial to the town.

Mission-Focused: Fred's commitment to the mission of each group he has been part of is evident in the results achieved during his tenure. Whether it's managing community health resources as chair of Outer Cape Health Services or preserving natural resources with the Truro Conservation Trust, his focus has consistently been on the long-term wellbeing and sustainability of Truro.

Fred Gaechter's leadership not only unifies and inspires his colleagues and community members but also propels the missions of the organizations he serves. This commitment to community service, coupled with his demonstrated leadership skills, makes him an exemplary candidate for the Fred Todd Community Service Award, as he embodies the same spirit of selfless dedication as Fred Todd himself.

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

Fred Gaechter has demonstrated a deep commitment to social responsibility through his extensive civic engagement, volunteerism, and outreach efforts, all aimed at improving the Truro community. Here's how he embodies these qualities:

1. Civic Engagement: Fred's active participation in a broad spectrum of municipal roles, including member and chair positions on the Select Board, Conservation Commission, and Finance Committee, highlights his dedication to civic duties and responsibilities. His involvement is a testament to his belief in actively shaping the community through direct involvement in its governance and planning processes.

2. Volunteerism: With years of unpaid service on various boards and committees, Fred exemplifies the essence of volunteerism. His long-standing roles, especially as a member and president of the Truro Conservation Trust for 15 years, show a sustained commitment to volunteering that goes beyond occasional participation and into the realm of lifelong service.

3. Outreach: Fred's leadership in negotiating the purchase agreement for the Walsh Property Community Planning Committee illustrates his ability to engage and collaborate with different stakeholders for the community's benefit. This role, among others, required reaching out to diverse groups, from local families to town administrators, ensuring that all voices were heard and integrated into planning and decision-making processes.

Fred Gaechter's efforts in these areas not only contribute to immediate improvements in Truro but also foster a sustainable and inclusive future for the town. His work in enhancing community structures and promoting engagement among residents sets a strong example of effective social responsibility.

3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

Fred Gaechter's commitment, volunteerism, and outreach efforts are all aimed at improving the Truro community. Here's how he embodies these qualities:

- 1. Civic Engagement:** Fred's proactive involvement across numerous critical committees and boards, including the Select Board and Conservation Commission, showcases his commitment to shaping the community's future. His role in these groups often involves making decisions that directly affect community development and sustainability, reflecting his dedication to civic duty and responsibility.
- 2. Volunteerism:** Fred's extensive service, particularly his leadership roles in organizations like the Truro Conservation Trust and Outer Cape Health Services, demonstrates his commitment to volunteerism. Serving both as a member and in leadership positions for years—often without compensation—underscores his altruistic drive and dedication to community service over personal gain.

3. **Outreach:** Through his various roles, Fred has engaged with different community segments to ensure inclusive community planning and development. His direct involvement in negotiating agreements and leading committees like the Walsh Property Community Planning Committee highlights his ability to facilitate effective communication and collaboration among stakeholders, ensuring that community projects reflect the needs and inputs of all involved.

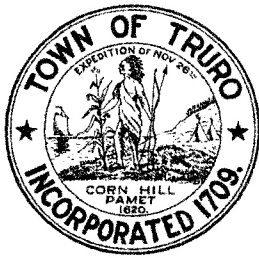
Fred Gaechter's embodiment of these qualities through his continued efforts in civic engagement, volunteerism, and outreach significantly contributes to the welfare and improvement of the Truro community, making him a stalwart figure in promoting and enhancing the social fabric of the area.

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Fred Gaechter has effectively served as a change agent in Truro, influencing others to effect positive changes through his established trust, credibility, and a deep understanding of stakeholder needs. Here's how he accomplishes this:

1. **Building Trust and Credibility:** Fred's long-term involvement and leadership in key community roles have allowed him to build a solid reputation for reliability and integrity. His consistent presence and dedication in roles such as the Chair of the Select Board and President of the Truro Conservation Trust demonstrate his commitment, earning him the trust of the community and fellow board members. This trust enables him to advocate for and implement changes effectively.
2. **Representing Stakeholders:** Throughout his service, Fred has consistently represented the interests of various community stakeholders. His role in negotiating the purchase agreement for the Walsh Property, for instance, required a deep understanding of both the community's needs and the desires of the Walsh family. By balancing these sometimes competing interests and finding mutually beneficial solutions, Fred has shown his ability to navigate complex negotiations with a focus on the greater good.
3. **Initiating and Leading Change:** Fred's involvement in multiple committees, such as the Climate Action Committee and the Truro Finance Committee, positions him at the forefront of important community changes. Whether it's addressing environmental concerns, managing town finances, or planning community development projects, he leverages his roles to initiate and guide changes that have lasting positive impacts on Truro.

Fred Gaechter's ability to influence and lead change, grounded in his credibility and adept representation of stakeholders, has made him a key figure in driving progressive and sustainable developments in Truro, truly embodying the role of a change agent.



TOWN OF TRURO

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

Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes ☒ No ☐
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?

List the name of the Board or Committee/Commission: SEE ATTACHED

- Number Of Years 15+
- Is the nominee in good standing? Yes ☒ No ☐
- Date Submitted:

Nominee Name: FRED GALECHTER

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

SEE ATTACHED

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Applicant Name PAUL WISOTZKY Print and Sign [Signature]

Attached more information if needed

February 20,2025

Fred Gaechter's Truro Resume

1. Regularly attended and participated in Select Board meetings from the second week of full-time residency in Truro.
2. Member of the Conservation Commission
3. Member and Chair of the Truro Charter and Bylaws Committee
4. Member and Chair of the Truro Finance Committee
5. Member (6years) and Chair (4years) of the Truro Select Board
6. Member and Chair of the Barnstable County Charter Review Committee (appointed by the Speaker of the Assembly of Delegates)
7. Member of the Climate Action Committee.
8. Member and Chair of the Board of Assessors (current)
9. Member (3 years) and Co-Chair (2 years) of the Walsh Property Community Planning Committee. Directly negotiated the purchase agreement with the sellers – Walsh family - at the request of the Town Administrator.
10. Member (9 years) and Chair (3 years) of Outer Cape Health Services
11. Member (15 years) and President (11 years) of the Truro Conservation Trust (current)
12. Member and Treasurer of The Truro Group – an association of Truro artists
13. Member of the Board of Directors of Shearwater Homeowners' Association (current).
14. Member and Treasurer of the Cape Cod Viewfinders Camera Club (current) – a nationally sanction camera club for all of Cape Cod including members from Truro
15. Member of the Board of the Outer Cape Chorale – many Truro members

March 7, 2025

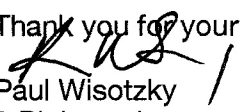
Dear Esteemed Members of the Truro Select Board,

I am honored to nominate Fred Gaechter for the Fred Todd Community Service Award.

1. **Leadership.** Fred has a long track record of leadership both in the public and not-for-profit sectors in our community. I have partnered with Fred in leadership positions both as co-Chair of the original Walsh Property Community Planning Committee and currently as Vice Chair of the Truro Conservation Trust where Fred is the Chair. I also briefly served alongside Fred on the Board of Directors of Outer Cape Health Services. Fred is a thoughtful and skilled leader. He values transparency, diversity and participation. Fred is a creative problem solver. He actively seeks out engagement and is skilled and trained in the art of consensus decision making. He's also not afraid to make tough decisions particularly if it's clear that consensus is not possible. He keeps his eyes on the prize and is very effective in avoiding politics and personalities as a distraction to effective process and decision making. He also has the ability to work with pretty much anyone, regardless of their view point. He's a listener and at the same time not afraid to speak his mind and advocate for what he believes is right or the best course of action. He's one of the most effective leaders I have encountered.
2. **Social Responsibility.** I believe that Fred's track record and also the breadth of organizations and causes he involves himself with speaks to Fred's social responsibility. Fred is able to hold multiple points of view at the same time and is always working to find win-wins. One recent example involves his dual commitment to land conservation and affordable housing. For many these issues are at loggerheads but not for Fred. On the WPCPC he was a strong voice for significant and timely affordable housing development. As Chair of the TCT, he recently spearheaded a successful effort to use a house on land bequeathed to the TCT for housing for Town employees while preserving the land around the house for conservation. I know from my experience and friendship with Fred, that he cares deeply for our community - the land and the people.
3. **Mentorship.** Fred's leadership style is inclusive. He involves people in decision making and works towards playing to individual's strengths. I have certainly benefitted from Fred's knowledge and experience, particularly in consensus decision making and also real estate negotiation. For the latter, I was a participant along with Fred in the negotiations to acquire the Walsh property. I was blown away by Fred's skill here.
4. **Change Agent.** If you look at Fred's track record, there is no doubt he is an agent of change. As Chair of the Board of Outer Cape Health Services he lead that organization through an expansion of the Provincetown clinic site as well as the rebuilding of the Wellfleet location. As Co-Chair of the WPCPC, his skills particularly related to consensus enabled the group to come together and craft a solution that was ultimately and resoundingly approved at Town Meeting. As Chair of the Truro Conservation Trust he has spearheaded dozens of land acquisitions as well as creating important collaborations between the TCT and Truro Center for the Arts at Castle Hill, and the TCT and the Town of Truro. Most recently he championed the acquisition of the Chapel on the Pond by the TCT in order to preserve an important historic property; maintain a home for a Jamaican community religious congregation; and, create a new neighborhood community center. These are just a few of the many projects where Fred's leadership have created lasting, positive change for our community.

I truly cannot think of a more qualified and deserving candidate for the Fred Todd Community Service Award than Fred Gaechter.

Thank you for your consideration.


Paul Wisotzky
2 Bluberry Lane
Truro, MA 02666



TOWN OF TRURO

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Fred Todd Community Service Award

In tribute to this long-term Truro resident, activist, board member, and colleague, we wish to recognize a current or former board/committee member annually who exemplifies Fred Todd's selfless volunteer service and dedication to the Town of Truro.

Screening Criteria (must have):

- Is the nominee a full-time resident? Yes ☒ No ☐
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?
List the name of the Board or Committee/Commission:

- Number Of Years
- Is the nominee in good standing? Yes ☒ No ☐
- Date Submitted:

Nominee Name: Paul Wisotzke

Evaluation Criteria (overall assessment)

1. Leadership: displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused)

excellent! able to lead a meeting where conflict is a theme and bring people together orderly

2. Social Responsibility: seeks to improve the community (ex: civic engagement, volunteerism, outreach)

Served on select board, housing authority, town moderator, lovely person. Walsh housing committee have been a consult to nonprofits, Teachers at Castle Hill art center. Is a potter.

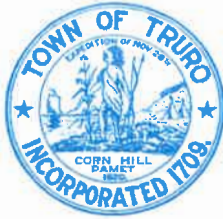
3. Mentorship: demonstrates positive values, consideration, and behavior (ex: through deed and action).

Excellent

4. Change Agent: influences others to effect positive changes (ex: through trust & credibility, representing stakeholders).

Yes — and can hold an orderly meeting with calm, humor and firmness

... .. Susan Todd



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Fred Todd Community Service Award

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Screening Criteria (must have):

- Is the nominee a full-time resident? Yes ☒ No ☐
- Has a nominee served/volunteered at least 5 years total on Truro project, board, or committee?
List the name of the Board or Committee/Commission: Please see attached listing.
- Number Of Years 15+
- Is the nominee in good standing? Yes ☒ No ☐
- Date Submitted: February 28, 2025

Nominee Name: **Alfred A. "Fred" Gaechter Jr.**

Evaluation Criteria (overall assessment)

- Leadership:** displays a sense of unity and purpose in the community (ex: role model, professionalism, creativity, mission-focused) I have known Fred since 2020 as a trail maintenance volunteer for, and since March 2024 as a fellow trustee of, the Truro Conservation Trust. Fred is a highly effective, soft-spoken, selfless leader who has volunteered for several years to better the community of Truro.
- Social Responsibility:** seeks to improve the community (ex: civic engagement, volunteerism, outreach)
Fred's years of service to the Truro Select Board, Charter and Bylaws Committee, Conservation Commission, Finance Committee, and other boards, committees, and organizations evidence a community-minded leader.
- Mentorship:** demonstrates positive values, consideration, and behavior (ex: through deed and action). Fred is a collaborator, a coalition and consensus builder. He genuinely seeks others' opinions and ideas and deftly guides groups to achieve concrete goals. One leaves a meeting run by Fred with the feeling their views were valued and respected.
- Change Agent:** influences others to effect positive changes (ex: through trust & credibility, representing stakeholders). A recent example of Fred's dedication to Truro is his tireless work resulting in a coalition of donors coming forward to allow the Truro Conservation Trust to acquire the former Chapel on the Pond, enabling the Emmanuel Faith Ministries congregation to resume holding services in the chapel.

Applicant Name: *Robert Daglio*
3 Hookers Way
Truro, MA. 02666

Robert J Daglio
3/14/25

February 20, 2025

Fred Gaechter's Truro Resume

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12. Member and Treasurer of The Truro Group – an association of Truro artists
13. Member of the Board of Directors of Shearwater Homeowners' Association (current).
14. Member and Treasurer of the Cape Cod Viewfinders Camera Club (current) – a nationally sanctioned camera club for all of Cape Cod including members from Truro
15. Member of the Board of the Outer Cape Chorale – many Truro members



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Acting Town Manager

REQUESTED MEETING DATE: April 22, 2025

ITEM: Discussion and Approval of Annual Town Meeting Motions

EXPLANATION: Historically, the Board prepares motions for each Town Meeting article and determines which Select Board member will move each article. This year, Town Counsel Gregg Corbo prepared motions and staff prepared a Motion Book that will be available online on April 23, 2025, and print copies will be available at Town Meeting.

It is important to note that these motions are the Board's recommended way of moving an article. Town Meeting voters may offer alternative motions on the floor of Town Meeting.

All motions and assignments have been drafted for the Board's consideration. The Select Board may wish to make changes as to which member will read the proposed motion. Some articles may be more appropriately moved by a petitioner, a Planning Board member, or another registered voter. Staff-provided recommendations are included. Please note that petitioned articles are assigned to the lead petitioner, although that individual may wish to delegate the motion to another registered voter. A Select Board member was also assigned to these motions to ensure that a voter is available to move the motion as proposed.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Motions and movers of articles will not be prepared for Town Meeting and Motion Books will not be prepared and distributed.

SUGGESTED ACTION: *Motion to approve the Motion Book, including the motions and movers of articles, for 2025 Annual Town Meeting, with the changes discussed.*

ATTACHMENTS:

1. Draft Motion Book for May 3, 2025 Annual Town Meeting

Truro Annual Town Meeting

MOTION BOOK



SATURDAY, MAY 3, 2025
TRURO CENTRAL SCHOOL



TRURO'S TOWN MEETING TRADITIONS AND GUIDE

TRURO'S LEGISLATURE

As the registered voters who come to Town Meeting and vote, you constitute the legislative branch of Truro's town government. Together as citizens we vote on the Town's operating budgets, capital budgets, bond issues and other financial matters; local statutes, which are called by-laws; the town's budget; and, to convey, acquire, or approve the use of Town owned land.

Truro's Town Meeting is governed by the following: Truro's Charter, Sections 1-3; *Town Meeting Time, A Handbook of Parliamentary Law – Fourth Edition*, available from the Massachusetts Moderators Association; Truro's Bylaws; and Massachusetts General Laws.

THE WARRANT

The Warrant is prepared by the Select Board and consists of articles submitted by the Select Board, by other elected and appointed multi-member Boards, and by petitioned articles submitted by registered voters (10 voters, if submitted for inclusion in the Annual Town Meeting Warrant; 100 for inclusion in a Special Town Meeting Warrant).

Board and Committee votes to recommend the article to Town Meeting are recorded in the Warrant and are presented in the following order: Yes, No, Abstain.

QUORUM - 100 registered voters, must be present before Town Meeting can be convened and begin.

THE MODERATOR

The Moderator is the elected official who serves as the presiding officer, deciding all questions of order and making public declaration of all votes. The Moderator's goal is to conduct the Town Meeting in an impartial, yet expeditious manner, allowing all points of view a fair hearing, while keeping the process moving. In addition to making sure the meeting is efficient and follows required procedures, the Moderator works to ensure that the proceedings are conducted in a kind, respectful and civil manner and asks that all participants join in this effort.

PROCEDURES:

CHECK IN – All voters must first check-in upon arrival at Town Meeting. Check-in will begin 90 minutes before the meeting starts. It is recommended to leave plenty of time for check-in so that the meeting can begin on time. You will be given a voter card when you check in. The card entitles you to vote and cannot be given to another person to vote on your behalf.

SEATING – If you are a voter, you may sit anywhere, except in one area that is reserved for non-voters. Non-voters will be seated in a designated area, and non-voters may be asked to wait to be seated until voters are seated.

VOTING – When the Moderator calls for a vote, please raise your voter card so that it is visible to the Moderator. If the outcome of the vote is not visually obvious to the Moderator or if seven voters challenge the Moderator’s call, individual votes will be tallied by tellers. If this occurs, when asked by the Moderator please keep your card raised until the teller has registered it. Each teller will announce their count, a total tallied, and the result announced by the Moderator.

PARTICIPATING AT TOWN MEETING – Voters and non-voters can speak at Town Meeting. If you wish to speak to an issue on the floor, please proceed to a microphone to be recognized by the Moderator. If you cannot go to the microphone, please raise your hand and one will be brought to you. You must be recognized by the Moderator in order to speak. The only exception to this is to make a point of order or a point of personal privilege.

You may speak only once per motion including amendments to motions. For example, if you have already spoken to the main motion under consideration and a motion to amend is made, seconded and under consideration, you may speak to the motion to amend.

INTRODUCE YOURSELF – Once recognized by the Moderator, all speakers must introduce themselves. Please state your full name and whether or not you are a Truro voter. You must introduce yourself each time you speak. If you are a staff member, please indicate this. If you are speaking on behalf of a committee, please state this. If you are a member of a committee but speaking personally and not on behalf of the committee, please disclose this during your introduction.

QUESTIONS OF MOVERS, STAFF OR OTHER PARTICIPANTS – All participation at Town Meeting is through the Moderator. For example, if you have a question for a mover of an article or amendment, or for staff, once recognized please say, “through the Moderator, I would like to ask...”

NON-VOTERS – As noted, non-voters can speak at Town Meeting unless there is an objection by a voter and a vote is taken where a majority of voters support the objection.

TIME LIMITS – Once recognized, speakers have a maximum of three minutes, except for movers of articles who may have more time if needed. Time allotments are at the discretion of the Moderator. Timekeepers will assist the Moderator to make sure time limits are followed equitably. We gratefully ask that all speakers abide by time requirements and wrap-up quickly if requested by the Moderator.

PLEASE DO NOT INTERRUPT – EXCEPT TO:

MAKE A POINT OF ORDER – A point of order is related to the process. For example if you believe the speaker has not been properly recognized or if you believe a motion has not been properly made you make a point of order. A point of order is not an opportunity to state your opinion or ask a question through the Moderator.

MAKE A POINT OF PERSONAL PRIVILEGE – An example here is that you can't hear a speaker or the Moderator; or if you believe the personal health and safety of you or other participants is in jeopardy.

MOTIONS – Actions at Town Meeting are made through motions. Please see the included table for a listing and explanations of the most common motions and their intended actions. A more detailed explanation of motions is contained in *Town Meeting Time*.

MOTIONS AND AMENDMENTS – All motions to amend and new motions must be made in writing at the meeting and include the name of the person making the offering. If possible, please provide three copies so that the Moderator, Town Clerk and Town Counsel can review the motion/amendment simultaneously in order to make the review process during the meeting more efficient. If possible, typed copies are preferred over handwritten. If copies are handwritten, please make sure they are legible. If you can share proposed amendments with the Moderator in advance of the meeting this will allow for prior review and will save time at the meeting. While this is encouraged, it is not required.

The Moderator, in consultation with Town Counsel and the Town Clerk, determines whether the motion/amendment is legal and "within scope" of the original article and this judgment is at the sole discretion of the Moderator and will rule out of order any motion to amend that changes the original motion so that it is no longer within the scope of the article.

The first amendment to a motion is called the primary amendment, and it may itself be amended. An amendment to the primary amendment is called a secondary amendment and may not be further amended. Not more than one primary and one secondary amendment may be pending at any one time.

The Moderator is available prior to Town Meeting for consultation regarding amendments and motions.

Thank you for your cooperation.

TO END THE DEBATE – call for **THE PREVIOUS QUESTION** – "I move the previous question" or "I call the question." If successful, this motion will end the debate. You must be properly recognized by the Moderator to make this motion; it requires a 2nd, is generally not debatable, and needs a 2/3 vote. At the Moderator's discretion, such motion may not be allowed or may be subject to debate, or delayed, particularly if the motion would restrict informed consideration of the meeting or comes before an appropriate discussion has taken place on the main motion.

TO RECONSIDER AN ARTICLE – a motion to reconsider must be made on the same day as the vote to be reconsidered; must be made within one hour, after intervening business; requires a 2nd, and a majority vote.

TO PREVENT AN ARTICLE FROM BEING HEARD – make a motion to **POSTPONE INDEFINITELY** – "I move that this matter be postponed indefinitely." The motion requires a 2nd and a majority vote. This is

different than making a motion to have an article **LAID ON THE TABLE**. If a matter is laid on the table, it must be taken off the table and debated before Town Meeting can be adjourned.

TO END TOWN MEETING – When all the articles have been debated, voted on, and dealt with, a motion must be made to DISSOLVE the meeting. The motion requires a 2nd, and a majority vote.

LASTLY, please be kind, civil and respectful. Please do not make things personal. Please refrain from applause. If you speak out of turn repeatedly or are generally disruptive, and have been warned repeatedly by the Moderator, you are at risk of being removed from the meeting.

DRAFT

Motion Chart

Application of rules is indicated by the Motion's Numerical Sequence.

Motions	Description	Debatable	Non-Debatable	Amendable	Non-Amendable	Second Required	Second Not Required	Vote Required	May Reconsider	May Not Reconsider
1. Point of Order	<i>Raises a question about process e.g. time limit or improper procedure.</i>		X				X	N/A		
2. Previous Question Terminate Debate	<i>Ends debate. At the Moderator's discretion, such motion may not be allowed or may be subject to debate, particularly if the motion would restrict informed consideration of the meeting or comes before an appropriate discussion has taken place on the main motion.</i>		X		X	X		2/3		
3. Postpone Indefinitely	<i>Removes the article from consideration for that Town Meeting.</i>	X			X	X		MAJ	X	
4. Lay on Table	<i>Intended to postpone deliberation until later in the same Town Meeting. If the intent is to end debate, a motion to postpone indefinitely is in order.</i>		X		X	X		MAJ	X	
5. Amendment	<i>Modifies the main motion under consideration. All amendments must be made in writing.</i>	X		X		X		MAJ	X	
6. Accept and Adopt	<i>Officially recognizes or disposes of the findings or recommendations of a report.</i>	X		X		X		MAJ	X	
7. Consider Articles Out of Order	<i>Changes the order of articles from the published Warrant.</i>	X		X		X		MAJ		X
8. Reconsider	<i>Reconsiders an article that has already been voted on. Must be made on the same night as the vote to be reconsidered; must be made within one hour, after intervening business.</i>	X			X	X		2/3		X
9. Adopt a Resolution	<i>Advises the Town or a board, committee or commission to take an action or position but does not require it to do so.</i>	X		X		X		MAJ		X
10. Adjourn to a Fixed Time	<i>Temporarily suspends the meeting until the date and time specified.</i>	X		X		X		MAJ	X	
11. Adjourn or Dissolve	<i>Ends the meeting and the consideration of the Warrant.</i>		X		X	X		MAJ		X

While a motion to amend is under discussion, a motion to postpone indefinitely displaces the previous motion, but a motion to adjourn cannot be taken.

The following motions are proposed by the Truro Select Board for the 2025 Annual Town Meeting. Town Meeting voters may offer alternative motions on the floor of Town Meeting.

The quantum of vote is simple majority unless otherwise indicated.

2025 Annual Town Meeting

OPERATING BUDGET ARTICLES

Article 1: FY2026 Omnibus Budget Appropriation

Move to raise and appropriate and transfer from available funds the sum of Twenty-seven Million, Seven Hundred Thousand, Seven Hundred Ninety Dollars and Zero Cents (\$27,700,790.00) to defray the expenses and charges of the Town of Truro in Fiscal Year 2026 (the period from July 1, 2025 through June 30, 2026), including the costs of public education, debt service and interest payments, and to meet said appropriation as printed in warrant.

MOVER: Susan Areson

Article 2: Amendments to the FY2025 Operating Budget Funded by Free Cash

Move to appropriate from Free Cash the amounts listed in the warrant to supplement the operating budgets of the various Town departments for the current fiscal year.

MOVER: Robert Weinstein

Article 3: Transfer of Funds from Free Cash

SECTION 1: TO REDUCE OR STABILIZE THE FY2026 TAX RATE

Move to transfer Six Hundred Thousand Dollars and no cents (\$600,000.00) from Free Cash to reduce or stabilize the FY2026 Tax Rate.

MOVER: Nancy Medoff

SECTION 2: TO THE OPEB TRUST FUND

Move to transfer the sum of Four Hundred Thousand Dollars and no cents (\$400,000.00) from Free Cash to the Other Post-Employment Benefits (OPEB) Trust Fund.

MOVER: Stephanie Rein

SECTION 3: TO THE CAPITAL EXPENSE STABILIZATION FUND

Move to transfer the sum of One Hundred Thousand Dollars and no cents (\$100,000.00) from Free Cash to the Capital Expense Stabilization Fund.

MOVER: Susan Girard-Irwin

SECTION 4: TO THE STABILIZATION FUND

Move to transfer the sum of One Hundred Thousand Dollars and no cents (\$100,000.00) from Free Cash to the Stabilization Fund.

MOVER: Susan Areson

SECTION 5: TO THE GENERAL FUND RESERVE FUND

Move to transfer the sum of One Hundred Twenty-five Thousand Dollars and no cents (\$125,000.00) from Free Cash to the Reserve Fund (01013257) to be available for extraordinary or unforeseen expenditures in Fiscal Year 2026.

MOVER: Robert Weinstein

SECTION 6: TO THE CAPITAL STABILIZATION FUND (FOR AMBULANCE ROLLING STOCK)

Move to transfer the sum of Seventy-Five Thousand Dollars and no cents (\$75,000.00) from Free Cash to the Capital Stabilization Fund.

MOVER: Nancy Medoff

SECTION 7: TO THE OPERATING CAPITAL ACCOUNT

Move to transfer the sum of Seven Hundred Seventy Thousand Dollars and no cents (\$770,000.00) from Free Cash to the Operating Capital Account (010133), for the purposes shown in the warrant.

MOVER: Stephanie Rein

SECTION 8: TO THE EMPLOYEE BENEFIT ACCOUNT

Move to transfer the sum of One Hundred Thousand Dollars and no cents (\$100,000.00) from Free Cash to the Employee Benefits and Reserve Account (01015351).

MOVER: Susan Girard-Irwin

SECTION 9: TO PAY THE COSTS OF RECORDS ACCESS CONSULTING/ GENERAL TOWN CLERK SUPPORT

Move to transfer the sum of Forty Thousand Dollars and no cents (\$40,000.00) from Free Cash to the Town Clerk Services Budget (0101615200), for the purpose of providing the Town Clerk with additional temporary staff to assist with responding to public records requests and other functions.

MOVER: Susan Areson

SECTION 10: TO FUND THE CLIMATE ACTION COORDINATOR POSITION

Move to transfer the sum of Forty Thousand Dollars and no cents (\$40,000.00) from Free Cash to the Health/ Conservation Department Salary and Wages Budget (0105115100) to fund wages and benefits of the Climate Action Coordinator position.

MOVER: Robert Weinstein

SECTION 11: TO FUND TOWN SEAL DESIGN SERVICES

Move to transfer the sum of Ten Thousand Dollars and no cents (\$10,000.00) from Free Cash to the Select Board Services Budget (01012252) to fund graphic design services for the new town seal.

MOVER: Stephanie Rein

SECTION 12: TO FUND ZONING BYLAW CONSULTING SERVICES

Move to transfer the sum of Forty-five Thousand Dollars and no cents (\$45,000.00) from Free Cash to the Planning Department Services Budget (01017552) to fund Zoning Bylaw consulting services.

MOVER: Nancy Medoff

SECTION 13: TO ESTABLISH A SENIOR PERKS PILOT PROGRAM

Move to transfer the sum of Sixty Thousand, Three Hundred Twenty Dollars and no cents (\$60,320.00) from Free Cash, including Thirty-nine Thousand Three Hundred Dollars (\$39,300) to amend the FY2025 Operating Budget to the Select Board Services Budget (01012252) and Twenty-one Thousand Twenty Dollars (\$21,020) to the Select Board Services Budget in FY20206 to fund a Senior Perks Pilot Program.

MOVER: Susan Girard-Irwin

SECTION 14: TO FUND A PUBLIC SAFETY STAFFING ANALYSIS

Move to transfer the sum of Fifty Thousand Dollars and no cents (\$50,000.00) from Free Cash to the Town Administration Services Budget (01012952) to fund a public safety staffing analysis.

MOVER: Nancy Medoff

SECTION 15: TO REPAY FEMA AND CARES ACT MONEY

Move to transfer the sum of Sixty-two Thousand, Eight Hundred Thirty-seven Dollars and no cents (\$62,837.00) from Free Cash, including \$_____ to Fund 0019 (“C-19 FEMA”), and \$_____ to Fund 0020 (“CARES Act”) to repay money charged to the funds for COVID-19 expenditures.

MOVER: Robert Weinstein

Prior to Article 3, Selection 16

Move to advance Article 36 Advisory Vote to Pursue a Pilot Test of Electronic Voting at Town Meeting 2026 for the purpose of discuss.

MOVER: Susan Areson

Article 36: Advisory Vote to Pursue a Pilot Test of Electronic Voting at Annual Town Meeting 2026

Move to recommend that the Select Board to pursue a pilot test of electronic voting at the Annual Town Meeting in 2026 as printed in the Warrant.

MOVER: Susan Areson

Article 3: Transfer of Funds from Free Cash

SECTION 16: TO PAY THE COSTS OF PROCURING DEVICES FOR A PILOT TEST OF ELECTRONIC VOTING AT ANNUAL TOWN MEETING 2026

Move to transfer the sum of Twenty Thousand Dollars and no cents (\$20,000.00) from Free Cash to Annual Town Report/ Annual Town Meeting Services Budget (01019552) to pay the costs of procuring electronic voting devices and related services for a pilot test of using electronic voting at the Annual Town Meeting 2026.

MOVER: Susan Areson

CONSENT AGENDA: CUSTOMARY & HOUSEKEEPING ARTICLES

The Select Board intends to offer a motion at Town Meeting to move the following articles in this section as one.

CONSENT AGENDA: Articles 4-9

MOTION 1: Move to consider Articles 4-9 as a whole.

MOVER: Stephanie Rein

(if passes)

MOTION 2: Move to approve Articles 4, 5, 6, 7, 8, and 9 as printed in the warrant and approve Article 9 to transfer \$ [REDACTED] from the Affordable Housing Stabilization Fund to the Affordable Housing Trust Fund.

MOVER: Susan Girard-Irwin

(if fails)

Article 4: Authorization to Hear the Report of Multi-member Bodies

Move to hear reports of any multi-member body, whose annual report was not published in the 2024 Annual Town Report.

MOVER: Susan Areson

Article 5: Authorization to Set the Salary of the Select Board

Move to determine and set the salary for Select Board members for Fiscal Year 2026 at \$6,000.00 per member for a total of \$30,000.00.

MOVER: Robert Weinstein

Article 6: Authorization to Set the Salary of the Moderator

Move to determine and set the salary for the Town Moderator at \$500.00 per completed Town Meeting or Special Town Meeting; and any appointed Assistant Town Moderators at \$250.00 per completed Town Meeting or Special Town Meeting for Fiscal Year 2026.

MOVER: Nancy Medoff

Article 7: Revolving Fund Expenditure Limits

Move pursuant to Section 1.1.8 of the General Bylaws to set the following spending limits for Revolving Funds in Fiscal Year 2026 as printed in the Warrant.

MOVER: Stephanie Rein

Article 8: Authorization to Expend Funds in Anticipation of Reimbursement for State Highway Assistance Aid

Move to appropriate all sums provided to the Town pursuant to the Chapter 90 Highway Assistance Program of the Massachusetts Department of Transportation for purposes consistent with said program.

MOVER: Susan Girard-Irwin

Article 9: Transfer of Funds from Affordable Housing Stabilization Fund to Affordable Housing Trust Fund

Move to transfer \$_____ from the Affordable Housing Stabilization Fund to the Affordable Housing Trust Fund.

MOVER: Susan Areson

FINANCIAL ARTICLES

TWO-THIRDS VOTE

Article 10: Borrowing Authorization for Environmental Remediation at Town Hall Hill Site

Move to appropriate Three Million Two-Hundred Thousand Dollars (\$3,200,000) to pay costs of design and installation to support engineering controls to mitigate the migration of per- and polyfluoroalkyl substances (PFAS) identified in soil and groundwater. These measures include soil capping, permeable barrier wall installation, stormwater mitigation final site grading, regulatory reporting, monitoring, and remediation including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(7), or any other enabling authority, and to issue bonds or notes of the Town therefor.

MOVER: Nancy Medoff

TWO-THIRDS VOTE**Article 11: Borrowing Authorization for Pond Road Stormwater Infrastructure Improvements Design and Engineering**

Move to appropriate Two Hundred Thousand Dollars (\$200,000) to pay costs of architectural and engineering services associated with advancing the final design plans for stormwater infrastructure improvements to be installed at Pond Road, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(7) or any other enabling authority, and to issue bonds or notes of the Town therefor.

MOVER: Robert Weinstein

TWO-THIRDS VOTE**Article 12: Borrowing Authorization for Additional Funding for HVAC and Roof Repairs at Truro Central School**

Move to appropriate Two Hundred Fifty Thousand Dollars (\$250,000) to pay additional costs of HVAC and roof repairs at the Central School, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

MOVER: Stephanie Rein

TWO-THIRDS VOTE**Article 13: Borrowing Authorization for Solar Electricity Generation Systems**

Move to appropriate Five Million Dollars (\$5,000,000) to pay costs of engineering services, construction, decarbonization, and project management related to solar electricity facilities on Town property, including the payment of all costs incidental and related thereto, and that to meet this appropriation, the Treasurer, with the approval of

the Select Board, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(1) or any other enabling authority, and to issue bonds or notes of the Town therefor.

MOVER: Energy Committee Co-Chair

Article 14: Reconveyance of Lot O-6A in the Natural Burial Area of the Old North Cemetery

Move to appropriate or transfer from available funds Two Thousand Dollars (\$2,000) to repurchase from Jonathan Evan Sperber and Jacqueline Ann Kouffman of Lot O-6A of the Old North Cemetery (Natural Burial Area) in exchange for the reconveyance to the Town of Lot O-6A, and, further to authorize the Cemetery Commissioners to take such action, and execute such documents or instruments as may be necessary, to carry out the purposes of this article.

MOVER: Susan Girard-Irwin

Article 15: Acceptance of Massachusetts General Law: Chapter 40, Section 3, Paragraph 2 (Establishing an Account for the Upkeep and Maintenance of Town Facilities)

Move to accept the provisions of General Laws Chapter 40, Section 3, Paragraph 2, to allow any excess funds in the Public Building Rent Accounts to remain in the account at the close of the fiscal year so that they can be used for the upkeep of the facilities in future years.

MOVER: Susan Areson

COMMUNITY PRESERVATION ACT ARTICLES

Article 16: Community Preservation Act: Administrative Support

Move to appropriate the sum of Forty-one Thousand, Six Hundred Seventeen Dollars and no cents (\$41,617.00) from projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue for the administrative expenses of the Community Preservation Committee.

MOVER: Community Preservation Committee Co-Chair

**Article 17: Community Preservation Act: Pamet Harbor History Outdoor Display
(Historical Preservation & Recreation)**

Move to appropriate the sum of Three Thousand Eight Hundred Sixty Dollars and no cents (\$3,860.00) from projected Fiscal Year 2026 Community Preservation Act Revenue to be expended by the Pamet Harbor Commission for the design, purchase of supplies and installation of signage on Town-owned land to display information about the history of the Pamet Harbor, and to approve Article 17 as printed in the Warrant.

MOVER: Community Preservation Committee Co-Chair

Article 18: Community Preservation Act: Contribution to the Affordable Housing Trust Fund (Community Housing)

Move to appropriate the sum of Five Hundred Thousand Dollars and no cents (\$500,000.00) from projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue, to contribute to the Truro Affordable Housing Trust Fund, and to enter into a grant agreement to set forth the terms and conditions thereof.

MOVER: Community Preservation Committee Co-Chair

**Article 19: Community Preservation Act: Media and Digitization Outreach
(Historical Preservation)**

Move to appropriate the sum of Twenty Thousand Dollars and no cents (\$20,000.00) from projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue to be expended by the Truro Historical Society to digitize historic documents and to approve Article 19 as printed in the Warrant.

MOVER: Community Preservation Committee Co-Chair

**Article 20: Community Preservation Act: FORWARD at the Rock Phase II, Regional Housing for Cape Cod residents with Disabilities
(Community Housing)**

Move to appropriate the sum Twenty Thousand Dollars and no cents (\$20,000.00) from projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue to provide funding to be expended by the Friends or Relatives with Autism and Related Disabilities (FORWARD), for construction of eight (8) new affordable and supportive one-bedroom apartments on property FORWARD leases from the Town of Dennis, located at 131 Hokum Road, Dennis, MA, and to approve Article 20 as printed in the Warrant.

MOVER: Community Preservation Committee Co-Chair

Article 21: Community Preservation Act: South Facade Restoration for the Truro Meeting House (Historic Preservation)

Move to appropriate the sum Thirty-nine Thousand, Six Hundred Fifty-seven Dollars and no cents (\$39,657.00) from projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue, to be expended by the Friends of the Truro Meeting House to restore the south façade of Meeting House located at 3 First Parish Lane, Truro, MA, and to enter into a grant agreement to set forth the terms and conditions thereof.

MOVER: Community Preservation Committee Co-Chair

Article 22: Community Preservation Act: Create the Old County Natural Burial Cemetery (Open Space & Recreation)

Move to appropriate the sum of One Hundred Seventy-one Thousand, Five Hundred Twenty Dollars and no cents (\$171,520.00) from the projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue to be expended by the Truro Cemetery Commission to provide for the design and installation of an innovative natural burial cemetery on a portion of the existing New South cemetery land and to approve Article 22 as printed in the Warrant.

MOVER: Community Preservation Committee Co-Chair

Article 23: Community Preservation Act: Corn Hill Beach Handicap Boardwalk and Expanded Accessible Recreation Improvements (Outdoor Recreation)

Move to appropriate the sum of Three Hundred Fifty Thousand Dollars and no cents (\$350,000.00) from Projected Fiscal Year 2026 Community Preservation Act Surcharge Revenue, to be expended by the public works department, to plan, design and construct and purchase related equipment and supplies for renovations to improve handicap accessibility at Corn Hill Beach, and anything incidental or related thereto, and to approve Article 23 as printed in the Warrant.

MOVER: Community Preservation Committee Co-Chair

CHARTER AMENDMENT ARTICLES

TWO-THIRDS VOTE

Article 24: Amend Charter Section 4-5-2

Move to Amend Section 6-2-12 of the Town Charter relative to conversations between Select Board members and department heads as printed in the Warrant.

MOVER: Robert Weinstein

TWO-THIRDS VOTE

Article 25: Amended Charter Section 6-2-12

Move to Amend Section 6-2-12 of the Town Charter relative to conversations between multiple member bodies and department heads as printed in the Warrant.

MOVER: Stephanie Rein

TWO-THIRDS VOTE

Article 26: Amend Charter Section 2-1-2

Move to Amend Section 2-1-2 of the Town Charter relating to the date of the Annual Town Meeting as printed the Warrant.

MOVER: Susan Girard-Irwin

MASSACHUSETTS GENERAL LAW ARTICLES

Article 27: Acceptance of M.G.L. Chapter 23B, §32(b) Seasonal Communities

Move to accept on behalf of the Town of Truro the Seasonal Community Designation as provided for in General Laws Chapter 23B, Section 32(b).

MOVER: Nancy Medoff

Article 28: Acceptance of M.G.L. Chapter 41, §110A Office Hours on Saturday

Move to accept the provisions of Massachusetts General Laws Chapter 41, Section 110A, which allows any public office in a town to remain closed on any or all Saturdays as may be determined from time to time.

MOVER: Susan Areson

LAND CONVEYANCE ARTICLES

Article 29: Acquisition of Road Widening Easements for Herring River Restoration Project from Cape Cod National Seashore

Move to approve Article 29 as printed in the Warrant.

MOVER: Nancy Medoff

GENERAL BYLAW ARTICLES

Article 30: Amend Section 4 and Appendix A of General Bylaws

Move to amend Section 4 of Chapter IV and Appendix A of the Town's General Bylaws relative to permit parking only areas as printed in the Warrant.

MOVER: Stephanie Rein

Article 31: Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts

Move to amend Chapter IV and Appendix A of the Town's General Bylaws relative to curb cuts as printed in the Warrant.

MOVER: Robert Weinstein

ZONING BYLAW ARTICLES

Article 32: Zoning Bylaw Amendment – Walsh Overlay District

Move to amend several sections the Truro Zoning Bylaws and to add a MAP as Appendix C to the Bylaws, to create the Walsh Overlay District for the purpose of providing housing opportunities through a variety of housing products for seniors, individuals, and families, including both affordable and attainable dwelling units, as printed in the Warrant.

MOVER: Zoning Task Force Chair

TWO-THIRDS VOTE

Article 33: Amend Zoning Bylaw §40.5.B3 Requirements

Move to amend Section 40.5.B3 of the Town's Zoning Bylaws relative to communications towers as printed in the Warrant.

MOVER: Planning Board Chair

HOME RULE PETITIONS

Article 34: Home Rule Petition for Pesticide Reduction Bylaw

Move to approve Article 34 as printed in the Warrant to authorize the Select Board to petition the General Court for special legislation authorizing the Town to adopt a pesticide reduction bylaw and to amend the Town's General Bylaws to add the corresponding bylaw.

MOVER: Board of Health Chair

Article 35: Home Rule Petition to Impose a 0.5% Real Estate Transfer Fee

Move to approve Article 35 as printed in the Warrant to authorize the Select Board to petition the General Court for special legislation authorizing the Town to impose a 0.5% real estate transfer fee.

MOVER: Susan Girard-Irwin

Article 36 Advanced Prior to Article 3, Selection 16

PETITIONED ARTICLES

Article 37: Starting with the 2026/2027 Fiscal Year 100% of Free Cash will be Applied to Reduce and Stabilize the Tax Rate—Petitioned Article

Move to postpone this article indefinitely.

MOVER: Lead Petitioner OR Susan Girard-Irwin

Article 38: Accept a Massachusetts General Law that will allow the Town to plow Private Roads—Petitioned Article

Move to postpone this article indefinitely.

MOVER: Lead Petitioner OR Susan Areson

TWO-THIRDS VOTE

Article 39: Charter Amendment to Section 6-4-3—Petitioned Article

Move to Amend Section 6-4-3 of the Town Charter relative to Finance Committee appointments as printed in the Warrant.

MOVER: Lead Petitioner OR Robert Weinstein

Article 40: Non-Binding Resolution to Establish Cost Cap and Schematic Design Requirements for a New DPW—Petitioned Article

Move to postpone this article indefinitely.

MOVER: Lead Petitioner OR Nancy Medoff

DRAFT



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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 22, 2025

ITEM: Adoption of Select Board Policy, Procedures and Rules for Use of Outdoor Space for Alcohol Service

EXPLANATION: The Town has been approached by the managers of Millan's Restaurant, located at 104 Shore Road, with a proposal to add alcohol service to an outdoor contiguous area during their operating hours. A second restaurant may also be interested in adding outdoor alcohol service. The Alcoholic Beverages Control Commission "ABCC" has issued an advisory that approval through the Commission is no longer required for amendments to add outdoor alcoholic beverage table service areas provided the establishment has a current ABCC alcohol license. ABCC advises licensees to seek approval through their Local Licensing Authority "LLA".

The Town does not currently have any policy, procedures or rules for adding outdoor alcohol service to an existing alcohol license. Adopting such a policy, procedures and rules and an accompanying application will aid future business owners who wish to add outdoor alcohol service.

For the Board's consideration is a draft *Regulation For Use Of Outdoor Restaurant Space For Alcohol Service* to ensure that standard requirements are met for this purpose. This Regulation was reviewed by Town Counsel.

The Board may also wish to set an application fee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will continue to be no regulations in place for a business which currently holds an alcohol license to expand their service to an outdoor area.

SUGGESTED ACTION: *Motion to approve/adopt the Regulation For Use Of Outdoor Restaurant Space For Alcohol Service and accompanying application, and to set a fee of {{\$\$}}.*

ATTACHMENTS:

1. Proposed Regulation For Use Of Outdoor Restaurant Space For Alcohol Service
2. ABCC Advisory
3. Proposed Application
4. Town of Truro Alcohol License Fee Schedule



**TOWN OF TRURO
SELECT BOARD
REGULATION FOR USE OF OUTDOOR RESTAURANT
SPACE
FOR ALCOHOL SERVICE**

Per the Alcoholic Beverages Control Commission Advisory issued May 1, 2024, ABCC approval is no longer required to approve applications to alter the premises of an establishment with a liquor license to add outdoor alcoholic beverage table service areas (Outdoor table service, is defined as a restaurant service that includes food prepared on-site and under a food establishment permit issued by a municipal authority pursuant to 105 CMR 590.00 that is served to seated diners outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area or other outdoor space). Licensees shall apply directly to the Town of Truro for such approvals. Full ABCC advisory has been attached to the end of this Regulation.

The Select Board of the Town of Truro hereby issues the following Regulation to create a process to enable establishments with liquor licenses to expand their premises to accommodate the service of alcohol in designated outdoor areas.

I. APPLICABILITY

1. For purposes of this Regulation, the term “restaurant” or “food service establishment” shall apply to any facility with a Common Victualer License and/or Food Permit authorizing the consumption for food and drink on the premises of the establishment.
2. For the purpose of this Regulation, the term “license” shall mean a license to serve alcoholic beverages on the premises of a restaurant issued in accordance with G.L. c. 138, §12.
3. The procedures set forth in this Regulation apply only to restaurants with existing licenses to serve alcoholic beverages on the premises. Applicants for new licenses may include outdoor areas as part of the licensed premises in their application, provided that the criteria meets the requirements of this Regulation
4. This Regulation shall not operate or be construed as allowing an increase in the permitted seating capacity (i.e., number of seats) of the restaurant. The seating capacity of the restaurant may be distributed between indoor and outdoor areas. At the time of application, the licensee shall indicate on submitted plans any such distribution of seats as provided herein.
5. Restaurants with existing licenses that have designated outdoor areas approved as part of their licensed premises may continue to use those areas provided that they comply with all applicable laws concerning the service of food and drink at the restaurant and all other applicable laws and regulations; provided, however, that there shall be no expansion or increase in occupancy of any existing outdoor area unless such expansion or increase is approved in accordance with this Regulation.

6. This Regulation shall supersede any inconsistent Select Board Regulations for the duration of the application of the policy.
7. This Regulation shall remain in effect unless sooner revoked or modified.

II. PROCEDURE

1. The Town Manager shall oversee the application process after consultation with, but not limited to, the Health Department, Fire Department, Building Department and Police Department.
2. Any existing restaurant with a license to serve alcoholic beverages on the premises issued pursuant to G.L. c. 138, §12, may apply to expand their licensed premises to add outdoor table service by filing a written application on a form approved by the Select Board.
3. The application shall be accompanied by an application fee adopted by the Select Board and an advertising fee for publication of notice of the public hearing.
4. The application shall include a plan showing the location of the proposed outdoor seating area, the size of the outdoor seating area, the number of seats and tables that will be located in the outdoor seating area, signage, vehicle impact protection plan, storage area (if any), and any other relevant information required by the Town Manager and/or the authorities having jurisdiction.
5. The application shall include proof of lawful control over the proposed outdoor area, whether by ownership, lease or other agreement, and proof of insurance to cover the licensed area. A statement from the licensee's insurer that the existing policy covers the outdoor area is sufficient.
6. The plan must describe the area in detail, including dimensions, seating capacity, and maximum occupancy and be shown on a stamped plan prepared by a surveyor or engineer.

Alternative: The plan does not have to be stamped by a surveyor or engineer or be to scale, but it must show the outdoor seating area with enough detail, including the dimensions, seating capacity, and maximum occupancy, for the board and Town officials to review the proposed seating layout and where the outdoor seating area is in relation to the building, the parking lot and other features of the site.

7. If the application requests additional seating from the current approved capacity on the license, the applicant must provide a detailed parking plan which provides for 1 space for every additional 4 seats and one additional space for every 2 employees on the largest shift, AND documentation that all Board of Health requirements have been met, including but not limited to an adequate system to treat all wastewater.
8. Upon receipt of a completed application, it will be submitted to the Select Board with a copy to the Health Agent/Board of Health, Building Commissioner, Fire Chief, Police Chief, and Town Planner (if required). The Select Board office will provide departmental copies.

9. Upon receipt of comments or concerns from Town officials, the Select Board will schedule a hearing in accordance with G.L. c. 138, § 15A. The hearing shall be advertised and abutters shall be notified in accordance with said Section 15A.
10. Applicants must be available for said hearing to answer questions from the Town of Truro Select Board. The Town of Truro Select Board will allow public comment and also receive input, if any, from Police, Fire, Health, Planning, Zoning, DPW, and Building Commissioner or other relevant officials.
11. Upon conclusion of the hearing, the Select Board will either grant or deny the application. In addition to taking into account any comments or concerns raised by Town officials, the Board will consider the impact of the proposed seating area on the surrounding neighborhood, including considering impacts from noise, traffic, parking congestion and other nuisance impacts.
12. If the Select Board finds that the proposed outdoor space does not comply with the requirements of this Regulation or any other applicable law, or if the use of the outdoor seating areas poses a threat to public health, safety or welfare, or if the seating plan is likely to cause unreasonable impacts to the neighborhood as described above, the application may be denied.
13. If approved, the authorization may be subject to such conditions as the Select Board deems are necessary for the protection of public health, safety and welfare.
14. If approved, the outdoor table service area will become part of the license and it shall be subject to all terms and conditions thereof, and it will be considered part of the license for purposes of renewal and for purposes of suspension or revocation.
15. Approval may be suspended or revoked by Town of Truro Select Board for any violation of applicable laws and regulations, violation of any term or condition of the approval, or if the outdoor table service area creates nuisance conditions for the surrounding area.

III. REQUIREMENTS AND CONSIDERATIONS

Outdoor seating areas may be located outside the restaurant building envelope, whether on a private walkway, patio, deck, lawn, parking area, or other outdoor space; provided that it remain on the legal/licensed premises, however, if a parking lot is used, there shall be no reduction in handicapped accessible parking spaces. Outdoor seating areas may not be located on public sidewalks and/or public streets and ways or on any other Town-owned property without prior approval and a license agreement from the Town for use of public property.

No outdoor entertainment, including live or recorded music, will be allowed in the outdoor seating area unless the applicant already has an entertainment license allowing such entertainment or if the Select Board grants permission after a public hearing. If outdoor entertainment is granted, there will be no amplified music in order to maintain a reasonable volume level of a peaceful nature with respect to surroundings.

The outdoor seating area shall be within the control of and contiguous to the primary premises, such that wait staff and patrons shall not have to cross streets, private property, or parking lots to

access the outdoor seating area, and must be clearly visible by management from inside the establishment, unless the licensee dedicates management personnel to the outdoor seating area.

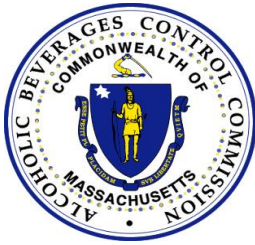
The outdoor seating area shall be physically designated with ropes, fencing or other barriers, and the restaurant shall be responsible for ensuring that there is no consumption of alcohol outside of the designated outdoor seating area. The applicant shall provide in its application a description of the measures that will be implemented to ensure that alcoholic beverages are not provided to minors.

The outdoor seating area shall comply with all requirements of the Americans with Disabilities Act and applicable regulations of the Massachusetts Architectural Access Board.

All other regulations and permit conditions, including hours of operation, shall remain in effect, and the outdoor seating areas shall be subject to inspection by agents of the Town of Truro Select Board, Building Department and Board of Health. Once approved, the conditions set forth in this Regulation shall become part of the licenses and permits for the restaurant and any violation shall be considered a violation of the terms of said licenses and permits.

The Select Board reserves the right to impose additional requirements on a case-by-case basis as may be necessary to protect public health, safety and welfare.

If any provision of this Regulation or the application thereof to any person or circumstance is held to be invalid, the remainder of this regulation, including the application of such part or provision to other persons or circumstances, shall not be affected and shall continue in full force and effect. To this end, the provisions of this policy are severable.



Jean M. Lorizio, Esq.
Chairman

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, MA 02150

ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY
REGARDING AMENDMENTS TO ADD OUTDOOR ALCOHOLIC BEVERAGE
TABLE SERVICE AREAS

On April 30, 2024, Governor Maura Healey signed into law “An Act Making Appropriations for the Fiscal Year 2024 to Provide for Supplementing Certain Existing Appropriations and for Certain Other Activities and Projects.” The text of the law can be found [HERE](#).

ABCC approval is no longer required for amendments to add outdoor alcoholic beverage table service areas¹. Licensees should contact their Local Licensing Authority “LLA” with any questions and apply directly with them. Nothing in the new law prevents the ABCC “from exercising [its] enforcement authority over an amended license nor limit(s) any appeals that can be submitted to the commission pursuant to section 67 of chapter 138.”

Local Boards must provide the ABCC notice of any amended license and can do so by submitting an updated Licensing Authority Certification form describing the entire licensed premises, including but not limited to the newly approved outdoor alcoholic beverage table service area(s).

On April 7, 2022, the ABCC approved Guidelines for Outdoor Alcoholic Beverage Service Areas which can be found [HERE](#).

Indoor alteration of premises amendments still require ABCC approval and must comply with the “Liquor Control Act” (M.G.L. c. 138) including but not limited to advertisement, abutters’ notification requirements and Local Board hearing.

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law.

Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.

(Issued 5/1/2024)

¹ “Outdoor table service,” is defined as restaurant service that includes food prepared on-site and under a food establishment permit issued by a municipal authority pursuant to 105 CMR 590.00 that is served to seated diners outside the restaurant building envelope, whether on a sidewalk, patio, deck, lawn, parking area or other outdoor space.



TOWN OF TRURO
OFFICE OF THE SELECT BOARD
APPLICATION FOR USE OF OUTDOOR SPACE FOR
ALCOHOL SERVICE

Alteration of Premises – Required Information for Outdoor Alcohol Service for
existing On-Premise Licensees

1. BUSINESS ENTITY INFORMATION

Business Name:_____

Premises Address:_____

Owner Name:_____

Owner Phone:_____ Owner Email:_____

Manager Name:_____

Manager Phone:_____ Manager Email:_____

ABCC Issues Liquor License Number:_____

2. DESCRIPTION OF PROPOSED OUTDOOR (NEW OR ALTERATIONS TO CURRENT)

Proposed Outdoor Seating Capacity:_____ Number of Entrances:_____

Outdoor Square Footage:_____ Number of Exits:_____

Proposed Hours of Operation for Outdoor Alcohol Service:_____

Current Indoor Seating Capacity: _____ Number of Entrances: _____

Current Indoor Square Footage: _____ Number of Exits: _____

Number of Floors: _____

Current Hours of Operation for Indoor Dining/ Alcohol Service: _____

Floor Plan (required): Please provide a detailed description of the proposed outdoor area, the arrangement of furniture, square footage or area, number of tables and seats, perimeter fencing/barrier/petition of the proposed area, vehicle impact protection, café umbrellas, outdoor heaters, tents or coverings, ingress and egress, signage, storage, and any other equipment. Any outdoor service areas should be contiguous to the current licensed premises with a clear and direct view of the outdoor area from inside the licensed premises.

Parking Plan (required): If additional seating is requested from original approval, applicant must provide a detailed parking plan.

3. OCCUPANCY OF PREMISES

The applicant shall demonstrate a legal right of access to use the proposed outdoor space, either through ownership or lease. Please complete all fields below and provide proof of legal occupancy of the premises. (e.g. deed or lease)

Own or Lease Property: _____

Landlord Name: _____

Landlord Address: _____

Landlord Email: _____ Phone Number: _____

Proof of Permission for proposed outdoor alcohol service (required): If leasing the property, please provide written permission from the owner approving of the proposed outdoor alcohol service along with a copy of the lease.

4. REQUIRED ATTACHMENTS CHECKLIST

- Completed application for use of outdoor space for alcohol service
- Legal Right to Occupy (copy of deed or lease; and written permission from Landlord, if applicable)
- Detailed Floor Plan
- Certificate of Insurance as proof of insurance as set forth in the procedures and rules
- Parking Plan
- Copy of current Liquor License

5. APPLICANT'S STATEMENT

- a) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- b) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- c) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- d) I understand that any physical alterations to or changes to the size of the area, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- e) I understand that the licensee's failure to operate the license premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- f) I acknowledge receipt of the Town of Truro Regulation For Use Of Outdoor Restaurant Space For Alcohol Service and will comply with all such procedures and rules.

I HEREBY CERTIFY UNDER THE PAINS AND PENALTIES OF PERJURY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

Owner/Manager Signature: _____

Name (printed): _____ Date: _____

(Please submit application and require documents to the Select Board's Office)

Town Internal Routing, with approval received as necessary, including (but not limited to)

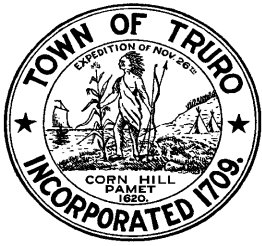
- Select Board (LLA) _____
- Town Manager _____
- Health Agent _____
- Police Chief _____
- Fire Chief _____
- Building Commissioner _____
- Town Planner _____

Internal checklist:

- Departmental reviews _____
- Abutter notices sent via certified mail _____
- Legal Ad for Hearing Notice _____
- Select Board LLA Hearing Date: _____
- Select Board LLA Approval Date: _____
- Notification date sent to ABCC: _____

ALCOHOL LICENSES

		Truro Fees
ANNUAL	Annual	
	Pouring	
	All Alcohol	\$1,875.00
	Wine and Beer	\$1,500.00
	General on Premises	
	All Alcohol	\$1,875.00
	Wine and Beer	\$1,500.00
	Package	
	All Alcohol	\$1,875.00
	Wine and Beer	\$1,500.00
	Club	
	All Alcohol	\$1,000.00
	Wine and Beer	\$875.00
SEASONAL	Seasonal	
	Pouring	
	All Alcohol	\$1,875.00
	Wine and Beer	\$1,500.00
	General On Premises	
	All Alcohol	\$1,875.00
	Wine and Beer	\$1,500.00
	Package	
	All Alcohol	\$1,875.00
	Wine and Beer	\$1,500.00
	Club	
	All Alcohol	\$1,000.00
	Wine and Beer	\$875.00
	Farmer Series	
	Winery	\$500.00
	Distillery	\$600.00
	Brewery	\$500.00



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Acting Town Manager

REQUESTED MEETING DATE: April 22, 2025

ITEM: Review, Discussion and Possible Vote to Adopt Curb Cut Regulations

EXPLANATION: The 2025 Annual Town Meeting Warrant includes Article 31: Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts, which includes Part A, section 3: Regulations:

The Select Board shall enact and may from time to time amend regulations to effectuate the purposes of this bylaw.

A draft set of regulations is prepared for the Board's consideration so that the Town Meeting voters have clarity on the regulations that are referenced in the proposed bylaw. Town Counsel has reviewed the draft regulations. If the Board chooses to adopt the regulations, the vote should be contingent on the passing of Article 31 at the Annual Town Meeting.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The regulations can be adopted after the vote at Town Meeting if the Board so chooses, however, adopting prior to (or at least having the discussion) will help to inform Town Meeting voters about what the referenced regulations will entail).

SUGGESTED ACTION: *Motion to adopt Curb Cut Regulations as prepared.*

ATTACHMENTS:

1. Draft Regulations
2. Article 31: Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts

**Town of Truro Select Board
Curb Cut
REGULATIONS**

1. *Authority*

The Select Board promulgates these Regulations pursuant to Chapter IV, Section 8 of the General Bylaws of the Town of Truro.

2. *Purpose*

The purpose of this Bylaw is to protect public safety, including but not limited to safe passage for emergency vehicles and personnel, and to protect Town roads and infrastructure, as they are impacted by the location and use of Curb Cuts on Town- and State-owned roads.

3. *Definition*

For purposes of this Bylaw, a Curb Cut is any portion of the frontage of a lot, on a public way, used for vehicular access to and egress from such lot.

4. *Effective Date*

As of the date that Section 4-8 of the General Bylaws take effect, these regulations shall apply.

5. *Approving Authorities*

Permits for Curb Cuts on Town roads are issued by the Select Board following Town Department review. Permits for Curb Cuts on State-owned roads are referred to the Massachusetts Department of Transportation for review and approval.

6. *Applicability*

All new Curb Cuts and modifications to existing Curb Cuts require the submittal of a complete Curb Cut Application. The curb cut permit must be obtained prior to application for a building permit for construction on the subject lot.

7. *Procedures*

- 1) Curb Cut Application. Prior to performing commencing any work on a Curb Cut onto a Town- or State-owned road, the property owner or representative shall submit a completed Curb Cut Application to the Building Department. Such Application shall be available at the Building Department, and may be amended from time to time.
- 2) Required Information. The following materials shall be submitted with a completed Curb Cut Application:

- Complete plans of subject property (engineered; stamped; scale no less than 1" = 40'), showing property lines; topography; existing and proposed driveway(s); and grade of driveway to be served by Curb Cut.
 - List of materials
 - Explanation/illustration of means and methods for construction, stormwater management and erosion control
- 3) Town Department Review. The completed Curb Cut Application with supporting materials shall be reviewed for compliance with the Curb Cut Standards by the Director of Public Works and other Town Departments as deemed necessary, including but not limited to the Police and Fire Departments. The Director of Public Works shall submit to the Select Board with a recommendation of approval; approval with conditions; or disapproval.
 - 4) Select Board Review. The Select Board shall, following review of the Curb Cut Application and Town Department comment, approve or disapprove the Curb Cut, imposing on an approval any conditions deemed necessary for public safety and/or the protection of Town property.
 - 5) Construction of Curb Cut. All approved Curb Cuts must be completed within one year of approval. Upon written request, an extension may be granted by the Director of Public Works.
 - 6) Inspection and Certification. The Director of Public Works shall inspect the completed Curb Cut and certify its compliance with applicable standards and any conditions of approval.
 - 7) Violation or Noncompliance with Curb Cut Standards. The Director of Public Works may inspect a Curb Cut under construction, and may direct the issuance of a stop work (cease and desist) order for noncompliance with the Curb Cut Standards and/or violation of the approval granted, including any conditions of approval.
 - 8) Modifications to Existing Curb Cuts. All modifications to existing Curb Cuts require the submittal of a complete Curb Cut Application. The Director of Public Works is authorized to approve alterations to existing Curb Cuts (i.e., without approval of Select Board) following a modified review process.

8. *Curb Cut Standards*

1) *General*

- A. One (1) Curb Cut is permitted on each lot. The Select Board may grant a variance from this limit upon demonstration of site-specific need.

- B. Curb Cuts and driveways shall be located to maximize safety for entrance to and exit from the property, considering factors of grade, road alignment, profile, and sight distance conditions.

2) Grade; Radius; Sight Distances

- A. Driveways served by Curb Cuts shall have a maximum grade of 15%.
- B. The radius of a private driveway may not extend beyond the private owner's property line without the written consent of the abutting property owner.
- C. All Curb Cuts shall be constructed such that the sight distance in each direction is not less than three hundred (300) feet; however, when intersecting Route 6, the sight distance in each direction shall be no less than four hundred seventy-five (475) feet.

3) Public Safety Clearing (Vegetation). Consistent with General Bylaw 1-9-13, for driveways in excess of fifty (50) feet in length, the following standards shall be met:

- A. The traveled way of any driveway shall be no less than eight (8) feet wide
- B. The combined traveled way and clearance of any obstacles including vegetation shall be no less than (14) feet. (8' wide driveway 3' clearing on either side of driveway).
- C. Height clearance shall be no less than fourteen (14) feet from the road surface.

4) Erosion Control; Damage. All Curb Cuts and related driveways shall be located and constructed so as to preclude, during and after construction:

- Erosion of sand, soils, and other materials onto any Town or State Road
- Stormwater runoff onto any Town or State road
- Damage to any Town or State road.
- Any other potential hazard to public safety or Town property as may be identified by the Director of the Department of Public Works, Building Commissioner, Chief of Police, and/or Fire Chief.

Temporary vegetation and/or mulching shall be used to protect exposed areas during construction. Permanent (final) vegetation and any mechanical measures required to stabilize the land surface and control erosion shall be installed as soon as practicable after construction ends.

9. Costs to be borne by property owners

- 1) All costs relating to construction of a Curb Cut shall be borne by the property owner(s) and any successors in interest.
- 2) The cost of any repairs to Town property caused during or after construction of the Curb Cut, and/or caused by failure to comply with this Bylaw or any condition(s) of Curb Cut approval, shall be borne by the property owner(s) and/or any successors in interest.

10. Enforcement of Curb Cut Regulations

The Select Board, or its agent, shall enforce these Regulations in accordance with the Town's General Bylaws. Failure to comply with these Regulations or the conditions of the Curb Cut will result in a denial of the building permit and/or for issuance of a certificate of occupancy, and shall be punishable by fine as established in Appendix A of the Town's General Bylaws. Each day or portion thereof that a violation exists shall be deemed a separate offense.

Article 31: Amend General Bylaws Chapter IV Public Safety to Add New Section 8 Curb Cuts

To see if the Town will vote to amend the General Bylaws of the Town of Truro Chapter IV Public Safety, by adding a new Section 8, Curb Cuts, and by amending Appendix A to the General Bylaws by adding the following new row relative to fines for violations of the above Section 8, Curb Cut Bylaw, as shown below:

PART A: CURB CUT BYLAW

SECTION 8: CURB CUTS

SECTION 1: Purpose

8-1-1 The purpose of this Bylaw is to protect public safety, including but not limited to safe passage for emergency vehicles and personnel, and to protect Town roads and infrastructure, as they are impacted by the location and use of Curb Cuts on Town- and State-owned roads.

SECTION 2: Curb Cut Defined

8-2-1 For purposes of this Bylaw, a curb cut is the alteration of any portion of the frontage of a lot, on a public way, used for vehicular access to and egress from such lot.

SECTION 3: Regulations

8-3-1 The Select Board shall enact and may from time to time amend regulations to effectuate the purposes of this bylaw.

SECTION 4: Applicability

8-4-1 No person shall create a curb cut or alter an existing curb cut on any property with frontage upon a Town or State public way without a permit issued by the Select Board.

8-4-2 All work to create or alter a curb cut shall be in strict accordance with the Regulations of the Select Board, the terms and conditions imposed on any permit, and all applicable state, local and federal regulations.

8-4-3 For curb cuts on State roads, the applicant shall obtain the approval of the Massachusetts Department of Transportation prior to applying for a permit from the Select Board.

8-4-4 A permit shall be required whether the curb cut is permanent or temporary. This includes Curb Cuts associated with new construction; Curb Cuts absent new construction; new Curb Cuts on lots with existing Curb Cuts; and temporary construction

access for septic system installation, well installation, building moving permit, clearing and grubbing of lots, excavation for foundations, and retaining walls.

8-4-5 For curb cuts involving other work requiring a building permit, the curb cut permit must be obtained prior to application for a building permit for construction on the subject lot. No certificate of occupancy shall issue unless all conditions of the Curb Cut Permit have been met as certified by the Director of Public Works to the Building Commissioner.

SECTION 5: Enforcement; Penalties

8-5-1 Denial of Building Permit/Certificate of Occupancy. Violation of this Bylaw or any regulations enacted pursuant thereto, and/or failure to comply with the conditions of a Curb Cut permit, shall result in a denial by the Building Department of any application for a building permit and/or for issuance of a certificate of occupancy for any construction on the property.

8-5-2 Request to MassDOT for Disapproval of Requested Permit. Violation of this Bylaw, or any regulations enacted pursuant thereto, and/or failure to comply with the conditions of a Curb Cut permit, shall result, where applicable, in a request by the Town to the Massachusetts Department of Transportation for the Department's disapproval of an owner/applicant's request for a permit to enter a State road.

8-5-3 Penalties. Violation of this Bylaw, or any regulations enacted pursuant thereto, and/or failure to comply with the conditions of a Curt Cut approval shall be punishable by a fine as established in Appendix A of the Town's General Bylaws. Each day or portion thereof that a violation exists shall be deemed a separate offense.

8-5-4 Noncriminal Disposition. This Bylaw may be enforced by the Director of the Department of Public Works or their designee in accordance with Chapter 1, s. 1.1.4 of the Town's General Bylaws, such fines may be enforced either through a criminal complaint or non-criminal disposition in accordance with G.L. c. 40, s. 21D.

8-5-5 Other Enforcement. The Town may enforce this Bylaw and/or any regulations enacted pursuant thereto, and/or any conditions of a Curt Cut approval or enjoin violations thereof through any lawful process, and the election of one remedy shall not preclude enforcement through any other lawful means.

SECTION 6: Severability

8-6-1 The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

PART B: CORRESPONDING AMENDMENT TO APPENDIX

To amend the General Bylaws by inserting, in Appendix A, the following terms in a new row corresponding to the above Section 8, Curb Cut Bylaw, as shown below:

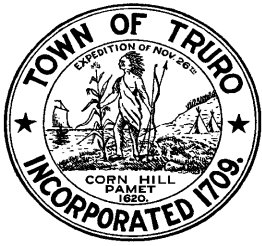
<u>Chapter & Section</u>	<u>Subject</u>	<u>Fine \$</u>	<u>Enforcing Authority</u>
4-8-8	Curb Cut	\$300	Building Commissioner

or take any other action relative thereto.

Requested by the Select Board

Explanation: Presently, Select Board Policy 28 Curb Cut Policy provides the purpose, applicability, process, standards, and enforcement for curb cuts in Truro. The Select Board has discussed at various meetings over the years the need for better enforcement mechanisms related to Curb Cut violations, which can best be achieved by the adoption of a Section of General Bylaw and accompanying fine schedule in Appendix A of the General Bylaws.

Select Board Recommendation	5	0	0
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TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 22, 2025

ITEM: Weekday Entertainment Applications for the Truro Concert Committee and Sustainable Cape (Farmer's Market)

EXPLANATION: The Truro Concert Committee has submitted two Weekday Entertainment Applications for their Summer Concert Series held at the Truro Public Library. One application encompasses all events being held outdoors, from the back deck of the Library. The second application is in the event of rain, where the event would then be moved indoors.

The Police Chief and Library Director have both approved these applications.

Dates for the events will be Thursdays; 7/1, 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 8/19, and 8/26.

Sustainable Cape has submitted their Weekday Entertainment Application for their Farmer's Market which will be held Mondays; 6/2 through 9/15.

The Police Chief has approved this application.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: There will be no permission to hold these Community Events at the Truro Public Library or at Veteran's Memorial Field.

SUGGESTED ACTION: *Motion to approve the two Weekday Entertainment Licenses for the Truro Concert Committee.*

Motion to approve the Weekday Entertainment License for Sustainable Cape.

ATTACHMENTS:

1. Application for Entertainment License-Outdoors (Truro Concert Committee)
2. Application for Entertainment License-Indoors (Truro Concert Committee)
3. Application for Entertainment License-Sustainable Cape



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

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

Application for an Entertainment License

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

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

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

BUSINESS/ORGANIZATION INFORMATION

Ken Field

Truro Concert Committee

Name of Applicant

Business/Organization Name

Truro Town Hall, PO Box 2030, Truro, MA 02666

Mailing Address of Business/Organization

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

☒ Yes

☐ No

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

Ken Field

617-233-1362

ken@kenfield.org

Contact Person

Phone Number

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Thursdays, 7/1, 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 8/19, 8/26

Community unity!

Day (s)/Date (s) of Event for License to be issued

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6:20-8pm

Truro Public Library (back deck) /

Event is: ☐ Indoor ☒ Outdoor Event

Location (Must provide facility name, if any, street number and name)

(Please check applicable box)

Town of Truro/Truro Public Library

508-487-1125

Property Owner Name and Address

Phone number

Seating Capacity: n/a

Occupancy Number: n/a

n/a

Approximate number of people attending 200

Name of Caterer (if applicable)

Truro Application for Entertainment License

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

Will an admission fee be collected? ☐ Yes ☒ No

Will there be a One Day Alcohol License ☐ Yes ☒ No **If yes; you must also apply for a One Day Alcohol License**

Will there be Police Traffic Control? ☐ Yes ☒ No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: ☒ By Patron ☐ By Entertainers ☐ No Dancing

Music: ☐ Recorded ☐ Juke Box ☒ Live ☐ No Music

Number of Musicians & Instruments (Type) 3-5 (guitar, bass, drums, horns, vocals)

Amplified System: ☒ Yes ☐ No

Shows: ☐ Theater ☐ Movies ☐ Floor Show ☐ Light Show
☒ No Show

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

Applicant's Signature

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

Kenneth A. F. F.

25 March 2025

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

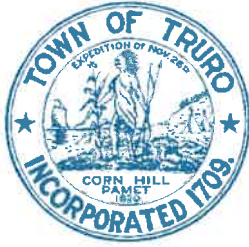
License No. _____

Select Board Chair _____ Meeting Date _____

Police Department Jamie Calise Date 4-2-2025

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

Truro Library Director Chuck Johnson Date 4/1/25
Truro Application for Entertainment License



TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

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

Application for an Entertainment License

☐ Annual

☒ Weekday

☐ Saturday

☐ Sunday

☐ Seasonal

☐ Seven-Day

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

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

BUSINESS/ORGANIZATION INFORMATION

Ken Field

Truro Concert Committee

Name of Applicant

Business/Organization Name

Truro Town Hall, PO Box 2030, Truro, MA 02666

Mailing Address of Business/Organization

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

☒ Yes

☐ No

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

Ken Field

617-233-1362

ken@kenfield.org

Contact Person

Phone Number

Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name

Mailing Address

Phone Number

Email Address

EVENT INFORMATION

Thursdays, 7/1, 7/8, 7/15, 7/22, 7/29, 8/5, 8/12, 8/19, 8/26

Community unity!

Day (s)/Date (s) of Event for License to be issued

Purpose of Event (example: fundraiser)

Hours of Event (from - to) 6:20-8pm

Truro Public Library (inside if rain)

Event is: ☒ Indoor ☐ Outdoor Event

Location (Must provide facility name, if any, street number and name)

(Please check applicable box)

Town of Truro/Truro Public Library

508-487-1125

Property Owner Name and Address

Phone number

Seating Capacity: 60

Occupancy Number: 72

Approximate number of people attending 60

Name of Caterer (if applicable)

Truro Application for Entertainment License

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

Will an admission fee be collected? ☐ Yes ☒ No

Will there be a One Day Alcohol License ☐ Yes ☒ No **If yes; you must also apply for a One Day Alcohol License**

Will there be Police Traffic Control? ☐ Yes ☒ No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: ☒ By Patron ☐ By Entertainers ☐ No Dancing

Music: ☐ Recorded ☐ Juke Box ☒ Live ☐ No Music

Number of Musicians & Instruments (Type) 3-5 (guitar, bass, drums, horns, vocals)

Amplified System: ☒ Yes ☐ No

Shows: ☐ Theater ☐ Movies ☐ Floor Show ☐ Light Show
☒ No Show

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

Applicant's Signature

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

Kenneth A. Fial

31 March 2025

Signature

Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

License No. _____

Select Board Chair _____ Meeting Date _____

Police Department Jamie Calise Date 4-2-2025

Truro Library Director Cheryl Date 4/1/25

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



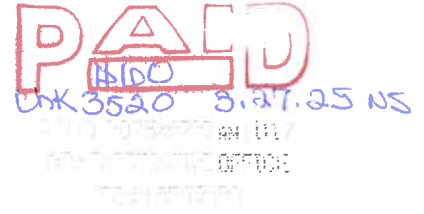
TOWN OF TRURO

Licensing Department

PO Box 2030, Truro, MA 02666

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

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



Application for an Entertainment License

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

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

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

BUSINESS/ORGANIZATION INFORMATION

Jackie Opitz Sustainable CAPE
Name of Applicant Business/Organization Name

P.O. Box 988 Truro MA 02666
Mailing Address of Business/Organization

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

☒ Yes

☐ No

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

Jackie Opitz 406-861-0705 Jackie@sustainableCAPE.org
Contact Person Phone Number Email

INDIVIDUAL APPLICANT INFORMATION

Individual's Name Mailing Address

Phone Number Email Address

EVENT INFORMATION

Mondays 6/2/25 - 9/15/25 Educational Farmers' Market
Day (s)/Date (s) of Event for License to be issued Purpose of Event (example: fundraiser)

Hours of Event (from - to) 8am - 12pm

Veterans Mem. Field - 20 Truro Center Rd. Event is: ☐ Indoor ☒ Outdoor Event
Location (Must provide facility name, if any, street number and name) (Please check applicable box)

Town of Truro
Property Owner Name and Address Phone number

Seating Capacity: _____ Occupancy Number: _____

Approximate number of people attending 100 +

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

If the event is covered please return *Career Food Service License to Health Agency* or *Food & Drug* or *MSA*

Will there be a fee for the event?

☐ Yes

☒ No

Will there be a One Day Alcohol License

☐ Yes

☒ No

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

Will there be a Traffic Control

☐ Yes

☒ No

ENTERTAINMENT INFORMATION

Type of Entertainment: Please check the appropriate boxes.

Dancing: ☐ By Patron ☐ By Entertainers ☒ No Dancing

Music: ☐ Recorded ☐ Juke Box ☒ Live ☐ No Music

Number of Musicians & Instruments (Type) 12 musicians/instruments

Amplified System: ☐ Yes ☒ No

Shows: ☐ Theater ☐ Movies ☐ Floor Show ☐ Light Show
☒ No Show

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

Applicant's Signature

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

Jaclyn [Signature]
Signature

3/21/24
Date

- A valid entertainment license must be on the premises before the entertainment is commenced.
- No entertainment shall be offered, conducted, or otherwise provided by any establishment licensed under MGL Chapter 140 without first obtaining an entertainment license from the Board of Selectmen.
- Sunday entertainment must be specifically requested and addressed in the permitting process, under MGL 136.
- These regulations are intended to allow the Board of Selectmen to determine the appropriate parameters to limit impacts to the neighbors of the establishment and to the community by the establishment and the entertainment provided therein.
- A copy of the required Fire Safety Inspection Certificate of the facility must be provided, if applicable.
- The Local Licensing Authority may impose restrictions and/or conditions.

Office Use Only

APPROVAL

License No. _____

Select Board Chair

Meeting Date

Police Department

Jamie Calise

Date April 1, 2025

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



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 22, 2025

ITEM: Approval of Renewal of 2025 Seasonal Business Licenses:

- Blackfish Restaurant-Common Victualer
- Hillside Farmstand-Transient Vendor
- Lewis Brother's Ice Cream-Hawker Peddler

EXPLANATION: These licenses are under the authority of the Select Board as the Local Licensing Authority. If you approve the licenses for renewal, the licenses will be issued only upon compliance with all regulations, receipt of the necessary fees and proof of taxes paid in full for the fiscal year. There were no reported issues with these establishments in 2025.

Mass General Law	Licenses & Permits Issued by Select Board	Names of Businesses
Chapter 140 § 2	Common Victualer (Cooking, Preparing and Serving food)	Blackfish Restaurant
Chapter 101 § 2	Transient Vendor (Seasonal Retail)	Hillside Farmstand
Chapter 101 § 13	Hawker Peddler Mobile Food Truck	Lewis Brother's Ice Cream (Mobile Truck) Route: Cold Storage, Great Hollow, Corn Hill, Ballston, Longnook, Coast Guard, Head of the Meadow, Puma Park, Adventure Bound Campgrounds, Truro Center for the Arts at Castle Hill and Truro Vineyards

FINANCIAL SOURCE (IF APPLICABLE): N/A

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

SUGGESTED ACTION: *Motion to approve the 2025 Common Victualer License for Blackfish Restaurant, a Transient Vendor License for Hillside Farmstand, and a Hawker Peddler License for Lewis Brother's Ice Cream, upon compliance with all regulations and receipt of the necessary fees.*

ATTACHMENTS:

1. Renewal Application for 2025: Blackfish Restaurant
2. Renewal Application for 2025: Hillside Farmstand
3. Renewal Application for 2025: Lewis Brother's Ice Cream

Septic insp: 11/8/22
Smoke exp: 4/16/25

FS# 2025-089



**Town of Truro
Board of Health**

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

MAR 24 2025

APPLICATION FOR FOOD SERVICE - COMMON VICTUALER

50-139

Name of Business: Blackfish

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

Section 1 - License Type

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

Type of Food Service Establishment:

- ☒ Food Service (restaurant or take out)/ \$75
☐ Retail Food (commercially prepared foods)/\$15
☐ Residential Kitchen \$25
☐ Bed & Breakfast w/Continental Breakfast

- ☒ Catering/ \$50
☐ Manufacturer of Ice Cream/Frozen Dessert / \$10
☐ Bakery \$10

CAT# 2025-089A

Section 2 - Business/Owner/Manager Information

Federal Employers Identification Number (FEIN/SS) _____

Business Name: _____

Owner Name: _____

Email Address: _____

Mailing Address: _____

Phone No: _____

Section 3 - Business Operation Details

Number of Seats: Inside: 82 Outside: _____ **Number of Employees:** 25

Length of Permit: ☐ Annual ☒ Seasonal Operation

Hours of Operation: 5 To 1

Days Closed Excluding Holidays: _____

If Seasonal: Approximate Dates of Operation: 5/1/25 to 12/31/25

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

Name: Eric Smith **Email Address:** _____

Mailing Address: PO Box 258

Phone No: _____

24 Hour Emergency: _____

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

Karen Mankarke

Allergen Awareness Certification (attach copy):

Karen Mankarke

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

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

Section 4 - Attestation

Attestation

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

Signature of Applicant:

[Signature]

Date:

3/19/21

Application Checklist:

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

FOR HEALTH DEPARTMENT USE ONLY

Comments: _____

Review by _____

Date _____



The Commonwealth of Massachusetts
Department of Industrial Accidents
1 Congress Street, Suite 100
Boston, MA 02114-2017

www.mass.gov/dia

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

Applicant Information

Please Print Legibly

Business/Organization Name: Blackfish Creek Road

Address: 17 Two Cedar Road

City/State/Zip: Two, N. Oxb Phone #: _____

Are you an employer? Check the appropriate box:

1. ☐ I am an employer with 25 employees (full and/or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: Banner York & Dow

Insurer's Address: P.O. Box 554

City/State/Zip: Provincetown, Ma 02657

Policy # or Self-ins. Lic. # BR Expiration Date: 6/19/28

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

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

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

Signature: [Signature] Date: 5/19/28

Phone #: _____

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 ALLERGEN AWARENESS TRAINING

Name of Recipient: BRIAN ERSKINE

Certificate Number: 5612568

Date of Completion: 5/5/2022

Date of Expiration: 5/5/2027

BUILDING DEPARTMENT
HEALTH DEPARTMENT
TOWN OF TRLIRO

MAY 02 2023
RECEIVED BY

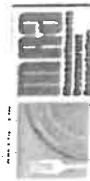
MAY 05 2022
RECEIVED BY



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

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

Issued By:



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

NATIONAL
RESTAURANT
ASSOCIATION
800.765.2122
www.restaurant.org

ServSafe
National Restaurant Association

HEALTH DEPARTMENT
TOWN OF TRURO
MAY 02 2023
RECEIVED BY

ServSafe

CERTIFICATION

KEVIN MANDEVILLE

for successfully completing the standards set forth for the ServSafe Food Protection Manager Certification Examination, which is accredited by the American National Standards Institute as a reference for Food Protection (FPP).

CE
NUMBER

10749

EXAM FOR NUMBER

3/18/2021

DATE OF EX
Local laws apply. Check

3/18/2026

DATE OF EXPIRATION

for recertification requirements.



#0865

dition Solutions

In accordance with

The ServSafe logo are trademarks of the NRAEF. National Restaurant Association® and its use design

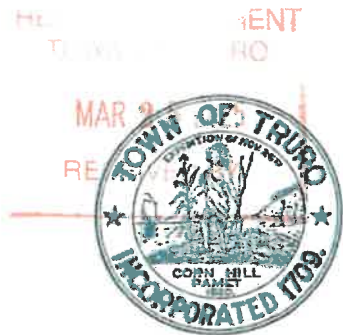
Contact us with questions at 233 S. Wacker Drive, Suite 3000, Chicago, IL 60606-4333 or ServSafe@restaurant.org



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

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

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



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004, Extension: 113 or 126 Fax: 508-349-5505

TAX STATUS REQUEST FOR LICENSING

Date 03/24/2025

Request is coming from the Selectmen's Office _____ Health Office X

Owner's Name: Eric Jansen

Business Name: Blackfish Restaurant

Residential Address: 17 Truro Center Rd

Map and Parcel: 50-139

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

O. Reynolds
Tax Collector's Signature

03.25.2025

Date

Application to Serve on a Board or Committee

Applicant Information

Last Name	Grunwald
First Name	Kevin
Middle Initial	
Email Address	kevshawn@comcast.net
Phone Number	(508) 349-7810
Address (Street)	1 Longnook Drive
Address (City)	Truro
Address (State)	MA
Address (Zip Code)	02666
Mailing Address (Please indicate box number and zip code)	PO Box 259

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? Cape Cod Commission

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

I have been Truro's representative to the Commission since 2013, and currently serve as the Secretary of the Executive Committee. I have enjoyed my work in this position, and believe that the Commission serves a critical role in balancing protection and development on the Cape, while providing much needed resources to our fifteen towns. I also believe that I have been an effective member of the Commission, providing leadership on a number of issues including Affordable Housing and protection of important water and wastewater challenges. I would be grateful for an opportunity to continue to serve.

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:

Not at this time.

Experience

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

I have had extensive professional experience working with committees and teams. During my full-time residence in Truro I have served on the following boards and committees: Town Manager Search Committee, Walsh Committee, Housing Authority, Joint Housing Committee, Cloverleaf Advisory Committee, Barnstable County HOME Committee, 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.

Retired Social Worker with 40 years of experience working with organizations in various capacities.

Signature

Kevin Grunwald

Date

04/02/2025



TOWN OF TRURO

BOARD OF HEALTH

24 Town Hall Road, P.O. Box 2030, Truro, MA 02666

Tel: 508-349-7004 x131 Fax: 508-349-5508

Email: ebeebe@truro-ma.gov or adavis@truro-ma.gov

APPLICATION FOR MOBILE FOOD SERVICE PERMIT

☐ New ☒ Renewal

Section 1 – Type of Mobile Food Service

- ☐ Mobile Food Truck (potentially hazardous foods)
☒ Ice Cream Truck
☐ Pushcart (limited to non-potentially hazardous foods)

Section 2 – Business/Owner/Manager Information

Business Name: LEWIS BROTHERS, INC. FEIN: _____
 Owner Name: DAVID LEWIS Email Address: _____
 Mailing Address: 310 COMMERCIAL ST. PROVINCETOWN, MA 02657
 Phone No: _____ 24 Hour Emergency: SAME

Certified Food Manager(s) (attach copy):

DAVID LEWIS

Allergen Awareness Certification (attach copy):

DAVID LEWIS

List fixed or stationary location(s) where food will be sold:

SAME ROUTE AS 2024 5/24/25 - 10/13/25

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

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

Section 3 – Base of Operations

(All Mobile Food Vendors must operate out of a fixed Licensed Establishment)

Name: LEWIS BROTHERS HOMEMADE ICE CREAM Telephone: _____
 Address: 310 COMMERCIAL ST. TOWN Owner/Manager: DAVID LEWIS
 Type of Establishment: RETAIL FOOD

Section 4 – Waste

WATER SYSTEM/WASTE RETENTION:

☐ Site has potable water hookup

☒ Potable water supply tank on unit. Capacity 5 gal.

Capacity of waste retention tank 7 gal (should be greater than supply)

How and where will the liquid waste water be disposed of?

BASE OF OPERATIONS

Section 5 - Attestation

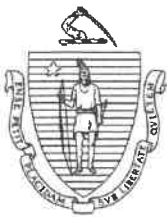
I, the undersigned, attest to the accuracy of the information provided in this application and further agree to allow the regulatory authority access to the mobile vending truck or pushcart as specified under § 8-402.11. I affirm that the mobile food service operation will comply with 105 CMR 590.000,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

Signature of Applicant: David S. Jenkins

Date: 3/28/25

Application Checklist:

- ☐ Smoke detector/fire protection certification.
- ☐ Copy of inspection of commercial hood/ventilation system report (if applicable)
- ☐ IF YOU HAVE EMPLOYEES- Workers Compensation Affidavit & Certificate of Insurance
- ☐ IF YOU DO NOT HAVE EMPLOYEES- Workers Compensation Affidavit
- ☐ Copy of valid food service permit for base of operations (if located outside Truro)
- ☐ Copy of most recent food service inspection report for base of operations (if located outside of Truro)
- ☐ Copy of the commissary agreement (base of operations).
- ☐ ICE CREAM TRUCKS ONLY: complete CORI form and permit to engage in ice cream vending mgl 270 §25
- ☐ Copy of state Hawker Peddler License



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: LEWIS BROTHERS, INC.
Address: 310 COMMERCIAL ST.
City/State/Zip: PROVINCETOWN, MA 02657 Phone #: _____

Are you an employer? Check the appropriate box:

1. ☒ I am a employer with 10 employees (full and/ or part-time).*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: AELC
Insurer's Address: 54 THIRD AVE
City/State/Zip: BURLINGTON, MA 01803
Policy # or Self-ins. Lic. # WCC-500- Expiration Date: 8/21/25

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

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

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

Signature: Dan S. Lewis Date: 3/28/25

Phone #: _____

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 #: _____

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY
INFORMATION PAGE

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

NCCI NO 40959

POLICY NO. WCC-500-5011265-2024A
PRIOR NO. WCC-500-5011265-2023A

ITEM

1. The Insured: Lewis Brothers Inc
DBA:
Mailing address: C/O David Lewis
155 Samoset Road
Eastham, MA 02642

FEIN: **-***3840

Legal Entity Type: Corporation

Other workplaces not shown above: See Location

2. The policy period is from 08/21/2024 to 08/21/2025 12:01 a.m. standard time at the insured's mailing address.
3. A. Workers Compensation Insurance: Part One of the policy applies to the Workers Compensation Law of the states listed here: MA
- B. Employers' Liability Insurance: Part Two of the policy applies to work in each state listed in item 3.A.

The limits of liability under Part Two are:

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

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

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

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

Classifications		Premium Basis	Rates	
	Code No.	Estimated Total Annual Remuneration	Per \$100 Of Remuneration	Estimated Annual Premium
INTRA	000183786			
INTER		SEE CLASS CODE SCHEDULE		


Minimum Premium \$201

GOV	GOV
STATE	CLASS
MA	8017

Total Estimated Annual Premium \$1,451
Deposit Premium \$376

State Assessments/Surcharges
\$1,060.00 x 4.6800% \$50

This policy, including all endorsements, is hereby countersigned by


Authorized Signature

08/02/2024
Date

Service Office:
54 Third Avenue
Burlington MA 01803

Benson Young & Downs Ins
P.O. Box 559
56 Howland Street
Provincetown, MA 02657

WC 00 00 01 A (7-11)

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used with its permission.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/27/2025

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 have ADDITIONAL INSURED provisions or 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	Benson Young & Downs Ins 15 Briar Lane P O Box 717 Wellfleet MA 02667-0717	CONTACT NAME: Caitlin Regan PHONE (A/C, No, Ext): (508) 349-6311 E-MAIL ADDRESS: certdesk@byandd.com FAX (A/C, No): (508) 349-7894																					
INSURED	Lewis Brothers Inc & Plover Holdings LLC c/o David Lewis 155 Samoset Road Eastham MA 02642-	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Associated Employers Ins Co</td><td>11104</td></tr><tr><td>INSURER B:</td><td>Arbella Protection Ins Co</td><td>41360</td></tr><tr><td>INSURER C:</td><td>The Hartford</td><td>19682</td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Associated Employers Ins Co	11104	INSURER B:	Arbella Protection Ins Co	41360	INSURER C:	The Hartford	19682	INSURER D:			INSURER E:			INSURER F:		
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INSURER C:	The Hartford	19682																					
INSURER D:																							
INSURER E:																							
INSURER F:																							

COVERAGES

CERTIFICATE NUMBER: 20846

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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<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"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER		08SBMAB8399	09/21/2024	09/21/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		1020077151	09/21/2024	09/21/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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 checked="" type="checkbox"/> N/A	WCC50050112652024A	08/21/2024	08/21/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

"The Certificate Holder is included as an additional insured on the General Liability policy when required by written contract or agreement."

CERTIFICATE HOLDER

CANCELLATION

AI 119510

Town Of Truro 24 Town Hall Lane PO Box 2030 Truro MA 02666	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
---	---

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Commonwealth of Massachusetts

Division of Standards

Hawker / Peddler

For current status visit www.mass.gov/standards

DAVID LEWIS
LEWIS BROTHERS INC.
155 SAMOSET RD
EASTHAM MA 02642

2026

License No: HP0128208

Date of Issue: January 29, 2025

Date of Expiration: April 27, 2026



COMMISSIONER
DIVISION OF STANDARDS

This license is not transferable



DAVID LEWIS

19774314

5554

DATE OF EXAMINATION

DATE OF EXPIRATION



Sherman Brown
Executive Vice President, National Restaurant Association Solutions



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

CERTIFICATE OF ALLERGEN AWARENESS TRAINING

Name of Recipient: David Lewis

Date of Completion: January 10, 2021

Date of Expiration: January 10, 2026

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

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

Issued By:

Berkshire
AHEC

Area Health Education Center
Pittsfield, Massachusetts
www.masspublichealthtraining.org



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: April 22, 2025

ITEM: Review and Possible Approval of Event Notification form for 10th Annual Ruck 4HIT

EXPLANATION: Heroes in Transition is holding their 10th Annual Ruck 4HIT, a team-based endurance ruck relay event. The Police Chief, Fire Chief, and DPW Director have approved the event.

An Event Notification Form needs to be signed by the Chair of the Select Board, which the organization will then forward to MassDOT.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Heroes in Transition will not have permission to utilize Truro for their run.

SUGGESTED ACTION: *Motion to approve the Event Notification Form and Authorize the Chair to sign electronically.*

ATTACHMENTS:

1. Application for Permit for Organized Road Race, Event Notification Form and accompanying maps and street routes.



April 9, 2025

To Whom It May Concern,

Heroes In Transition is proud to announce its 10th annual, team-based endurance ruck relay event Ruck4HIT. On Friday, April 25th – Saturday April 26, 2025, a field of up to 30 teams will ruck from and back to the Cape Cod Fairgrounds, covering all 15 towns on the Cape. Each athlete will run 2-4 miles at a time wearing a 10 or 20 lb rucksack, and each team will collectively run non-stop for approximately 200 miles for 36 hours until the mission is complete.

Mission Statement: Ruck4HIT was created in collaboration with supporters, local veterans and those currently serving to raise awareness and funding for Heroes In Transition, Inc. and its Programs. As every service member is forced to carry the burden of war during active service and beyond, carrying the ruck sack is symbolic of hardships endured and the perseverance required to complete the mission. This event will fund Heroes In Transition's various veteran and military programs- all in the continuing effort to never leave a fallen comrade behind.

About the Relay: At maximum, there will be only 30 runners on the ground at any given time in Sandwich. We will simply be passing through the town on our route, traversing every town on the Cape. The teams have limited "stop" time as they have to pick up and drop off runners at every exchange.

*Exchange times are approximate and based on 10 min/mile. By this time in the route, we expect that teams will be spread out over a 2-3 hour period. Please see attached exchanges.

Thank you for your time. If you have any questions, please do not hesitate to contact us.

Sincerely,

Nicole Spencer
Executive Director | Heroes In Transition
508-360-0994



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

APPLICATION FOR PERMIT FOR ORGANIZED BIKE & ROAD RACES

YOUR OFFICE WILL BE
ADVISED BY MAIL

Applicant: Heather Manuel Email: _____

Group Affiliation (If Any): Heroes In Transition

Mailing Address: 3 Maramok Cir. City: Sandwich State: MA Zip: 02563

Phone: _____ Cell Phone: _____

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

10th Annual Ruck 4HFT. Please see attached

Streets &/or Roads to be Used:

Please see enclosed maps

Date(s) and Hours Race/Event:

Apr 25th, 2pm-8³⁰ pm Day: Fri ~~Sat~~

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

If Town Beaches are being used the Use of Town Property MUST be completed in addition to this application.

I, as applicant for the above, do hereby acknowledge that the town is exempt from any liability for this activity. I, as applicant for the above, additionally guarantee that the area to be used will be cleaned and left free of any debris at the completion of said activity.

Heather Manuel 4/8/25
Signature of Applicant Date

Action by the Town Manager :

Date: _____

Approved as submitted

Approved with the following condition(s): _____

Disapproved with the following reason(s): _____

Signature of the Town Manager : _____

APPLICANT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS & INSPECTIONS

Health/Conservation Agent Signature: _____ Comments/Conditions: Permits/Inspections needed:	Building Commissioner Signature: _____ Comments/Conditions: Permits/Inspections needed:
Police Department Signature: <i>Jamie Calise</i> _____ Comments/Conditions:	Fire Department Signature: No Issues _____ Comments/Conditions: Timothy Collins Digitally signed by Timothy Collins Date: 2025.04.09 16:56:47 -04'00'
DPW Signature:  _____ Comments/Conditions:	Harbormaster Signature: _____ Comments/Conditions:
Recreation and Beach Director: _____ Comments/Conditions:	Other: _____ Comments/Conditions:

EVENT NOTIFICATION FORM

Date: _____

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

Dear Sir:

Please be advised that the Grantee(s) of this Event _____ has notified the Board of Selectmen/City Council, Local Police Department, Local Fire Department and if applicable the State Police of its intention to conduct **road work/parade/race/ride** or other events impacting State Highways on Route(s) _____ in or through the City/Town(s) of _____ benefiting _____

The Grantee(s) of this Event understands that it must give the Police and Fire Departments at least 48 hours notice before the commencement of the proposed event.

The Grantee(s) must supply a Traffic Management Plan when the roadway is occupied and for all detours associated with said events to this Department and to all officials listed below. The Grantee(s) must notify the local and/or state police to set up a detour of this area with appropriate signs and barricades. The local Fire Department must be notified of the detour to ensure that measures will be taken to minimize disruption to the Fire Department's emergency service during the event. The Grantee(s) must also notify local media (newspapers, radio) of this proposed event.

The following signatures are required prior to the issuance of the Permit.

LOCAL POLICE DEPARTMENT

Signed: Jamie Calise
Title: Chief of Police
City/Town: Truro

FIRE DEPARTMENT

Signed: Timothy Collins Digitally signed by Timothy Collins
Date: 2025.04.09 12:02:03 -04'00'
Title: Fire Chief
City/Town: TRURO

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____
Title: _____
City/Town: _____

STATE POLICE DEPARTMENT

Signed: _____
Title: _____
City/Town: _____



BUCK



HIT



Assisting Veterans
& Military Families

Truro - Legs 30 through 35



Leg #30 (Continued)

- Cross the Wellfleet / Truro Town Line on Route 6
- Bear right (N) onto Old Rte 6 / Rose Rd
- Turn right (NE) onto Collins Rd
- Bear left (N) and stay on Collins Rd

Exchange location: *Intersection of Collins Rd & South Pamet Rd*

Leg #31 Collins & South Pamet

Release Time - 4:06 PM

- Turn left (W) on South Pamet Rd
- Continue (W) and pass under Route 6
- Turn right (N) onto Truro Center Rd (Old Rte 6)
- Turn left (NW) onto Route 6
- Bear left (W) onto Old Rte 6 / Whitmanville Rd (at Amity Ln)

Exchange location: *Old Route 6 just past Amity Ln*

Leg #32 Whitmanville Rd & Amity Ln

Release Time - 4:29 PM

- Continue (N) on Old Rte 6 / Whitmanville Rd
- Turn left (NW) onto Route 6
- Bear right (NE) onto South Highland Rd

Exchange location: *Intersection of South Highland & South Hollow Rd*

Leg #33 S. Highland & S. Hollow

Release Time - 4:50 PM

- Continue (N) on South Highland Rd
- Turn left (W) onto Highland Rd
- Continue (W) and pass under Route 6
- Turn right (NW) onto Shore Rd

Exchange location: *Terra Luna Restaurant (104 Shore Rd)*

Leg #34 Terra Luna

Release Time - 5:12 PM

- Continue (NW) on Shore Rd

Exchange location: *Kalmar Village (674 Shore Rd)*

Leg #35 Kalmar Village

Release Time - 5:44 PM

- Continue (NW) on Shore Rd
- *Cross the Truro / Provincetown Town Line*

Leg #36 (Continued)

(Same as Leg #35 in the opposite direction)

- Cross the Provincetown / Truro Town Line on Shore Rd

Exchange location: Kalmar Village (674 Shore Rd)

Leg #37 Kalmar Village

Release Time - 7:04 PM

(Same as Leg #34 in the opposite direction)

- Continue (SE) on Shore Rd

Exchange location: Terra Luna (104 Shore Rd)

Leg #38 Terra Luna

Release Time - 7:36 PM

(Same as Leg #33 in the opposite direction)

- Continue (SE) on Shore Rd
- Turn left (E) onto Highland Rd
- Turn right (S) onto South Highland Rd

Exchange location: Intersection of S. Highland & S. Hollow Rd

Leg #39 Intersection of S. Highland & S. Hollow Rd

Release Time - 7:58 PM

(Same as Leg #32 in the opposite direction)

- Continue (S) on S. Highland Rd
- Turn left (S) onto Route 6
- Bear right (S) onto Old Rte 6 / Whitmanville Rd

Exchange location: Whitmanville Rd at Amity Ln

Leg #40 Whitmanville Rd at Amity Ln

Release Time - 8:19 PM

(Same as Leg #31 in the opposite direction)

- Continue (SE) on Old Rte 6 / Whitmanville Rd
- Turn right (SE) onto Route 6
- Turn right (S) onto Truro Center Rd
- Turn left (E) onto S. Pamet Rd

Exchange location: Intersection of S. Pamet Rd & Collins Rd

Leg #41 Intersection of S. Pamet Rd & Collins Rd

Release Time - 8:42 PM

(Same as Leg #30 in the opposite direction)

- Continue (S) on Collins Rd
- Turn left (S) onto Old Rte 6 / Rose Rd
- Turn left (S) onto Route 6
- *Cross Truro / Wellfleet Town Line*



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/9/2025

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 have ADDITIONAL INSURED provisions or 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 RogersGray, A Baldwin Risk Partner 410 University Ave Westwood MA 02090	CONTACT NAME: RogersGray-SBC	
	PHONE (A/C, No, Ext): 781-208-8400 FAX (A/C, No):	
	E-MAIL ADDRESS: rgsbc@rogersgray.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Philadelphia Indemnity Insuran	18058
	INSURER B: Associated Employers Insurance	11104
	INSURER C: Mount Vernon Fire Insurance Co	26522
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** 1555587007 **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 SUBR INSD 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"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	PHPK2565064	8/1/2024	8/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2565064	8/1/2024	8/1/2025	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 checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB867856	8/1/2024	8/1/2025	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	WCC-500-5032082-2024A	8/6/2024	8/6/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A C	Accident Medical Expense Benefits Liquor Liability		PHPA157779 SE 2028899	4/1/2025 4/26/2025	4/1/2026 4/28/2025	See Below Each Common Cause Lim Aggregate Limit \$3,000,000 \$3,000,000

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

Accident Medical Expense Benefits:
Maximum Benefit \$25,000
Accidental Death \$25,000
Accidental Dismemberment up to \$50,000
Accidental Paralysis \$50,000
Deductible Amount \$0

When Required by Written Contract the Following Applies:

General Liability - Additional Insured Ongoing Operations (PI-GLD-HS (10/11)) Completed Operation (PI-GLD-HS (10/11)).

CERTIFICATE HOLDER Town of Truro 24 Town Hall Rd Truro, MA 02536	CANCELLATION 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 
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February 25, 2025

Via Zoom Platform (Hybrid)

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

Others Present: Kelly Clark-Assistant Town Manager

Absent: Robert Weinstein-Vice Chair

Chair Areson opened the meeting at 2:00 pm and read aloud the information for members of the public to join the meeting. She stated that comments and votes would not be taken during the work session.

DISCUSSION ON POLICY 66: COMMUNICATIONS

Chair Areson and Clerk Medoff stated that they worked on this policy during the summer and that they had combined the “Public Communications Policy” and the “Communications Policy”. After editing and sharing it with each other, Clerk Medoff ran the policies through AI with the purpose of condensing them. Other members of the Board asked if the format would be the same as previous policies, and Clerk Medoff stated that content is the same in the new version, though it may look different. The new policy aligns with Policy 54: Code of Conduct, and Policy 62: Social Media Policy, which will be discussed in a future Work Session.

In the section *Email, Cell Phone & Text Communications*, the Board discussed the need for transparency to comply with Open Meeting Law. Chair Areson stated that this includes never using the “blind copy” (Bcc) feature or replying to everyone (“reply all”) on emails intended to share information or discussion. Board and committee members should ensure all communication outside of a public meeting are “routed” through the staff liaison. To be more inclusive of other means of communication (texting and phone calls) the word “routed” was changed to “relayed”.

For the section *Public Records & Retention* they decided to clarify that all public records must be stored in a municipal building, to avoid the interpretation of “public building” to mean records may be stored in a business or general public building. Member Girard-Irwin questioned where electronic records should be stored, but it was decided designating the storage of electronic records was not needed in the policy.

The section called *Social Media Policy* was changed to *Social Media Communications & Statements* to differentiate it from Policy 62: Social Media Policy because it specifically involved the way individuals communicate through social media.

Assistant Town Manager Clark raised a question about the rule stating that “blind copying” is not permitted on official town emails. She stated that when they are emailing a group and would like to protect the privacy of the individuals to whom it is being sent, town staff will use blind copying. It may also be used when staff send emails for HR purposes. Situations where you may want to use it were discussed as well as the need to capture emails being forwarded without the sender’s or recipient’s knowledge. They also specified this does not include alerts or distribution lists through the town website. Assistant Town Manager Clark suggested stating generally who the email is being sent to within

the email to then permit blind copying. Blind copying could be used to avoid “reply all” on emails, especially when used to alert another staff member to a situation or on emails involving bids or purveyors. Chair Areson preferred wording that suggested it may be used for situations “such as” or “including” confidential HR or legal purposes or for privacy and to avoid “reply all” in large group emails.

The Board then discussed the policies under the heading *Public Communication & Information Dissemination* and questioned whether town boards and committees are permitted to vote on a statement and share it in channels not overseen by the town, such as the newspaper. Clerk Medoff and Member Rein were in support of the line being removed. Assistant Town Manager Clark suggested adding that they must have approval from the Town Manager or designee before it is shared.

For *Legal and Ethical Considerations* they agreed it should mention compliance with the conflict-of-interest laws from the Mass Ethics Commission. When considering the line mentioning sharing images and videos, they discussed that in public settings consent for photos is always granted, so the addition of the words “in some settings” and “may require consent” were added to encourage anyone unsure of how the rule applies to ask for guidance.

In reviewing the final document, they decided to change “Town Manager” to “Town Manager or designee” to ensure that language and direction were consistent throughout the document.

DISCUSSION ON POLICY 35: TOWN MANAGER’S POWERS OF APPOINTMENT

Assistant Town Manager Clark stated that in most cases it is important to advertise for open positions externally. For the Waiver of Provisions, she proposed adding that each Select Board Member must be consulted either at a public meeting or individually. Any Board Member may request that the proposed waiver be added to a public meeting agenda. This adds time efficiency to the process and helps identify any internal candidates who have shown proficiency and interest.

Assistant Town Manager Clark proposed changing the amount of time that a job is open to a minimum of five business days. This gives internal and external candidates time to apply and removes the subsequent wait time when it is not necessary. For the interview process, she also suggested removing the requirement for the second interview, changing it to specify that it is only necessary to conduct second interviews (Step 4) if the Town Manager, Assistant Town Manager, or Department Head did not serve on the initial interview panel (Step 3).

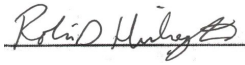
The Board had agreed that employment postings in the newspaper should not be a requirement, but Clerk Medoff suggested adding that job openings should be posted on online recruiting platforms.

Assistant Town Manager Clark stated that she would work on the amended versions of both policies and provide Board Members copies of each at the Select Board Meeting that evening. These versions would replace any copy initially provided in their packets.

Chair Areson made a motion to adjourn at 3:28 pm.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

Draft Revised Policy 66: Communications

Current Policy 66: Communications

Draft Revised Policy 35: Town Manager's Powers of Appointment

Current Policy 35: Town Manager's Powers of Appointment

Select Board Minutes

Consent Agenda Item: 9D2

February 25, 2025

Via Zoom Platform (Hybrid)

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

Others Present: Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Chris Palmer (Climate Action Coordinator); Tim Silva (Chairman of the Pamet Harbor Commission); David Bannard (Zoning Task Force Chair); Brian Boyle (Co-Chair of the Energy Committee); Bob Higgins-Steele (Co-Chair of the Energy Committee and Ad Hoc Building Committee); Lili Flanders (Chair of the Climate Action Committee); Michael Cohen (Co-Chair of the Ad Hoc Building Committee); Jeff Alberti (Weston & Sampson); Brian Massa (Environmental Investigation Manager); Karen Ruymann (Truro Resident); Tim Hickey (Truro Resident); Michael Forgione (Truro Resident); Roberta Lima (Truro Resident); Johnathan Sperber (Truro Resident); Chris Lucy (Truro Resident)

Absent: None

Chair Areson opened the meeting at 5:00 pm and read aloud the information for members of the public to join the meeting.

EXECUTIVE SESSION MINUTES REPORT

PUBLIC COMMENT

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

Chair Areson recognized the following individuals who made public comments: Karen Ruymann who was concerned whether Truro has prioritized protecting its water resources when considering building more housing, considering especially any plans to build a well on the Walsh property; Bob Higgins-Steele who attended on behalf of the Cape Light Compact to inform listeners about energy assessments; Tim Hickey who was concerned that the size of the proposed DPW facility is more than what the DPW workers need and would like for the DPW to log their activities daily for the month of March and share it with the citizens of Truro; Michael Forgione who asked where the town is planning to base the current DPW operations while the site is under construction, expressed concern that the increase in price of the new DPW facility shows they are not considering the desires of voters or prioritizing affordability, provided a list of questions and concerns that have not been answered about the assessment at 340 Route 6, encouraged the Board to consider current the current Assistant Town Manager to the position of Town Manager, and suggested that the Select Board change their recommendation that the new DPW facility be built at 340 Route 6 by voting in favor of Town Hall Hill; Roberta Lima who stated she believes the voters will reject the plan for the DPW facility with a higher cost estimate, causing delays and increases in cost, therefore hurting the town's residents like herself. Johnathan Sperber, who is dissatisfied with the cemetery commission for refusing to buy back his lot, which he had purchased and felt was unmaintained; Chris Lucy who hopes the towns in the Outer Cape join together to petition the federal government to build wells on the National Seashore to ensure that they have clean water.

PUBLIC HEARINGS

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

Tim Silva, Chairman of the Pamet Harbor Commission, stated that the commission decided to raise fees about 10%. Mr. Silva reviewed the list of fee increases they have planned (see attachment) as well as the guidelines for the size and materials of skiffs used in the harbor. Vice Chair Weinstein suggested clarifying regulation number 16 to remove the word “hazardous,” change “will be covered” to “shall be covered”, and specify that the regulations also exclude canoes because they are often too long.

Clerk Medoff moved to approve the proposed changes to the Pamet Harbor Rules and Regulations with the suggested amendments from Vice Chair Weinstein.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Vice Chair Weinstein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

None

STAFF/ COMMITTEE UPDATES

A. Zoning Task Force Quarterly Update

Presenter: David Bannard, Zoning Task Force Chair

Mr. Bannard stated that their charge is to review and prepare draft bylaw or policy amendments to the town zoning bylaw for recommendation to the Select Board. They have proposed a bylaw amendment to create an overlay district for the Walsh Property, allowing the town to move forward with plans to develop the Walsh Property. They aim to achieve this by the end of May 2026, when their charge ends. They have been working with a consultant and Barbara Carboni, Town Planner and Land Use Counsel, who has acted as a liaison to town staff. Katie Halvorsen, the Housing Coordinator, has also attended most of their meetings.

They realized that the Walsh Property could not be developed as stated in the Town Meeting mandate without changing the current zoning of the property, which would allow fewer units than desired and

limit the type of housing. The plan requires smaller lots and affordable and attainable housing. They have met with the Ad Hoc Walsh Committee to discuss the proposed overlay district.

They would like to subdivide the property into three subdistricts: one medium density subdistrict, a recreational subdistrict (to be used for open space, passive recreation, and for the school's use), and a low-density subdistrict. Each border will be set back from any adjoining residential properties. Parking availability will be low. They set a minimum of 20% affordable housing and a height limit to keep units within character of the town.

They continue to work with the Ad Hoc Walsh Committee, have reached out to the chair of the Planning Board, and invited the public to meetings. They hope to have a recommendation of the overlay district bylaw amendment for the Select Board by the end of the next meeting of the Zoning Task Force. He encouraged the public to join the hybrid meeting scheduled for February 26, 2025.

B. Energy Committee Update on Annual Town Meeting 2025 and Possible Select Board Vote

Presenter: Brian Boyle, Energy Committee Co-Chair

Co-Chairs of the Energy Committee, Brian Boyle and Bob Higgins-Steele, and the Chair of the Climate Action Committee, Lili Flanders, gave a presentation to discuss plans for energy resilience and cleaner energy. They have proposed a solar array to be installed at the transfer station. The landfill is able to hold 3000 solar panels and create revenue, which will pay for the solar array and create a surplus. The Energy Committee has requested that the Select Board ask voters for authorization to develop solar on the landfill that is owned by the town, through either buying the equipment or leasing equipment. They will propose creating a revolving energy fund in 2026.

Member Girard-Irwin asked whether the grant could be used to buy or lease the equipment and Mr. Boyle stated it could be used for either, but leasing would cost more overall. Clerk Medoff suggested including town staff feedback when they return with a warrant article for the final plan. The Energy Committee has also taken inventory of town-owned buildings for future solar.

Chair Areson moved that the Select Board induce the solar warrant articles presented by the Energy Committee and supported by the Climate Action Committee for inclusion in the warrant, pending staff review and modifications.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Vice Chair Weinstein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

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

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

DPW Director Cabral provided an update on the cost comparison for the sites proposed for the facility, stating that the estimated cost savings for 340 Route 6 is \$1.2 million. The Committee is still moving forward with the design planned for Town Hall Hill and has decided to use a consolidated design.

Michael Cohen shared the recommended design on which the Committee voted unanimously in favor. He also shared that he had visited a similar site designed by Weston & Sampson, which increased his confidence in the plan. Jeff Alberti from Weston & Sampson reviewed the proposed timelines and stated that they recommend the bottom schedule in the packet, in which they obtain bids and bring the proposal to the 2026 Town Meeting. Throughout both timelines they would continue to work with the AHBC and take comments from the public and the Select Board.

There are risks involved in bringing the funding request to the 2025 Town Meeting, including delays and increased costs. Any escalations of cost initially believed to come with a three-month delay can be avoided by including a notice of intent to award so the contractor can do their buyout for the project. Michael Cohen also suggested holding more information sessions for the benefit of the public.

Clerk Medoff moved to direct the Assistant Town Manager, the Ad Hoc Building Committee for the future public works facility, and town staff to continue work on the future DPW Facility design and to draft a borrowing authorization for the engineering and construction of the new public works facility for the 2026 Annual Town Meeting warrant.

Member Rein seconded the motion.

Discussion: Clerk Medoff asked why they have not indicated a site in the recommendation. Vice Chair Weinstein asked the OPM and Jeff Alberti if they can decide on a design without first determining the location, to which he responded that you have to select the site before completing a design. Vice Chair Weinstein read a document he had written that analyzed the pros and cons of both sites and determined that 340 Route 6 was the better site for the facility. Chair Areson agreed with Vice Chair Weinstein but noted that the voters at Town Meeting stated their preference for Town Hall Hill and worries if they present a plan at 340 Route 6, voters will reject it. Clerk Medoff believes they should no longer delay making a decision on the site.

Member Girard-Irwin made a motion to amend the motion on the floor to direct the Assistant Town Manager, the Ad Hoc Building Committee for the future public works facility, and town staff to continue working on the future DPW Facility design at Town Hall Hill and draft a borrowing authorization for the engineering and construction of the new public works facility for the 2026 Annual Town Meeting warrant.

Clerk Medoff seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - No

Member Rein - Abstain

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 3-1-1, motion carries.

D. Environmental Monitoring and Testing Update for Town Hall Hill Site and Transfer Station

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral stated that they have completed Phase 2 at the Town Hall Hill site. Brian Massa, a licensed site professional managing the environmental investigation for the DPW and the landfill shared a presentation about what was found and potential costs for remediation. They have tested soil and groundwater for PFAS, and during the borings for soil samples, they found that PFAS goes down to 20 feet so it is assumed to go deeper into the groundwater. They have collected deeper samples for analysis.

They are also analyzing to see how far it has spread horizontally on the property. Private wells within 500 feet have been sampled and a few wells did have PFAS detected, however only one tested above the regulatory standard. The plume of PFAS seems to be following the flow of ground water and towards Castle Road and the river.

A PFAS filtration system can be used to remove the PFAS from the soil. Monitoring wells will assess how far and deep the PFAS has spread. Any homes that have been impacted must be provided with bottled water and POET systems (Point of Entry Treatment filtration for drinking water) will be installed and monitored. IRA Status Reports will be submitted to MassDEP every four months for one to two years. The plan to cap the soil and creating an underground wall made of carbon (Permeable Barrier Reactive Wall - PBR) will prevent the continued spread of PFAS via the groundwater.

There are three known sites that need POET systems, and it is expected there may be up to twenty in total. Mr. Massa provided the costs for 20 systems and continued testing for PFAS and the total cost is estimated to be \$5,050,000 to \$6,315,000. Construction of the new DPW facility can occur while they are treating the PFAS.

At the landfill, they found PFAS in 6 of 11 monitoring wells and, as of now, one home tested positive, below the regulatory levels. This home was given bottled water, and they are working on a POET system. They would like to test the drinking water at homes within 500 feet of that home, about four or five homes. The plans will be similar to those for Town Hall Hill.

TABLED ITEMS

None

SELECT BOARD ACTION

- A. Discussion and Possible Vote of Search Process for Town Manager and Updates to Policy #63, Select Board's Powers of Appointment

Presenter: *Susan Areson, Chair*

Chair Areson read a prepared statement that suggested the Board support Kelly Clark as the interim Town Manager. The position will be advertised, but the search will be postponed for 5-6 months to allow Kelly Clark to fulfill a role that she has earned and allow the town to assess her work. They will focus on finding more help for Kelly and town staff.

- B. Authorization to Enter into Contract Amendment Agreement with Weston & Sampson of the DPW Facility Schematic Design Plans

Presenter: Jarrod Cabral, Public Works Director

DPW Director Cabral and Jeff Alberti shared the schematic design, which was reviewed by the OPM Paul Millett. The Board suggested they focus on costs and consider a budget to create a plan that voters will accept. Mr. Alberti stated that discussion of the schematic design provides opportunities for larger changes and adjustments and input from other parties.

Clerk Medoff moved to authorize the Assistant Town Manager to enter into and sign the Weston & Sampson contract agreement.

Chair Areson seconded the motion.

Discussion: Member Girard-Irwin asked if Amendment 3 must include the site for the new facility. DPW Director Cabral agreed it should. Clerk Medoff withdrew her previous motion.

Clerk Medoff moved to authorize the Assistant Town Manager to enter into and sign the Weston & Sampson Contract Amendment with the designation of the DPW site included.

Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - No

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 4-1-0, motion carries.

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

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark consulted with the Board to waive Policy 35: Town Manager's Powers of Appointment for the permanent appointment of an internal candidate to the Town Clerk position. Since the previous Town Clerk vacated the position officially in January 2025, Executive Assistant Nicole Tudor has been acting as Town Clerk. Assistant Town Manager Clark would like to expedite the hiring of Nicole Tudor to the position of Town Clerk, so she is able to post the Executive Assistant position.

Clerk Medoff moved to approve the Assistant Town Manager's recommendation to waive Policy 35: Town Manager's Powers of Appointment for the permanent appointment of the internal candidate.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

D. Discussion and possible Approval of Revised Policy 66: Communications

Presenter: Susan Areson, Chair

Chair Areson noted that they had discussed and revised Policy 66 at the Work Session held prior to the Select Board Meeting.

Chair Areson made a motion to approve the revisions of Policy 66 as was agreed upon during the Work Session held earlier today.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

E. Discussion and Possible Approval of Policy 35: Town Manager Powers of Appointment

Presenter: Kelly Clark, Assistant Town Manager

Chair Areson noted that they had discussed and revised of Policy 35 at the Work Session held prior to the Select Board Meeting.

Member Girard-Irwin made a motion to revise Policy 35: Town Manager Powers of Appointment as drafted and authorize digital signature.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

F. Review and Approve 2025 Annual Election Date and Revised Annual Municipal Calendar

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark provided each Board Member with a revised Annual Municipal Calendar, which she discussed with K.P. Law. They recommend holding the election on Tuesday, May 13, which is the date the charter prescribes and ten days after the Annual Town Meeting. May 3, which is the date of the Annual Town Meeting, will also be the final day to register to vote, so a table will be set at the meeting to allow individuals to register.

Clerk Medoff moved to set the Annual Town Election date as May 13 and update the Municipal Calendar to reflect the dates and associated timelines of 2025 Annual Town Meeting and Annual Town Election making any adjustments to the calendar recommended by Town Counsel.

Chair Areson seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

G. Review and Approve Letter to Governor Healy Regarding Closure of the Pocasset Mental Health Center

Presenter: Susan Areson, Chair

Chair Areson stated that Barnstable County communications reported that Governor Healy has paused the closure request but they would still send their letter. Chair Areson drafted a letter and shared it with the Provincetown Select Board, who approved it. Chair Areson accepted the edits provided by the Provincetown Select Board. Sending this letter had been requested during Public Comment.

Chair Areson moved to approve the letter urging Governor Healy to reconsider the closure of Pocasset Mental Health Center as drafted and amended and authorized digital signatures.

Clerk Medoff seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

SELECT BOARD REPORTS/COMMENTS

A. Select Board Reports

Member Rein stated the Joint Meeting with Provincetown held the previous night allowed many voices to be heard and set a good course of action and communication. She also went to the Council on Aging Board Meeting as an ambassador from the Select Board to discuss the Senior Needs Assessment. She is hoping they can join with the Commission on Disabilities to correctly administer the Senior Needs Assessment and best serve the community.

Member Girard-Irwin set up a section on the town website for the Committee, Board, and Commission Chairs Round Table, to add their agendas and minutes. Their next meeting is March 26 at 5pm. It will be led by two co-chairs and a subcommittee is reviewing the handbook and Policy 13. Her Select Board hours are this Thursday at the Community Center, 10-11:30am.

Clerk Medoff stated she has office hours tomorrow at 9:30am at Town Hall. She noted they have a Work Session scheduled to look at CIP which can also be an opportunity to look at goals, objectives, and priorities. She also expressed concern over misinformation that is being circulated about the water systems, so she encouraged everyone to verify and question materials they read. She also suggested that the Water Communication Team should begin producing materials for the public.

Chair Areson acknowledged everyone who is picking up extra work at this time. She also noted that there were statements made about water that were not accurate during Public Comment, so she would appreciate a way to better inform the public.

B. Town Manager Report

The Annual Town Meeting Warrant closes on March 3, 2025. The Childcare Voucher program applications closes February 28, 2025, for any child who is not currently participating.

CONSENT AGENDA

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

Chair Areson sent notes back for both sets of minutes, including two substantive changes.

Chair Areson moved to approve the consent agenda with the corrections in the minutes.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

NEXT MEETING AGENDA

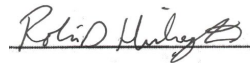
Executive Session, Work Session and Special Meeting: March 4, 2025; Executive Session and Regular Meeting: March 11, 2025

Chair Areson made a motion to adjourn at 7:53 pm.

Clerk Medoff seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

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

February 18, 2025, draft of proposed zoning bylaw amendment that would create a Walsh Overlay District
White paper summarizing proposed bylaw amendment
Update on Solar Development, Proposed ATM 2025 Warrant
Ad Hoc Committee memo
Apex Cost Comparison Memo
Conceptual consolidated design
Weston & Sampson Schedule
Existing Policy #63
Proposed Policy #63 revisions - redlined
Proposed Policy #63 revisions - formatted
Contract amendment
Policy 35: Town Manger's Powers of Appointment
Town Clerk Job Description
Police 66: Communications (current)
Draft Policy 66: Communications (revised) - Red-lined
Draft Policy 66: Communications (revised) - Formatted
Policy 35: Town Manager's Powers of Appointment (current)
Draft Policy 35: Town Manger's Powers of Appointment (revised)
Amended Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparation
Draft Letter to Governor Healy Regarding Closure of the Pocasset Mental Health Center
Application for Entertainment License - Captain's Choice
Renewal Application for 2025: Top Mast Cafe
Renewal Application for 2025: Captain's Choice

Select Board Minutes

Consent Agenda Item: 9D3

March 04, 2025

Via Zoom Platform (Hybrid)

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

Others Present: Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Katie Halvorsen (Housing Coordinator); Jon Nahas (Principal Assessor); Michael Forgione (Truro Resident)

Absent: Robert Weinstein-Vice Chair

Chair Areson opened the meeting at 12:00 pm and read aloud the information for members of the public to join the meeting.

EXECUTIVE SESSION MINUTES REPORT

PUBLIC COMMENT

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

Chair Areson recognized the following individuals who made public comments: Stephanie Rein who informed everyone that this evening they are holding the Bingo Party at Truro Central School and the Annual Pasta Party on Friday March 14; Michael Forgione who wanted to correct statements made prior to the new DPW Building site vote that he believed were incorrect, including conflating the site clean-up requirements at Town Hall Hill and the consideration of it as the building site, and felt there should be more accountability for the cost increases due to the delay in overall planning.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Nomination of Susan Areson for Reappointment as Voting Member to the Cape Cod National Seashore Advisory Commission

Chair Areson stated that the Cape Cod National Seashore Advisory Commission asked that they vote to appoint a Voting Member to the Commission prior to the expiration of Susan Areson's current appointment.

Clerk Medoff made a motion to nominate Susan Areson for reappointment to the Cape Cod National Seashore Advisory Commission as Truro's voting member.
Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Abstain

So voted, 3-0-1, motion carries.

STAFF/ COMMITTEE UPDATES

None

TABLED ITEMS

None

SELECT BOARD ACTION

B. Presentation on Senior Perks Pilot Program and Possible Vote

Presenter: Kelly Clark, Assistant Town Manager

A team of staff have been discussing the Senior Perks pilot program, meeting as a full group six times and working individually on specific tasks. Assistant Town Manager Clark requested that the Select Board select age criteria and the amounts for the discounts, which would then be considered by the Board of Health.

Jon Nahas, Principal Assessor, determined the maximum cost of the program at different ages and discount percentages. He found that approximately 832 households have at least one member who is 65 years or older. For other programs, the town recognizes seniors beginning at age 65, though the state recognizes seniors at age 70 for tax exemption. Principal Assessor Nahas calculated the potential lost revenue at ages (65, 67, 70, 73, and 75) and at different sticker discount amounts (25%, 50%, 75%, and 100%) for both beach stickers and transfer station stickers. Select Board Members noted the costs of running the transfer station and the seasonality of each permit sticker.

To apply, individuals will need to provide a government issued proof of age and a valid vehicle registration with an address in Truro. Clerk Medoff asked whether the program requires that your car is also garaged in Truro, since that address may be different than the residential address, and she and others believed that this should also be a requirement. Principal Assessor Nahas stated that the program is intended for individuals who call Truro their primary address.

As part of the application process, they will also collect information on each applicant's household income to gather data on who is using the program, though they recognize this will not completely indicate how many people are using it as a needs-based program. In response to a question about a single household wanting to use two separate vehicles for each permit, Assistant Town Manager Clark stated this may be possible if transactions are separate for each sticker, and they would have to check with their software vendor.

For funding options, they are considering an increased fee for other users, which the team does not recommend, as well as a general override, which may be more desirable for a permanent program. They recommend a free cash transfer as this is the best funding mechanism for a one-time expenditure such as a pilot program. Software for online permit sales would add an option for the program that requires verification by staff and ask for the income information. If buying the permit in person, income information would be requested on paper.

A warrant article detailing the Select Board recommendations and the Board of Health recommendations will be drafted, and Town Counsel would review regulation changes and fees would be set based on Town Meeting funding approval. The data gathered from the pilot program would inform a permanent program and funding recommendations. Currently, they need to know whether to keep a placeholder in the budget for a free cash article. The pilot will run from May 15, 2025, to May 14, 2026.

Chair Areson believed a good place to start the program would be at age 65 and a 50% discount for each permit. Member Rein agreed but believed it may be advantageous to offer a smaller discount at the transfer station. Clerk Medoff stated she would like there to be a 100% discount for the beach permit and a 50% discount at the transfer station. Member Girard-Irwin agreed with Clerk Medoff. Member Rein appreciated wanting to offer a full discount for the beach but recognized that there is a cost involved in processing the permit and suggested perhaps a 75% discount for the beach. All agreed it should use free cash as the funding mechanism.

Chair Areson made a motion to prepare a free cash article associated with the cost of implementing a one-year pilot program for seniors aged 65 and older at a reduced cost of 75% of the standard permit price for a beach sticker and to forward a recommendation of a 50% discount for a transfer station sticker to the Board of Health for its feedback.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

C. Review and Possible Approval of Rental Registration Fee

Presenter: Katie Halvorsen, Housing Coordinator

Housing Coordinator Halvorsen noted that the Rental Registration Fee had been increased for the previous year and recommended that the fee for 2025 remain \$450.

Member Rein made a motion to approve the 2025 Rental Registration Fee of \$450.

Member Girard-Irwin seconded the motion.

Discussion: Mike Forgione asked if there had been a comparison of the administrative cost to manage the program and the revenue that the program generates, inquiring whether the program is worth

running at all if it is costing more to run than it is generating. Assistant Town Manager Clark stated that the fee helps enforce the general bylaw.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

D. Review, Discussion and Possible Vote Related to Preliminary Draft List of Articles

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark stated she had given the Select Board a list of preliminary articles and noted that they received four petitioned articles that are being verified to ensure they have appropriate citizen support. They also have articles coming from the Charter Review Committee. There are also three Zoning Articles that will need to be referred to the Planning Board for Public Hearing.

E. Discussion and Possible Vote on Town Meeting Warrant Articles

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark prepared a document of the Warrant Articles the Select Board members may choose to recommend or not recommend.

Member Rein moved to recommend Article XX: the authorization to hear the report of multi-member bodies.

Chair Areson seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Chair Areson moved to recommend Article XX: the authorization to set the salary of the Select Board.

Clerk Medoff seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Member Rein moved to recommend Article XX: authorization to set the salary of the Moderator.

Clerk Medoff seconded the motion.

Roll Call Vote:

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

Chair Areson moved to recommend Article XX: revolving fund expenditure limits.
Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

Member Rein moved to recommend Article XX: authorization to expend funds in anticipation of reimbursement for state highway assistance aid.
Clerk Medoff seconded the motion.

Roll Call Vote:

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

Clerk Medoff moved to recommend Article XX: transfer of funds from affordable housing stabilization fund to the affordable housing trust fund.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

F. Discussion and Possible Vote on Dedication for Annual Town Report

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark stated that Chair Areson suggested the dedication could be to volunteers and organizations that care for pets and animals in the town, such as rescuing cold stunned turtles and other marine animals. They would like to write three or four paragraphs and include photographs.

Clerk Medoff made a motion to dedicate the 2024 Annual Town Report to the volunteers and organizations that care for pets and animals in our area.

Member Rein seconded the motion.

Roll Call Vote:

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

G. Discussion and Possible Vote on Environmental Remediation Plan for Town Hall Hill Site

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral has had conversations with consultants about the remediation needed and DPW developing the site. All agreed they should begin remediation as soon as possible, prior to development of the DPW. The estimate is \$3 million, including design, bid document development, construction, and construction oversight. They estimate it will take 10 months to complete, including about five months of planning. The cost and time estimates cover the passive barrier wall and capping the land. Not included are POET systems for homes that are impacted, which could be as many as twenty or as little as three. They have five years to complete this process as determined by the DEP and waiting may increase costs. They are looking into grant opportunities, but they are still exploring that possibility.

Clerk Medoff made a motion to direct the Assistant Town Manager to prepare a \$3 million borrowing authorization article for Town Hall environmental remediation for the 2025 Annual Town Meeting Warrant.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 4-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

A. Select Board Reports

Member Rein promoted the Bingo Party at the Truro Central School that night and the Annual TCS Pasta Party on March 14. She attended a Walsh Committee meeting, discussing the overlay district and other aspects. They had their first meeting of the Ad Hoc Seal Committee, where they elected officers - Holly Ballard Gardner is the chair, Peter Cook is vice chair, and Chris Nagle is the clerk.

Clerk Medoff reminded anyone with questions about water and waste water, they have a page dedicated to water on the Health Department on the Town of Truro website that includes recent meetings, reports, and other information. Visitors are also able to ask a question on the website to ensure that they are answered.

Member Girard-Irwin has Select Board Hours at the Community Center 10-11:30 next Thursday, March 13. She also stated that Community Day at the school is on April 3 and Truro Community Kitchen will be cooking.

Chair Areson stated she and staff began their Town Meeting planning sessions, and they have procured the tent, audio, visual, etc. for the meeting on May 3. The Pre-Town Meeting is scheduled for April 17, 5:30 pm at the Community Center and will be run by the Moderator and the Finance Committee will run the budget hearing. The Moderator and the Select Board will also be present to answer any questions. Last night there was a meeting of the Part Time Resident Advisory Committee, and they are working on various initiatives. They raised the question about whether there should be a specific time frame within which emails to town staff or the Select Board should have a response. She has office hours on Thursday 11:30am - 1:00pm at the Community Center.

B. Town Manager Report

Currently Assistant Town Manager Clark is working on negotiations to refine the budget, writing the Town Meeting Warrant, and public records requests they have received. She and the Moderator will be at the Community Lunch at the Council on Aging on April 10 to do a Q&A session on the Town Meeting process. She also noted that April 11 is the date of the Cloverleaf groundbreaking. She also stated they have a statement on the investigation of possible criminal activity at 296 Route 6, the Truro Motor Inn on the town website, which is being conducted by the Massachusetts State Police.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: None
- B. Review and Approve Appointment Renewals: Appointment to Board of Registrars - Nicole Tudor, Town Clerk
- C. Review and Declare Fire Department Vehicles as Surplus
- D. Review and Approve Select Board Meeting Minutes: None

Chair Areson moved to approve the consent agenda as printed in the packet.

Clerk Medoff seconded the motion.

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

NEXT MEETING AGENDA

Regular Meeting: March 11, 2025

Notes about coming discussions included a change of manager at Montano's, Zoning Article referrals, petitioned warrant articles, draft warrant articles, and a water communications plan discussion.

WORK SESSION AND SPECIAL MEETING

Assistant Town Manager Clark reported that they are currently looking at staff workload in an attempt to be realistic about the goals and objectives for FY2025. One objective details working with town staff and the Cultural Council about applying to establish an identified Cultural District in Truro. The deadline has passed.

She also stated that she is concerned that the IMA for water is a priority and will inform the Strategic Land Use and Infrastructure Plan. She stated they had a placeholder of \$125,000 for consulting on the plan, but she would like to determine how much funding they should actually allocate. She would like to be realistic the amount of work staff is able to undertake and how much the town can afford to do. They are still identifying the needs of an infrastructure plan. Clerk Medoff is concerned about releasing that funding because that funding will likely be needed for some project in the near future.

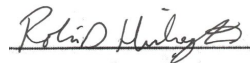
Chair Areson noted that many committees' charges are interrelated, and it is difficult to see what initiatives should have funding attached to them. Assistant Town Manager Clark stated they have \$150,000 in the CIP fund for the water master planning and evaluation, which would help inform an infrastructure plan but recognizes funding may need to be allocated elsewhere. They also have a placeholder for the Senior Needs Assessment and COA Focus Group though they could rely on grant funding. The plans and funding for the Truro Motor Inn could be approached more incrementally. She also mentioned digitization plans have been a challenge due to lack of staff availability to take it on. She would like the Select Board to consider all of these areas to ensure they are budgeting and using free cash responsibly. The CIP and the use of free cash are on a future agenda.

Clerk Medoff made a motion to adjourn at 1:53 pm.

Member Girard-Irwin seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

Special Town Meeting - Article 8

Annual Town Meeting Article 41

Draft 2025 Annual Town Meeting Warrant Article List

Draft Town Meeting Warrant Articles

MGL Chapter 51, Sections 15 and 18

Select Board Minutes

Consent Agenda Item: 9D4

March 11, 2025

Via Zoom Platform (Hybrid)

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

Others Present: Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Alex Lessin (Finance Director); Emily Beebe (Health/Conservation Agent); Jim Summers (Co-Chair Community Preservation Committee); Lisa Medeiros (Owner of Montano's); Rich Roberts (Chair Planning Board); Tim Collins (Truro Fire Chief); Pamela Wolff (Truro Resident)

Absent: None

Chair Areson opened the meeting at 5:00 pm and read aloud the information for members of the public to join the meeting.

EXECUTIVE SESSION MINUTES REPORT

PUBLIC COMMENT

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

Chair Areson recognized the following individuals who made public comments: Robert Weinstein who wanted to announce that the Nauset boy's hockey team will be participating in the state championship at TD Garden; Stephanie Rein who wanted to promote the Annual Pasta Dinner at Truro Central School and inform everyone that transportation will be provided by the Council on Aging; Tim Collins who stated that the fire department sponsored an electric vehicle fire class on Saturday with the Massachusetts fire academy and wanted to acknowledge citizens who volunteered their electric vehicles; Pamela Wolff who voiced her concerns about water contamination and the impact of new housing built at the Walsh property and in Provincetown.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

None

STAFF/ COMMITTEE UPDATES

- A. Staff Update: 25 South Highland Road

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark stated that the town has been attempting to work with Mass Development to salvage grant funds to rehabilitate the property since the Underutilized Properties Grant can no longer be applied after the cottage was demolished without the town's knowledge. Assistant Town Manager Clark has organized the receipts to assign them to the appropriate funding sources (Affordable Housing Trust Fund and the Underutilized Properties Grant). A budget amendment request was created, and receipts were submitted for reimbursement. Mass Development will bring the new funding plan to their executive team. They have about \$200,000 remaining to spend from the grant. They would not be able to complete the expansion of the donated cottage.

TABLED ITEMS

None

SELECT BOARD ACTION

- A. Review and Possible Approval of Change of Manager-Montano's Restaurant

Presenter: Kelly Clark, Assistant Town Manager

The town received a change of manager application for Montano's Restaurant. The owner stated that the new manager has been an employee of Montano's for nine years.

Robert Weinstein moved to approve the change of manager from Anna A. White to Leah Dewey at Montano's Restaurant for the annual all alcohol pouring license for submission to the Alcoholic Beverage Control Commission

Clerk Medoff seconded the motion

Roll Call Vote:

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Vice Chair Weinstein - Aye

Chair Areson – Aye

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

- B. FY2026 Budget Presentation and Overview of Anticipated Warrant Articles

Presenter: Alex Marini Lessin, Finance Director, and Kelly Clark, Assistant Town Manager

Jim Summers, Co-Chair of the CPC, stated that they have eight applications to be placed in the warrant for ATM 2025. The application for Pamet Harbor will require assistance from DPW for installation, which has already been discussed with the DPW. Other applications include the Truro Affordable Housing Trust (which receives at least 60% of the CPC funding), the Historical Society digitization of documents, FORWARD community housing located in Dennis, the Truro Meeting House restoration, a natural burial cemetery by the Cemetery Commission, and the Corn Hill Beach

Handicap Boardwalk. Mr. Summers will report the exact figures of money set aside for future use in each category. He also reported that they have already been informed that next year the funding provided from the CPA will be less.

Finance Director Alex Lessin has been working with staff to update the budget with revenue projections, the CIP, and free cash transfers. He highlighted several aspects of the completed budget, including an increase in insurance premiums, pointing out that the town will see a 6.5% increase while most other municipalities in the state will have 12-18% increases. The budget also funds a Human Resources Coordinator, an Outer Cape Nurse and Navigator, a teen room at the library, and beach nourishment.

The Proposed Omnibus Operating budget warrant article includes a 4.8% increase from the article proposed in 2025. Employee benefits have impacted this increase, but most categories have not seen significant changes from the previous year. The Human Resources Coordinator was included in the budget for this year without requiring an override, which was previously voted down, by making other sacrifices in the budget.

The State Assessments and receipts is dependent on the state legislature, which has been impacted by instability in the federal government, and they have seen a decrease in assessments and receipts but the net the state is providing has increased. They are currently projecting a \$100,000 overlay for tax abatements, which the assessor can use for abatements and residential tax exemptions. Finance Director Lessin reviewed the Free Cash articles, noting the OPEB Trust Fund, the position of Climate Coordinator, the Senior Perks Pilot Program, and funding from FEMA and CARES provided for the COVID-19 emergency.

Revenues include CPA Funds for CPA articles, which will be reviewed to ensure they meet requirements for affordable housing, and Free Cash. It also includes the Receipts Reserved Funds, which must be voted on as part of the Omnibus Article and can only appropriate what they have in the bank. There has been about an \$8,000 decrease in overall revenue.

The difference between projected expenditures and revenue is currently \$108,214 and they are working to reduce that deficit and create a balanced budget. The budget allows them to continue important projects and increase how much they rely on local non-tax revenue to balance the budget. Chair Areson noted that there will be a public hearing on the budget at the pre-town meeting.

C. Staff Update and Discussion from Water Communications Team to Share with Select Board

Presenter: Nancy Medoff, Select Board Clerk and Provincetown Water & Sewer Board Representative

Katie Riconda, the Communications Coordinator, and Clerk Medoff have created a team to work on a water communication plan to ensure the community has accurate and objective information that is easy to find online as well as a means for the community to ask any questions they have about water. There is a page for water on the town website that is easily navigated to from the homepage. They will also be posting information on social media on "Water Wednesdays" moving forward. Events will be held this summer, which will allow for engagement of the public and for

connections with stakeholders in the community. Their goal is to ensure information is tailored to the specific and unique wants and needs of the town.

DPW Director Jarrod Cabral stated there are two ongoing evaluations regarding water. This includes identifying a location for a water tower, currently being conducted by Stantec and working with Provincetown and Wellfleet. They have also been working with GHD on wastewater. They have already completed studies on infrastructure. Information from these studies will be shared via the methods mentioned above. Clerk Medoff encouraged all Truro residents to check the sources of information they receive and ask questions if they hear something that concerns them because it may be misinformation. Rich Roberts, chair of the Planning Board, asked when information will be available, and the response was that Stantec's work will be completed at the end of this fiscal year, and they are working on obtaining the draft report from GHD soon and they will continue their work into FY26.

D. Vote on Referral of Zoning Bylaw Amendment Articles

Presenter: Kelly Clark, Assistant Town Manager

Three articles were submitted that should be referred to the Planning Board for Public Hearing. The Public Hearing has been scheduled for April 9, 2025, at 5pm. Chair Areson stated that the Zoning Task Force altered their article about the overlay district on the Walsh property to remove the section for five stories and reduced it to three stories.

Member Rein asked about the language in the lot coverage article, concerned it eliminated commercial lots, though they have the largest percentage of impervious surfaces, and coverage that uses irrigation, which includes a garden. She feels gardens and the planting of native plants are important as resources and habitat for pollinators, though they require irrigation to become established. Planning Board Chair Rich Roberts agreed that a garden should be considered a permeable surface and should be exempt. He also stated that the article does offer flexibility in how one can comply.

Votes for whether Select Board members recommend the articles will occur prior to the Public Hearing. The Select Board clarified that the article would not change unless they were asked to take on the article before printing or if a non-substantive change was made on the Town Meeting floor. Assistant Town Manager Clark suggested the Planning Board return when the meeting at which they will vote to recommend is held.

Chair Areson made a motion to refer the proposed bylaw amendments to the Planning Board for Public Hearing pursuant to M.G.L. Chapter 48 §5.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

E. Discussion and Possible Vote on Town Meeting Warrant Articles

Presenter: Kelly Clark, Assistant Town Manager

Assistant Town Manager Clark stated they are to discuss and possibly vote on the CPA Articles, a Home Rule Petition to impose a 0.5% real estate transfer fee, and the acceptance of MGL Chapter 41 §110A regarding office hours on a Saturday to treat Saturdays as a legal holiday for clerk purposes.

Member Rein moved to recommend Article XX: Community Preservation Act: Administrative Support.

Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Member Girard-Irwin moved to recommend Article XX: Community Preservation Act: Pamet Harbor History Outdoor Display.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Clerk Medoff moved to recommend Article XX: Community Preservation Act: Contribution to the Affordable Housing Trust Fund.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Chair Areson moved to recommend Article XX: Community Preservation Act: Media and Digitization Outreach.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

Member Rein moved to recommend Article XX: Community Preservation Act: FORWARD at the Rock Phase II, Regional Housing for Cape Cod Residents with Disabilities.
Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

Member Girard-Irwin moved to recommend Article XX: Community Preservation Act: South Facade Restoration for the Truro Meeting House.

Vice Chair Weinstein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

Chair Areson moved to recommend Article XX: Community Preservation Act: Create the Old County Natural Burial Cemetery.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

Vice Chair Weinstein moved to recommend Article XX: Community Preservation Act: Corn Hill Beach Handicap Boardwalk and Expanded Accessible Recreation Improvements.

Member Rein seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye
Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

Clerk Medoff moved to recommend Article XX: Home Rule Petition to Impose a 0.5% Real Estate Transfer Fee.

Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

Vice Chair Weinstein moved to recommend Article XX: Acceptance of M.G.L. Chapter 41, §110A Office Hours on Saturday.

Chair Areson seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

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

The Board plans to discuss grouping articles together at a future meeting. A decision on the Consent Agenda needs to be made before March 25. They will also reach out to the petitioners of articles to see when they may be available to attend the meeting. They also considered asking the Planning Board and Zoning Task Force to attend a meeting, but Chair Areson suggested that any Select Board member may reach out to them individually and they can be invited to the meeting at which they will vote on the articles.

F. Vote on Posting Executive Session Minutes to Website

Presenter: Susan Areson, Chair

Assistant Town Manager Clark has informed Chair Areson that Executive Session Minutes can be posted online rather than held in the Clerk's office. Chair Areson thought this would be a good idea to increase transparency. Assistant Town Manager Clark said she would be able to upload any minutes that have been approved and held or released. They have a spreadsheet for the Executive Session meetings that records the status of those minutes and they can set aside a future meeting to review these minutes. Clerk Medoff asked if the public ever asked why parts of the meetings have been redacted and Assistant Town Manager Clark and Chair Areson agreed they can write a disclaimer to explain this.

Chair Areson moved to request staff to post Executive Session Minutes to Board, Committee, and Commission pages of the town website once the minutes are approved for public release.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Aye

Member Rein - Aye
Clerk Medoff - Aye
Member Girard-Irwin - Aye
Chair Areson – Aye
So voted, 5-0-0, motion carries.

SELECT BOARD REPORTS/COMMENTS

A. Select Board Reports

Vice Chair Weinstein informed the public that his physical absence from meetings is due to recovering from open-heart surgery and he is following the discharge instructions. He was instructed not to work and intends to return at the end of this month or the beginning of April.

Clerk Medoff noted that the Zoning Task Force has submitted their warrant articles or recommendations to bylaw changes. They held a well-attended listening session and made changes. The next phase of their work will begin at their next meeting being held on March 26, 2025. The Board and Committee Chair Round Table group is meeting on March 26, 2025. She also thanked Alex Lessin and his team for explaining everything fiscal for the budget process, as well as the Water Communications Team. Her office hours this week have been cancelled and rescheduled for the end of the month.

Member Girard-Irwin stated that she has Select Board Hours on Thursday 10-11:30 at the Community Center. She also mentioned that she and Nancy stopped by the library from 4-6pm where there was a community-led forum. The leaders held an affordable housing information session with Mara Glatzel and Betty Gallo to discuss the process. It was well received and attended.

Chair Areson stated that within the National Seashore Advisory Commission there have been discussions about the potential for wildfires in Truro. Tim Collins and his team are offering free Wildland Fire Home Assessments, where the fire department will visit your home and offer a free assessment on how to increase safety from wildfires on your property. The Climate Action Committee is also planning a forum about wildfire risk in June. Barnstable County is also updating their Fire Management Plan. She also attended last week's Part-time Resident Advisory Committee meeting, and they are encouraging people to fill out their surveys online. She also stated that the Open Space Committee, the Conservation Committee, and Jon Nahas have all created an inventory of town-owned property, but the lists do not agree, so she would like there to be a single list created. She has Office Hours on Wednesday after the Select Board meeting.

B. Town Manager Report

Assistant Town Manager Clark reported that they received their 2026 allocation of Chapter 90 funds, \$298,033.34, and it is more than they received last year. The Truro Central School Pasta Party will be held on Friday night. She also stated that department heads met with the chairs of the Charter Review Committee, and the Committee will report to the Select Board at the meeting March 25. She met with the Superintendent of the National Seashore to discuss issues of mutual concern. She also informed everyone that she is currently focused on completing the Town Meeting Warrant and addressing less important issues may have to be delayed at this time.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: None
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve 2025 Seasonal Business Licenses: None
- D. Review and Approve Select Board Meeting Minutes: Budget Task Force - 01.14.25; Select Board Work Session - 01.28.25; Select Board Work Session - 02.11.25

Member Rein recused herself from approving the minutes on 01.28.25 because she was not present. Clerk Medoff and Vice Chair Weinstein recused themselves from approving the minutes on 02.11.25 because they were not present. Member Rein also noted that the minutes for 02.11.25 were labeled as a “work session” in the header, though the meeting was not a work session, and asked that her statements about Vice Chair Weinstein’s recovery be corrected to say that he is back “on” the Board, rather than “up on the Board.”

Chair Areson moved to approve the consent agenda as printed in the packet with noted recusals and changes.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Abstain

Member Rein - Aye

Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

So voted, 4-0-1, motion carries.

NEXT MEETING AGENDA

Regular Meeting: March Special Meeting (Date, TBD); March 25, 2025

The next meeting will take place 10am-12pm on March 19, 2025.

Chair Areson made a motion to adjourn at 7:20 pm.

Member Girard-Irwin seconded the motion.

Roll Call Vote:

Vice Chair Weinstein - Abstain

Member Rein - Aye

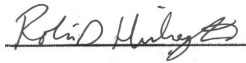
Clerk Medoff - Aye

Member Girard-Irwin - Aye

Chair Areson – Aye

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

UPP Budget Amendment Request

ABCC Application for Change of Manager

Chief of Police Memo

FY2026 Budget Presentation - will be presented at the Meeting and posted shortly after

Anticipated 2025 Annual Town Meeting Financial Articles (Highlighted)

CPC Articles included in Agenda Item 7E

Planning Board Submitted Zoning Bylaw Articles (2) for ATM 2025

Zoning Task Force Submitted Zoning Bylaw article (1) for ATM 2025

Draft Town Meeting Warrant Articles

a. Community Preservation Act Articles

b. Home Rule Petition to Impose a 0.5% Real Estate Transfer Fee and Acceptance of M.G.L.
Chapter 41, §110A Office Hours on Saturday

c. Zoning Amendment Articles

d. Petitioned Articles

Draft List of Town Meeting Articles