



# Truro Select Board

Tuesday, January 28, 2020

Regular Meeting-5:00pm

Truro Town Hall - 24 Town Hall Road

## 1. PUBLIC COMMENT

- A. Open the Regular Meeting
- B. Public Comment Period - *The Commonwealth's Open Meeting Law limits any discussion by members of the Board of an issue raised to whether that issue should be placed on a future agenda*

## 2. PUBLIC HEARINGS NONE

## 3. BOARD/COMMITTEE/COMMISSION APPOINTMENTS

- A. Interview and Appoint Todd Schwebel to the Energy Committee
- B. Request Applicants for Town Manager Screening Committee

## 4. TABLED ITEMS NONE

## 5. SELECT BOARD ACTION

- A. Set Open and Closing Dates for 2020 Annual Town Meeting Warrant  
Presenter: Rae Ann Palmer, Town Manager
- B. Discussion and Vote on Notice of Voluntary Recognition for International Association of Fire Fighters  
Presenter: Rae Ann Palmer, Town Manager
- C. Approval of Use of Auto Tabulator for Annual Town Meeting  
Presenter: Kelly Clark, Assistant Town Manager
- D. Discussion of Accessory Dwelling Unit Subcommittee Summary  
Presenter: Anne Greenbaum, Chair Planning Board

## 6. CONSENT AGENDA

- A. Review/Approve and Authorize Signature:
  - 1. *Letter of Support for the FY20 Community Development Block Grant Proposal*
- B. Review and Approve Select Board Minutes-January 10 and 13, 2020 (Budget Task Force) and January 14, 2020 (Regular)

## 7. SELECT BOARD REPORTS/COMMENTS

## 8. TOWN MANAGER REPORT

## 9. NEXT MEETING AGENDA: February 11 and February 25



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Application to Serve-Energy Committee

**EXPLANATION:** Todd Schwebel submitted an Application to Serve on the Energy Committee. Currently the Committee has one Full Member vacancy and three Alternate. Chair, Brian Boyle, has endorsed this appointment.

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

**IMPACT IF NOT APPROVED:** The vacancies will remain open.

**SUGGESTED ACTION:** *Motion to appoint Todd Schwebel to the Energy Committee for a full membership three-year term, expiring June 30, 2022.*

**ATTACHMENTS:**

1. Application to Serve-Todd Schwebel and Chair Comment



# TOWN OF TRURO

P.O. Box 2030, Truro MA 02666

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

## APPLICATION TO SERVE ON AN APPOINTED MULTI-MEMBER BODY

NAME: Robert Todd Schupbel HOME TELEPHONE: [REDACTED]

ADDRESS: 5 Alden Circle WORK PHONE: 11

MAILING ADDRESS: P.O. Box 618 E-MAIL: [REDACTED]

FAX: \_\_\_\_\_ MULTI-MEMBER BODY ON WHICH I WISH TO SERVE: \_\_\_\_\_

Energy Committee

SPECIAL QUALIFICATIONS OR INTEREST: Contractor, qualified for solar hot water installations, I would like to see Truro have more green energy

COMMENTS: I was told that as an alternate I could ensure that there is a quorum for winter meetings

SIGNATURE: [Signature] DATE: 1-9-2020

COMMENT/RECOMENDATION OF CHAIRPERSON OF MULTI-MEMBER BODY (OPTIONAL) \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

INTERVIEW DATE: \_\_\_\_\_ APPOINTMENT DATE (IF APPLICABLE): \_\_\_\_\_

**From:** [REDACTED]  
**To:** [Nicole Tudor](#)  
**Cc:** [Elizabeth Sturdy](#)  
**Subject:** Re: Application to Serve on the Energy Committee  
**Date:** Monday, January 13, 2020 2:01:52 PM  
**Attachments:** [image005.png](#)  
[image003.png](#)  
[image004.png](#)

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Nicole,  
Please add this comment to Todd's application:

The Energy Committee welcomes Todd Schwebel's application to join the Energy Committee as an alternate.

His experience will be helpful to us fulfilling our mission.

-- Brian Boyle, Energy Committee Chair

Thanks,  
Brian

-----Original Message-----

From: Nicole Tudor <[ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)>

To: Brian Boyle <[REDACTED]>

Cc: Noelle Scoullar <[nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)>; Elizabeth Sturdy <[ESTurdy@truro-ma.gov](mailto:ESTurdy@truro-ma.gov)>

Sent: Mon, Jan 13, 2020 11:50 am

Subject: Application to Serve on the Energy Committee

Hi Brian,

Attached please find an Application to Serve for Todd Schwebel.

Please comment below on your endorsement of this appointment and we will have it placed on the next available Select Board Agenda.

Thank you kindly,

Nicole

*Nicole Tudor*

Executive Assistant

Select Board Office

Truro Town Hall

PO Box 2030

24 Town Hall Road

Truro, MA 02666

Direct Line: (508) 214-0925

Extension: (508) 349-7004 Ext 110

Fax: (508) 349-5505

Email: [ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov)



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Town Manager Screening Committee Applicants

**EXPLANATION:** The Select Board is seeking individuals who are interested in serving on the Screening Committee for the Town Manager position.

**SUGGESTED ACTION:** *No action required. Announcement of Screening Committee formation.*

**ATTACHMENTS:** None



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Action to open the Warrant for the 2020 Annual Town Meeting and to set the Warrant closing date.

**EXPLANATION:** In accordance with the Truro Town Charter, Chapter 2, § 3, 2-3-4, the warrant for Town Meeting shall be opened for submission of articles 90 days before the date of the Town Meeting and shall remain open for 30 days. The Warrant will open on January 28, 2020 at 8am, with the deadline for money articles February 7, 2020 and the warrant will close on February 28, 2020 at 4:00 PM. Please see the attached Municipal Calendar for more information.

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

**IMPACT IF NOT APPROVED:** Charter Requirements will not be met.

**SUGGESTED ACTION:** *Motion to open the warrant for the 2020 Annual Town Meeting on January 28, 2020 at 8:00 AM and to close the warrant for money articles on February 7, 2020 and for petitioned articles on February 28, 2020.*

**ATTACHMENTS:**

1. Municipal Calendar



# TOWN OF TRURO

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

October 22, 2019

To: Select Board  
Department Heads  
Chairs of Boards, Committees and Commissions  
Town Moderator  
Finance Committee

From: Rae Ann Palmer, Town Manager

Re: Annual Municipal Calendar for 2020 ATM and Fiscal Year 2021 Budget Preparation

The Select Board has consented to the following Municipal Calendar for the 2020 Annual Town Meeting and the Fiscal 2021 Budget Preparation. The calendar provides you with the upcoming deadlines for meetings, budget and CIP requirements, Annual Town Report requirements, Town Meeting and Elections. The 2020 Annual Town Meeting will be held on Tuesday, April 28, 2020.

**Oct. 8, 2019** Select Board and Finance Committee preliminary discussion on FY2021 budget and fiscal planning parameters

**Oct. 22, 2019** Finalize Select Board Budget Message

**Oct. 23, 2019** Department Head meeting to discuss the FY2021 Operating Budget and Capital Improvement Plan. 10:00AM - **Truro Town Hall**

**Nov. 1, 2019** CPC deadline for application for possible funding at the 2020 ATM

**Nov. 15, 2019** **All budgets and CIP requests must be turned into the Town Manager and the Town Accountant by noon.**

**Dec. 16, 2019** Budget Task Force Meetings Begin

**Jan. 14, 2020** Select Board review of budget and CIP and submit to Finance Committee (*Per Truro Charter – on or before January 15*)

**Jan. 14, 2020** Select Board vote to open the Warrant for the 2020 Annual Town Meeting, effective January 28, 2020

**Jan. 28, 2020 Annual Town Meeting Warrant Opens**

**Jan. 31, 2020 All Annual Town Reports must be submitted electronically** to Noelle Scoullar ([nscoullar@truro-ma.gov](mailto:nscoullar@truro-ma.gov)), Liz Sturdy ([esturdy@truro-ma.gov](mailto:esturdy@truro-ma.gov)) and/or Nicole Tudor ([ntudor@truro-ma.gov](mailto:ntudor@truro-ma.gov))

**Feb. 7, 2020 Deadline for Money Articles**

**Feb. 11, 2020** Draft FY2021 Town and School Budgets, CIP presented to the Select Board and Finance Committee

**Feb. 28, 2020 Annual Town Meeting Warrant Closes/Last day for Petitioned Articles at 4:00pm**

**Mar. 10, 2020** FY2021 “final” Budget and CIP and draft Warrant presented to Select Board for review and approval

**Mar. 24, 2020 Last day to file nomination papers with the Registrar**

**Mar. 24, 2020** Last day for Finance Committee to submit letter to voters on FY2021 Budget/CIP for including in the Town Meeting Warrant

**Mar. 24, 2020** Final Select Board review and approval of warrant and last day for the Select Board letter to voters on FY2021 Budget/CIP, etc., for inclusion in the Town Meeting Warrant

**Mar. 27, 2020 Warrant to the Printer**

**Apr. 9, 2020** Last day to object or withdraw nomination papers

**Apr. 14, 2020 Post Warrant**

**Apr. 14, 2020** Budget Public Hearing, Pre-Town Meeting and Candidates Night

**Apr. 28, 2020 Annual Town Meeting, 6:00 pm Truro Central School**

**May 12, 2020 Annual Town Election, 7:00 am – 8:00 pm Truro Community Center**





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Rae Ann Palmer, Town Manager

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Vote on Notice of Voluntary Recognition for International Association of Firefighters

**EXPLANATION:** Members of the Truro Fire Department have indicated that they wish to have the International Association of Fire Fighters (IAFF) be recognized as their bargaining representative for a bargaining unit consisting of all regular full-time firefighters and lieutenants in the Fire Department, excluding the Fire Chief, Deputy Fire Chief, Captain all Non-Permanent Firefighters, Call Firefighters and all other employees of the Town of Truro. Labor Counsel advised that in accordance with the Department of Labor Relations CMR 456 §14.06 (5), the Town may recognize this request without election provided that a Notice of Voluntary Recognition is provided to all department employees and posted in the Fire Department for twenty (20) days. Prior to the Town acting on this request, department employees were required to notify the Town in writing of their support of the request for representation. Once the twenty days have expired, the Town and the union will file a recognition agreement and the firefighters must file an Employee Organization Information Report with the Department of Labor Relations.

**SUGGESTED ACTION:** **MOTION TO** *accept the Notice of Voluntary Recognition for International Association of Fire Fighters Bargaining Unit.*

**ATTACHMENTS:**

1. 456 §14.06 (5) CMR Department of Labor Relations
2. Truro Fire Department Members Attestation for IAFF Membership
3. Notice of Voluntary Recognition

456 CMR: DEPARTMENT OF LABOR RELATIONS

14.06: continued

(3) Election Year/Verification Bar. Except for good cause shown, no election shall be directed by the Department pursuant to M.G.L. c. 150E, § 4 in the same or similar bargaining unit or subdivision thereof within which a valid election has been held in the preceding 12 months or within which a neutral has conducted a written majority authorization verification process in the preceding 12 months pursuant to 456 CMR 14.19.

(4) Certification Year Bar. Except for good cause shown, the Department shall not process a petition for an election in any bargaining unit or subdivision thereof represented by a certified bargaining representative when the Department has issued a certification of representative or certification by written majority authorization within the preceding 12 months.

(5) Recognition Year Bar. Except for good cause shown, no petition for an election shall be processed by the Department pursuant to M.G.L. c. 150E, § 4 in any represented bargaining unit or any subdivision thereof in which a recognition agreement has been executed in accordance with the provisions of 456 CMR 14.06(5) in the preceding 12-month period. For the purpose of 456 CMR 14.06(5) recognition shall not be extended to an employee organization unless:

(a) The employer in good faith believes that the employee organization has been designated as the freely chosen representative of a majority of the employees in an appropriate bargaining unit;

(b) The employer has posted a notice in all conspicuous places where members of the proposed bargaining unit usually congregate and where notices to these employees are usually posted for a period of at least 20 consecutive days advising all persons that it intends to grant such exclusive recognition to the named employee organization without an election in the specified bargaining unit. If the employer customarily communicates to its employees via intranet or email, it has also forwarded a copy of the notice to all affected employees via those methods;

(c) The employer shall not extend recognition to an employee organization if another employee organization has within the 20 day period notified the employer of a claim to represent any of the employees involved in said bargaining unit and has prior to or within such period filed a valid petition for certification which is pending before the Department;

(d) Such recognition is in writing and describes specifically the bargaining unit involved and is signed and dated by the employer's representative and the employee organization's representative;

(e) The employer has verified with the Department that the employee organization has filed an Employee Organization Information Report (Department-Form 1) and an Employee Organization Financial Report (Department-Form 2) pursuant to M.G.L. c. 150E, §§ 13 and 14;

(f) The employer has filed a copy of the recognition agreement required by 456 CMR 14.06(5)(d) with the Department within seven days of its execution by both parties accompanied by a statement attesting to the employer's good faith belief required by 456 CMR 14.06(5)(a), and the dates of compliance with its posting requirements in 456 CMR 14.06(5)(b); and

(g) If a petition is filed challenging the recognition bar because of a failure to comply with 456 CMR 14.06 (5), the Department shall provide notice to the voluntarily recognized employee organization and the employer notifying them of the pending petition and of the non-compliance. The employer shall have a period of no more than 30 days to cure this failure to comply. The recognition bar shall then attach as if there had been compliance with 456 CMR 14.00.

14.07: Employees of the Commonwealth

(1) With respect to employees of the Commonwealth, excepting only employees of community and state colleges and universities, no petition filed under the provisions of M.G.L. c. 150E, § 4 shall be entertained, except in extraordinary circumstances where the petition seeks certification in a bargaining unit not in substantial accordance with the provisions of this section. Bargaining units have been established on a state wide basis, with one unit for each of the following occupational groups, excluding in each case all managerial and confidential employees as so defined in M.G.L. c. 150E, § 1.

12/10/2019

To whom it may concern:

It is the wish of all Truro firefighters who have signed this document to become members of the IAFF.  
The IAFF will serve as the sole bargaining representative for these members.

Sean Ferguson



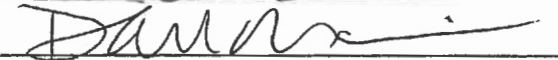
Robert Wescott



Sean Anderson



Demi Miskiv



Jeffrey Souza



Patrick Holmes



Patrick Steemson



Michael Chute



**NOTICE OF VOLUNTARY RECOGNITION**

Pursuant to the provisions of G.L. c. 150E and the Rules and Regulations of the Commonwealth of Massachusetts, Labor Relations Commission, 456 CMR 14.06(5), Notice is hereby given that the Town of Truro intends to voluntarily recognize, without an election, the International Association of Fire Fighters, Local -----, as the recognized bargaining representative for a bargaining unit consisting of all regular full-time firefighters and lieutenants in the Fire Department, excluding the Fire Chief , Deputy Fire Chief, Captain all Non-Permanent Firefighters, Call Firefighters and all other employees of the Town of Truro.

This Notice shall be posted for a period of twenty (20) days.

**SELECT BOARD**

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Janet W. Worthington, Chair

---

Robert Weinstein, Vice Chair

---

Kristin Reed, Clerk

---

Susan Areson

Dated: January \_\_, 2020



# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Kelly Clark, Assistant Town Manager

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Approval of Use of Auto Tabulator for Annual Town Meeting

**EXPLANATION:** In an effort to streamline ballot counting, staff researched the purchase and use of an automatic tabulator machine—specifically the ImageCast Precinct by LHS Associates. LHS Associates is widely used by Massachusetts communities, including many Cape towns. Prior to an election, the machine would be programmed by LHS Associates so that it can properly read Town ballots. At the polls, voters place their ballots into the machine where it will count the results. It separates ballots that contain write-ins and any ballots that cannot be read so that they may be hand-counted.

The machine does not get connected to the internet, minimizing outage and hacking concerns. LHS Associates provides customer service assistance by phone and has repair technicians stationed to respond to repairs if needed.

LHS Associates quoted \$5,200.00 for the tabulator and an annual post-warranty maintenance fee of \$200.00. There is a per election programming fee that ranges from \$500- \$1,000, depending on the complexity of the ballot. The Finance Committee approved a reserve fund transfer to the Election & Registrar's budget to purchase the tabulator at their January 10, 2020 meeting. The FY21 proposed budget includes programming fees for three elections.

In accordance with MGL Chapter 54, Section 34, the Select Board vote must first to purchase the equipment, a date to begin the use of the exact equipment and to discontinue the use of the old equipment (including hand counting). Notice of the determination must be sent to the

secretary of state within five days of the determination. The first use of the ImageCast Precinct would likely be the State Primary on September 1, 2020.

Our current hand-crank ballot box is a Perfection Ballot Box by S. Ralph Cross purchased in 1964.

**FINANCIAL SOURCE (IF APPLICABLE):** Reserve transfer to the Election & Registration budget to purchase the tabulator as approved at the January 10, 2020 Finance Committee meeting. FY21 ballot programming included in the FY21 proposed budget.

**IMPACT IF NOT APPROVED:** Current counting systems will continue to be used.

**SUGGESTED ACTION:** *Motion to approve the purchase of one (1) ImageCast Precinct Optical Scan Tabulator.*

*Motion to begin using the ImageCast Precinct Optical Scan Tabulator at the State Primary on September 1, 2020 and thereafter, at all primaries, preliminary elections and elections held in the Town of Truro, until otherwise ordered by vote of the Town of Truro Select Board; and to discontinue the use of the current hand crank ballot box voting system effective August 31, 2020.*

**ATTACHMENTS:**

1. MGL Chapter 54, Section 34
2. ImageCast Precinct Product Brochure

## **M.G.L. Section 34: Use of voting machines by cities and towns**

Section 34. A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held at least one hundred and twenty days before the primary, preliminary election or election at which voting machines are to be used, determine upon and purchase, lease, or lease with an option to purchase, one or more voting machines approved as provided in section thirty-two, and order the use thereof at primaries, preliminary elections and elections of state, city or town officers in such city or town; and thereafter at all primaries and elections of state, city or town officers in that city or town, until otherwise ordered by the city council in a city and the selectmen in a town, said machines shall be used at primaries and preliminary elections and for voting for the officers to be elected at such elections and for taking the vote upon questions submitted to the voters. Notice of such determination to use voting machines, or to discontinue the use thereof, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective.

A city or town may, by vote of a majority of the city council or by vote of a majority of the board of selectmen, at a meeting held not later than one hundred and twenty days prior to a state or presidential primary or state election, and not later than sixty days prior to a municipal primary, preliminary election or election at which an electronic voting system is first to be used, determine upon the use of, and may lease, purchase, or lease with an option to purchase, the marking units or automatic tabulating equipment necessary to any electronic voting system approved for use in the commonwealth in accordance with section thirty-two. Thereafter, at all primaries, preliminary elections and elections held in said city or town, until otherwise ordered by vote of the city council in a city or of the selectmen in a town, said electronic voting system shall be used in those polling places designated by the city council or board of selectmen.

Notice of determination to use an approved electronic voting system, or to discontinue its use, shall be sent to the state secretary by the city or town clerk within five days after such determination; provided, however, that no such discontinuance shall take place later than ninety days prior to a state or presidential primary or state election, nor later than thirty days prior to a city or town primary, preliminary election or election at which it is to become effective; and, provided further, that no such discontinuance shall prevent the state secretary from selecting appropriate voting machines and vote tally systems pursuant to section thirty-two.

# IMAGECAST® PRECINCT

**THE WORLD'S MOST RELIABLE  
OPTICAL SCAN TABULATOR**

*Dominion's ImageCast® Precinct is the most tried and proven tabulation equipment in the industry, backed by our dedicated service team.*



## ImageCast® Precinct Optical Scan Tabulator: Reliable & Versatile

- Over 100,000 units deployed worldwide
- Lightweight, easy to store, carry & set-up
- Optional integrated ADA compliant configuration
- Can scan ballots up to 30 inches





**STATE-OF-THE-ART TECHNOLOGY, EXPERTISE & EXPERIENCE.  
DEDICATED TO MAKING YOUR ELECTION A SUCCESS.**

## ImageCast® Precinct's Global Footprint

- Nearly 12,000 units in 52 of 58 jurisdictions in *New York State*
- 2,500 units used nationally in *Mongolia*
- Over 80,000 units deployed in the *Philippines*
- Thousands of units used in municipal and provincial elections in *Canada*



### SECURE

**STATE-OF-THE-ART SECURITY TO SATISFY THE NEEDS AND EXPECTATIONS OF VOTERS, AND FOR YOUR ADDED PEACE OF MIND**

EAC VVSG 2005 certified, featuring the highest security standards - with symmetric and asymmetric encryption - while preserving transparency through end-to-end system auditability.

Integrated ballot security features.

Encryption and security protocols are designed to meet the drafted Next Iteration requirements of the VVSG.

Extensive internal security monitoring to ensure data integrity and maintain public confidence.



### EFFICIENT

**SPECIFICALLY DESIGNED TO HELP YOUR ELECTION RUN EFFICIENTLY**

Lightweight, robust tabulator with optional accessible configuration.

AuditMark® ballot image auditing capability retains a secure digital image of every ballot cast in your election.

Meets EAC VVSG 2005 standards with superior accessibility for all voters.



### SIMPLE

**ENGINEERED SIMPLICITY**

From tropical to concrete jungles - the ImageCast® Precinct has been successful in some of the most challenging environments around the world.

Optional ballot review, second chance voting and accessible voting - all at one terminal.

6" LCD display screen.

Seamless integration with Dominion's Democracy Suite®.

**Please contact us for more information:**

LHS Associates, Inc.  
10 Manor Parkway, Unit B Salem, NH 03079  
[www.lhsassociates.com](http://www.lhsassociates.com)  
(888) LHS-VOTE





# TOWN OF TRURO

## Select Board Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Jan Worthington, Chair and Anne Greenbaum, Planning Board Chair

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Discussion of the Accessory Dwelling Unit Subcommittee Progress and Summary

**EXPLANATION:** Planning Board Chair, Anne Greenbaum will present on the Accessory Dwelling Unit Subcommittee Summary.

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

**IMPACT IF NOT APPROVED:** N/A

**SUGGESTED ACTION:** *Discussion only*

**ATTACHMENTS:**

1. ADU Subcommittee Summary 1/18/2020

## ADU SUBCOMMITTEE WORKING SUMMARY

### 1/18/20

**Focus:** Review existing ADU bylaw, content & process, and recommend any changes to Planning Board & Select Board

**“Improve”:** What does it mean to improve the ADU bylaw. This helps frame/contain our discussion

- Increase the efficiency of the process while continuing to provide protection for Truro’s character, environment and residents including applicant’s neighbors.
- While we hope the result is more ADU’s in the Truro housing stock we know that there are other barriers to more ADU’s, including cost of creating an ADU.

**Issues to Look At** – We listed any area/issue/concern any committee members were aware of with additional issues added as identified. We then prioritized with each member giving item score from 1-5 with 1 being not important & 5 being very important. The question was ***How important is it to address this issue*** NOT how important it is to change this. The results were then grouped into High, Medium & Low priority. The committee has been addressing High & Medium priority items.

ISSUES IDENTIFIED

LEVEL OF IMPORTANCE		ITEM	STATUS
	Total		
High	20	A. If/how to address notifying applicants to look at Homeowners Association covenant if applicable	Recommendation – see below
High	18	B. Process for applications inside Seashore	Recommendation - see below
High	20	C. Amnesty	In process – now connected to design criteria discussion
High	20	D. Procedures/process for application including: Application packet & # copies required; Dealing with multiple boards	Packet tabled until content decisions made
High	20	E. Currently decision cannot be appealed	Recommendation – see below
High	20	F. Penalties & Enforcement	
Medium	10	G. Make parking requirement (2 spaces) less restrictive	Recommendation – see below
Medium	14	H. Clarify design criteria in c.4	Recommendation – see below
Medium	15	I. Clarify "privacy of abutters c.4	Not addressed yet
Medium	12	J. Remove notifying abutters	
Low	8	K. Eliminate Public Hearing	
Low	8	L. Change permitting authority from Planning Board to ZBA	
Low	8	M. Change "shall be inspected" to "may" be in section c 7 regarding inspections by building inspector & health agent	
Low	8	N. Remove Seashore District from districts where ADU allowed	

**RECOMMENDATIONS:**

A & B. Seashore & Homeowner notification - Include suggestion in procedures page for applicants to look at regulations from various Truro Boards and other jurisdictions. For example: *DRAFT - Please familiarize yourself with Truro Zoning Bylaws including bylaws specifically addressing property in your Truro Zoning District. It may be also helpful to review other potentially applicable Town regulations such as Board of Health & Conservation Commission regulations and regulations of other jurisdictions as applicable such as The Cape Cod National Seashore and Homeowners Association.*

**D. Procedures/Packet**

- Remove requirement of having Board of Health and if applicable Conservation Commission &/or ZBA decisions before issuing Planning Board decision
- Decrease number of copies to original + 10 copies + digital copy

**E. Not Appealable – Remove**

**G. Parking:** change from 2 spaces to 1 Parking space per ADU + 1 per bedroom.

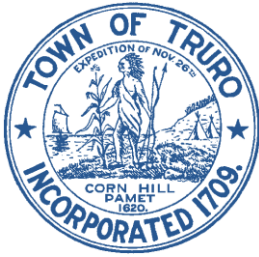
**H/C. Clarify/Simplify Design Criteria, informed by amnesty discussion**

2 tracks – based on construction

A – New Building or Addition to Existing Building

B – Interior Renovation or certification of existing unit as ADU, no work on exterior

- Do not need to address design criteria (C4) since exterior not changed
- Do not need to include plans showing elevation (D1g)



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

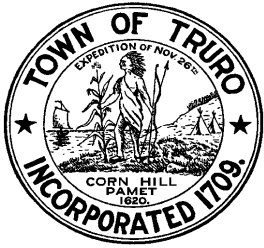
Tel: 508-349-7004, Extension: 110 or 124 Fax: 508-349-5505

## 6. **CONSENT AGENDA**

A. Review/Approve and Authorize Signature:

1. *Letter of Support for the FY20 Community Development Block Grant Proposal*

B. Review and Approve Select Board Minutes-January 10 and 13, 2020 (Budget Task Force) and January 14, 2020 (Regular)



# TOWN OF TRURO

## Board of Selectmen Agenda Item

**DEPARTMENT:** Administration

**REQUESTOR:** Nicole Tudor, Executive Assistant

**REQUESTED MEETING DATE:** January 28, 2020

**ITEM:** Support Letter for the Department of Housing and Community Development Housing Rehabilitation Application for FY20

**EXPLANATION:** At a previous public hearing and meeting, the Board approved the application for FY 20 Community Development Block Grant funds. This request is to approve sending a letter of support with the grant application to the MA Department of Housing and Community Development (DHCD). The letter stresses the importance of the funds that facilitate vital programs for Truro. The grants allow towns to continue to meet housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents of the Lower Cape Cod Region. The Outer Cape grant will benefit the towns of Eastham, Harwich, Truro, and Provincetown, and provide funds for approximately 24 homes to be rehabbed and childcare vouchers for 75 families. The housing rehab programs provide homeowners earning less than 80% of the area median income with an opportunity to address the safety and energy upgrades to their homes. In addition, the childcare component of the grants provides financial assistance for the cost of childcare for LMI families who rely on our local licensed childcare providers to care for their children while they are at work.

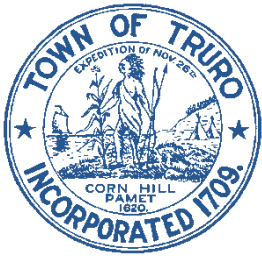
**FINANCIAL SOURCE (IF APPLICABLE):** N/A

**IMPACT IF NOT APPROVED:** Support letters strengthen the grant application and since Truro is the lead applicant, it is important that the Board sends a letter of support.

**SUGGESTED ACTION:** *MOTION TO approve the draft letter to the Department of Housing and Community Development in support of the DHCD Housing Rehabilitation Application and to authorize the Chair to sign.*

**ATTACHMENTS:**

1. Draft Support Letter



# TOWN OF TRURO

P.O. Box 2030, Truro, MA 02666

**Office of the Select Board**

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February 1, 2020

Janelle Chan, Undersecretary  
Department of Housing and Community Development  
Commonwealth of Massachusetts  
100 Cambridge Street, Suite 300  
Boston, MA 02114

Re: CDBG Housing Rehabilitation Application for FY20

Dear Ms. Chan:

I am writing in support of the FY20 Community Development Block Grant (CDBG) application to the MA Department of Housing and Community Development (DHCD) from the Town of Truro (including Eastham, Truro and Provincetown).

This grant will allow the towns to continue meeting the housing rehabilitation and childcare voucher needs of LMI (low-moderate income) residents of the Lower Cape Cod region. The Truro Regional grant will benefit provide funds for approximately 24 homes to be rehabbed and childcare vouchers for 75 families.

The affordable housing and economic development challenges of the Lower Cape are well documented. CDBG funding is a vital resource for stabilizing and preserving existing homes in our region and ensuring that working families have affordable child care. The housing rehab programs provide homeowners earning less than 80% of the area median income with an opportunity to address the safety and energy upgrades to their homes. Currently, the Community Development Partnership (CDP) is working on 11 rehab projects for the Truro Regional grant serving Truro, Provincetown, Eastham and Harwich, and expects to do a total of 24 projects by year-end.

In addition, the childcare component of the grants provides financial assistance for the cost of childcare for LMI families who rely on local licensed childcare providers to care for their children while they are at work. The FY19 program is already filling up and will be at full capacity early in 2020, playing a vital role in stabilizing the year-round families living in these towns.

I urge you to provide the funds requested, so that our Cape towns can continue their work with LMI home owners in need of critical home repairs and working families with young children in need of safe and affordable childcare. Thank you for your consideration of these proposals.

Sincerely,

Janet Worthington  
Chair, Select Board



# DRAFT

**Truro Budget Task Force  
Friday, January 10, 2020  
Truro Town Hall Selectmen's Chambers**

**Finance Committee Members Present:** Chair Robert Panessiti; Vice-chair Richard Wood, Raphael Richter

**Board of Selectmen Members Present:** Chair Janet Worthington; Robert Weinstein, Susan Areson, Kristen Reed

**Present:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark; Town Accountant Trudi Brazil

Select Board Chair Janet Worthington and Finance Committee Chair Robert Panessiti opened the meeting at 2:07 p.m.

Town Manager Rae Ann Palmer distributed the one-page summary of the dollar and percentage changes from the Fiscal Year 2020 Budget to the Fiscal Year 2021 Budget. She said this was an overview of the entire budget in draft form, not the final version.

## **Lines 114-199**

Ms. Palmer explained a big decrease in the Town Manager's budget due to the separate budget for the Planning Department. She called attention to money available through the Cable TV and Internet Advisory Committee. She noted: the increase in operating capital; the IT budget, which includes a schedule for replacing 15 computers each year; the Moderator budget with no change; increases for the Select Board, Accounting, Assessor, Clerk/Treasurer/Collector, and Legal Counsel; a pending wage adjustment for Sick Leave; the COLA budget at 2%; ZBA's decrease; Town Hall operations with a small decrease; the Warrant and Town Report with no increase; and the Energy and Climate Action Committee's new request. The allocated Communications account has consolidated all telephone costs and shows an increase. The allocated Energy account has increased as well.

## **Lines 210-221**

The Police Department has a small increase. The Fire Department has a substantive increase because of the beach EMT program and the addition of more firefighter/paramedics for the department to plan for assuming all EMS functions. The Lower Cape Ambulance has a small increase for a 1-year budget. Cape & Islands has an increase. The Building Department has a minimal increase for the support staff. There is an increase to Emergency Management related to shelter supplies that need to be replaced.

## **Lines 300-316**

The Public Education budgets have not yet been prepared, Ms. Palmer said. Trudi Brazil said an assessment for Truro's share for the new Cape Cod Tech will be included in that budget.

**Lines 400-499**

DPW has an increase at the Transfer Station because of the cost of solid waste. A reduction in tonnage helps to offset this. The Health Board has approved new fees for the Transfer Station, Ms. Palmer said. There's a slight increase in the Cemetery budget and no increase in the Greenhead Fly Control line.

**Lines 510-545**

Human Service Providers is level funded. Health/Conservation has slight increase. There is no change to the Water Oversight Committee Budget. There is a small increase to the COA budget with the new COA director. Trudi Brazil explained the increase in the assessment for the Veterans' Benefits funding. Seventy five percent of the benefits that Truro pays to the veterans is reimbursed by the state, she said.

**Lines 610-669**

Rae Ann Palmer said the Library has an increase, but she hadn't yet examined it. Beach and Recreation has an increase because of a longer summer season this year. The Harbor has an increase for the dredge, which is currently underway.

**Lines 710-752**

Rae Ann Palmer said the Town is in a transition year with debt. Some debt is ending, but there is short-term debt for the Walsh Property, East Harbor and the fire tender that will stay that way until it has been determined how the Town will use the Walsh property. The interest is low, and the loan can be turned over for five years. She gave advice about borrowing long-term for the Walsh Property.

**Lines 911-945**

County Retirement assessment is up. The Town can save money by paying it up front but needs to do a cash flow analysis first. Workers' Compensation is level funded. Unemployment and Group Health Insurance have decreased. FICA has increased a little. There is no change for Life Insurance and Municipal Liability.

Not all of the budget requests are covered by tax proceeds, Ms. Palmer said.

**RECAP**

Rae Ann Palmer presented the draft 2021 Budget Summary Recap worksheet. The certified free cash number has not yet been determined. The operating budget, excluding \$520,000 for a tractor through capital exclusion and a new ambulance through debt exclusion, totals \$21,808,749 for appropriation at Annual Town Meeting. Money not appropriated at Annual Town Meeting includes the Overlay for Tax Abatements, Cherry Sheet Offsets, State & County Charges, Expenditures using Other Financial Sources, Free Cash Transfers, and CPA Articles. With these included, the current total of expenditures is \$23,414,170.

Trudi Brazil listed the sources of revenue from funds other than taxes: Betterment Funds, Community Preservation Act Funds (not yet determined), Free Cash, Local Revenues, Receipts

Reserved, State Aid, and Free Cash to Mitigate the Tax Rate. The sum of \$5,082,264 from these revenue sources added to the tax levy limit of \$17,877,073 totals \$22,959,338.

Although the expenditures and revenues are out of balance in the Recap, Rae Ann Palmer said she is not worried because this is a preliminary examination of the Budget.

### **Comments from Task Force**

Task Force members commented on figures that need further scrutiny and the incremental increases that occur every year. Safety issues are a big concern, particularly in relation to ambulance services. There is interest in the other services provided. Robert Weinstein said he would like to see a per capita evaluation. When the School budget is presented, it would be helpful to get an explanation of aid to Education, the Chapter 70 Formula.

Finance Committee expressed appreciation for preparation of materials, especially the Recap at the beginning of the Budget meetings. Jay Coburn suggested presenting a comparison of the FY21 Budget with the budget of ten years ago, if possible. Robert Panessiti explained the role of the Finance Committee as advisors to the Budget. He said that the Finance Committee's Budget Message will reflect trends in town and what people want. Gathering questions, considering facts, and working together was his advice.

The public is encouraged to contact Budget Task Force members with their concerns. Public attendance at the Task Force meetings is rare, but engagement with the public is the productive way to proceed. Since Town Meeting tends to vote on the entire Budget without discussion, the Budget Task Force meetings offer an opportunity for people to question line items. Task Force members recommended posting which budgets will be dealt with at each meeting.

### **Adjournment**

Robert Weinstein moved to adjourn the Select Board meeting. Susan Areson seconded, and the motion carried 4-0.

Jay Coburn moved to adjourn the Finance Committee meeting. Robert Panessiti seconded, and the motion carried 3-0.

The meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Janet Worthington, Chair

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Susan Areson

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Kristen Reed, Clerk

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Robert Weinstein, Vice-chair

**Public Records Material of 1/10/2020**  
FY21 Budget workbook

**Truro Budget Task Force  
Monday, January 13, 2020  
Truro Town Hall Selectmen's Chambers**

**Finance Committee Members Present:** Vice-chair Richard Wood

**Board of Selectmen Members Present:** Vice-chair Robert Weinstein, Susan Areson, Kristen Reed

**Present:** Assistant Town Manager Kelly Clark; Town Accountant Trudi Brazil; DPW Director Jarrod Cabral; Fire Chief Timothy Collins

Select Board Vice-chair Robert Weinstein called the meeting to order at 2:00 p.m

Town Accountant Trudi Brazil explained the capital improvement plan (CIP) budget, capital exclusion and debt exclusion.

## **Vehicles & Equipment**

DPW Director Jarrod Cabral said a Police Department capital budget item is for two replacement SUVs. The Fire Department is looking for a new utility vehicle. Fire Chief Tim Collins explained the use of the vehicle. Fire is asking for a debt exclusion for a new ambulance. Jarrod Cabral explained the DPW's request for road maintenance. The DPW is requesting a water buffalo for emergencies, pumping and water testing. Task Force members asked if there were grants available for water buffalos. Assistant Town Manager Kelly Clark explained that staff continues to review grant announcements to see if they could be used for the water buffalo purchase. DPW has a capital exclusion request to replace a heavy-duty tractor. Another roll-off truck needs to be replaced. They will auction a dump truck. DPW is requesting a second message board. Shared message boards are not always available or practicable in the case of borrowing one from up-Cape during the summer.

## **Charging Stations**

The base infrastructure installed by Eversource for charging stations was free, but there is a cost for the charging ports. Grant funding would limit how the charging ports would be used. By purchasing without grants, the Town will be able to determine the best method for public access to the charging ports. Details need to be worked out for charging station installations and the acquisition of electric vehicles for Town use.

## **Building Requests**

An acoustic installation to dampen noise in the circulation area is a Library request. Task Force members discussed the level of noise in the area of the circulation desk. The Police Department interview room needs improvement in order to be compliant with regulations. Windows are not allowed in an interview room. A mobile generator is requested as a backup in case of an electrical failure in any Town building and for use in emergency situations.

### **School**

The School's capital requests will be presented when the School Committee is present at a Budget Task Force meeting.

### **Environmental Projects**

Environmental projects to be continued include planning and design for the Mill Pond Rd. culvert, the Little Pamet, and the Pamet River. There could be grant money for the three projects, which will be tied together. There might be DOT and NRCS money available for the Pamet River culvert since it is under the highway, Jarrod Cabral said. DOT is aware of the Route 6 culvert projects in Truro.

### **Capital Stabilization Fund**

Trudi Brazil explained funding that will be moved into the Stabilization Fund for the Police radio system.

### **DPW Budgets**

There are five DPW budgets: Highway Garage, Snow Removal, Streetlights, Transfer Station and Building Maintenance.

### **Highway Garage**

Jarrold Cabral covered DPW wage increases for Highway Garage personnel, decreases in portable restrooms, vehicle fuel and signage and increases in cell phone allowance and heating fuel. There are no capital outlay projects planned for next year, he said.

Trudi Brazil explained how electricity costs would be handled differently this year with one account for all electricity expenses.

### **Snow Removal**

The snow removal budget includes sand, salt and overtime hours. Trudi Brazil said this is a budget that allows for deficit spending.

### **Streetlights**

There is a \$200 base charge. Electricity cost has been removed from this budget, but not the fixture costs.

### **Transfer Station**

The budget included increases for salary and wages, tipping and recycling fees, and required water monitoring and decreases to vacation and sick buybacks and equipment replacement. Jarrod Cabral reported on the updates he gives the Board of Health on revenue and expenses. He said efforts are made to continue reduction of tonnage. Jarrod Cabral discussed maintaining the same number of commercial haulers.

### **Building Maintenance**

The changes in Building Maintenance salary & wages; services, including water; contracts; supplies; licenses; and capital outlay for standard vacuum replacement were displayed on the overhead screen.

**Adjournment**

Susan Areson moved to adjourn. Kristen Reed seconded, and the motion carried 3-0.

The meeting was adjourned at 3:37 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Janet Worthington, Chair

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Susan Areson

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Kristen Reed, Clerk

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Robert Weinstein, Vice-chair

**Public Records Material of 1/13/2020**

FY21 Budget booklet

# DRAFT

## Truro Select Board Meeting Tuesday, January 14, 2020 Truro Town Hall

**Select Board Members Present:** Janet Worthington, Chair; Susan Areson, Kristen Reed, Robert Weinstein

**Present:** Town Manager Rae Ann Palmer; Assistant Town Manager Kelly Clark

Chair Janet Worthington called the meeting to order at 5:00 p.m.

### PUBLIC COMMENT

Janet Worthington said she was unhappy to see negative depiction of the Select Board in recent media coverage. She also spoke against ageism. She read a section about civility at public meetings from *Select Board Policy #54 Standards of Professional Conduct*.

Jay Coburn rebutted a complaint which he believes was directed at him in a December 23, 2019 correspondence to the Select Board, concerning a perceived conflict of interest at the Cloverleaf Property.

Mike Janopolis asked to have a future Select Board discussion of the proposed siting of the DPW facility at 340/344 Route 6. Ms. Palmer noted, for the record, that at the time of the search for a DPW site the Town did not, and still does not, own the Walsh property.

### PUBLIC HEARING

#### *Regional Community Development Block Grant*

*Janet Worthington opened the public hearing at 5:15 p.m.*

Alice Boyd of Bailey Boyd Associates explained the FY20 Truro Regional CDBG application, which includes Provincetown, Truro, and Eastham. It provides housing rehabilitation and subsidies for childcare. CDP manages the program which helps elders stay in their home and young people with home repairs. She said they did 24 projects last year and anticipate a similar number for this year. Ms. Boyd explained that the waiting list is on a first come first served basis. Ms. Palmer said the RFP process is followed for CDBG projects.

*Chair Worthington closed the public hearing at 5:19 p.m.*

Robert Weinstein moved to authorize the submission of a Fiscal Year 2020 CDBG grant for housing rehabilitation and childcare subsidies and to authorize the Town Manager or designee to sign the grant application and associated forms. Susan Areson seconded, and the motion carried 4-0.

Robert Weinstein moved to allocate \$40,000 of CDBG Miscellaneous Income as a contingency fund. Susan Areson seconded, and the motion carried 4-0.



**COMMITTEE APPOINTMENTS*****Charter Review Committee***

The Select Board had interviewed Cheryl Best, William Golden and Christopher Lucy at the December 17, 2019 meeting for two positions available on the Charter Review Committee. Since that time, there is a third opening on the Charter Review Committee.

Robert Weinstein moved to appoint Cheryl Best, William Golden and Christopher Lucy to the Charter Review Committee, each for a full three-year term, expiring June 30, 2022. Kristen Reed seconded, and the motion carried 4-0.

**TABLED ITEM*****Curb Cut Permit – 65 Depot Road***

The Board considered a letter from an abutter and the plans for a curb cut permit for 65 Depot Rd., a matter which had been twice tabled by the Select Board. The plan showed a new driveway for 65 Depot Rd. beside the abutter's driveway. There is no prohibition for side by side driveways and curb cuts. Janet Worthington said the better choice was to keep the original driveway and curb cut. Ms. Palmer said the owner of 65 Depot Rd. had an easement over the existing driveway because of placement of a shed and the septic system. Robert Weinstein gave reasons against the plan for the new driveway. He recommended that the owner return to the original configuration of the driveway and curb cut. Kristen Reed said she was still concerned about water run-off. Susan Areson said she favored the old driveway.

Kristen Reed moved to not approve the curb cut to 65 Depot Road and authorize the chair to sign. Susan Areson seconded, and the motion carried 4-0.

**SELECTBOARD ACTION*****Policy #63 Select Board's Powers of Appointment***

Rae Ann Palmer explained Policy #63, which covers procedure for hiring the Town Manager, Police Chief and Fire Chief. Susan Areson recommended changes in wording. She noticed that the draft before them did not have the revisions that the Board had previously made. Ms. Palmer suggested approving the document with the changes that had been proposed.

Susan Areson moved to approve *Select Board Policy Memo #63 Powers of Appointment* with the amendments she had proposed at the meeting of December 5, 2019. Kristen Reed seconded, and the motion carried 4-0.

***Charge for the Charter Review Committee***

Janet Worthington explained the need to update the Charter Review Committee charge. Susan Areson explained a revised version she had developed. This added provisions for public comment, a public vote, and a staggered membership.

Robert Weinstein moved to adopt the updated language for the Charter Review Committee charge. Kristen Reed seconded, and the motion carried 4-0.

***Revised Walsh Property Committee and Process***

Rae Ann Palmer presented a revised clean copy and a copy tracking the changes to the Walsh Property Committee and Process documents. She reviewed the changes that had been made. Kristen Reed suggested several additional changes which she had received from the public. Ms. Palmer said she would like the CBI facilitator to examine the new suggestions.

Regan McCarthy came forward to discuss demographics in Truro. She advised against a division of year-round, part time and seasonal residents. Ann Greenbaum had a mechanical suggestion of providing a “residents’ duration” line to encompass all residents. Kristen Reed maintained that year-round residents should be considered first as applicants. Rae Ann Palmer supported having one line for all designations: year-round, part-time and seasonal residents.

Susan Areson moved to approve the plan for the Walsh Property Community Process and to approve the application to serve on the Walsh Property Plan Committee with the amendments discussed. Robert Weinstein seconded, and the motion carried 4-0.

***Annual Town Report***

Rae Ann Palmer said that there had not yet been a discussion of theme for the 2019 Annual Report, but there was sentiment for dedicating it to two individuals, Bill Worthington and Maureen Burgess, both of whom had served on the Select Board and in other capacities.

One theme suggestion from the last year was to spotlight the youth of the community. Robert Weinstein said the theme this year could be a prelude to the 400<sup>th</sup> Anniversary in 2020. Next year the anniversary would be after the fact by the time the Annual Report is published.

Kristen Reed moved to dedicate the 2019 Annual Report to Bill Worthington and Maureen Burgess. Susan Areson seconded, and the motion carried 4-0.

**CONSENT AGENDA**

- A. Review/Approve and Authorize Signature: *None*
- B. Review and Approve 2020 Annual Business Licenses: *None*
- C. Review and Approve Alcoholic Beverages Control Commission 2019 Annual Report
- D. Review and Approve Select Board Minutes: December 10, 2019, December 12, 2019 and December 17, 2019
- E. Review and Approve and Hold Select Board Executive Session Minutes: February 25, 2019 Executive Session; March 4, 2019 Executive Session; March 19, 2019 Executive Session; April 9, 2019 Executive Session; April 23, 2019 Executive Session; May 28, 2019 Executive Session; August 27, 2019 Executive Session; September 24, 2019 Executive Session
- F. Review and Approve and Release Select Board Executive Session Minutes: January 22, 2019 Executive Session

Kristen Reed recused herself from the vote on 2020 Business Licenses for Chequessett Chocolates.

Susan Areson said she did not think it was appropriate to vote on the minutes for Executive Sessions that she did not attend: 2/25/19, 4/23/19, 3/4/19 and 3/19/19 and 4/9/19.

Susan Areson amended the minutes of the meetings of December 12, 2019 and December 17, 2019.

Susan Areson moved to approve the Consent Agenda with recusals from Kristen Reed and herself and the corrections to the minutes of December 12, 2019 and December 17, 2019. Kristen Reed seconded, and the motion carried 4-0.

### **SELECTBOARD COMMENTS/REPORTS**

Robert Weinstein reported on the Housing Authority wrap-up meeting; Budget Task Force meetings; and School Budget issues. He will request that School Committee meetings be scheduled at a time he could attend since their meetings conflict with those of the Select Board. He commented on the professionalism of Town staff and commended the Town Manager and Assistant Town Manager for work on the Harbor dredge.

Susan Areson had attended the Housing wrap up. She announced the Housing Institute's session on zoning bylaws. She had attended the Cloverleaf Oversight Committee meeting. As liaison to the Zoning Board, she discussed meetings on the Cloverleaf Property and the peer review process. Ms. Palmer gave additional information on the peer review report. Susan Areson reported on the last Board of Health meeting about the Truro Motor Inn. Ms. Palmer provided further updates on the Truro Motor Inn and discussed receivership.

Kristen Reed reported on the Recycling Committee's meeting on Transfer Station tonnage, magazines in the Swap Shop, a suggested reduction of plastic program through borrowing cutlery, the Weston & Sampson project, and water stations. She had attended the Housing wrap-up and asked for more information on septic Title 5 requirements. Kristen Reed suggested coordination between the Health Agent and the Housing Authority on Title 5 information. She thanked staff for work in preparation of the Budget Task Force meetings. She recommended posting the schedule of Budget Task Force meetings.

Janet Worthington thanked Kelly Clark for her work on the Harbor dredge. She said the Budget Task Force meetings held so far had been a good start for the budget process. She mentioned a new discussion/coffee hour with COA Director Mary-Elizabeth Briscoe.

### **TOWN MANGER'S REPORT**

Town Manager Rae Ann Palmer made recommendations for scheduling Town departments for the Budget Task Force meetings. She clarified Town Counsel's recommendation against offering a CPA grant for the Great Hollow Beach extension project because of liability issues. She discussed distribution of the room tax and the ongoing discussions on 208 Water Quality. There are two potential candidates for Police force, she said. Ms. Palmer and staff have been

busy working on FY21 Budget. There may be a need for additional Budget Task Force meetings.

### **NEXT MEETING AGENDA**

Rae Ann Palmer reviewed agenda for the next meetings:

January 28, 2020 Work Session - discussion with the Town Manager Search Consultant;

February 11, 2020 - setting opening and closing dates for the Annual Town Meeting Warrant, process for recognition of a new Firefighters union, and negotiations with the union.

### **Adjournment**

Susan Areson moved to adjourn. Kristen Reed seconded, and the motion carried 4-0.

The meeting was adjourned at 6:50 p.m.

Respectfully submitted,

Mary Rogers, Secretary

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Janet Worthington, Chair

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Susan Areson

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Kristen Reed, Clerk

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Robert Weinstein, Vice-chair

### **Public Records Material of 1/14/2020**

1. Memo and related material for CDBG grant
2. Applications and recommendations for Chart Review Committee
3. Photographs, correspondence and plans for 65 Depot Road curb cut
4. Policy Memorandum #63 Select Board Powers of Appointment
5. Charter Review Charge
6. Walsh Property Committee Process and Committee revised documents
7. Alcoholic Beverages Control Commission 2019 Annual Report