



Truro Select Board Hybrid Meeting

Wednesday, May 14, 2025

Executive Session-4:30pm

Regular Meeting-5:00pm

Truro Town Hall, 24 Town Hall Road

EXECUTIVE SESSION 4:30 pm

<https://us02web.zoom.us/j/82690358306>

1-646-931-3860 Meeting ID: 826 9035 8306

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

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

- (1) In accordance with the provision of Massachusetts General Law, Chapter 30A, §21 (a)(3) to discuss strategy with respect to collective bargaining (Laborer's International Union of North America, Truro Police Union Federation, Truro Permanent Firefighters, American Federation Of State, County And Municipal Employees) if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares; and*
- (2) In accordance with the provision of Massachusetts General Law, Chapter 30A, §21 (a)(7) to comply with, or act under the authority of, any general or special law (Massachusetts General Law, Chapter 30A, §22 (f)(g) (Open Meeting Law), specifically, to review and approve and determine whether continued nondisclosure of the following executive session minutes is warranted: March 25, 2025, and not to reconvene in open session.*

REGULAR MEETING 5:00 pm

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

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

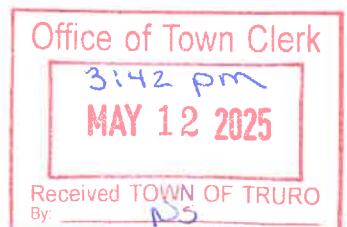
This will be a hybrid (in-person *and* remote) meeting. Citizens can view the meeting on **Channel 8** in Truro and on the web on the "Truro TV Channel 8" button under "Helpful Links" on the homepage of the Town of Truro website. Click on the green "Watch" button in the upper right of the page. **To 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**



2. PUBLIC HEARINGS

- 5:15pm A. Public Hearing for Truro Vineyards of Cape Cod, LLC on a Request for a 7-day Seasonal Entertainment License
- 5:20pm B. Public Hearing (cont. from February 11, 2025 and April 8, 2025) to Review, Discuss, and Vote on an Aquaculture License Renewal Application-Douglas Grey (Application withdrawn)

3. INTRODUCTION TO NEW EMPLOYEES - NONE

4. BOARD/COMMITTEE/COMMISSION APPOINTMENTS - NONE

5. STAFF/COMMITTEE UPDATES

- 5:25pm A. Staffing Update on Administrative and Licensing Offices
Presenter: Kelly Clark, Acting Town Manager

6. TABLED ITEMS - NONE

7. SELECT BOARD ACTION

- 5:35pm A. Discussion on Town Immigration Practices and General Rights and Protections
Presenter: Police Chief Jamie Calise and Attorney Janelle Austin, KP Law (Town Counsel)
- 5:55 pm B. Vote to Modify the Format of the May 20th Ad Hoc Building Committee Work Session
Presenter: Susan Girard-Irwin, Select Board Member and Liaison to the Ad Hoc Building Committee
- 6:05pm C. Review and Approve Amended Rules and Regulation for Beach Sticker Eligibility for Taxpayers, Residents and Visitors and Set the Fee for the One-Year Senior Perks Pilot Program Pass
Presenter: Kelly Clark, Acting Town Manager
- 6:15pm D. Election of Select Board Officers
Presenter: Susan Areson, Select Board Chair
- 6:25pm E. Discussion and Review of Board and Committee Re-Appointment Process
Presenter: Kelly Clark, Acting Town Manager

8. REPORTS

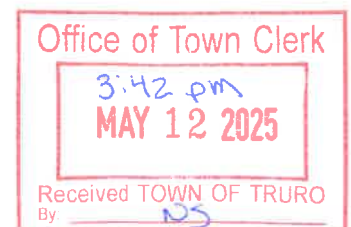
- A. Select Board Reports
- B. Town Manager Report

9. CONSENT AGENDA

- A. Review/Approve and Authorize Signature: NONE
- B. Review and Approve Appointment Renewals: NONE
- C. Review and Approve 2025 Annual Business Licenses: NONE
- D. Review and Approve MassDOT Event Notification Form for New England Endurance Events
- E. Review and Approve Select Board Meeting Minutes: Regular Meeting Minutes of November 12, 2024 and November 19, 2024, Work Session Minutes of December 12, 2024

10. NEXT MEETING AGENDA

Regular Meeting: May 27, 2025





TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 14, 2025

ITEM: Public Hearing-Truro Vineyards of Cape Cod, LLC Request for a 7-Day Seasonal Entertainment License

EXPLANATION: In accordance with the provisions of Mass. General Laws, c. 140 §183A amended, Ch. 140 §181 & Ch. 136 §4, Kristen Roberts, owner of Truro Vineyards of Cape Cod, LLC, has applied for a seasonal, 7-Day Entertainment License.

Applying for the 7-Day Seasonal Entertainment License minimizes the administrative burden on the applicant, the Board, and the staff by eliminating the need to submit individual applications for every event. The Police Chief has reviewed and approved the application with the proviso that any event in which occupancy is expected to exceed what parking is permitted that Truro Vineyards will submit any changes in writing, in advance, so that specific needs can be determined. It is also noted that approval of a seasonal entertainment license does not waive parking restrictions along the roadside.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The owner of Truro Vineyards will need to apply for single Entertainment Licenses for each event.

SUGGESTED ACTION: *Motion to approve a 2025 7-Day Seasonal Entertainment License for Truro Vineyards of Cape Cod, LLC, with event times to end no later than 8:00pm.*

ATTACHMENTS:

1. Public Hearing Notice
2. Entertainment Application for a 7-Day Seasonal Entertainment License
3. Summary of Proposed Entertainment Dates with approximate number of people

SELECT BOARD

Public Hearing for Truro Vineyards of Cape Cod, LLC

Request for a 7-day Seasonal Entertainment License

In accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4 the Truro Select Board will conduct a Public Hearing on **WEDNESDAY, MAY 14, 2025, AT 5:00 P.M.** to hear an application for a 7-day seasonal entertainment license received from Truro Vineyards of Cape Cod, LLC, Kristen Roberts, Owner, 11 Shore Road, North Truro, MA. Comments from the public will be heard, and all interested parties are urged to attend. To join the meeting from your computer, tablet or smart-phone use this link:

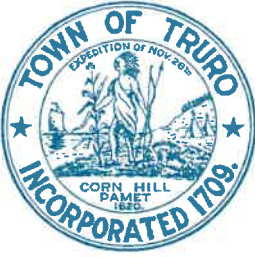
<https://us02web.zoom.us/j/84720782445>

or call in to 1-646-931-3860

Meeting ID: 847 2078 2445.

Susan Areson, Chair
Select Board

Published: Provincetown Independent,
March 27 and April 3, 2025



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

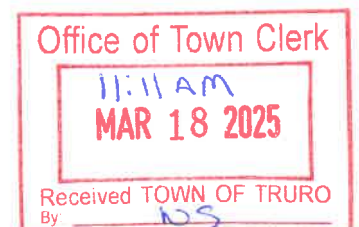
TOWN OF TRURO

Public Hearing for Truro Vineyards of Cape Cod, LLC
Request for a 7-day Seasonal Entertainment License

In accordance with the provisions of Mass. General Laws, c.140 §183A amended, Ch. 140§181 & Ch.136§4 the Truro Select Board will conduct a Public Hearing on Wednesday, May 14, 2025, at 5:00 p.m. to hear an application for a 7-day seasonal entertainment license received from Truro Vineyards of Cape Cod, LLC, Kristen Roberts, Owner, 11 Shore Road, North Truro, MA. Comments from the public will be heard, and all interested parties are urged to attend. To join the meeting from your computer, tablet or smartphone use this link:

<https://us02web.zoom.us/j/84720782445> or call in to 1-646-931-3860 Meeting ID: 847 2078 2445.

Susan Areson, Chair
Select Board



PH: 508-349-7004, Ext. 110 or 124 Fax: 508-349-5505
Email: ntudor@truro-ma.gov or nscoullar@truro-ma.gov

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

BUSINESS/ORGANIZATION INFORMATION

INDIVIDUAL APPLICANT INFORMATION

EVENT INFORMATION

1 of 2

For Wednesday nights only

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

IF necessary

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) up to 4

Amplified System: ☐ Yes ☐ No Sometimes

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.

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 April 30, 2025

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



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

Licensing Department

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

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

Summer Kick Off Party-July 7

Approximate # of people-150

No admission fee charged

Acoustic Music by 1 or 2 musicians

Summer Fridays-July 11|August 1|August 8-from 5:00pm-7:00pm

Approximate # of people-150

No admission fee charged

Recorded Music-DJ-Amplified

Summer Saturdays-July 5|July 19|August 2|August 16|August 30-from 5:00pm-7:00pm

Approximate # of people-150

No admission fee charged

Recorded Music-DJ-Amplified

Wine and Dine-July 2|July 9|July 16|July 25|July 30|August 6|August 13|August 20|August 27-from 6:00pm-9:00pm

Approximate # of people-65

Admission fee charged

Acoustic Music by 1 or 2 musicians



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Shellfish Department

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 14, 2025

ITEM: Public Hearing (cont. from February 11, 2025 and April 8, 2025) to Review, Discuss, and Vote on an Aquaculture License Renewal Application-Douglas Grey (Application withdrawn)

EXPLANATION: This public hearing, continued from February 11, 2025 and April 8, 2025, was continued to today's date at the request of the Shellfish Advisory Committee. The applicant, Douglas Grey, has since withdrawn his application, resulting in no need for action by the Select Board except to officially close the public hearing.

Background

The Public Hearing is for the renewal of the five-acre shellfish grant license in the Aquaculture Development Area for Douglas Grey of 8 Blackfish Road. Mr. Grey requires Select Board approval for his five-acre shellfish grant license in the Aquaculture Development Area so that he can continue to work on his shellfish grant. Mr. Grey was licensed to use the grant in December 2022 for two growing seasons expiring on 13th of December 2024, following the second growing season.

The license now qualifies for a five (5) year lease. Mr. Grey is current with the propagation permit and fees and is in compliance with all rules and regulations. The Truro Regulations for Aquaculture Licenses (p. 3, #10) allows for renewals to be made for five (5) year periods subsequent to the first-time license.

IMPACT IF NOT APPROVED: The applicant is amenable to this continuance.

SUGGESTED ACTION: *N/A-APPLICANT HAS WITHDRAWN APPLICATION*

ATTACHMENTS:

1. Renewal Aquaculture Hearing Notice
2. Douglas Grey-Shellfish License Renewal Application, Current Aquaculture License and 2024 Annual Report, 2024 Propagation Permit
3. Aquaculture Regulations

SELECT BOARD
RENEWAL OF AQUACULTURE
LICENSE

In accordance MGL Chapter 130 § 60 with an application filed on January 2, 2025 by Douglas Grey, 8 Blackfish Road, Truro, for Shellfish Aquaculture Grant, pursuant to the Regulations for Aquaculture Licenses, the Select Board will conduct a public hearing on **FEBRUARY 11, 2025 AT 5:00PM**. The renewal application is for ADA grants #6-#8 and #9 and #10 with the following coordinates and will be valid for five (5) years:

Grant #6 - #8 (3 Acres) Coordinates:

NW 42° 2' 54.54" N / 70° 8' 43.74" W;
NE 42° 2' 54.188" N / 70° 8' 42.16" W;
NW 42° 2' 53.863" N / 70° 8' 40.596" W;
NE 42° 2' 53.484" N / 70° 8' 39.024" W

Grant #9 & #10 (2 Acres) Coordinates:

NW 42° 2' 53.484" N / 70° 8' 39.024" W;
NE 42° 2' 53.132" N / 70° 8' 37.452" W;
NW 42° 2' 53.132" N / 70° 8' 37.452" W;
NE 42° 2' 52.78" N / 70° 8' 35.88" W
located in the Aquaculture Development Area.

Please join the meeting from your computer, tablet or smartphone.

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

You can also dial in using your phone.
1-646-931-3860

Meeting ID: 847 2078 2445

Susan Areson, Chair
Select Board, Town of Truro

Published: Provincetown Independent,
January 30 and February 6, 2025



TOWN OF TRURO

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

AQUACULTURE LICENSE RENEWAL APPLICATION

NAME OF APPLICANT: Douglas Grey

MAILING ADDRESS: 8 Blackfish Road Truro MA

TELEPHONE: 978-502-0775

EMAIL [REDACTED]

GRANT NUMBER/ SITE LOCATION: ADA Grant License Number: 2022: 06-10

SITE DEVELOPMENT: ATTACH TO THIS APPLICATION YOUR PLANS FOR DEVELOPMENT OF THE SITE OVER THE NEXT ONE, TWO AND THREE-YEAR TERMS. INCLUDE THE NUMBER OF RAFTS/RACKS/FLOATS, SIZE, CONSTRUCTION MATERIAL AND WORKING AREA IN SQUARE FEET OF THE AQUACULTURE SITE. YOUR PLAN SHALL INCLUDE SHELLFISH BY SPECIES, AMOUNT AND SIZES INTENDED TO INTRODUCE TO THE WATER AND/OR SUBSTRATUM.


SIGNATURE OF APPLICANT

12/27/2024

DATE



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

AQUACULTURE LICENSE

ADA Grant License Number: 2022: 06-10

We, the Truro Select Board in accordance with the provisions of Chapter 130 of the General Laws, and all other powers thereto enabling, do grant to Douglas Grey, 6 Blackfish Rd of Truro, Massachusetts, for the term of 2 years, beginning December 13, 2022 a license to plant, grow, cultivate and harvest shellfish at all times during the term of this license in and upon the flats and waters situated in Cape Cod Bay, on a certain parcel of land bounded and described as follows:

Grant #6 - #8 (3 Acres) Coordinates:

NW 42° 2' 54.54" N / 70° 8' 43.74" W;
NE 42° 2' 54.188 "N/ 70 °8' 42.16 " W;
NW 42° 2' 53.863" N/ 70° 8' 40.596 " W;
NE 42° 2' 53.484" N/ 70° 8' 39.024 " W

Grant #9 & #10 (2 Acres) Coordinates:

NW 42° 2' 53.484" N / 70° 8' 39.024" W;
NE 42° 2' 53.132 "N/ 70 °8' 37.452 " W;
NW 42° 2' 53.132" N/ 70° 8' 37.452 " W;
NE 42° 2' 52.78" N/ 70° 8' 35.88 " W

The above-described parcels contain an area of 5 acres, more or less, and is shown on a plan dated October 14, 2022

This license is granted under the provisions of MGL Chapter 130 and in accordance with the Aquaculture Regulations of the Town of Truro, which are made a part hereof by reference.

Kenneth R. ...
[Signature]
[Signature]
[Signature]
[Signature]

Select Board Members
Town of Truro

December 13, 2022
Approval Date
December 31, 2024
Expiration Date



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

ANNUAL AQUACULTURE LICENSE REPORT

GRANT HOLDER NAME: Douglas Grey

ADA GRANT LOCATION: ADA Grant License Number: 2022: 06-10 Grant 6-8, 9-10

Amount and kind planted: None

Amount and kind harvested: None

Amount and kind currently on site: None

Signature of Grant Holder *Doug Grey*

Date: 12/27/2024

RECEIVED
TOWN OF TRURO
12/27/2024



Commonwealth of Massachusetts
Division of Marine Fisheries

2024

SPECIAL PERMIT
SHELLFISH PROPAGATION

DOUGLAS R.S. GREY
8 BLACKFISH RD.
TRURO, MA 02666

Permit to possess naturally occurring seed shellfish, seed shellfish transplanted under previously issued permits and to transplant seed and/or adult shellfish from Division of Marine Fisheries approved sources at and to municipal propagation sites maintained under authority of Chapter 130, §§ 52 and 54 for cultivation of shellfish by coastal municipalities; or at other locations authorized by endorsements made part of this permit.

PERMIT #: 185672

ISSUED: 11-21-2023

EXPIRES: 12-31-2024

FTN: 332612

PERMIT HOLDER:

NAME:

DOUGLAS R.S. GREY

DOB:

PERMIT DETAILS:

CLASS: 3

TYPE: 1

CORPORATE NAME:

N/A

PRIMARY ADDRESS:

8 BLACKFISH RD.
TRURO, MA 02666

LOCATION OF PRIVATE PROPAGATION (AQUACULTURE) SITE(S):

TOWN	SHELLFISH GROWING AREA	LICENSE SITE #	TYPE	SPECIES
TRURO	CCB4 - PROVINCETOWN INNER HARBOR	ADA-6	FLOATING BAGS OR CAGES	OYSTER
TRURO	CCB4 - PROVINCETOWN INNER HARBOR	ADA-7	FLOATING BAGS OR CAGES	OYSTER
TRURO	CCB4 - PROVINCETOWN INNER HARBOR	ADA-8	FLOATING BAGS OR CAGES	OYSTER
TRURO	CCB4 - PROVINCETOWN INNER HARBOR	ADA-9	FLOATING BAGS OR CAGES	OYSTER
TRURO	CCB4 - PROVINCETOWN INNER HARBOR	ADA-10	FLOATING BAGS OR CAGES	OYSTER

PERMITTED ACTIVITIES:

ACTIVITY TYPE	ACTIVITY STATUS	TYPE	LOCATION	SPECIES	METHOD
INTERMEDIATE GROWOUT	NOT ALLOWED			N/A	
OFF-SITE CULLING	NOT ALLOWED	N/A	,	N/A	N/A
SEED SALES	NOT ALLOWED	N/A			N/A
OVERWINTERING	NOT ALLOWED	N/A	, ,		
SPAT COLLECTION	NOT ALLOWED	N/A	OFF-SITE	N/A	

Maura Healey, Governor
Commonwealth of Massachusetts

Rebecca L. Tepper, Secretary
Executive Office of Environmental Affairs

Thomas K. O'Shea, Commissioner
Department of Fish and Game



Commonwealth of Massachusetts
Division of Marine Fisheries

2024

**SPECIAL PERMIT
SHELLFISH PROPAGATION**

INDIVIDUALS AUTHORIZED TO MOVE PRODUCT OFF LICENSE SITE FOR CULLING, OVERWINTERING & TRANSPORT TO WHOLESALE DEALER:

NUMBER	AUTHORIZED WORKER
1	

SPECIAL CONDITIONS:

NONE

Signature: _____

You must carry your permit while engaged in the activity
that this permit authorizes.

DIRECTOR:

Daniel J. McKiernan

Daniel J. McKiernan

Information

- 1) Report all violations to the Massachusetts Environmental Police at 1-800-632-8075
- 2) For more information, please contact DMF at 508-990-2860 and request to speak with the Aquaculture Program.



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

REGULATIONS FOR COMMERCIAL AQUACULTURE LICENSES

Adopted by the Select Board March 20, 2012

with amendments through May 22, 2013; April 8, 2014; July 14, 2015; August 28, 2024

GENERAL

The following regulations are promulgated in compliance with MGL Ch 130 ss 57-68 for the establishment of Commercial Aquaculture License Sites within the boundaries of the Town of Truro. These regulations are in addition to other shellfish regulations approved by the Select Board. Compliance with relevant statutes and regulations will ensure the orderly and successful implementation of the policies established by the Board in conjunction with the Massachusetts Division of Marine Fisheries (Division).

1. Commercial Aquaculture licenses may be awarded to Truro residents who can show to the satisfaction of the licensing authority that they have been a bona fide domiciled resident of the Town of Truro.
2. Applicants desiring a license shall be required to complete and submit all information required on the Town's approved application form.
3. License applications shall be considered on a first-come, first-served basis within the limitations of acceptable and available areas. The Shellfish Constable¹ shall make recommendations to the Shellfish Advisory Committee on those areas. The Select Board may issue a moratorium on license approvals at any time this action is deemed appropriate and in the best interest of the town.
4. Licenses approved shall be subject to certification by the Massachusetts Division of Marine Fisheries in compliance with Chapter 130 of MGL and 322 CMR 15.04 and be licensed by the Army Corps of Engineers in compliance with Section 404 of the Clean Water Act.
5. When the Aquaculture Development Area (ADA) Grants are all allocated to license holders, a Waiting List will be established. The order of the list shall be determined by the date of acceptance of complete applications submitted to the Shellfish Constable.

¹ 'Shellfish Constable' referenced herein is position responsible for Shellfish Constable responsibilities, which may be titled 'Harbor Master/Shellfish Constable' or the similar."

Interested parties must complete the Commercial Aquaculture License Application and pay the \$10.00 application fee in order to be considered and placed on the ADA Waiting List. As grant space becomes available, the Shellfish Constable will notify the individual(s) on the Waiting List in sequential order. If an individual elects to not accept the opportunity to obtain a Licensed Grant in the ADA, for whatever reason, they may elect to retain their order on the Waiting List and give the next individual on the Waiting List the current License.

All individuals who wish to remain on the Waiting List must pay the required annual fee of \$10.00 no later than January 1st of each calendar year in order remain on the Waiting List for the next year. (IE: Pay \$10.00 on Dec 28th, 2015, for the 2016 calendar year Waiting List)

APPLICATION

Applications for Commercial Aquaculture licenses shall be submitted on the Town's Application for Shellfish License form. Each application shall include, but not be limited to, the following items, as required by the Massachusetts Division of Marine Fisheries:

1. Detailed site plan including latitude and longitude of corners (meters & bounds)
2. Geophysical site characteristics
3. Benthic habitat conditions
4. Proposed species, quantities and densities
5. Proposed physical structures (all attendant gear & anchoring systems)
6. Proposed method and details of access to the site
7. Evidence of Municipal Wetlands permit or determination of non-applicability
8. Evidence of application for Corps of Engineers, Section 404 Permit or Programmatic General Permit

6. For the license application within the designated Aquaculture Development Area (ADA) designated by the Select Board, the application shall provide the exact location of the individual one-acre site or sites and acreage which is requested.

After consultation with the Shellfish Advisory Committee, the Shellfish Constable may recommend a different size grant than that for which an applicant has applied depending on the Shellfish Constable's assessment of the applicant's experience, resources, available time to farm and his/her best estimate of the overall demand for the sites. License sites will require approval from the Board of Selectmen.

7. Following receipt of the acceptable and complete license application, the Select Board shall establish a public hearing date. At least fourteen (14) days prior to the hearing the Board shall take necessary action to publish a legal notice before the hearing in a newspaper with local distribution. In addition, a hearing notice shall be posted at the Town Hall and two other places in Truro.

8. The license permit application may be subject to review by the Shellfish Constable , the Shellfish Advisory Committee and by the Truro Conservation Commission,

9. The Select Board shall hold a public hearing and either approve, conditionally approve or deny the License.

A. If the license site has been inactive for a period of more than two years the Shellfish Constable shall make an inspection of the license area together with the Massachusetts Division of Marine Fisheries which shall prepare a written report on the standing shellfish within the license area in order to determine productivity of the site.

B. If the license is approved, the Select Board shall issue a license permit and license number in accordance with established regulations. Final location of the licensed area is subject to decision by the Select Board.

10. In the event that an applicant is approved for a license, the initial license term will be for two (2) years. License renewals, following the initial two (2) year term, may be requested for a period of up to five (5) years.

The License Holder must be in good standing with and shall comply with all Federal, State and Town regulations while holding the license. The License Holder shall provide information related to activity on the license site, at least annually.

In order to be reviewed and considered for renewal, the License Holder must have complied with all of the following four items:

- a) All Town fees paid in full
- b) Compliance Bond must be current and in full force
- c) Evidence of Propagation Permit from DMF
- d) Compliance with Annual Activity Report Submission

If the License Holder fails to comply with any or all of the items listed above, the license renewal will not be recommended by the Shellfish Advisory Committee or Shellfish Constable. All License Holder renewals shall be subject to review and approval by the Shellfish Advisory Committee and endorsed by the Shellfish Constable prior to final presentation, review and potential approval by the Select Board.

11. Annual reporting shall be completed on forms provided by the Shellfish Constable to each license holder on or before December 31 of each year for the previous year's effort. Within thirty (30) days, the Shellfish Constable shall review the license report submitted by the License Holders and submit a copy of said report to the Select Board . The License Holder shall produce documents at the request of the Shellfish Constable showing shellfish purchase and sales slips.

12. Each license shall be reviewed annually by the Select Board and the Shellfish Constable involving a review of the license holder's yearly production report. If it cannot be shown by the license holder that a reasonable amount of shellfish has been produced on the license area during the preceding year the license may be revoked by the Select Board. As a minimum for the purposes stated a reasonable amount shall not be less than the statutory requirements as set forth by Section 65 of MGL Chapter 130. Applicant shall be responsible for state reports.

REQUIREMENTS

13. Licenses may be transferred or sublet with prior approval and endorsement by the Shellfish Advisory Committee and Shellfish Constable with final approval from the Select Board; the license shall be exercised by the License Holder, immediate family and/or employees; exceptions may be permitted for reasons of hardship. Employees of the License Holder must be added to the License Holders permit with the Massachusetts Division of Marine Fisheries. The Shellfish Constable must also be notified.

14. It is the responsibility of the License Holder to comply with all relevant sections of the General Laws; Massachusetts Division of Marine Fisheries regulations and the Department of Public Health regulations regarding handling transport and sale of shellfish grown on the licensed site including permits for possession of seed and sale and processing as described in 105 CMR 533 and 322 CMR 15.

15. With the exception of the Shellfish Constable, it shall be unlawful for the License Holder to take seed shellfish from any waterway in the Town of Truro without written permission from the Select Board.

16. It shall be unlawful for any License Holder to transfer to or from the licensed site any contaminated shellfish. Any shellfish transferred to a licensed site must come from the hatcheries certified and approved by the Division of Marine Fisheries as disease- free.

17. The Town of Truro Shellfish Constable shall be notified prior to any transfer of seed or shellfish, stating the location and name of the company from which the seed or shellfish are purchased, the date of the transfer and proof of certification.

18. The Town of Truro reserves the right to obtain samples of any shellfish from the licensed area for the purpose of disease testing by a certified laboratory or company.

19. The Shellfish Constable shall have authority to inspect the licensed area including the contents of all boxes or other containers at any time.

20. The License Holder shall assume liability for all gear used in shellfish farming, such as but not limited to cages, racks, vexar bags, zip-ties etc. If any such gears/items are moved by a storm or other event to a location off the licensed site, it shall be the responsibility of the License Holder to remove it. If within three weeks the License Holder has not complied with this requirement, the Town, through the Shellfish Constable may cause such gear/items. to be

removed and may bill the License Holder. For purposes of identification all gear used by the individual license holder shall bear the Truro Aquaculture license site number. When a license is discontinued or terminated for any reason, the license holder shall be required to remove all gear/items from the waters and substratum within thirty (30) days of the license expiration date. Any and all equipment not removed within thirty (30) days may be recovered by the Town through the Shellfish Constable at the License Holder's expense.

21. License Holder is responsible for maintaining gear/items within the boundaries of their grant at all times. Failure to do so should be reported to the Shellfish Constable who will take appropriate corrective action(s).

22. Inasmuch as this ADA lies within a Critical Habitat area for marine mammals all floating gear which is affixed to the bottom shall be in compliance with the provisions and requirements of the Massachusetts Division of Marine Fisheries. This shall include marker buoys, and their attachment lines. The License Holder shall be in compliance with any Department of Marine Fisheries or NOAA Regulations promulgated in the future to further the goals of the Federal Marine Mammal Protection Act.

23. For the purpose of retrieving fixed gear from the ocean floor during periods when the Massachusetts Division of Marine Fisheries regulates the use of vertical lines aimed at protecting endangered species, License Holders may have one vertical line per acre, with a 600 lbs. breakaway link or ROABS (ropes of appropriate breaking strength per ALWTRP) attached to shellfish cages, bags or containers at the shallowest depth of the lease for the purposes of retrieving marketable product and/or managing their farm.

24. An area of twenty-five (25) feet inside the perimeter of the license site abutting another site shall remain unobstructed for passage of other License Holders.

25. Should license boundary disputes arise among license holders, they shall first take their dispute to the Shellfish Constable for resolution. Should this prove unresolved, the Select Board may require an engineered survey of the licensed areas in question. Such survey would be performed at the License Holder's expense.

26. No persons, other than Licenses Holders, may moor a vessel within twenty-five (25) feet, at rest, of a licensed grant site area.

FEES

27. In the event that the applicant is required to present at a public hearing, a fee will be charged. Payment of such fee is due at the time the application is submitted to the Select Board. The fee will be consistent with whatever the currently established public hearing fee is at the time.

28. A fee of \$25 per acre or part thereof shall be payable at the time of license approval. An annual license fee of \$25.00 per acre shall be paid by the license holder, payable on or before January 1st of each year thereafter. If the fee is not paid within 6 months after it is due, the license shall be deemed forfeited and may be revoked.

29. The license holder shall post a Compliance Bond for the licensed area or part thereof to ensure compliance with these regulations. The bond amount shall be \$10,000.00 for licensed areas ranging from one to five acres. In the event a license holder has a licensed area in excess of five acres; the bond amount shall be increased to \$20,000.00. The license holder shall provide the Town of Truro a fully executed Surety Rider naming the Town as the Obligee.

Submitted for consideration by Truro Shellfish Advisory Committee, February 21, 2012. Went into effect March 20, 2012; amended May 22, 2013; amended April 8th, 2014; amended July 14, 2015; amended August 28, 2024



Susan Areson, Chair



Nancy Medoff, Clerk



Stephanie Rein

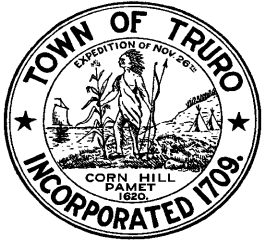
Town of Truro



Robert Weinstein, Vice-Chair



Susan Girard-Irwin



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Acting Town Manager

REQUESTED MEETING DATE: May 14, 2025

ITEM: Staffing Update on Administrative and Licensing Offices

EXPLANATION: Acting Town Manager Clark will provide a brief update on the Administration and Licensing Department.

Presently, the department is operating with one of two executive assistants and the Acting Town Manager. Executive Assistant Noelle Scoullar is doing a remarkable job of prioritizing the tasks of the executive assistants and has gone above and beyond to address the needs of the department. With the current executive assistant vacancy comes an opportunity to update job descriptions and reassign work to create efficiencies and encourage succession planning. After consulting on operational practices, as well as personal goals and growth, with Executive Assistant Scoullar, and former Executive Assistant (now Town Clerk) Nicole Tudor, I intend to establish a job description and title that better reflects Executive Assistant Scoullar's role and increased responsibility in the department and a title and job description that are more reflective of the vacant position.

My intent is to provide information to the Select Board on these amended job descriptions before the vacant position is posted.

Additionally, I will provide an update on short-term support for Assistant Town Manager duties, and posting timelines for other department positions (Human Resources Coordinator and Board/Committee/Commission Support).

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: NONE-update only

SUGGESTED ACTION: NONE-update only

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Jamie Calise, Truro Police Chief, and Attorney Janelle Austin, KP Law-Town Counsel

REQUESTED MEETING DATE: May 14, 2025

ITEM: Discussion on Town Immigration Practices and General Rights and Protections

EXPLANATION: At the request of the Board, Police Chief Jamie Calise will be present to address the Board's questions on immigration enforcement policies and practices of the Truro Police Department. He will be accompanied by Attorney Janelle Austin of KP Law who will be present to address the Board's questions on how town officials and staff should respond to immigration enforcement, and general rights and protections for community members concerned about immigration enforcement.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: N/A

SUGGESTED ACTION: None-discussion and questions only.

ATTACHMENTS: None



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Select Board

REQUESTOR: Sue Girard-Irwin, Select Board liaison to Ad Hoc Building Committee for the future DPW (AHBC)

REQUESTED MEETING DATE: May 14, 2025

ITEM: Vote to Modify the Format of the May 20th Ad Hoc Building Committee Work Session

EXPLANATION:

In consultation with the facilitator, we believe that the most effective path forward for the initial meeting be a facilitated work session of the AHBC and their Select Board liaison focused on the internal workings of the committee.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED:

If motion is not approved than the original format will stand.

And,

- Identified facilitator will not facilitate because of her professional opinion that a joint meeting as the initial step would not be appropriate or effective.
- If the SB chooses not change the format and still wants to have the meeting facilitated we will need to find a new facilitator.

SUGGESTED ACTION: MOTION to accept the modified format of the AHBC work session.

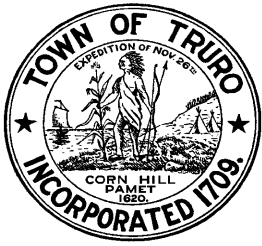
ATTACHMENT:

Facilitator's outline for the AHBC work session (provided by Anne Greenbaum)

Outline for Facilitation

The work of the Ad Hoc Building Committee (AHBC) is valued and appreciated. The work session will include only the AHBC and the Select Board liaison to allow the AHBC to focus on functioning as team, not anyone else's perception. This work session is intended to support the members of the AHBC and improve the ability of the group to function as a team. The Facilitator's role is to help a group of intelligent, hard working and committed individuals have an open and honest conversation that is respectful, non-blaming and solution focused. The exact flow of the work session will be determined by what is said in the room. Some of the topics likely to be covered include:

- Review the committee charge, how well members feel they have done in meeting that charge and possibly suggestions for changes to the charge
- Assess individually and collectively how well the group has functioned as a team
- Identify what has been & is helping the committee work toward its goals and what has been & is in the way of achieving its goals. While this will likely include both internal & external issues, most of the focus will be on addressing the internal issues.
- Prioritizing the internal issues and developing strategies to work more effectively as a team.
- Discussing how, as a team, to constructively deal with external factors that negatively impacted the committee's work.
- Identify how the committee, as a team, is going to function differently as it continues with this important work.



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Acting Town Manager

REQUESTED MEETING DATE: May 14, 2025

ITEM: Review and Approval of Amended Rules and Regulations for Beach Sticker Eligibility for Taxpayers, Residents and Visitors and Set the Fee for the One-Year Senior Perks Pilot Program Pass.

EXPLANATION: At the July 23, 2024 Select Board meeting, the Board determined by consensus to execute the process identified in 2023 STM Article 8 to conduct research and create a pilot program, in accordance with the criteria established in 2024 ATM Article 41. Staff presented to the Select Board on March 4, 2025 on criteria, operational changes, policy changes for Board of Health and Select Board consideration, costs of implementation and a recommended plan to pay for the costs of the pilot program. The Select Board voted to pursue a Free Cash Transfer that would allow for a one-year pilot program that offers discounted beach parking and Transfer Station permits for individuals over the age of 65 that meet the criteria identified to participate in the program. The Free Cash Transfer was approved by Town Meeting voters (2025 ATM Article 3, Section 13) and will be used to off-set the reduction in receipts resulting from the sale of the discounted permits.

The Select Bard voted to offer the Senior Perks Beach Permit at a 75% discount (\$7.50) and the Board of Health voted to offer the Senior Perks Transfer Station Permit at a 50% discount (\$50.00), however, final pricing and implementation is subject to the Boards votes to amend regulations.

Tonight, the Board is asked to approve the amended Rules and Regulations for Beach Sticker Eligibility for Taxpayers, Residents and Visitors to include the Senior Perks permit and to official vote to set the fee for the one-year Senior Perks Pilot Program Pass at \$7.50 so that beach sticker sales of these passes may begin. The Board of Health has a scheduled hearing for May 20th to vote on the Transfer Station Senior Perks permit.

FINANCIAL SOURCE (IF APPLICABLE): 2025 Annual Town Meeting Article 3, Section 13: Free Cash Transfer to Establish A Senior Perks Pilot Program (\$60,320 total).

IMPACT IF NOT APPROVED: No Senior Perks Beach Parking permits will be sold.

SUGGESTED ACTION: *MOTION TO approve the revised Rules and Regulations for Beach Sticker Eligibility for Taxpayers, Residents and Visitors as prepared AND to set the fee for the one-year Senior Perks Pilot Program Pass at \$7.50 for the 2025 Beach Season.*

ATTACHMENTS:

1. Red-Lined Draft Revised Rules and Regulations for Beach Sticker Eligibility for Taxpayers, Residents and Visitors
2. Senior Perks Presentation to the Select Board from March 4, 2025
3. 2025 Annual Town Meeting Article 3, Section 1



TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

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

RULES AND REGULATIONS FOR BEACH STICKER ELIGIBILITY FOR TAXPAYERS, RESIDENTS and VISITORS

Effective April 22, 2008; revised June 2, 2009, February 22, 2022, May 14, 2025

To be eligible for a Resident Beach Sticker, the applicant must be one of the following:

1. A registered voter in the Town of Truro.
2. Listed as a year-round resident on the Town of Truro street listing. If not listed, a copy of a year-round lease or a letter from your landlord is required. Vehicles must be registered in the Town of Truro at that address and driver's license in Massachusetts RMV records must reflect the Truro address as well. In accordance with Massachusetts General Law Chapter 90, Section 26A, within 30 days of an address change you must notify the MA RMV.
3. The spouse or domestic partner of a listed property owner with the same year-round address on a Driver's license, picture ID or Student ID.
4. The dependent of a listed property owner with the same year-round address on a Driver's license, picture ID or Student ID.
5. Property owner of record in the Barnstable County Registry of Deeds.
6. Active military personnel whose home of record is Truro.
7. Non-resident employee of the Town of Truro (limited to one sticker per employee on a vehicle registered in the name of the employee).
8. The owner of record of a property held in trust, owned by an LLC or other legal entity. (Detailed information available through the Beach Office.)

To be eligible for a Native Beach Access Sticker, the applicant must:

1. Provide a copy of a current and active Tribal Membership Card.

To be eligible for a Non-Resident/ Visitor's Beach Sticker, the applicant must:

1. Be staying in the Town of Truro.
2. Be staying in a rental property whose landlord has complied with the Rental Registration Bylaw. Property owners who rent their properties for 120 days or less, must register said property with the town, then provide a completed application for their guests, who may take said application to the Beach Sticker Office to obtain their sticker.

3. Complete a Non-Resident and Non-Renter Application if a relative or a guest of a Truro resident. The Truro owner at whose property the guest or relative is staying must sign the application.

The Senior Perks Program is a one-year pilot program offered for the 2025 Beach Season and provides (1) resident beach sticker per household at a reduced price. Eligible applicants must be age 65 or older and have the vehicle registered in their name and at a Truro address at the time of purchase. These stickers cannot be transferred or designated and a designation of a resident sticker on the property renders applicants ineligible for the Senior Perks sticker.

All applicants for the Senior Perks Program must present the following documentation:

1. Government-issued proof of age (such as a driver's license, passport, birth certificate, or other similar public record).
2. Valid vehicle registration registered in the applicant's name and registered to an address in Truro.
3. Completion of a verbal, written, or electronic attestation of the annual household income, in the manner designated by the Beach Office.

All applicants for any sticker must present the following documentation:

1. Valid vehicle registration for each vehicle with the applicant as the owner of the vehicle.
2. Lease listing the applicant as the lessee of a leased vehicle.
3. Appropriate written documentation connecting a company owned or leased vehicle to the applicant (i.e. business card or letter of authorization on company letterhead).
4. Applicants presenting Dealer Plates must provide registration of vehicle or documentation connecting that vehicle to the applicant.

The Burden of Proof of eligibility is the responsibility of the applicant.

General Eligibility and Requirements for Resident Sticker Eligibility

1. Persons renting commercial property in Truro do not qualify for a Resident Beach Sticker.
2. A resident who is entitled to a Resident Beach Sticker, but who has no vehicle or does not intend to purchase a sticker for his or her own vehicle, may assign one Resident Beach Sticker to another individual. ~The person to whom the sticker is being assigned must be present with the resident to purchase the sticker and must provide vehicle registration and a valid driver's license at the time of purchase. ~This privilege is limited to one Resident Beach Sticker assignment per resident or taxpayer. Once a parking permit has been assigned, the person assigning that sticker is NOT entitled to purchase any further permits during that beach season.
3. In the case of a property with a life tenancy provision, the Resident Beach Sticker shall be issued to the life tenant. Any other Beach Parking Permits issued to the same property shall be issued at the rate of a non-resident.

4. In the case of a property held in trust, Resident Beach Stickers may be issued to property owner of record upon presentation of adequate written documentation of trustee status.~
Beneficiaries of the trust are not deemed owners of the property and as such are not eligible for a Resident Beach Sticker.

Replacement Stickers

Replacement stickers will be issued upon reasonable proof of loss or theft of a sticker, or if the vehicle is traded or sold and plates transferred to a new vehicle. Only one replacement per sticker is permitted in a season. A portion of the original sticker showing the printed number must be presented at the time of the replacement request. There will be a \$5.00 charge for a replacement sticker.

Misuse of Stickers

At all times, the sticker remains the property of the Town of Truro. The person to whom the sticker has been issued (pass holder) has purchased a use privilege, not the sticker and agrees that the sticker may be revoked by removal or other means if it is misused. The pass holder also agrees that the Town of Truro will make the final judgement as to whether a sticker has been misused.

The following shall be considered a misuse of stickers:

1. Sticker registration number does not match the registration number of the vehicle to which it is attached.
2. Sticker is not permanently affixed to the vehicle except where written permission is issued by the Beach Supervisor.
3. Sticker has been altered, defaced, copied or made unreadable.

Penalties and Revocation of Stickers:

1. A Parking Control Officer, Police Officer, Special Police Officer, the Beach Supervisor or his/her duly authorized agent may remove stickers for misuse.
2. Persons whose stickers have been removed have seven days to appeal to the Beach Supervisor.

Appeals

Appeals to these Rules and Regulations may be made directly to the Beach Supervisor.

Senior Perks Pilot Program

STAFF ANALYSIS AND RECOMMENDATIONS

PROJECT OBJECTIVE

Town Meeting voted favorably for three articles related to a “senior perks program” that would offer free or discounted beach stickers and transfer station access to seniors in Truro:

STM–Article 8 (Select Board–Initiated)

STM–Article 15 (Citizen–Petitioned)

ATM–Article 41 (Citizen–Petitioned)

PROJECT OBJECTIVE

At the July 23, 2024 Select Board meeting, the Board determined by consensus to execute the process identified in STM Article 8 to conduct research and create a pilot program, in accordance with the criteria established in ATM Article 41.

PROGRESS TO DATE

May 4/5, 2024

Town Meeting

Town Meeting voted favorably for three articles related to a “senior perks program” that would offer free or discounted beach stickers and transfer station access. The articles provided for different courses of action.

July 23, 2024

Select Board Direction

Staff presented the three articles approved at the 2023 Special and 2024 Annual Town Meetings related to the Senior Perks program and a proposed path forward. The Select Board agreed with staff’s recommendation.

Summer/Fall 2024

Staff Analysis and Meetings

The staff team met as a full group six times from July through January, with individual staff members working on specific taskings between meetings, and smaller, informal meetings occurring between staff members between the larger group meetings.

Staff members involved included:

- Town Manager
- Assistant Town Manager
- Finance Director
- Principal Assessor
- Accountant
- Public Works Director
- Community Services Director
- Health/ Conservation Agent

March 2025

Analysis Presentation

Staff presents to the Select Board on March 4, 2025. Subject to the Select Board’s direction, staff will present to the Board of Health in March 2025 and will include the appropriate funding mechanism in the 2025 Annual Town Meeting Warrant.

MEETING OBJECTIVES & ACTIONS REQUIRED

- ❑ Staff presents proposed policy changes
- ❑ Staff presents analysis, including program options, potential costs, and funding options
- ❑ Select Board selects an age criteria and the discount amount
- ❑ Select Board forwards its recommendation to the Board of Health for consideration

ELIGIBILITY

To be eligible:

- Senior must have the motor vehicle that will receive the permit registered in their name and registered to a Truro address.
- Permits may not be designated to other individuals.
- One (1) Senior Perks Program permit per household may be issued for the duration of the Pilot Program.
- Staff recommends that the Pilot Program run from May 15, 2025 through May 14, 2026.



Definition of a Senior:

The Board must determine the age of eligibility associated with the program

ANALYSIS

Age	Sticker Discount	New Sticker Amount	Potential Revenue Lost	Approx. New Sticker Amount- Revenue Neutral		Age	Sticker Discount	New Sticker Amount	Potential Revenue Lost	Approx. New Sticker Amount- Revenue Neutral		Total Revenue Lost if Both Programs Implemented
65	100%	\$ -	\$ (24,960.00)	\$40.50		65	100%	\$ -	\$ (83,200.00)	\$ 173.00		\$ (108,160.00)
	75%	\$ 7.50	\$ (18,720.00)	\$37.00			75%	\$ 22.50	\$ (62,400.00)	\$ 146.00		\$ (81,120.00)
	50%	\$ 15.00	\$ (12,480.00)	\$34.50			50%	\$ 50.00	\$ (41,600.00)	\$ 127.00		\$ (54,080.00)
	25%	\$ 22.50	\$ (6,240.00)	\$32.00			25%	\$ 75.00	\$ (20,800.00)	\$ 112.00		\$ (27,040.00)
67	100%	\$ -	\$ (22,770.00)	\$39.00		67	100%	\$ -	\$ (75,900.00)	\$ 162.00		\$ (98,670.00)
	75%	\$ 7.50	\$ (17,077.50)	\$36.25			75%	\$ 22.50	\$ (56,925.00)	\$ 140.00		\$ (74,002.50)
	50%	\$ 15.00	\$ (11,385.00)	\$34.00			50%	\$ 50.00	\$ (37,950.00)	\$ 124.00		\$ (49,335.00)
	25%	\$ 22.50	\$ (5,692.50)	\$32.00			25%	\$ 75.00	\$ (18,975.00)	\$ 110.50		\$ (24,667.50)
70	100%	\$ -	\$ (18,540.00)	\$37.00		70	100%	\$ -	\$ (61,800.00)	\$ 145.00		\$ (80,340.00)
	75%	\$ 7.50	\$ (13,905.00)	\$35.00			75%	\$ 22.50	\$ (46,350.00)	\$ 131.00		\$ (60,255.00)
	50%	\$ 15.00	\$ (9,270.00)	\$33.00			50%	\$ 50.00	\$ (30,900.00)	\$ 119.00		\$ (40,170.00)
	25%	\$ 22.50	\$ (4,635.00)	\$31.50			25%	\$ 75.00	\$ (15,450.00)	\$ 108.00		\$ (20,085.00)
73	100%	\$ -	\$ (15,120.00)	\$35.50		73	100%	\$ -	\$ (50,400.00)	\$ 134.00		\$ (65,520.00)
	75%	\$ 7.50	\$ (11,340.00)	\$33.75			75%	\$ 22.50	\$ (37,800.00)	\$ 124.00		\$ (49,140.00)
	50%	\$ 15.00	\$ (7,560.00)	\$32.75			50%	\$ 50.00	\$ (25,200.00)	\$ 115.00		\$ (32,760.00)
	25%	\$ 22.50	\$ (3,780.00)	\$31.00			25%	\$ 75.00	\$ (12,600.00)	\$ 107.00		\$ (16,380.00)
75	100%	\$ -	\$ (12,780.00)	\$34.75		75	100%	\$ -	\$ (42,600.00)	\$ 128.00		\$ (55,380.00)
	75%	\$ 7.50	\$ (9,585.00)	\$33.25			75%	\$ 22.50	\$ (31,950.00)	\$ 119.00		\$ (41,535.00)
	50%	\$ 15.00	\$ (6,390.00)	\$32.00			50%	\$ 50.00	\$ (21,300.00)	\$ 112.00		\$ (27,690.00)
	25%	\$ 22.50	\$ (3,195.00)	\$31.00			25%	\$ 75.00	\$ (10,650.00)	\$ 105.50		\$ (13,845.00)
Approx. Senior Households				832		Approx. Senior Households					832	
Resident Beach Stickers Sold				3235		Resident Transfer Permit Stickers Sold					1975	
Resident Beach Sticker(2024) =				\$30.00		Resident Annual Transfer Station Permit(2024) =					\$ 100.00	
Data is from Calendar Year 2024 and Sticker amounts are subject to change.												

POLICY RECOMMENDATION:

Beach Regulations



TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

**RULES AND REGULATIONS FOR BEACH STICKER ELIGIBILITY
FOR TAXPAYERS, RESIDENTS and VISITORS**
Effective April 22, 2008, revised June 2, 2009, revised February 22, 2022

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Replacement stickers will be issued upon reasonable proof of loss or theft of a sticker, or if the vehicle is traded or sold and plates transferred to a new vehicle. Only one replacement per sticker is permitted in a season. A portion of the original sticker showing the printed number must be presented at the time of the replacement request. There will be a \$5.00 charge for a replacement sticker.

Misuse of Stickers

At all times, the sticker remains the property of the Town of Truro. The person to whom the sticker has been issued (pass holder) has purchased a use privilege, not the sticker and agrees that the sticker may be revoked by removal or other means if it is misused. The pass holder also agrees that the Town of Truro will make the final judgement as to whether a sticker has been misused.

The following shall be considered a misuse of stickers:

1. Sticker registration number does not match the registration owner of the vehicle to which it is attached.
2. Sticker is not permanently affixed to the vehicle except where written permission is issued by the Beach Supervisor.
3. Sticker has been altered, defaced, copied or made unreadable.

Penalties and Revocation of Stickers:

1. A Parking Control Officer, Police Officer, Special Police Officer, the Beach Supervisor or his/her duly authorized agent may remove stickers for misuse.
2. Persons whose stickers have been removed have seven days to appeal to the Beach Supervisor.

Appeals

Appeals to these Rules and Regulations may be made directly to the Beach Supervisor.



Town
of **Truro**
MASSACHUSETTS

POLICY RECOMMENDATION:

Board of Health Regulations

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Refuse Hauler – Individuals or companies who collect and/or transport refuse from private or commercial sources.

Reusable Goods – items, such as, but not limited to textiles, furniture, books, household items, electronics from an individual that no longer needs or uses it and is redistributed to those who can still find use in the item. The term “Reusable goods” does not apply to refuse, garbage, hazardous materials composted material.

Solid Waste – Waste Materials including garbage and rubbish, exclusive of building, demolition and body wastes. (See refuse)

Unacceptable Waste – Any waste currently not accepted at the transfer station as listed in Article 4.

Yard Waste – Grass clippings, weeds, garden materials, shrub clippings, leaves, pine needles, bark mulch, wood chips and brush less than one inch in diameter.

Article 2 Transfer Station Permits

1) Use of Transfer Station

No person shall enter or dispose of any materials at the Transfer Station unless they are the holder of a valid permit issued in accordance with this Regulation.

License Plate Recognition Software is now being used to monitor use of use of the Transfer Station. Physical stickers will no longer be distributed. Instead, cameras have been installed to read each license plate as vehicles enter the facility. The cameras will take a picture of each license plate and software will compare the plate numbers in the pictures to a listing of authorized users.

2) Eligibility

The following individuals shall be eligible for a Transfer Station Permit:

1. Owners of residential property located in the Town of Truro, as that term is defined herein;
2. Occupants of residential properties located in the Town of Truro, as that term is defined herein;
3. Provided however, that transfer station permits shall only be available for residential addresses with habitable dwelling units that are occupied for at least a portion of the year.

3) Definitions

Owner – for purposes of this Regulation, the term Owner shall refer to the individual listed on the deed or other instrument of ownership on record with the Barnstable County Registry of Deeds for residential properties located in the Town of Truro. If the property is held in trust, only the trustee may be considered an Owner for purposes of this Regulation. Beneficiaries shall not be considered Owners for purposes of this Regulation.

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Occupant – for purposes of this Regulation, the term Occupant shall refer to any individual residing at a residential address in the Town of Truro for any period consisting of two or more consecutive nights, with a lease or the written permission of the Owner or by virtue of being the Owner’s spouse, domestic partner or dependent over the age of eighteen years old.

4) Types of Permits and Eligibility

Annual Permits – shall be valid for a period of one year from date of purchase and shall be available to (1) Owners and/or (2) Occupants, provided that the Occupant is authorized to occupy the premises for a period of at least twelve months out of the year.

Monthly Permits – shall be valid for a period of thirty days from the date of issue and shall be available to (1) Owners and/or (2) Occupants, provided that the Occupant is authorized to occupy the premises for a period of least thirty consecutive days.

Weekly Permits - shall be valid for a period of seven days from the date of issue and shall be available to (1) Owners and/or (2) Occupants, provided that the Occupant is authorized to occupy the premises for a period of up to twenty-nine consecutive days.

Senior Perks Annual Permit – shall be valid for a period of one year from date of purchase and shall be available to (1) Owners and/or (2) Occupants, provided that the Occupant is authorized to occupy the premises for a period of at least twelve months out of the year. Eligible applicants must be age 65 or older and have the vehicle registered in their name in Truro at the time of purchase. The permit cannot be transferred or designated. The Senior Perks Program is a one-year pilot program offered from May 15, 2025 through May 14, 2026 and provides (1) annual permit per household, purchased during the program period, at a reduced price.

5) Limitations

1. The number of permits that may be issued and active for a particular household or household held in a trust at any time shall be limited to three annual (including the one Senior Perks Annual Permit per eligible household) and one weekly or monthly at a time.
2. Permits shall only be issued upon presentation of proof of eligibility and payment of the applicable fee.
3. Annual permits shall only be issued to Owners and to Occupants whose vehicle registration shows the address for which the permit is issued; or the name on the vehicle registration corresponds with the Truro address as noted on the deed or lease.
4. Only the vehicles associated with the permit shall be allowed to enter the Transfer Station. If a permit holder will be using an alternative vehicle for any portion of a permit period, the permit may be transferred to the alternative vehicle, provided appropriate documentation (such as a copy of a lease) is provided.
5. Permits may not be transferred to any other person or entity. If the permit holder ceases to qualify, the permit will be revoked.
6. Any permit may be revoked. The Owner or Occupant may appeal to the BOH for any violation of the Transfer Station Rules and Regulations or any other provision of law relative to the use of the Transfer Station.



Town
of **Truro**
MASSACHUSETTS

7. All waste brought to the Transfer Station shall originate within the Town of Truro and shall be related solely to the use of the property for which the permit is issued. Evidence of dumping any waste from other municipalities shall be a violation of these regulations, and is a ticketing offense under the non-criminal violation provisions stated in Section1, article 3.2.

6) **Required Documentation**

- 1. If a property owner, ownership will be confirmed through the records of the Board of Assessors.
- 2. If an Occupant, an original written lease or other form of written authorization with Owner’s signature shall be presented with the application (designation form will be provided).
- 3. Vehicle Registration for each vehicle that will be used with the permit. If the vehicle is not registered to the applicant, sufficient proof of the applicant’s authorization to use the vehicle shall be presented.

4. Driver’s License.

For Senior Perks Annual Permit:

In addition to the above, applicants for the Senior Perks Program must present the following documentation:

- 1. Government-issued proof of age (such as driver’s license, passport, birth certificate, or other similar public record).
- 2. Valid vehicle registration registered in the applicant’s name and registered to an address in Truro.
- 3. Completion of a verbal, written, or electronic attestation of the annual household income, in the manner designated.

7) **Fees**



1. Annual Permit	\$100.00
2. <u>Senior Perks Annual Permit</u>	\$XX 00
3. Monthly Permit	\$50.00
4. Weekly Permit	\$25.00



FUNDING OPTIONS

Free Cash Transfer

Staff's recommended funding mechanism for the pilot program

Best funding mechanism for a one-time expenditure

Free cash was also used to fund the Childcare Voucher Program before it became permanent through an override

General Override

Permanent increase to the tax levy

Recommended for permanent programs

Staff does not recommend an override for this program until more data can be captured

Fee Increase

Raising fees across the Board to cover the discount provided for Senior Perks program

Impact targets users of program, specifically, rather than entire tax base

One-year fee increase for the Pilot Program may create public confusion if program is not continued

Raising fees across the Board only to discount for the Program may not result in the individual savings intended from the program

Staff does not recommend a fee increase to offset program until more data can be collected



IMPLEMENTATION

- To collect data on socioeconomic data associated with the program, a one question household income survey can be required to participate
- TownHall24/7, online permit vendor: add this permit option with household income survey question and create a staff verification requirement
- The Beach Office and Town Hall: request proof of eligibility and ask applicants to complete the household income survey discretely on paper, and then enter it into TownHall24/7



NEXT STEPS

Staff will present the Pilot Program recommendations to the Board of Health for its feedback



Staff will prepare a warrant article to fund the program. Warrant article will be presented to Finance Committee, Select Board and Board of Health for votes to recommend



Town Counsel will review Regulation changes and respective Boards will approve and set fees, pending Town Meeting funding approval



Pilot Program implementation and data collection will run from May 15, 2025 to May 14, 2026



Data collection will inform a potential permanent program and permanent funding mechanism recommendation

Article 3: Transfer of Funds from Free Cash

SECTION 13: TO ESTABLISH A SENIOR PERKS PILOT PROGRAM

To see if the Town will vote 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, or take any other action relative thereto.

Requested by the Select Board

Explanation: The Select Board and Board of Health (the respective fee setting bodies for beach parking permits and Transfer Station permits) reviewed the staff analysis of the Senior Perks Pilot Program and voted to pursue a one-year pilot program offering discounted beach parking and Transfer Station permits for individuals over the age of 65 that meet the criteria identified to participate in the program. This free cash transfer will be used to off-set the reduction in receipts resulting from the sale of the discounted permits.

To be eligible for the program, the senior must have the motor vehicle that will receive the permit registered in their name and registered to a Truro address, and only (1) of each type of Senior Perks Program permit (i.e. (1) beach permit and (1) Transfer Station permit) per household may be issued for the duration of the Pilot Program. The permits do not need to be on the same vehicle. Permits may not be designated to other individuals. Similar to the Childcare Voucher program, the Senior Perks program will begin as a pilot program in its first year to collect data about use of the program, budgetary impacts, and program policies. The Pilot Program will run from May 15, 2025 through May 14, 2026. The Select Board voted to offer the Senior Perks Beach Permit at a 75% discount (\$7.50) and the Board of Health voted to offer the Senior Perks Transfer Station Permit at a 50% discount (\$50.00). Final pricing and implementation is subject to regulation amendments that will occur at respective board meetings pending a favorable vote of this article at Town Meeting.

Finance Committee Recommendation	0	3	1
Board of Health Recommendation	5	0	0
Select Board Recommendation	5	0	0



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Susan Areson, Chair of Select Board

REQUESTED MEETING DATE: May 14, 2025

ITEM: Election of Select Board Officers

EXPLANATION: As this is the first Select Board meeting held since the Annual Town Election on May 13, 2025, the annual election of the Chair, Vice Chair and Clerk of the Board should occur.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: Chair, Vice Chair and Clerk would remain the same.

SUGGESTED ACTION:

Motion to approve _____ as Chair of the Select Board.

Motion to approve _____ as Vice-Chair of the Select Board.

Motion to approve _____ as Clerk of the Select Board.

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Kelly Clark, Acting Town Manager

REQUESTED MEETING DATE: May 14, 2025

ITEM: Discussion and Review of Board and Committee Re-Appointment Process

EXPLANATION: Board, committee and commission appointments typically expire on June 30th of a given year. In recent history, to help minimize the workload and meeting time associated with reappointments, the following procedures were enacted:

1. Advertisements for applications for all seats set to expire on June 30th are published by staff (usually on the Town website and social media) with an application deadline.
2. Applicants for **reappointment** are required to submit both the application and their annual paperwork.
3. For uncontested seats, applicants for reappointment are included in the **Consent Agenda** for one of the two June Select Board meetings.
4. For any contested seats, all applicants (new and current) are scheduled for an interview at one of the two June Select Board meetings so that the Board can interview and make appointments.

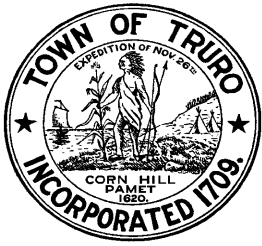
If the Board wishes to make any procural change for how appointments and re-appointments occur, staff requests that the Board make those changes known. An application deadline of June 4, 2025 is recommended so that staff has time to arrange applicants appropriately on the two agendas in June.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: The re-appointment process for boards, committees and commissions will remain the same.

SUGGESTED ACTION: *MOTION TO set June 4th as the application deadline for all expiring and open seats on appointed boards, committee, and commissions.*

ATTACHMENTS: NONE



TOWN OF TRURO

Select Board Agenda Item

DEPARTMENT: Administration

REQUESTOR: Noelle Scoullar, Executive Assistant

REQUESTED MEETING DATE: May 14, 2025

ITEM: Review and Possible Approval of MassDOT Event Notification Form for New England Endurance Events road race.

EXPLANATION: New England Endurance Events has submitted applications to hold a portion of their road race in Truro. The route has been attached and reviewed by both the Fire and Police Chief, Director of Community Services, Health and Conservation Agent and DPW Director. All have approved.

Event participants will be dropped off by bus at Ballston Beach starting at 9am and all participants will have left Truro by 10am.

FINANCIAL SOURCE (IF APPLICABLE): N/A

IMPACT IF NOT APPROVED: New England Endurance Events will need to find an alternate route that does not run through Truro.

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

ATTACHMENTS:

1. Application for Permit for Organized Bike and Road Races



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

Applicant: Andrew Scherding Email: _____

Group Affiliation (If Any): New England Endurance Events

Mailing Address: 39 Eldridge Rd. City: Brewster State: MA Zip: 02631

Phone: _____ Cell Phone: same

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.):

This is our annual event to benefit Habitat for Humanity of Cape Cod. There will be 125 participants.

The event begins at 9am. Over the hour prior, participants be bused from Wellfleet to Ballston Beach. Buses will then immediately leave area. Participants will begin running below high tide mark of the beach heading south.

No food or beverages will be served. All participants will have parked at finish line in Wellfleet.

Streets &/or Roads to be Used:

Crossing Collins Rd. near Fox Bottom Rd., and again on Collins Rd. at Rose Rd. Staff station

Date(s) and Hours Race/Event:

Sept 20, 2025, 9am start, all participants will have left Truro by 10am Day: Saturday

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.

March 25, 2025

Signature of Applicant

Date

Action by the Town Manager :

Date: _____



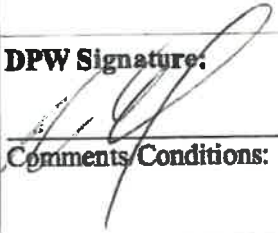

____ Approved as submitted

____ 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: 9	Building Commissioner Signature: Comments/Conditions: Permits/Inspections needed:
Police Department Signature:  Comments/Conditions:	Fire Department Signature: Comments/Conditions:
DPW Signature:  Comments/Conditions:	Harbormaster Signature: Comments/Conditions:
Recreation and Beach Director:  Comments/Conditions: Concerned about bus traffic in small parking lot. Defer to Police Department for traffic concerns. Defer to Conservation for environmental impact. Defer to DPW for beach access issues.	Other: Comments/Conditions:

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: _____ Comments/Conditions: 	Fire Department Signature: No Issues _____ Comments/Conditions: <div>Digitally signed by Timothy Collins Date: 2025.03.28 13:16:35 -04'00'</div> <div>Timothy Collins</div>
DPW Signature: _____ Comments/Conditions: 	Harbormaster Signature: _____ Comments/Conditions:
Recreation & 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: Joe Collier

Title: Fire Dept

City/Town: Truro

BOARD OF SELECTMEN/CITY COUNCIL

Signed: _____

Title: _____

City/Town: _____

STATE POLICE DEPARTMENT

Signed: _____

Title: _____

City/Town: _____

SWIMRUN CAPECOD

TRURO VILLAGE



START

Ballston Beach, Truro



TRURO HIGHLANDS

Run 1



SWIM (1.6 MILES)

RUN (9.0 MILES)

3
Snow Pond

Run 2

4
Slough Pond

Run 3

Run 4

5
Higgins Pond

Gull Pond

WELLFLEET
KETTLE PONDS

Run 5

Gull Pond Road

FINISH

Wellfleet Elementary School

Gross Hill Road

Run 6

Long Pond Road

Long Pond

WELLFLEET VILLAGE



Run 8

10

Dyer Pond

Run 7

Great Pond

9

Cahoon Hollow Road

Ocean View Drive

Noelle Scoullar

From: Andrew Scherding
Sent: Tuesday, March 25, 2025 11:25 AM
To: Noelle Scoullar
Cc: Nicole Tudor; Bethann Bonacci
Subject: Re: Our endurance event for 2024
Attachments: NEEE Application for Bike & Road Races form copy.pdf; NEEE application_use_of_town_property_form copy.pdf; Application for Bike & Road Races form.pdf; application_use_of_town_property_form.pdf; truro-run-swim.map.2023.2.pdf

Hello Noelle, I hope all is well.

You'll remember, we canceled last year's event to benefit Habitat for Humanity due to a fierce storm that morning. We would like to try again this year, on Saturday, Sept 20.

I have attached an application for use of town-owned property (for small sized shuttle buses to drop off approximately 125 participants at the Ballston Beach parking lot). The buses return to Wellfleet where the finish is located and the participant cars are parked.

I have also attached an application for an organized race. While the participants begin the event by running/hiking on the beach in a southerly direction, they do traverse Collins Road at two points on their way to Wellfleet,

As always, we also obtain permits from NPS and the town of Wellfleet.

If you or any Truro town officials have any questions, I invite them to email or call me.

Thanks for your assistance,

Andy Scherding
New England Endurance Events

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Select Board Minutes

November 12, 2024

Via Zoom Platform (Hybrid)

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

Others Present: Darrin Tangeman (Town Manager); Kelly Clark-Assistant Town Manager; Jarrod Cabral (DPW Director); Damion Clements (Recreation Department Director); Chris Kaufmann (New Library Director); Liam Rowland (Owner Salty Market Farmstand); Beverly Miller (Truro Resident); Anne Greenbaum (Truro Resident); Karen Kinsella (Truro Resident); Michael Forgione (Truro Resident); Anthony Garrett (Part-time Resident); Dennis O'Brien (Truro Resident); Laurie Lee (Truro Resident); Bob Panessiti (OPM); Chris Lucy (Truro Resident); Bob Higgins-Steele (Chair Ad Hoc Building Committee); Clint Kershaw (Truro Resident); Martha Magane (Vice Chair Library Board of Trustees); Kevin Grunwald (Truro Resident, Possible Nominee Alternate to CCNS); Jack Farley (Truro Resident, Possible Nominee Alternate to CCNS); Bob Tilden (Truro Resident, Nominee to ZBA); Leah Camhi (Truro Resident, Nominee to ZBA)

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

The Select Board voted to approve and release the minutes for September 10, 2024, and September 24, 2024. They did not act on the minutes from August 27, 2024.

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: Beverly Miller who believed that trust should be considered and added into the wording for the evaluation of the Town Manager and was concerned about the legality of a member of the finance committee receiving a government contract; Anne Greenbaum who wanted to celebrate the success of the Halloween party held at the library; Karen Kinsella who asked the Truro Select Board and government staff to listen to the voters and earn their trust; Michael Forgione who asked the Select Board to listen to the voters about the site for the new DPW facility; Anthony Garrett who was unhappy with comments made by the Select Board liaison at a recent Ad Hoc Building Committee meeting; Dennis O'Brien who was concerned that the Select Board is ignoring the vote of town residents to locate the new DPW facility at Town Hall Hill; Laurie Lee who asked that the Select Board take a vote on the site for the new DPW facility and ensure the Town Manager does not overturn the vote; Bob Panessiti who explained the contract that is in place for the role as the OPM; Chris Lucy who asked the Select Board to instruct the OPM to review the DPW Study Group's plan at Town Hall Hill; Bob Higgins-Steele who stated that the Ad Hoc Building Committee will address civility and discourse at their next meeting and asked that the Select Board reaffirm their charge and confirm the only site being considered is at Town Hall Hill.

PUBLIC HEARINGS

- A. Review, discussion, and vote on a request for an annual all-alcohol pouring license pursuant to MGL 138 Sec 12 and Special Legislation H4569 for Salty Market Farmstead Inc., 2 Highland Rd, owner and manager, Liam Rowland

Chair Areson moved to open the public hearing.

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.

Liam Rowland would like to make Salty Market Farmstand into a year-round business. He would like to be able to sell alcohol to-go along with take-out meals and have an open-pour license with a section to dine in the store. He would like to have eight seats available and stated the plan will only be implemented in the winter months. Neighbors have expressed their support.

Clint Kershaw expressed confusion due to the Board of Health's lack of support of the plan in January, though he believed they had not taken a vote to approve or disapprove the application. He also stated that there are already seats outside and inside that are allowed despite being illegal. He also believes that the septic system for the business is only rated as one bedroom, and that the owner should be required to upgrade it.

Chair Areson stated that the Board of Health meeting minutes are in their packet, and they are aware that in January they requested he return with another plan. The Health Agent Emily Beebe expressed approval in April. Mr. Rowland stated his septic system is up to date and has been approved. He has worked hard on ensuring his plan serves the community and considers environmental safety. Chair Areson stated that Health Agent Beebe informed them that the water usage was specific to the winter time when there is less usage. Clerk Medoff stated that they had a very thorough examination and discussion about the plan and felt comfortable with it. Maura Glatzel, Truro Resident and abutter, commented that they approve the plan and believe Mr. Rowland has done his due diligence to ensure his plan is safe and benefits the community.

Chair Areson moved to close the public hearing.

Member Rein seconded the motion.

The Public Hearing was closed.

Member Rein moved to approve the annual all-alcohol pouring license for Liam Rowland, Salty Market Farmstand Inc., DBA Salty Market Farmstand condition to operate January 1 to April 1st and October 1 to December 31 for Thursday through Saturday from 2pm to 9pm and

to submit the new licensing application and the renewal application for calendar 2025 to the ABCC.

Clerk Medoff 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.

INTRODUCTION TO NEW EMPLOYEES

B. Chris Kaufmann, Library Director

Presenter: Darrin Tangeman, Town Manager

Town Manager Tangeman introduced the new Library Director Chris Kaufmann, who has extensive experience in library services and is pursuing a PhD in Library and Information Science. Chair Areson asked what her plan is approaching the library community in Truro, to which she responded that she is goal oriented and enjoys helping people with their needs. Martha Magane, Vice Chair of the Library Board of Trustees, welcomed Chris and told her the Board of Trustees and the wonderful library staff are there to support her.

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

A. Interview and Possible Nomination of (1) Voting Alternate Member to the Cape Cod National Seashore Advisory Commission: Jack Farley, Michael Fee, Kevin Grunwald, and Denise McWilliams

Chair Areson stated that Michael Fee was unable to attend. He will be interviewed next week, and that is when they will make their decisions.

Jack Farley (Truro Resident):

Jack Farley believes he is a good fit for the Commission because he has been a tax payer for 50 years and a resident of Truro for 16 years. He was formerly a high school history teacher and principal as well as a college professor. He was also a district supervisory lifeguard for the National Seashore for 32 years and a life guarding supervisor and trainer for the town of Truro for 12 years. He was also the co-chair of the Great Hollow Beach Committee. He feels he is easy-going and a good communicator and knows others that are on the Commission.

Kevin Grunwald (Truro Resident):

Kevin Grunwald is a former social worker and became a full-time resident of Truro in 2013 after being a part time resident since 1984. In 2013 he was appointed to be the representative from

Truro to the Cape Cod Commission, and he is now a member of the Executive Committee of the Commission. He has been on the Housing Authority for 8 years, most of those years spent as chair. He is also on the Council of Aging and has served on various Ad Hoc Committees. He feels his service to the Cape Cod Commission has prepared him to serve on a regional board and sees the role of the Advisory Board is critical.

Denise McWilliams had attended the Select Board meeting and planned to be interviewed but had an emergency and needed to leave. Assistant Town Manager Clark will reach out to see if she can attend the next meeting to be interviewed.

- B. Interview and Possible Appointment of Alternate to Zoning Board of Appeals: Leah Camhi and Robert Tilden

Robert “Bob” Tilden (Truro Resident):

Bob Tilden taught college for fourteen years, worked as an architect for twenty-four years, and was a firefighter and EMT for twenty-one years. He has worked extensively with college students and feels that experience and his time as a firefighter and architect has prepared him to work on a team such as the Zoning Board of Appeals. He has come before other ZBAs and is able to understand the language. He has been listening to the cases to see how the Board responds to the needs of residents in Truro and is reading to become familiar with the local and state laws and regulations.

Leah Camhi (Truro Resident):

Leah Camhi has been a full-time resident of Pond Road for the last year and a half and has owned her house in Truro for twenty-five years. She has a background in non-profits, having been the Executive Director of an Affordable Housing organization in the Fenway for about 10 years, as well as working for a homelessness prevention organization. She has attended three meetings of the ZBA and has noticed how well they function. She would like to start as an alternate to become more familiar with the ZBA’s laws and regulations and language. She stated she is able to judge cases based on the facts.

Chair Areson moved to appoint Bob Tilden and Leah Camhi to the ZBA as alternates for a one-year term expiring June 30, 2025.

Clerk Medoff 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.

STAFF/ COMMITTEE UPDATES

- A. Staff Report on Out-of-School Time Program and Childcare Voucher Program

Presenter: Damion Clements, Community Services Director, and Kelly Clark, Assistant Town Manager

Community Services Director Damion Clements stated that the Out-of-School Time Program (OSTP) runs an after-school program for children in grades K-6, a half day program, a full day holiday program, a full day school vacation program, a Pre-Season Summer Youth program, Summer Rec program, a Post-Season Summer Youth program, and a miscellaneous childcare program for events such as Town Meeting. There are currently 62 children registered for the Community Sustainability Program, with 29 registered for the after-school program and an average attendance of 20 students and a maximum number of students of 36. Average attendance for vacation weeks varied, with February vacation averaging 16 students and April vacation averaging 23 students per day. In the Summer Rec Youth Program, 51 were registered. For the Pre-Season program 31 were registered and for the Post-Season program 44 were registered. The average daily numbers for the Pre-Season program was 22 students, Post-Season 28 students, and Summer Rec program 45 students.

The program has one full-time supervisor, one full-time assistant supervisor, one full-time program leader, and one part-time program leader. Full-time staff works 35 hours a week September-May and 40 hours a week June-August. The Deputy Director (a position that is currently vacant) works closely with the OSTP. Staff work with the COA and have created multi-generational programs. Staff also assists with the front desk of the Community Center and with youth sports. Director Clements stated that registration for the Summer Rec program, for children aged 5 to 13, had increased from 2023 to 2024.

Assistant Town Manager Clark reported on the childcare voucher program for children aged birth through four years, facilitated by a program administrator. The program serves all residents, town of Truro employees, and employees and business owners who work more than 20 hours per week at a business located in Truro. Bailey Boyd was chosen as the facilitator. The total amount allocated for vouchers for FY2025 was \$255,000 and there were 31 children whose families applied with nearly all being approved. They have seven providers for childcare located in a variety of Cape Cod towns.

B. Status Report on 25 South Highland

Presenter: Darrin Tangeman, Town Manager

Town staff continues to work with Town Counsel and Mass Development, who is administering the Underutilized Properties Grant, to find a way to preserve the funds for the project. Assistant Town Manager Clark and DPW Director Cabral created a spreadsheet of funds already used and funds that were expected to be used for the project to be reviewed by the team at Mass Development.

The town has informed Mass Development that reusing materials from the demolished building is not the town's preferred plan, and they are attempting to find other uses for the remaining funding that does not involve entirely rebuilding the cottage. The hope is that they are able to vote on a plan at the meeting on December 10. Chair Areson requested that any issues with

mold and reusing materials be addressed publicly. Vice Chair Weinstein also stated that Cape Builders should be made responsible for any of the costs involved in rebuilding, the disposing of materials and the remediation of any hazardous materials. Assistant Town Manager Clark stated that if the plan submitted is not approved, the alternative plan will likely involve putting the funds toward the Dennis Cottage.

TABLED ITEMS

None

SELECT BOARD ACTION

A. Discussion on Owner's Project Manager (OPM) for New Public Works Facility

Presenter: Susan Areson, Chair

Chair Areson stated that the Select Board does not aim to overturn any decision made at Town Meeting and requested that everyone allow the OPM, the Committee, and town staff complete their work. She also explained that the vote of the Select Board to approve the 340 Route 6 site was taken prior to the Town Meeting vote, though the Select Board does have the right to choose any site for the building and fund explorations of other sites, as long as it is not using money that has been allocated by Town Meeting specifically for a facility at Town Hall Hill. She has noticed that many individuals are repeating the same opinions and there are multiple interpretations of the various articles that were brought to Town Meeting and Special Town Meeting. Although everyone agrees that the town needs a new DPW facility, they must agree to disagree on these issues.

Chair Areson believes they should focus on the Town Hall Hill site and direct the OPM, Town Hall Staff, and Ad Hoc Building Committee to recommend the optimal size and design. She also believes it is a waste of time and money to review the original proposals from Weston & Sampson or the DPW Study Group. She acknowledged that there are still many unknowns for the Town Hall Hill site. She also believes that they should ask the OPM to provide a cost estimate for the building, once it is designed, at the Route 6 site for comparison. The Select Board asked everyone to trust the OPM and recognize the expertise of the Ad Hoc Building Committee and stated that they are focusing on building at Town Hall Hill and awaiting all of the facts.

B. Discussion and Possible Vote on Implementation Process for Town Seal Committee

Presenter: Stephanie Rein, Member, and Darrin Tangeman, Town Manager

The Town Seal Committee has been charged with correcting the cultural imagery of the Wampanoag tribe on the town seal and provide an improved seal by the next town meeting. Member Rein stated she appreciates that the charge asks the committee to research and understand the history of the current seal, review the LCPC themes, and invite all of the stakeholders to participate.

Member Girard-Irwin asked Town Manager Tangeman if they would be able to fund the creation of the new town seal through the upcoming budget cycle. Assistant Town Manager Clark responded that there may be money in the existing town budget that can be used, or it may inform the budget that will be brought to Town Meeting in the spring. There may also be grant funding available. Michael Forgione, Truro Resident, asked if they have reached out to any towns who have done this before or considered how far back into history they will plan to update the seal. Assistant Town Manager Clark stated that the language in the charge for the committee was informed by the town of Andover, which recently changed their seal. Town Manager Tangeman also suggested options to encourage the town to assist with designing a new seal such as creating a competition. They may even have access to a descendant of the creator of the current town seal who can offer more context for its original creation.

Chair Areson moved to accept the draft charge for the Town Seal committee and begin advertising for membership on the Committee and appoint Select Board Member Rein to serve as liaison to the Committee.

Member Rein 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.

C. Discussion on Process and Procedures Related to Executive Session Minutes

Presenter: Susan Areson, Chair

The Select Board is able to approve and hold Executive Session Minutes if they would violate attorney-client privilege or continued confidentiality. They may also choose to approve and release the minutes. State law states that Executive Session minutes that have been held are to eventually be reviewed by the Board, but Chair Areson stated the Truro Select Board has not done so since she joined the Board. Currently minutes that have been approved are kept in a folder in the Town Clerk's office and they can only be accessed with a public records request.

Chair Areson would like to find a way to release Executive Session minutes for any board so the public may access them, perhaps posting them on the town website along with regular session minutes. Town Manager Tangeman stated he would like to assess their compliance with the law with Town Counsel and then return to the Select Board with an answer about posting these minutes on the town website. Assistant Town Manager Clark reviewed her records for Executive Session minutes that have been held in previous years. She also would like to speak to the Town Clerk to see if these minutes can be added to her digitization project. Minutes from past Select Boards can be approved for release as long as they remain unchanged.

Michael Forgione, Truro Resident, stated that he feels filing away any document that has not been seen by the public is withholding information. He also is concerned that committees may

not have even taken minutes for Executive Sessions because he has had trouble finding minutes for regular sessions. Chair Areson clarified that state law determines how long records must be kept before they are archived, and will investigate what it legally means for minutes to become archived, though they remain retrievable.

D. Discussion and Vote to Post Collective Bargaining Agreements and Individual Personnel Contracts on Town Website

Presenter: Susan Areson, Chair

Chair Areson stated that it would be good for transparency if they posted Collective Bargaining Agreements and Contracts on the town website. Town Manager Tangeman stated that historically they have not been posted because they did not need to be, and administrators were not in favor of posting them because they had been used for divisive purposes. He noted they have entered a digital age, and he is in favor of posting the current contracts on the website, perhaps in a section that will be created once they have an HR Coordinator. Until then, they could be posted on the Select Board's site. Clerk Medoff suggested they are posted on each department's page, but some contracts would fall into multiple departments and it would be easier to post them to a "Personnel Department" page.

Chair Areson made a motion to post Collective Bargaining Agreements and Personnel Contracts to the Town Website under a Personnel Department page by year-end.

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.

E. Discussion and Vote to Amend Policy #65: Hybrid Meeting Policy

Presenter: Susan Areson, Chair

Chair Areson updated the current Hybrid Meeting Policy and at the end of the draft she amended the list of committees to reflect which committees have been having or would like to have hybrid meetings. Recognizing that hybrid meetings take more effort from town staff, she asked if this could be accommodated by the staff. Any committee can request in advance that a special meeting be made hybrid. The Select Board determined that only the Ad Hoc Walsh Committee needs to be added to the policy.

Chair Areson moved to approve the updated Hybrid Meeting Policy #65, noting that the only addition is the Ad Hoc Walsh Committee for inclusion.

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 approve the recording of the Housing Authority meetings for later posting on the town website.

Clerk Medoff 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

Member Girard-Irwin stated that this week she plans to attend the School Committee on Thursday, Bike and Walkways Committee on Monday, and the COA tomorrow at 8am. Her Select Board hours will be held at the Community Center on Thursday from 10-11am.

Clerk Medoff stated that the Human Services Committee met that day, and their next meeting will be on November 19 and that is when they will award the grants. Water and Sewer will be meeting on Thursday and they will discuss the public feedback and information plan. The Zoning Task Force will meet on Monday. Her Office Hours will be this Thursday after the Select Board meeting at Town Hall. She also noted that she had suggested earlier that there be an update on the DPW Facility as a standing item at every meeting, and she clarified that this does not require any committee involvement or that the DPW Director Jarrod Cabral attend every meetings - she wants to inform the public that they are continuously working on it publicly. She also suggested that the Cloverleaf project, South Highland, Longnook Beach, and the Truro Motor Inn be added to these standing items for every meeting as well. She would also like the Select Board to find ways to have shorter meetings and that they add this to a future agenda.

Vice Chair Weinstein mentioned that the shellfish beds in the Pamet River system are not open due to multiple sites in the estuaries to Pamet Harbor that did not pass water testing, and if they do receive a positive test report by Thursday then they can reopen.

Member Rein attended a Recreation Committee meeting at which they reorganized positions due to new members joining. They discussed creating surveys to obtain parent feedback regarding Summer Rec and the OSTP, and they will have a work session on December 9, 2024, at 3:30pm to discuss goals and action planning. Basketball season will begin soon so registration is open, and they are looking for coaches. They also discussed collaborating for all sports with

Wellfleet and Provincetown to ensure a full roster and allow kids to have more interaction. She also mentioned that they are holding the first annual 5K Turkey Trot on November 23, 2024, around Truro Vineyard. The Walsh Committee is meeting tomorrow, 12-2pm (possibly 1pm), in the Select Board Chambers. She will have Office Hours on December 3 at 12pm at Town Hall in the Historic Meeting Room.

Chair Areson stated that the Part Time Resident Advisory Committee met at the end of October and one person spoke about the RTE and they discussed what makes an individual a part-time resident. The Cemetery Commission met and discussed the CPC grant received to refurbish gravestones, which has been completed and the remaining funds for which will be sent back to the CPC. They have a new CPC application to create a section for Green Burials in the New South Cemetery, hopefully opening in 2026. The Taxation Aid Committee met and questioned whether they need to exist because people did not need the aid due to the RTE.

B. Town Manager Report

Town Manager Tangeman provided an update for the Cloverleaf Project, stating that the developer has closed the funding gap, and the targeted closing date will be December 20, 2024. They currently have offers out to hire for the CPC/Board Support position and the Building Department Office Assistant position. They completed the Climate Action Coordinator interviews, and they will be extending an offer this week.

CONSENT AGENDA

- A. Review/Approve and Authorize Signature: None
- B. Review and Approve Appointment Renewals: None
- C. Review and Approve 2025 Annual Business Licenses: Gingerbread House (Lodging License); Truro General Store (Common Victualer and Transient Vendor)
- D. Review and Approve FY2026 Municipal Meeting Calendar and Select Board 2025 Meeting Calendar
- E. Review and Approve Select Board Meeting Minutes: July 9, 2024, July 23, 2024, and August 13, 2024

Chair Areson sent back some corrections to the minutes. Member Rein stated she is recusing herself from approving the July 23, 2024 minutes because she was not present, and she also mentioned that the minutes recorded that Vice Chair Weinstein nominated himself though she believes she had nominated him. The Select Board also discussed the draft for the calendar and the date of Town Meeting, to which Assistant Town Manager Clark stated that they announce the date for Town Meeting so deadlines are not missed, and they can easily move dates and deadlines back if the meeting is scheduled for a later date.

Chair Areson moved to approve the consent agenda as published with the ending remarks
Chair Areson and Member Rein raised and Member Rein's recusal for the July 23, 2024,
meeting minutes.

Clerk Medoff 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.

NEXT MEETING AGENDA

Regular Meeting: November 19, 2024

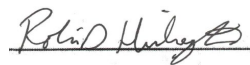
Town Manager Tangeman stated that at the next meeting they will review
Board/Committee/Commission Appointments, Staff and Committee Updates, a Longnook Beach
access update, and a possible Pamet River update. The meeting will start at 6pm.

Vice Chair Weinstein made a motion to adjourn at 8:17 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
Letter to Select Board and Proposed Floor Plan
ABCC Application
Police Chief Memo
Board of Health Minutes January 16, 2024
Board of Health Minutes April 16, 2024
Health Agenda Emily Beebe Letter April 30, 2024
Existing Establishment Example: Eataly, 800 Boylston St. Boston
ABCC Advisory on Sec. 12 and 15 licenses
2025 ABCC Renewal Application
Application to Serve-Kevin Grunwald
Application to Serve-Jack Farley
Application to Serve-Michael Fee
Application to Serve-Denise McWilliams
Letter Regarding CCNS Advisory Commission Appointment Nomination (January 2024)
Application to Serve-Leah Camp
Application to Serve-Robert Tilden
Bailey Boyd November 2024 Truro Childcare Voucher Program Monthly Report
Childcare Voucher Program Overview 2024
Agenda Materials from October 17, 2024 Select Board Meeting
Weston & Sampson Walsh way Property Assessment Report
Press Release: 25 South Highland road Walsh Cottage Unauthorized Demolition (October 10, 2024)
Draft Charge for Ad Hoc Town Seal Committee
Current Policy #65
Draft Policy 65
Renewal Application for 2025: Gingerbread House-Lodging License
Renewal Application for 2025: Truro General Store-Common Victualer and Transient Vendor
Annual Municipal Calendar for 2025 ATM and Fiscal Year 2026 Budget Preparations
2025 Select Board Meeting Calendar
2025 Calendar with Religious Observances

Select Board Minutes

November 19, 2024

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; Lili Flanders (Climate Action Committee Chair); Mitchell Buck (Woods Hole Group Senior Coastal Engineer/ Project Manager); Sascha Lukovenko (Vice President Solar Simplified); Dennis O'Brien Truro Resident); Suzanne Bergeron (Truro Resident); Susan Rocca (Truro Resident); Joseph Pescatore (Truro Resident); Bruce Ployer (Truro Resident); Michael Fee (Truro Resident); Denise McWilliams (Truro Resident)

Absent: None

Chair Areson opened the meeting at 6:01 pm and read aloud the information for members of the public to join the meeting.

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: Dennis O'Brien who requested the Select Board make a statement condemning the actions of Vice Chair Weinstein at the recent Ad Hoc Building Committee meeting.

PUBLIC HEARINGS

None

INTRODUCTION TO NEW EMPLOYEES

None

BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Possible Nomination of (1) Truro Representative to the Barnstable Human Rights Advisory Commission: Suzanne Bergeron

Suzanne Bergeron believes this commission promotes equality and human rights through education and outreach and ties into the work she has already been doing in her career working as educator on human rights and economic well-being with a focus on gender and LGBTQ rights. She has been a resident of Truro for three years and has noted various issues around equality that still exist on Cape Cod. She feels her experience in developing networks and educational programs in diverse communities qualifies her for this position.

Vice Chair Weinstein moved to appoint Suzanne Bergeron as Truro's representative liaison on the Barnstable Human Rights Advisory Commission for a three-year term ending June 30, 2027.

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.

B. Interview and Possible Appointment of Alternate to Truro Council on Aging Board: Susan Rocca

Susan Rocca has lived in Truro for a few years and has volunteered to serve the town in that time, though she would like to do more. She believes the COA is important to the town. As a friendly and empathetic person she feels she would be good at working with the group on the board. Member Girard-Irwin stated that she knows Ms. Rocca has worked at the Community Kitchen and the Pantry and is therefore familiar to the COA.

Member Girard-Irwin made a motion to appoint Susan Rocca to the Council on Aging Board as an alternate member for a one-year term to end June 30, 2025.

Clerk Medoff 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.

C. Interview and Possible Appointment of (2) Full Members to the Truro Concert Committee:

Joseph Pescatore and Bruce Ployer

Joseph Pescatore:

Mr. Pescatore recently retired and moved to Truro full-time. He was an art teacher for 42 years at Parsons and a school on Long Island and has volunteered at events at the Nassau County Museum of Art. He has attended concerts at the Truro library.

Bruce Ployer:

Mr. Ployer has been a resident of Truro since 2018 after retiring from Northeastern University, where he worked as the campus curator and had responsibilities for programming in the arts. He has been volunteering for WOMR radio, working on events and hosting two shows. He loves music and has attended concerts at the library. He feels his experience in project management and programming and his work at the university has helped him to be able to work on a team.

Vice Chair Weinstein moved to appoint Joseph Pescatore and Bruce Ployer to the Concert Committee for three-year terms which will end on June 30, 2027.

Clerk Medoff 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.

- D. Interview and Possible Nomination of (1) Voting Alternate Member to the Cape Cod National Seashore Advisory Commission: Jack Farley*, Michael Fee, Kevin Grunwald*, and Denise McWilliams (*Previously Interviewed)

Michael Fee:

Michael Fee has been a voter in Truro since 2020 and is currently a member of the Finance Committee and the Human Services Committee, as well as volunteering at various non-profits. He practiced land-use law and litigation in Boston for 35 years and has served on many boards and committees. He feels he would be able to build working relationships with the Seashore even when their goals are not aligned with the needs of residents. He was on the Payomet Committee and helped negotiate to obtain a lease with the Seashore.

Denise McWilliams:

Denise McWilliams has been a homeowner in Truro since 2015. She spends a lot of time in the Seashore and is aware of the challenges affecting natural environments (erosion, climate change, etc.) as well as the needs of the town (housing, infrastructure). Her work as an attorney has given her experience in helping two opposing entities find common ground.

Vice Chair Weinstein felt that Michael Fee is uniquely qualified to deal with big bureaucracy. Member Rein spoke highly of Mr. Farley and Mr. Grunwald but also agreed with Vice Chair Weinstein and supported the nomination of Michael Fee. Clerk Medoff was impressed with Michael Fee's background and ability to work with the National Seashore, which is challenging but necessary to address issues faced by the town. Member Girard-Irwin agreed that Michael Fee is a good candidate due to his previous work with his National Seashore, though her second choice was Denise McWilliams, who she hopes applies for the Conservation Commission. Chair Areson agreed with Member Girard-Irwin on all points.

Vice Chair Weinstein moved to nominate Michael Fee to the Cape Cod National Seashore Advisory Commission as an alternate voting member with a term to last two years.

Clerk Medoff 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.

STAFF/ COMMITTEE UPDATES

E. Energy Committee Update-NEVI Location Update

Presenters: Brian Boyle and Bob Higgins-Steele, Co-Chairs of the Energy Committee

DPW Director Jarrod Cabral stated they would like to table this item to the second meeting in December. They had reached out to DOT to get more information, and they did not have much to update.

TABLED ITEMS

None

SELECT BOARD ACTION

A. Longnook Beach Access Update and Discussion

Presenter: Jarrod Cabral, DPW Director

DPW Director Cabral stated that they had partnered with the Center for Coastal Studies and the Woods Hole Group to evaluate safer alternatives to access Longnook Beach. Center for Coastal Studies monitored the erosion for seven weeks and provided data to the Woods Hole Group. They had five alternatives for access to present. Two alternatives do not impact parking, four of the alternatives involve going straight down the dune to the water, and one alternative creates a longer path to the north that impacts National Seashore property, which would require a special permit.

Mitchell Buck, Woods Hole Group Senior Coastal Engineer/ Project Manager, reviewed more specific details for each alternative. They tried to avoid using hard structural features, such as stairs or retaining walls, and instead plan to use a natural path, preferably with minimal impact on the parking lot and shallower cuts into the dune or bluff. They recommend Alternative Five that removes a smaller portion of the parking lot and does not impact parking spaces, moves a shed that is technically on NPS property, and uses a natural path that goes across the bluff with the shallowest cut. DPW Director Cabral stated that Alternative Five will remove unsafe elements, including remnants of an old roadway from the bluff that is on NPS land. The hope is NPS is amenable to this plan. Mr. Buck also noted that pointing the path southeast may lessen the impact of Nor'easters. They will be able to examine data to predict beach erosion and flooding and therefore coastal change, but they will likely need to reestablish the path each year. A resident of Longnook Road is in favor of Alternative Five.

Chair Areson moved to authorize staff to pursue Alternative Number Five and to file the special permit with NPS.

Clerk Medoff 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.

B. Presentation and Possible Vote to Enter Into an Agreement with Solar Simplified

Presenter: Lili Flanders, Climate Action Committee Chair

Lili Flanders spoke on behalf of the Energy Committee and the Climate Action Committee to share what Solar Simplified is offering for the town. Community Solar is a way to invest in cleaner energy obtained from further away on a solar farm, as opposed to an array placed on your own property. This then provides credits to reduce your energy usage and your monthly bill. Participating in Community Solar moves the town closer to its goal of decarbonization.

Solar Simplified has agreements with towns in other east coast states, and is looking to work with towns in Massachusetts, having already had operational roof top projects in Maynard, MA. The program guarantees a 10% reduction on your electric bill, or up to 20% for lower income homes through Eversource. The program also offers \$50 per enrollee to the town.

Chair Areson stated that they have sent some questions to Town Counsel and will not be able to vote on an agreement. Ms. Flanders was unsure if Solar Simplified had approached the Energy Committee or if they had reached out to them or other companies. Through personal experience, she has found a company out of Wellfleet difficult to work with. Assistant Town Manager Clark spoke with Town Counsel and was told that the town would have to do a formal procurement process to enter into a contract. She also stated that the Select Board could vote to direct staff to work with these committees to develop a procurement process for a community solar vendor.

Sascha Lukovenko, the Vice President, Sales & Marketing at Solar Simplified, stated that they work with municipalities to reach customers by more official means and provide more incentive for more communities and individuals to join. He also stated that a savings of 10% is guaranteed and 20% if you are able to show you are a low-income household.

Chair Areson moved to direct staff to work with the Climate Action Committee and Energy Committee to develop a procurement process for a community solar program.
Member Rein seconded the motion.

During the discussion, Clerk Medoff stated that she would like to see testimonials and references from customers and Mr. Lukovenko replied that references from municipalities have been provided to the Truro Committees with whom he has been working and could be provided directly to the Select Board as well. Assistant Town Manager Clark noted that items such as the fee provided per customer to the town and providing references could be included as requirements in the invitation for bids.

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.

C. Discussion on Addressing Concerns Regarding Select Board Liaison Conduct and Role Boundaries on the Ad Hoc Building Committee for the Future Public Works Facility

Presenter: Susan Areson, Chair

Vice Chair Weinstein read a statement he had written regarding this agenda item. He stated that he resigns from his position as the liaison to the Ad Hoc Building Committee and nominates Susan Girard-Irwin as his replacement.

Chair Areson stated that she wanted to discuss the liaison policy and noted that Member Girard-Irwin requested this agenda item. Member Girard-Irwin had watched the meeting held on November 7 that prompted this discussion and noted that the feedback she received from the public included questions about conduct and role boundaries. Policy #34 defines the role of the liaison and limits the involvement of the liaison in committee discussions, voicing their own opinions, and sharing information as a representative of the town.

Bob Higgins-Steele, Chair of the Ad Hoc Building Committee, appreciated the statement made by Vice Chair Weinstein. Chair Areson believes members of the Select Board must hold themselves to a higher standard and that for any comments made at board/committee meetings they should identify whether they are speaking as a member of the Select Board or a private citizen. Anger and raised voices are inappropriate.

In the Select Board Policy #34, it states that liaisons are not expected to attend meetings on a regular basis. The chair of the board/committee should reach out to inform the liaison that significant issues and/or actions are discussed. Currently, the Select Board are attending more meetings than required. Member Girard-Irwin deferred to Chair Areson to make the decision about appointing a new liaison to the Ad Hoc Building Committee.

Clerk Medoff moved to appoint Susan Girard-Irwin as Select Board liaison to the Ad Hoc Building Committee.

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.

D. Discussion on Select Board Meeting Length

Presenter: Nancy Medoff, Select Board Clerk

Clerk Medoff stated that she raised this topic because the length of meetings has high potential to impact the effectiveness of the Board's decision-making and the well-being of participants. Research on organizational behavior, meeting dynamics, and human cognitive limits suggest that longer meetings negatively affect those involved in many ways, including public participation. Clerk Medoff created a list of seven suggestions informed by research of best practices.

Her list included: 1. Implement a time limit and setting a beginning and ending time; 2. Prioritize agenda items; 3. Assign time limits (or guidelines) to each agenda item; 4. Assign time limits for public comment and applicants introductions for committees and boards, relying more heavily on the written applications; 5. Build in breaks for longer meetings; 6. Use the consent agenda for curb cuts and some staff reports as appropriate; 7. Encourage a "no repetition" rule.

Member Rein felt that limiting the length of meetings to less than three hours may be difficult and believes holding meetings at later times accommodates individuals who may not be available earlier. She does agree that setting an end time of 8pm is feasible but does not like the idea of telling participants that their awaited agenda item has been pushed to another meeting. She also believes the traditional schedule for meetings provides equity for participants and prioritizing specific items would disrupt that. She was in favor of setting time limits for agenda items and committee and board appointments. Adding curb cuts to the consent agenda would limit discussions of its impact and place it too late in the meeting to encourage individual comments. How they have used the consent agenda at Town Meeting has, however, been effective. Member Rein also suggested that during Select Board Reports, it may be helpful for members to report only on meetings they have attended and Select Board Hours occurring before the next meeting.

Vice Chair Weinstein appreciated the efforts made to address the issue of long meetings. He agrees with Member Rein and Clerk Medoff regarding time limits, though he acknowledged it is difficult to estimate the time needed for some agenda items. He stated it is not productive to hear repeated comments or off-topic comments. He agrees with Member Rein that curb cuts should not be added to the consent agenda.

Member Girard-Irwin agreed with Member Rein that it may be difficult to prioritize agenda items. She also felt that if the meeting is more than two hours, breaks are needed. Having more information in the packet that members would have read ahead of time would limit the time needed for a presentation and move more quickly into questions. Building more into applications to serve may also help reduce the time needed for introductions. She agreed with Member Rein about the Select Board Reports, adding that they could skip stating Select Board Hours since they are now posted in many places. She suggested the use of a "one page dashboard" that allows for explanation for the importance of agenda items.

Chair Areson stated that the length of meetings has been an ongoing problem and that setting a limit of two and a half hours would be feasible. She also noted that they attempt to prioritize Select Board Actions when preparing the agenda. They can and will begin estimating the time it will take for each agenda item. She agreed with other members on strategies to shorten interviews. She encouraged all to be more vigilant about what is added to the consent agenda. If a discussion goes beyond the time estimated they may choose to move it to a future agenda, and, if a meeting is

extending beyond the time allocated they may vote to extend the meeting or move items to a future agenda if that would not impact any participant attending the meeting. Member Rein suggested providing a visual to remind individuals of their time remaining to speak, though Chair Areson believed that may be disrespectful.

Clerk Medoff stated that she suggested meetings last 90 minutes because that is the limit research suggests to avoid cognitive decline. She also appreciated the statements of other Select Board members on how to structure Select Board Reports. She clarified her desire to speak to the Town Moderator because they are part of a Mass Moderator Association that has best practices to help people move along in their statements.

Assistant Town Manager Clark suggested that if Select Board members have Select Board Reports they would like to add to the packet, they can be sent to her the Thursday prior to the meeting. She also suggested that the combining of boards and committees would mean fewer interviews and appointments. The Select Board is also able to create policies that grant other town staff the authority to make certain decisions, so the Board does not have to dedicate time to doing so.

E. Discussion and Possible Appointments of Select Board Members to Budget Task Force

Presenter: Kelly Clark, Assistant Town Manager

Chair Areson pointed out that they had already assigned Select Board Members when they had done the liaison appointments. They were able to skip this agenda item.

SELECT BOARD REPORTS/COMMENTS

A. Select Board Reports

Clerk Medoff commended Chief Collins, Katie Riconda, and town staff on their communication during the recent fires in town, as well as Alex Lessin for the overview of the budget process available online. She attended the most recent Water and Sewer meeting, and they have created a communication task force to help them share facts with the community.

Member Girard-Irwin attended the School Committee meeting this week where they reviewed the goals and objectives for the school year as well as the most recent MCAS scores for students. They also discussed budget timelines with the finance director, who presented an overview of expectations and the collaboration with the Collins Center. Their policy manual was approved. She also attended the CPC meeting where members reviewed applications to provide feedback to the applicants and prepare for the next step in the process.

Member Rein attended the Beach Commission, where they discussed paddle-crafts. October 15 was the deadline to remove your paddle-craft, though there are many that remain, and next year there will be a fine for not removing your craft. They also discussed the fine for parking at the beaches, which is currently \$50, and they will likely bring this issue to the Select Board for discussion.

Vice Chair Weinstein reminded people walking in the National Seashore to be wary of hunters during bow-and-arrow season and to purchase an orange jacket for any pets. He also stated that he is concerned about the lack of maintenance by the National Seashore for signs and fire roads.

Chair Areson stated that the Part Time Resident Tax Payer Advisory Committee is looking for another member. They are working on an online forum for individuals to communicate appreciation and concerns and are setting their priorities for moving forward. She also raised concerns about water and the capacity limitations at the Walsh Property, as she has heard stated by Town Manager Tangeman.

B. Town Manager Report

Assistant Town Manager Clark stated that they are pulling the documents required for the closing of the Cloverleaf Project, which will be presented to the Select Board at the Work Session scheduled for 12/5/25 to provide feedback. They hope to have them ready to be an agenda item on which the Select Board may vote on the December 10th meeting. They are still discussing with the state the issues at 25 South Highland Road and thus far it seems they will be able to fund much of what has been submitted. Formal decisions for funding require more documentation, and once those have been provided they will be able to bring potential plans to the Select Board. Town offices are closed for Thanksgiving on 11/28 and 11/29, and the Transfer Station is closed on Wednesday 11/27 and Thursday 11/28. Chair Areson also noted that Jamie Calise will be filling in as Acting Town Manager on 11/28 and 29 while Assistant Town Manager Clark goes on vacation and Town Manager Tangeman remains on vacation.

CONSENT AGENDA

A. Review/Approve and Authorize Signature:

1. Truro Center for the Arts; One Day Pouring License and Entertainment License

B. Review and Approve Appointment Renewals: None

C. Review and Approve 2025 Annual Business Licenses: None

D. Review and Approve 2025 Annual Alcohol Licensees: Truro Vineyards, Montano's Restaurant, Mamet Valley Package, and Salty Market Farmstand

E. Review and Approve Select Board Meeting Minutes: None

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

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.

NEXT MEETING AGENDA

Regular Meeting: December 5, 2024, Work Session; December 10, 2024

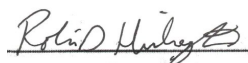
Assistant Town Manager Clark stated she hopes they can schedule an Executive Session before or after the Work Session on December 5. There was confusion as to the time for the December 5th meeting and whether the Work Session discussing the Town Manager's review scheduled for December 3rd had been moved to December 5th despite the known lack of availability of all Select Board members.

Clerk Medoff made a motion to adjourn at 8:42 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

Application to Serve-S. Bergeron
Human Rights Advisory Commission Ordinance
Application to Serve-Susan Rocca
Application to Serve-Joseph Pescatore
Application to Serve-Bruce Ployer
Application to Serve-Michael Fee
Application to Serve-Denise McWilliams

Previously Interviewed: Application to Serve-Jack Farley
Previously Interviewed: Application to Serve-Kevin Grunwald
Letter Regarding CCNS Advisory Commission Appointment Nominations (January 2023)
Eversource 3 phase lines to 7 Standish Way from Eversource's Gridtwin software
Municipality Services Agreement
Solar Simplified Flyer
Application for an Entertainment License
Application for a One Day Pouring License
2025 Annual Alcohol ABCC Applications-signed by business owners
Chief of Police Approval Memo
2024 Annual alcohol licenses
Annual Alcohol Beverages Control Commission Renewal Certification 2025

Select Board Work Session Minutes

December 12, 2024

Via Zoom Platform (Hybrid)

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

Others Present: Darrin Tangeman-Town Manager; Kelly Clark-Assistant Town Manager; Alex Lessin-Finance Director; Jarrod Cabral-DPW Director; Barbara Carboni-Town Planner

Absent: None

Chair Areson opened the meeting at 9:45 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.

TOWN MANAGER EVALUATION DISCUSSION

Chair Areson stated that previously they had been working on Smart Goals for the Town Manager Evaluation and the goal of this meeting was to finish that discussion. She also stated that they should have a discussion about the 360 Review and the evaluation form. Town Manager Tangeman stated that the stipulations for the 360 Review will depend on the consultant that provides the 360 and recommended the select one that is recommended by the ICMA.

Human Resource/Organizational Management

1. At least 80% of employees participating in quarterly training.
2. At least 5 emerging leaders engaged in mentorship pairings.

Town Manager Tangeman asked the Select Board to explain who would be doing which actions in this goal as well as details for how trainings and mentorship programs will be paid for. Chair Areson replied that these are goals for Town Manager Tangeman and he will be able to delegate tasks as he sees is appropriate. Finance Director Alex Lessin commented that their insurance provider (Maya) offers free trainings. He also pointed out that that they may need to build up staff enough to allow for an individual to be spend time in training without leaving others short-staffed. If trainings are beyond the regular operational hours for employees they would need to be paid for their time.

Town Manager Tangeman asked whether training is intended to provide cross-training or improve skills in their current job description. Seasonal town-employees are also only employed for a quarter and he questioned how their trainings would be provided. He asked how he would be choosing individuals to be involved in the mentorship program, taking into consideration those who could become future department heads or, as in his practice, mentoring one step down from direct reports. For funding they would have to check whether the allotted training dollars would cover the costs associated with these goals. Clerk Medoff stated that if cost is prohibitive there are programs that provide it free of cost. Chair Areson stated they would need to know the time associated to attain these goals to estimate costs.

They discussed whether trainings could be part of normally scheduled hours. Member Rein mentioned how schools are able to provide professional development for staff by creating a calendar that

implements half days to provide school staff time without students for trainings. She also pointed out, however, that town employees already have maximum work loads and adding an hour of training may be a challenge or infeasible during the work day. Town Manager Tangeman stated that they may also need to get union approval for trainings. DPW Cabral stated they would also need to track their trainings, which could be overseen by Human Resources.

Chair Areson told Town Manager Tangeman that they are aiming to create goals that are feasible and she asked him to provide his thoughts on what will and will not work for these goals. Town Manager Tangeman stated that he will need to obtain some "Requests for Information" regarding these goals before they are finalized. Chair Areson also stated there may be a voluntary component but noted usually more training is welcomed by employees. Town Manager Tangeman agreed to present the question to department heads regarding employees that would qualify and be interested in mentorships.

Community Leadership/Public Relations

1. At least 20 participants per forum.
2. A minimum 75% satisfaction rate from participants, which will be measured through surveys.

Clerk Medoff suggested changing the title of this section to "Community Relations." Town Manager Tangeman suggested titling it "Community Engagement."

Member Rein questioned whether 20 participants is a reasonable expectation. Chair Areson suggested changing the wording to "aiming for 20 participants" to make it more attainable. Town Manager Tangeman also questioned whether a 75% satisfaction rate is achievable and offered the idea of asking for suggestions for improvement in surveys. Member Rein agreed and stated that satisfaction may reflect the issues discussed rather than the Town Manager's ability to engage. Member Girard-Irwin suggested using surveys only to inform future forums. They agreed to remove the 75% satisfaction rate, and replace it with an "exit survey" participants complete before leaving the forum that is reviewed to improve future meetings and are provided to the Select Board.

Vice Chair Weinstein asked who will be responsible for quantifying the surveys. He does not feel it should fall to the Town Manager to do so. Chair Areson suggested the Communication and Marketing staff person could be responsible and Town Manager Tangeman agreed. To Clerk Medoff's question about who would lead the forums, Town Manager Tangeman replied he would be fine with leading the meetings and bringing subject matter experts with him.

DPW Cabral suggested changing the goal to two meetings rather than three, considering the number of smaller forums they also conduct throughout the year. Member Rein agreed and noted the challenge of providing all participants a digital survey as well as the difficulty of analyzing paper surveys, either of which will take time and effort from staff. Clerk Medoff stated that her intention when suggesting this goal was to create small forums to obtain community feedback, not discuss bigger or controversial items that may attract hundreds of participants. The Select Board agreed they should change the number of forums to a "minimum of two" per year.

Financial Management

1. Financial reporting system established by March 31, 2025.
2. Variances greater than 5% to be explained to the Select Board.

Finance Director Lessin suggested that they explain a variance “of what” and questioned in what form and by what means it would be sent or shared. Town Manager Tangeman suggested they find variances by comparing a specific time period to the same time period from the previous year, especially due to the seasonality of their budget. Assistant Town Manager Clark stated that she is hesitant to compare month to month of consecutive years because it may require a lot of analysis. Finance Director Lessin was unsure whether their system is capable of doing this and they may need to procure a software that can. Vice Chair Weinstein stated that financial management includes budgeting, financial analysis, and capital improvement planning and they must consider how you make these measurable while remaining un-burdensome.

Assistant Town Manager Clark stated it may be informative to compare a month of expenditures to the budget and provide context for changes. Town Manager Tangeman stated that they already do a variance report monthly for each department. He feels that they could do a variance report every 45 days to give staff two weeks to review them, and the summary could be an agenda item. Clerk Medoff felt the intention of the goal was to compare the budget with actuals and it could even be done quarterly. She also suggested increasing the percentage of variance to 10% or 15%. Town Manager Tangeman stated again that comparing to the previous year accounted for the seasonality of the budget.

Chair Areson agreed that conducting this analysis quarterly would be sufficient. Clerk Medoff clarified that the Town Manager would be judged based on the variances, but rather the system created to report actuals and explain variances. They changed the date of completion to June 30, 2025 and town staff would report back to the Select Board to suggest the percentage of variance that must be explained.

Town Operations/Infrastructure

1. Completion of negotiations and contracts signed by town administration, Select Board, and labor union officers prior to the July 1, 2025, start of the next contract term.

Chair Areson stated that this is a task the Town Manager would be doing anyway and has done successfully in the past. Town Manager Tangeman stated that sometimes negotiations take longer than the fiscal year. Assistant Town Manager Clark asked whether the deadline was the date by which to have negotiations completed or if the Select Board wanted to specify what they would like to see by that date if the negotiations are not complete. She also felt the Board should consider the implications of not having contracts complete by June 30 and that may want an update on that as well. Chair Areson suggested adding that the inability to complete negotiations should be explained to the Select Board, both context and financial implications.

Strategic Planning

1. The completion of a comprehensive project plan by June 2025, with a draft presented to the Select Board for review.

Town Manager Tangeman asked what the project plan should entail. Assistant Town Manager Clark suggested that to the measurable aspects of the goal they add the scope of work will be developed and the identify the different sections of the plan, set the timeline for implementation, identify additional resources needed, and develop a funding plan. She also suggested the plan is reviewed with the Select Board to ensure the plan is on track and the direction is what is intended. Clerk Medoff stated that this goal is intended to provide recognition of this big goal that already requires updates. The also added that the procurement of consulting services would also be complete by June 2025.

Town Planner/Land Use Counsel Barbara Carboni stated that she is considering the other planning projects currently being undertaken, including a consultant working with the Zoning Task Force that she hopes will bring Articles for Overlay Districts at Town Meeting. She noted how various projects and planning processes come together can be a challenge and infrastructure is the core of it. Vice Chair Weinstein suggested replacing language that had stated “the draft project plan” to “Master Strategic Plan,” though Town Planner Carboni was concerned there may be confusion with the town’s Comprehensive Plan, which is the town’s “Master Plan” and felt the title “Land Use Plan” did not incorporate the concept of infrastructure. Clerk Medoff agreed and proposed calling it the “Infrastructure Plan.” Chair Areson believed “Land Use” should remain in the title because it is distinct from infrastructure. She also felt the description stated specifically their expectations of the plan and the title was not as important. The phrase “in support of the priorities in the Local Comprehensive Plan” was added.

Ending Discussion

The Select Board agreed that all of these goals are important as they had been narrowed down from an initial longer set of goals they had discussed. Town Manager Tangeman stated that the most challenging goal would be the Human Resource/Organizational Management goal and he would like to revisit it and have a consultant produce something for it as well. Clerk Medoff offered to work on that goal based on his feedback. Town Manager Tangeman also requested it be explained that this goal is reliant on the approval a Human Resources Coordinator at Town Meeting, and they decided to add that this goal is contingent on Town Meeting approval of an HR Coordinator.

Town Manager Tangeman asked how these goals are tied to merit-based salary increases, as stated in his contract, and how he would be scored on them. Clerk Medoff stated she believed that his salary increases have already been negotiated as being based on the evaluation of this goals and Town Manager Tangeman agreed. It was suggested that he should begin working on them and that finalizing them and the determining the scoring component would be completed at the start of the new year.

Chair Areson agreed that another work session would be needed in January. Town Manager Tangeman stated he would bring the recommended 360 and its parameters to have a final conversation. He would provide them with three companies that they will be able to research and from which they will make a

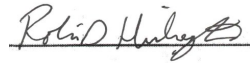
selection. Member Girard-Irwin also requested they consider a three-point scoring system and others agreed. They determined they would reconvene January 9th at 11:00am to conclude the discussion.

Clerk Medoff made a motion to adjourn at 11:36 am.

Chair Areson seconded the motion.

By unanimous consent, the meeting was adjourned.

Respectfully submitted,



Robin D. Huibregtse
Board Support/CPC Coordinator

Susan Areson, Chair

Robert Weinstein, Vice Chair

Nancy Medoff, Clerk

Stephanie Rein, Member

Susan Girard-Irwin, Member

Public Records Material Attachments

None